

# **PARKLAND TROJAN ICE HOCKEY CLUB, INC.**

## **BYLAWS**

### **I. NAME and PURPOSE of ORGANIZATION**

#### **A. NAME**

1. The name of the organization will be Parkland Trojan Ice Hockey Club, Inc. which was formally incorporated in the Commonwealth of Pennsylvania on or about August 1, 2006, and this corporation is hereafter referred to in these Bylaws as the "Club" or "Corporation". The Club was first recognized by the Parkland School District on or about May 2, 2000.
2. The principal offices of the Club shall be at such a place in the Commonwealth of Pennsylvania as the Board of Directors may determine. The Board may at any time establish other offices of the Club or branches of its business at whatever place or places it chooses. The principal office of the Club is currently at The Rink at Lehigh Valley 3323 7<sup>th</sup> Street, Whitehall, PA 18052 and current mailing address is P.O. Box 162, Orefield, PA 18069.

#### **B. PURPOSE**

1. This Club is organized exclusively for religious, charitable, scientific, educational or literary purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code. More specifically this Club is formed for the purpose of promoting and encouraging youth ice hockey and to promote and encourage the sport, academics, pleasure, exercise and recreation of the youth who participate in the activities sponsored by the Club.
2. No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its legal parent(s)/guardian(s), or the player(s), trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this clause. No substantial part of the activities of the Club shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 1780 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution of the Club, the Board of Directors shall, after making provisions for the payment of all liabilities of the Club, dispose of all the assets of the Club in the manner, or to an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Club is then located, exclusively for such purposes or

to an organization or organizations, as the court shall determine, which are organized and operated exclusively for charitable, educational, religious, or scientific purposes.

## II. MISSION

### A. Mission

1. The Mission of the Club is to provide instruction and competitive ice hockey for students who live within the boundaries of the Parkland School District and who attend the Parkland public school system, or who otherwise qualify in accordance with guidelines established by the Parkland School District and leagues in which the Club participates. Such Mission shall also include providing every player with a positive and safe athletic experience that carries beyond the ice; an experience that will prepare and enrich our players in becoming productive young adults. It is the Club's goal to be performance oriented; encouraging personal excellence, both academically and as a player; developing and encourage sportsmanship between all players for the betterment of their physical and emotional health; and to provide the opportunity to participate in a team concept at the appropriate competitive levels.
  - a. In order to achieve the above Mission, the Club will:
    - i) Provide proper, qualified coaching in accordance with USA Hockey Guidelines.
    - ii) Register each player with USA Hockey if not currently registered.
    - iii) Provide practice and game ice time as scheduled
    - iv) The Club, at minimum, will adhere to and follow the bylaws and policies of USA Hockey, the Lehigh Valley Scholastic Hockey League (LVSHL), Parkland School District, and any other Hockey League the Club chooses to participate with; However, the Club, through its Board of Directors, can implement its own set of policies, including its own discipline policy and ethics code, along with any other policies the Board deems necessary to operate the Club in the best interest of the players.

## III. MEMBERSHIP

### A. Membership

1. Membership shall be open to any child (attending the Parkland School District, or who otherwise qualify in accordance with guidelines established by the Parkland School District and leagues in which the Club participates) from grades three (3) through twelve (12). Each season, the Club will try to field a team at each of the four levels, depending on the number of registered players. The four levels of play are developmental youth, developmental middle school, Junior Varsity and Varsity (these are considered the Club's Core Teams). The Club reserves the right to allow players younger than grade three to participate in playing as long as the

- Head of Coaches agrees the player can participate without a concern for safety. The Board will have the final vote on whether the player can participate.
2. Membership for any participant and family will be considered on an annual basis, and accepted based upon meeting such eligibility, documentation, payment, deadline and other requirements established herein and by the Board for such year. Application for membership will generally not be accepted after a date established by the Board each year in August or early September, and will not be accepted for any reason (including but not limited to hardship, move into the area, etc.) after November 15.
  3. Spring or summer hockey teams (to participate in tournament or league play after the regular season or before formal registration for the new season) will be permitted at the sole discretion of the Board and at a cost and on such terms as the Board, in its discretion, determines. Only Members in Good Standing shall be eligible to participate on such teams. In addition, the Board, in its discretion, may permit players to participate who currently meet Membership eligibility requirements and could reasonably be expected to become members in the forthcoming year. In the event such players are allowed to participate, such players and their families will be considered "Spring/Summer Participants" and may participate in the spring or summer event on the terms permitted by the Board. Spring/Summer Participants will not be considered Members nor have the rights of Members or Members in Good Standing.
  4. The period of such annual membership will be from June 1 to May 31 of any year.

## B. Membership in Good Standing

1. Membership shall be deemed in "Good Standing" if: (a) a player/family has satisfied all Membership requirements under Section III. A. above and has participated on a Core Team throughout the season; (b) all fees (including, but not limited to those required under Section IV below) have been paid on a timely basis; (c) documentation (including, but not limited to Player Documentation required under Section VII herein) has been submitted on a timely basis, and (d) full adherence has been made by such member and his/her family to the policies, regulations, and bylaws set forth herein, the Player Documentation, and by the Club generally.

## IV. FINANCIAL ASSESSMENTS

### A. Fees

1. The Board shall determine fees for each season. No player whose family has an outstanding balance due from any previous season will be allowed to register until all back payments are received and have cleared the bank. Once a player has paid the registration fee at the beginning of the season, and has indicated acceptance of his team placement by skating with his assigned team for two practices or one game, then the player is obligated for the entire year's fee. If the family/player decides to leave the Club without paying their financial obligation, the President or Treasurer will contact USA Hockey in order for them to include this player on the payment delinquent list kept by USA Hockey, thereby, disallowing the player to play hockey on any USA Hockey sanctioned team, until such obligation is satisfied.
2. Any player who is ten (10) days late in any payment due the Club will be suspended from all on-ice activities until such time the player becomes current with respect to the fees owed to the Club. The Treasurer will inform the President who

will then notify the player's coach. Any family who has difficulty meeting the payment schedule may bring it to the attention of the Treasurer and/or President to make other payment arrangements. The Board will have final approval of such action.

3. Temporary absences caused by other activities, illness or injuries are no reason for delay or forgiveness of any fee payment. Notwithstanding the foregoing, the Board in its sole discretion may consider granting a prorated fee reduction (based on the percentage of total games and practices missed) for any player incurring a Major Illness/Injury. A Major Illness/Injury shall be defined as: (a) an injury or illness; (b) which causes a player to miss more than ten (10) consecutive weeks of practices and games between September 1 and the end of the season and (c) is supported by a written recommendation from the player's physician. Credit will not be given if a player is removed from active play due to failing grades, suspensions, vacations, expelled or is otherwise not in Good Standing with the Club.
4. Only parents and/or guardians considered Members in Good Standing (as defined in III B. above) shall be eligible to participate and vote in the Club's business meetings, including but not limited to its monthly meetings and the April General Meeting. Only players, parents and/or guardians considered Members in Good Standing are eligible to participate in Club on-ice and off-ice activities. Spring/Summer Participants may participate only in spring or summer hockey activities and only as determined by the Board.

## V. BOARD OF DIRECTORS (OFFICERS) AND THEIR ELECTION

### A. Structure

1. The officers of the Club shall consist of a nine (9) person Board of Directors made up of the President, Vice-President, Secretary, Treasurer, Registrar, Head of Managers, Head of Coaches, Head of Equipment and Fundraising Chairperson.
2. All Board positions, except for Head of Coaches, will be an elected position. The Board will select the Head of Coaches annually after the Board elections are held. The Head of Coaches will have voting rights on the Board.
3. At the Spring 2007 election, the President, Secretary, Registrar, and Head of Equipment will be elected for two year terms while the Vice-President, Treasurer, Head of Managers and Fundraising Chairperson will be elected for a one year term. Thereafter, each position will be elected for two year terms, with the Vice-President, Treasurer, Head of Managers and Fundraising Chairperson first elected to a two year term in 2008 and then each succeeding even year thereafter. Elections for offices of the President, Secretary, Registrar, and Head of Equipment elections will be held in each odd year following 2007.
4. To be elected to the Board, the future Board member must, at the time of election, be either a: (1) Member in Good Standing (all as defined under Section III above.); (2) Head Coach or Assistant Coach for one of the Club's Core Teams during the past membership year; (3) A Present or Past member of the Board; or (4) served in a bona-fide Board recognized volunteer position with the Club during the past membership year.

(Note: A faculty advisor, selected by the Parkland School District, will be the liaison between the school and the Club; however, this position is not a board position; therefore, has no voting rights).

## B. Duties of Board of Directors

1. Guidelines for the Board of Directors will be the USA Hockey rules and regulations, Bylaws and policies of the Club, Parkland School District and the LVSHL Bylaws or any other hockey league the Club is affiliated with.
2. The Board shall conduct the following general duties on behalf of the Club:
  - a) Meet once a month except for the month of June. The Board shall determine the meeting date and time. If needed, the Board can meet more than once a month for special situations needing attention.
  - b) Board meetings may only occur in the presence of a quorum, which is defined as a majority of the Board.
  - c) Board members must make all reasonable efforts to make the regularly scheduled meetings.
  - d) Set fees for membership prior to the start of the season.
  - e) Conduct all meetings according to Robert's Rule of Order.
  - f) Hold a parent meeting in September of each new season.
  - g) Hold a general membership meeting prior to the end of April of each season, for election of officers and voting on Bylaw changes.
  - h) In the event of a resignation from the Board prior to the completion of a term, the President shall nominate and the Board approve, an individual for the remainder of the term as soon as practical, but no later than 45 days following the resignation.
  - i) No officer of the Board, except for Head of Coaches, will hold a coaching position with the Club.
  - j) Board members shall not select teams, except for Head of Coaches, who will have input in the selection of players and teams with the rest of coaching staff; however, the Board will have final approval over team selections and ensuring that an appropriate process has been utilized by the coaching staff in selecting teams. In the event of an issue involving discipline or a member's Good Standing status with the Club or team, the Board will offer a decision as to the player's eligibility to participate in the Club or on such team.
  - k) The Board will select the coaching staff for the entire Club with the assistance and input of the Head of Coaches.

## C. President

1. Must attend monthly Lehigh Valley Scholastic League ( LVSHL ) meetings, represents and carries the Club's vote at these meetings. Must find a suitable representative if unavailable to attend the LVSHL meeting.
2. Must present information from the LVSHL meeting to the Board and file a copy of the LVSHL minutes with the Club's secretary.
3. Oversees all other Board members.
4. Have the power to make decisions arising from emergencies not provided for in the rules, regulations, and bylaws, until such time as the Board of Directors may act on them.
5. Will negotiate, review, and sign all contracts on behalf of the Club.
6. Be responsible, along with the Treasurer, for ensuring that players who are delinquent in paying fees do not participate in on-ice activities
7. Must hold a parent meeting at the start of the season, to introduce Board members, Coaches and discuss the Code of Ethics.

8. Must call a monthly meeting of the Board and chair this meeting.
9. In the event a motion made during a Board meeting comes to a tie, the president will cast the tie-breaking vote; otherwise the President has no voting authority.
10. Will pick up the postal box mail once a week during the regular season and once a week in the off season.
11. Will be the Club's representative to the rink.
12. Will be the liaison with the school's faculty advisor.
13. Will attend the LVSHL scheduling and conflict meeting.
14. Will request practice dates and times from the rink prior to the end of the previous season.
15. Will notify team managers and coaches of scheduling changes.
16. Will collect, copy and distribute player USA Hockey medical forms to the coaches and head of managers.
17. Will select the members for and chair the Bylaw Committee.
18. Will chair the Grievance Committee.
19. Will ensure all team roster's are up to date with the LVSHL.

#### D. Vice President

1. Will be new player coordinator.
2. Will work with Registrar on registration process of all players.
3. Will coordinate every year (Spring) with Parkland elementary schools (grades 3 to 5) to distribute flyers for the Parkland Ice Hockey Program.
4. Will take over President's duties and responsibilities if President is absent for any reason.
5. Will distribute the following Player Documentation at the start of each season, including but not limited to: Parkland Trojan Ice Hockey Registration Form, USA Hockey Code of Conduct, USA Hockey Consent to Treat, Medical History Form, Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement, Parkland Athletic Training Code and Consent Form, Club Code of Ethics, plus, make available as appropriate the Club's Bylaws, USA Hockey Bylaws and Zero Tolerance Policy, LVSHL by-laws.
6. Will coordinate picture night for individual players and teams.

#### E. Secretary

1. Will take minutes at all called meetings and distribute to all Board members and make available to all Club members
2. Will distribute Club information to parents, including mailing payment schedules, newsletters, minutes of meetings, league information and rink information
3. Will update the phone lines as needed.
4. Will update the Website with current information for the Club, such as practice and game schedules and player roster's for each team.

#### F. Treasurer

1. Will provide monthly financial reports to the Board and make available to all Club members.
2. Will have signature authority, along with the President, on all financial accounts held by the Club.
3. Will collect all receipts and distribute all disbursements
4. Will report unpaid player fees to President in confidence after contacting parents and working out a feasible payment schedule, approved by the Board, before the player returns to the ice

5. Will determine payment schedules and reminders when necessary.
6. Will make all deposits on a timely basis.
7. Must present a budget and year end report.
8. At the request of the President or Board, provide and review all financial records with the President, Board or their designee.
9. File, or provide a retained accountant or attorney with all necessary information to file, the Club's tax returns on a timely basis and such other forms necessary to maintain the Club's tax-exempt status.

## G. Registrar

1. Will register all players with USA Hockey
2. Collect copies of IMR from each travel hockey player with team managers help
3. Make copies of all IMR's and medical forms and distribute to the team coaches
4. Will maintain an up to date roster for each team
5. Will complete all rosters for submission to the Lehigh Valley Scholastic Hockey League and USA Hockey,
6. Will keep all rosters up to date throughout the year with additions to the rosters.
7. Will provide each Board member and coach with an up to date membership (player) list.
8. Will have on record an up to date Club roster for each team.

## H. Head of Coaches

1. Must be USA Hockey certified.
2. Must have Act 151 and Act 34 clearance.
3. Must have coaching experience.
4. Will follow all USA Hockey Rules, Bylaws of both LVSHL and the Club, and any other policies set forth by the Board.
5. Will assist coaching staff with coordinating drills for practices
6. Will assist the coaching staff in developing and refining a playbook.
7. Will work with other coaches to establish the team rosters.
8. Will advise the President of any player who violates any rules, regulations or policies of USA Hockey, the Club, LVSHL, Parkland School District, or any other Hockey league the Club is affiliated with.
9. Will assist in the selection of all coaches for teams. Final approval will be the Board.
10. Will arrange transportation to and from away games with the assistance of the faculty advisor (JV/Varsity).
11. Will ensure that all required Player Documentation (as defined in Section 7) is appropriately signed by players and parents, collected and maintained in a file in the Club's room at the Rink at Lehigh Valley.
12. Will work with the faculty advisor at the high school level collect data from the school on grades and attendance, as appropriate.
13. Will verify that all coaches have the appropriate level of coaching certification per USA Hockey regulations/policies. Copies of all coaching cards will be kept on file.

## I. Head of Managers

1. Will select and oversee the manager of each team
2. Will coordinate the training for the scorekeepers, timekeepers, penalty box and door receipts.
3. Will update the first aid kit at the beginning of each season and then as needed

## J. Head of Equipment

1. Will order all jerseys, socks and shells for all players when ordered.
2. Will order all other necessary equipment for the Club when necessary and approved by the Board.
3. Will maintain an inventory of all the Club's apparel inventory (practice jerseys, socks, extra game jerseys).

## K. Fundraising Chairperson

1. Will gather fundraising ideas and implement fund-raisers which have been approved by the Board.
2. Will turn over all financial records and monies collected during fundraising to the Treasurer.
3. Will oversee volunteers to organize individual fund-raisers and keep all records on file for each fund-raiser.

## L. Authority of Signature

1. The Treasurer and/or President shall have signature authority and will sign all checks, drafts or orders of payment of money. Treasury (bank) accounts shall be held in the name of Parkland Trojan Ice Hockey Club, Inc. with the President and Treasurer being the only authorized individuals to withdraw from said account(s).

## M. Expenses

1. All expenses of the Club must be approved by the Board; however any Board member can make an emergency purchase under \$50.00 and will be reimbursed with proper documentation. Emergency expenses of over \$50.00 can only be authorized by the President or Treasurer. A receipt must be obtain for ALL expenses and should be submitted within 30 days from date of expenditure. ALL EXPENSES SUBMITTED LATER THAN 60 DAYS FROM DATE OF EXPENDITURE WILL NOT BE PAID.

## N. Election Procedures

1. A "Voting Member" is defined as the legal parent or guardian of a player.
  - a. Each family and player must be considered a Member in Good Standing (as defined under Section III) in order to vote.
  - b. Each family will receive one vote for each player considered a Member in Good Standing.
  - c. In the event of any dispute over what family member shall vote, the parent/guardian who signed the Club Registration Form shall be designated.
  - d. The membership period is June 1 through May 31.
2. The Club will hold its general meeting of the Club in late April (the "General Meeting"). The General Meeting's purpose will be to hold elections, consider Bylaw modifications, and to update the membership generally regarding the Club.
3. An individual desiring to hold an elected position within the Club, who is qualified under Section V A. 4 above, must notify a member of the Board of Directors or the Nominating



Committee of his intent prior to the point that the vote is taken at the General Meeting in order to be considered for election.

4. Officers shall be elected by a majority of those Voting Members at the General Meeting by secret ballot or by voice.
5. Eligible Voting Members must be present at the General Meeting to vote; no proxies, emails or absentee ballots allowed.
6. The Board positions coming up for election, along with the job description, shall be mailed (USPS) or emailed to all members on or about March 15<sup>th</sup>, with the election date, time and place posted. In addition, a background description of those members who have indicated their interest in running for a Board position will be provided in a separate mailing (the "Nomination Mailing") approximately two weeks prior to the General Meeting, so long as the expression of interest and appropriate background description is submitted to the Nominating Committee by a qualifying Member in Good Standing 3 days prior to the Nomination Mailing. The Board will establish specific dates for the Nomination Mailing and General Meeting each year, consistent with the guidelines above.
7. Newly elected officers will start their term on June 1<sup>st</sup>.

## O. Removal/Discipline of Officers, Coaches and others

1. Any officer, coach or other volunteer may be removed from office or position or otherwise disciplined by an affirmative vote of a majority of those in attendance and entitle to vote at a special meeting of the Board called by the Board for that purpose.
2. Otherwise, grievances relating to officers, coaches and/or other volunteers should be brought to the attention of the Grievance Committee through the Club's President, as outlined under Section XI C. below.

## VI. COACHING STAFF

### A. Head Coach

1. Will report to the Head of Coaches; in the absence of the Head of Coaches, will report to the President.
2. Must be USA Hockey certified
3. Must have act 151 and Act 34
4. Will hold the proper certification level needed to coach dictated by USA Hockey.
5. Will follow all rules and regulations set forth by USA Hockey, LVSHL Bylaws, Parkland School District and the Club's Bylaws and policies.
6. Will enforce appropriate disciplinary action for players and families in violation of Parkland Athletic Training Code, the Club's Code of Ethics or USA Hockey, LVSHL Bylaws, Parkland School District, the Club's Bylaws and policies, and/or otherwise not considered a Member in Good Standing.
7. Will work with the other coaches, including the Head of Coaches to establish the team rosters.
8. Will determine if a player is not at a level to compete without possible injury to himself/herself or other team member.
9. Will notify the Head of Coaches of any player who violates the Parkland Athletic Training Code, the Club's Code of Ethics or USA Hockey, LVSHL Bylaws, Parkland School District, the Club's Bylaws and policies, and/or otherwise not considered a Member in Good Standing.

10. Will have practice plan for each practice and utilize such plan.
11. Will have copies of all USA Hockey Individual Membership Registration (IMR) forms and updated medical information forms during all practices and games.

## B. Assistant Coach

1. Must be USA Hockey certified
2. Must have act 151 and Act 34
3. Will hold the proper certification level needed to coach dictated by USA Hockey.
4. Will follow all rules and regulations set forth by USA Hockey, Parkland School District, the LVSHL Bylaws and the Club's Bylaws and policies.
5. Will assist the head coach where needed
6. Will work with the head coach to establish the team rosters.
7. Will ensure the first aid kit is on the bench at every practice and game and will inform the Board if new supplies are needed

## VII. TEAMS AND PLAYERS

- A. The Club will field teams at Youth (Developmental), Middle School, Junior Varsity and Varsity. The teams will be selected by the coaching staff/ Head of Coaches. Players will be placed on the age/grade appropriate team. All player placements will be in accordance with the Club's Bylaws, Lehigh Valley Scholastic Hockey League bylaws, USA Hockey rules and regulations, and Parkland High School policies.
- B. In order to be placed on the Varsity team, a player must attend Parkland High School (grades 9<sup>th</sup> -12<sup>th</sup>).
- C. In order to play JV or Varsity, a player must attend the Parkland High School (public school).
- D. The Board will have final approval of all players/teams placements.
- E. Each Player and his family, as appropriate, must complete, sign and deliver the following documents (together, the "Player Documentation") before being permitted to engage in on-ice or off-ice activities: Parkland Trojan Ice Hockey Registration Form, USA Hockey Code of Conduct, USA Hockey Consent to Treat, Medical History Form, Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement, Parkland Athletic Training Code and Consent Form, Club Code of Ethics, and any additional forms deemed appropriate by the Board.
- F. Any player who is unable to complete a practice session or a game due to illness or injury must present a release form signed by the player's physician before the player will be allowed to resume on ice activities.

## VIII. EQUIPMENT

- A. Each player must obtain all equipment at their own expense
- B. Game jerseys and socks must be obtained at the player's expense.
- C. It is mandatory that each player, both at games and practices wear:
  - i. An internal colored mouth guard, and;
  - ii. A USA Hockey approved helmet with approved face protection (no half shields)

- iii. Goal tenders must wear USA Hockey approved helmets with approved face protection and a neck guard of padded permanent construction
- iv. Shoulder pads, elbow pads, gloves, athletic cup, hockey pants, shin pads and skates, all equipment must be designed for ice hockey and be USA Hockey approved.
- D. Players and parents are responsible for keeping their equipment, jersey, socks and hockey sticks clean and in good repair.
- E. If a coach feels the players equipment is not safe he may remove that player from the ice until the equipment is repaired or replaced.

## IX. TEAM SUPPORT POSITIONS

### A. Manager

- 1. Will procure volunteers for scorekeeper, timekeeper, penalty box and door receipts for each home game and will coordinate with the Head of Managers the training of these individuals.
- 2. Will notify volunteers before each home game of their responsibility
- 3. Will notify all players of scheduling change, whether by email or by phone
- 4. Will notify Head of Coaches of any injuries, additions, or loss of players
- 5. Will keep a record of all games JV players play up to the Varsity level
- 6. Will keep a record of all games a middle school player plays up at JV level.
- 7. Will have the score sheet filled out with the players name and number and signature prior to the start of each game and give to the coach
- 8. Will submit the score sheet to the LVSHL at the end of each home game, keep one copy for the club records (all games).
- 9. At the end of the season, will submit to the club Registrar the dates and names of players who qualify for USA Hockey awards. (Playmaker, Hat Trick, Zero patches)

### B. Scorekeeper

- 1. Will receive scorekeeper training from the Head of Managers
- 2. Will record the game on the score sheet
- 3. This will be an adult or a responsible student, or a player who practices with team but is evaluated to be in the developmental category

### C. Timekeeper

- 1. Will receive training from the Head of Managers
- 2. Will maintain the time clock during the game
- 3. This will be an adult or a responsible student, or a player who practices with team but is evaluated to be in the developmental category

### D. Penalty Box

- 1. Will receive penalty box training from the Head of Managers
- 2. Will oversee the player in the penalty box and ensure he remains in the box for the duration of the penalty
- 3. This will be an adult or responsible student

## E. Door Receipts Collection

1. Will collect door fee for all home Varsity and Junior Varsity games
2. Will count receipts and place in a sealed envelope and turn over to the Team Manager or Treasurer as soon as possible
3. Must receive a receipt for all funds turned over
4. Only adults will collect gate receipts.

## X. CONDUCT & DISCIPLINE

### A. General

If the conduct of any participant, parent or coach is deemed by the Board to be detrimental to the best interests of the Club, the Board, by a majority vote, will suspend or expel such participant, member or coach. Such participant, parent or coach shall have the right to appear before the Grievance Committee, and show cause why he/she shall not be suspended or expelled. Notice of Appeal must be provided within 48 hours of notice or the suspension/expulsion action will be considered final.

### B. Players and Families

Players and families are expected to conduct themselves in a responsible and mature manner and in accordance with the Player Documentation accepted under Section VII above. In addition, each player and family is expected to conduct themselves in accordance with the Club's Bylaws, USA Hockey Bylaws, LVSHL Bylaws and Parkland School District Policy and all other appropriate policy and practice. Failure to abide by the foregoing, will result in appropriate disciplinary action, as determined in the circumstances by the coaches, Head of Coaches and/or Board, up to and including expulsion from the Club.

### C. Discipline

a. Coaches have the authority to provide appropriate discipline, consistent with Section X. B. above, for inappropriate conduct by players on their teams. Such discipline may range from verbal correction, to repeating drills, to missing shifts to missing game time as determined by the coach. More significant discipline issues will be referred to the Head of Coaches for consideration and then the Board of Directors. The Parkland School District Administration will be consulted in the most significant discipline issues where determined appropriate by the Board.

## XI. STANDING COMMITTEES

### A. Bylaw Committee

1. The Chair shall be the President
2. The President will select a minimum of five (4), not including the President, to be part of the bylaw committee. Two (2) of these individuals will be non-board members in good standing.
3. Responsibility shall be to meet yearly to review and recommend changes of the bylaws for approval by the Board.
4. The bylaw committee will present changes to the current Board in January to allow the Board to make any corrections/additions by the end of February.

### B. Nominating Committee

1. The Nominating Committee shall be chaired by the Advisor/Head of Coaches and shall consist of one eligible member
2. The Nominating Committee shall mail (USPS) or email to all eligible voting members a list of nominations approximately two weeks prior to the election.
3. The Nominating Committee shall contact those individuals it identifies prior to the inclusion in the slate to determine each individual's willingness to serve if elected
4. The elections shall be held by the end of April.

#### C. Grievance Committee

1. The Grievance Committee shall be chaired by the President and shall consist of the President, Head of Coaches, and a rotating non-interested Board member. In the event of conflict, another Board Member shall be appointed as a replacement to any Committee member.
2. The Grievance Committee shall have the express authority to interpret the Bylaws and all other appropriate authority in rendering a decision. All decisions will be considered final and not subject to appeal.
3. Any grievance considered by the Grievance Committee must be in writing and detail the specific violation of the rule or Bylaws being considered or specific situation within the Club that is subject of the grievance.
4. The Grievance Committee will convene a hearing within 10 days of receiving notice of a grievance action, unless otherwise mutually agreed by the parties.
5. The Grievance Committee will render a decision within 5 days of commencing a hearing, and deliver a written report and decision to the Board and all parties.

### XII. AMENDMENTS TO THE BYLAWS

1. Amendments to these bylaws may only be made by a majority vote of those Voting Members (as defined under Section V. N. 1. above) present at the General Meeting (as defined under Section V. N. 2. above).
2. Notice of the proposed changes should be mailed to the members no less than ten days prior to the General Meeting.

### XIII. DISSOLUTION

- A. Upon the dissolution of the corporation or the Club, the Board of Directors shall, after payment or making provisions for the payment of all liabilities of the Club or Club, dispose of all the assets of the corporation or Club in the manner, or to an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organization(s) under Section 501 (c)(3) of the Internal Revenue Code of 1954 or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or Club is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for charitable, educational, religious, or scientific purposes.