

# **Bylaws of the Flagstaff Youth Hockey Association**

**Adapted May 27, 1992**

## **ARTICLE 1 – GENERAL**

### **Section 1. NAME**

This organization is incorporated under the laws of Arizona, and shall be known as the Flagstaff Youth Hockey Association, referred to herein as the Association.

### **Section 2. OFFICES**

The principal office and place of business of the corporation shall be in Flagstaff, Arizona, at such place or places in the city of Flagstaff or vicinity as the board of Directors may from time to time designate.

### **Section 3. OBJECT**

This Association is organized:

- a) To be associated with the Arizona Amateur Hockey Association, an affiliate of USA Hockey, Inc.
- b) To provide a fair and equal opportunity for children to learn about and participate in ice hockey;
- c) To provide a safe environment for children to play recreational and competitive ice hockey;
- d) To promote good sportsmanship and citizenship;
- e) To provide qualified adult leadership for the ice hockey participants.

### **Section 4. LIMITATION OF METHODS**

The Association shall observe all local, state and federal laws which apply to non-profit organization as defined in Section 501 ( C ) (3) of the Internal Revenue Code.

No official endorsements of any political issue or political candidate shall be given by an officer, director, committee member or appointee on behalf of the Association.

The Association shall abide by the rules, regulations and affiliate agreements of the Arizona Amateur Hockey Association and USA Hockey, Inc.

As adopted 5/27/92

## **ARTICLE II – MEMBERSHIP**

### **Section 1. ELIGIBILITY**

General membership in the Association is automatically given (unless terminated or revoked) to each parent/guardian of a minor child registered in the association's hockey program and to each adult so registered as a participant. Each registration entitles the parents/guardians or adult player to one joint vote.

General membership is contingent upon the members and their registered child following the by-laws, rules, regulations and policies of the Association and upon payment or waiver of established fees.

Volunteer membership is automatically given to any volunteer elected to the Board of Directors or appointed to a position by the Board of Directors. Volunteers have a vote equal to general members. Volunteers that are also general members do not receive an additional vote as volunteer members.

### **Section 2. FEES**

The Board of Directors shall determine the fees for participation as a skater in the association's program and for other Association membership.

### **Section 3. TERMINATION**

- a) Any member may resign from the Association upon request to the Board of Directors.
- b) Any membership shall be terminated for nonpayment of fees after ninety (90) days from the due date unless otherwise extended for good cause. However, players may be suspended from practices and games according to policies. No player shall be denied participation and membership in the association for non-payment of fees if the Board determines that such payment would create a financial hardship to such family. The parent/guardian shall make a request for fee waiver or scholarship to the Board.
- c) Any member may be expelled by a two-thirds vote of the Board of Directors at a regularly scheduled meeting thereof for conduct unbecoming a member or prejudicial to the aims or repute of the Association, after notice and opportunity for a hearing are afforded the member complained against.

### **Section 4. HONORARY MEMBERS**

Distinction in regard to the Association's goals shall confer eligibility to honorary membership. Honorary membership shall include all the privileges of active membership except that of holding office, and such members shall be exempt from paying dues. Election to honorary membership shall require affirmative vote of the majority of the whole Board of Directors. Honorary members shall be elected for one-year terms and may be re-elected without limitation.

As adopted 5/27/92

As amended (sections 1 and 3) 3/22/92

## **ARTICLE III – MEETINGS**

### **Section 1. ANNUAL MEETINGS**

The annual meeting of the Association shall be held in October of each year or at such other time and place as determined by the Board of Directors and notice thereof mailed to each member at least ten (10) days before said meeting.

### **Section 2. ADDITIONAL MEETINGS**

- a) The President may call general meetings of the Association at any time or upon petition in writing of any thirty (30) members in good standing. Notice of special meetings shall be mailed to each member at least ten (10) days prior to such meetings.
- b) Board meetings shall be held monthly and as may be called by the President. Notice (including the purpose of the meeting) shall be given to each Director at least one day prior to said meeting. Board meetings must be called by the President and held within seven days if requested in writing by three Board members.
- c) Committee meetings may be called at any time by the President, Vice President or by its Chair.

### **Section 3. PRESIDENT'S ANNUAL AWARDS CEREMONY**

The retiring President's annual Awards Ceremony shall be held during the month of April on a date and at such place within the City of Flagstaff as the board of directors may designate.

### **Section 4. QUORUMS**

- a) At any duly called General Meeting of the Association, 25% of the voting members in good standing shall constitute a quorum.
- b) Five (5) directors present shall constitute a quorum of the board of directors.
- c) At committee meetings, a majority shall constitute a quorum except when a committee consists of more than nine (9) members, then five (5) shall constitute a quorum.
- c) Any member or director may be considered present if represented by written proxy.

## **ARTICLE IV – BOARD OF DIRECTORS**

### **Section 1. POWERS AND DUTIES**

The affairs of the corporation shall be governed and directed by the Board of Directors, which shall also have the management and control of its property and the disposition of the funds.

It shall be the duty of the Board of Directors to manage the affairs of the corporation, protect its interests and advance its purposes. It shall have power to transact any and all of the corporation's business and to do any and all things that may be lawfully done by a non-profit corporation of like character.

## **Section 2. COMPOSITION AND ELECTION**

The Board of Directors shall be comprised of 8 members elected by the membership, plus the immediate past president, plus as many ex-officio non-voting members deemed necessary to maintain communication with governmental bodies. These ex-officio members are appointed by the elected Board. Four Directors are elected each year.

## **Section 3. TERM OF OFFICE**

Each regularly elected Director is to serve a two-year term, beginning May 1 following the election;

Their terms beginning in 1993 shall constitute the transition year for establishing the staggered election of Directors so that only one-half the Directors are elected each year. In 1993, one-half of the board of Directors will be elected to one year terms and one-half will be elected to regular two-year terms. The nominations and ballot shall separately designate the candidates for the one-year term and two-year term.

Beginning May 1, 1992, no Director shall serve more than two consecutive two-year terms in office. No director shall serve more than five consecutive years in office whether by appointment, election or combination thereof. After two consecutive terms (or five years where applicable), a period of one year must elapse before eligibility to hold office is restored.

## **Section 4. ANNUAL REORGANIZATION OF THE BOARD**

The Board, together with the newly elected board members, will meet at the annual planning meeting or the first week in April, whichever occurs first, to qualify and elect the following officers: President, Vice President, Secretary and Treasurer.

For the purpose of such organization of association officers, newly elected Board members shall be qualified to vote on the election of officers-elect and to hold such offices as herein set forth.

At such time as the President may desire, after the election of new Board members and officers-elect, the new Board of Directors and officers may meet to prepare the budget, indicate preferences for committee chairs and other business necessary to insure the smooth continuity of all Association functions.

## **Section 5. ELECTION OF DIRECTORS**

On or before the 1<sup>st</sup> day of February, the President shall designate five (5) members, in good standing, as members of a Nominating Committee. The President shall designate the chair. The Nominating Committee shall consist of two Board members and three general Association members.

## **Section 6. NOMINATION OF DIRECTORS**

On or before February 15<sup>th</sup> of each year, the Nominating Committee shall present a slate of at least one (1) candidate for each vacancy to replace the directors whose regular two (2) year terms are expiring, confirming the fact by personal contact with the candidates, by the committee, that they are willing to accept directorship responsibility.

## **Section 7. PETITION**

In addition to the persons named by the Nominating Committee, any person or persons eligible to serve as Directors may be nominated by a petition signed by thirty (30) members, in good standing, which petition shall be delivered to the President no later than February 15<sup>th</sup> of any year.

If a legal petition shall present additional candidates, the names of all candidates shall be arranged on the ballot in alphabetical order. Instructions will be to vote for four (4). Identification shall be made on the ballot to identify those candidates nominated by the Nominating Committee. The usual election procedures shall prevail.

## **Section 8. ELECTION COMMITTEE AND ELECTION PROCEDURES**

A list of nominees to the Board of Directors, including those nominated by petition and two spaces for write-in candidates, shall be prepared by the secretary in the form of a ballot and mailed on or about March 1<sup>st</sup> to each member in good standing. The ballot shall be in such form and contain such information as may be necessary to inform members as to their voting rights and shall be accompanied by an addressed envelope which shall be returned to the office of the Association no later than March 15<sup>th</sup>, which envelope shall carry the work "Ballot" or other distinguishing mark on the face. The Executive Committee shall retain the sealed ballots in their possession until the Executive Committee meets to tally the election results. When the ballots have been counted and tallied, the Executive Committee shall return the same to the President who shall immediately thereafter announce the results of the election.

## **Section 9. VACANCIES**

The Board of Directors acting upon the recommendation of the Executive Committee shall fill vacancies on the Board of Directors, or among the officers. Action shall require a majority vote of the Directors attending a regular or special meeting called for such purpose. Individuals eligible for recommendation may be selected from the immediately preceding Board of Directors Election Ballot or from the membership, or as recommended by the Executive Committee. Newly appointed Board members shall serve the remaining un-expired term of the departing Board member.

A member appointed in this manner may serve the remaining un-expired term of the vacancy and in addition, if elected, serve two (2) consecutive two (2) year terms subject to the provisions of Article IV, Section 3.

If any Director shall fail to attend three successive meetings, the President shall call such failure to the Director's attention in writing and if satisfactory excuse is not received within thirty (30) days, that individual shall cease to be a member of the Board and the vacancy thus created shall be filled as provided above.

## **Section 10. POLICY**

All Policies of the Board will be formalized and recorded in a manual of procedures for easy reference by the Officers, Directors, Staff and members.

The Board shall adopt such rules and regulations as may be required to conduct the affairs of the Association.

All policies, procedures, rules and regulations are binding on the membership and must be followed to maintain eligibility for membership in the Association.

## ARTICLE V – OFFICERS

### Section 1. ELECTION OF OFFICERS

The Nominating Committee shall propose a slate of officers to be presented to the Board of Directors at a regular or special meeting called for such purpose. The presiding officer shall determine if there are any additional nominations from the floor for any office. If no additional nominations are received for an office, the proposed candidate(s) shall be declared elected. If additional nominations are received for any office, a majority vote of the Board attending this meeting shall determine the successful candidate for the contested office (s).

### Section 2. DUTIES OF OFFICERS

- a) **President:** The President shall be the head of the Association and shall preside at all meetings of the membership and the board of Directors. The President shall not vote on motions before the Board except to break a tie (unless the President is also a Board member and is voting as a Board member).

The President shall, with the counsel and advice of the Secretary, determine the needs for ad hoc committees, subject to the approval of the Board of Directors.

The President shall serve as Chair of the Executive Committee.

With the approval of the Board of Directors, the President shall sign all deeds, contracts and other instruments affecting the operation of the association or any of the properties. The President shall sign all formal documents of the association.

- c) **Vice President:** The Vice President shall serve as first assistant to the President of the Association, performing duties of the President in the absence of that officer./ the Vice President shall automatically assume the office of President should a vacancy occur.
- c) **Secretary:** The Secretary shall conduct the correspondence, preserve the records, documents and communications, maintain an accurate record of the proceedings of the Association and the Board of Directors meetings.

The Secretary shall prepare and maintain a statement of all Association policies as determined by the Board of Directors and shall recommend a plan whereby such policies may be re-examined, re-affirmed or rescinded by the Board of Directors.

- d) **Treasurer:** The Treasurer shall be responsible for the safeguarding of all funds received by the Association and for their proper disbursement. Such funds shall be kept on deposit in financial institutions in a manner approved by the Board of Directors. Checks are to be signed by the Treasurer or Secretary. The Treasurer shall cause a monthly financial report to be made to the Board.

- e) **Player Representative:** A Player Representative shall be elected by the Board to represent and voice the concerns of the players. Such Representative shall have a vote on all issues equal to that of a Board member.
- (f) **Executive Committee:** The Executive Committee shall consist of the President, the Vice President, Treasurer, Immediate Past President and Secretary.

## **ARTICLE VI – COMMITTEES AND DIVISIONS**

### **Section 1. APPOINTMENT AND AUTHORITY**

The President shall appoint all committee chairs subject to confirmation by the Board of Directors. The President, in cooperation with the committee chairs, shall make all appointments to committees. The Board shall authorize and define the powers and duties of standing and special committees except those committees whose functions are set forth in these By-Laws. Committee appointments shall be at the will and pleasure of the President and in no event shall exceed the term of the appointing President.

It shall be the function of the committee to make investigations, conduct studies and hearings, make recommendations to the Board of Directors and to carry on such activities as may be delegated to them by the Board.

### **Section 2. LIMITATION OF AUTHORITY**

No general member, volunteer member nor any committee shall take or make public any formal action or make public any resolution or in any way commit the Association on a question of policy without first receiving approval of the Board of Directors. Special committees shall be discharged by the President when their work has been completed and their reports accepted or when, in the opinion of the Board of Directors, it is deemed wise to discontinue the committee.

## **ARTICLE VII – FINANCES**

### **Section 1. INDEBTEDNESS**

The Directors shall not create or incur any indebtedness, other than for usual and ordinary expenses for the current year, in an amount in excess of \$5,000 without approval of the membership nor in excess of \$2,500 without the affirmative vote of two-thirds of the entire Board of Directors.

### **Section 2. DISBURSEMENTS**

No obligation or expense over \$500 shall be incurred and no money shall be appropriated without prior approval of the Board of Directors. Upon approval of the budget, the Treasurer is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors. Any unbudgeted expenditure exceeding Five Hundred Dollars (\$500) must have prior approval of the Board of Directors.

### **Section 3. FISCAL YEAR**

The fiscal year of the Association shall close on June 30.

#### **Section 4. BONDING**

The Treasurer and Secretary of the Association shall be covered by a fidelity bond as determined by the board of Directors, at the expense of the Association.

#### **Section 5. INDEMNIFICATION**

The Association shall indemnify its Directors, Officers, employees, and agents from liability and expense incurred or threatened by reason of any act or omission in regard to Association activities so long as such person acted in good faith in a manner reasonably believed to be in the best interests of the Association, or, if criminal, such person had no reasonable cause to believe such conduct was unlawful.

### **ARTICLE VIII – FUNDS**

#### **Section 1. BANKING**

All dues and other receipts of the Association shall be deposited to the account of the Association in such bank or banks as may be designated by the Board of directors, and such funds shall at all times be under the direction and control of the Directors.

#### **Section 2. DISSOLUTION**

The Association shall use its funds only to accomplish the objectives and purposes specified in these By-Laws, and no part of said funds shall inure or be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organization (as defined in Internal Revenue Code Section 501 ( c ) (3) to be selected by the Board of Directors.

### **ARTICLE IX – PARLIAMENTARY PROCEDURES AND SEAL**

#### **Section 1. AUTHORITY**

The proceedings of the Association shall be governed by and conducted according to the latest rules of Robert's Rules of Order as revised, except as provided in these By-Laws.

#### **Section 2. SEAL**

The Association may use a seal of such design as may be adopted by the board of Directors.

### **ARTICLE X – AMENDMENTS**

#### **Section 1. REVISIONS**

These By-Laws may be amended by a two-thirds (2/3) vote of the Board of Directors attending a meeting. Any proposed amendments shall be submitted to the Board, in writing, at least then (10) days in advance of the meeting at which they are to be acted upon.

These revised By-Laws were adopted by a unanimous vote of the Board of Directors after ten days advance notice at the meeting held May 27, 1992.

Helen Stalnaker, President/Board Member

John Viktora, Vice President/Board Member

Gerald W. Nabours, Secretary/Board Member

(signatures on file)

**RESOLUTION AMENDING ARTICLE II, SECTION 3  
OF THE BY-LAWS OF THE  
FLAGSTAFF YOUTH HOCKEY ASSOCIATION**

At a meeting of the Board of Directors of Flagstaff Youth Hockey Association held December 7, 1993, the following resolution was passed:

RESOLVED, Article II, Section 3(c) of the Association By-Laws is deleted and replaced with the following:

c) Suspensions/Expulsions

1. Any General Member, Player, Coach or Others (except Referees) found by a majority of the full Board to have violated these By-Laws, the Policies, rules or Regulations of the Association (as adopted and amended from time to time by the Board), or of conduct injurious to the reputation of the Association (except the non-payment of fees which shall be governed by Section 3(b) above) may have all or any portion of their rights suspended for any period of time designated by the Board, or be expelled from membership in the Association. Before any suspension or expulsion can occur, a written complaint shall be delivered to the President by a member of the Board. The Association shall, within thirty (30) calendar days, conduct a hearing to determine the facts/merits of a dispute. A copy of such complaint shall be served upon the person involved, by certified mail, together with a notice of the time and place (not less than 3 nor more than 10 calendar days after the earlier of delivery or mailing of such notice) when the Board will consider such complaint. The hearing shall be conducted after notice has been given to all parties concerned. All parties shall have the opportunity to be present, and to present their version of the facts. Any suspension invoked after the hearing shall be in effect ONLY for the Association's program. However, should the Association wish to extend the suspension beyond the scope of its program, it must notify the AAHA and/ USA Hockey, in writing. Such notice shall be accompanied by the minutes of the meeting.
2. The Association shall keep a written record of any hearing required under this Article. The record shall include at least the following:
  - a) the identity of the complaining party
  - b) the identity of the accused party
  - c) a description of the complaint
  - d) a description of the manner and the time of the notice of the hearing given to the accused party
  - e) the time and place of the hearing

- f) the identity of the participants at the hearing and their respective roles, and
  - g) the decision of the body conducting the hearing.
3. The decision of the board, after such hearing shall be final.. any person who has been suspended or expelled pursuant to this Section shall have no rights or privileges in the Association during such suspension period or permanently if expelled, unless such person is reinstated in the Association and his or her membership restored by a vote of the majority of the full Board.
  4. Any person who has been so suspended or expelled shall have the right to appeal the suspension, or the terms thereof, to the AAHA within thirty (30) calendar days following the date on which notice of suspension was received. Otherwise, the Association’s decision shall be final. Such appeal must be presented in writing to the President of the AAHA, who shall then order a hearing to be held within thirty (30) calendar days after receipt of the appeal. The suspended person shall be notified at least ten (10) calendar days in advance as to the time, date, and place (which shall be reasonable in all respects) of the hearing, and be given an opportunity to be heard. The AAHA shall present its decision , in writing, within the (19) calendar days after the hearing, and shall forward copies thereof to all interested parties. Such appeal must follow the procedures of the AAHA.
  5. Any person whose suspensions was upheld or invoked by the AAHA shall have the right to appeal the suspension, or the terms thereof, to the USA Hockey Executive Committee within thirty (30) calendar days following the date on which it was invoked. Otherwise, the decision of the AAHA shall be final. Such appeal must be presented in writing to the Executive Director of USA Hockey and shall be accompanied by a complete transcript of the hearing held by the Affiliate Associati09n, and the minutes of all other hearings held in connection with the suspension. Thereafter, the USA Hockey Executive Committee shall review the case and shall render its decision, in writing, within thirty (30) days of receipt of the appeal. Copies of the decision shall be forwarded to all interested parties. Other rules governing suspensions may be updated from time to time by USA Hockey and/or the Arizona Amateur Hockey Association (AAHA). These rules, if in conflict with the above procedures, shall govern.

Keith L. Johanson

Gerald W. Nabours

Pam Krogstad

Dug Tryon

Kim Cox

Bill McIntyre

John Harper

Roger Roe

Helen Stalnaker

(signatures on file)

**ADD TO ARTICLE VI  
COMMITTEES AND DIVISIONS**

**Section 3. GRIEVANCE COMMITTEE**

The Grievance Committee shall be a neutral Committee (a committee which shall be entirely composed of persons who are neither Directors or Members directly involved with the complaint). The Board of Directors shall appoint the Grievance Committee Chair. The function of the Grievance Committee shall be to recommend and propose a solution to complaints brought to the Board's attention. FYHA has set a conflict resolution process as follows:

- (1) the person with the complaint should address the other party involved and see if the dispute can be resolved simply by talking it out.
- (2) The unresolved complaint is brought to the Conflict resolution Chair (or through any board Member) who appoints a three member ad hoc committee to meet with the parties involved and propose a resolution. The proposed resolution is brought to the board for approval.
- (3) If the resolution is not accepted or abided by, then the Board of Directors hears the dispute and takes appropriate action.

FYHA will not tolerate any player, parent, coach, or other person disrupting the program or abusing other members, players, coaches, referees, officials or other members of the Association.

**Section 4. TOURNAMENT COMMITTEE**

The Tournament Committee shall be a special committee and shall be composed of the Tournament Director, who shall act as its Chair. The Tournament Director Chair shall be elected by the board. Other members of the Tournament Committee will be appointed by the Tournament Chair and shall be approved by the board. The Tournament Committee shall be responsible for the planning and execution of youth hockey tournaments sponsored by the Association and such other duties as may be assigned by the board.

**BY-LAWS OF THE FYHA TO BE AMENDED AS FOLLOWS:**

**ARTICLE II – MEMBERSHIP**

Section 3. CHANGE TO: TERMINATION/LOCAL DISCIPLINARY MATTERS

- (a) Same as in existing By-Laws
- (b) Same as in existing By-Laws

CHANGE (c) TO:

(c) Suspensions: (within parameters of USA Hockey's Annual Guide and draft Arizona amateur Hockey Association, AAHA, guidelines)

1. Any General Member, as defined in Section 1 of Article II of these By-Laws, Players, Officials, or Others (except Referees) found by a majority of the full Board to have violated these By-Laws, the Policies, Rules or regulations of the Association (as adopted and amended from time to time by the board), or of conduct injurious to the reputation of the Association (except the non-payment of fees which shall be governed by Section 3(b) above) may have all

or any portion of their rights suspended for any period of time designated by the Board, or be expelled from membership in the Association. Before any suspension or expulsion can occur, a member of the Board shall deliver a written complaint to the President. The Association shall, within thirty (30) calendar days, conduct a hearing to determine the facts/merits of a dispute. A copy of such complaint shall be served upon the person involved, by certified mail, together with a notice of the time and place (not less than 3 nor more than 10 calendar days after the earlier of delivery or mailing of such notice) when the Board will consider such complaint. The hearing shall be conducted after notice has been given to all parties concerned. All parties shall have the opportunity to be present, and to present their version of the facts. Any suspension invoked after the hearing shall be in effect ONLY for the Association's program. However, should the Association wish to extend the suspension beyond the scope of its program, it must notify the AAHA and/or USA Hockey, in writing. Such notice shall be accompanied by the minutes of the hearing.

It is recommended that the Referee-in-Chief(s) do not become members of a Committee or Board that reviews a case involving a player, team, or official. Their opinions may be expressed, but they should not have a vote on the decision to suspend.

The decision of the Board, after such hearing shall be final, but any suspended person pursuant to this Section shall automatically forfeit his or her membership (or such rights pertaining to such designated by the Board) in the association for the period of such suspension and during such period shall not have such rights or privileges in the Association, unless such designated person is sooner reinstated by the majority of the full board. Any designated person who has been expelled pursuant to this Section shall automatically forfeit his or her membership in the Association and shall thereafter have no rights or privileges in the Association, unless such designated person has been reinstated in the Association and his or her membership restored by a vote of the majority of the full Board.

2. Appeals. Any person who has been so suspended shall have the right to appeal the suspension, or the terms thereof, to the AAHA within thirty (30) calendar days following the date on which notice of suspension was received. Otherwise, the Association's decision shall be final. Such appeal must be presented in writing to the President of the AAHA, who shall then order a hearing to be held within thirty (30) calendar days after receipt of the appeal. The suspended person shall be notified at least ten (10) calendar days in advance as to the time, date, and place (which shall be reasonable in all respects) of the hearing, and be given an opportunity to be heard. The AAHA shall present its decision, in writing, within ten (10) calendar days after the hearing, and shall forward copies thereof to all interested parties. Any person whose suspension was upheld or invoked by the AAHA shall have the right to appeal the suspension, or the terms thereof, to the USA Hockey Executive Committee within thirty (30) calendar days following the date on which it was invoked. Otherwise the decision of the AAHA shall be final. Such appeal must be presented in writing to the Executive Director of USA Hockey and shall be accompanied by a complete transcript of the hearing held by the Affiliate Association, and the minutes of all other hearings held in connection with the suspension. Thereafter, the USA Hockey Executive Committee shall

review the case and shall render its decision, in writing, within thirty (30) days on receipt of the appeal. Copies of the decision shall be forwarded to all interested parties. Other rules governing suspensions may be updated from time to time by USA Hockey and/or the Arizona Amateur Hockey Association (AAHA). These rules, if in conflict with the above procedures, shall govern.

3. Record. The Association shall keep a written record of any hearing required under Section 3(c) 1 and 3(c) 2 above. The record shall include at least the following:
  - (a) The identity of the complaining party
  - (b) The identity of the accused party
  - (c) A description of the complaint
  - (d) A description of the manner and the time of the notice of the hearing given to the accused party
  - (e) The time and place of the hearing
  - (f) The identity of the participants at the hearing and their respective roles, and
  - (g) The decision of the body conducting the hearing.
  
4. Referees. Rules regulating Referees shall be per the guidelines set forth in the USA Hockey's Annual Guide. These rules also include assaults on Officials (referees, linesmen, official scorekeepers, game timekeepers, penalty timekeepers, goal judges, statisticians, and public address announcers) and appeal procedures.