

Green Brook Hockey Club Bylaws

As adopted October 2018

Article 100- League Structure and Responsibilities

101- Board of Directors

- a) The Board of Directors, hereinafter known as The Board, shall consist of no more than 15 voting members, which shall individually be known as Directors and will be nominated, seconded, and voted in by active members. A majority vote is needed, and the president shall cast a tie-breaking vote. Voting shall occur by ballot to be submitted by board members at the December meeting. The league President shall prepare and distribute ballots listing all nominated persons to all board members prior to the December meeting. The President and Vice President(s) shall conduct the ballot count and will inform all persons on the ballot of the results of the voting. Board member elections are for the upcoming calendar year only and each board member must be elected each year they wish to serve.
- b) The Board shall include an elected President, up to 2 Vice Presidents, Secretary, and Treasurer.
- c) A simple majority of all existing voting members must be present to constitute a quorum.
- d) Board members shall serve in the best interests of the entire organization and not their own personal interests, or those of any other league or organization.
- e) It is The Board's responsibility to closely monitor the organization and enforce or amend its policies as needed.
- f) In addition to their duties as board members, other duties and committees shall also be their responsibility. Help from outside The Board is welcome and appreciated. It is encouraged that board members solicit help from the public as needed.
- g) Board members are expected to make every reasonable effort to attend meetings and functions. Repeated absences by any board member do not benefit the organization. Any board member that misses 3 consecutive meetings, or 5 non-consecutive meetings, without a reasonable excuse or communication to The Board shall be subject to dismissal at the discretion of the Board.
- h) The board shall meet the first Thursday of each month at a publicly accessible location and the meeting date, time, and location shall be publicly posted on the Green Brook Hockey Club website.
- i) The beginning portion of each meeting shall be reserved for public questions and comments. The public portion shall be limited to 10 minutes (or longer as the Board feel necessary). Upon completion of the public portion the meeting shall be a closed executive session with no public. The public reserves the right to offer comment during the open public portion only, however the board's decisions are binding and final.
- j) Members will speak in turn and the president shall acknowledge each speaker.
- k) Individual board members shall not be present in the board meeting room when a matter involving them personally is presented to the board for discussion. The league President reserves the right to waive this requirement in matters he/she feels the board member's presence is

necessary. If the matter involves the President, the league Vice President(s) shall preside while the league President is excused from the meeting room during the time the discussion takes place.

- l) If a Board member resigns during the year, The Board shall have the authority to vote a new member onto the board to fill the departing member's seat for the remainder of the calendar year. The Board may also vote a new member onto the Board as needed if there are vacancies. In the event the President resigns or is not able to continue as President, the Vice President (s) shall preside over a vote for a new President at the next board meeting.
- m) The President, Vice President(s), Treasurer, & Secretary shall serve as an Executive Committee. The Executive Committee shall be responsible for making decisions for cases it deems as urgent, where waiting for a board vote would not be expedient enough to address an issue. The Executive Committee may also make temporary decisions that will ultimately be put to the board for a vote. The Board shall have full authority to rescind any decision the Executive Committee makes that it deems not appropriate for the league.
- n) Any motions approved by The Board which impact the league structure and responsibilities, passed during a particular year shall be written into the league bylaws prior to the end of each year.
- o) Any motions approved by the Board which impact the House Rules, passed during the year shall be written into the House Rules prior to the end of the year.
- p) All coaches and board members must have or complete the following:
 - Rutgers S.A.F.E.T.Y. Certification course
 - CDC Heads Up Online Concussion Training
 - MESH Background Check

102- Duties

- a) The President shall be responsible to appoint a Division Head for each division, for each season, subject to a Board vote, if the board so chooses. The Division Head shall:
 - 1) Act as liaison and contact person for the board, coaches, and parents for all matters concerning the division they are assigned to.
 - 2) Be responsible for relaying to The Board all matters pertaining to their division.
 - 3) Be the point of contact for all coaches in their division.
 - 4) Work with the other Division Heads to ensure proper categorization of all players potentially to be assigned to their division.
 - 5) Organize and run the draft for their division:
 - a. Review roster with other Division Heads to evaluate players and place in divisions.
 - b. Review evaluations and statistics to assist coaches in draft process.
 - c. Evaluate new players to place in proper division.
 - d. Confirm number of teams and coaches, review with the Board.
 - e. Prepare pre-draft, equitably assigning top players and goalies to teams.
 - f. Manage draft.
 - g. Finalize division roster and prepare jersey order.
 - 6) A neutral party shall oversee the draft process for each division.

103-Committees, Positions, and Tasks

- a) The following is a list of committees and positions contemplated to be essential to the functioning of the league. These committees and positions may be staffed by board members or public persons, this list may grow or shrink as needed. These committees shall be represented at board meetings to report on their progress.

1) Board positions

A) President:

- 1) Shall be responsible for the general oversight of all league activities and, where applicable, will make decisions consistent with league bylaws.
- 2) Shall be responsible for making sure all league committees and assigned positions follow their assignments properly.
- 3) Shall keep the league Vice President(s) informed of all matters and decisions to the best extent possible and will involve them at least in an advisory role in all decisions to the best extent possible.
- 4) Shall preside over all board meetings maintain rules of order and bylaws during each Board of Directors meeting.

B) Vice President(s):

- 1) Shall have decision making authority in the absence of the President and shall preside over board meetings in which the President is unable to attend.
- 2) Shall assist the President in ensuring that all league tasks and activities are completed properly.

C) Treasurer:

- 1) Shall be responsible for overseeing all financial activities of the league.
- 2) Shall Maintain the league checkbook, debit cards, online accounts and systems, and issue checks for league expenses and reimbursements as needed
- 3) Shall reconcile and maintain the league bank accounts
- 4) Shall provide the Board with a printed record of all financial transactions at each Board meeting. This record shall include detailed reports of all income, expenses and financial activity.
- 5) Shall collect and deposit all checks, cash, and online funds/receipts received by the league for registration, work bonds, donations, sponsorship, fundraising, concession stand income, or any other sources of income.

D) Secretary:

- 1) Shall record all board meeting minutes and provide a printed copy of the minutes at the next month's board meeting. All board votes must be recorded as part of the minutes. The secretary shall keep a record of each month's minutes on file for reference purposes.

2) League committees and positions

- A) Registration Team - Organize and oversee registration for the season. Create a master list of all registrants and forward it to the Division Heads in a timely manner. The master list will include basic player information such as name, address, phone #, age, and so on. The Registration Team shall further be responsible for the blank jersey inventory, the jersey order, and the trophy order.
- B) Sponsorship Liaison – Shall be responsible for communicating with all league sponsors regarding sponsorship renewals and various other league matters as they relate to league sponsors. Shall promote the league to potential new sponsors. Shall report sponsorship activities to The Board and provide a list of paid and non-paid

sponsors. Shall be responsible for making sure all sponsorship fees are paid in full. Fees for sponsorship shall be as determined by the league and payment by cash should be a priority. In some rare cases, sponsorship fees can be offset by a barter agreement. All such barter agreements must be approved in advance by the Board. The Sponsor Liaison shall also be responsible for distributing Sponsor plaques.

- C) Head Of Referees – Shall be responsible for the control and general oversight of the league officials.
 - 1) Shall schedule all referees and scorekeepers for all regular season and playoff games.
 - 2) Shall be responsible for referee training, education, evaluation, and performance review. ensure that all referees are certified with testing standards approved by the Board.
 - 3) Shall address the Board each month with an update on the Officiating Department.
- D) Evaluations – Evaluations shall be conducted by Division Heads and other members of the draft committee. Accurate ratings of each player shall be kept and revealed on the draft sheet. Ratings shall be collected from each coach in the division. Anyone with knowledge of the ratings shall be expected to keep them private from the players and parents.
- E) Snack Shack Team - Shall oversee all duties, as noted by The Board, concerning the concession stand such as:
 - 1) Inventory and stocking
 - 2) Scheduling workers
 - 3) Recordkeeping of volunteers for Work Bond completion
 - 4) Opening and closing the Shack
 - 5) Managing and reporting on cash flow
 - 6) Cleaning and maintenance of the snack shack
- F) Rink Maintenance – Responsibilities for the general upkeep and necessary repairs around the rink area shall be addressed on an as needed basis and assigned by the board accordingly.
- G) Scheduling Team – The Scheduling Team shall be responsible for:
 - 1) Evaluating the league schedule options (considering holidays and school schedule)
 - 2) Reviewing number of teams and scheduling the regular season games. Any scheduling anomalies must be approved by the Board before finalizing
 - 3) Re-scheduling of all canceled games. Makeup games shall be scheduled with no less than 3 days notice. This person shall communicate with each Division Head on the rescheduled games who will then communicate with each coach in a timely manner.
- H) Ball Supervisor – Shall make sure the league has enough game and practice balls for each season.

104-Coaches

- a. The Board shall appoint or approve all coaches and assistants. Approvals shall be effective for the calendar year.
- b. All coaches and board members must have or complete the following.
 - i) Rutgers S.A.F.E.T.Y. Certification course. This limits the coaches and the leagues liability.
 - ii) CDC Heads Up Online Concussion Training
 - iii) MESH Background Check All
- c. All coaches will be encouraged to pursue other coaching clinics and use coaching materials provided by USA INLINE and other providers of same.
- d. Each team will have one head coach and up to 2 assistants for a total of 3 coaches allowed for all teams in all divisions. There must be one adult over 21 acting as a coach, and that coach must be present at games and practices.
- e. The Board at its sole discretion reserves the right to reprimand and / or remove any coach if necessary.
- f. All Coaches shall ensure that all players receive equal playing time to the extent of the player's physical ability to do so. Special circumstances where a player may not necessarily receive equal time involve such things as: physical exhaustion, equipment issues, and disciplinary action. If a coach does not provide equal playing time for all players he/she may be subject to disciplinary action from the League Board of Directors.
- g. Coaches must communicate directly or through the use of a team parent with players and their parents. Coaches shall keep them informed of games, practices, events, and schedule changes.
- h. Coaches are expected to make every reasonable effort to attend games, practices, and meetings. Any coach that has repeated absences at games or practices may be dismissed by the Executive Committee or the Board.
- i. It is the coach's responsibility to ensure the safety of his or her players. It is the coach's responsibility to ensure that all league required equipment is worn at all times by each player. Coaches shall set an example by wearing it also during practices. Coaches shall not allow others to be on the rink during your scheduled practice time unless it is to the benefit of the practice and their team.
- j. Age restrictions for coaches shall apply as follows. Junior Coaches shall be no younger than 16, Assistant Coaches shall be no younger than 18 and Head Coaches shall be no younger than 21.
- k. Head Coaches shall not allow anyone other than approved Assistant and Junior Coaches to be on the bench during their team's games. In special situations, a Head Coach can allow an unapproved coach on the bench if that person has their Rutgers certification and has been approved by a member of the Executive Committee on a temporary basis.
- l. Each Head, Assistant and Junior Coach shall be required to sign the Coaches Code of Conduct in order to be allowed on the bench.

105- Players

- a. Players must respect each other, their parents, family, coaches, and the referees.
- b. Fighting will not be tolerated. The board may discipline a player for fighting in addition to the referee's penalties.
- c. Players are to make every attempt to attend games and practices. Any player that does not make a practice or a game must notify the Head Coach ahead of time concerning their absence. If any player continually misses games and practices, The Board reserves the right to replace such a player for the remainder of the season
- d. Players found to be problematic by repeatedly arguing with or cursing referees, coaches, or officials will be warned once (by either the coach or a league official). The next offense following a warning will result in a one game suspension. The third offense shall result in dismissal from the program for the season, and forfeiture of fees paid.

- e. Any player that ignores the commands of the referee may be assessed a minor penalty. If player persists, he/she shall be removed from the game and given a 1 game suspension.
- f. Any player that is disruptive in any way, either physically or verbally, in the handshake lineup at the end of a game shall be suspended for the next game. The player must serve any suspension by sitting on the team bench with their helmet on during the game he/she is suspended for prior to being allowed to play again.
- g. Individuals involved in an incident involving a serious injury or Game Misconduct Penalty shall have a forum, convened as soon as practical, to present his/her side of the events that took place.
- h. Any player or coach who leaves the bench to enter the playing area during an altercation will be removed from the game. Only coaches, and not players, may discuss penalties with referees.
- i. Any player, including goalkeepers, given three or more penalties in a game will be assessed a “game misconduct” penalty. The player is assessed a suspended for the balance of that game as well as a suspension for the following game. Players assessed for a game misconduct because of three penalties in a game will not have a forum. All minor, major, misconduct, and bench minor penalties will be included for the purposes of calculating the three penalties. Delayed minor penalties disregarded due to a goal being scored will not be included in the calculation of the three penalties. A “double minor” penalty will be considered two penalties for the purpose of this rule. The offending player (except a goalkeeper) shall serve all penalties and is not permitted to leave the penalty area until such penalties expire. If a player is serving a bench minor penalty given to a team official or goalkeeper, that penalty will not be a part of the calculation of three penalties for that player.
- j. Injuries – If a player sustains a serious injury, the coach on the opposing team will be asked to call 911, if necessary, if no other persons at the rink have already done so. In the event of a serious injury, coaches may request an immediate stoppage of play from the ref, whether their injured player is on or off the rink. Board members present shall fill out an incident report.
- k. All players must sign the Players Code of Conduct to be allowed to play in any games.
- l. Any player that has an injury that is serious enough in nature to the point that it prevents that player from playing any games, will be required to submit a doctor’s note to league officials from a qualified physician before being allowed to play again.