



PSAHA Standing Rules
2018-2019

1. The name of this association is Puget Sound Amateur Hockey Association.
2. This association serves individuals from the greater Puget Sound region which includes, but is not limited to Pierce, King, Kitsap, Mason, Lewis, Thurston, Pacific, Grays Harbor and Jefferson counties.
3. This association was incorporated as a 501.C.3 nonprofit corporation prior to August 2001. The assigned corporation number and UBI number is kept with the legal documents of the association and is available upon request. The Executive Director (with the help of the Treasurer) is responsible for filing the Annual Corporation Report. The registered agent for this corporation is JK Tax Service. The address of the registered office of the corporation is 4103 Bridgeport Way W Suite B, University Place, WA 98466.
4. This association is currently registered under the Charitable Solicitations Act.
5. The Executive Director and Treasurer are responsible for filing IRS Form 990 or 990EZ prior to November 15th, if required.
6. The annual membership fees of this organization are determined by the Board of Directors. All players and coaches must register online with USA Hockey and submit a copy of their USA Hockey confirmation page with their PSAHA Registration. Fees for the 2018-2019 year are:

Non-refundable Registration Fee: \$225

Membership fees per division are:

- Learn to Play (not subject to non-refundable registration fee) ○ Initiation Program: \$99.00 per session.
 - In House: \$299.00 per session
- Mite (8U) full season \$1,548.00
- Recreational
 - Squirt (10U) \$1,608.00
 - Pee Wee (12U), Bantam (14U) and Midget (16U and 18U) \$1,668.00
- Travel
 - Squirt (10U) \$1,968.00
 - Pee Wee (12U) \$2,328.00

o Bantam (14U) and Midget (16U and 18U) \$2748.00

Membership fees must be paid via an electronic funds transfer agreement (EFT) through Maxgalaxy.

7. The rental gear equipment fee is \$50 per session plus a \$100 refundable deposit. The non-refundable portion of the rental fee covers replacement, maintenance and purchase of new rental gear by PSAHA. The Executive Director will appoint individuals who are authorized to check out gear to players, maintain the gear and conduct a semi-annual inventory of all rental gear. The rental gear shall be stored in a secure location with access granted by permission of the Board of Directors.
8. The Board of Directors shall consist of the Executive Director and all Directors as defined by the bylaws. Non-Voting Members of the association are welcome to attend board meetings. Board members should promptly contact the Executive Director if they will be unable to attend any meeting.
9. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement shall be received prior to the end of the fiscal year.
10. Should the association receive an NSF check a service fee equal to any bank penalties the association accrues will be charged. The association will not accept any further checks from this individual until the NSF check and any associated fees are paid.
11. The association reserves the right to turn over any delinquent fees to a collection agency.
12. The board of directors shall elect an individual or individuals who will represent PSAHA at the state, regional and national levels.
13. Motion Discussion Time Limits and Order - Discussion and debate shall be limited to 15 minutes on any motion. The person who makes the motion will be allowed to speak first to the motion. The floor will then be opened for discussion alternating between discussion against and for the motion. Each person wanting to speak will be given the opportunity to speak prior to any person addressing the motion a second time. Discussion must stay relevant to the motion. A motion to extend debate and discussion may be entertained. When time for discussion and debate has elapsed, the vote will be called.
14. **SEXUAL ABUSE POLICY** – It is the policy of PSAHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee,

volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer, or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its affiliate associations.

15. **SCREENING POLICY** – It is the policy of PSAHA that it will not authorize or sanction in its programs, that it directly controls, any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he/she is allowed to have routine access to the children in USA Hockey's programs.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has:

1. Been convicted (including crimes the record of which has been expunged and plea of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes.
 2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
 3. Being subject to any court order involving any sexual abuse of physical abuse of a minor, including but not limited to domestic order or protection.
 4. Had their parental rights terminated.
 5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
 6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual abuse of minors; or;
 7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.
16. **PHYSICAL ABUSE POLICY** – It is the policy of PSAHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey events by any employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also included physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.
- Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.
17. **ADOPTION OF USA HOCKEY SAFESPORT** – USA Hockey and PSAHA has long had safety systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey

players. These include, without limitation, physical abuse, sexual abuse, screening, locker room supervision and hazing policies, in addition to codes of conduct applicable to administrators, coaches, officials, parents, players and spectators. USA Hockey has created a SafeSport Program that includes USA Hockey's various policies aimed at protecting its youth participants from all types of misconduct and abuse. PSAHA has adopted the USA Hockey SafeSport Handbook as its official Policy Guide in the areas of sexual, physical, and emotional abuse. PSAHA has also adopted the following USA Hockey SafeSport policies: bullying, threats and harassment, hazing, locker room, electronic communications, travel and billeting policies. Future policies adopted by USA Hockey SafeSport and published in the USA Hockey SafeSport Handbook will also become policy within PSAHA.

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

1. Encouragement of reporting. PSAHA encourages complaints, reports or inquiries about illegal practices or serious violations of PSAHA's policies, including illegal or improper conduct by PSAHA 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 PSAHA has existing complaint mechanisms should be addressed under those mechanisms. Reporting of violations of USA Hockey's SafeSport Policies should be addressed as required in the USA Hockey SafeSport Handbook. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from Retaliation. PSAHA prohibits retaliation by or on behalf of PSAHA 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. PSAHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Insofar as possible, the confidentiality of the whistle-blower 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.

3. 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 PSAHA's Board of Directors. PSAHA will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that PSAHA may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

19. RECORD RETENTION POLICY – PSAHA 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:

Accounting Records	
Accounts Payable	7 Years
Accounts Receivable	7 Years
Bank Reports Permanent Bank Statements	7 Years
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Loan Payment Schedule	7 Years
Purchase Orders & Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trial Balances (Annual)	Permanent
Other Records	
Articles of Incorporation & Bylaws	Permanent
Determination Letter from IRS (501(C)(3))	Permanent
Insurance Policies (still in effect)	Permanent
Insurance Policies (expired)	7 Years
Minutes of Board Meetings	Permanent

Adopted: 6/5/18