



BYLAWS OF THE MAINE INFERNO

April 29, 2025

ARTICLE 1: NAME

- A. The legal name of the organization shall be the Maine Inferno.
- B. The organization will also be known as Inferno or the Maine Inferno Girls Hockey Association.

ARTICLE 2: MISSION STATEMENT

The Maine Inferno is a girls ice hockey association dedicated to the promotion of ice hockey for girls of all age classifications and skill levels. It is the mission of the Maine Inferno to provide a superior quality, successful, cost-effective, highly-regarded girls hockey program through a shared commitment between the players, coaches and parents of central and coastal Maine.

ARTICLE 3: NON-PROFIT PURPOSE

- A. Maine Inferno shall have no capital stock and shall not be conducted for profit. It is and shall be organized exclusively for such non-profit activities as its members shall direct and shall qualify for and exist as an organization under Section 501(c)(3) of the Internal Revenue Code (the Code). In such regard, no part of the net earnings of Maine Inferno shall inure to the benefit of, or be distributed to its member, trustees, directors, officers, or other private persons, except that it shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its Section 501(c)(3) purposes. Maine Inferno shall seek funding through member fees, public donations and corporate sponsorship, as a public charity under Section 501(c)(3).
- B. The Maine Inferno shall be run by volunteers under the principles of USA Hockey, which is recognized by the International Olympic Committee and the United States Olympic Committee as the governing body for organized ice hockey in the United States. Further, the Maine Inferno shall be a member of the Maine Amateur Hockey Association (MEAHA). MEAHA is the USA Hockey Affiliate for the State of Maine and is the arbiter of the location of youth ice hockey programs in its geographic area.

- C. The Maine Inferno shall provide a girls hockey program, which supports a strong coaching environment that focuses on building self-confidence and positive team interaction through five primary objectives:
 - 1. Have fun playing hockey
 - 2. Maximize the individual potential of each player
 - 3. Develop a strong sense of team spirit
 - 4. Encourage respect for others
 - 5. Develop good sportsmanship by promoting goodwill between players, officials, coaches and parents
- D. The Maine Inferno shall serve as the girls ice hockey program for the following partner youth ice hockey associations: Brewer Youth Hockey Association, Maine Junior Black Bears, and Maine Coast Storm. This partnership does not limit the individual participation of girls from other youth hockey organizations, per *Article 5: Membership*.

ARTICLE 4: BOARD OF DIRECTORS

- A. Maine Inferno shall be governed by a Board of Directors, which will consist of the following eight (8) Board Member positions, elected every other year at the Annual Meeting for a two-year term:
 - President
 - Vice President
 - Registrar
 - Secretary
 - Treasurer
 - Coaching Director
 - Scheduler
 - Fundraising Director
- B. A Board Member’s term runs from May 1 of the elected year through April 30 two years hence.
 - 1. Only half of the Board of Directors shall be up for election each year at the Annual Meeting, as follows:
 - a. Odd year Annual Meeting date: President, Treasurer, Secretary and Coaching Director
 - b. Even year Annual Meeting date: Vice President, Registrar, Scheduler, Fundraising Director
 - 2. The Annual Meeting in April and the May Board Meeting serve as the transition period between incoming Board Members and the outgoing Board Members.
 - 3. The May Board Meeting is run by the newly elected Board of Directors, with the outgoing Board Members in attendance, as needed.
- C. The Board of Directors shall determine all policy matters and make such reasonable rules and regulations as may be necessary to carry out the purposes and objectives of the Association.
- D. Vacancies occurring on the Board of Directors can be filled by a majority vote of the Board. Such appointees will serve for the remainder of the term of the individual being replaced.
- E. Board Member seats that are up for election shall be filled by a vote of the membership at an Annual Meeting in April.
- F. Association members in good standing can run for a Board Member position.

- a. A Board Member position can be filled by an individual who is not an association member with full Board approval, and subsequent vote of the association membership during the April annual meeting.
- G. All Board Members shall have the responsibility to conduct and attend the monthly Board of Directors meetings.
- H. A Board Member who misses three (3) unexcused consecutive Board Meetings will be dismissed from the Board of Directors.
- I. Every effort shall be made to have at least one (1) Board Member position filled by a member who is also in contact or affiliated with each Maine Inferno partner youth ice hockey association.
- J. Committee chairs, program managers and team management positions do not have voting rights on the Board of Directors and shall be appointed by the President, with Board approval.

ARTICLE 5: MEMBERSHIP

- A. The number of members of the Association is unlimited and shall hereafter be referred to as the membership.
- B. The membership year is from May 1 through April 30 of the following year.
- C. Any female who is at least five (5) years old, and no older than nineteen (19), on or before December 31 of the current hockey season may become an active player with:
 - 1. Payment of dues and fees, and
 - 2. The ability of Maine Inferno to field a team in the player's age range.
- D. Parents or guardians of active players shall be regarded as a member family of the Association.
 - 1. Member families are expected to encourage, promote, and assist in carrying out the Association's activities.
 - 2. A member in good standing is defined as a member family who is not in financial arrears with the organization as of December 31st.
- E. Coaches who are not part of a member family will be considered a member in good standing as long as they are actively coaching during the membership year.
- F. All members, parents, family and friends, volunteers are expected to adhere to the Zero Tolerance Policies set forth by USA Hockey.
- G. All coaches, team managers, volunteers and other members who have contact with the players must submit to a mandatory background screening process and SafeSport training.
- H. Loss of membership: The Board, by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate, such as malfeasance, illegal activity, and/or activity deemed detrimental to the Association's reputation.
 - 1. The expelled or suspended member has seven (7) calendar days after receipt of written expulsion or suspension by certified mail to request a hearing before the Board to appeal his or her specific case.
 - 2. Any member may resign by written notice to the Board of Directors accompanied by payment of all money and property owed.
 - 3. Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.

- I. No team or member shall be permitted to raise or solicit funds for the Association or any Maine Inferno team prior to receiving written approval from the Board President.
 1. All fundraising shall be coordinated with the Fundraising Director and follow the guidelines set forth by the Maine Inferno Board.
 2. An income report with appropriate receipts must be submitted to the Board no more than two (2) weeks following the fundraiser.

ARTICLE 6: MEETINGS

- A. Board of Directors meetings shall be scheduled at least once per month during the hockey season from September through May and shall be open to all members. A schedule of these meetings will be posted on the Maine Inferno website.
 1. Every attempt shall be made to schedule monthly meetings in the week after the MEAHA meeting (which typically occurs on the second Tuesday of the month).
 2. The meeting day will be posted with seven (7) days' notice on the Maine Inferno website calendar.
 3. June, July and August meetings may be combined into 1 or 2 meetings, as determined by the Board of Directors (Note that MEAHA Girls Tier 2 Team declarations occur at the MEAHA August meeting).
- B. The meeting agenda will be set by the President and/or Secretary.
- C. A quorum of at least five (5) appointed Board Members must be present at any Board Meeting for valid voting to take place.
- D. Actions taken by the Board of Directors will require simple majority vote.
 1. The President is neutral on all voting issues, except to break a tie.
 2. Proxies or votes in absentia will not be recognized.
- E. Teleconference and screenshare shall be made available for each board meeting. However, at least three (3) Board meetings per year shall be scheduled as in-person meetings for the Board of Directors, with a quorum in attendance.
- F. An Annual Membership meeting shall be held each year during the month of April.
 1. A member in good standing may submit one vote – that is, each member family and each member coach shall have one vote.
 2. Written notice of any proposed action must be given to the membership ten (10) calendar days prior to the meeting.
 3. The main purpose of the Annual Meeting is to elect Board Members for the Board of Directors.
 - i. Board Members are elected by a majority vote (greatest number of votes).
 - ii. A slate or ballot of proposed Board Members shall be presented ten (10) calendar days prior to the membership.
 - iii. In the event of a tie, the Board may opt to hold another election for the Membership, or hold a Board of Directors vote in an Executive session to determine the outcome.
 4. The bylaws may be amended by a majority vote (greatest number of votes) of the members present at the Annual Meeting. Amendments must be submitted to the membership ten (10) calendar days prior to the meeting.

- i. Youth hockey organizations interested in partnering with Maine Inferno will be approved by the Board of Directors and presented at the Annual Board meeting for vote.
 - ii. Acceptance will be indicated through inclusion in *Article 3* of the bylaws.
- 5. Any motion to dissolve or merge this Association shall be voted on at the Annual Meeting by the membership. Notice of the proposed action must be given to the membership ten (10) calendar days before the meeting.
 - i. In the event that this Association is dissolved (as the result of a majority vote of the membership present at the Annual Meeting), its assets shall be distributed to a non-profit organization that supports girls ice hockey, as identified by the Board of Directors and outlined in the Maine Inferno Articles of Incorporation.
 - ii. No member shall profit by any such action.

ARTICLE 7: DUTIES OF THE BOARD MEMBERS

A. Requirements for all Board Members:

1. Be a strong advocate for girls hockey and understand the challenges and issues facing girls hockey.
2. Develop strategies and activities to acquire and retain female players.
3. As a representative of the general hockey public, work in the best interest of the entire Maine Inferno organization.
4. Contribute required time, which may include weekends and evenings, throughout the entire year.
5. Ability and willingness to attend games or meetings with little notice.
6. Ability to drive to required locations (i.e. rinks/meeting locations).
7. Have reliable email capability (required to maintain and interact via email on a regular basis).
8. Attend partner organization board meetings to serve as a liaison between Inferno and the partner organization.
9. Attend monthly Board meetings to provide status, input and direction related to their area of responsibility.
10. Attend MEAHA monthly meetings at the request of the President.
11. Register with USA Hockey, complete SafeSport training and pass a background screening, as required.
12. Recruit new Board Members, committee members/chairmen and volunteers.

A. Key competencies for all Board Members:

1. Interpersonal skills, ability to collaborate and interact with many people.
2. Strong ability to develop and foster relationships.
3. Ability to negotiate and resolve conflict, provide constructive feedback.
4. Good organization and facilitation skills.
5. Good written and verbal communication skills.
6. Positive attitude.
7. Problem solving and analytical skills.
8. Self-motivated and takes initiative.

- B. **PRESIDENT:** The President shall be responsible for setting the long-term direction of the Association and implementing, monitoring, and evaluating all Association functions. The individual presides over the Board to ensure the Association operates in an effort to achieve its mission and goal and the Association's overall health and direction. A key competency for the individual in this position is an in-depth knowledge of youth hockey organization and the USA Hockey American Development Model. Responsibilities and duties include:
1. Preside over Board and membership meetings and ensure Board meetings are on task and efficiently run.
 2. Serve as escalation point of disputes involving parents, coaches, suppliers, arenas, etc.
 3. Act as manager of all Board Members.
 4. Review, understand, and evaluate the Association's articles of incorporation, bylaws, 501(c)(3) status, policies and procedures, governing rules and regulations.
 5. Ensure proper insurance is obtained and indemnity clauses approved by MEAHA and USA Hockey.
 6. Ensure that the Association's Strategic Plan for the following season is developed by the Vice President or another Board Member and agreed upon by the Board Members in March at an executive session meeting.
 - a. Ensure the Association's ice budget is developed to include Inferno's full season practice schedule.
 - b. Sign ice contracts as necessary.
 - c. Ensure each Inferno team is registered for the required tournaments and that each respective fee is paid. Ensure a point of contact is assigned for hotel reservations for each tournament and that any tournament stay-to-play requirements are met.
 7. Build positive relationships with partner youth hockey associations.
 8. Assist Treasurer in resolving delinquent accounts.
 9. Make decisions on questions not provided for in the bylaws or rules until the next regular or special meeting of the Board of Directors.
 10. Attend MEAHA meetings; designate another voting Board Member for attendance.
 11. Assist with other roles as required.
 12. Appointing and charging all committees and appointing committee chairpersons, acting for or on behalf of the Maine Inferno, with the approval of the Board of Directors. Committee Duties:
 - a. Ensure a Safesport Program Manager is assigned, or duties are carried out by a Board Member. Safesport duties include:
 - i. Lead the SafeSport committee (President, Vice President, Coaching Director, and SafeSport Program Manager) to review reports, investigate incidents and determine outcomes.
 - ii. Track and maintain a filing system for SafeSport reports, investigations, outcomes, etc.
 - iii. Ensure that SafeSport training and background screening requirements are met for coaches, officials and volunteers.

- iv. Work to educate players and families about the SafeSport program and the importance of locker room monitoring.
- b. Ensure a Communication Chairman is appointed or that the communication duties are carried out by a Board Member.
Communication duties include:
 - i. Maintain the website with meeting information and locations.
 - ii. Serve as the main point of communications for all public information regarding Maine Inferno to include, but not limited to, Press Release, Advertisements, Flyers, Booklets, etc.
 - iii. Utilize the Maine Inferno website for all public communications.
 - iv. Coordinate and update all Maine Inferno website postings.
 - v. Coordinate and maintain all Maine Inferno internal mailing and email lists with Registrar.
 - vi. Draft and coordinate public releases and ensure that they all meet standard guidelines of sound and ethical business practices.
 - vii. Maintain the Maine Inferno social media presence or assist the Social Media Program Manager with this function.
- c. Ensure that a Social Media Program Manager is assigned or that the duties of the Social Media manager are being carried out by the Communications Chairman or another Board Member:
 - i. Social Media Program Manager manages the Maine Inferno Facebook, Instagram, Twitter accounts – as well as any other applicable social media outlets – by updating the accounts with recent events, photos and news.
- d. Ensure a Learn to Play (LTP)/8U Coordinator is assigned or that the duties of the LTP/8U Coordinator are being carried out by a Board Member.
LTP/8U Coordinator duties include:
 - i. Serve as the main point of contact for new families starting girls hockey.
 - ii. Coordinate with the LTP and 8U head coaches to ensure adequate coaches/volunteers for on-ice sessions.
 - iii. Ensure that LTP and 8U head coaches or the coach designees have practice plans for each session (Note that an Inferno USA Hockey certified coach shall be present for all LTP/8U practice sessions).
 - iv. Ensure that LTP equipment is distributed to players at the beginning of each session and collected at the end of the sessions. This task may be delegated to the Equipment Manager.
 - v. Maintain an email distribution list or utilize a sports team app to communicate with the LTP families during the season.
 - vi. Assign an 8U Team Manager for the 8U team(s) to assist the 8U Head Coach(es) with communication to the 8U families (through an email distribution list or sports team app).
 - vii. Ensure mini nets are available for each ice session or delegate to an Inferno volunteer to assist.

- e. Ensure an Equipment Manager is assigned or the duties of the Equipment Manager are being carried out by the LTP/8U Manager or another Board Member. Equipment Manager duties include:
 - i. Attend the LTP/8U sessions to distribute LTP equipment at the beginning of the LTP sessions and to collect them at the end.
 - ii. Provide player equipment, as needed, at the inferno 10U-19U practice session.
 - iii. Maintain an inventory of all loaner equipment (LTP, goalie, etc.) and ensure equipment is returned at the end of each season.
 - iv. Ensure equipment is cleaned after the season ends and stored in the Inferno storage location.
- C. **VICE PRESIDENT:** In the absence of the President, or in his/her inability or refusal to act, the Vice President shall perform all the duties of the President. When so acting, the Vice President shall have all the powers of and subject to all restrictions of the President and other duties as may be specifically assigned by the Board of Directors. Responsibilities and duties include, but are not limited to, the following:
1. Secondary MEAHA Representative.
 2. Maintain contact with MEAHA Girls Program Director and USA Hockey Women's Director for USA Hockey-sponsored girls program initiatives and updates.
 3. Review, understand, and evaluate the Association's articles of incorporation, bylaws, 501c3 status, policies and procedures, governing rules and regulations.
 4. Ensure proper insurance is obtained and indemnity clauses approved by MEAHA and USA Hockey.
 5. Ensure annual filings with the State of Maine and the IRS are accomplished on time.
 6. Ensure proper budgets are developed and monitored, with the treasurer.
 7. Ensure that funds are available for the Association's operations.
 8. Sign ice contracts as necessary.
 9. Schedule season's activities relative to administrative functions.
 10. Build positive relationships with partner youth hockey associations.
 11. Ensure that a jersey master list is maintained and updated, which confirms that each new player is not assigned a jersey number that will be in conflict with another player on any future Inferno team. Note that a 4-year birth year separation is required due to the possibility that Inferno could field a team with up to 2 USA Hockey age brackets (e.g. 10U/12U), which spans 4 birth years.
 12. Assist President in leading Strategic Planning initiatives annually and maintain focus on the goals and objectives of the organization.
 13. Perform ongoing review of Board Members; maintaining accountability for assigned role functions.
- D. **REGISTRAR:** The duties of the Registrar shall include, but are not limited to, the following:
1. Receive and register all memberships of the Association.
 2. Coordinate and interface with the MEAHA state registrar and attend MEAHA registrar training held each year.
 3. Verify age-appropriateness for levels.
 4. Verify that all necessary forms are received.

5. Verify required screenings of all Board Members, coaches, team managers, volunteers.
 6. Update and verify current Maine Inferno member information and make available to other Board Members, as needed.
 7. Develop a registration roster, which consists of coach and player names, addresses, phone numbers and parent names.
 8. Provide official rosters and travel permits to the Head Coaches for sanctioned tournaments and games.
- E. **SECRETARY:** The duties of the Secretary shall include, but are not limited to, the following:
1. Obtain suitable meeting space for monthly, Annual, or other special meetings.
 2. Ensure the membership is notified of the date, time and location of monthly, Annual, or any special meetings via the Association website and/or email distribution.
 3. Work with the President to prepare Association meeting agendas and distribute to members prior to meetings.
 4. Record the attendance and minutes of all regular or special meetings of the Board or the membership and keep a permanent record of the minutes of such meetings.
 5. Maintain all contact information of Board Members.
 6. Ensure all copies of Inferno policies, forms are up-to-date, backed-up and protected.
- F. **TREASURER:** A key competency for the individual in this position is a working knowledge of compatible accounting software and accounting or budgeting experience. The duties of the Treasurer shall include, but are not limited to, the following:
1. Work with the Board to establish and implement an annual budget.
 2. Ensure an adequate number of Board Members are signatories on the Association bank account
 3. Receive all funds due to the Association and deposit them into a charter bank or banks.
 4. Work closely with Registrar to ensure all fees are collected.
 5. Pay the rightful obligations of the Association, approved by the Board of Directors.
 6. Provide a regular monthly report and an Annual report as to the financial condition of the Association.
 7. Keep and maintain ledgers and other books of account, which may be audited at the request of the Board of Directors.
 8. Manage the use of a corporate debit card or credit card.
 9. Work with the Inferno Board, Head Coaches, and Team Managers to pay for tournaments and other fees, like ice contracts and league fees.
 10. Ensure proper paperwork is filed with the IRS, State & Sponsorship Documents: Taxpayer ID, Tax Exempt Status, IRS 990, year-end audit compilation.
- G. **COACHING DIRECTOR:** The key competencies for the Coaching Director are that the individual holds a current USA Hockey coaching certification, has completed at least two ADM age-specific modules and served as a head or assistant bench coach in a previous

season. The duties of the Coaching Director shall include, but are not limited to, the following:

1. Head of all coaches in regards to proper coaching level and certifications for each level of play.
 2. Head of Coaching Committee.
 - a. Plans and conducts monthly coaches' meeting, both pre-season and during the season.
 3. Communicates to/from coaches to Board of Directors.
 4. Ensures all coaches adhere to the USA Hockey American Development Model.
 5. Develop and present on-ice programs within the Association, utilizing the ADM Model.
 - a. Ensure Association practices and practice plans are adequately coordinated and meet the requirements of each team and the USA Hockey guidelines.
 - b. Plan, develop and organize skating clinics, goaltending clinics and other clinics to meet the specific needs of the Association's players.
 6. Perform evaluations of coaches during games and practices and provide constructive feedback to improve the program.
 - a. Create coaching evaluation forms and ensure yearly completion of the evaluations.
 7. Coordinate the Tier 2 tryout and Team Identification sessions.
 - a. Ensure tryout process and session plan is implemented, with a clearly defined selection process.
 - b. Ensure adequate volunteers are in place for each tryout session
 - c. Ensure tryout evaluation forms and practice plan are adequate
 - d. Compile results for discussion with Head Coaches and the Board of Directors.
- H. **SCHEDULER:** The key competencies for an Ice Scheduler is excellent organization skills, frequent access to the internet and email, and responsiveness to communicate updates to the Association. Responsibilities include:
1. Maintain positive relationship with area arena managers, other association's schedulers and officials.
 2. Maintain a master schedule for all Inferno, and coordinate schedule with Head Coaches and Team Managers.
 3. Negotiate and procure ice time from local rinks in support of Association activities.
 4. Schedule MEAHA games, non-league games and additional team practices, in coordination with Team Managers and Head Coaches.
 5. Solicit and schedule referees and timekeepers for all home games and any tournaments hosted by Inferno.
 6. Review and approve invoices for ice utilization, timekeeping and officials.
 7. Update and post schedule updates: Work with Communications Chairman, LTP/8U Coordinator, Head coaches and Team Managers to communicate changes to the Association.
 8. Provide reports to Board regarding ice utilization at all home rinks.

- I. **FUNDRAISING DIRECTOR:** A key competency for the individual in this position is organizational and communication skills, and access to a computer for managing fundraising projects. Responsibilities include:
1. Research new opportunities to increase funds into the Association.
 2. Solicit and retain corporate level sponsorships, or find key individuals to perform the task and manage their progress.
 3. Manage the Raffle, Clynk, Inferno Tag Days and any other Association fundraisers (i.e. keep track of the programs and the volunteers that run these programs).
 4. Seek out methods to provide opportunities to members to lower overall cost of season/ice fees.
 5. Maintain documents for sponsors and donors' responses and solicitation.
 6. Assist the Treasurer and Team Managers in tracking volunteer hours for each member family that opted-in to the fundraising requirement at registration.

ARTICLE 8: COMMITTEES

- A. The Board can convene any committee deemed proper and necessary to fill the objectives and purpose of the program.
- B. The President shall be an ex-officio member of all committees.
- C. Committees may be chaired by a Board Member and will have a lead, manager or chairperson to serve as coordinators for the activities of the committee.
- D. Each Board Member has the authority to appoint any individual to a committee without Board of Directors approval.
- E. Committee leads, managers, and chairpersons do not have voting privileges on the Board of Directors.

ARTICLE 9: TEAM STRUCTURE

- A. The number of teams Maine Inferno fields in any given age bracket (i.e. 6U, 8U, 10U, 12U, 14U, 16U, 19U), is dependent on the numbers of players within an age bracket and the overall skill-level of the team.
- B. Maine Inferno will field teams at the AA, A and B levels of USA Hockey Tier 2 skill designations. This team skill placement level is independent of the MEAHA division or league and based on the results of the Identification Session and Tryout.
- C. Maine Inferno will field 10U-19U Travel Tournament Teams designated by USA Hockey as Tier 2 AA, A or B level and determine the league placement as follows:
 1. MEAHA Tier IV girls
 2. MEAHA Tier II girls
 3. MEAHA Tier IV/III youth/co-ed (10U and 12U only)
 4. NEGHL Tier II girls league or other All-Girls hockey league.
- D. It is the goal of Maine Inferno to place all players on a team. However, a tryout is required to determine player placement on a MEAHA Tier II or Tier III travel team.
 1. Inferno team rosters are approved by both the Head Coach and the Inferno Board.
 2. Maine Inferno will state the intended team's skill level for each age bracket before the tryout.

3. The results of the tryout will determine the composition and level of the team for the following season.
 4. After the tryout, players will be notified and rosters will be posted.
 5. Players will need to sign a contract and put down a deposit to hold their place on the team.
- E. All MEAHA Tier II/III players are expected to sign a contract, which stipulates that Maine Inferno is their primary club and that they are committed to the Maine Inferno team.
- F. Maine Inferno will adhere to USA Hockey guidelines for age composition within a team.
1. For teams playing in the MEAHA Tier II Girls league or in the MEAHA Tier III co-ed league, a tryout will determine player placement based on skill.
 - a. Players may not “play up”—there will be a single age bracket that is skill-based, as determined by a tryout.
 - b. If there are not enough players to fill the roster in a single age bracket (i.e. a minimum of 10 skaters and 1 goalie), the Board of Directors may approve players to play up one age bracket, based on player skill.
 - c. If Maine Inferno intends to declare a team National-bound, the Tier II team will be comprised of players within a single age bracket, as specified in USA Hockey.
 2. Tournament teams and MEAHA Tier IV teams might be purposefully comprised of players from two age brackets (e.g. 10U and 12U) in order to allow for flexibility to accommodate all age and skill levels.
- G. **Maine Inferno Tournament Model:** In this model, Maine Inferno’s teams (10U-19U) will play primarily in tournaments or jamborees each season, with MEAHA league (or other Girls Hockey league) games supplementing tournament play.
1. Tournament games ensure adequate games and competitive play for the entire season.
 2. Although all players that tryout will be placed on a team, some players may be placed on a league team and some may be cross-rostered on both a league team and a tournament team in order to fill the rosters. Player eligibility will be communicated to each player prior to registration and tuition will be adjusted accordingly.

ARTICLE 10: TEAM MANAGEMENT

- A. The Board of Directors will approve all coaches annually who wish to instruct in the Association, and will assign Head Coaches for the teams.
- B. The conduct of the coaches, the determination of their coaching ability and their ability in team management shall be under the direct supervision of the Board.
- C. The Board of Directors reserves the right to remove any coach it deems inappropriate or unable to coach.
- D. All coaches and team managers shall register with USA Hockey, adopt USA Hockey guidelines, complete SafeSport training and pass a background screening.
- E. Coaches should, at all times, put the interest of Maine Inferno players first and foremost, with winning games of secondary importance.

- F. Coaches may be removed or suspended from their position if found to not be in keeping with the ideals of Maine Inferno. Removal will be a majority vote of the Board of Directors at a duly constituted meeting.
- G. **HEAD COACHES:** Head coaches are responsible for organizing, educating and communicating the game of ice hockey for his/her players. The Head Coach shall provide an atmosphere where players can learn and have FUN playing the game of hockey. Responsibilities include:
1. Must be fully committed to the Inferno team for the duration of the season - that is, the head coach must attend Inferno practices, games, tournaments and other team-related activities and be engaged in the team's management and function.
 2. Attend USA Hockey coaching certification classes and complete ADM age-specific modules, as required.
 3. Coordinate the use of assistant coaches to the best value of the team.
 4. Hold team meetings to include players, parents and assistant coaches; these meetings should be geared around communication concerns, celebrations and league information as it relates to the team.
 5. Communicate to players, parents and assistant coaches the rules and regulations of USA Hockey as they relate to conduct, attitude, attendance and responsibility.
 6. Develop, distribute and implement team rules and expectations per Maine Inferno, MEAHA and USA Hockey guidelines.
 7. Ensure that all players have and wear appropriate equipment during practices and games (if not, players cannot participate).
 8. Review and validate the team roster.
 9. Notify Registrar and Coaching Director of any changes, additions and/or deletions to the roster.
 10. Work with the Scheduler for any ice, game or official questions or concerns.
 11. Maintain an 'open door policy' so players, assistant coaches and parents feel free to reach out with questions, concerns or suggestions.
 12. Evaluate players in the areas of skill, team play, attitude, attendance and responsibility; communicate those evaluations to each player and their parents/guardians.
 13. Assist in coordinating annual and mid-year evaluation sessions of players with Coaching Director.
 14. Plan drills prior to practice and conduct practices geared to teaching fundamentals and team skills, utilizing the ADM Model.
 15. Report any injuries to the Coaching Director.
 16. Maintain orderly and disciplined conduct of players at all times in locker rooms, on the bench, in games, ice rinks and report any SafeSport violations to the SafeSport Program Manager.
 17. Attend Association meetings when required.
 18. Provide consistent and regular communications to Coaching Director regarding team dynamics, needs, etc.
 19. In the absence of a Team Manager, perform the duties of the Team Manager, or assign an assistant coach to perform those duties.

- H. **ASSISTANT COACHES:** Assistant Coaches shall participate in the organization, education and communication of the game of ice hockey for his/her players. Assistant Coaches shall also provide an atmosphere where players can learn and have FUN playing the game of hockey. Responsibilities include:
1. Attend USA Hockey coaching certification classes and complete ADM age-specific modules, as required.
 2. Fill in during the absence of the Head Coach.
 3. Attend team meetings to assist Head Coach.
 4. Fill in as Team Manager, as necessary.
 5. Ensure that all players have and wear appropriate equipment during practices and games (if not, players cannot participate).
 6. Maintain an 'open door policy' so that players, other coaches and parents feel free to reach out with questions, concerns or suggestions.
 7. Report any injuries to the Head Coach and Coaching Director.
 8. Maintain orderly and disciplined conduct of players at all times in locker rooms, on the bench, in games, ice rinks and report any violations to the Head Coach and the SafeSport Program Manager.
- I. **TEAM MANAGER:** Responsible for assisting coaches in communicating information to players and parents. Responsibilities include:
1. Assist the Head Coach with communication to the families (through an email distribution list or sports team app).
 2. Work with Scheduler to coordinate scorekeeper and timekeeper coverage for each home game.
 3. Maintain the team binder (containing game sheet stickers, official USA Hockey roster, printed consent forms for each player and copies of game sheets) and ensure its presence at each game.
 4. Assist the Head Coach and in organizing team meetings. Meetings should be geared around communication concerns, celebrations and league information as it relates to the team.
 5. Relay concerns between parents, players and coaches, as needed.
 6. With Board coordination, research hotel and travel accommodations for the team and provide information to coaches and parents for all scheduled tournaments (and games, if needed).
 - a. NOTE: When more than one Inferno team is traveling to the same event, the Inferno Board may assign a lead or point of contact to make arrangements for all Inferno teams attending that event.
 7. Work with the SafeSport Program Manager to ensure there are adequate numbers of volunteers to perform locker room monitoring (during both games and practices).
 8. Maintain orderly and disciplined conduct of players at all times in locker rooms and at ice rinks, and report any violations to the Head Coach and the SafeSport Program Manager.
 9. Report all misconduct (per USA Hockey Code of Conduct) to the SafeSport Program Manager and Head Coach.

10. Organize a volunteer list of snacks and drinks for each game, as needed (typically for U10/12 and younger) and ensure rink policies are followed relative to the rink's locker room procedures for food and drinks.
11. Organize season-end team party with Head Coach.

ARTICLE 11: FINANCIAL OBLIGATIONS

- A. The program's fiscal year is from May 1 through April 30 of the following year.
- B. The fees and assessments shall be set by the Board.
- C. The Board shall set rules regarding payments and payment schedules and shall see that every member receives a copy of the rules.
- D. Players may be suspended if financial obligations are not met as outlined. In the event a player is suspended for non-payment, that player shall be notified at least seven days prior to suspension by the President or Treasurer in writing.
- E. No program funds shall be used by anyone without Board approval.

ARTICLE 12: AUTHORITY TO BIND

No member of this program shall contract for or enter into any agreement, or otherwise obligate this program, financially or otherwise, without proper authorization from the Board of Directors.

ARTICLE 13: REFUND POLICY

- A. If a player elects to leave the Maine Inferno Association, the player's parent or guardian may request a refund of fees/tuition paid.
 1. The refund request must be done in writing and presented to the Treasurer.
 2. The Board of Directors will determine at next scheduled Board Meeting if a refund will be made and what amount will be refunded, if any.
- B. If a refund, is granted, it will be pro-rated:
 1. If a player elects to discontinue playing during any part of the season prior to November 30th a maximum refund of 40% of the tuition/fees may be refunded. The exact amount will be determined by the Board of Directors.
 2. If a player elects to discontinue playing during any part of the season after November 30th, all tuition/fees are forfeited.
 3. Exceptions to this policy will require approval of the Board of Directors through majority vote.

ARTICLE 14: CONFLICT RESOLUTION

- A. Complaints, problems or suggestions should be brought to the attention of the Board Member responsible for the area.
- B. If a member feels that he/she did not get a satisfactory response to their inquiry, complaint or suggestion after contacting one of the Board Members, the member can request to be heard by the Board of Directors by writing to the President and stating the

inquiry, complaint or suggestions. The President shall then schedule for the member to be heard at the next Board meeting.

- C. Any Board Member who receives a written inquiry, complaint or suggestion shall present it before the Board at the next meeting.
- D. After an inquiry, complaint or suggestion has been heard by the Board and if it is found to be a point of merit, any action taken shall be approved by a vote of the Board.
- E. If the matter is found to be without merit or if the Board votes to table or dismiss the issue, the petitioner shall be notified of the outcome, in writing, by the President.

ARTICLE 15: CONFLICTS OF INTEREST

- A. Definition: A conflict of interest arises when a Board Member, coach, committee lead, other volunteer or member involved in making a decision for Maine Inferno is in the position to benefit, directly or indirectly, from her/his dealing with the Association or with a person conducting business with the Association. The definition of a 'benefit' includes both tangible and intangible benefits.
- B. Procedure and Disclosure: Each Board Member, committee lead, other volunteer or staff member must:
 - 1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Association in dealing with outside entities or individuals.
 - 2. Disclose real, apparent, or the appearance of conflicts of interest to the Board of Directors as appropriate.
 - 3. Refrain from voting on matters that involve a real conflict of interest or the unresolved appearance of a conflict.
 - 4. Conflicted members may not participate in the discussion and should be excused from the meeting during any discussion, unless the Board determines otherwise by a majority vote in the absence of the conflicted member.

ARTICLE 16: GENERAL ARTICLE

Any circumstance, rule or regulation not covered herein, shall fall under the jurisdiction of the Board of Directors. We, the undersigned, the Board of Directors of the Maine Inferno, do hereby attest that the Bylaws contained in this document were presented to the general membership of the Association for vote on April 29, 2025. These bylaws shall be the governing bylaws of the Maine Inferno until such time as the general membership of this organization shall elect to alter or amend them.

Maine Inferno Board of Directors – Annual Board Meeting April 29, 2025



President Myles Aaron Brideau
(PRINT NAME)

4.29.2025

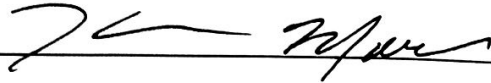
Date



Vice President Anna Cushman
(PRINT NAME)

4-29-2025

Date



Treasurer Thomas Molloy
(PRINT NAME)

4/29/2025


Date



Secretary Stephanie LaPrino
(PRINT NAME)

4/29/2025

Date



Registrar Kevy Ellis
(PRINT NAME)

4/29/2025

Date



Coaching Director Clyde Coleman
(PRINT NAME)

4/29/2025

Date



Scheduler Ryan Welch
(PRINT NAME)

4/29/25

Date



Fundraising Director Candace Augustine
(PRINT NAME)

4/29/2025

Date