

McDowell Hockey Club



Handbook2016-2017

Club Web Site: www.mcdowellhockey.com

McDowell Hockey Club

By-Laws Chapter

Adopted: 1993-1994 Season

Revised: 1996-1997 Season (March 4, 1997)

Revised: 2003-2004 Season (February 3, 2004)

Revised 2004-2005 Season (February 15 and March 31, 2005)

Revised 2005-2006 Season (January 24, 2006)

Revised 2006-2007 Season (March 6, 2007)

Revised and incorporated in the Handbook as a separate chapter (2010)

Revised 2010-2011 season

Revised 2016-2017 season

ARTICLE I: NAME AND LOCATION

Organization Name and Location

The name of this organization shall be the McDowell Hockey Club hereafter shown as MHC and referred to as the Association herein. The Association location will be the residence of the President for the duration of his/her tenure. The current address is 4283 Alison Avenue; Erie, PA 16506.

ARTICLE II: MISSION STATEMENT

Mission Statement

The McDowell Hockey Club values its members. We strive to offer our hockey players a program that will promote and develop skilled athletes and well-disciplined championship hockey teams at the Varsity, Junior Varsity (JV), Middle School levels and to aggressively compete and win championships through hard work and good sportsmanship. The philosophy of the club is to implement a consistent program to build skills and develop players from the Middle School through Varsity levels. Because the McDowell Hockey Club is a competitive and not a recreational program, the coaches will determine playing time for players based on skill and game situations. Equal Ice time is not a guarantee.

The McDowell Hockey Club will participate in competitive leagues that promote the growth and development of the players. We are supported totally by the member families and sponsors. The Millcreek School District does not financially support the club, but they do assist us by allowing the club to use school facilities, use of their weight room, and their athletic trainer should the need arise.

ARTICLE III: PARTICIPANTS

Section 1: Club Athletes

Club athletes shall be limited to the athletes selected to play for any of the club's teams, who are in good standing with the McDowell Hockey Club. Membership begins immediately upon selection to a team and continues until termination from the club or team, or at the conclusion of their senior school year graduation, at which time they become an Alumni of the club.

Section 2: Membership

Membership is limited to the parents or legal guardians of the athletes selected to play on the McDowell Hockey Club teams, head coaches, assistant coaches,

McDowell Hockey Club Player alumni, and current board members. Students in grades 5-8 are eligible to play on the Middle School team. Students in grades 9-12 are eligible to play on the JV team. Students in grades 9-12 are eligible to play on the Varsity team. Students on the Varsity and JV teams must meet PIHL eligibility rules.

a. Eligibility: The McDowell Hockey Club offers multiple levels of play. Eligibility for each are outlined below:

- i. High School Varsity – McDowell High School students in grades 9-12
 - Players must be a Millcreek Township School District resident and must attend McDowell High School or be a full tuition-paying student at McDowell High School.
- ii. High School Junior Varsity – McDowell High School student in grades 9-12
 - Players must be a Millcreek Township School District resident and must attend McDowell High School or be a full tuition-paying student at McDowell High School.
- iii. McDowell Middle School – Millcreek Township Middle School student in grades 7 and 8
 - Players must be a Millcreek Township School District resident. Players are not required at this level to attend one of the District’s Middle Schools. The students that play on the Middle School team however, must have birth years that equate to a Bantam or second-year Peewee.
- iv. McDowell Junior Trojans – Millcreek Township Elementary or Middle School student in grades 5-8
 - Players must be a Millcreek Township School District resident. Players are not required at this level to attend one of the District’s schools. The students that play on the Junior Trojan team can be in grades 5 through 8.

The club season runs from May 1 through April 30 of the following year.

ARTICLE IV: MEETINGS

Section 1: Meetings

Both Board and General Membership meetings will generally be held on a monthly basis. The President is to set date and time of special board meetings and General Membership meetings as needed. The meetings shall be conducted using Robert's Rules of Order as a guide.

Section 2: The Board

The "Full Board" consists of "Executive Board" positions and "Appointed Board" positions.

The "Executive Board" shall consist of a President, Vice-President, Secretary, Treasurer and (3) Hockey Committee Members. The Executive Board shall be voted on by the Voting Membership and elected into office by a majority vote.

If an officer is elected by plurality instead of majority because of multiple candidates on the ballot, a final ballot, at the same meeting, of the top vote recipient for the offices of President, Vice-President, Secretary, and Treasurer and the top three vote recipients for the Hockey Committee, will take place to approve each by majority. This final ballot would also address tie situations. If a majority does not approve a candidate then the position would remain open until a later date.

If a position is running unopposed, that position must receive a majority vote from the Voting Membership to elect the person into that office. If the position does not receive a majority vote, the position will remain open. The Election Committee will seek additional eligible candidates and re-vote at the next General Membership meeting.

Provision for Mid-Season Elections – If an elected officer resigns from his or her office, a special election will be held. The vacancy will be announced and nominations accepted as soon as possible following the resignation. An election will occur at a regular General Membership Meeting or at a Special Meeting not less than 14 days or more than 30 days following the vacancy announcement. Established requirements for eligibility of candidates and electorate, and established election procedures will apply

The "Appointed Board" shall consist of the Registrar, Scheduler, Publicity, one Team Manager for each team and Club Equipment Manager. Appointed

board members will be nominated by the President and voted on by the Executive Board.

Section 3: Election of Officers

Election of Officers and Hockey Committee shall take place at the April General Membership Meeting. Nominations shall be presented to the membership by the Elections Committee a minimum of one week prior to the election meeting to be included on the ballot. Nominations will be accepted from the floor at the April Election Meeting, but will not be included on the Absentee Ballot. The new Board will assume office on May 1st but may immediately upon election assume the duties of selecting the appointed board members and selection of coaches and in addition, any other duties approved by the existing board. The officer will serve a 2-year term will commence on May 1st. To run for an elected position you must be a voting member of the McDowell Hockey Club in good standing and have attended a minimum of four (4) regularly scheduled General Membership meetings (not including the April elections meeting) of the club during the current season.

a. Board Candidates: Candidates shall be Voting Members in good standing of the McDowell Hockey Club or current board members. They must have attended a minimum of four (4) General Membership Meetings of the Club, not including the April election meeting, within the current season. Coaches are not eligible to run for a Board position.

b. Absentee Ballot: If a Voting Member who is eligible to vote must miss the April General Membership Voting Meeting he/she may vote via sealed Absentee Ballot to a member of the Elections Committee. The Absentee Ballot must be submitted in a signed and sealed envelope to the club President prior to the start of the April General Membership election meeting.

Section 4: Participation

a. Voting Membership/Voting Privileges: Voting membership shall be limited to the parents or legal guardians of the athletes selected to play on the McDowell Hockey Club teams and current Board members. Voting members must be current and in good standing with the McDowell Hockey Club. All voting members of the McDowell Hockey Club who have attended at least two (2) regularly scheduled General Membership meetings of the club (including the February elections meeting) shall qualify to vote at the elections in February for the upcoming season. Each member (parent) is entitled to one vote, provided each has attended the required number of meetings.

Head coaches and paid assistant coaches who are current with all criteria to maintain their coaching credentials and are claimed by the MHC through USA Hockey and/or AAU as a coach for the current season will maintain a regular membership and each be permitted one vote in any election.

b. Quorum

i. Voting Membership: A quorum of 20% of the “Voting Membership” is needed at a General Membership Meeting for a legal vote. The Board members are part of the Voting Membership but cannot represent more than 50% of the quorum.

ii. Executive Board: A quorum of the Executive Board for a legal full board vote must consist of a minimum of 50% +1 of all elected and appointed board members in physical attendance for a legal vote. A minimum of 9 board positions must be filled through elections and appointments before the Full Board can conduct business. The Board may conduct business by electronic mail on occasion if the following conditions are met: 1.) Complete agreement by all members of the Board to conduct the business by email and 2.) Each member of the Board is able to view the discussion of every member. If both conditions are met, the Board may act to approve a vote electronically.

A Majority of the members attending is needed to pass a Motion before the assembly.

ARTICLE 5: RESPONSIBILITIES OF THE OFFICERS

Section 1: President

The President shall preside over all meetings. The President shall appoint members to all committees except the Hockey Committee with Board approval. The President shall be an official member of all committees. The President is an elected voting member. The President or Presiding Officer can vote as any other member when the vote is by ballot. In all other cases, the President can (but is not obligated to) vote whenever his vote will affect the result - either to break or make a tie; or in the case where a two-thirds majority is required, he can vote either to cause or to block the attainment of the necessary two-thirds. The term of office is two years starting in the 2017-2018 season.

Section 2: Vice President

The Vice President shall assist the President in the performance of his/her duties. The Vice President shall conduct the Board and General Membership Meetings in the absence of the President. The Vice President shall be one of the members of the Finance Committee. The Vice President will also serve as the Association Safe Sport Coordinator will be appointed by the President and approved by the board. The Coordinator should refer to the "SafeSport Coordinator Manual" for a complete list of job requirements. The Vice President is an elected voting member of the board and the term of office is two years. (The position will be for 1 year during the 2017-2018 season. The 2-year term will begin in the 2018-2019 season in order to create a rotation of elected officers.)

Section 3: Treasurer

The Treasurer shall keep accurate records of all funds collected and disbursed. The Treasurer will give an itemized statement of all accounts at each Board/General Membership Meeting. The Treasurer will provide a written Treasurer's Report to each member of the Executive Board at each meeting. The Treasurer shall provide the names of Players who are ineligible to play due to nonpayment of their bill. The Treasurer will be the Chairperson of the Finance Committee. An audit of the Financial Records will take place each year at the end of the season and be presented to the Full Board with a report given to the General Membership. The Treasurer is an elected voting member of the board and the term of office is two years beginning in the 2017-2018 season.

Section 4: Recording Secretary

The Recording Secretary shall keep the minutes of each Board/General Membership Meeting and handle all correspondence for the club. The Secretary shall maintain a file of all names, addresses, and telephone numbers of the members of the club; correspondences, postings, schedules, minutes, rules and regulations for reference. The Recording Secretary will provide the minutes of the previous meeting at each meeting. In the absence of the Recording Secretary at a Board or General Membership Meeting, the President will read the minutes and the Vice President will assume the duties of the Recording Secretary for the meeting. The Secretary is an elected voting member of the board and the term of office is two years. (The position will be for 1 year during the 2017-2018 season. The 2-year term will begin in the 2018-2019 season in order to create a rotation of elected officers.)

Section 5: Hockey Committee

The Hockey Committee, consisting of no more than three Elected Members per team, shall act as the liaison between the Parents and the Coaching Staff. The Hockey Committee shall review complaints made about the McDowell Hockey Club and make recommendations to the Board for action on the complaint. The Hockey Committee shall meet, when necessary, to review problems within the club. Hockey Committee members must attend the majority of the practices and games. The Hockey Committee members may appoint additional non-voting member(s) to the committee to allow adequate representation of all teams on the committee. No single member of the Committee can take any action without the approval of the entire Hockey Committee. Each year an evaluation should be made of the McDowell Hockey Club and presented at the April Membership meeting. Hockey Committee members are elected voting members of the board and shall serve their office for two years.

Section 6: Registrar

The Registrar will register all players who try out for and who are selected to play on McDowell Hockey Teams. The Registrar for the club shall ensure that all coaches, managers and players are properly registered and rostered with the appropriate federations and/or leagues. The Registrar shall monitor coaching certification levels and maintain proper documentation for audit of coaching qualifications. The registrar will check and monitor eligibility to ensure that players are eligible to play for the McDowell Hockey Club per federation and league rules. The Registrar will work with the schools to monitor player eligibility and take action to inform the manager and coaches in the event a player is ineligible due to their school's rules for eligibility. The Registrar is appointed by the Executive Board and serves as a voting member. The term of office is for 2 years.

Section 7: Scheduler

The Scheduler will acquire and distribute all ice for the McDowell Hockey Club including, but not limited to, ice for games, practices and other club events. The Scheduler is also responsible for securing all rink contracts, referee contracts and bus contracts for signature by the President or Vice President and approval by the Board. Other duties include scheduling referees for non-league games and bus schedules for away games. The Scheduler is also one of the four members of the Finance Committee. The Scheduler is appointed by the Executive Board and serves as a voting member. The term of office is from appointment is for two years.

Section 8: Publicity Director

The Publicity representative for the club will be responsible to facilitate communications with local media and schools to advertise and promote the McDowell Hockey Program. This includes calling the news and ensuring that there is coverage of game scores and activities on TV and in the paper. The Publicity chairperson is also responsible to work with other members in the club to promote the club and attract new players each season. The Publicity Director is appointed by the Executive Board and serves as a voting member. The term of office is two years.

Section 9: Team Managers

The Team Managers shall work with the Scheduler to conduct the scheduling of games and practice ice times for their respective teams. The Team Managers shall enlist volunteers to serve as Score Keepers, Time Keepers and Penalty Box Supervisors for all required games. The Teams Managers are appointed by the Executive Board and serve as voting members. The team will oversee the Equipment Manager. The term of office is for two years.

ARTICLE VI: RESPONSIBILITIES OF COMMITTEES

All committee member terms (elected and appointed) are for one year or until April 30th, whichever comes first.

Section 1: Hockey Committee

See above under Officers.

Section 2: PIHL Committee

The PIHL committee shall consist of the President, Vice President, Registrar, and at least one member of the Hockey Committee to be appointed by the president. The PIHL committee is responsible to represent the McDowell Hockey Club at required PIHL meetings and to disseminate PIHL information to board members on a timely basis. The PIHL committee is responsible to ensure that the club adheres to and meets all PIHL requirements throughout the season. Activities include monitoring the PIHL web site for news and announcements, attending PIHL meetings, and monitoring PIHL rules to make sure they are understood and followed by the McDowell Hockey Club.

Section 3: Finance Committee

The Finance Committee shall consist of a minimum of four members. The Treasurer will be the chairperson. The other members will be the Vice President and Scheduler, and at least one member of the Hockey Committee appointed by the President with the approval of the Board. The Finance Committee will submit a proposed budget to the Board for the operation of the McDowell Hockey Club during the season. This budget will be submitted by the August Board Meeting so that the fees charged to the players can be set prior to the start of the season. The Finance Committee will be required to submit at least two written quotes for proposed expenditures exceeding \$500 with the exception of ice time, federation and league fees, tournament fees, and current uniform fees. Bids will be accepted pending approval of the Board. Once a bid has been accepted by the Board for a dollar amount, no further monies can be paid to that account unless it is approved by the Board. Two signatures will be required on all checks written for more than \$250 for payment of bills by the McDowell Hockey Club. The first signature will be the Treasurer; the second signature will be the President, or Vice President. The Finance Committee will assist the Treasurer in the billing and collection of monies owed the McDowell Hockey Club.

Section 4: Ways and Means Committee

The Ways and Means Committee shall consist of three members appointed by the President with the approval of the Board. The Ways and Means Committee will be responsible for proposing and organizing fund raising for the club. They will help organize committees to run the various fundraisers. The chair will be appointed by the President and approved as a non-voting member by the Board.

- a. Program Ad Sub-Committee:** The Program Ad Committee shall consist of a chair, appointed by the President with the approval of the Board, and assistants. The Program Ad Committee will be in charge of obtaining quotes for the printing of the Ad Book. The Program Ad Committee will be in charge of handing out ad forms, collecting forms and funds, arranging for the layout of the Program, arranging for player photographs, keeping records of funds collected and turning over of funds to the Treasurer.

Section 5: Publicity Committee

The Publicity Committee shall consist of the Publicity Director, appointed by the President with the approval of the Board, and assistants. The Publicity Committee shall be responsible for the positive publicity of the McDowell Hockey Club by utilizing all available resources. The Publicity Committee is responsible to maintain communications with the newspapers, television and schools to promote and communicate McDowell Hockey Club activities and accomplishments. Any expenditure must be pre-approved by the Board. The Publicity Director is a voting position and is appointed by the President and approved by the Board and serves from appointment until the end of the season, April 30th. A Website Manager will be appointed by the President with the approval of the Board to manage the McDowell Hockey Club website.

Section 6: Tournament Committee

In the event the club elects to conduct a tournament, the Tournament Committee shall consist of the Tournament Director appointed by the President with approval of the Board and members as appointed by the Director. The Tournament Committee shall be responsible for scheduling tournament dates, ice, referees, budget, accommodations, minor officials, EMT's, and all associated tournament duties and responsibilities. Profit expectations will be agreed to when the annual club budget is set. A chair will be appointed by the President and approved as non-voting members by the Board.

Section 7: Election Committee

Elections Committee shall be formed by the January General Membership meeting. The committee will consist of a chair and one representative from each team. Their role will be to solicit and submit nominations and to conduct/count votes at the Election Meeting. Members of the Elections Committee cannot count votes at an election meeting if they are running for an elected office. In that case, a substitute representative must be appointed from the Voting Membership to count the votes. The chair will be appointed by the President and approved as a non-voting member by the Board.

Section 8: Alumni/Senior Night Committee

The Alumni Committee shall consist of a chair and an assistant. The Alumni Committee chair shall be appointed by the President and approved by the Board.

The Alumni Committee is responsible to recruit and build a community of Alumni players and parents who are involved with and follow the club.

Section 9: By-laws Committee

The By-Laws Committee shall consist of a chair and assistants. The By-Law Committee chair shall be appointed by the President and approved by the Board. Assistants on the committee shall be appointed by the Chair and approved by the Voting Membership. The By-Law Committee is responsible to monitor changes in the club and continuously make recommendations to improve the club By-laws and Handbook. They are responsible for drafting proposed changes, gaining committee agreement then presenting them to the General Membership for review and adoption via vote.

Section 10: Banquet Committee

The Banquet Committee shall consist of a chair and assistants. The Banquet Committee chair shall be appointed by the President and approved by the Board. The Banquet Committee is responsible for coordinating and implementing the end-of-year banquet for players and coaches.

Section 11: Open House/Try-Out Committee

The Open House/Try-Out Committee shall consist of a chair and assistants. The president shall select the chair with approval from the Board. The Open House/Try-Out Committee is responsible for coordinating and implementing all aspects of the Open House and Try-Outs.

ARTICLE VII: DIRECTOR CODE OF CONDUCT

Section 1: Electronic Communication

Email, text and other forms of electronic communication should not be used as a method for discussing sensitive Board business. Requests by board members should start with an email to the President and Vice President only, except in Hockey related matters, which would start with an email to the hockey committee only. At no time should any matter involving family financial matters or disciplinary proceedings ever be discussed electronically.

Section 2: Conduct

All board members are expected to behave in a courteous and professional manner at all times when representing the Club, at board meetings and in correspondence with other board and club members.

Section 3: Confidentiality

All directors must maintain the confidentiality of board business involving family financial matters and discipline proceedings. Discussion with any persons outside of the current active board, without the explicit permission of the president is expressly prohibited.

Section 4: Conflict of Interest

Any board member that is or would be explicitly affected by the outcome of any vote should recuse themselves from a vote, though they would be encouraged to participate in any discussion or debate.

Section 5: Reporting Perceived Illegal or Unethical Behavior

Reporting of observed behavior that is believed to be illegal or a violation of this Code of Conduct should be reported to the president or vice president. If the President and Vice-president are involved in the behavior the complaint would be reported to the Hockey committee.

Section 6: Procedure for Violation of Code of Conduct

Willful violation of this code of ethics can result in removal of the offending board member from the board by unanimous vote of the balance of the elected board. Existing club policy for replacement of a board resignation should be followed to fill the vacant elected board position or nomination by the president to fill any non-elected position.

Section 7: Contracts

Contracts for the club shall be signed by the President or Vice President and approved by the Board.

ARTICLE VIII: PLAYER'S CODE OF CONDUCT

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player - get along with your teammates.
4. Learn teamwork, sportsmanship and discipline.

5. Be on time.
6. Learn the rules and play by them. Always be a good sport.
7. Respect your coach, your teammates, your parents, opponents, and officials.
8. Never argue with an official's decision.

ARTICLE IX: COACH'S CODE OF CONDUCT

Section 1:

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
2. Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
3. Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
4. Adjust to personal needs and problems of players; be a good listener; never verbally abuse or physically abuse others, particularly a player or official; give all players the opportunity to improve their skills, gain confidence self-esteem; teach players the basics.
5. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
6. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
7. Be concerned with the overall development of your players. Stress good health habits and clean living.
8. To play the game is great, to the love game is greater.

Section 2: Duties of the Head Coach

The Term "Head Coach" shall refer to the Varsity, Jr. Varsity and Middle School Head Coaches unless otherwise stated. The Duties of the Head Coach are as

described in, but not limited to, the Player Handbook and at the direction of the Board. The Head Coach will submit a list of Assistant Coaches to the Board for their approval prior to the start of the Hockey Season. The Stipends for Head and Assistant Coaches and travel expenses will be set by the Board. Payment of the stipend will be made in Three Installments, payable in November, January and March.

ARTICLE X: PARENT'S CODE OF CONDUCT

1. Do not force your children to participate in sports, but support their desires to play their chosen sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
3. Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competitions in the lower age groups.
5. Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
6. Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
7. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
8. If you enjoy the game, learn all you can about hockey - and volunteer.

ARTICLE XI: SPECTATOR'S CODE OF CONDUCT

1. Display good sportsmanship. Always respect players, coaches, and officials.
2. Act appropriately; do not taunt or disturb other fans; enjoy the game together.
3. Cheer good plays of all participants; avoid booing opponents.

4. Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
5. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
6. Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
9. Respect locker rooms as private areas for players, coaches and officials.
10. Be supportive after the game - win or lose. Recognize good effort, teamwork, and sportsmanship.

ARTICLE XII: INTERPRETATION AND AMMENDMENT OF BY-LAWS

Section 1: By-Laws Interpretation

The other handbook chapters, the rules and regulations of the club and the policies and procedures of the committees are to be applied in a manner fully consistent with the by-laws. They shall be superseded by any by-laws requirement with which they may be or become in conflict.

Section 2: By-Law Changes

Proposed changes to the By-Laws will be presented to the membership at a General Membership Meeting. The changes will be discussed at one General Membership meeting and voted upon at the next General Membership Meeting. Changes to the By-Laws will require a two-thirds majority of the Voting Membership in Attendance at the voting meeting. All changes will be effective immediately unless otherwise noted. Absentee ballots will be available for voting on by-law changes. All discussions and debates shall take place at the meeting prior to the vote. The Absentee Ballot must be submitted in a signed and sealed envelope to the club President prior to the start of the by-law voting meeting.

Section 3: Handbook

The McDowell Hockey Club will maintain and make available a Handbook, which will contain the club's by-laws and policies for the current year with respect to implementation of the by-laws. It will also provide information about club activities. The Handbook will be updated yearly by the by-laws committee and

then voted upon by the Board. The preceding year's Handbook will remain in force until a new Handbook has been approved by the Board. The club's by-laws shall reside in the by-laws chapter of the Handbook. Changes to the by-laws will be carried out as outlined in the by-laws chapter. Changes to the policy chapter will be made when approved by majority vote of the Board. The informational chapter may be changed by the President or his/her designee.

