

PROPOSAL
MINNESOTA HOCKEY ASSOCIATIONS FOR RECORDS REVIEW

DISTRICT	PRIMARY ASSOCIATION	ALTERNATE ASSOCIATION
1	City of Lakes	
2	Forest Lake	
3	Armstrong/Cooper	
4	Fairmont	
5	Becker/Big Lake	
6	Bloomington Jefferson	
8	Apple Valley	
9	Albert Lea	
10	Andover	
11	Carlton	
12	Ely	
15	Aitkin/Crosby	
16	Bagley	



SAMPLE LETTER

Dear (Affiliate Personnel)

As a service to its members, and in accordance with the terms and conditions of your Minnesota Hockey Affiliate Agreement, the Minnesota Hockey Finance/Budget Committee is commencing a program to review the status of both the required general documents and the general financial documents that govern all of its affiliates, including district advisory boards. The information we request will help gain an understanding of your programs and internal controls and to verify your compliance with your Minnesota Hockey Affiliate and with certain portions of Minnesota laws governing non-profit organizations. It is our plan to conduct these reviews via internet and we'll ask for certain documents to be sent to us, either electronically or via United States Postal Service. Please see the attached document for needed information and a list of required documents.

Approximately three weeks after the review you will receive a written report outlining the findings along with our recommendations for system and/or forms improvements. A copy of the final report of the audit will also be forwarded to the Secretary-Treasurer of Minnesota Hockey for review, who will compile a report to communicate the result to the Executive Committee of the Minnesota Hockey Board of Directors. Other than those described herein, this information will not be shared with anyone else, except as may be required by federal, state and/or local law

Thank you for your cooperation in this matter. Please call with any questions.

Sincerely,

MINNESOTA HOCKEY, INC.
ASSOCIATION ASSOCIATION - QUESTIONNAIRE (Part I)

(For Season: 2013-2014)

(Please type or print)

NAME OF ASSOCIATION: _____
NAME OF INDIVIDUAL FILLING OUT FORM: _____
TITLE: _____ **DATE:** _____
ADDRESS: _____
TELEPHONE: _____ **FAX:** _____
EMAIL: _____

Please include any documents referred to in this questionnaire, i.e. your Annual Guide, Rules and Regulations, By-Laws, Financial Statement, Form 990, 501(c)(3), and other documents as listed below, etc.

We need the answers to the following questions. If additional room is needed to respond, please include additional sheets (see last page) and reference the question to which the additional response pertains. If you have any questions, please contact Minnesota Hockey's Secretary-Treasurer Jerry DeMeo at jerry.demeo@gmail.com or 218-349-9803

1. Does your Association presently maintain a 501(c)(3) tax-exempt status under the Internal Revenue Code? Yes _____ ***(Please enclose 501(c)(3) letter.)*** No _____
If not, what tax-exempt status does it maintain? (explain)

2. Does your Association have at least three directors, a majority of which must always be elected by its Registered Participant members? Yes _____ No _____
Are the terms of Officers and Directors staggered? Yes _____ No _____
In what document is this requirement indicated? _____
In what section? _____ Page No: _____
Date this requirement was adopted by the Association Board of Directors: _____

3. Describe the structure and representation of the Association Board of Directors (i.e., the number of directors, how each director is elected, which directors are voting/non-voting directors, etc.): _____

4. Does your Association have in its by-laws a provision indicating that "Each Registered Participant Member of the Association shall be entitled to one (1) vote?" A Registered Participant Member within a local association/member program shall cast his/her ballot through an authorized representative member of that local association/member program. However, no representative may cast ballots for more than one (1) local association/member program. Proxy voting, if any, shall be described in writing and subject to the approval of the Executive Committee of USA Hockey.

Yes _____ No _____

In what document is this requirement indicated? _____

In what section? _____ Page No: _____

Date this requirement was adopted by the Association Board of Directors: _____

5. Does your Association have in its by-laws a statement of USA Hockey/Minnesota Hockey's preeminence?

Yes _____ No _____

(Please attach a copy of your by-laws)

6. (a) Does your Association meet at least annually? Yes _____ No _____

(b) Is the meeting notice and agenda delivered to all members of your Association not less than fifteen (15) days before the meeting? Yes _____ No _____

In what document is this requirement indicated? _____

In what section? _____ Page No: _____

Date this requirement was adopted by the Association Board of Directors: _____

7. Do you distribute to your members copies of your Association's current Articles of Incorporation, Constitution (if applicable), By-Laws, and Rules and Regulations?

Yes _____ No _____

Are these documents distributed to your local associations? Yes _____ No _____

How are additional copies available? _____

In what document is this requirement indicated? _____

In what section? _____ Page No: _____

Date this requirement was adopted by the Association Board of Directors: _____

8. Each Association which has revenue in excess of \$25,000 annually should provide an annual financial report of its operation to Minnesota Hockey, Inc. A tax return (form 990) will suffice to comply with this requirement. Is this attached? Yes _____ No _____

If not attached, please explain why: _____

In what document is this requirement indicated? _____

In what section? _____ Page No: _____

Date this requirement was adopted by the Association Board of Directors: _____

9. Each Association is required to adopt policies prohibiting sexual and physical abuse. The policies adopted by USA Hockey/Minnesota Hockey are the minimum standards now established.
Has your Association adopted such policies? Yes _____ No _____
In what document is this requirement indicated?
In what section? _____ Page No: _____
Date this requirement was adopted by the Association Board of Directors: _____

10. Does your Association have a screening process? Yes _____ No _____
Does your Association conduct the screening or does it require that the member associations, organizations or teams conduct the screening? _____

If local organizations conduct the screening, how is this monitored and enforced by the Association? _____

Who is required to be screened (e.g., coaches, managers, drivers, locker room monitors, referees)? _____

Please attach a copy of your Association's screening policy.

11. Each Association must 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. Does your Association utilize the Minnesota Hockey disciplinary procedures set forth in Minnesota Hockey Bylaw Article 6 or does it utilize its own procedures? _____

In what document, page number and section are the Association dispute resolution procedures: _____

If Association procedures are used, describe how they are different from Bylaw Article 6: _____

11. Is there any legislation in your Association governing documents that you feel would be helpful to other Associations? Yes _____ No _____
Please describe and enclose any relevant information pertaining to the legislation: _____

12. Does your Association have any particular rules or requirements in order for non-participants to be eligible for membership: Yes _____ No _____

13. Describe any Association rules that could cause a participant to become ineligible for membership:

14. Does your Association have a conflict of interest policy? Yes _____ No _____
Does your Association require its officers, board members and any paid employees to complete and submit a conflict of interest questionnaire to the Association?

Yes _____ No _____ *Please attach a copy of the questionnaire.*

15. Does your Association have a whistleblower policy?

Yes _____ No _____ *Please attach a copy.*

16. Does your Association have a records retention policy?

Yes _____ No _____ *Please attach a copy.*

17. Describe the extent of your Association's adoption of the ADM program, including Red, White and Blue (cross-ice) hockey for 8 and under practices and games? Describe any difficulties your Association has experienced in implementing the ADM programs:

18. Do teams within your Association play in any leagues that cross over into borders of other Associations?

Yes _____ No _____

How do those Associations manage governance of any multi-Association leagues on issues where the Associations' rules are different or with respect to disciplinary issues?

19. USA Hockey/Minnesota Hockey has adopted the USA Hockey SafeSport Program this past June. Please describe your Association's plans and progress with implementing the SafeSport Program:

20. Does your association have charitable gambling? Yes _____ No _____

If your answer is yes, please provide the following information:

A. Type of charitable gambling _____

B. Approximate annual gross revenue _____

C. Amount you retain after paying all related expenses _____

D.

ADDITIONAL COMMENTS:

FOR MINNESOTA HOCKEY OFFICE USE ONLY

Date Received in this office: _____ Initials: _____

Review by Legal -- Date: _____

Comments (if any): _____

Signed _____ Title _____ Date _____

Minnesota Hockey, Inc.
317 Washington Street; St. Paul, MN 55102
Telephone: 651-602-5727