



West Chester East Ice Hockey Club By Laws



Approved May 2010

By Laws Sections

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I. Club Purpose & Philosophy

The purpose of the West Chester East Ice Hockey Club (WCEIHC) shall be to provide the administration and funding necessary for the Ice Hockey Program for West Chester East High School and Fugett Middle (and feeder) Schools. In addition, the WCEIHC shall seek to promote the sport of hockey and provide all hockey players with the opportunity to develop character and athletic skills within the team concept and at the highest competitive level.

Philosophy

The principles of the Club are best stated as:

- **Teamwork**
- **Schoolwork**
- **Fun**

II. Board of Directors

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The Board of Directors is responsible for establishing and enforcing all policies related to the governance and operation of the West Chester East Ice Hockey Club, the Club Rules and Regulations.

1. **Positions & Duties:** The Board of Directors of the West Chester East Hockey Club is responsible for governance of the club. The Board shall consist of (5) positions, summarized below:

Position	Primary Duties
President	Overall responsibility for all club functions, operations, reputation, and growth.
VP/Commissioner	Adherence to WCASD Code of Conduct, Discipline, and overall WC East school "compliance" and liason.
Treasurer	Manage all club finances – invoicing, collections, fiscal reporting, bills. Over \$100,000 of fees and dues is transacted through the club.
Registrar	Manage club membership registration processes and database. Register team rosters with USA Hockey, Leagues, and Iceline.
Communications Dir.	Club Communications; Constant communications to Team reps. Involving all activities as well as leadership and assistance.

The Board may elect to reorganize these duties and responsibilities as required with the resources available. Paragraph #7 below contains more details about the specific responsibilities of each role. In addition to these general duties and responsibilities, the following responsibilities need to be managed every year. It is the Board Members' responsibilities to insure that these additional duties are performed and executed:

- Team Representatives – including the recruiting, selection, and training of them
- Coach Selection & Recruiting
- Fund-raising initiatives
- Player recruiting
- Equipment, incl. Teamwear (involves ~ \$4,000 to \$8,000 per yr. of transactions)
- Banquet (requires managing an event involving \$10,000 of transactions)
- Yearbook Captain and Banquet Video entertainment
- Recognition, incl. Picture Day & year-end awards
- Social Event(s) (optional)

2. **Voting and Club Decisions.** Board Members' primary duty is to be available to provide oversight and governance to the Club, lookout for the Club's best interests, and decide on issues that affect the Club and it's members. All existing Board Members will vote on issues raised at Monthly Board Meetings, and these issues/decisions will be posted in the Monthly minutes, to be communicated to the entire club. Example decisions include: annual fees, "cuts", # of players per team, approval of funds for events, discipline issues.
3. **Elections & Appointment of Officers.** All Board Members will be elected by the membership. Every year, there will be an open vote to the membership to vote in new officers or keep the incumbents in office. The club will be notified via email by March 15th of any vacant Board positions for the upcoming season and solicit interested candidates. Anyone, club member or not, can request consideration and interest in running for a Board position, vacant or filled. The Board will communicate the election process by April 1st to the club. Elections will be help by email, with each player receiving one vote. 51% of the total membership votes is required to win an election if running against an incumbent. Candidates running unopposed do not need to have 51% of the vote and will not require the formal voting process. All incoming Board Members shall be announced at the annual awards banquet, held in April or May following the end of each season. Should a vacancy occur during the year, the Board will solicit replacement

candidates, following a similar process. Any interested candidates may ask the Board to initiate the election process at any time during the year, for which the Board is required to oversee.

4. **Term.** The Board Members shall take office at the beginning of the season or immediately if filling a vacant position. The Club expects Board members to serve for at least a term of one (1) year. Any incumbent board member may succeed him/herself in his/her office if re-appointed by the majority of the Board and/or after the annual club membership Board vote. Any Board Member may be removed from the Board for performance or sufficient reason by a majority vote of the Board or the membership.
5. **Indemnification.** The Club shall indemnify any Board member or officer who was or is a party to, or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, including an action by or in the right of this Club, by reason of the fact that he/she is or was an officer or Board member against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by member in connection with such action, suit or proceeding unless the act or failure to act giving rise to the claim for indemnification is determined by a Court to have constituted willful misconduct or recklessness. USA Hockey covers the Board Members' indemnification under director liability insurance as long as all officers and Board members are registered with USA Hockey.
6. **Board Meetings & General Membership Meetings.** The Board of Directors shall meet once a month to discuss and make decisions surrounding all governance and operations issues relating to the club. The minutes of these meetings will be publicly posted on the club's web site and distributed to the team reps. 3.
A majority of members present at any meeting may take action on any item included in the notice for such meetings, except as otherwise provided in these by-laws. A General Membership Meeting will be held annually at the beginning of the season.
7. **Specific Board Positions/Duties** – Additional information regarding specific duties and responsibilities:

President

- Negotiate and finalize annual ice contracts.
- Attend all League (ICHSL and ICSML) meetings as WC East Club representative.
- Call monthly Board Meetings. Set agenda. Post accurate minutes.
- Insure all Club functions, administrative and fund-raising events are properly staffed. Assist in the operation of any functions that are short-handed.

Vice President

- Select and run the Discipline Committee for the Club (if one is required)
- Act as the W.C. East High School Liason and Club representative for all issues involving Eligibility, School Compliance, and Discipline.
- Manage the weekly Eligibility process with WC East High School, and communicate highly private information to the appropriate coaches.
- Act as the Lead for resolution of all “:incidents” in the Club.

The Treasurer

- Primary point-of-contact and accounting for all monies received into the Club through registration fees and fund-raising.
- Manage and communicate the process to the Membership regarding electronic invoicing and payments by mailing.
- Primary point-of-contact and account for all monies disbursed for ice contract, league fees, coaches, hockey operations, and Club events.
- Primary point-of-contact for writing all checks and managing the Club checking account.
- Manages the Club's books – updates records and software regularly as required.
- Reports quarterly at the monthly Board Meetings as to the fiscal health of the Club.

Registrar

- Manage and update the membership database as members leave and come into the Club.
- Work with the Coaches and be the primary point-of-contact to submit rosters to the league and

- Iceline's web site. Submit Add/Drop forms as required throughout the season.
- Compile and deliver the hardcopy Consent-to-Treat and Register. Forms for each team and to each head Coach.
- Primary point-of-contact for the annual registration process required for USA Hockey.
- Primary point-of-contact for assignment and record-keeping of player's numbers, and the # assignment process.

Communications Director

- Work with Coaches to educate Team Reps on their duties.
- Responsible for leading and suggesting Fund-raising activities. Organize event leaders and/or committees as required.
- Oversight of the Club's web site.
- Responsible for organizing important Club Annual events, including Registration, Tryouts, Picture Day, Teamwear liason. Enroll and recruit committees as required.
- Responsible for organizing and leading the year-end annual activities and processes.

III. Club Critical Positions

A. Coaches

Coaches are selected by the Dir. Hockey Ops., and approved by the Board. Coaches and Assistant Coaches may or may not be paid a stipend, depending on the level. ICSHL Rules state clear minimum guidelines for the Certification Levels that Coaches must achieve to be qualified for consideration.

Selected coaches are responsible for:

1. Selecting the team players at tryouts.
2. Selecting their assistant coaches, subject to approval from Director of Hockey Ops.
3. Insuring their (and their Assistant's) Certification Level(s) is satisfactory for the Level they are at.
4. Developing their teams to their fullest potential and acting as a role model at all times.
5. Communicating and teaching team systems to support player development.
6. Knowing and adhering to all club rules and policies – such as the Code of Conduct and School Grade Eligibility. Communicating club policies as needed to enforce club quality standards and discipline.
7. Attending at least one weekly practice session and all season games, barring personal emergencies.
8. Selecting, managing, and communicating with assistant coaches.
9. Selecting and working with a Team Representative to communicate with team families and schedule.
10. Reporting any player discipline “incidents” or disruptions to the Board immediately.
11. Select award winners at season-end and attend banquet.

B. Team Representatives

A Team Representative will volunteer or be assigned by the Coach for each team, and is responsible for:

1. Being the primary liason between the Coach and the Team. Communicate to their Team families, usually on a weekly basis, upcoming key events such as practices, game schedules, and social or fund-raising events. Act as the “social hub” of the Team.
2. Assisting (or Leading) the Fund-raising activities for their team. Communicate to parents, collect moneys, and help to make events successful.
3. Enrolling parent help for: submitting school and newspaper articles, keeping statistics, taking pictures for yearbook and collecting the year-end memorabilia for the annual banquet and yearbook.
4. Leading the Equipment needs of their team. This includes requesting, through email, a list of equipment, needed or repair, for any team players.

C. Director of Hockey Operations

The Director of Hockey Operations is an optional position that the Board may grant to the Varsity Head Coach. The position may or may not have an additional stipend associated with it. The Board collectively performs these duties if the Varsity Head Coach is not available, interested or competent in performing these duties.

The Director of Hockey Operations responsibilities are:

1. Recruiting and recommending all team head coaches (& coaching staffs) to the Board for approval.
2. Developing team systems and coach training plans to support coach and player development. Develop effective use of “swing player” programs.
3. Communicating regularly and as needed with coaches to insure a high standard of quality and high level of inspiration.
4. Act as the main intercommunication vehicle between teams, coaches, and the Board.
5. Formulate and manage the ice practice schedule to fairly maximize and share team ice time.
6. Manage spring league team and coaching formation.
7. Recommend the annual allocation of the coaching budget to the Board. Communicate to coaches.

IV. Eligibility Rules

All Club players are subject to West Chester Area School District (WCASD) and ICSHL (league) eligibility rules. A player may become ineligible due to grades, suspensions, disciplinary reasons or non-payment of dues. The ineligibility will last until the reason for ineligibility is corrected. The Board Commissioner/VP role has ultimate oversight for eligibility and associated infractions. The Head Coach’s role is to enforce Ineligibility of players to his best efforts. The Head Coach will be informed of ineligible players by the Board Commissioner/VP.

Below are the reasons that players may be ineligible:

1. League (ICSHL) Eligibility.

The Club strictly adheres to the Leagues’ bylaws and rules regarding who may play for the school: ***The player should attend the school for which they play.*** Players turning 19 yrs old after July 1 are not eligible to play in League competition. Players who are home-schooled may play for the club if

they would attend Fugett or WC East had they elected to go to public school.

2. Academic Eligibility.

The Club policy is consistent with and enforces the WC Area School District's (WCASD) policy as it pertains to athletic eligibility rules: if a student is flunking two or more classes, they are ineligible to play for their team that week. The Club's VP/ Commissioner receives a weekly report from the WC East Athletic Director showing players which are academically ineligible for the coming week. Any ineligible player(s) are notified by the Head Coach of their ineligibility per WCASD Policy. The **PLAYER** is ultimately responsible for self-policing that they do not practice or play in games. If they do violate this tenant, penalties will be assessed and voted on by the Board which may include (but are not limited to) being suspended for the following league game **AFTER** they serve their ineligibility penalty. The Coach's role is to initially inform the player that they are ineligible, facilitate the communications, and serve as an advocate of the rules.

3. School Suspension.

Any player on school suspension shall not be eligible to compete in league or post season play.

4. Game/Penalty Suspensions.

Players and coaches may be suspended from games if they incur the following infractions/penalties:

- Game Misconduct – immediate expulsion from current game and suspension from next scheduled league game.
- Gross Misconduct – immediate expulsion from current game and suspension from team pending review by league Commissioner.
- Match Penalty – immediate expulsion from current game and suspension from team pending review by league Commissioner, as well as USA Hockey review.

Players or coaches found not adhering to the rules for being suspended can be subject to immediate dismissal (as a coach) or immediate season suspension (as a player) with no refund of fees.

5. Financial Ineligibility.

A player may be ineligible if the Club's "Financial Responsibilities" are not met (see Section VI).

V. Team Formation and Level of Play

Players selected for a team will be those who, in the opinion of the team and coaching staff, are able to compete at the appropriate level. The Head Coach will make the primary decision regarding team selection.

Team formation – how many players, what level of play – will be decided on a year-by-year basis, based on: 1) the number of players registered, and 2) quality level of their play. The level of the team will be decided jointly by the Head Coach and the Board Members.

The Club will make best efforts to not cut any kids from the program. Conversely, the Club will make best efforts not to size any teams with more than 18 players. The maximum roster the league will allow is 20 players, while the minimum is 10.

VI. Financial Responsibility for Club Members

Club members agree to the following Financial Responsibility policy every year, and sign a specific form at Registration agreeing to these terms and conditions:

1. **Commitment.** By registering with the Club, I am making a commitment that the player named above will play for West Chester East Hockey Club if selected for a team. All placements on individual teams are made at the sole discretion of the coaches. Players will play on the team they are selected for. Refunds of dues are given only if the player is not selected for any team.
2. **Payment Schedule.** Failure to make any payment due, by its due date, may result in immediate suspension of the player until payment is received. No player may participate in any on-ice or off-ice activities while under suspension. Club fees and other fees are due on the following dates, and will be communicated through emailed invoices sent by the Treasurer:
 - a. \$500 (high school), \$400 (middle school), \$300 (elem school) is due at Registration, usually mid-May. This amount includes a non-refundable tryout fee (\$25) and a deposit of \$475 (etc, per school) toward team fees. The initial deposit is refundable only if the player is not selected for a team. Tryouts and team selection will happen no later than Sept. 1.
 - b. \$40 USA Hockey Membership fee is paid directly to USA Hockey through online registration.
 - c. \$400 (high), \$300 (mid), \$200 (elem) payment is due Sept. 1.
 - d. \$300 (high), \$200 (mid), \$100 (elem) payment is due Nov. 1.
 - e. The balance of the Club fee is due on Jan. 1. Any outstanding Equipment Fees will be added to this invoice, or invoiced separately. Additional invoices may be sent out by the Treasurer as needed, such as “Spring Season”, and “Video CD”.
3. **Contact/Mailing Address.** All checks are payable to ‘WCEIHC’ and should be mailed to the Treasurer, Cindy Bortle 1325 Greenhill Rd West Chester PA 19380 by their due dates. Payments should not be given to coaches or other officers of the Club.
4. **Total Club Fees.** Will vary by team and are determined primarily based on total number of players per team and ice time.
5. **Refunds.** If a player leaves a team voluntarily after practices begin or is suspended or dismissed from the Club due to financial, academic or disciplinary reasons, refunds – if any – will be determined by the Board on a pro-rated basis.

VII. Equipment Policy

Uniform Policy. All players will purchase, own, take care of their own uniforms, and replace equipment on an “as needed” basis. A uniform consists of (2) jerseys (home/white, black/away), shell, and 2 pair of socks (wht, blk). Uniform prices for high school players are negotiated on a volume basis, payable to the Club upon delivery. The Club will add this expense to a monthly club Fee invoice, along with a Validation e-mail upon equipment delivery to the player. Middle School, Girls, and Elementary Teams may elect to only have one color jersey/sock.

Numbers Policy. The club will make best efforts to provide each player with his/her preferred number. The Club prefers not to have two high school players in the Club with the same number. If two players either have or desire the same number and end up on the same team together, *seniority* on a team will be the deciding factor. “Seniority” is defined by the Level of Play, not the grade of the Player. Example - a senior

having #21 makes the varsity team for the 1st time, and there is a returning sophomore on the Varsity team also wearing #21. The returning sophomore is more senior and will keep his number.