



Hempfield Ice Hockey Club, Inc.

Standing Rules

Approved: March 17, 2009

Suceedes Rules Approved on: November 18, 2008

1.) Purpose of these rules:

Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. They cannot be in conflict with the bylaws. Unlike bylaws, standing rules can be changed or amended at any time, with a two-thirds vote of the board of directors.

Standing rules are unique to each specific organization, and are for use by an organization's board as a means of defining how an organization will be run. Standing rules make the frequent/common actions simpler, provide for fairness and continuity of board decisions, help keep the constitution/bylaws current and help the Club operate efficiently.

Bottom Line: These rules govern the yearly operation of the Hempfield Ice Hockey Club, Inc.

2.) Name

This organization is known as the Hempfield Ice Hockey Club, Inc. as defined in the bylaws and hereafter is referred to as "the Club". The official nickname of the club will be the Black Knights and its official colors shall be black and red. The club shall compete in the Central Pennsylvania Interscholastic Hockey League (CPIHL), hereafter, is referred to as "the League".

3.) Purpose

The purpose of the club is to provide a program for students residing in the Hempfield School District without regard to sex, religion, or ethnic background, to participate in the sport of ice hockey; furthermore, to foster among its participants, supporters and team officials the understanding and adherence to the high levels of sportsmanship and conduct exemplified by the traditions and rules of USA Hockey, CPIHL, AAHA, and PIAA rules (as they apply); to coordinate standards with those school administrations who chose to be involved relative to eligibility, supervision and safety of their participants; to maintain and foster among the general public an interest in the sport of high school ice hockey; to exercise a general care, supervision and control over the playing interest of its players and their teams.

4.) Directors

- A. Shall be elected as outlined in the by-laws.
- B. The Board of Directors (President, Vice-President, Secretary and Treasurer) upon their election shall appoint a number of individuals to serve as "voting" members of the Board of Directors. The Board of Directors will insure that an odd number of votes will be



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maintained on the Board at any given time. *Note: The President is typically the Chairman of the Board and does not vote.*

- C. Appointed members will serve till the end of the current club year.
- D. Directors shall serve without salary or compensation.

5.) Officers

A. President

- Shall perform those duties outlined in the by-laws.
- Shall serve as Chairman of the Board of Directors as stated in the bylaws.
- Shall assume general supervision of the activities of the Club as stated in the bylaws.
- Shall prepare a meeting agenda to be presented to each board member prior to or during each meeting of the Board.
- Shall be de facto member of each committee as stated in the bylaws.

B. Vice-President

- Shall perform those duties outlined in the by-laws.
- Shall in the absence or disability of the President shall perform the duties and exercise the power of the president as described in the bylaws.
- Shall perform other duties as the Board of Directors may prescribe or the President may delegate to him/her as described in the bylaws.

C. Secretary

- Shall perform those duties outlined in the by-laws.
- Shall attend all meetings of the Board of Directors and record all votes of the Club and the minutes of all transactions in a book to be kept for the purpose, and shall perform like duties for other Committees of the Board of Directors as needed.
- Shall keep roll of the participating members of the Club.
- Shall send out notices of Club meetings as required.
- Shall maintain a list a committees and their membership.
- Shall perform other such duties as prescribed by the President or the Board of Directors.
- Shall conduct correspondence at the direction of the President or Board of Directors.
- Shall serve as custodian of all official and historical documents not in the custody of other officials.



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- Shall keep a current list of all corporation members and players, including address and phone numbers.

D. Treasurer

- Shall perform those duties outlined in the by-laws.
- Shall have custody of club funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Club as described in the bylaws.
- Shall deposit all moneys and other valuable effects in the name and to the credit of the Club in such depositories as shall be designated by the Board of Directors.
- He/She shall disperse the funds of the Club as described in the bylaws.
- Checks drawn in any amount exceeding \$500 will require the signature of the Treasurer and one other club officer - President, Vice-President or Secretary.
- Shall render to the President and Board of Directors at the regular meetings a financial position report detailing the financial condition of the Club.
- Shall collect all dues and fees.

6.) Student-Player Eligibility and Fees

- A. To be eligible for Varsity or Junior Varsity play, team members must live within the Hempfield School District. The player must be in at least the ninth (9th) grade and not beyond the twelfth (12th) grade at the Varsity level. No player may participate if he/she has attended more than eight (8) semesters beyond the eighth (8th) grade. For interpretation purposes, participation in one League game shall constitute play for that season.
- B. To be eligible for Middle School team play, team members must live within the Hempfield School District. The player must be in at least the sixth (6th) grade and not beyond the ninth (9th) grade. Ninth graders playing at the Middle School level will need League approval. For interpretation purposes, participation in one League game shall constitute play for that season.
- C. Player eligibility at other grade levels not mentioned here will be allowed per League provisions and regulations.
- D. Any player who is 19 years old prior to July 1 of the current season is ineligible to participate.



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- E. Any player suspended by school authorities shall not be eligible to compete in any Club scheduled season or post season contests. This suspension is in effect until the player is reinstated by school authorities.
- F. Eligible players must agree to the provisions of the Players Agreement presented at the parents meeting prior to the beginning of the CPIHL high school hockey season.
- G. The eligibility rules of the League must be satisfied and take precedence.
- H. The sports eligibility rules of the Hempfield School District must be satisfied and take precedence over any Club and League provisions.
- I. The player fee and dues schedule will be determined by the Secretary and Treasurer on a yearly basis and presented to players and their parents/guardians upon approval of the Board of Directors. A preliminary fee schedule will come into effect during the parent meeting in June. Final fees are not 100% known until October. The Club's officers will make their best effort to provide a finalized fee schedule by October 15th. All fees will be paid in full no later than November 15th, unless other provisions have been negotiated and approved by the Board of Directors. A player becomes ineligible if he/she is delinquent in payment of dues and fees as defined by the yearly fee schedule created by the Secretary and Treasurer. Revised and/or finalized fee schedules will come into effect upon official notification of the Secretary or Treasurer.
- J. All player fees are not refundable in the event of player termination due to school suspension, Club or League suspension, player option to quit, etc.
- K. The Club does allow for partial return of fees for injuries causing the player to miss at least 50% of the games in a regular season. If a player's fees are paid in full and he/she misses 50% of the regular season games, then the Club will refund 25% of the player's fees at the end of the season.
- L. Players are ineligible if parents and/or guardians fail to attend the parent meeting held in June of each year. Parents missing the meeting can secure eligibility by a pre-arranged meeting with the Club Secretary should attendance at the meeting not be possible.
- M. All players must register online with USA Hockey and submit a copy of their USA Hockey confirmation page with their Club Registration. USA Hockey memberships are



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good till that last day in August of each year. USA Hockey Registration for the coming season must take place prior to a player stepping on the ice for Club sanctioned practices, functions or League sanctioned games.

7.) Meetings

- A. All meetings for the Board of Directors will be held on the third (3rd) Tuesday of each month.
- B. The location of all meetings during the school year will be the large group class room at the Landisville Middle School.
- C. The location of meetings during summer vacation months (June, July, and August) will be at the home of one of the Board of Directors. Location to be announced no later than the May Board of Directors meeting and in compliance with the meeting announcement provision in the bylaws.
- D. Meeting attendance is mandatory for all elected or appointed members of the Board. Board members who cannot attend must notify the President or Secretary.
- E. All meetings of the Board of Directors of the Club are open to all players and their parents or guardians.

8.) Club Year

- A. The fiscal year of the club will be in accordance with the bylaws.
- B. The Operational year shall coincide with the CPIHL defined hockey season as well as the clubs fiscal year and will begin June 1st and end by May 31st of each year.

9.) Committees

- A. Nominating Committee
 - Shall consist of three club members appointed by the Board of Directors in April.
 - Shall select a chairperson.
 - Shall select, by agreement, the nominees.
 - The chairperson shall contact those nominees selected and secure their consent to serve, if elected.
 - Shall inform board of directors at the September board meeting of the names of the nominees.



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- Shall make an effort to obtain more nominees than vacancies available.

B. CPIHL Representatives

- Shall consist of a minimum of two volunteers appointed each year by the Board of Directors.
- At least one representative from the Club must attend the monthly meeting of the CPIHL each month.
- A representative from this committee shall be present at the monthly Club meeting to report any findings from the CPIHL meeting.
- Shall work with the Clubs "Team Statistician" to insure game statistics get forwarded to the League representatives and media in a timely fashion.

C. Player Registration Committee

- Shall consist of a minimum of two volunteers appointed each year by the Board of Directors.
- Shall select a chairperson, if the committee is larger than two people.
- Shall organize the registration meeting(s) and registration materials for the June parents meeting.
- Shall hold and organize additional registration meetings as needed or directed by the Board of Directors.
- Shall work with the Clubs CPIHL representatives to register all players with CPIHL by the designated dates.
- Shall work with the Clubs CPIHL representatives to register all teams with the USA Hockey registrar's office by the designated dates.
- Shall work with the Clubs CPIHL representatives and the Club's player coaches to insure that each coach register themselves with CPIHL and USA Hockey by the designated dates.
- Shall work with the Clubs CPIHL representatives to register all player rosters with CPIHL and USA Hockey by the designated dates.
- Shall register all applicable players, coaches, timers, score keepers, and referees with an insurance carrier selected by the Club's Board of Directors, if needed.
- Shall provide updated players, parent, coaches, timers and score keepers information to the Club Secretary upon completion of player registration or upon request by the Club Secretary.

D. Staffing Committee



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A committee shall be appointed by the President or Board of Directors, as needed, to fill vacancies in any one of the following positions:

- Head Coaches – one position will be filled for each team the Club registers for a given season. Typically, this will include head coaches for a Varsity, Junior Varsity and Middle School Team.
 - i. Shall have overall responsibility for development of the players.
 - ii. Shall be responsible for the discipline of players. Such discipline will be at the discretion of the Head Coach, but shall be what is considered reasonable and appropriate.
 - iii. Shall have earned the minimum level USA Hockey coaching certification required by the League.
 - iv. The Board of Directors reserves final approval for all coaches.
- Assistance Coaches
 - i. The Head Coach shall determine the number and responsibilities of any assistant coaches, not to exceed three (3) assistants, and shall be responsible for their selection.
 - ii. Shall have earned the minimum level USA Hockey coaching certification required by the League.
 - iii. The staffing committee will assist as requested or needed by the Head Coach to find qualified individuals.
 - iv. The Board of Directors reserves final approval for all assistant coaches.
- Team Statistician
 - i. Shall be responsible to maintain the game and player statistics throughout the season.
 - ii. Statistics will be reported to the Head Coaches as requested.
 - iii. Shall work with the Clubs CPIHL representatives to insure game statistics get forwarded to the League in a timely fashion in coordination with League representatives.
 - iv. Shall forward announcement information to appropriate schools immediately after each game.
 - v. Shall keep the club website up-to-date.
- Team Manager
 - i. There will be at least one team manager for each team – Varsity, Junior Varsity, and Middle School.



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- ii. Team Managers shall be responsible for organizing and coordinating activities associated with the operation of the team. Such activities include, but are not limited to, monitoring and distributing game schedules, signing in players at games, assigning security monitors as required by the CPIHL, acquiring parent volunteers to man the admissions table at home games as required by the CPIHL, helping the head coaches as needed, responding to coaching staff requests and working with the Board of Directors in arranging travel plans as needed.
- iii. The team managers must be approved by the board of directors.

E. Golf Outing Committee

- Shall consist of three club members appointed by the Board of Directors in April.
- Shall select a chairperson.
- Shall select, by agreement, the additional nominees or volunteers.
- Chairperson shall contact those nominees or volunteers selected and secure their consent to serve if elected.
- Shall make an effort to obtain more nominees or volunteers than vacancies available.
- Shall inform the board of directors at the May board meeting of the names of the nominees.

F. Ad Book Committee

- Shall consist of three club members appointed by the Board of Directors in April.
- Shall select a chairperson.
- Shall select, by agreement, the additional nominees or volunteers.
- Chairperson shall contact those nominees or volunteers selected and secure their consent to serve if elected.
- Shall make an effort to obtain more nominees or volunteers than vacancies available.
- Shall inform board of directors at the May board meeting of the names of the nominees.

G. Grocery Card Committee

- The Board shall appoint one chairperson to work closely with the treasurer to manage and track the Grocery Card program. This appointment will be on a yearly basis.
- This committee person will seek-out up to a maximum of two trustworthy volunteers to serve as points of contact for grocery card sales. These volunteers will have to be



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approved by the board prior to being allowed to participate as volunteers due to the money involved. These appointments will be on a yearly basis.

- The members of this committee are required to reconcile cards and cash at least once a month. Failure to doing so will result in expulsion from the committee and possibly any board responsibilities.
- The Grocery Card Chairperson must provide a monthly report to the Board of Director via the Treasurer. This report should be presented to the Treasurer a minimum of one week prior to the Board of Directors meeting.

9.) General Code of Conduct

- A. The code of conduct for players, coaches, parents, off-ice officials, and the Club will be in compliance with the Code of Conduct rules set forth by the League. Copies of this Code of Conduct are attached to this document or see the League website for details.
- B. The Club will provide two club members to serve as “Gold Jacket Event Staff” at each and every game. The “Gold Jacket Event Staff” will follow the Leagues security procedures. Copies of the Leagues Security Procedures are attached to this document or see the League website for details.
- C. Additional Code of Conduct Rules for Parents and Spectators:
 - All parents and players are reminded that all Club coaches, staff members, Board and Committee members, and Team Managers are all un-paid volunteers and should be treated with appropriate respect.
 - Applaud superior play by both teams; avoid booing opponents.
 - Respect locker rooms as private areas for players, coaches, and officials only.
 - Control non-playing children for their own safety and the safety and comfort of others.
 - Give constant support to the players and coaches, whether winning or losing.
 - Follow all arena rules, both home and away. Parents are allowed in designated areas only.
 - Avoid comments, which express disagreement with the referee’s call. Prolonged remarks or abuse of an official my result in a Bench Penalty to your team.
 - No Parent or Spectator will directly approach any coach with grievances, issues or problems. Any and all grievances, issues or problems related practices, games, coaching staff and/or coaching actions will be taken to the team manager or any of the Clubs Board/Committee members. Should it be deemed necessary to have a direct discussion with a coach, then the Team Manager or the Clubs Board/Committee



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members will arrange a face-to-face meeting after a 24 hour waiting period. All discussions are expected to be conducted in a calm and professional manner.

- Abuse, whether verbal, physical or other, of a coach will not be tolerated. No coach is required to listen to complaints over the phone.
- These rules may be enforced by the Head Coach, acting Head Coach, Officials, attending staff members of the Clubs Board/Committee members, and/or the Team Manager. However, all parents are asked to assist in promoting the good sportsmanship expected of all parents.
- If the action of any parent or spectator results in a bench penalty to the team, the parent will be ejected from the premises and will be barred from attending the next two (2) games in which his/her player participates. The same action may be imposed for any violations of the code by the Head Coach, acting Head Coach, Officials, Team Manager and/or Parent Designate at their discretion, whether or not the team is assessed a penalty.
- If any parent or spectator refuses to abide by the decision of the Head Coach, acting Head Coach, Officials, attending staff members of the Clubs Board/Committee members, and/or the Team Manager or if there are repeated violations, the player or that parent will be barred from further competition and the family may face expulsion from the Club for the remainder of the season with no refund of dues.

11.) Stipends

- A. Directors shall be volunteers serving without salary or compensation as stated previously in Item 4C.
- B. Stipends for Staffing positions will be addressed on a case-by-case, year-by-year basis by the Board of Directors. It is generally desired that the Board provide the coaching staff a small stipend to offset transportation expenses (i.e. gas, jackets, etc.).

12.) Club Communications to Players and Parents

- A. All communications to players and parents will be via electronic means as much as possible. The following electronic communications will be used by the Club:
 - Announcements via the Club Website: <http://www.thehempfieldicehockey.org/>
 - Correspondence via Electronic Mail (email). Email addresses will be provided to the Club during the player/parent registration meeting in June.



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- B. It will be the responsibility of players and parents to review electronic communications frequently to keep informed of club updates, rule changes, CPIHL requirement changes, fee due dates, etc.
- C. Other communications arrangements will be made with players and parents without means to access the Club website or access to email. This will most likely include letters via USPS, phone calls, and/or face-to-face communication.
- D. It will be the responsibility of this Club's Board of Directors or its appointees to disperse club information on a timely basis through the Clubs "Team Statistician" or Secretary.

13.) Varsity Letter Criteria

- A. Letters are typically awarded based on the level of the team on which the player participated for the majority of the season – Varsity Letter or Junior Varsity Letter.
- B. Players must attend a school in the Hempfield School District.
- C. Player conduct adheres to all team and league rules.
- D. An athlete must display sportsmanship and conduct which exemplify the school to his or her opponent, spectators, teammates, and officials and must conform to practice and game rules/regulations as established by the head coach.
- E. The Player completes the season as a "member in good standing" with coaches, teammates, the club and the school administration.
 - Any athlete who leaves the team voluntarily or for disciplinary reasons is ineligible for an award that may be given.
 - The Head Coach and/or the Club Board of Directors shall make the final decision regarding the presentation of a Varsity Letter should problems arise due to injury or illness.
 - Seniors are automatically eligible for a Varsity Letter upon the recommendation of the Head Coach.
- F. The player returns any club supplied equipment in good condition at the time requested.
- G. The player has participated in at least 50% of all games played in the season. This includes regular season games, playoff games and championship games.



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H. Any Hempfield School District rules related to the awarding of any letter takes precedence over any club rules provided herein.

14.) Miscellaneous Rules

A. Bounced Checks

- Any check submitted to the club by a player and/or parent for payment of club fees or dues that is returned due to insufficient funds (a bounced check) will be deemed as non-payment of those fees by the club and will affect play eligibility as outlined in **Item 6I** above.
- Players and/or their parents will be responsible for all bank penalties to the club or player resulting from a check returned from the bank for any reason.

B. Recruitment in Hempfield School District schools. (i.e. club and non-club program promotions at the various schools)

- Approval for distribution of flyers or applications for club team promotions or other non-club related programs (Ice Rink in-house leagues, clinics, etc.) must be approved through the Hempfield School District Administration Office prior to distribution of the flyers to the schools. By doing so the Administration Office notifies the school offices that the flyers and applications can be accepted and announcements can be made. This is per Hempfield School District rules and policies. *In other words we must ask permission before distributing any applications or promotional materials within any school of the Hempfield School District.*
- Direct face-to-face recruitment for club teams before, during (club period, etc.) or after school must be approved through the Hempfield School District Administration Office. This is per Hempfield School District rules and policies. *In other words we must ask permission before setting up any meeting within any school of the Hempfield School District.*



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Important Attachments included:

CPIHL Code of Conduct - CPIHL%20Code%20of%20Conduct.pdf

<http://www.cpihl.com/documents/CPIHL%20Code%20of%20Conduct.pdf>

CPIHL Security Procedures - CPIHLSecurityProc.pdf

<http://www.cpihl.com/documents/CPIHLSecurityProc.pdf>