

NAZARETH HOCKEY CLUB

# BY LAWS

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## Nazareth Hockey Club By Laws



NHC Executive Committee

July 16, 2020

## **NAZARETH HOCKEY CLUB BY-LAWS**

### **Article I**

#### **Nazareth Hockey Club - Organization**

##### **Section I**

The name of the Organization shall be Nazareth Hockey Club, Inc. and is hereafter referred to in these Bylaws as the NHC.

##### **Section II**

The fiscal year of the NHC shall commence on July 1st each year.

##### **Section III**

The organization shall be considered non-profit, non-partisan, and non-sectarian.

##### **Section IV**

The name of the NHC, or, the names of any Officers or Coaches of the NHC in their official capacities, may not be used in connection with any commercial concern or with a partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the NHC.

##### **Section V**

The NHC is not affiliated with the PIAA.

##### **Section VI**

The NHC is recognized by the Nazareth Area School District (NASD) as a club team, however, there is no affiliation between the NHC and the NASD in terms of being a school sponsored and sanctioned activity.

### **Article II**

#### **Nazareth Hockey Club - Purpose & Structure**

##### **Section I**

The purpose of the NHC is to;

- Provide opportunities for Nazareth Area Elementary, Intermediate, Middle, and High School students, and other School Districts without a scholastic ice hockey club without regard to race, color, sex, age, religion or national and ethnic origin, to learn to play ice hockey.

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- To benefit the participants of the NHC by promoting and encouraging an understanding of the sport, while demonstrating a sense of fair play and team spirit in the sport of ice hockey.
- To fund participation of NHC teams in the Lehigh Valley Scholastic Ice Hockey League (LVSHL)
- To operate the NHC within the guidelines set forth in the Bylaws of the USA Hockey and LVSHL scholastic league organizations.

### **Section II**

The NHC is organized exclusively as an organization described within the meaning of the Internal Revenue Code federal income tax section 501 (a) as an organization described in section 501 (c) (3).

### **Section III**

The NHC will not benefit in any fund-raising program where there is a direct benefit to the member or parents who raise the funds. The NHC will not conduct any fund-raising where members or parents receive credit or points for their fund-raising participation, which may be used to offset membership fees or expenses, unless for extended hockey programs. The NHC will support all members, even if they or their parents do not participate in fund-raising activities.

### **Section IV**

The NHC is not formed for pecuniary or financial gain and no part of the assets or income shall be used to the benefit of its officers, directors or participants.

### **Section V**

It is the intent of the NHC to build a sense of community based upon shared civic values and places emphasis on the fun, education, and close relationships that are formed during participation in the NHC with all members and participants of the NHC.

### **Section VI**

The values and success of the NHC are built through, and developed with, parent and player participation at all levels.

### **Section VII**

No part of the activities of the NHC shall be used for the purposes of carrying on of propaganda, or otherwise attempting to influence legislation, and, the organization 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 organization 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.

### **Section VIII**

Upon the dissolution of the Corporation, the Executive Committee shall, after making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation 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.

### **Section IX**

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 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.

### **Section X**

Board meetings will be held monthly with the exception of one summer month to be determined by the executive committee. Club members will be invited to one annual meeting per year.

## **Article III**

### **Nazareth Hockey Club - Objectives**

#### **Section I**

The objectives of the NHC are;

1. To establish, promote, and improve, organized youth hockey within the Nazareth Area.
2. To encourage and develop sportsmanship, respect, and team spirit between all players for the betterment of their physical and emotional wellbeing.
3. To provide an opportunity for players within the Nazareth Area and those without scholastic hockey in their district to participate and compete in the sport of ice hockey, in an organized manner at the appropriate competitive levels within the LVSHL or similar organized hockey organizations.

#### **Section II**

To achieve the aforementioned objectives, the NHC will;

1. Provide proper, qualified, and certified coaching in accordance with the USA Hockey Guidelines.

2. Provide organized competition at levels commensurate with the player's age and ability.
3. Register each qualified player with USA Hockey, the LVSHL and similar organized organizations.
4. Provide adequate practice ice time to ensure the NHC teams are competitive within the LVSHL, and, to provide, game ice time as scheduled by the LVSHL.
5. Adhere to, and follow, the most current Bylaws of USA Hockey, the LVSHL, and similar organized hockey organizations.

## **Article IV**

### **Nazareth Hockey Club - Club Participation & Player Eligibility**

Section II through Section XI, contained in Article IV pertain specifically to the NHC's compliance and eligibility to participate in the Lehigh Valley Scholastic Ice Hockey League. NHC Club Participation & Player Eligibility bylaws will be established for any other organization's bylaws as required and as necessary. Sections II through XI are subject to change or amendment if LVSHL bylaws are modified. LVSHL by-laws should be shared and reviewed by the board annually. Changes in bylaws that affect board, coaches, and families of NHC will be made available during registration and acknowledgement will be required.

#### **Section I**

Participation in the NHC shall be available to any eligible parent, guardian, or player without regard to race, color, sex, age, religion, financial, or national and ethnic origin. If a player is unable to afford to play the game of hockey, the club will provide the player and family with the means to access the scholarships available. Any player that is not eligible for this and can not financially afford to play hockey, or develops a hardship during the season, the Executive Committee will vote on charity registration.

#### **Section II**

Eligible team players are defined and added to a roster with NHC in the following manner for play in the LVSHL as defined by the LVSHL bylaws.

- Current USA Hockey number
- Registered for scholastic hockey through NHC website
- Registration fee paid prior to the start of the season.
- All prior account balances must be paid in full.

#### **Section III**

NHC Development program is not governed by LVSHL by-laws. Players 3 years old and potty trained to 2nd grade or players who are new to the sport of hockey are eligible for this program. Players must have a USA Hockey number and have a signed waiver on file to not hold NHC liable for injury prior to getting

on the ice. The Head Coach will be held responsible for assuring the players on the ice are abiding by the NHC bylaws.

#### **Section IV**

All NHC players are required to supply their own ice hockey certified equipment as well as ensure the payment of fees as described in the Club Fees section of this document.

#### **Section V**

All NHC players will be asked to provide their medical history which will be provided during the registration process. All players will also provide their USA hockey number, sign a waiver of liability of injury with NHC and sign a player code of conduct. Parent(s) of the player will sign a parent code of conduct. Any deviation from the code of conduct will be held to the disciplinary code and actions.

#### **Section VI**

All NHC players will be required to provide a copy of their birth certificate, which will be placed on file with the NHC Registrar.

#### **Section VII**

All NHC players will be required to sign the NHC Online and Social Media Policy. These policies are designed to protect all parties from harassment, bullying, stalking, inappropriate contact or behavior, however they are intended.

#### **Section VIII**

##### **Extended Hockey Programs**

Any and all Extended Hockey Programs of the Nazareth Ice hockey club shall be organized and carried out under supervision of the vice president. Activities include but are not limited to stick times, tournaments, etc. If the vice president spot is vacant, this shall be carried out by the President until the position is filled. These activities will be conducted for all scholastic members of the club and shall be considered a part of the NHC organization as one collective group.

Any and all extended hockey programs shall be overseen by a current NHC member in good standing with the best interests of the NHC in mind. If multiple members volunteer for the activity and require a head coach, the determination of this will be made following the NHC guidelines for coach determination. When possible, the NHC member should be a certified NHC coach. The activity should reflect the core values of the NHC as outlined in the organization's bylaws. The certified NHC coach shall be in at least monthly contact with the vice president with all follow-through of the extracurricular activity. The vice president will be responsible for informing the executive committee.

Any and all participants of extended hockey programs shall be covered by the insurance provided by NHC, or other third party company issued policy designed to cover participants (USA hockey). Any non

club members intending on participating in a club activity must have a signed release of liability on file with NHC prior to participation.

Any and all extended hockey programs shall be conducted in accordance with the standards set forth by USA hockey with regard to equality, fair play, player safety, and growth both physically and mentally for the athlete. Any deviation to the above will be reviewed by the executive committee at the next scheduled board meeting.

## **Article V**

### **Nazareth Hockey Club - Club Fees**

#### **Section I**

Only players of the NHC considered to be in good standing with fees paid as agreed shall be eligible to participate in practice and scheduled league games.

#### **Section II**

The NHC Executive Committee shall set participation fees for each season. Fees are dependent on the LVSHL playing schedule, scheduled practice times, current equipment costs covered by NHC, and LVSHL and USA Hockey club participation fees.

#### **Section III**

No player who has an outstanding balance from any previous season will be allowed to register as a player with the NHC until all back payments are received and have cleared the Bank. This will be reported to the EC by the Treasurer by the end of the current hockey season. The treasurer will make two attempts to contact the member for payment prior to the start of the next season. The treasurer will report to the EC the list of members not in good standing at the board meeting prior to the start of the next season.

#### **Section IV**

Any player who is ten (10) days late in any payment due to the NHC may be suspended from all on-ice activities until such time as he/she becomes current with the fees owed to the NHC.

#### **Section V**

Temporary absences caused by other activities, illness, or injuries, are not the cause for forgiveness of payments. Only a season ending injury ceases the obligation to make payments. Such release shall be given only after the receipt of written confirmation from a Medical Provider.

## **Section VI**

Player's families will be responsible for the timely payment of all fees and assessments. Any expense incurred by the NHC collecting said fees is the responsibility of the player's family.

## **Article VI**

### **Nazareth Hockey Club - NHC Officers and Elections**

#### **Section I**

The officers of the NHC shall consist of an Executive Committee (EC). The EC shall consist of a President, Vice President, Secretary, Treasurer, Registrar, Head of Coaches and Special Events Coordinator (known as the Officers). All other members of the club, including head coaches from the Varsity, Junior Varsity, Middle School, Youth, and Development teams and parents of the members will be asked to vote for EC officers and any other issue the EC feels necessary. These votes will be taken seriously and applied to the final determination of any vote needed to be made by the EC. Only one member of the same household will be able to hold a position on the EC.

#### **Section II**

The Officers of the NHC shall be elected by ballot vote during the last week of June to allow for the start of the new Officers on July 1st . Ballet vote includes the votes on paper obtained during the board meeting or via email or mail by midnight of the meeting day.

#### **Section III**

All Officers shall assume their positions for a term of 2 years or until the election of a successor. The EC officers should have alternating years of election as to not allow the exit of the entire board at one time. The president, treasurer and secretary will be on even years, the vice president, registrar and SEC will be on odd years. Due to the appointment of the HOC by the President, this position will be only one year. The HOC can be reappointed yearly if chosen.

All Officers shall assume their official duties following the election of Officers on July 1st.

#### **Section V**

##### **Election Process**

- a. Individuals desiring to hold an elected position within the NHC should notify the Executive Committee of their intentions at least 10 days prior to the elections. There will be an official email sent by the EC announcing the upcoming election and vacancies of the club as well as asking for any members who wish to join the EC for the positions available that voting year.



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- b. Nominations from the floor will also be accepted on the day of elections by a club member or EC officer if no club member is interested in holding the open position prior to election day. The nominee must verbally confirm their consent to serve.
- c. Only those nominated persons, who have confirmed their consent to serve if elected, shall be placed as a candidate for election.
- d. Officers shall be elected by a majority vote from within the legal parent(s)/guardian(s), of the player(s) currently registered, and in good standing within the NHC.
- e. E-mail votes are also acceptable and must be directed to the Secretary of the NHC (or EC official assuming this position if vacant) and received by midnight on the day of the elections.
- f. All votes by either mail, personal delivery, or email, must contain the individual's name and phone number for validation.
- g. Each adult family member in the household of a NHC player has 1 vote.

### **Section VI**

#### Officer Vacancy

Should a vacancy in the Executive Committee arise, the remaining Executive Committee shall fill the vacancy on an interim basis until such time as the next election cycle.

### **Section VII**

#### Removal

Any officer may be removed from office by an affirmative vote of a majority of those in attendance and entitled to vote at a special meeting of the NHC called for that purpose.

- a. Charges for removing an officer must be brought to the attention of the Executive Committee.
- b. These charges must be investigated and reviewed by the remaining EC members.
- c. The Executive Committee will make their recommendations in writing, no more than ten (10) days after the completion of the investigation.
- d. This written recommendation and subsequent notification will include a final decision on whether to remove the officer or allow them to maintain their position.
- e. This decision will be made known to the club members via official email.

## **Article VII**

### **Nazareth Hockey Club - Official Roles and Responsibilities**

#### **Section I**

President– the President of the NHC shall:

- 1. Have general and active supervision of the affairs of the NHC.

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2. Preside at all meetings.
3. Review the previous months minutes and call to vote on any outstanding matters
4. Provide an agenda for the club meeting at least 7 days prior to allow other EC members to add to the agenda.
5. At the discretion of the President, a facilitator may be called upon to progress any meeting while the President deals with specific issues.
6. Be defined as a member of the Board of Directors to the LVSHL and the primary interface between the LVSHL and the NHC.
7. Attend all meetings as required by the LVSHL, or, ensure that a qualified representative(s) will be in attendance.
8. Represent the NHC, in any professional manner necessary, during the LVSHL Board of Directors meetings or other important meetings dealing with the club.
9. Report the minutes to the Executive Committee members of each LVSHL Board of Directors meeting.
10. Have the power to make decisions arising from emergencies not provided for in the NHC Bylaws and provide updates to the remaining EC officers of those decisions in a timely manner to ensure all EC officers are aware of events that have arisen requiring immediate attention.
11. Be responsible, along with the Treasurer, for ensuring that players who are delinquent in paying club fees, do not participate in on-ice activities.
12. Chair the review and modifications of the NHC Bylaws.
13. Negotiate and coordinate practice ice time with the local available ice skating facilities.
14. Be responsible for the acquisition and posting of all practice sessions.
15. Be responsible for obtaining game schedules from the LVSHL.
16. Be responsible for the cancellation and rescheduling of any game and the subsequent coach notification.
17. Complete the annual yearbook for the club

## Section II

Vice President- the Vice President of the NHC shall:

1. Assist all EC Officers in the promotion of the NHC.
2. Oversee the duties of the essential managers and coordinators that help run the club (ie: Equipment Manager, social media coordinator, website manager)
3. Appoint additional duties to club members as deemed necessary for club activities (apparel, team photos, end of year party)
4. Represent the NHC in a professional manner.
5. Oversee the Extended Hockey Programs of the club.
6. Provide timely emails to the club members regarding activities of the club
7. Assist with coordination of the running of the club
8. Perform such additional duties as may be assigned by the President.

### **Section III**

Secretary– the Secretary of the NHC shall:

1. Record minutes of all NHC Executive Committee and club meetings.
2. Send copies of the minutes to the NHC Executive Committee one (1) week prior to the next meeting.
3. Record any changes to the by-laws.
4. Maintain the Articles of Incorporation and other organizational documents required to maintain the 501 3c and provide to the EC via shared computer drive.
5. Email any opening executive committee positions and the date of the next NHC General meeting to the club members.
6. Be responsible for any press releases related to NHC activities.
7. Perform such additional duties as may be assigned by the President.
  
8. Maintain up to date mailing lists of each team.

### **Section IV**

Treasurer– the Treasurer of the NHC shall:

1. Be responsible for all funds, securities, and investments of the organization.
2. Receive and disburse money as directed by the Executive Committee.
3. Maintain accurate and up to date records of the financial status of the NHC and provide these to the EC via the combined EC computer drive.
4. Provide a monthly Treasurer’s report on the financial position of the club.
5. Notify parents of players about delinquent NHC payments.
6. Advise the President and Coach if the player becomes ineligible for NHC participation due to non-payment.
7. File any/all appropriate tax information on a timely basis to maintain the Organizations tax exempt status.
8. Bill and maintain records of all player payments.
9. Prepare a proposed budget one month prior to the start of player registration for the new season.
10. Provide financial information as requested from EC, Board Members and other members of NHC as requested.
11. Provide information/process procedure to the President for back-up purposes. This included but is not limited to Quickbooks, Paypal, online banking, credit card information.
12. Perform such additional duties as may be assigned by the President.

## **Section V**

Registrar– the Registrar of the NHC shall:

1. Be responsible for ensuring all club members are duly & timely registered with USA Hockey, completed the required age specific requirements and have obtained background checks.
2. Collect and maintain all required records associated with the registration of NHC members. This includes but is not limited to birth certificates, USA hockey numbers, USA Hockey Rosters and any other important related information including paper forms.
3. Communicate to the EC any information and rule changes that affect the club and its members.
4. Communicate and institute any changes necessary to ensure that NHC remains in compliance with all USA Hockey, and LVSHL registration rules.
5. Maintain a file of birth certificate copies of all current registered players
6. Maintain up to date rosters of each team.
7. Ensure that all required documents are provided to EC via the shared drive.
8. Will assist the Equipment Manager with ordering jerseys and socks for players as needed.
9. Will assume the duties of the Equipment Manager if the position is vacant

## **Section VI**

Special Events Coordinator/Fundraising Chair - The Special Events Coordinator of the NHC will be asked to submit proposals, provide updates and conduct the overall coordination of the Club parent/player participation for any special events or fundraising that benefits NHC. This may include, but not limited to:

1. The annual end of season party/banquet
2. Sponsor solicitations
3. Registration events
4. Fundraising activities
5. Report on any of the above activities to fellow members of NHC Executive Committee during monthly meetings
6. Perform any additional duties that may be assigned by the President

## **Section VII**

The Treasurer and/or President shall sign all checks, drafts, or orders of payment of money. Treasury accounts shall be held in the name of Nazareth Hockey Club, Inc. with the President and the Treasurer being the only authorized individuals to withdraw from said account.

The EC is required to vote regarding entering into any financial agreements. This includes but is not limited to applying for credit cards, lines of credit, grant applications, and any change in banking relationship. A quorum is needed in order to move forward in any financial agreement.

Credit Card Usage - A card will be issued to the President of NHC, and other board EC members as agreed upon by the EC. Receipts for spending must be submitted to the treasurer for reconciliation purposes. Any purchases made without proper approval by the EC may require reimbursement to the club by the purchaser.

Vendor Relationships - The EC will vote regarding vendors to be used by the NHC, especially in cases where contracts, or ongoing fees would be assessed.

Extended Hockey Programs- Any programs that require registration prior with/without payment must be approved by the EC.

## **Section VIII**

**Head of Coaches** - This is a NHC Coach appointed by the President and upon accepting this appointment they will oversee the activity of all the coaches. The objective is to ensure proper skills are being taught at each level in accordance with USA Hockey guidelines. The HOC will be responsible for setting up meetings with Head Coaches at all levels on a regular basis to ensure this is occurring. Information on these meetings will be discussed in the monthly EC Board meetings. In the event the HOC is a head coach of a team, any of the roles and responsibilities of the Head Coaches description below apply. This position is also a voting member of the Executive Committee.

### **Head Coach Determination**

Each season an email will be sent out to the club members for volunteers for coaching of the NHC teams. If more than one coach volunteers for the Head Coach Position, the EC shall appoint the most qualified volunteer as the Head Coach. This determination will be made by:

- Certifications completed for that level interested as mandated by USA Hockey
- Ability to obtain clearances
- Coaches alignment with NHC Objectives
- In good standing both financially and personally with the club, the league and USA Hockey

**Head Coaches** – All NHC Head Coaches shall:

1. Have the final decision on player eligibility as it relates to skill level so as not to cause harm to the player, teammates, referee's, or other competitors.
2. Conduct themselves in a professional manner both on and off the ice.
3. Ensure that all players are given an equal opportunity to demonstrate their abilities and team spirit, without regard to race, color, creed, religion, or family ties.
4. Ensure that the team roster is signed by all players if needed prior to the start of each league game.
5. Ensure the accuracy and eligibility of all players on the roster of a particular team.
6. Sign game scoring sheets and ensure they are delivered to the proper LVSHL mail box.
7. Provide proof of USA Hockey Coaching certification and all other certifications as required by NHC, the LVSHL, and USA Hockey.

8. Provide the instruction necessary to the team players so as to make the NHC teams competitive within the LVSHL.
9. Inform the HOC or if none presiding, the EC, in writing, of any issues that may be occurring within the team members and/or with parents of team players.
10. Attend all scheduled practice and game events or make arrangements for qualified coaches to attend in their place.
11. Reinforce the obligations and conduct expectations of the NHC to the parents and players of the team.
12. Inform the HOC or if none presiding, the EC, in writing, of any needs or materials the team may have.
13. Adhere to and assure team adherence to all USA Hockey, NHC, and LVSHL rules and regulations.
14. Ensure that a Medical Doctor Release form is received for any player returning from an illness or an injury. This release is to be given to the NHC President.
15. Create and submit in writing, any “bench rules” the coach may deem appropriate for proper handling of the team. Once reviewed and approved by the NHC Executive Committee, these “bench rules” will be distributed to the parents and players of each team.
16. Work to obtain a volunteer **Team Parent** for the team to delegate coordination of parent participation for that level.
17. Perform such additional duties as may be assigned by the HOC and EC.

## **Section IX**

**Assistant Coaches**– Assistant coaches are expected to conduct themselves in the same manner as the head coach and shall:

1. Along with the Head Coach, contribute to the final decision on player eligibility as it relates to skill level so as not to cause harm to the player, teammates, referee’s, or other competitors.
2. Conduct themselves in a professional manner both on and off the ice.
3. Ensure that all players are given an equal opportunity to demonstrate their abilities and team spirit, without regard to race, color, creed, religion, or family ties.
4. Ensure that all team roster information is signed by all players if needed prior to the start of each league game.
5. Ensure the accuracy and eligibility of all players on the roster of a particular team.
6. Sign game scoring sheets and ensure they are delivered to the proper LVSHL mailbox.
7. Provide proof of USA Hockey Coaching certification and all certifications necessary as required by NHC, the league, and USA Hockey.
8. Contribute to the instruction necessary to the team players so as to make the NHC teams competitive within the LVSHL.
9. Inform the Head Coach, of any issues that may be occurring within the team members and/or with parents of team players.
10. Attend all scheduled practice and game events.
11. Reinforce the obligations and conduct expectations of the NHC to the parents and players of the team.
12. Inform the Head Coach, of any needs or materials the team may have.

13. Adhere to and assure team adherence to all NHC, USA Hockey and LVSHL rules and regulations.
14. Ensure that a Medical Doctor Release form is received for any player returning from an illness or an injury. This release is to be given to the Head of Coaches or if none is currently presiding, the EC.
15. Perform such additional duties as may be assigned by the HOC, Head Coach and/or EC.

#### **Section X**

**Team Parent**– Team Parents of the NHC will be appointed by each individual head coach, and will be asked to coordinate parent participation at the individual team level for the;

1. Spectator admission collection at all league home games and the remitting of the game receipts to the Treasurer.
2. The running of the clock for all home games.
3. The score-keeping for all home games.
4. Organization of any game day fundraising activity specific to that level.
5. The procurement and submitting of game score sheets to the LVSHL at the designated area.
6. Report any coach/team needs or parental concerns to the HOC, or if none presiding, the EC.

#### **Section XI**

Other volunteer positions within the NHC

**Website Administrator** - the website administrator of the NHC will maintain the club's website. This includes, but is not limited to, the following information on the website:

1. Maintaining the home page with the NHC mission statement.
2. Ensuring that all team schedules, both for practice and games, are posted.
3. Maintaining an up to date list of current activities of the club.
4. Posting board members and head coaches and other appropriate volunteer's contact information.
5. Ensuring updated By-laws for NHC and the league are available on the website
6. Abide by the social media policy regarding information placed on the website
7. Keep information up to date regarding any NHC activity, rosters, By-laws, and player stats
8. Maintain current Board Member information
9. Maintain current NHC contact information and monitor email pertaining to the website

**Equipment Manager** - the equipment manager of the NHC shall be responsible for the club's equipment exchange program. Such a program includes, but is not limited to, the following:

1. Maintaining any inventory of used equipment that the club has procured through donations.
2. Keeping track of any equipment that is loaned out to players of the NHC.
3. Schedule equipment and jersey fitting days for the club.
4. Ensuring that players return the equipment at the end of the season.
5. Inform the EC of any players delinquent to returning equipment at the end of the season.

6. Aid the Registrar in ordering jerseys and socks or any equipment needed for the club.

**Social Media Coordinator-** the social media coordinator shall be responsible for relaying the club's information through social media apps.

1. Abide by the social media policy regarding information placed on the various media avenues
2. Coordinate with the EC for approval of information placed in social media.

## **Section XII**

Responsibilities – All NHC Executive Committee members are required to:

1. Perform their duties as described in these Bylaws.
2. Deliver to their successor all official matters, no later than ten (10) days following the election of their successors.
3. Perform their duties without receiving any payment for the performance of said duties.
4. Provide proof of individual Background checks.
5. Take responsibility and accountability for any and all club property in their use or possession.

## **Article VIII**

### **Nazareth Hockey Club - Player & Parent Roles and Responsibilities**

#### **Section I**

Players – the Players of the NHC shall:

1. Represent the NHC in a mature, professional and responsible manner at all times.
2. Respect and accept the decisions of the coaches and officials.
3. Attend all scheduled practices and games. If unable to do so, the player will be required to notify their head coach.
4. Respect and strive to improve both themselves and their teammates.
5. Work together as a team both on and off the ice.
6. Inform the coaching staff of any injuries sustained either on or off the ice.
7. Be advised that coaches "bench rules" are to be considered an extension of the NHC Bylaws.
8. Sign and be held accountable to the Players Code of Conduct.

#### **Section II**

Divisions for Nazareth Hockey:

1. Development- Players age range from 3 and potty trained to 2nd grade. Players are not held accountable to the same rules as the league, but are required to follow NHC rules and have a USA Hockey Number, and must have appropriate equipment. Players will have ongoing evaluations to determine their proper placement within NHC. LVSHL levels start at the Youth



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level where league games are played. Children who are not ready to skate independently will be sectioned out of the practice population and given more individualized attention.

2. Youth - Players from 3rd grade to 5th.
3. Middle School - Players from 6th grade to 8th.
4. Junior Varsity - Players from 9th grade to 10th.
5. Varsity - Players from 11th to 12th.

Please refer to the LVSHL By-Laws for more information on player eligibility at each level as well as travel (AA/AAA) player rules.

Varsity players playing in their senior year must post a \$250 bond at the start of the season that will be retained until the completion of the season without any major penalties in their final games of the season. This will be collected with registration.

Players will be routinely evaluated during the season to determine if movement to a different level is better for the player's development and safety at the discretion of the Head Coach or other NHC Coaches. All players will be expected to follow the rules of the league, NHC and USA Hockey. All players must have appropriate equipment for their level. All players must have a USA Hockey number.

### **Section II**

Parents – The Parents of the NHC are required to sign and acknowledge the NHC Parent Code of Conduct at Registration.

1. Represent the NHC in a mature, professional and responsible manner at all times.
2. Respect and accept the decisions of the coaches and officials and EC.
3. Ensure that all players attend the scheduled practices and games. If unable to do so, inform the head coach as soon as possible.
4. Provide assistance to the NHC through;
  - a. Support of the officials, coaches, and all team members.
  - b. Support of the activities of the NHC through volunteering when asked.
  - c. Support of the individual teams by volunteering to run the clock, keep score, or to take admission for home games.
5. Provide for and/or arrange for transportation to/from all practices and games. If unable to do so, contact the head coach or other team members for assistance.
6. Pay all team fees when due.
7. Participate in fundraisers as required.
8. Be active in the NHC organization.
9. Attend annual NHC organizational meetings.
10. Conduct themselves in a controlled and respectful manner at all games.
11. Upon the return of a player from an injury or illness, provide to the head coach a primary care provider's statement releasing the player to resume their playing activities without restrictions.
12. Provide adequate Ice Hockey certified playing equipment for each family player on a roster.
13. Bear in mind that the entire Executive Committee and Coaching staff of the NHC is made up of volunteers. These volunteers are contributing a great deal of their own personal time and effort

to ensure the success of the NHC. The Executive Committee of the NHC takes and performs their assigned roles very seriously. Negative or derogatory criticism that is without substance or, where positive and constructive alternatives/solutions are not offered is very detrimental to the entire organization.

14. Bear in mind that the decisions of the NHC Executive Committee are final and that the decisions are made based on consideration for each situation. Also that, the decisions made will be predicated upon the overall concerns of the club vs. the concerns of the individual.

## **Article IX**

### **Nazareth Hockey Club - Disciplinary Code and Actions**

#### **Section I**

The NHC Disciplinary Committee shall be made up of the members of the Executive Committee Officers.

#### **Section II**

It shall be the duty and obligation of each coach to report any non-game situation (i.e. off-ice or practice) misconduct to the HOC unless there is not one currently presiding, then to the EC within one (1) day of the occurrence. The EC member that was notified will make the misconduct known to the entire EC Officers within one day.

#### **Section III**

Some infractions of the USA Hockey rules, the league, and similar organized hockey organizational rules may mandate automatic suspensions of players. These infractions will be initially treated as minimum however, the NHC EC Officers reserves the right to extend the suspension if the individual displays a chronic disregard of the rules of the club and/or the USA Hockey, the league, or similar organized hockey organizational rules.

#### **Section IV**

When a Player(s) commits an infraction of the rules, the player(s) may be suspended from further club participation until a review is held. The Disciplinary Committee will conduct the review within ten (10) days of the start of the suspension, at which time, a final decision of the NHC will be rendered.

When a Coach commits an infraction of the rules and objectives of NHC, the coach may be suspended from further club participation until a review is held. The Disciplinary Committee will conduct the review within ten (10) days of the infraction, at which time, a final decision of the NHC EC will be rendered.

#### **Section V**

If a parent is asked to leave a game by a game official, in addition to any penalties that may be imposed by a hosting rink or league, the following NHC penalties will be imposed;

**First Offense:** Written warning from the NHC Executive Committee and must pay any League or Rink fines brought about by the incident.

**Second Offense:** The offending parent/guardian will not be permitted into the facility of their child's next 2 games, and must pay any League or Rink fines brought about by the incident.

**Third Offense:** The offending parent/guardian will face expulsion from the club. Offending parent will not be permitted into the facility of their child's games and practices, and must pay any League or Rink fines brought about by the incident.

If any parental actions result in the removal or suspension of an NHC Coach from any game, they will be disciplined in the same manner.

## Article X

### Nazareth Hockey Club - Grievance Process

#### Section I

The NHC Grievance Committee shall be made up of the members of the Executive Committee.

#### Section II

Grievances may be submitted in writing directly to any EC Officer. The EC officer will be required to report the grievance to all other EC members in a timely manner.

#### Section III

Said Grievance must detail specific violations of the rule, Bylaw or define a specific situation within the organization being grieved.

#### Section IV

The specific grievance concerning a Coach or an Executive Committee member, must first be presented to that individual prior to submitting to the EC.

#### Section V

The Grievance Committee shall have the express authority to interpret the Bylaws and render a decision.

#### Section VI

The Grievance Committee must convene a hearing ten (10) days of being notified of the grievance action.

**Section VII**

The decision of the Grievance Committee will be defined in writing and forwarded to the parties involved.

**Section VIII**

All decisions of the Grievance Committee are final and cannot be appealed.

**Section IX**

No grievance will be accepted concerning referees or their decisions.

**Article XI**

**Nazareth Hockey Club - Bylaw Amendments**

**Section I**

These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote by the EC members, during any meeting or a Special Meeting of the NHC called for that specific purpose. If at any time there is not an odd number of EC to vote on these bylaws, the additional votes of the members of the club will be taken into the decision.

**Article XII**

**Nazareth Hockey Club-Executive Committee Voting**

**Section I**

The Executive Board of the NHC (the “Executive Board”) shall consist of the President, Vice President, Treasurer, Secretary, Registrar, Head of Coaches and Special Events Coordinator and shall have such duties and authority as set forth in these Bylaws.

**Section II**

The President shall appoint the Head of Coaches on an annual basis. This position requires a Level 4 Coaching Certificate of a Coach in good standing with NHC, the league and USA Hockey.

**Section III**

A quorum of the Executive Board shall be four members present.

By-Laws Amended / Approved - July 16, 2020