



## TOWN OF WEST SENECA

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**TO:** Honorable Town Board / Town of West Seneca

**FROM:** Lauren J. Masset  
Recreation Supervisor

**DATE:** September 4, 2018

**RE:** West Seneca Youth Hockey By-Laws (Updated 2018)

Kindly move to accept the updated By-Laws for the West Seneca Youth Hockey Association.

West Seneca Town Attorney John Fenz has reviewed these By-Laws.

# West Seneca Youth Hockey Association, Inc.

## BY-LAWS

### Article I - Name

1. **Name:**

The name of this organization shall be the **West Seneca Youth Hockey Association, Inc.** (also referred to as the WSYHA).

### Article II - Emblem

1. The official emblem of the West Seneca Youth Hockey Association, Inc. shall be:



### Article III - Purpose

1. **Purpose:**

This Association is not organized for pecuniary benefit and shall not make or declare dividends. Its purpose is to promote, develop, supervise, and voluntarily assist in a youth hockey program, and is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome community participation.

The Association is dedicated to helping youths become good decent citizens. It strives to inspire them with a goal and to enrich their lives towards the day when they must take their places in the world. It establishes for them the rudiments of teamwork and fair play.

### Article IV - Organization

1. **Association Requirements:**

The Association by-laws, standing rules and official rules and regulations will not become effective, until approved by a vote of the Association membership.

2. **Adjustments:**

Additions, deletions and amendments to the Association by-laws, standing rules and the official rules and regulations shall be submitted to the Association membership for voting.

## Article V - Membership

### 1. **Eligibility for membership:**

Membership in the Association will be open to any person interested in being a coach, assistant coach, or manager of an Association hockey team or in managing the affairs and assets of the West Seneca Youth Hockey Association, Inc. All of these are on a strictly voluntary basis.

### 2. **Membership responsibility:**

All members are responsible for upholding the principles of the Association and positively representing the Association in all actions they take while a member. They shall not serve in similar positions with another association without the consent of the Board of Directors. Any actions taken by a member in an authoritarian role shall reflect positive decision making skills that serve in the best interests of the WSYHA.

### 3. **Application for Coach:**

The application shall be on the Association "Application for Coaching" form and submitted in electronic format, to the head of the Coaching Selection Committee and the Director of Coaching and Player Development. The application shall then be reviewed and vetted by the Coaching Selection Committee. The Board of Directors, after proper investigation, shall accept or reject the application. These selections shall be submitted to the Executive Board for final approval. Selected applicants shall then be notified by the Selection Committee. Applications for the ensuing season must be submitted by February 1st for Travel teams, April 1st for House teams.

### 4. **Suspension or Expulsion:**

The Board of Directors shall have the power to suspend or expel any coach, assistant coach, manager, or other member of the Association in the manner prescribed in the by-laws, for conduct deemed subversive to the best interests of the Town of West Seneca and/or the West Seneca Youth Hockey Association, Inc.

### 5. **Resignation:**

Any coach, manager, assistant coach, or Board member may resign at any time. The resignation shall not become effective until accepted by the Board of Directors, and until all property, funds and/or obligations to the Association have been paid in full.

## Article VI – Meetings/Communication

### 1. **Annual Meeting:**

The Annual Meeting for the election of officers and Board members and for the transaction of other business relative to the affairs of the Association shall be held in April of each year. The Secretary shall send notice of the annual meeting to each member of the Association at least 5 days in advance of the meeting. Officers and Directors elected at this meeting shall take office effective June 1st.

### 2. **Board of Directors:**

The Board of Directors shall meet a minimum of 9 times per year. The Chairman of the Board, in concurrence with the President, shall determine the specific date and location of each meeting.

### 3. **Regular Meetings:**

There shall be regular meetings of the Association during at least 6 of the months of the current season. The President, in concurrence with the Board of Directors, shall determine the time and place of the meetings. The Secretary shall notify all members as to the time and place for each meeting.

#### 4. **Media Communication:**

The official form of communication for the Association is via email. Other, more recently developed means of social communication are also acceptable if they can be used for a majority of the members and player families. Non-electronic means are allowed as the situation dictates.

#### 5. **Association Information Distribution:**

- All meeting notification should be sent, via email (or other Association accepted methods), one week in advance of all meetings to Association members (Board, Coaches, Managers, etc.) and should be posted to web site.
- These meeting notifications should also include items that will be the Agenda for the meeting. Board members should also receive a separate Agenda for that portion of the meeting that will take place.
- Any information or actions that could affect the Association should be conveyed, via email (or other accepted methods), to all Executive Board members as soon as possible. This could be done through a single source (such as the Secretary) or be assigned as a responsibility to each of the members of this Board.
- Minutes from each General Body Meeting should be distributed to all members, via email (or other accepted means), within one week of the meeting.
- Minutes from each Board Meetings should be distributed to the Board members in the same manner.
- Minutes from Executive Board Meetings should follow the above with distribution but is restricted to only members of that Board.

## Article VII - Governing Body

### 1. **Governing Body:**

The government of the West Seneca Youth Hockey Association, Inc. shall all be vested in the Board of Directors.

### 2. **Board Membership:**

The Board of Directors shall consist of a President, Vice President House, Vice President Travel, Secretary, Treasurer, Chairman of the Board, Sergeant at Arms, Registrar, Ice Scheduler, House Directors for each division based on strength of the Division, and Director of Coaching and Player Development. Divisions qualifying for a Director for the upcoming season shall be set by the Board prior to the election. The Booster Club Representative, Referee Representative(s), Social Media Director, and Tournament Director shall serve in a strictly advisory capacity but are entitled to attend all Board meetings.

### 3. **Selection:**

Officers and other Board members shall be elected prior to the close of the fiscal year by the membership. Election shall be by ballot. Newly elected Board members shall take office on the first day of the new fiscal year (June 1). Each member of the Board shall have only one vote in all matters of the Association, although it is permissible to hold more than one position.

### 4. **Duties of the Board:**

The Board of Directors shall manage the affairs and assets of the Association. A majority of the Board shall approve all expenditures but never more than available funds. In case of dissolution of the Association, the Board shall **donate** all assets of the Association to the Town of West Seneca to be used by them for purposes of recreation as they see fit.

### 5. **Quorum:**

At any meeting, a simple majority of the Board of Directors shall constitute a quorum.

## 6. Vacancies:

In the event of a vacancy of the Board, the Board of Directors shall have the power to fill each vacancy until the annual election.

# Article VIII - Officers (Executive Board)

## 1. Officers:

The officers of the Association shall be: President, Vice President House, Vice President Travel, Secretary, Treasurer, and Chairman of the Board. Officers shall each be elected to a term of 2 years. In order to transition from single year terms, for the first year of elections of the Chairman of the Board, Vice President House, and Secretary, they shall be elected to 2-year terms. The President, Vice President Travel and Treasurer shall initially be elected to a 1-year term. Moving forward, in subsequent years, each Officer shall be elected to a term of 2 years. The Executive Board shall be elected from among those having served a minimum 3 years as Head Coach, Manager, Board Member or Officer of the Association. All officers are voting members of the Board of Directors.

In the event that an Officer shall be temporarily unavailable or unable to perform his/her duties or permanently vacate their position a line of succession shall be established to serve in that position. He/she shall serve in that position until a replacement can be appointed. That line of succession shall be as follows:

- President shall be replaced by the Chairman of the Board
- Chairman of the Board shall be replaced by the President
- Vice President House shall be replaced by the Vice President Travel
- Vice President Travel shall be replaced by the Vice President House
- Treasurer shall be replaced by the Secretary
- Secretary shall be replaced by the Treasurer

## 2. Duties of the President:

The President shall be the chief officer of the Association. He/she shall preside at all meetings of the Association and shall call such meetings, in concurrence of the Board of Directors, as he/she deems necessary. It shall be his/her duty to exercise general supervision over the activities and welfare of the Association and keep in constant touch with the other Officers and Board members relative to matters of policy. He/she is an ex-official member of all committees (with the exception of the Nomination committee). He/she is responsible for establishing and distributing an Agenda for each Regular meeting prior to the meeting via either written or electronic means.

## 3. Duties of the Vice President House:

He/she shall be responsible for all activities of the House League. He/she shall provide monthly reports to the Board and the membership regarding the activities of the Divisions under his/her control and other information that may be pertinent to the Association.

## 4. Duties of the Vice President Travel:

The Vice President Travel shall be responsible for the entire Travel Team division. He/she shall make monthly reports to the Board of Directors and the membership. He/she (or designee) is the Association representative to any Leagues to which the Association teams may belong. He/she is responsible for the organization and conduct of travel team tryouts.

**5. Duties of the Treasurer:**

The Treasurer maintains the financial records for the Association. Those records are subject to audit at any time by an audit committee duly appointed by the President. He/she shall deposit funds in such banks as approved by the Board and shall disperse money only upon Executive Board approval. The release of any funds not previously allocated is required to have approval, in written format (email acceptable), by two members of the Executive Board. Expenses not exceeding \$100.00 shall be deemed to be preapproved by the Executive Board. After approval, these expenditures can be made via all normal conveyances. These include, but are not limited to, cash, electronic fund transfer, debit card payment (when available), and via check from the Association account. Only one signature is needed on such checks after it is authorized. This signature can be that of the Treasurer or any other Executive Board member listed on the Association checking account.

He/she is required to submit a report to the General Body and Board at each regular meeting. The report shall, at a minimum, include balance information for all Association fund accounts and a listing of all income and expenditures since the last regular meeting.

**6. Duties of the Secretary:**

The Secretary shall take time minutes and record attendance of all meetings. All Association records, except financial, shall be under his/her control. He/she will maintain control of all stationary and supplies. At each regular General and Board meeting he/she shall submit a report of the minutes of the previous meeting for review and approval by the meeting body.

**7. Duties of the Chairman of the Board:**

The Chairman of the Board shall preside over all meetings of the Board of Directors. He/she, in concurrence with the President, shall set the date and place for all Board meetings. He/she is responsible for establishing and distributing an Agenda for each Board meeting prior to the meeting via either written or electronic means.

## **Article IX - General Members of the Board of Directors.**

**1. Duties of the House League Director:**

Each director shall be responsible for the scheduling of practice, league and play-off games in his/her division. The schedule shall be submitted to the Vice President House for approval. Each division with a Director shall have only one voting Director. Each Director is a voting member of the Board of Directors. He/she is responsible for all Association equipment in their division.

**2. Duties of the Director of Coaching and Player Development:**

This individual shall be responsible for scheduling, promotion, administration, and organization of all clinics conducted for the purpose of improving coaching and player techniques and uniformity. He/she is also responsible for the Association resource library which includes manuals, films, video tapes, and any other training material. He/she is the Association's USA ACE Coordinator. He/she will notify the Association of Coaching Achievement Program (CAP) clinics. He/she is a voting member of the Board.

**3. Duties of the Sergeant at Arms:**

The Sergeant at Arms shall be responsible for assisting the President and/or Chairman of the Board in preserving order at all meetings. He/she shall also be in charge of the door, allowing no one to enter unless by consent of the Chair. His/her responsibilities shall also include the security of the Coaches Room. He/she is responsible for the control and maintenance of all Association property as may be necessary. He/she is a voting member of the Board of Directors.

4. **Duties of the Registrar:**

The Registrar is responsible for receiving and distributing records regarding the players of the Association. He/she reviews player invoices related to registration for accuracy to ensure they comply with existing regulations and forwards them to the Treasurer for appropriate action. These include forms and fees as necessary to USA Hockey, NYSAHA, local leagues, etc. He/she distributes all materials mandated for use by USA Hockey such as helmet decals, official guides, etc. He/she reports player movements between associations to the Board of Directors. He/she reviews qualification data and issues "zero", "hat trick", and "play maker" awards and any other such as awards in accordance with current regulations. He/she provides an annual report of registrations to the Treasurer by January 31 each year. He/she is a voting member of the Board of Directors.

5. **Duties of the Ice Scheduler:**

He/she is responsible for securing and scheduling all Association ice time at the West Seneca Town Recreation Center and/or other sites as necessary. All ice times must be approved by the Board of Directors, prior to securing or scheduling said ice. He/she shall redistribute returned ice to other Association teams. He/she is a voting member of the Board of Directors.

6. **Duties of the Referee Representative:**

The Referee Representative shall be responsible for scheduling all officials. He/she will be required to attend all meetings of the Board of Directors, and give a report to said Board. He/she/they is appointed to serve by the President, in concurrence with the Board of Directors He/she serves in an advisory capacity and is not a voting member of the Board of Directors.

7. **Duties of the Booster Club Representative:**

The Booster Club Representative is responsible for providing the Association with a portal to the West Seneca Youth Hockey Booster Club (or current existing Body) and representing the interests of the Club to the Association. He/she will be required to attend all meetings of the Board of Directors, and give a report to said Board. He/she is appointed to serve by the President, in concurrence with the Board of Directors. He/she will be responsible for working with the Treasurer in all matters that involve financial transactions (fundraising activities, etc.). He/she serves in an advisory capacity and is not a voting member of the Board of Directors.

8. **Duties of the Social Media Director:**

This individual is charged with maintaining the Association's Social profile for the members of the Association and the public. He/she shall maintain the Association website and update it as necessary. He/she is also responsible for maintaining our profile on all other methods of social media (Facebook, Instagram, Twitter, etc.). He/she is appointed to serve by the President, in concurrence with the Board of Directors. He/she serves in an advisory capacity and is not a voting member of the Board of Directors.

9. **Tournament Director:**

He/she is responsible for the coordination of all Tournaments that are hosted by the WSYHA. This includes, but is not limited to, the advertising, selection of participating teams, scheduling, referee assignments, credentials, score/timekeeping, etc of each tournament held during the season. He/she shall ensure that the President and the Board of Directors are regularly kept up to date as the tournament evolves. The Director shall work with the Treasurer in all matters involving financial income and expenditures that are the involved in each Tournament. He/she is also responsible for keeping accurate records regarding these income and expense items and submitting interim reports and a final report to the Treasurer and the Board. He/she is appointed to serve by the President, in concurrence with the Board of Directors. He/she serves in an advisory capacity and is not a voting member of the Board.

## Article X - Acquisition and Management of Property and Funds

### 1. Property:

The Board of Directors shall manage and control the property of the Association.

### 2. Raising Organizational Funds:

Funds may be raised in any manner approved by the Board of Directors.

### 3. Fiscal Year:

The Association's fiscal year shall begin on June 1 and end on May 31.

### 4. Payment of Bills:

The Board of Directors have the responsibility of approving payment of all appropriate expenses incurred by the Association, but not more than the funds available to the Association.

### 5. Board of Directors Power to Assume Liabilities:

The Board of Directors shall have no power to assume liabilities on behalf of the Association for an amount in excess of the funds of the Association.

### 6. Personal and Unapproved Debts:

The Association shall never pay, assume liability or become responsible for the personal or unapproved debts of any individual of the Association.

## Article XI - Committees

### 1. Standing Committees:

The President shall appoint the Chairman of any standing committee from among the members of the Association. The Chairman shall select the necessary number of members to complete each committee.

### 2. Nominating Committee:

The duty of this committee shall be to prepare a list of nominees for Board positions and to ascertain the availability of nominees to serve in those positions. This list should be submitted to the President prior to the March meeting of the Board so that it may be available for their review. The committee shall be comprised of at least three members, one of whom will be neither a Board member nor a past President.

### 3. Disciplinary Committee:

This Committee shall be convened to address player, coach, or parent issues. The Association President shall appoint the Head of the committee. The Vice Presidents of both House and Travel will be members of this committee. This Committee will be populated by its Head but must contain at least one individual that is a non-Board member who is neutral, disinterested, and is impartial. The Committee will make the final decision for each matter that must then be communicated to the Board of Directors. They are then responsible for administering disciplinary actions, if appropriate.

Any appeals will be submitted directly to the Board of Directors for their consideration.



#### 4. **Coaching Selection Committee:**

These committees shall be comprised members having the necessary experience for the positions under consideration. Each respective committee shall solicit, interview and make recommendations to the Board for the candidate selection. The Director of Coaching and Player Development shall serve as a member of each of the selection committees.

**Travel coaching selection** shall be headed by the Vice President Travel and be comprised of members with experience in the area of Travel hockey.

**House coaching selection** shall be headed by the Vice President House and be comprised of individuals with the expertise to appropriately decide the coaches needed to operate these teams.

#### 5. **Special Committees:**

The Chairman for each committee shall be appointed by the President. The chairman shall select the necessary numbers of members to complete each committee. The function(s) of each designated committee shall be defined by the Board.

### **Article XII - Restrictions**

1. This organization shall be non-racial, non-partisan, and non-sectarian in policy.

### **Article XIII - Records**

#### 1. **Records:**

The Association shall keep correct and complete books and records of accounts. It shall also keep minutes of the proceedings of all meetings conducted with its members (general/special meetings) and/or Board of Directors. A record shall be maintained with the names and addresses of the members entitled to vote during meeting and elections. A record of player contracts and payments made to and by the Association will be recorded and maintained.

### **Article XIV - Quorum**

#### 1. **Regular meetings:**

One-third of the voting members of the Association shall constitute a quorum at any regular or special meetings.

#### 2. **Board of Directors Meetings:**

A simple majority of the Board of Directors shall constitute a quorum at any meeting of the Board.

### **Article XV - Rules of Order**

1. Rules contained in "Roberts Rules of Order" (abbreviated version) shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or standing rules of this Association.

### **Article XVI - Procedure for Amending by-laws**

#### 1. **By-Law:**

A "by-law" is a rule of policy governing the Association, and changes to by-laws can be made only by a two-thirds vote of the members present at any meeting, or any special meeting, providing a quorum is in attendance.

2. **Standing Rules:**

"Standing Rule" can be defined as a rule which is not a part of a policy making document. These rules may be amended, or additions incorporated by a two-third vote of approval by the Board of Directors. A record of the current "Standing Rules" shall be maintained by the Secretary and made available to anyone requesting a copy.

3. **Proposed Amendments:**

Any member of the Association may submit amendments to these by-laws in writing (or via accepted Association forms of communication) to the Secretary. The Secretary shall promptly notify all Board members.

4. **Approval of Amendments:**

Amendments to these by-laws shall be made at any meeting or special meeting of the Association by a two thirds vote of the members present, providing a quorum is in attendance. All amendments must be submitted to the Board of Directors fifteen (15) days prior to the next Board meeting. After the Board's approval, the proposed amendment(s) must be conspicuously posted at least seven (7) days prior to the next regular meeting for a vote of approval. Before becoming effective, any such amendment must be submitted to, and approved by, the General Body of the Association.

5. **Notice of Amendments:**

The Secretary shall forward, to the Town of West Seneca, copies of any change in the Association by-laws.

## **Article XVII - Voting**

1. **Voting Rights:**

The officers and directors shall each have one vote at all Association and Board meetings. The coach, or an appointed representative from his/her Association team, shall have one vote at all Association meetings and elections. No individual shall have more than one (1) vote.

2. **Election of Officers:**

In order for any team to have voting privileges in the election of Officers and Board of WSYHA a representative of the team must have attended at least two-third of the regular general body meetings during the current season. Officers of the Board shall be required to attend at least one half of all scheduled general and/or Board meetings to have voting privileges. At any meeting, an individual receives only one credit for attendance for his/her office or the team represented.

# OFFICIAL RULES AND REGULATIONS

The WSYHA is subject to all the rules and regulations of the New York State Amateur Hockey Association and USA Hockey Inc. The following rules and regulations supplement and may further restrict those rules with regard to local conditions.

## ARTICLE I – HOUSE LEAGUE

All rules and regulations that pertain to the WSYHA House League program shall be governed by Standing Rules that have been established and are maintained by the Association. This includes, but is not limited to: Players, Team Selection, Coaches, Games, General Rules, Select Team activities, and Redress of Concerns.

## ARTICLE II - TRAVEL TEAM DIVISION

### 1. Affiliation

The Travel Team Division of the West Seneca Youth Hockey Association, Inc. will belong to, and follow all rules and by-laws of the West Seneca Youth Hockey Association.

### 2. Restrictions

Established that, after House League drafts have been completed, NO player(s) may be removed from a House team, to be placed on a Travel team roster, without the approval of the Board of Directors. However, said player(s) may be borrowed as long as the games do not interfere with said player(s) House league games. NO player shall be called up without the permission of his/her House league coach and his/her parent or guardian.

### 3. Fundraising

A travel team may run fundraisers each season (May 1 through April 30) to secure funds for excess team costs. Any travel team wishing to run fundraisers must pay an annual fee to the Association. All requests must be submitted in writing to the Board of Directors for approval. The Board will consider no request until the annual fee is paid. The fee is set each year by the Board.

### 4. Uniforms

All players must wear equipment with the designated Travel Team colors and approved Association jerseys and socks. Player name plates and sponsor plates are allowed. The Board of Directors must approve any other changes to the uniforms.

### 5. Ice Time

Any unused ice times issued to a team must be returned to the ice scheduler or traded to another Association team.

## **ARTICLE III – COACH/MANAGEMENT RESPONSIBILITIES**

### **HEAD COACH RESPONSIBILITIES**

1. To be at all games and practices or arrange for a qualified person to substitute.
2. To maintain the proper discipline and conduct of his/her players, assistant coaches and manager both on and off the ice.
3. To run a constructive, pre-planned practice.
4. To ensure his/her team meets the skill level as set by the Vice President Travel and/or his/her designee.
5. To encourage and initiate off ice instruction.
6. To instruct his/her players on the playing rules of hockey.
7. To ensure that all team financial responsibilities remain fulfilled.
8. To be, by his/her actions and conduct, an example for his players.
9. To ensure that his/her players wear proper and adequate equipment.
10. To maintain morale on the team and enforce discipline.
11. To strive to assign ice time in an equitable but not necessarily equal basis dependent upon game and competitive conditions.
12. To be at all Association general body meetings and division meetings as required or arrange for a qualified person to substitute.
13. To attain the team and individual goals as set forth in the hockey development program.
14. To abide by all Association by-laws and rules.
15. To maintain communication with parents and monitor their actions to assure that they maintain proper decorum.
16. To ensure the timely submission of required team records to appropriate Association officials.

### **ASSISTANT COACH RESPONSIBILITIES**

1. To work in conjunction with the Head coach.
2. To be responsible for the same duties as the Head coach and act as his/her alter ego.
3. In the absence of the Head coach, to ensure the smooth running of the team by taking over all the responsibilities of the coach.

## MANAGER RESPONSIBILITIES

1. The distribution and collection of team equipment.
2. To maintain supplies and equipment as necessary for the smooth running of the team.
3. To keep accurate records and statistics.
4. Collection of team monies and maintaining an accurate accounting of these funds.
5. Accurate completion of score sheets and insuring their timely submission to their appropriate repository.
6. Informing media of team results as appropriate.
7. The scheduling of practices and games and arrangements for out-of town games and tournaments.
8. Insuring that visiting teams have a dressing room and any other appropriate matters.
9. Scheduling of minor officials and requesting referees through the referee scheduler. If a game is canceled, calling the referee scheduler to cancel the referees in a timely manner.
10. To ensure proper communication with players and parents regarding game and practice schedules and any other matters of importance.
11. Ensuring the conduct of the players in coordination with the coaches.
12. Being a liaison between the coaches and parents.
13. To be at all practices and games or obtain a responsible person to substitute for his/her duties.
14. To enforce all rules and policies of the team and the Association.
15. All other administrative duties pertaining to the team and to the Association.
16. In collaboration with the Head coach, for the timely submission of required team records to Association officials.