

# **Bowie Hockey Club Handbook**



***“Promoting Youth Hockey for Everyone”***

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# Introduction

## **Vision:**

To be a leading youth hockey organization that inspires young athletes to achieve their full potential, both in hockey and in life. We envision a community where every player feels valued, empowered, and motivated to pursue excellence, creating a legacy of sportsmanship, teamwork, and love for the game.

## **Mission Statement:**

To foster a love for the game of hockey in youth of all ages by providing a supportive, inclusive environment where players can develop their skills, teamwork, and sportsmanship. We aim to promote healthy competition, lifelong friendships, and a passion for the sport while emphasizing personal growth both on and off the ice.

The BHC encourages all youth, regardless of gender, national origin, disability, race, or religious orientation, to participate in ice hockey.

## **Organizational Structure of The Bowie Hockey Club**

The Bowie Hockey Club (BHC) is organized under a Board of Directors made up of both elected and appointed members. The Board of Directors makes all major decisions regarding the organization, operation, and future direction of the BHC. Elected members of the Board of Directors are the President, Vice President of the Travel Program, Vice President of the Recreational Program, Treasurer, Secretary, Director of Special Events and Social Media, Director of Tournaments and Player Safety, Sponsorship Coordinator, and Director of Membership. Appointed members of the Board of Directors are the Club Hockey Director, Girls Hockey Director, Scheduler, Equipment Manager, Webmaster, Safesport Coordinator and Director of New Player and Parent Outreach.

Descriptions of each position follow.

## **Board of Directors**

### **Election of Board of Directors**

Candidates for elected positions on the Board of Directors are nominated by the Senior Membership of the BHC and are elected by the Senior Membership of the BHC at the BHC Spring General Membership Meeting. In order to serve on the Board of Directors an individual must be a member in good standing of the BHC as defined in the Membership Categories Section.

## **Board of Directors - Elected Positions**

### **President**

The President is responsible for all matters and issues relating to the BHC. Duties include overseeing club-related activities, as well as acting as the official representative of the BHC as required. The President is also an ex-officio member of the BHC Disciplinary Board. Under special circumstances, the President may act as a voting member of the Disciplinary Board. The President will work with the Club Hockey Director, Vice Presidents of the Travel and Recreational Programs, Treasurer, and Scheduler to develop an ice-time plan for each year. The requirements for President are defined in Article 5e of the Constitution.

### **Vice President of the Travel Program**

The Vice President (VP) of Travel oversees all aspects of the BHC travel program. The VP of Travel is the officially designated representative of BHC to the Chesapeake Bay Hockey League (CBHL), and is responsible for attending the monthly meetings of the CBHL. Other duties include working with the Secretary on official BHC correspondence and acting as liaison between the Board of Directors and the travel program and its coaches, team managers, players, and parents. The VP of Travel works in conjunction with the Club Hockey Director on travel coaching matters, with the Equipment Manager on any matters pertaining to equipment, and with the Scheduler on issues concerning travel-related scheduling or ice time. The Vice President of Travel works with the President, Club Hockey Director, Treasurer, and Scheduler to develop an ice-time plan for Travel teams each year. The VP of Travel works with the Treasurer and the Director of Membership to oversee the finances of the Travel Program and to ensure the removal of players whose accounts are in arrears from Travel teams. The VP of Travel is a member of the BHC Disciplinary Board, and represents the BHC in the absence of the President.

### **Vice President of the Recreational Program**

The Vice President (VP) of the Recreational Program oversees all aspects of the Recreational program. Duties include acting as the liaison between the Board of Directors and the Recreational and coaches, team managers, players and parents. The VP of the Recreational Program works in conjunction with the Club Hockey Director on recreational coaching matters, with the Equipment Manager on any matters pertaining to equipment, and with the Scheduler on issues concerning recreational- related scheduling or ice time. The Vice President of the Recreational Program will work with the President, Club Hockey Director, Treasurer, and Scheduler to develop an ice-time plan for Recreational teams each year. The VP of the Recreational Program will also work with the Treasurer and the Treasurer/Director of Membership to oversee the finances of the Recreational Program and to ensure the removal of players from recreational teams whose accounts are in arrears. The VP of the Recreational Program is a member of the BHC Disciplinary Board and represents the BHC in the absence of both the President and Vice President of Travel. Designated representative of the

Capital Corridor Hockey League.

## **Secretary**

The Secretary shall be responsible for administrative duties of the organization, including scheduling all meetings; working in conjunction with the Webmaster to maintain an up-to-date directory of all Board members; and keeping accurate records and minutes of all meetings of the Board of Directors and the General Membership. The Secretary shall ensure that meeting minutes are made available on the BHC website.

The Secretary shall also be responsible for preparing administrative correspondence; updating the Team Manager manuals as necessary; scheduling and conducting at least one (1) annual training session for Team Managers; and overseeing the publication of the BHC Handbook and newsletters. In conjunction with the President, the Secretary shall assist in maintaining and updating the BHC Handbook and Constitution.

Administrative correspondence shall include, but is not limited to, communication with Team Managers; coordination with the Director of Special Events and Social Media regarding club events (e.g., tournaments, open houses); and organizing and scheduling volunteers for such events.

## **Treasurer**

The Treasurer shall be responsible for managing the financial affairs of the BHC, including oversight of day-to-day accounts receivable and the overall financial planning of the organization. The Treasurer shall prepare and maintain a list of delinquent accounts, manage and process monthly bills (including those received from the U.S. Post Office), and provide regular financial reports to the President and Board of Directors.

The Treasurer shall collaborate with the Scheduler and the Director of Special Events and Social Media to ensure a sound financial basis for all club activities.

The Treasurer shall be responsible for preparing the annual budget, including estimating expenses for the upcoming season such as ice rental, SHOA (referee) fees, and other ice-related or scheduling expenses. This process shall be conducted in coordination with the President, Club Hockey Director, Vice Presidents of Travel and Recreational, and the Scheduler to develop a comprehensive annual ice-cost plan.

The Treasurer shall also oversee the administration and collection of all fees related to special events. The Treasurer, or a designated Board member, must be present at all BHC activities involving the handling or transfer of funds, including member registration, annual tournaments, and fundraising events.

## **Director of Membership**

The Director of Membership (Registrar) shall be responsible for preparing and maintaining official player rosters (1-T – USA Hockey) for all travel and recreational teams. The Director shall prepare, maintain, and distribute player lists to the Board of Directors and team coaches and shall ensure the timely and accurate submission of all team rosters to USA Hockey, the Chesapeake Bay Hockey League (CBHL), and the Capital Corridor Hockey League (CCHL).

The Director of Membership shall be responsible for preparing all player- and coach-related registration documents and for overseeing the creation and management of 1-T rosters for all BHC teams participating in tournaments.

In support of the BHC Invitational Tournament, the Director shall review all 1-T rosters for accuracy and compliance and report findings to the Director of Special Events.

## **Director of Special Events and Social Media**

The Director of Special Events and Social Media shall be responsible for the planning, budgeting, and execution of all special club activities and shall be supported in these efforts by the Board of Directors in their respective capacities. The Director shall ensure that the club maintains an active presence at community events, serve as the primary point of contact for prospective families, and communicate with parents to promote engagement and program satisfaction. The Director shall also recruit and coordinate volunteers to support club activities and growth initiatives.

Special events may include, but are not limited to, participation in Bowiefest, Open House events, Hocktoberfest, and Try Hockey for Free Day, as well as other events created or endorsed by the BHC. The Director shall coordinate all event-related activities, including communication and compliance with USA Hockey requirements where applicable.

The Director shall also be responsible for managing communication with BHC members and the public through social media platforms, including Facebook, X (formerly Twitter), Instagram, and similar platforms. All social media content shall comply with USA Hockey and SafeSport policies and regulations.

## **Director of Tournament & Player Safety**

The Director of Tournament & Player Safety shall oversee the execution of each team's tournament plan and assist Team Managers with the scheduling and planning of tournaments for the current season. Initial tournament submissions shall be due no later than August 1 for Travel Teams and October 1 for Recreational

Teams. The Director shall coordinate with the Scheduler to ensure all team “blackout” dates are properly documented for scheduling purposes and shall disseminate tournament-related information to Team Managers.

The Director shall work with Team Managers, coaches, and parents to track and document all Return-to-Play forms and shall submit all required documentation to the Potomac Valley Amateur Hockey Association Player Safety Coordinator. The Director shall maintain accurate records related to player safety compliance.

The Director shall provide a written report to the Secretary prior to each monthly meeting of the Board of Directors. This report shall include updates on tournament activities and player safety matters and shall be incorporated into the official meeting minutes.

The Director shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

### **Sponsorship Coordinator**

The Sponsorship Coordinator shall work with the BHC Board of Directors to approve and select a spirit wear vendor and shall coordinate the distribution of information to the membership regarding the purchase of club apparel. The Coordinator shall also work with the Board to approve and select a photographer and schedule individual and team photos.

The Sponsorship Coordinator shall oversee the administration of scholarship funds and shall collaborate with the President, Vice Presidents, and other relevant Board members to identify and secure scholarship and grant opportunities for the BHC.

The Sponsorship Coordinator shall be responsible for generating corporate sponsorships and securing grant funding for the BHC. Duties shall include developing and implementing a marketing plan and working in coordination with the President, Director of Special Events and Social Media, Webmaster, and other relevant Board members to identify and pursue sponsorship and grant opportunities.

The Sponsorship Coordinator shall provide a written report to the Secretary prior to each monthly meeting of the Board of Directors. This report shall be incorporated into the official meeting minutes.

The Sponsorship Coordinator shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

## **Board of Directors (Appointed Positions)**

In addition to elected positions, the BHC Board of Directors includes seven positions to which members are appointed by the President and approved by the Board of Directors:

### **Club Hockey Director**

The Club Hockey Director shall be responsible for overseeing all hockey operations and ensuring the delivery of high-quality coaching to support the development of all BHC players. The Club Hockey Director should maintain certification in the USA Hockey Coaching Education Program at Level 3 or higher by December 31 of the applicable calendar year.

The Club Hockey Director shall be responsible for identifying and selecting candidate Head Coaches for all Travel and Recreational teams, subject to approval by the Board of Directors, and for presenting candidate Assistant Coaches to the Board for approval. The Director shall oversee all coaches and ensure that all required certifications are current and in compliance with USA Hockey requirements.

The Club Hockey Director shall collaborate with the Scheduler to coordinate and schedule all on-ice professional coaching services, as approved by the Board of Directors. The Director shall also work with the President, Vice Presidents of Travel and Recreational/Instructional, Vice President of Finance, and the Scheduler to develop an annual ice-time plan.

The Club Hockey Director may appoint assistants to support hockey operations. This may include an Assistant Coach to support team and player development and a Video Coach responsible for collecting, organizing, and maintaining video archives and assisting in the development of a seasonal video plan. The Director may also appoint a statistician to assist with maintaining team and player records, including penalty statistics.

The Club Hockey Director shall be responsible for maintaining team penalty records and ensuring that all suspended players comply with the terms of their suspensions.

The Club Hockey Director shall serve as Chair of the BHC Disciplinary Review Board (DRB) and shall be responsible for convening the DRB to review and address disciplinary matters involving players, coaches, and parents. The Director shall review all Game Misconduct and Match penalties to determine whether further disciplinary action or review by the DRB is warranted.

The Club Hockey Director shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

## **Girls Hockey Director**

The Girls Hockey Director shall be responsible for promoting and supporting the development of girls' hockey within the BHC and for ensuring that all girls' programs provide high-quality coaching and development opportunities for female players. The Director shall maintain certification in the USA Hockey Coaching Education Program (CEP) at Level 2 or higher and shall complete all required Girls Hockey training modules by December 31 of the applicable calendar year.

The Girls Hockey Director shall collaborate with the President, Club Hockey Director, Treasurer, and Scheduler to develop and implement an annual ice-time plan for girls' teams and programming.

The Director shall oversee and support the planning and execution of girls-specific programming, which may include, but is not limited to, Try Hockey for Free events, specialized clinics, skills camps, and girls-focused tournaments and development initiatives.

The Girls Hockey Director shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

## **Scheduler**

The Scheduler shall report directly to the President and shall be responsible for all BHC-sponsored ice time procurement and rental, including negotiating ice contracts and managing ice cancellations.

The Scheduler shall collaborate with the President, Vice Presidents of Travel and Recreational/Instructional Programs, Treasurer, and Club Hockey Director to determine the quantity and type of practice ice and the number of home games for each team. The Scheduler shall represent the BHC at the annual Chesapeake Bay Hockey League (CBHL) scheduling meeting.

The Scheduler shall be responsible for scheduling all team practices, all games played by BHC teams within the CBHL, and all non-CBHL games, excluding tournaments not organized by the BHC. The Scheduler shall also arrange for on-ice officials for all home games and BHC-hosted tournaments and shall distribute team practice and game schedules.

At the beginning of each season, each team shall designate a primary point of contact for the Scheduler, typically the Team Manager. All communication with the Scheduler shall be conducted through the designated contact to ensure clarity and avoid duplication.

The Scheduler shall also coordinate the scheduling of ice time for club activities and tournaments in collaboration with the Director of Special Events and Social Media. In the event of ice cancellations, the Scheduler or the President shall serve as the sole point of contact with contracted rink managers.

The Scheduler shall verify all ice usage invoices from the City of Bowie and other contracted facilities to reconcile billed hours and shall submit accurate payment requests to the Treasurer.

In coordination with the Head Coach, the Scheduler shall schedule any professional coaching services approved by the Board of Directors. The Scheduler shall provide the Treasurer with a monthly report of scheduled coaching services for verification and payment.

The Scheduler shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

### **Equipment Manager**

The Equipment Manager shall be responsible for maintaining a current and accurate inventory of all BHC property and ensuring that all equipment is stored in a secure, organized, and accessible manner. The Equipment Manager shall collaborate with the Director of New Player and Parent Outreach to prepare and issue necessary equipment for new BHC players.

The Equipment Manager shall maintain detailed documentation tracking all equipment issued to players and shall ensure that records are updated as equipment is returned, reassigned, or replaced.

The Equipment Manager shall coordinate with the President to arrange for the purchase of travel and recreational team jerseys and uniforms, including logos and numbering, as approved by the Board of Directors. The Equipment Manager shall maintain a heritage record of travel player numbers and shall oversee the assignment of numbers to minimize conflicts, with the goal of allowing players to retain the same number throughout their tenure with the BHC, where feasible.

The Equipment Manager shall issue BHC property to Team Head Coaches or Team Managers and shall serve as the primary liaison between the BHC and all equipment and apparel vendors. Only the Equipment Manager or a designated member of the Board of Directors may authorize the purchase of equipment or apparel using BHC funds.

The Equipment Manager shall oversee the procurement and distribution of apparel and awards associated with special events.

The Equipment Manager shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

## **Webmaster**

The Webmaster shall be responsible for the administration, maintenance, and ongoing management of the BHC website. The Webmaster shall ensure that all website content is accurate, current, and updated in a timely manner, as directed by the Board of Directors.

The Webmaster shall manage all administrative access to the website, including user permissions and security, and shall ensure appropriate access is granted to authorized individuals.

The Webmaster shall collaborate with Board members to develop, post, and maintain registration materials and related content on the website.

The Webmaster shall be responsible for setting up, distributing access to, and overseeing the electronic voting process for the annual Board of Directors elections, ensuring accuracy, security, and confidentiality of all ballots.

The Webmaster shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

## **Safe Sport Coordinator**

The SafeSport Coordinator shall be responsible for ensuring that all coaches maintain current and compliant credentials, including SafeSport training, Coaching Education Program (CEP) certification, age-specific modules, background screening, concussion education, and any additional requirements established by the club or USA Hockey.

The SafeSport Coordinator shall provide a minimum of three (3) compliance reports to the Board of Directors between October 1 and December 31 of each year, detailing the club's adherence to USA Hockey coaching credentialing requirements. The Coordinator shall also assist coaches in obtaining information and guidance related to credentialing requirements.

The SafeSport Coordinator shall serve as a neutral and confidential point of contact for BHC members and parents. The Coordinator shall receive and review concerns or inquiries related to club operations, communicate such matters to the Board of Directors, and provide timely follow-up to the reporting party regarding responses or resolutions.

The SafeSport Coordinator shall maintain confidentiality of all concerns or complaints to the extent requested by the reporting individual and consistent with applicable policies and reporting obligations.

The SafeSport Coordinator shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

### **Diversity Coordinator**

The Diversity Coordinator shall serve as an advocate for traditionally underrepresented groups and act as a liaison among the BHC Board of Directors, Head Coaches, parents, and players.

The Diversity Coordinator shall collaborate with the President, Vice Presidents, and SafeSport Coordinator to develop and implement guidelines that promote adherence to USA Hockey SafeSport policies, Zero Tolerance policies, and Diversity, Equity, and Inclusion (DEI) initiatives, as well as the BHC Player and Parent Codes of Conduct.

The Diversity Coordinator shall communicate expectations related to conduct, inclusion, and respect to coaches, players, and parents at the beginning of each season. When appropriate, the Diversity Coordinator shall attend Disciplinary Review Board (DRB) meetings to provide guidance and perspective.

The Diversity Coordinator shall work with the Board of Directors to establish and maintain a Diversity, Equity, and Inclusion Committee composed of individuals with diverse backgrounds and experiences. The Committee shall develop, publish, and actively promote the BHC DEI statement to members, including players, parents, coaches, and volunteers, to foster awareness and engagement.

The Diversity Coordinator shall provide a written report to the Secretary prior to each monthly meeting of the Board of Directors. This report shall include updates on DEI initiatives, committee activities, and any other relevant matters and shall be incorporated into the official meeting minutes.

The Diversity Coordinator shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

### **Director of Mites and New Player and Parent Outreach**

The Director of New Player and Parent Outreach shall be responsible for coordinating matters related to the Mite House program and the Instructional Program (Learn to Play). The Director shall collaborate with the President, Club Hockey Director, Treasurer, and Scheduler to develop and implement an annual ice-time plan for Mite House teams and instructional programming.

Such programming may include, but is not limited to, jamborees, Mite-specific events and tournaments, and scheduled practice sessions.

The Director shall work closely with the Equipment Manager to ensure that new players have access to appropriate and available equipment and that families are properly supported during the onboarding process.

The Director shall serve as the primary point of contact for parents of new players and shall provide guidance and information regarding the Mite House and Instructional Programs.

The Director shall perform such other duties as may be assigned and shall assist other elected and appointed positions as needed.

## **Disciplinary Review Board**

The Disciplinary Review Board (DRB) is established to review incidents or actions by any BHC member that are contrary to the standards, policies, and ideals of the organization.

The DRB shall consist of the two Vice Presidents and the Club Hockey Director. In the event that a Vice President or the Club Hockey Director is the subject of a disciplinary matter, that individual shall be recused, and the President shall serve as a replacement member of the DRB for that matter.

Reports of alleged violations of the BHC Code of Conduct or Participant Code of Conduct must be submitted in writing to the DRB. Upon receipt of a report, the Club Hockey Director shall convene a DRB meeting in a timely manner. If the Club Hockey Director is unavailable, the Vice President of Travel shall assume responsibility for convening the meeting.

The DRB shall review the matter by meeting with the involved BHC member (Junior or Senior), the Coach, and any available witnesses. If the actions of a Junior Member are under review, a parent or legal guardian must be present. The member shall be provided an opportunity to make a statement, and DRB members may ask questions as part of the review process.

Following the meeting, the Club Hockey Director shall document the findings of the DRB and submit a recommended course of action to the President within twenty-four (24) hours. The President shall determine the final disciplinary action and shall notify the member in writing, including any applicable appeal rights and timelines for filing an appeal.

All members are expected to comply with the rules and regulations of the facilities at which BHC teams practice or compete. If a member (Junior or Senior) is suspended by the management of any facility with which the BHC has a contractual relationship, such suspension shall apply to all BHC-sponsored activities at that facility for the duration of the suspension. Facility management may notify the BHC Board of Directors of any such actions.

This policy is intended to promote appropriate conduct and ensure the safety and well-being of all members.

## **BHC Board of Directors and General Membership Meetings**

The BHC Board of Directors shall normally meet on the second Thursday of each month at a time and location designated by the Secretary in consultation with the President.

A quorum, defined as a majority (more than one-half) of the voting members of the Board of Directors, shall be required to conduct official BHC business.

All BHC members are permitted to attend meetings of the Board of Directors; however, the Board may enter Executive Session to discuss sensitive or confidential matters pertaining to specific individuals or issues. Team Managers and Coaches are strongly encouraged to attend.

Any BHC member wishing to bring a matter before the Board of Directors must submit the request in writing to the President at least two (2) weeks in advance of the meeting in order to be placed on the agenda.

### **General Membership Meetings**

At least one (1) General Membership meeting shall be held annually, to which all Senior, Junior, and Honorary Members shall be invited. If only a Spring General Membership meeting is conducted, it shall take place on the first Tuesday in March.

Additional details regarding General Membership meetings are outlined in Article 8 of the Bowie Hockey Club Constitution.

## **Membership**

### **Membership Categories**

Membership in the Bowie Hockey Club is granted to persons who affiliate themselves with the BHC and who are interested in the promotion of youth ice hockey. The categories of membership are:

#### **Senior Members**

Those individuals eighteen years of age or older who, during the current operating year, 1) have a child registered to play on a BHC team, or 2) are registered to play on a BHC team, or 3) serve in an official volunteer capacity in the programs of the BHC as a Coach, Instructor, or member of the Board of Directors. Senior members in Good Standing have voting rights at General Membership meetings and the right to present issues to the Board of Directors.

- Non-registered families - To be eligible to vote in the Spring Membership Meeting for BOD elections. Senior members who were 1) registered for or 2) had a child registered for the most previous season, 3) are eligible to register for the current season, and 4) were in good standing; the player must not currently be registered with another club.

### **Junior Members**

Those individuals below the age of eighteen, who are registered to participate in any of the ice hockey programs of the BHC during the regular season. Junior members do not have the right to vote but have the right to present issues to the Board of Directors.

### **Honorary Members**

Those individuals so designated by the Board of Directors and approved by a majority vote of the membership present at a General Membership meeting. Among those to whom honorary membership may be bestowed are sponsors of the BHC, the Mayor and Council Members of the City of Bowie and other municipal governments, and representatives of professional hockey clubs in the Washington, DC area. Honorary members do not have the right to vote but may bring issues to the Board of Directors.

### **Member in Good Standing**

For players or parents of players to be in Good Standing, players must be on the standard payment schedule of the club, or on an approved payment plan, and must be current with all financial commitments to the club. For any member to be in Good Standing, any and all disciplinary issues must have been resolved.

### **Voting by General Membership**

The General Membership of Bowie Hockey Club votes on members of the Board of Directors, consideration of modifications to the Bowie Hockey Club Constitution, and other documents, and other issues. For these voting purposes each registered member, in good standing, is allowed one vote. For example, if a family has 2 players in good-standing, they are allowed 2 votes. Each vote must be done by the Senior Member of that player, and one Senior Member can vote the total number of players in good-standing for their specific family.

### **Family Multi-Club Registration**

Frequently, families have skaters registered in more than one CBHL club. In an effort to reduce conflicts of interest and maintain BHC integrity, members of families that are registered with the Bowie Hockey Club and have a family member who serves as a club official such as Team Head Coach, Club Hockey Director, or member of the Board of Directors with another CBHL club, will not be permitted to serve on the BHC Board of Directors or as a Head Coach. Once the activities associated with the other CBHL club are terminated, and the BHC Board of Directors is notified, then such member will have full BHC privileges as described above in the section on membership.

## **Participation in Non-BHC Teams**

It is recognized that some BHC players may play for non-BHC teams as well. Bantam and Midget players may play for a Middle School team or High School team as well as for BHC. Players participating in the BHC travel program must follow CBHL rules. These prohibit players from being rostered on more than one CBHL team or on a CBHL team and a Tier 1 team, except for goaltenders, who may be rostered as a goaltender on one team and as a skater on another, and girls, who may be rostered on a CBHL youth team and a CBHL girls' team. The player and the coaches must resolve any conflicts regarding practices or games arising from a dual affiliation. If the BHC team and the non-BHC team compete against one another in a tournament, the player may compete for one or both teams at the agreement of the coaches.

## **Volunteers**

The Bowie Hockey Club is totally dependent on adult volunteers for the success of its many programs. From coaches, to managers, to volunteers to run the "coffee cart", the BHC needs the involvement of parent members of the club. Recognizing work schedules and commitments, each parent is expected to volunteer some time to the BHC throughout the season. Each member, regardless of the level of his or her skater, is a valuable BHC resource. Volunteers will be subject to a background check per USA Hockey rules.

### **High School Community Service Hours**

The Bowie Hockey Club invites area high school students to earn their community service hours by helping our organization. Information on community service opportunities can be obtained from the BHC President. On-ice help by students follows the rules of USA Hockey and requires current USA Hockey registration. On-ice opportunities are offered with the approval of the BHC Head Coach and the Head Coach of the team or instructional program affected.

## **Registration and Finances**

### **General Information**

Registration for the BHC takes place annually. Information on registration, including dates and a full registration packet with forms and a schedule of fees, will be posted on the BHC website in advance of the first registration date. Registration information is also available by consulting the Board of Directors

Players registering with the BHC after the evaluation process must request approval, in writing, from the Team Head Coach, the Club Hockey Director and the appropriate Vice President.

Players with an outstanding balance from a previous year, with BHC or with another club, will not be allowed to register until the outstanding balance is paid in full as enforced by USA Hockey.

In addition to BHC, players must register with USA Hockey, the sanctioning body for youth hockey in the United States. All players must have a current USA Hockey registration to participate in on-ice activities.

The age levels and team distinctions, as specified by USA Hockey are:

USA Hockey Age Classification (Based on player's age on December 31)

<b>Division</b>	<b>Age</b>
8U	4 - 8
10U	9 – 10
12U	11 – 12
14U	13 – 14
16U	15 – 16
18U	17 - 18

<b>Division</b>	<b>Age</b>
Girls 8U	4 - 8
Girls 10U	9 – 10
Girls 12U	11 – 12
Girls 14U	13 – 14
Girls 16U	15 – 16
Girls 19U	17 - 19

### **Season Fees and Registration**

The fees required to participate in BHC programs are determined from the annual budget projection that is prepared prior to the start of the season. The fees are used to cover operating expenses such as ice time, league fees, coaching registration and certification, tournament allowance, and other administrative expenses.

A fee schedule is established prior to each season and is available on the website or from the Treasurer.

Payments must be made on the fee schedule. Failure to submit payments on time will result in a player being considered ineligible to participate in the program and unable to practice or play games with his or her team until all financial obligations are met. For travel players, all regular season fees are due by September 1; for rec players, all fees are due by November 1. Players that join the Club after September 1 must have all fees paid by December 1. The BHC will contact the parents/guardians of any players

delinquent in their fees. The Vice Presidents for Travel and Recreation/Instructional will notify the coaches and team managers of any delinquencies. A service charge for any returned checks will be assessed.

All official club correspondence should be mailed to:

Bowie Hockey Club  
P.O. Box 2205  
Bowie, Md. 20718

### **Member Discounts**

Members with more than one skater in the Travel and/or Recreational program will be eligible for a discount as defined in the fee schedule for each additional skater. The family multiple skater discount does not apply to skaters enrolled in the Instructional program.

Current and retired uniformed military service member's children who play at Bowie during the regular season are also eligible for a discount.

The BHC acknowledges the additional expense associated with the goalie position and the need to encourage skaters to become goalies. In an effort to recognize this, goalies with their own equipment will receive a discount as determined by current fee schedule.

### **Player Sponsorships**

The Bowie Hockey Club reserves the right to sponsor skater(s) with unique and unusual circumstances. In this instance, the Board of Directors may waive part or the skater's entire registration fee.

Information on these scholarships can be obtained from the Treasurer/Director of Membership. The General Membership may submit written nominations to the Board of Directors for consideration.

### **Refunds**

Bowie Hockey Club members with a valid reason should contact the Board of Directors in writing to request a refund. Each formal request for a prorated fee, withdrawal, or refund will be evaluated on a case-by-case basis. Dissatisfaction with team placement is not a valid basis for a refund. The club will establish refund and fee policies which will be laid out in its registration materials.

### **Closed Registration**

In the event that the BHC reaches its maximum capacity of skaters, a waiting list will be established. The Treasurer/Director of Membership will maintain this list. Openings will be filled on a first-come first-served basis for Recreational teams and by skill evaluation for Travel teams.

The waiting list will be in effect for the duration of the program for which it is established. If the Instructional Program reaches capacity a waiting list will apply to that session.

## **Player Releases**

Any player who wishes to leave the BHC must request a formal release, in writing, from the Board of Directors. All requests will be put on the agenda and discussed at the next regularly scheduled Board of Directors meeting. A decision to release the player, and the financial obligation associated with the player's release, will be made on a case-by-case basis. These decisions will be made in no more than 5 calendar days from the date of the request. Any player requesting a release who has not met their financial obligation to BHC will be reported to the league governing body whose policy wherein will not permit play at another club until the financial obligation to BHC is met.

## **Clinics and Professional Instruction**

Developmental clinics for skill development may be offered at no additional charge to the skaters. For clinics for which ice-time has not been budgeted or for which professional instructors are contracted, a fee for participation may be assessed.

## **Incurred Expenses Reimbursement**

Prior approval of the President and Treasurer is required for any expenditure of BHC funds or any expense for which reimbursement from BHC funds will be requested.

Examples of this type of expense might be coaches' training, special equipment used for games or practices, etc.

Expenditures greater than \$500 require approval by the BHC Board of Directors.

When making an authorized purchase for which the BHC will later be invoiced, notification must be made to the Treasurer . To obtain reimbursement for authorized expenditures, a written receipt must be submitted to the Treasurer .

The BHC is a tax-exempt organization. When making an authorized purchase for the BHC, the Treasurer must be contacted for a copy of the tax-exempt card, if available.

## **BHC Member Rights and Responsibilities**

### **BHC Player's Bill of Rights**

The following items comprise a list of player rights for each participant in Bowie Hockey Club programs:

- Right to participate at a level that is commensurate with each player's skill level.
- Right to have qualified adult leadership.
- Right to participate in safe and healthy environments.
- Right to proper preparation for participation in the sport.
- Right to equal opportunity to strive for success.
- Right to be treated with dignity by all involved.
- Right to have fun through playing hockey.

The Bowie Hockey Club encourages good sportsmanship and requests your cooperation in maintaining a positive and constructive atmosphere at all BHC activities.

## **Role of Parents**

There are many benefits of playing youth hockey: learning good sportsmanship and self-discipline, learning how to sacrifice for the good of a team, learning how to enjoy winning, and how to deal with defeat, while becoming physically fit and healthy. How many of these benefits a player obtains is very much the responsibility of parents. In order for children to get the most out of the youth hockey program, it is important that their parents support them by giving encouragement and showing interest in the team.

Parents are not participants on their child's team, but they contribute to the success experienced by the player and his or her team. Parents serve as role models, and their attitudes are often exhibited by their children. Be aware of this situation and strive to be positive role models, which include showing good sportsmanship at all times to coaches, referees, opponents and teammates.

Remember that it is the child that is playing hockey. It is important to let the players establish their own goals, to play the game themselves. Help them to establish and achieve these goals, but be careful not to impose your own goals and standards on them. The best way to help them achieve these goals and reduce their natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child makes one, remember that they are learning.

Encourage their efforts - as long as they are giving their best, you should make them feel like a winner!

## **Code of Conduct and Conflict Resolution**

All BHC members, players, skaters, coaches, managers, parents and spectators are required to conduct themselves in a civil manner and to abide by strict standards of conduct both on and off the ice. All parties listed above are expected to abide by USA Hockey Association rules and by the BHC Code of Conduct. Obscene gestures and rude comments and behavior will not be tolerated. The BHC will not tolerate comments or actions directed at another individual because of that individual's sex, race, religion, or ethnic origin. All members of the Bowie Hockey Club are also expected to appropriately represent the Bowie Hockey Club and uphold the USA Hockey and Safe Sport regulations where it pertains to social media posting. This policy will apply to anyone participating in or attending a BHC activity.

The BHC reserves the right to take disciplinary action in the event the Code of Conduct policies are violated. Coaches can be suspended, players expelled from the ice and spectators banished from the rink. The BHC will also support any suspension levied by rink management against a BHC member. If an individual is suspended from a rink, BHC games will not be rescheduled to accommodate the player or BHC member. The BHC further reserves the right to take disciplinary action beyond any imposed by the CBHL, rink management, or other applicable youth hockey governing body.

### **Bowie Hockey Club Code of Conduct**

Bowie Hockey Club provides an excellent opportunity for young people to participate in amateur ice hockey and to learn sportsmanship, fellowship, and teamwork. We recognize that it is more important to work toward the development of well rounded, capable, and considerate individuals than it is to

develop great hockey players. Bowie Hockey Club Administrators, Coaches, Players, Parents, and Spectators are expected, at all times, to exhibit good sportsmanship and consideration of others in their interactions with other BHC individuals as well as with members of other teams and clubs and with On-Ice and Off-Ice Officials.

#### **Administrators Code of Conduct**

- Always keep the best interest of Bowie Hockey Club in mind and work to develop a growing and vital club for the benefit of all BHC members.
- Follow the rules and regulations of USA Hockey and Bowie Hockey Club to ensure that the philosophy and objectives of BHC are enhanced.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize BHC programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics and other education opportunities, and support and emphasize the importance of continuing education to the growth and vitality of BHC.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and Official Playing Rules.
- Develop other administrators to advance to positions in BHC, perhaps even your own.

#### **Coaches Code of Conduct**

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- 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.

- 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.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of Bowie Hockey Club.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

#### **Players Code of Conduct**

- Play for FUN!
- Work hard to improve your skills.
- Be a team player - get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules, and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with the official's decision.

#### **Parents Code of Conduct**

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer your time!

#### **Spectators Code of Conduct**

- Display good sportsmanship. Always respect players, coaches and

- officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
  - Cheer good plays of all participants; avoid booing opponents.
  - Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
  - Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
  - Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
  - Support the referees and coaches by trusting their judgment and integrity.
  - Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
  - Respect locker rooms as private areas for players, coaches and officials.
  - Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

### **Bowie Hockey Club Conflict Resolution Process**

Ice hockey is a highly competitive and demanding sport, and the Bowie Hockey Club (BHC) recognizes that conflicts may arise among players, coaches, and parents. Such conflicts are often the result of misunderstandings, and all parties are expected to engage in clear, respectful, and effective communication to resolve concerns.

Conflicts shall be addressed in an appropriate time, place, and manner. Games and practices are not appropriate settings for conflict resolution due to the heightened emotions associated with competition. A minimum “cooling-off” period of twenty-four (24) hours shall be observed before attempting to address any issue. During this time, individuals are encouraged to review the situation, verify facts, and prepare for a constructive discussion. In many cases, this period allows for resolution through direct, calm communication among the involved parties.

For conflicts requiring additional support, the following process may be initiated by any involved party. Prior to initiating the process, players and parents are encouraged to fully discuss the matter and ensure a clear understanding of the issue.

A face-to-face meeting shall be arranged among the involved parties and facilitated by an appropriate BHC representative. The purpose of the meeting is to discuss the matter in a respectful and solution-oriented manner. The designated facilitator shall be as follows:

- For conflicts among team members or parents: the Team Head Coach
- For conflicts involving a Team Head Coach: the Club Hockey Director
- For conflicts involving the Club Hockey Director: the Vice President of Recreational/Instructional Programs or the Vice President of Travel, as applicable

Athletes are encouraged to participate in these discussions; however, a parent or legal guardian must be present for any meeting involving a minor. For younger players, a parent or guardian should initiate contact on the player's behalf.

If the matter is not resolved through the facilitated meeting, it may be referred to the Disciplinary Review Board (DRB) or the Board of Directors, as appropriate, for further review and resolution.

## **Injuries**

In the rare instance of injury, player safety is paramount:

- Parents are not allowed on the bench or ice without approval of the on-ice officials.
- Any player injured and bleeding must leave the ice unless this constitutes a risk to the player.
- An injured player may not return to the ice until all bleeding is stopped and the blood is removed from the contaminated clothing or other articles.
- Unless certified to treat injuries, members must call the appropriate medical personnel (911).
- For any injury in which a skeletal injury is suspected the player must not be moved except by certified emergency medical personnel.
- For all injuries where a concussion is suspected or confirmed, or where a player was removed from the practice or game due to concern for concussion a Return to Play form must be completed, by the head coach, and submitted to the President and Director of Tournaments and Player Safety for submission and tracking.
- Non-concussion based injuries, sustained during a BHC event, must have a Player Injury Form filled out by the Head Coach and submitted to the President and Director of Tournaments and Player Safety for submission and tracking.

## **Co-ed Teams**

Girls are encouraged to participate in all BHC Youth Hockey programs for which they qualify by age and skill. All teams of Peewee age and above must make arrangements so that male and female members of the team dress separately for both practices and games. Whenever possible, separate dressing facilities will be provided. If that is not possible, then boys and girls will dress separately using the same team room at different times.

## **Club Programs**

### **Travel Team Program**

The Bowie Hockey Club skates competitive teams in the Chesapeake Bay Hockey League (CBHL). This league is part of the Potomac Valley Amateur Hockey Association (PVAHA), the local affiliate organization under USA Hockey. These teams play in a highly structured league environment and also play non-league games with other USA

Hockey sanctioned teams. The Travel teams compete in invitational tournaments throughout the Eastern US and Canada, in compliance with USA Hockey policies.

### **PVAHA**

The Bowie Hockey Club is a part of the Potomac Valley Amateur Hockey Association through our participation in the Chesapeake Bay Hockey League.

### **CBHL**

The CBHL is composed of clubs primarily in the greater Baltimore-Washington metropolitan area. The CBHL travel program is organized into ability-structured divisions, commonly referred to as AA, A and B. BHC Travel teams are established through competitive tryouts conducted prior to the beginning of the season and the level at which a team will play will be determined based on the abilities of the players. At some age levels, two or more competitive teams will be formed.

The final selection of the level at which a given team will play in the CBHL may be based on preseason play or, where applicable, on evaluation by a competition committee designated by the CBHL.

#### **“AA / A” Level Team Criteria**

- The criteria for AA / A team selection are as follows:
- Team will seek to be highly competitive for CBHL (where applicable) division titles, CBHL and USA Hockey playoffs and tournaments.
- The best available players in each age level will be selected for these teams. • Playing time is primarily dependent upon performance, attendance and discipline, with equity having a lower priority.
- Players must make a high commitment to attendance at all team activities.
- Attitude toward the game and fellow players is important.

#### **“B” Level Team Criteria**

The criteria for B team selection are as follows:

- Team will be competitive comparable to the ability of the team.
- The less skilled or adaptable players in each age bracket will be selected for this level.
- Playing time will be mostly on an even basis, with exceptions for attendance, disciplinary problems, or game situations at the discretion of the head coach.
- Players should make a commitment to attendance at team activities.
- Attitude toward the game and fellow players is important.

Bowie Hockey Club follows the recommendations of USA Hockey for the number of practices and games per level for the season. However, BHC may deviate from some of these recommendations based on necessity, availability of resources, or desire of the General Membership. For information on USA Hockey recommendations, please contact the BHC Head Coach.

## **Travel Tryouts**

All players seeking placement on BHC Travel teams shall be evaluated during the tryout process by BHC coaching staff and/or independent evaluators, as approved by the Club Hockey Director and the Vice President of Travel. The Team Head Coach at each age and skill level shall be responsible for establishing evaluation criteria, identifying evaluators, and making final team selections, subject to prior approval by the Club Hockey Director and the Vice President of Travel.

Following the final tryout session for each age group, the Team Head Coach shall meet with evaluators to determine player selections. Players shall be notified promptly following the completion of selections. Coaches are encouraged, but not required, to provide feedback regarding player performance during tryouts. During tryouts, only BHC-approved coaches and representatives shall be permitted on the ice or benches. Parents and spectators shall refrain from discussing player performance with coaches or evaluators during the tryout period.

Concerns regarding the tryout process shall be directed to the Club Hockey Director, President, or Vice President of Travel prior to or during the tryout process. Concerns raised after the conclusion of tryouts may not be considered. All prospective Travel players are expected to attend tryouts. Absences may significantly reduce the likelihood of team selection. Placement on a team in a prior season does not guarantee placement on a team at the same level in a subsequent season.

Players must be in good financial standing and comply with all registration requirements, including payment of applicable fees, in accordance with BHC registration policies. Any required release from a player's previous club must be obtained and submitted to the BHC prior to acceptance onto a BHC team.

Players who are not selected for a Travel team and who wish to remain with the BHC shall be placed within the Recreational program.

Players unable to attend or complete tryouts must notify the Team Head Coach and Club Hockey Director in writing, stating the reason for absence and intent to participate. When feasible, the player may be evaluated at a later time; however, the BHC is under no obligation to reserve a roster position. Final roster decisions remain at the discretion of the Team Head Coach and must comply with USA Hockey and Chesapeake Bay Hockey League (CBHL) rules and regulations.

The BHC does not generally encourage players to participate at an age classification above that determined by their birth year. Requests to "play up" must be submitted in writing to the Club Hockey Director prior to the start of tryouts. Such requests shall be reviewed in consultation with the appropriate Vice President(s) and affected coaches. Factors considered may include team composition, roster size, and the player's skill level and development. Final determination shall be made by the Club Hockey Director, consistent with applicable BHC policies and governing body regulations.

All players who accept a position on a BHC Travel team shall be subject to all applicable BHC policies and the rules and regulations of USA Hockey and the Chesapeake Bay Hockey League (CBHL).

## **Recreational Program**

The Bowie Hockey Club's Recreational program is designed to give less-experienced or committed hockey players an opportunity to learn and develop skating and playing skills in a team situation. The program starts in October, after the Travel program, and lasts into March.

In the early part of the season, emphasis is on instruction. BHC follows the recommendations of USA Hockey in the structuring of its practices and games. Once teams have been determined and selected, practices begin, with games staggered throughout the season. The Recreational program is designed to assure equal opportunity to participate and to assure even competition of players at the same level. The levels follow the age divisions established by USA Hockey to ensure a safe environment for the players.

The VP of the Recreational program, in consultation with the BHC Head Coach and Recreational Team Coaches, has the authority to move players to the appropriate skill level.

### **Recreational Team Criteria**

The criteria for Recreational league teams are as follows:

- Balanced and fair competition is emphasized.
- Ice time will be equitable, based on attendance at practices and lack of any disciplinary problems.
- Instruction in basic skills, rules and situation play, and sportsmanship are emphasized.

The number of games is determined for each age level, in accordance with USA Hockey recommendations. Recreational teams will play a limited number of games against similar competition from local clubs and will be subject to the same rules and regulations as Travel. All games will be officiated by the Southeastern Hockey Officials Association (SHOA) and all rules, penalties, and suspensions will be observed. Suspensions and behavior infractions are also subject to review by the BHC Disciplinary Board the same as Travel. These infractions can also be subject to sanction by the CBHL at their discretion. Any suspension incurred due to nonpayment of registration fees will also be enforced and reported to the CBHL.

Players registering for this program will be evaluated for his or her basic skating skills prior to being placed in this program. This evaluation will ensure that these players are of sufficient skill and will progress with the group during the session.

## **Instructional Program**

The Bowie Hockey Club's Instructional program is designed primarily for beginning skaters. The program emphasizes skating skills with an introduction to the game of ice

hockey in the latter part of the program. Instruction is conducted in small groups based upon the skill levels of the participants.

BHC usually plans to conduct multiple Instructional sessions held throughout the Bowie Ice Arena's operating year. Instructional sessions are held on weekends, usually on Sunday.

Ideally, participants should have hockey skates, but these are not required. Skates are available for rent at each session from the Bowie Ice Arena. A HECC-approved hockey helmet with full-face cage, gloves, neck guard and a hockey stick are required.

The registration fee must be paid in full at the time of registration, and is non-refundable.

### **Instructional Program Criteria**

The criteria for the Instructional program are as follows:

- No competition exists.
- Participants are grouped with comparably skilled players.
- Ice time is for the full session.
- Instruction is primarily on skating techniques.
- Stick handling, passing, and shooting are also taught.

### **Team Coaching Selections**

Candidate Team Head Coaches will be selected by the Club Hockey Director in consultation with the Vice President of Travel or the Vice President of Recreational/Instructional, depending on the program in which the team participates. Candidate Team Assistant Coaches will be selected by the team Head Coach in consultation with the Club Hockey Director and the Vice President of the program in which the team participates. The BHC Board of Directors must approve all coaching selections. The criteria for coach selection are as follows:

#### **Role Model**

Each coach must be a positive role model for the players on the team. A coach must exemplify the qualities and values that the BHC seeks to develop in each of its players. Sportsmanship, fairness, team play, leadership, loyalty, and a good work ethic are some of the qualities a coach must teach and represent. Coaches are subject to USA Hockey background checks.

#### **Hockey Knowledge and Experience**

Important consideration will be given to each coach's hockey experience and background.

#### **Coaching Education Certification**

Both Team Head and Assistant Coaches must have current USA Hockey Coaching Education Program (CEP) certification and all other requirements set by the club.

### **Non-Parent Coaching Reimbursements**

To support the commitment and contributions of Non-Parent Coaches within the Bowie Hockey Club, stipends shall be awarded annually as follows: Non-Parent Coaches serving as Travel Head Coaches shall receive a stipend of **\$500** per season. Non-Parent Coaches serving as Recreation Head Coaches shall receive a stipend of **\$250** per season. These stipends are intended to acknowledge the time, effort, and dedication of coaches who do not have a child participating in the team they are coaching.

### **Travel Stipends for Head and Assistant Non-Parent Coaches**

Upon submission and approval of receipts to the Board of Directors, a Non-Parent Coach can request reimbursement of \$150/night for lodging and \$50/day for travel, as it relates to team based commitments.

The Board reserves the right to review and adjust stipend amounts as deemed appropriate.

### **Team Manager**

The Team Head Coach of each travel and recreational team will select a Team Manager. The role of the Team Manager is to assist the coach by handling off-ice administrative and organizational activities for the team. A well-organized manager allows the coaches to devote time to their players and concentrate on coaching.

Some of the responsibilities of the Team Manager include:

- Maintaining a roster of team players that includes birth dates, parent names, phone numbers, addresses, and other pertinent information.
- Ensuring that all players on the team order jerseys.
- Establishing electronic communications to facilitate contacting team members in emergencies; e.g., cancellations or changes in game times
- Coordinating with the BHC Scheduler regarding game cancellation due to inclement weather
- Informing all team members and parents of team-related activities
- Attending monthly meetings of the Board of Directors for the purpose of providing and receiving information
- Coordinating with the Team Head Coach to arrange team participation in optional tournaments and activities
- Notifying the Club Hockey Director of Game Misconduct and Match Penalties and providing him or her with a scoresheet showing the penalty
- Submitting CBHL league scoresheets to the appropriate CBHL statistician.

All Team Managers will attend a training meeting prior to the beginning of the season and will be provided with a handbook containing the information necessary to manage the affairs of the team.

### **Professional Coaching and Instruction**

With the approval of the Board of Directors, the BHC Head Coach may enter into an arrangement with professional coaches and organizations to provide supplemental

instruction to Travel and Recreational players and coaches. All coaches are expected to abide by and support the approved contract between the BHC and these outside persons or organizations. Failure to do so will result in action by the Board of Directors.

Any additional services desired by a BHC team must be contracted separately with the providing individual or organization. The BHC will not be financially responsible for any professional services that are not contracted through the Head Coach and Board of Directors and accounted for in the annual budget.

### **Team Schedules**

Scheduling changes are only made in the best interest of the team and BHC, not any one individual. If a scheduling question arises, it is the responsibility of the Team Manager to seek clarification from the Scheduler. Serious concerns or complaints regarding the team schedule must be directed to the BHC President. Failure to adhere to this policy will result in the matter being brought before the Disciplinary Review Board.

### **Hosting Tournaments**

At the option of the Board, the BHC may host one or more tournaments each year. The success of these tournaments is largely dependent on volunteers. Volunteer work includes, but is not limited to food and apparel sales, scorekeeping, running the penalty box, and timekeeping. The Director of Special Events handles volunteer assignments.

### **Spring Hockey**

The Club may field spring hockey teams, on approval of the BOD and Director of Membership. BHC may run spring hockey clinics open and available to all youth hockey players at designated age levels.

## **Fundraising and Sponsorships**

### **Team Fundraising and Sponsorships**

Individual team fundraising and sponsorships are allowed with prior communication with and approval by the Director of Sponsorships. Teams are strictly prohibited from opening bank accounts in the name of the Bowie Hockey Club for any purpose including but not limited to fundraising. Proper accounting of all funds must be maintained and available upon team or Board request.

Team sponsorships enable support for a team and offer the sponsor advertising as our teams travel. The BHC is open to developing a long-term association with the business community to sponsor club teams. There are various options that can be molded to best fit the needs of the sponsor and budget of the sponsor and fulfillment ability by BHC. Administrative costs associated with the sponsorship are the responsibility of the team.

Teams that are sponsored by the business community should keep their sponsor informed of their practice and game schedules, tournament participation, and team standings. In addition, sponsored teams should provide a team picture to their sponsor and, when appropriate, permit their sponsor to display team trophies acquired during the season.

## **Club Sponsorships**

Club sponsorships are a way for Bowie area businesses to gain exposure for their business while supporting youth hockey and the Bowie Hockey Club. Any interest in Bowie Hockey Club sponsorships should be forwarded to the Sponsorship Director for consideration.

## **Equipment**

The Bowie Hockey Club takes pride in the appearance of its Travel and Recreational players and strives to make the game of ice hockey as safe as possible for all players. The BHC needs the cooperation and assistance of all players and parents to maintain these conditions.

### **Required Equipment**

Travel and Recreational team players are required to provide their own hockey equipment. This equipment must follow the requirements of the current USA Hockey Official Rules of Ice Hockey and is required for all practices and games. Skater equipment includes a hockey stick, skates, gloves, pants, shoulder pads, shin pads, elbow pads, neck guard and helmet. Goaltender equipment includes stick, skates, catch glove, blocker, pants, chest protector, neck guard and helmet. Equipment must be maintained in good condition in order for a player to participate in BHC hockey games or practices.

As mandated by USA Hockey, all 12U through 18U youth players and all members of Girls 10U through 19U teams are required to wear a mouth guard.

Throat/neck protection is required for all players.

Hockey helmets must be H.E.C.C. (Hockey Equipment Certification Council) approved and include an H.E.C.C. approved youth hockey full-face mask, either a cage or a plastic shield, and chin protection. Helmets must be worn at all times when a player is on the ice surface, whether game or practice, and when the player is sitting on the bench in the team box.

### **Travel and Recreational Team Uniforms**

The BHC will assist each player in the procurement of home and away jerseys and shells at a cost to be determined prior to each season. All orders for jerseys and shells must be placed through the Equipment Manager after team selections. The Equipment Manager will approve Player numbers for all teams. The Equipment Manager will maintain a list of jersey numbers and every effort will be made to minimize conflicts and to help insure that a player has access to the same player number so long as he or she is a continuous active member of BHC. In the event of conflict, the member with the greater number of years as a continuous active member of BHC will have precedence. Older members with the same number of years of continuous active membership with BHC will have precedence.

Numbers for incoming players will be approved on a first-come first-served basis. Any remaining conflicts will be resolved at the discretion of the Equipment Manager.

Even though jerseys and shells are the property of the individual player, the Bowie Hockey Club expects them to be well maintained. The BHC reserves the right to determine a jersey or shell unfit or unsafe for game participation.

### **Team Banners**

Unless provided by the governing association the BHC will purchase banners for teams that finish in first place in the CBHL Regular Season, or in CBHL, District, Regional or National playoffs.

#### REVISED:

August 1992  
May 1993  
August 1994  
February 1995  
August 1995  
August 1996  
July 1997  
July 1998  
July 1999  
July 2000  
July 2001  
May 2002  
July 2003  
August 2005  
February 2012  
February 2015  
March 2018  
April 2026

## **Constitution**

### **Article 1 - Name**

This organization shall be known as the Bowie Hockey Club, Incorporated hereinafter referred to as the BHC. The BHC is formed as a non-profit corporation under the laws of the State of Maryland.

### **Article 2 - Purpose**

The BHC is organized to provide a program of organized ice hockey for youth within the City of Bowie, Maryland, and the surrounding geographic area. The aims and objectives of the BHC include:

- A. To foster the maximum opportunity for young people to participate in amateur ice hockey.
- B. To develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental, and social well-being.

- C. To sponsor and promote such athletic, social, and other activities as may contribute to the moral and financial welfare of the corporation and not be inconsistent with its non-profit status.
- D. To cooperate with such groups as the City of Bowie Recreation Council, the Prince George's County Council, the councils of the municipalities surrounding Prince George's County, and the Maryland National-Capital Park and Planning Commission for the furtherance of amateur ice hockey.

### **Article 3 - Affiliations**

The BHC shall be affiliated with the Chesapeake Bay Hockey League (CBHL), USA Hockey, and other such associations as approved by the Board of Directors. The BHC shall also authorize the affiliation of organizations whose purpose is to act on behalf of or otherwise support the BHC.

### **Article 4 - Membership**

Membership in the BHC shall be granted to persons who affiliate themselves with the BHC and who are interested in the promotion of amateur ice hockey. The categories of membership are as follows:

- a. Senior Members. Those individuals eighteen years of age or older who, during the current operating year, 1) have a child registered to play on a BHC team, or 2) are registered to play on a BHC team, or 3) serve in an official volunteer capacity in the programs of the BHC as a Coach, Instructor, or member of the Board of Directors. Senior Members in Good Standing have voting rights at General Membership meetings and the right to present issues to the Board of Directors. Only Senior Members in Good Standing may hold official positions associated with the BHC.
  - b. Junior Members. Those individuals below the age of eighteen who are registered to participate in any of the ice hockey programs of the BHC during the regular season. Junior Members do not have the right to vote but have the right to present issues to the Board of Directors.
  - c. Honorary Members. Those individuals so designated by the Board of Directors and approved by a majority vote of the membership present at a General Membership meeting. Among those to whom honorary membership may be bestowed are sponsors, the Mayor and Council Members of the City of Bowie and other municipal governments, and representatives of professional hockey clubs in the Washington, DC area. Honorary Members do not have the right to vote but may present issues to the Board of Directors.
- A. Voting Rights - Each Senior Member of BHC has one vote in BHC elections and referenda regardless of the number of factors under which the individual qualifies as a Senior Member. At most two Senior Members can qualify for voting rights on the basis of one player registration.

- B. Definition of Good Standing - For players or parents of players to be in Good Standing, players must be on the standard payment schedule of the club, or on an approved payment plan. Players must be current with all financial commitments to the club. This provision applies to all Junior and Senior Members, including those Senior Members who also serve as a Coach or Instructor, or on the Board of Directors. For any member to be in Good Standing, any and all disciplinary issues must have been resolved.
- C. Loss of Good Standing/Reinstatement - Any loss of Good Standing status shall result in the revocation of membership privileges associated with the Bowie Hockey Club. The Board of Directors on a case-by-case basis will consider petitions for reinstatement.

## **Article 5 - Organization**

- a. The BHC shall be organized under an elected Board of Directors hereinafter known as the BOD, which shall consist of a
  - i. President
  - ii. Vice Presidents of Travel
  - iii. Vice President of Recreational
  - iv. Secretary
  - v. Treasurer
  - vi. Director of Tournaments and Player Safety
  - vii. Sponsorship Coordinator
  - viii. Director and Special Events and Social Media
  - ix. Director of Membership
- b. The President of the BOD shall appoint, subject to approval by the elected members of the BOD, eight additional members of the BOD, as follows. These appointed members shall have the right to vote at Board meetings. However in matters where the seven elected Board members do not vote unanimously, the appointed Board members shall have one vote to cast as a group (that vote cast based upon the majority vote of the appointed members attending, and in no case may the vote of the appointed members be used decide a deadlocked vote among elected Board members). Appointed members are:
  - i. Club Hockey Director
  - ii. Girls Hockey Director
  - iii. Scheduler
  - iv. Equipment Manager
  - v. Webmaster
  - vi. Director of Mites and New Player and Parent Outreach
  - vii. Diversity Coordinator
  - viii. Safe sport Coordinator
- c. The BOD shall be elected from nominations by the Senior Membership of the BHC during the current season. Nominations must be made in writing to the President of the BHC no less than two weeks prior to the Spring General

Membership Meeting. The nominations shall be presented to the Senior Membership attending the Spring General Membership Meeting. Elections of the BOD for the following season shall be by majority vote of the Senior Membership present and voting at that meeting.

- d. Any individuals nominated for the elected offices of the BOD or appointed to the BOD must be current Senior Members of the BHC in good standing.
- e. The individual nominated for President must have served on the BOD during the current season as the President, the Vice President of Travel or the Vice President of Recreational. In the event that none of these individuals are willing to serve as President, other members of the current BOD can be nominated. If no member of the current BOD is willing to serve as President, other Senior Members in good standing can be nominated.
- f. Vacancies that occur during the Operating Year shall be filled from the Senior Membership during that year with approval by the remaining members of the BOD subject to the provisions of Article 5 sections d and e.
- g. The BOD shall meet not less than twelve times during the Operating Year. A quorum of one more than half of the voting members of the BOD shall be enough to conduct the business of the BHC. Any member of the General Membership may attend any regularly scheduled meeting of the BOD.
- h. The BOD shall consider all reports and recommendations pertaining to the BHC affairs to include those prepared and submitted by such committees as may be appointed by the BOD.
- i. The BOD shall have the power to make By-Laws of the Corporation, Player Rules, and Operating Procedures, and from time-to-time alter, amend, or repeal part or all of the By-Laws, Constitution, Player Rules, or Operating Procedures, ratified by a two-thirds majority vote of the members of the BOD. All other decisions by the BOD will be ratified by a majority vote of those members of the BOD present.
- j. The BOD shall carry out the duties specified by the by-laws of the BHC.
- k. A member of the BHC BOD may be removed from the BOD by any of the following circumstances:
  - i. 1) Voluntary resignation by the BOD member.
  - ii. Involuntary removal. A BOD member may be involuntarily dismissed for any one of the following reasons:
    - Loss of good standing (as defined in Article 4, section (f) of the BHC Constitution/By-laws) by a member of the BOD.
    - Non-performance of assigned duties; i.e., repeated refusal or inability to perform duties specified by the BHC.
  - iii. Malfeasance in office.
  - iv. Repeated absences from at least three regularly scheduled, monthly BHC BOD meetings within a six month period.

If it appears that involuntary removal is warranted, after written notification the following procedure will be followed: A BOD member will make a motion to remove the BOD member in question. That motion will, if seconded, be discussed. After appropriate discussion, the motion may be called to a vote. If the motion carries, the BOD member will be notified (in writing) of the action taken. The BHC BOD will then act to fill the vacancy in accordance with Article 5, section (f).

- l. Withdrawal of a BHC BOD member under any of the above circumstances will void, for the season, any player discount. If a discount has already been given, it must be restored to the BHC in order for the player to continue in the program.
- m. Bowie Hockey Club will not advance funds to any team for the payment of tournament fees.
- n. The Bowie Hockey Club has permanently retired the number 37 in memory of Klifford Snowden.
- o. The Bowie Hockey Club has permanently retired the number 17 in memory of Bryan St. Louis
- p. The Bowie Hockey Club has permanently retired the number 27 in memory of Kevin Stavelly

## **Article 6 - Operating Year**

The Operating Year of the BHC shall be a twelve-month period commencing on June 1 and ending on May 30 of the following year. The term of the BOD shall be April 15 ending April 14 of the following year.

## **Article 7 - Immediate Past President**

By virtue of his experience on the BOD the preceding year, the Immediate Past President has special knowledge and abilities that may be of benefit to the BHC. In this capacity the Immediate Past President has the right to:

- a. Act as an advisor to the current President and BOD.
- b. Perform such duties as may be assigned by the current President and/or BOD.

## **Article 8 – General Membership Meetings and Voting Provisions**

- a. There shall be a minimum of one meeting of the General Membership to which all Senior, Junior, and Honorary Members shall be invited. If only a Spring General Membership meeting is held, this shall take place following the conclusion of the regular season of ice hockey, but not later than the 30th of May of the Operating Year. The following applies to General Membership Meetings:
- b. The time and place of the meeting shall be made known to all the membership and to the public no less than thirty days in advance.
- c. Only those Senior Members present shall be permitted to vote on any matter that comes before the General Membership. The BHC Treasurer shall ensure that a list of the membership, by category, is available for inspection.
- d. The election of the BOD shall take place at the Spring General Membership Meeting. The incumbent BOD shall make available a list of individuals who have indicated a desire to serve in elected offices on the BOD for the forthcoming Operating Year at least one week in advance of the meeting. The Senior

Membership present at the meeting may make nominations only if there is no declared candidate for an office.

- e. Other items may be brought before the BOD during the General Membership Meeting. Notices of motions, correspondence, constitutional amendments, or other matters for consideration by the General Membership shall be made in writing to the President, BHC, not less than two weeks prior to the General Membership Meeting or not later than seven days after the public notice of the meeting. These issues shall be made available for consideration at least one week in advance of the meeting.
- f. Other General Membership Meetings may be called by the BOD or at the written request of not less than 15 Senior Members to discuss matters of importance to the membership of the BHC. The same rules of notification shall be followed.
- g. Conduct of the General Membership Meetings shall be outlined in the by-laws of the BHC and shall be in accordance with Robert's Rules of Order.
- h. In order for the Senior Membership to amend or modify the constitution or other operating documents of BHC ratification by a two-thirds majority of the Senior Membership is required.

Voting can be carried out at a General Membership meeting or through electronic or postal responses. All other matters brought for a vote before the General Membership require agreement by a majority of the Senior Members present at a General Membership meeting or by a majority of Senior Members voting through electronic or postal means.

## **Article 9 - Effective Date and Review Procedures**

This Constitution shall be effective on the 1st of May 1982, and will apply to the Operating Year following that date. The Constitution and by-laws shall be reviewed twice annually, once at the first meeting of the BOD in any Operating Year and the second time in January of that same Operating Year. This will permit the incoming BOD to understand their duties under this Constitution and will permit them to reexamine the operation of the BHC after considerable experience has been gained.

### **Adopted:**

May 8, 1986

May 14, 1996

July 17, 1997

March 5, 1998

July 25, 1999

July 9, 2001

May 26, 2002

February 26, 2003

August 17, 2005

February 2012

February [X] 2015

April 2026

# **BY-LAWS**

## **1. PURPOSE**

These by-laws are designed to define the policies, procedures, and responsibilities associated with the operation of the Bowie Hockey Club, Incorporated, hereinafter known as the BHC.

## **2. AUTHORITY**

These by-laws shall represent the authority for the Board of Directors (BOD) to carry out their duties on behalf of the BHC. Changes to the by-laws may be made by a majority vote of the BOD during a regularly scheduled meeting. Such changes will be effective immediately or at a date specified. It is the responsibility of the Secretary to incorporate any ratified changes into these by-laws prior to the next regularly scheduled meeting of the BOD.

## **3. RULES OF ORDER FOR GENERAL MEMBERSHIP MEETINGS**

- A. Check of voting powers and credentials.
- B. President's welcoming address.
- C. Reading of Minutes of previous Annual Meeting and all general meetings held since that time, unless waived by voice vote.
- D. Discussion of Minutes.
- E. Annual Report of Vice Presidents, Secretary, Treasurer, Directors, and appointed Members of the BOD.
- F. Reports of Special Committees.
- G. President's Report.
- H. Discussion of Constitution, By-laws and Rule, and Amendments thereto, as appropriate.
- I. Election of officers.
- J. Announcement of registration dates.
- K. New Business.

Amended May 8, 1986

Amended March 7, 1990

Amended May 19, 1993

Amended May 10, 1994

Amended November 8, 1994

Amended January 10, 1995

Amended April 12, 2000

Amended May 27, 2002

Amended April 29, 2026