

Operating Rules of the Moorestown Quakes Hockey Club Inc.

Updated: March 1, 2010

1 Operating Rules Overview

The Moorestown Quakes Hockey Club, Inc. (“the “Club”) has several documents that define the organization, its governance and operation. These Operating Rules are supplemental to the Moorestown Quakes Hockey Club Inc. Bylaws and provide the guidance for operating the Club in a coordinated, non-conflicting and comprehensive manner. These rules are intended to maximize the effectiveness of the Club and provide for a positive and rewarding experience for its players and guardians of its players.

The Moorestown Quakes Hockey Club, Inc. Bylaws document, including a reference to the Club’s Incorporation document, defines the structure, governance, legalities, mission, vision and high level information and policies of the Club. The Bylaws document should generally not require significant modification over time.

This document, the Moorestown Quakes Hockey Club, Inc. Operating Rules defines more detailed day-to-day operational policies and rules of the Club. This document is intended to provide flexibility and is likely to be modified more often as Club operations dictate. The Bylaws document references the Operating Rules document for additional detail.

The Club will maintain all documents and records electronically and ensure proper safeguarding and backup procedures are implemented.

2 Organization Structure and Governance

The Club’s Bylaws document outlines the structure and election process for the Board of Directors. The Board is the sole decision making authority for the Club including the power to amend the Bylaws and Operating Rules documents.

3 Club Roles, Responsibilities and Obligations

The high-level roles and responsibilities of the Officers of the Club are outlined in the Bylaws. Additional details, roles and responsibilities are defined below for a variety of leadership positions and all participants in the Club.

3.1 President

In addition to the high-level role and responsibilities outlined in the Club Bylaws, the additional responsibilities of the President include:

- a) Primary interface and point of contact to outside organizations including but not limited to USA Hockey and leagues the Club participates in.
- b) Ensure that outside organization meetings are attended by a qualified representative of the Club
- c) Along and coordinated with the Vice President, notify players who are not in good standing (namely financial or discipline) when they are not permitted to participate in any Club activities according to Board resolution or the Club Operating Rules.
- d) Review and approve any public communication or publicity along with Board

- e) Ensure all leaders in the Club are performing their roles and responsibilities in an appropriate and successful manner
- f) Ensure open communication occurs between everyone within the Club
- g) Other duties and powers as assigned by the Board

3.2 Vice President

In addition to the high-level role and responsibilities outlined in the Club Bylaws, the additional responsibilities of the Vice President include:

- a) Assist the President in the operation of the Club.
- b) Review bank reconciliations performed by the Treasurer on a monthly basis as a check/balance to the Treasurer role.
- c) Other duties and powers as assigned by the Board

3.3 Treasurer

In addition to the high-level role and responsibilities outlined in the Club Bylaws, the additional responsibilities of the Treasurer include:

- a) Be responsible for keeping and safeguarding all funds, securities, and investments of the Club.
- b) Properly receive and disperse funds as directed and required for the Club
- c) Maintain complete and accurate financial records (examples include: Quarterly reports for P&L, Balance Sheet, Cash Reconciliation, Bank reconciliation, etc.) at all times
- d) Generate detailed invoices to players and track payment status
- e) Notify the Board of status of financial issues and fee delinquencies for Board action
- f) Ensure all financial practices are conducted according to Club Bylaws, Operating Rules and in the best interest of the Club at all times
- g) Oversee and support the successful completion of any/all appropriate tax filings on a timely basis to maintain the Organizations tax exempt status.
- h) Participate and support the Finance and Fundraising Committee (The Treasurer may not chair this committee) especially in the areas of financial operations polices and strategic financial planning and budgeting
- i) All financial records should be maintained for at least seven (7) years.
- j) Other duties and powers as assigned by the Board

3.4 Secretary

In addition to the high-level role and responsibilities outlined in the Club Bylaws, the additional responsibilities of the Secretary include:

- a) Keep and safeguard records of all meeting minutes and Club correspondence
- b) Keep all non-financial records and documents for the Club
- c) Other duties and powers as assigned by the Board

3.5 Trustee

In addition to the high-level role and responsibilities outlined in the Club Bylaws, the additional responsibilities of the Trustee include:

- a) Serve as committee chairs as outlined in the Bylaws.

- b) Other duties and powers as assigned by the Board

3.6 Organization Head Coach

In addition to the high-level role and responsibilities outlined in the Club Bylaws, the additional responsibilities of the Organization head Coach include:

- a) Recommend to the Board for approval candidates for head coach and assistant coach positions for each of the club's respective middle school and high school teams.
- b) Develop current and future coaches to ensure the effectiveness of the future of the Club
- c) Conduct periodic Coaches Committee meetings throughout a season (suggest one at start of season and one mid-way thru season) to monitor the status of the teams, coaches and players as well as to implement and monitor a training plan and coaching systems/philosophies.
- d) Always act in a professional manner both on and off the ice.
- e) Make a 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; Based on the Coaches Committee assessments.
- f) 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.
- g) Ensure that the instruction necessary to develop players is provided to make the Club's teams competitive within the leagues they participate in.
- h) Fulfill coaching/assistant coaching requirements for a given team if also performing that role.
- i) Attend as many scheduled practices and games as reasonably possible to monitor the progress of the coaches, teams and players
- j) Reinforce the obligations and conduct expectations of the Club to the parents and players of the club.
- k) Inform the Board, in writing, of any needs or materials that teams may need (examples: extra ice time, clinics, guest instructors, pucks, water bottles, first aid kits, etc.).
- l) Ensure that the Club's teams are adhering to all USA Hockey and league rules and regulations.
- m) Ensure that the policies and procedures established in Club documents are adhered to and enforced at all times.
- n) Other duties and powers as assigned by the Board

3.7 League Representative

The Club President is responsible for overseeing that the Club is represented at all league meetings by qualified Club representatives. The League Representative is a person who is designated as experienced to attend league meetings for the Club to ensure that key questions and information are taken to the leagues as well as bring back important information from the leagues to the Club. League Representatives are appointed each season by the Board by resolution. Perform other duties and powers as assigned by the Board.

3.8 Head Coach

Each team shall have a Head Coach who is responsible for the overall operation of the hockey team. Each Head Coach is appointed by the Board each season. Player safety and education are the primary responsibilities of the Head Coach. The Head Coach works closely with the Organization head Coach and Assistant Coach(es) to ensure a successful team experience for everyone.

All coaches have the following responsibilities and obligations to the Club, team and players:

- a) Establish and communicate and enforce team rules in coordination with Club mission, vision, rules and procedures
- b) Conduct at least one parent meeting at the beginning of each season to review expectations and rules
- c) Develop the skills of each coach (including himself), player and team and to always strive for improvement
- d) Be organized and have a structured practice plan.
- e) Maintain all required coaching certifications and registration for the coaching level of the team being coached including USA Hockey National/Atlantic District/Leagues we participate in.
- f) Make communications and judgments regarding players and team as positive as possible
- g) Provide understanding and public support for the team, players, Club and support staff at all times
- h) Be a role model at all times that can be respected and admired in actions and non-actions
- i) Treat all players fairly and respectfully at all times
- j) Recognize that players have different skill levels that develop at different rates and be as flexible as possible to accommodate a wide range of player abilities into a cohesive team structure and plan
- k) Establish fair, reasonable and consistent standards of play for all players at all times
- l) Maintain proper discipline for all coaches, teams and players at all times
- m) At the coaching staff's discretion, appoint captain and assistant captain roles
- n) Other duties and powers as assigned by the Board

3.9 Assistant Coach

Assistant Coaches assist the Head Coach in all aspects of the operation of a hockey team. The Assistant Coach fills in for the Head Coach when the Head Coach is unable to perform his/her duties. Assistant coaches must also maintain required coaching certifications. Perform other duties and powers as assigned by the Board

3.10 Trainer

The Organization Head Coach and Board may jointly decide from time to time that additional training and skills expertise is required or desired for a team, teams or individuals. As such, the Board may decide to employ, either with or without compensation, outside trainers that possess special skills in hockey skills instruction that the Club's coaching staff may not be able to deliver. Such trainers will operate under the direction of the Organization Head Coach and Board. Perform other duties and powers as assigned by the Board.

3.11 Team Manager

The Team Manager assists the Head Coach and Assistant Coaches in all administrative aspects of running the team. The Team Manager is appointed by the Head Coach and approved by the Board.

The Team Manager has the following responsibilities and obligations to the Coaching staff, team, players and Club:

- a) Assist in ensuring all registration paperwork is distributed, collected and completed for all coaches and players
- b) Work closely with the Club Registrar on all team and player information including registration paperwork and information and contact information for all coaches and players
- c) Be present at as many games as possible to support and assist the coaching staff, team and players
- d) Promote team spirit and support among the coaches, players, parents and spectators
- e) When required by the Club or league rules, ensure that qualified persons are scheduled, provided and confirmed for the scorekeeping role and scoreboard operation role
- f) Work with Club committees as needed with respect to the team including but not limited to fundraising activities, uniform and apparel information and ordering, etc.
- g) Create and disseminate information, schedules, etc. to coaches, players and parents
- h) Maintain email, phone, etc. distribution lists for all coaches, players and parents
- i) Promote timely and open communication among all coaches, players, parents and the Club.
- j) Coordinate with the Treasurer and coaching staff for payment of scorekeeper and referee fees
- k) Other duties and powers as assigned by the Board

3.12 Registrar

The Registrar shall be responsible for insuring all club members are duly & timely registered with USA Hockey and the leagues we actively participate in including coordinating the player application process for each season and the preparation/submission of team rosters and organization information to USA Hockey and the leagues we participate in. This role may be fulfilled by a Board member holding another office.

The Registrar has the following responsibilities and obligations to the Club:

- a) Ensure all club members are duly and timely registered with USA Hockey and all leagues we participate in including the Club, teams, coaches and players.
- b) Work closely with Team Managers on information and paperwork coordination, dissemination and collection.
- c) Ensure all coaches are certified to coach at the correct level per USA Hockey and league requirements

- d) Collect and maintain all required records associated with the Club, teams, coaches and players
- e) Communicate to the Club and Board any information and rule changes that affect the Club and its participants.
- f) Communicate and institute any changes necessary to ensure that the Club maintains compliance with all USA Hockey and league registration rules and requirements
- g) Obtain, install and operate USA Hockey registration software as required by USA Hockey.
- h) Maintain up to date rosters and contact information for all participants in the Club
- i) The Registrar is responsible for forming and leading a “registration and evaluation” committee primarily made up of the Team Managers and the Treasurer.
- j) Perform other duties and powers as assigned by the Board

3.13 Scheduler

The Scheduler shall make all arrangements for Game, Tournament, and Ice time arrangements in coordination with the Organizational Head Coach/Coaches Committee and Team Managers and subject to approval by the Board. This role may be fulfilled by a Board member holding another office. Perform other duties and powers as assigned by the Board.

3.14 Equipment Manager

The Club does not currently have or see a need for this position.

3.15 Webmaster

The Webmaster is responsible for the entire design, operation and timely updating of the Club’s website. The Webmaster is a member of the Public Relations and Membership Committee. The Webmaster actively promotes the success of the Club internally and externally by designing and maintaining a useful, interesting and updated website. The Webmaster is appointed by the Board. Perform other duties and powers as assigned by the Board.

3.16 Committee Chairperson

A Committee Chairperson is a person appointed by the Board to lead a committee. The Chairperson is expected to provide vision, leadership, passion and organization skills to the committee. The Chairperson reports needs and progress of the committee to the Board in a timely fashion. The Chairperson also seeks other committee members to assist with the function of the committee as directed by the Board or Club Bylaws/Operating Rules.

3.17 Committee Member

A Committee member is a person who actively participates on a committee to offer time, talent, skills to the purpose and mission of the committee. The Committee Member is expected to support and provide passion and effort toward the committee activities.

3.18 Players

A Player is an active on-ice participant of one or more Club hockey teams. A Player has the responsibilities and obligations to the coaching staff, team, players and Club as outlined in the Player Code of Conduct section in this document.

3.19 Parents/Spectators

The Club welcomes and expects active participation of parents, relatives and friends to support the Club, team and players at game and Club activities. Parents/family members/spectators must follow the Partner/Spectator Code of Conduct as outlined in this document.

4 Club Committees

As outlined in the Bylaws, the Club will use committees to assist in the operation of the Club by engaging the time and talents of a greater pool of members that can assist the Board with workload and advice. Committee Chairpersons and Members should seek to better the Club and actively participate and contribute to the task/project at hand.

4.1 Nominating Committee

In addition to the information provide in the Bylaws, the Nominating Committee will also:

- a) Actively seek to balance short and long term needs, diverse perspectives and leadership for the Club when considering future leadership candidates.
- b) Identify and approach persons inside (and as appropriate outside as well) the Club who exhibit passion, interest, talent and abilities that can benefit the Club whenever possible as potential leadership candidates
- c) Present a broad and objective assessment of the slate of all candidates considered and final recommendations to the Board.
- d) Perform other duties and powers as assigned by the Board

4.2 Finance and Fundraising Committee

In addition to the information provide in the Bylaws, the Finance and Fundraising Committee will also:

- a) Assist in the analysis and development of an annual and per-season budget for the Club based on historical data and future projections and information.
- b) Provide oversight/checks and balance and hands-on assistance in the financial operations of the Club along with the Treasurer.
- c) Develop a vision, strategy and execution plan for fundraising in the Club and make recommendations to the Board for consideration.
- d) Implement and have direct and indirect involvement in all fundraising endeavors.
- e) Seek to minimize effort/cost and maximize profits for all Club fundraisers
- f) Perform other duties and powers as assigned by the Board

4.3 Public Relations and Membership Committee

In addition to the information provide in the Bylaws, the Public Relations and Membership Committee will also:

- a) Promote the Club and effective communication inside and outside of the Club
- b) Use all available advertising and communication assets while being mindful of costs to promote good public relations and membership attraction
- c) Lead all recommendations and activities relating to publicity and advertising
- d) Perform other duties and powers as assigned by the Board

4.4 Uniform and Apparel Committee

In addition to the information provide in the Bylaws, the Uniform and Apparel Committee will also:

- a) Assist Team Managers at the beginning of each season with uniform measuring and ordering
- b) Provide strategy around uniform and apparel design, vendor selection, pricing negotiations to balance short and long term needs of the Club relating to uniforms and apparel
- c) Work with the Finance and Fundraising Committee on uniform costs and budgeting and conducting apparel sales as fundraising projects.
- d) Perform other duties and powers as assigned by the Board

4.5 Special Events Committee

In addition to the information provide in the Bylaws, the Special Events Committee will also:

- a) Plan and implement the annual banquet to be held in the April/May timeframe for the previous fall season.
- b) Assist in the design and acquisition of awards and gifts for the banquet
- c) Work with the Finance and Fundraising Committee and Public Relations and Membership Committee to plan, budget and contain costs for special events and assist with fundraising projects that involve events
- d) Perform other duties and powers as assigned by the Board

4.6 Discipline Committee

In addition to the information provide in the Bylaws, the Discipline Committee will also:

- a) Be objective and maintain strict confidentiality of all persons and matters involved in discipline reviews and recommendations
- b) This committee only researches, reports and makes recommendations to the Board. This committee has no power to enforce or levy disciplinary actions.
- c) Perform other duties and powers as assigned by the Board

4.7 Bylaws and Operating Rules Committee

In addition to the information provide in the Bylaws, the Bylaws and Operating Rules Committee will also:

- a) After initial creation, review the Bylaws and Operating Rules documents at least once per year for potential improvements and make recommendations to the Board accordingly
- b) Research and recommend modifications to documents as requested by the Board
- c) Perform other duties and powers as assigned by the Board

4.8 Coaches Committee

Though not a formal committee, the “Coaches Committee” exists by definition, is chaired by the Organization Head Coach and is made up of all head and assistant coaches for the current hockey season. The purpose of this committee is to meet periodically to review and improve development plans for coaches, teams and players.

4.9 Registration and Evaluation Committee

Though not a formal committee, the “Registration and Evaluation Committee” exists by definition, is chaired by the Registrar and is made up of all Team Managers and the Treasurer for the current hockey season. The purpose of this committee is to plan for and operate the registration process and evaluation night(s) logistics.

5 Club Meetings

5.1 Board Meetings

The regular Club Board meetings are generally closed to participants from the Club and persons outside of the Club. The Board may invite non-Board members or outside persons to attend a meeting or a portion of meeting to participate for a given topic(s). Club participants may also request to attend a portion of a Board meeting (subject to Board approval) to present an idea or concern directly to the Board.

5.2 General Membership Meetings

The Club shall conduct at least one general meeting each year to present information about the Club, to seek participation/assistance in the operation of the Club and to address questions and concerns in a public forum from the participants of the Club. Everyone participating in the Club is strongly encouraged to attend and get involved in the Club.

6 Club Finances and Financial Management

6.1 Fee Refund Policy

Because the Club generally incurs considerable expenses up-front before a season begins, the Club does not issue refunds for partial season participation for any reason including but not limited to: suspensions, medical/injuries, resignations, etc. In extreme circumstances, such as a season ending injury incurred early in the year, the Board may be petitioned for consideration.

6.2 Participant Financial Good Standing

Participants of the Club are considered to be in good financial standing when all fees are paid to date in accordance with Club policy or approved alternate payment arrangements.

6.2.1 Financial Integrity

The Club conducts itself with integrity especially in the area of financial operations. As such, the Club expects that all participants in the Club will meet their financial obligations to the Club in a full and on-time fashion including fees for hockey participation, apparel purchases, participation costs for events and any other payments required by the Club.

6.2.2 Hockey Participation Fee Payments

Participation fees are assessed each season along with a published payment schedule. Participants are required to meet the published payment schedule.

The Board shall set participation fees and payment schedule for each season. Fees are dependant on various factors including, but not limited to, league cost, practice cost, number of players, referee costs, and administrative expenses. For example, the fall/winter fee payment schedule will be: 1) a non-refundable deposit (dollar amount to be determined by the Board each season) due at sign up (early June), 2) 1/3 in August, 3) 1/3 at season start (Sept.), and 4) 1/3/balance in October. Typically the spring season will be due in full at contract signing or prior to first game whichever is sooner or as determined by the Board.

Due to split playing time and additional equipment costs, the Board may give consideration each season to providing goalie discounts as determined by the Board on a per-season basis.

6.2.3 Requests for Financial Hardships

All families are expected to comply with the published payment schedule set at the beginning of each season. In the event that a family requests consideration to deviate from the payment schedule due to a financial hardship, the request for a Board-approved extended payment plan must be made to the President within two weeks of sign up.

In the event that a family is unable to meet the extended payment plan, the matter will be referred to the Board for consideration.

The Board and Club will attempt to maintain confidentiality of all financial hardship cases, but cannot guarantee such.

6.2.4 Additional Fees and Assessments

The Club reserves the right to assess additional and special fees to participants such as player evaluation fees, late payment fees, credit card processing fees, returned check fees or other fees as determined by the Board. Such fees are mandatory and may not be waived. Non-payment of these fees will result in a past-due balance that may result in the removal of a family/participant in all Club activities as outlined in this document.

The Club does not currently assess "membership" fees to simply participate the Club.

Special assessments to meet financial shortfalls are not planned but may be invoked by the Board if extreme cases warrant. The Board will provide the membership background information about the special assessment.

6.2.5 Failure to Meet Financial Obligations

Failure to meet payment schedules and other assessed fees from the Board is a serious matter.

No player who has an outstanding balance from any previous season will be allowed to register as a player in the current season until all past-due payments are received in full.

A family/participant that misses a scheduled payment (regular or approved special arrangement) and is two (2) weeks (14 days) past due of the payment will be issued a past-due notice from the Treasurer indicating that they are past due and must make all required past-due payments immediately to bring their account current.

If the family/participant is still past due on any required payments after one (1) month (30 days), the family will be contacted by the President or Vice President notifying them of their past-due status and that their account must be brought current within fifteen (15) days.

Failure to bring an account current after 15 days from being contacted by the President/Vice President will result in a player being unable to participate in any Club activities including games, practices and any other functions, events or gatherings.

The family/participant will not be permitted to participate in any Club functions until full past-due payments are received. The family/participant may return to full participation in Club activities upon full payment of past-due balance(s).

At the end of the season, the Club may report families/players who have an un-paid balance to USA Hockey which may impact a player's ability to participate in other USA Hockey-sanctioned teams.

6.3 Scholarship Policy

The Club believes in the overall success of our young athlete participants. The Club typically grants a monetary scholarship to one graduating senior each year. Candidates are typically asked to submit a short essay. The Public Relations and Membership Committee, based on a majority vote, will select the winner of the scholarship based on the content of the essay. The scholarship is typically awarded at the Spring Banquet. The Board reserves the right to modify the scholarship program based on the financial condition of the Club.

6.4 Fundraising

As a non-profit organization, the Club exists for the benefit of our athlete participants. Though the Club is largely self-funded through participation fees, other sources of income may be used to help offset the financial expenses of the Club. In an attempt to help defray the administrative costs of operating the Club and to ease the costs of participation, the Club from time to time may conduct fundraisers. Fundraisers held by the Club will benefit the entire organization financially. However, to encourage participation in various fundraising activities, the Board may allow credits against participation fees based on results of individual efforts in fundraising, to be set in such a way that the individual amounts raised exceed the credits provided. The Board may at its discretion deem fundraiser participation optional or mandatory based on the financial needs of the organization.

6.5 Payment Methods

The Club prefers payments be made to it using personal checks, cashier checks, money orders or credit cards (via Pay Pal only) for ease in tracking and auditing. Cash is an acceptable form of payment but is least preferred. Please refrain from paying the Club in cash whenever possible.

7 Codes of Conduct and Discipline

All players, coaches, parents, managers and officials of the Club are mandated to follow all rules and regulations of the Club.

7.1 Discipline Code

The following infractions by a player, coach, Board member or family member during Club events are some examples of sufficient cause for disciplinary action including temporary removal from Club activities and/or permanent expulsion from the Club.

- a) The use or possession of illegal drugs/controlled substances
- b) The use or possession of legal drugs/controlled substances for the purposes of abuse or non-intended uses
- c) The drinking or possession of alcoholic beverages of any kind
- d) Being under the influence of any drug, alcoholic beverage or other substance where behavior, safety or property is or may be compromised in any way
- e) The malicious destruction or damage of any property whether or not that property belongs to the Club
- f) The theft of property or equipment from any other person or organization
- g) Harassment, abuse, bullying or hazing, either physical or verbal, of any other person involved in Club activities including but not limited to practices, games and other events
- h) Missing scheduled games without proper notification to the coaching staff/team manager
- i) Continued and unexcused absences from practices
- j) Gross and continued insubordination toward Club leaders
- k) The non-payment of any fees as mandated by Club contracts and regulations by scheduled due dates
- l) In addition to the above infractions, the Club abides by and enforces the USA Hockey and all active league discipline codes
- m) The Club reserves the right to evaluate other external events and the impact of participation in the Club.

7.2 Board Member Code of Conduct

All Board Members shall conduct themselves in calm and professional manner at all times. Board members shall always work for the good of the entire organization and be as objective and truthful as possible while maintaining the highest ethics and moral standards possible to ensure the good name of the Club and everyone involved with it is maintained at the utmost level. Board Members shall always act as an unquestioned trustee of Club funds and shall avoid conflict of interest or the potential incident of conflict of interest in all operations and dealings as part of their role in the Club.

7.3 Coaches Code of Conduct

- a) Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
- b) Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

- c) Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- d) Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- e) Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- f) Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- g) Be concerned with the overall development of your players. Stress good health habits and clean living.
- h) To play the game is great, to love the game is greater.

Promote these Club Goals to our players as a Coach and leader (in priority order):

- 1) Play safe – safety is always top priority
- 2) Exhibit good sportsmanship
- 3) Learn the game and the rules – improve your skills
- 4) Have FUN
- 5) Be competitive and win

7.4 Player Code of Conduct

- a) Represent the Club, your team and yourself in a mature, professional and responsible manner at all times
- b) Maintain discipline, respect and excellence for yourself, your coaches, your team, your fellow players, the Club, the officials, the competition and the game at all times.
- c) Attend and arrive on-time for all scheduled practices and games. If unable to do so, make proper notifications to the coaches/team manager according to Club/Team rules
- d) Respect and strive to improve both yourself and your teammates
- e) Work together as a team both on and off the ice
- f) Inform the coaching staff immediately of any unsafe conditions or injuries sustained either on or off the ice
- g) Contribute to the team and Club to the best of your ability at all times both on and off the ice
- h) Attend and be on-time for all scheduled practices and games
- i) Obey all Club and team rules and regulations
- j) Notify coaches/managers if you are unable to participate in practices or games including but not limited to absences due to illness, injury, academic responsibilities or other/personal obligations
- k) Have fun and enjoy the team and game

7.5 Parent/Spectator Code of Conduct

- a) Represent the Club in a mature, professional and responsible manner at all times

- b) Respect and accept the decisions of the coaches and officials
- c) Ensure that all players arrive on-time and attend the scheduled practices and games. If unable to do so, inform the coaches/managers according to Club/Team rules
- d) Get involved and provide assistance to the Club through volunteering for committees or duties – this is a VOLUNTEER organization and we need your help
- e) Provide for and/or arrange for transportation to/from all practices and games. If unable to do so, contact the coach or team manager for assistance. Participate in car pools to ease the transportation burden.
- f) Pay all fees when due and as required by contracts and Club rules
- g) Participate in fundraisers
- h) The Club and all leaders in it are volunteers. These volunteers contribute a great deal of personal time and energy to run the Club. The leaders in the Club take and perform their assigned duties seriously. Negative comments should be made in a constructive manner so we can improve. Address your concerns and questions to the leaders in the Club. Volunteer, get involved and become part of the solution to make our Club better.
- i) The conduct of parents/spectators directly reflects on the Club, team and players. Parents and spectators are reminded that bad behavior and conduct, especially in a repeated manner, can result in the parent's/spectator's player(s) being removed from the team or Club without any recourse or refund of fees. Parents/spectators are subject to the guidelines and rules of the Club and decisions rendered by the Discipline Committee and Board.

8 General Rules and Policies

8.1 Conflict of Interest

The Club, the Board and all leaders and participants in the Club must conduct themselves in a manner to avoid all conflicts of interest and all potential possibilities of conflict of interest for the integrity of the Club and everyone involved.

8.2 Dispute/Grievance Policy

The Club and its leadership are interested in the success and longevity of the Club. Constructive feedback to the Club's leaders is welcomed and expected. Disputes/Grievances/Suggestions should be made in writing to the Board. All Disputes, grievances and suggestions will be discussed as soon as reasonably possible by the Board and a written response shall be provided back to the party who initiated the dispute. The Club requires a "24 hour" cool-down rule for both on-ice and off-ice dispute/grievance situations. This time period is helpful to calm emotions and give everyone perspective on what may or may not have occurred.

8.3 Background Checks

[This topic is being research by the Board and will be published at a later date.]

8.4 Communication

The primary Club communication methods are the Club's web site and electronic mail. All members are expected to check these communication outlets often. Notify the Team Manager if this presents a problem for your family.

9 Hockey Operations Rules and Policies

9.1 Club Philosophy

The Club seeks to enter the strongest teams possible at each level (Middle School, Junior Varsity and Varsity) to provide a program where each player can develop their skills to the best of their abilities. The Club attempts to provide a winning attitude in all players while attempting to teach them the fundamentals of the sport and good sportsmanship.

The Club believes it can be successful in its mission when all players and coaches dedicate themselves to being part of a winning team and successful organization. For coaches, dedication includes a continuing desire to improve themselves as teachers, role models and motivators while maintaining a high degree of professionalism. For players, dedication includes learning to grow and mature within the team and Club.

9.2 Selection of Teams, Number of Teams and Team Levels

The Coaching Committee, with Board approval, decides the number and level of teams the Club will field in each season. The Club believes that a given team should have a reasonable chance to both grow and succeed at a given placement level of ability. The Club does not believe in placing a team too high (which could raise safety concerns or cause undue morale concerns) or too low (lack of challenge).

Players are evaluated each year/season to determine skill level and ability level for proper team placement by the coaching staff. The Club believes that a player should be placed on a team based on ability or emerging ability that will allow the player to grow and develop and be safe competing at a given level. The Club does not honor prior promises or guarantee of roster slots to any player or make any guarantees whatsoever about which team(s) a player may be placed onto.

Once final player selections have been made for a team and the roster has been finalized, players may only then be added based on the rules of the leagues we are participating in for that season. If a player becomes unable to play for his/her spot and an opening is created, league rules and a decision by the coaching staffs of the teams will determine how the player vacancy will be filled.

9.3 Player Selection / Tryouts / Evaluations

The Club historically has always held "evaluations" and not "tryouts." We attempt to give any eligible player who wants to play ice hockey an opportunity and therefore do not hold tryouts when players may be cut (i.e. not make the team). Instead, evaluations are used to determine a player's skating and hockey skills ability relative to the teams we are seeking to assemble. In almost all cases, a player will make a team unless a serious safety, skill level or other unforeseen factor arises. In the event the Club recommends that a player not be placed on a team, the coaching staff and or Board will meet privately with the family to discuss the matter and to make a final determination as to what is best for the player and the Club.

Ice hockey is a unique sport in that a good deal of individual skill and coordination is required by the player especially with regard to ice skating. Generally, we recommend (but do not require) that candidate players for our Club have some prior ice skating and hockey experience, lessons or in-house league background. This prior experience leads

to a higher rate of fun and satisfaction for the player. While we attempt to provide as much learning and development for skating and hockey skills as possible, coming into our program with “zero” experience can be challenging for a player.

The Club reserves the right to move to a tryout format for team placement with no notice.

9.4 Selection of Leagues

The Board, while considering recommendations from the coaching staff, is the sole decision maker on which league(s) we participate in each season. The Club seeks to provide the best environment for the development and enjoyment of our players. A number of factors are considered when deciding which league(s) our teams will participate in including but not limited to: level of competition available, schedules, facilities, league philosophies and rules, cost, distance/logistics, etc.

9.5 Playing on Multiple Teams (Play Up / Play Down)

All players shall be rostered and play on the appropriate school or grade level team also considering the player skill level relative to the team levels being fielded. From time to time, the Club may offer a player the ability to “play up” or “play down” based on league rules and temporary or permanent openings on other teams including but not limited to the following situations:

- a) Making or maintaining a league roster size
- b) Player improvement may warrant a “play up”
- c) Player skill/safety may warrant a “play down”
- d) Filling vacancies due to game conflicts
- e) Other situations that may occur

The sole decision to have players play up or play down rests with the coaching staffs of the teams involved and requires close coordination and decision making. The needs of the Club, the teams and the players should all be balanced appropriately to make an informed and appropriate decision. The player must be eligible to play up or play down based on league rules. At no time will the Club or coaching staff allow an ineligible player to play up or down.

Players that are rostered on a lower team that are invited to play up on a part-time basis MUST fulfill their obligation to the lower team. For example, a rostered JV-A player has been invited to play up to varsity on a permanent (non-locked) basis or on a temporary basis. This player MUST fulfill their JV-A obligation fully in order to be permitted to continue to participate at the Varsity level. There shall be no exceptions to this rule. If the player is unable or unwilling to comply with this rule, they will not be permitted to play up.

9.6 Scheduling

Generally, the Board and leagues we participate in will set practice and game schedules. The Club Scheduler will coordinate ice times for practices in coordination with the Board and coaching staff. Once the game schedules are set, it is the responsibility of each teams coaching staff/team manager to coordinate and communicate game schedule changes.

All requests for additional games or ice times for practice must be made to and approved by the Board. No one except the Board has the ability to commit the Club to incur financial expenses.

Coaches or Team Managers shall work closely with the Webmaster to coordinate practice and game schedule postings and changes.

9.7 Player Eligibility and Qualifications

The following eligibility and qualifications are required to play for one of our teams:

- a) Meet age/birth date/grade requirements of USA Hockey and the leagues we participate in that dictate which teams/levels players are permitted to participate in.
- b) Generally, be a resident of Moorestown and attend a school in Moorestown though out of district player opportunities may be available from time to time
- c) Generally, be in good physical health to play ice hockey in a safe and competitive manner (Note that the Club does not require doctor physicals and approvals but we strongly recommend that you have your player evaluated by a qualified medical professional for suitability to play ice hockey in advance of any active hockey participation).
- d) Have an interest to play ice hockey
- e) Be able to provide the required protective equipment, at your cost, to participate
- f) Be able to meet the financial obligations of the cost of the program
- g) Be able to meet the time and transportation commitments for practices and games

9.8 Player Equipment Requirements

All players must provide themselves with full protective equipment and required uniforms at their own cost if not included in league/Club fees. Because safety is our Club's top priority, players are required to use full protective equipment as described in USA Hockey regulations and league rules. Equipment must be in good condition and fit properly. The Club strongly encourages all players and families to obtain and use equipment with the latest safety and technology available for the best possible protection. The coaching staff reserves the right to remove a player from a practice or game situation if an equipment or safety issues arises.

9.9 Ice Time

The Club and its coaching staff believe that all players deserve a fair portion of ice time. Generally, our Club believes in "rolling the lines" to allow as much equal participation as possible. We do not subscribe to "bench warmer" coaching philosophies. However, the Club does not guarantee that all players will receive equal ice time. The coaching staff believes that all players have paid and therefore should actively participate. The amount of ice time each player gets is at the sole discretion of the coaching staff of the team. Our coaching staff attempts to use players in situations where the player is best able to succeed. Competition level, safety and special game situations may also factor into coaching staff ice time decisions from time to time.

9.10 Out of District Player Policy

Generally, the Club seeks to use and promote “in-district” players whenever possible. From time to time, out of district players may be used when permitted by strict league rules governing this process. The Club and its participants do not endorse or allow falsification of identification and registration information to determine a player as in or out of district.

9.11 Locker Room Policy

The Club abides by USA Hockey’s Locker Room policy. Coaches will appoint an alternate adult to perform the locker room monitoring duty and the opening of the locker room as needed.

9.12 On-Ice Participation Policy for Coaches, Players and Guests

No non-club member (coach, adult, child) may participate in on-ice activities (namely but not limited practices and clinics) without being registered with USA Hockey for medical and liability protection. Proper safety equipment is required for everyone for on-ice participation. Anyone under age 18 must wear full ice hockey equipment for on-ice participation. Anyone on the bench under age 18 must wear a helmet with protective cage.

10 Amendment Process for Operating Rules

The power to alter, amend, or repeal these Operating Rules, or to adopt new Operating Rules, to the extent allowed by law, is vested in the Board of Directors of the Club. An affirmative vote of the majority of the current total Board members is required to modify these Operating Rules. A summary of Operating Rules amendments shall be recorded within this section below as a record of modification history.

Operating Rules Amendments History		
Date	Amendment Summary and Rationale	Board Approval Date
3/1/11	Initial Bylaws approved	3/1/11