

COLUMBIA EAGLES ICE HOCKEY CLUB



2026-2027 HANDBOOK and Bylaws

Contents

1. Club Officers / Board of Directors
2. Membership Registration
3. Club Fees
4. Team Uniforms
5. Availability for Team Activities
6. Team Practices
7. Game Day
8. Playing Time
9. Code of Conduct
10. Player / Parent Agreement
11. Procedure for Suspension and Discipline of Members
12. Club Activities
13. Fundraising
14. Parent Game Day Responsibilities
15. Webpage/Social media
16. Bylaws
17. Bylaws Revision History
18. Handbook Revision History

Columbia Hockey Club abides by and enforces the rules outlined in this handbook, our bylaws, and the MVCHA Rule Book. Please browse MVCHA's website for their updated rule book. Typically it is updated at the "All School's Meeting" and distributed thereafter.

1. CLUB OFFICERS / BOARD OF DIRECTORS

The club consists of the following positions with one-year terms:

President: Nicole Sanderson
Vice-President: Chrissy Ross
Treasurer: Steve Roedl
Secretary: Shae Dix
Registrar: Rip Rowan
Board of Director: Lindsey Reuss
Board of Director: Tyson Search

2. MEMBERSHIP REGISTRATION

Membership registration is usually held in May. It is vital that new players and parents attend the membership registration meeting in order to receive important club information.

New members/players will also learn about their equipment/uniform needs at this time.

A player's first set of jerseys (home/away), shells, socks, gloves, and jacket are paid for by the club. Replacement jerseys and jackets are the responsibility of the player.

Membership Registration Meeting Agenda:

- Meet the Coaches
- Meet the Board of Directors
- Discuss Club Philosophy, Bylaws, and Handbook
- Provide Contact Information
- Get Introduced to our Crossbar APP/website—Registration Happens HERE!
Register at: <https://www.columbiahockeyclub.com/>
Submit Deposit of Fees
- Volunteering—WE NEED YOU!!!!
- Provide Fundraising/Calendar of Year Information
- Question/Answer

3. CLUB FEES

Fees will vary from year to year and is determined by several factors:

- MVCHA league fees for all JV and Varsity teams
- The cost of practice ice that is purchased.
- The number of registered players

The fees are divided equally between all registered players, regardless of playing status (i.e. swing, JV only or Varsity only).

Fees will be collected either in a lump sum payment or monthly over the course of the season. There will be deadlines set for each payment, however the last payment is due January 1st (prior to playoffs). Unless contact has been made with the Columbia Hockey Club Board, any late payments will be assessed a late fee. (The Board can make payment arrangements if there is a special situation determined by a meeting with the family and the Board.) If payment deadlines are not met, the player will not be able to participate in games and practices until the payment is made.

4. TEAM UNIFORMS

As stated in the #2-Member Registration Section, the club will provide each new player with their first set of jerseys, pant shells, gloves, player jacket, and socks. The player/parent will be responsible for replacement jerseys, jackets, gloves, shells, and/or socks.

The club also requires each player to wear:

- a. White helmet (with a valid expiration date) with ear guards
- b. Mouth guard
- c. Neck guard
- d. Game day attire:

JV Games: warm-up jackets/Columbia Hockey attire

Varsity Games: dress shirt, polo, dress pants (khakis), unless specified otherwise by coaches/captains

*You are representing your school and your club, **have pride in both** and dress for success.*

SAVE THE DATE MONDAY, JUNE 1st from 5:00-7:00 at Skate Doctor (Plan to bring shoulder pads for jersey fitting.)

Skate Doctor (SK8DR)

1700-A Gilsinn Lane

Fenton, MO 63026

*Across from Fenton Forum Ice Arena

Contact Name: Kyle Berry

Number: 314-471-7948

*If a player is unable to make the organized evening for uniform sizing, it will be up to you to contact Kyle for an appointment for sizing. **ALL sizing MUST BE DONE BY JUNE 15th** in order to ensure delivery with the team order. Team order will **NOT BE** held for late appointments. Please make every effort to get to Skate Doctor by June 15th!*

5. AVAILABILITY FOR TEAM ACTIVITIES

Players are expected to mark their availability at least three (3) days prior to all team events, practices, and games that are loaded onto the Crossbar team calendar(s). Failure to accurately mark availability may result in a player excluded in either the practice plan or a game roster. If a player is marked as "yes" and cannot attend the event due to a last minute conflict, the coaching staff expects that the player/parent will reach out to the coach directly via text or through the team chat on the Crossbar application. The coaching staff must have an accurate player availability to prepare for practices and games.

6. TEAM PRACTICES

Team practices are held at the FSI Shark Tank at 6297 Lemay Ferry Rd, St Louis, MO 63129

During the season there will be two weekly practices (typically) on Thursday and Friday. The coaching staff will determine the team/players that will participate in these practices (one day may be Varsity only and the other may be JV only), but every effort will be made to provide equal practice time to all players. Additional practices may be added TBD by the rink and coaches' availability.

It is expected that players will be at practice unless they have communicated to the coaching staff they are not able to attend. To do this, please notate availability for every practice and

game on Crossbar at least three (3) days prior to the event. If a player is marked as "yes" and cannot attend the event due to a last-minute conflict, the coaching staff expects that the player/parent will reach out to the coach directly via text or through the team chat on the Crossbar application. It makes it incredibly hard to plan quality practices when coaches are NOT aware of numbers of skaters/goalies, etc.

We play how we practice, so please keep that in mind as we gear up for the season. The coaching staff will have practice expectations and players are expected to adhere to those expectations or ongoing concerns may be addressed.

7. GAME DAY

The Columbia Hockey Club are members of the Mississippi Valley Club Hockey Association (MVCHA) League. Games are played October through February. Varsity games are scheduled on Monday, Tuesday, and Thursday. JV games are scheduled on Saturday and Sunday (after 4:00p). The league website is mvchahockey.org.

All games will be played at one of the following rinks:

Granite City Ice Arena 2900 Benton St. Granite City, IL 62040	East Alton Ice Arena 631 Lewis & Clark East Alton, IL 62024	McKendree Rec Plex 205 Rec Plex Dr. O'Fallon, IL 62269
RP Lumber Center 6289 Tiger Dr. Edwardsville, IL 62025	Fenton Forum 1771 Gilsinn Ln Fenton, MO 63026	

On game day, players are expected to arrive **one (1) hour prior to game time. This hour should be used to warm-up, get the players' headspace right and be dressed and ready for the Coach's talk 10 minutes prior to taking the ice for game time.** Please remember players are expected to show up to games dressed in the correct team attire (unless otherwise specified by team captains or coaches).

There will be leaders assigned to team warmups. Failure to not participate in being dressed appropriately or choosing to not participate in team warmups without a coach's permission may result in disciplinary action at the immediate game.

Game Availability – Any player that is not marked as attending the game 24 hours prior to game time will not be included on the game roster. If availability is marked but changes during the 24 hours, it is the players responsibility to notify the head coach to discuss the change in availability. Any player that is marked "yes" and that does not show to the game will not appear on the following game roster.

Weather Policy - You will be notified via email and/or on the Crossbar application team chat if there is a game cancellation due to extreme weather conditions. Please keep in mind which rink we are playing and dress accordingly.

8. PLAYING TIME

Columbia Eagles Ice Hockey Club: Playing Time Philosophy

The head coach will make all final decisions regarding playing time in Varsity and Junior Varsity games. Such decisions should be consistent with the following philosophy:

The primary purpose of the Junior Varsity teams is to give players the opportunity to develop the game playing skills and give players experience playing against older players. Therefore, all players dressed for any Junior Varsity games should expect relative playing time, depending on game situations. Every effort will be made to provide equal playing time; however, it is at the discretion of the coaches. Likewise, post season game play is at the discretion of the coaches and season experience.

The Varsity team is expected to put forth the best effort to win every game (consistent with applicable rules and with good sportsmanship). It is unlikely that all varsity players will be of equal ability. It is also certain that, regardless of ability, the best team effort in hockey cannot be achieved by playing the same players throughout the entire game. Therefore, the coaching staff must maintain a balance between having the most skilled players on the ice and having adequately rested players on the ice. It is unlikely that this balance will be attained by giving comparable playing time to all players who have dressed for the game. Therefore, it is likely that some players will have more playing time than others.

This Philosophy is not intended to be specifically applied to goalies. However, the basic principles of this Philosophy (i.e. the coach will make all final decisions regarding playing time, the primary purpose of the Junior Varsity team is to develop the game playing skills of each participant, and the Varsity team is expected to put forth the best effort to win every game) should be applied when determining the playing time of goalies.

This Philosophy does not take into account illnesses, injuries, or disciplinary issues which should be addressed separately.

9. CODE OF CONDUCT

Columbia Eagles Ice Hockey Club Codes of Conduct

Parents' Guidelines

The Columbia Eagles Ice Hockey Club expects all Parents to abide by the following guidelines. The Board of Directors has the authority to impose consequences for actions that violate any of the guidelines set forth below. Consequences may include, but are not limited to, notifying the Board of Directors, suspension and/or expulsion from practices and/or games, suspension from the team and/or expulsion from the Club. The Officers and Directors of the Club recommend that all discipline issues be reported to the Board of Directors in a timely manner whenever possible.

- 1) Encourage the athletes to play by the rules. Applaud the good plays of both teams.
 - 2) Do not yell at players, coaches or officials. Show a positive attitude toward the game and all participants.
 - 3) Know and study the rules of the games and support the officials on and off the ice.
 - 4) The stands are not a place from which to try to personally coach the athletes.
- Athletes often mirror their parents' actions. If they see mom or dad losing control in

the stands, they are likely to do the same on the ice.

- 5) The best way to help athletes achieve goals and reduce the natural fear of failure is through positive reinforcement. Applaud good efforts in both victory and defeat. Highlight the positive points of the game.
- 6) Never verbally or physically abuse athletes after a game or practice.
- 7) Recognize the importance of volunteer coaches. They are very important to the development of the athletes and the sport. Communicate with, respect, and support the coaches.
- 8) Keep things in perspective. There is much more to life than hockey.
- 9) If you enjoy the game, learn all you can about it!

And...volunteer!

Players' Guidelines

The Columbia Eagles Ice Hockey Club expects all players to abide by the following guidelines. Coaches also have the authority to set individual rules for the team and impose consequences for actions that violate those team-specific rules or any of the guidelines set forth below. Consequences may include, but are not limited to, notifying the Board of Directors, lost practice and/or game time, mandatory parental attendance at practices and/or games, suspension from the team and/or expulsion from the Club. The Officers and Directors of the Club recommend that coaches report all discipline issues to a parent or guardian in a timely manner whenever possible. (Please note that any fines incurred by a player due to suspensions or other incidents will be the responsibility of the family.)

- 1) Players shall refrain from ***dangerous conduct***. The Club requires that players show concern for the safety of their teammates, opponents, coaches, and officials at all times. Any behavior with the intent to injure another player, coach, official, or bystanders, will be considered dangerous.
- 2) Players shall refrain from ***illegal conduct***. The Club will not tolerate players engaging in illegal activities. Illegal activities include, but are not limited to, theft, vandalism of property, using illegal drugs, abusing prescription drugs, and using alcohol.
- 3) Players shall refrain from ***disruptive conduct***. The Club will not accept behavior that disrupts games, practices, chalk talks, or other learning sessions. Disruptive activities include, but are not limited to, "horseplay", rudeness, disrespect shown to teammates or coaches, arguing and fighting.
- 4) Players shall refrain from ***conduct that is in poor taste***. The Club will not endure behavior that tarnishes its reputation in the hockey community and in the community at-large. Unbecoming activities include, but are not limited to, poor sportsmanship, harassing teammates, coaches, officials, or spectators, and taunting.
- 5) Players shall refrain from ***conduct that shows lack of commitment to the team***. The Club is built on a core belief that no individual is bigger than the team and will not tolerate behavior that reflects disregard for this core belief. Behaviors that suggest a lack of commitment to the team include, but are not limited to, repeated late arrival for games and/or practices and repeated challenges of a coach's authority to set rules and ask that those rules be followed and to determine players' on-ice positions and playing time.

Coaches' Guidelines

The Columbia Eagles Ice Hockey Club expects all coaches to abide by the following guidelines. The Board of Directors has the authority to impose consequences for actions that violate any of the guidelines set forth below. Consequences may include, but are not limited to, notifying the Board of Directors, suspension and/or expulsion from practices and/or games, suspension from the team and/or expulsion from the Club. The Officers and Board of Directors of the Club recommend that all discipline issues be reported to the Board of the Directors in a timely manner whenever possible. (Please note that any fines incurred by a coach due to suspensions or other incidents will be the responsibility of that coach.)

- 1) Coaches shall refrain from **dangerous conduct**. The Club requires that coaches show concern for the safety of the player's, opponents, other coaches and officials at all times. Any behavior with the intent to injure another player, other coaches, official, or bystanders, will be considered dangerous.
- 2) Coaches shall refrain from **illegal conduct**. The Club will not tolerate coaches engaging in illegal activities while participating in or representing the Club at practices, games, or tournaments. Illegal activities include, but are not limited to, theft, vandalism of property, using illegal drugs, abusing prescription drugs and using alcohol.
- 3) Coaches shall refrain from **disruptive conduct**. The Club will not accept behavior that disrupts games, practices, chalk talks or other learning sessions. Disruptive activities include, but are not limited to, "horseplay", rudeness, disrespect shown to teammates or other coaches, arguing and fighting.
- 4) Coaches shall refrain from **conduct that is in poor taste**. The Club will not endure behavior that tarnishes its reputation in the hockey community and in the community at-large. Unbecoming activities include, but are not limited to, poor sportsmanship, harassing players, other coaches, officials, or spectators, and taunting.
- 5) Coaches shall refrain from **conduct that shows lack of commitment to the team**. The Club is built on a core belief that no individual is bigger than the team and will not tolerate behavior that reflects disregard for this core belief. Behaviors that suggest a lack of commitment to the team include, but are not limited to, repeated late arrival for games and/or practices, failure to attend games and/or practices and repeated challenges of the Board of Directors authority to set rules and ask that those rules be followed and to determine players' on-ice positions and playing time.

10.PLAYER / PARENT AGREEMENT

- 1) The player agrees to attend all the Club's ice practices, games, off-ice training, instructional sessions and organized team meetings. Player/Parent agrees to maintain an updated RSVP on Crossbar for three weeks in advance.
- 2) The player agrees that he/she will maintain his/her academic and educational course work. We expect our players to be leaders and to stay in good academic and behavioral standing with their chosen school. If academics or behavior become an issue, it is within the board/coach's discretion to meet with parents to provide support (i.e. teammate tutors, etc.) or reevaluate future play.
- 3) The Player agrees that he/she will maintain good behavior at all Club events, as well as in his/her everyday life, recognizing that his/her behavior is a reflection upon the Club. This will include exercising good judgement when utilizing social media.
- 4) The Player agrees not to use vulgar or profane language, racial, ethnic or gender related slurs toward teammates, coaches, officials, opponents or spectators. Player further recognizes that there is no place for violent or overly aggressive play in hockey where the obvious intent is to injure or harm another player, and agrees not to participate in such conduct.

- 5) The Parent agrees to respect and show appreciation for the volunteers who give their time to hockey. Parent further agrees not to yell, taunt, threaten or inflict physical violence upon any player, coach, official or spectator at any Club function.
- 6) The Parent understands that if the Player terminates his/her participation after signing this agreement, the Player and/or Parent is not entitled to a refund of the Player Team Fee and must pay the entire remaining balance of the Player Team Fee.
- 7) The Parent agrees to be responsible for the financial commitment made in this Agreement (which includes the payment of a Player Team Fee), even in the event that playing privileges are suspended and/or terminated for any reason, including but not limited to disciplinary or academic issues, injury or illness, understand this to mean that in no case will the Player Fee be prorated for any portion of the season.
- 8) The parent shall be obligated to pay the Player Team Fee, with the understanding that if a payment is delinquent, then the Player's playing and participation privileges with the team may be suspended until the delinquent amount is paid or an appropriate payment arrangement is made with the team. Failure to pay team fee by the due dates that are outlined by the team may result in permanent removal from team with the amount due in full.
- 9) The Parent understands that the Club is entitled to assess a reasonable charge for any returned check or credit card charge.
- 10) The Player and Parent understands that he/she is responsible for fines or costs assessed for damage to facilities, locker rooms, etc., used in conjunction with team's practices, games or other team events which are caused by the player.
- 11) The Player and Parent agree to abide by all rules and regulations of USA Hockey, Inc., MVCHA and the Columbia Eagles Hockey Club.
- 12) The Club does not guarantee equal playing time. However, the club will provide, to the best of its ability, the best environment, coaches and skill development, to assist the player in realizing his/her full hockey potential.
- 13) The reputation of our club and the community is taken very seriously. While we love the game of hockey, our continued commitment stands with our partnership with parents in developing young men and women.

Unfortunately, there are times when questionable behavior may need to be addressed. Our club will follow a zero tolerance policy in regards to player behavior both on and off the ice. We will take swift corrective actions as a club to deal when these situations present themselves that may result in discipline anywhere from a partial game removal to game(s) suspension up to a possible board hearing to discuss continued participation in our club. Discipline may be delivered progressive in nature, however, any behavior that is viewed as uncontrolled, repeated, and/or grossly disrespectful to our league, team, or community may be dealt with immediately by coaches and reviewed by the Columbia Hockey Board as deemed necessary.

11. PROCEDURE FOR SUSPENSION AND DISCIPLINE OF MEMBERS

The Columbia Eagles Ice Hockey Club expects all players to abide by the Players' Guidelines as listed in Section 8 Code of Conduct. The Columbia Eagles Ice Hockey Club will follow the USA Hockey Bylaw 10 Procedure for Suspension and Discipline of Members. When a player has violated one or more of the guidelines, the following steps will generally apply for corrective steps.

Step 1: The player will be warned by the coach that his or her behavior has been in violation of our Code of Conduct. This step will be discussed with a minimum of two coaches and the

player. The coach will document the discussion with the player, via email, which will be sent to the parent and the CEIHC board president. In this email, the head coach will inform the parent or legal guardian that the next step will be a formal call to the parent or legal guardian, as outlined in Step 2. Coaches have the authority to impose consequences for actions that violate the team-specific rules or any of the guidelines set forth in Section 9 & 10.

Step 2: At this step, the coach has seen multiple violations of our Code of Conduct. The head coach and additional coaches, as needed, will formally sit the player down and conduct a "Step 2 Verbal Warning." The coach will make a formal call to the parent or legal guardian to review the violations and the reason for the sit down. The head coach will inform the parent or legal guardian that the next step will be a hearing, as outlined in Step 3. The coach will document the discussion with the parent or legal guardian and player, via email, which will be sent to the parent or legal guardian and the CEIHC board president. Coaches have the authority to impose consequences for actions that violate the team-specific rules or any of the guidelines set forth in Section 9 & 10.

Step 3: The coach has tried an informal coaching session and a more formal Step 2 Verbal Warning, and the behavior has not changed. At this step, the coach will inform the Board that the behavior has continued to the point that additional steps are needed to correct the behavior. The President of the Board will reach out to the parent or legal guardian to organize a formal hearing where the player will be expected to be present in front of the Board. The Board will determine next steps, discipline, or potential suspension based on the review. The Step 3 hearing will follow the guidelines of the USA Hockey Bylaw 10.C.

At any point, if a player exhibits gross misconduct, the coaches can escalate to Step 3.

12. CLUB ACTIVITIES

1) Columbia Days

As part of Columbia Days activities, the CEIHC participates in the Columbia Days parade.

2) All-Star Game

The MVCHA will hold an annual All-Star game. Participants are voted on by the coaches of the league and are chosen from each school's varsity team. Once the All Star game is announced, the game date will be loaded into the team calendar and only those that are marked as available will have the opportunity to be selected for this event. ***If a player is selected, they are expected to participate and should they not, they will be suspended for the next league game.***

3) Senior Night

During one of the final home games of the season, the club will honor its seniors and their families.

Each senior will complete a "biography" to be read as they are introduced during the pre-game ceremony. The player(s) will also present flowers to their parents. The club will provide the flowers.

In the past, each senior created a poster board to commemorate their hockey career. (This is up to each family's discretion). The senior families can also decorate the rink in honor of Senior Night. The extent of decorations, etc. is at the discretion of the senior class.

4) End of Season Banquet

At the end of season, the club hosts a banquet to review the season.

Reports from the President, Treasurer, and coaches are usually presented at the EOS banquet.

Elections for the Board (President, Vice President, Treasurer, Secretary, Registrar, and two Directors) are also held at this time.

13.FUNDRAISING

Typically, every year, fundraisers are held at the discretion of the Board to support extra club activities or special events. Everyone is expected to participate in the coordination and implementation of these fundraisers to ensure its success, and to ensure that everyone benefits from the money raised.

Starting in 2023, the Board began offering a Banner Donation Program to assist the club and to give the members the opportunity to engage the local communities. Players who seek outside sponsorships are able to recoup 50% of the sponsorships they bring into the club. Money is given to families who brought in sponsorships at the end of the season banquet.

Any ideas for fundraising are always appreciated.

14.PARENT GAME DAY RESPONSIBILITIES

JV and Varsity games, the **home** team must provide the following:

- (1) Announcer / Music

For **ALL** JV and Varsity games, each team must provide the following:

- (1) Team Representative (ALL games)
- (2) Penalty box attendant (ALL games)

Team Managers are identified for each of our Columbia teams who work in coordination with the Board of Directors to establish a rotation of "Game Day" duties for each game to ensure all game day responsibilities are assigned on Crossbar for each game.

Game Day responsibilities are to be rotated between each family. If a family is not available for their assigned duty/game date, it is their responsibility to find a replacement and notify their team manager who is replacing them for their duty.

Currently, in return for your services, you receive free admission to the game. Please sign in at the ticket office.

These duties are mandated by the MVCHA. If these duties are not performed, the club will be assessed a fine by the MVCHA and the fine will be passed along to the family that was initially assigned.

15.WEB PAGE/SOCIAL MEDIA

- The club's website is www.columbiahockeyclub.com. *It includes schedules and other important information.*
- Facebook – @columbiahockeyclub

- Instagram – columbiahockeyclub

16. COLUMBIA EAGLES ICE HOCKEY CLUB: Bylaws

ARTICLE I: NAME AND AFFILIATION

The name of this organization is the Columbia Eagles Ice Hockey Club (hereinafter referred to as CEIHC). The CEIHC shall be affiliated with USA Hockey, Inc. and its local governing affiliate [Mississippi Valley Club Hockey Association (MVCHA)]. The Columbia Eagles Ice Hockey Club will follow the eligibility guidelines of the local governing affiliate.

ARTICLE II: MISSION STATEMENT

CEIHC has been established to promote high school hockey. The Board of Directors, players, coaches, and parents support the game of hockey by developing the skills, knowledge, discipline, and sense of teamwork that are required to help each player succeed as a hockey player and as a person.

ARTICLE III: PURPOSES

To develop, encourage participation in, and coordinate ice hockey for the benefit of and exclusively for eligible students.

To encourage development of individual skills as well as team play. CEIHC will not discriminate based on nationality, gender, race, creed or ethnic origin.

To enhance and promote continuous development of the CEIHC.

To manage fund-raising activities, functions, and events of the CEIHC.

To receive legitimate gifts and/or donations from any source for the benefit of CEIHC.

To develop and encourage good sportsmanship.

To help participants of CEIHC be recognized as positive role models within the community.

To affiliate with USA Hockey, Inc., and provide for the registration of all players with USA Hockey, Inc.

ARTICLE IV: PURPOSES

4.1 Membership: All parents/legal guardians shall become members the day their child becomes registered to participate in CEIHC. Their membership ends on the day registration begins for the next season.

4.2 Board of Directors: The Board of Directors (Board) shall consist of seven (7) positions, including five (5) officers and two (2) Directors. Only one parent from each family may be on the board or an officer at any one given time.

ARTICLE V: MEETINGS OF THE MEMBERSHIP

5.1 Annual Meeting: The annual meeting of the CEIHC membership will be held in the Spring to communicate general information to the membership and to vote for all open Board positions.

5.2 Place of Meetings: The President or a majority of the Board will designate the place of any

meeting.

5.3 Special Meetings: Special meetings may be called by the President or by a majority of the Board.

5.4 Notice of Meetings: Notice of all general membership meetings will be communicated to all members no less than five (5) days before the scheduled day of the meeting.

5.5 Quorum: A majority (50% plus one) of the rostered players must be represented by their parents and legal guardians to constitute a quorum for the transaction of business at any membership meeting of the CEIHC. At the Annual Meeting, the term "rostered players" will include only those rostered players from the immediate past season who are eligible to return for the subsequent season.

5.6 Voting: For voting purposes, each family will get one vote for each rostered player from the family. The majority rules.

5.7 Proxy: Any member may vote by written designation of a person to vote for them.

ARTICLE VI: OFFICERS AND DIRECTORS

6.1 Officers: The officers of CEIHC will consist of five persons. They will be elected from the general membership. All officers may be re-elected. The offices are President, Vice President, Secretary, Registrar, and Treasurer. No person may hold more than one office at the same time.

6.2 Board Members: The duly elected officers and two (2) Directors will make up the membership of the Board.

6.3 Eligibility of Directors: Directors will be elected by the general membership and need not be from the general membership.

6.4 Tenure and Vacancy: Each Board member will be elected to serve a one-year term. If the President resigns or is replaced, then the Vice President will succeed the President. All other Board vacancies may be filled by a majority vote of the remaining Board members.

6.5 Removal: Any member of the Board may be removed from office for just cause. Just cause shall include, but not be limited to, fraudulent misuses or dishonesty with Club funds. A 2/3 vote of the remaining Board members is required to remove a Board member.

6.6 Election of Directors: New Board members will be selected from the floor at the annual meeting of the membership. Nominees receiving the most votes will hold that position for its respective term. Votes may be verbal or by written ballot and will be recorded by the Secretary.

6.7 Other Matters: The Board will hear and rule on any matters that come before it. The general membership is encouraged to bring any issue for discussion to the Board.

6.8 Regular Meetings: Regular, open meetings of the Board will be held with sufficient frequency to address the business of the Club. Draft minutes of the most immediate past meeting and a draft financial summary will be distributed to all Board members prior to each meeting and will be communicated for approval at the next meeting date. Upon request, minutes will be made available to the general membership. Issues may be brought to the floor at the meeting, but if time is limited,

issues brought to the floor may be tabled until the next meeting.

6.9 Quorum: A minimum of four (4) members of the Board is required to have a voting quorum.

6.10 Grievances: The board and/or its appointees will hear, review, and take any appropriate action on any grievance filed in writing with the President by any member, player, coach, manager, team or official.

6.11 President: The President will be the principal executive officer of CEIHC. He/she will supervise and control the business and affairs of and protect the integrity of CEIHC. He/she will preside at all meetings of the Board, membership meetings and other duties that may be prescribed by the Board. The President will represent CEIHC at any local, state, or national meeting. At meetings of the Board, the President will vote only in case of a tie.

6.12 Vice President: The Vice President will oversee fundraising activities and will be the Club's Safety Officer assigned by MVCHA. The Vice President will preside over matters in the absence of the President. The Vice President will succeed the President should the President be unwilling or unable to fulfill his/her office. He/she will perform other duties as may from time to time be assigned by the President or the Board.

6.13 Secretary: The Secretary will keep the minutes of all meetings (both full membership and Board). He/she will see that all members are properly notified of all meetings as outlined in these bylaws. He/she will perform other duties as may from time to time be assigned by the President or the Board.

6.14 Registrar: The Registrar will keep a register of the addresses of each member. He/she will assure that all players are properly registered with USA Hockey, Inc., and the local governing affiliate. He/she will perform other duties as may from time to time be assigned by the President or the Board.

6.15 Treasurer: The Treasurer shall work with the President and will be responsible for funds and securities of the organization. He/she will be responsible to receive and deposit funds in the name of CEIHC into banks or depositories. He/she will be responsible for safeguarding CEIHC's assets and will maintain an accounting of all disbursements as well as proper documentation supporting all expenditures. The Treasurer will present the current financial statement at each Board meeting and accounting at each annual meeting. He/she will perform other duties as may from time to time be assigned by the President or the Board.

6.16 Ex-Officio Members of the Board: The head and assistant coaches will be ex-officio members of the Board. In addition, the Board may, at its discretion, appoint other ex-officio members to the Board. Such members will not vote as members of the Board, nor shall they be assigned duties or responsibilities without the Board's expressed approval and consent.

6.17 General Manager: To oversee the recruitment of future players and the functions of the Columbia Hockey Club, which will allow the coaching staff to focus exclusively on player development and on-ice performance. Specifically, the GM will be responsible for **Ice Scheduling**: Secure and manage ice time for practices, scrimmages, and stick and pucks, and any additional ice time requested; **Game Day Management**: Work with team managers to ensure off-ice officials (announcer, crowd control, and penalty box volunteers) are

scheduled in Crossbar; **Assist with Coaching Shortages:** Sub on any of the benches as needed; **Fundraising:** Assist with fundraising initiatives; **Sponsorships:** Solicit, secure, and manage relationships with local business sponsors. Work with VP to ensure banner is ready for print before the start of the season; **Recruitment:** To recruit new members of the club by keeping an updated spreadsheet of local clubs and players birth years; **Point of Contact:** Act as the primary link between the coaching staff and board; **Board Liaison:** Work with coaches on upholding bylaws and Columbia Hockey Club expectation. Support coaches and communicate with Board as needed; **Communication and Feedback:** Assist with communicating with players and their parents and providing feedback at the head coach's request; **Alumni:** Keep connections with alumni through email database

ARTICLE VII: FINANCIAL MATTERS

7.1 Books and Records: Board approval is required for expenditures greater than \$100. The Treasurer will maintain the books and records, including all checkbooks and is required to request properly supporting documentation prior to disbursing funds.

7.2 Player Credits: Individual player/family credits will be maintained as long as the player/family maintains a constant active membership. Upon termination of a player/family membership due to graduation or other special circumstances, any credits will be relinquished to CEIHC.

7.3 Termination of the CEIHC: In the event of the termination of the existence of the CEIHC, after payment of all outstanding bills and expenses of dissolution, each player/family who has a credit in their account, shall receive those funds. The remaining assets shall be divided equally among each rostered player during the last season.

ARTICLE VIII: FISCAL YEAR

The fiscal year will end on April 15 of each year.

ARTICLE VIII: AMENDMENTS

9.1 Proposals: Any member may propose amendments to these bylaws by submitting the same in writing to the Board and each voting member of the general membership, unless the proposed amendment(s) has been provided at a previous regular meeting.

9.2 Meetings: Proposed by-law amendments may be considered and voted upon by the general membership at either a regular or special meeting.

9.3 Action: Amendments may be approved by the affirmative vote by a majority of the membership, voting at a meeting at which a quorum is present, and if so approved, shall be adopted and if so disapproved, shall be rejected.

ARTICLE X: EXONERATION OF PERSONAL LIABILITY

The CEIHC hereby consents and declares that each member of the Board, chairmen and members of all committees, and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors and administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the CEIHC from and against all liabilities, judgements, costs and charges, and expenses whatsoever which member sustains or incurs in or about any action, suit or proceedings which brought, commenced or prosecuted against him/her for an in respect to any act, deed, matter or thing whatever made, done

or permitted by him/her in or about the execution of the duties of his/her office and also from and against all other cost, charges, and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses are occasioned by his/her own willful neglect or default.

ARTICLE XI: RESOLUTION OF DISPUTES

11.1 Resolution: Resolution of disputes shall be handled at the direction of, or by the Board of this Club under appropriate bylaws of USA Hockey, Inc, and the local governing affiliate concerning jurisdiction; procedure for arbitration of disputes; and concerning such procedure being the exclusive remedy.

11.2 Civil or Injunctive Action: Any member who files, or causes to be filed, any civil or injunctive action in any Court of Law against IJSA Hockey, Inc., its local governing affiliate or CEIHC shall immediately be suspended and/or disqualified from membership in this organization.

ARTICLE XII; MONETARY FINES

12.1 Any Club member, coach or player that incurs a monetary fine and/or is a participant in an escalating monetary fine is responsible for paying the monetary fine and/or escalating monetary fine by charging the credit card on file with Crossbar. The Treasurer will forward the payment of the fine to the MVCHA. All participants owing a monetary fine shall be suspended from the Club and any Club activities until the portion of the fine that they are each responsible for is paid. The Board will vote and determine the amount that a Club member, coach, or player is responsible for when a monetary fine and/or escalating monetary fine includes multiple Club members, coaches and/or players. Any action taken by the Board is final and cannot be protested or appealed.

17. By-Law Revision History

By-Law Amendments	By-Law Amendment Date	Amendment Explanation	Board Verified: Bylaws Change
1	6/6/2023	Amended Board Positions to separate Secretary and Registrar into two separate positions. Reduced Directors from three to two. This was voted and approved in 2018/2019 season. Amended Article VI section 6.4 to remove that no Senior parent can hold a board position. This change was voted and passed 18-3 at the Spring 2023 Annual Meeting. Converted to Microsoft Word Document and corrected typos.	Approved 6/8/23 by vote of 6-0.
2	3/24/25	Adding Safety Officer to Vice President's roles (per MVCHA)	Approved at EOS Banquet by vote 24-0; Board Verified by 6-0 vote on 4/10/25
3	3/29/25	Adding the General Manager position into the bylaws	Approved at EOS Banquet by vote 17-0; Board Verified by 6-0 vote on 4/9/26

18. Handbook Revision History

Handbook Revision	Amendment Date	Amendment Explanation	Board Verified Change
2023/2024	9/14/23	<p>Previously, Columbia Eagles maintained three separate documents, bylaws, Handbook, and Player/Parent Guidelines.</p> <p>To ensure consistency, the board voted and approved to combine these into one document called the "Handbook."</p> <p>Added Section 10, Procedure for Suspension and Discipline of Members.</p>	Approved 9/22/23 by vote of 6-0.
2024/2025	4/10/25	<p>Updated the Board Members, added neck guard as required equipment, updated fundraising section to make it more general, due to limiting fundraising efforts, changed "Game Day Director" to Team Managers, and updated bylaws to add the Safety Officer into the VP's role (per MVCHA and vote at EOS Banquet).</p> <p>Fixed formatting and corrected typos.</p>	Approved 4/10/25 by vote of 6-0
2025/2026	4/9/26	<p>Updated the Board Members, added ruling that if the club incurs a fine from MVCHA due to a player's penalties, the club is to pass that fine off to the parents of the player and charge the card on file. Additionally, we updated the bylaws to add the General Manager position to the Board as a board voting position.</p>	Voted on at the EOS Banquet and voted on at the 4/9/26 Board Meeting.