

The Hinsdale Central Ice Devil Hockey Club, Inc.
POLICIES AND PROCEDURES



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Policies and Procedures

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INTRODUCTION

These policies and procedures are to be used as guidelines for informational purposes only. They do not and are not intended to create any independent substantive rights. The Hinsdale Central Ice Devils Hockey Club (the Club) reserves the right to unilaterally amend at any time and for any reason.

A. ACCIDENT AND INCIDENT REPORTING

It is the policy of the Club to provide timely and appropriate response to incidents and accidents of Club players, coaches, officials and spectators attending Club games.

Procedures for reporting accidents resulting in player, coach, official or spectator injury:

1. All accidents requiring medical attention to Participants should have an Incident Report Form thoroughly completed within 24 hours. See the attached Accident/Incident Report Form.
2. Officials or coaches are required to complete these forms for an injury to themselves and coaches are required to complete this form for a player-related accident. The lead official is required to complete this form in the event of a spectator injury.
3. In the event of a catastrophic injury the Club will notify AHAI.

Claims Filing Information

Secondary Medical Coverage for an accident requiring medical attention may be obtained by contacting USA Hockey at 719-576-USAH or on-line at www.usahockey.com.

B. COACHES

Coaches' Basic Responsibilities

Coaches, and anyone else on the bench or in the locker room, must be screened as required by USA Hockey, complete SafeSport training and hold the proper coaching certification for the level at which they are coaching. Coaches must be present before, during, and after games and practices in order to coach their players. A coach must always be present on the ice when players are on the ice for practice and on the bench when players are on the ice for a game. While in use, coaches will supervise dressing rooms before and after games and practices. If a coach cannot be present, it is the coach's responsibility to make proper arrangements for a suitable coach or screened adult replacement. Coaches ensure that each player is afforded the optimum playing and practice time, based upon Team, Club, AHAI and USA Hockey objectives.

It is the coach's responsibility to be prepared with game or practice plans before the team goes on the ice. Practices should be fun and challenging for the players. Coaches must maximize the use

of the ice time and organize practice so that it builds on game philosophy. The use of scrimmages at practice should be minimized so that more emphasis can be placed on development of individual and team skills. Scrimmages should be controlled and add to the players' learning experience when utilized.

Coaches shall show appropriate respect and sportsmanlike conduct to officials, players, parents, and the game. There will be no drinking or profanity by coaches at any time around players, parents, fans, or in arenas. The consumption of alcohol or similar mind-altering substances, use of excessive profanity, or other improper conduct while supervising players will be subject to disciplinary action and/or lead to dismissal.

Coaches Duties (Beginning of the Season)

At the start of each season, the coach has some specific duties that should be carried out immediately:

1. Participate in the planning and execution of tryouts or evaluations for select teams;
2. Recruit a team manager to help with the administration of the team;
3. Conduct a parents' meeting and introduce all coaches and the program to the parents and players. Discuss the Club policies, the players' and coaches' code of conduct and the rules of discipline and;
4. Ensure each player has a current edition of this handbook and has signed the Players' Code of Conduct and Rules of Discipline.

C. DISPUTE RESOLUTION, ARBITRATION, SUSPENSION¹

1. Scope of Procedure and Purpose. The Club is a Member Association of both AHAI and USA Hockey. The Club is a not-for-profit organization whose vital services are largely provided by volunteer efforts. Because of the not-for-profit status and the volunteer nature of the organization, the Club Board has determined that it is in the best interest of all involved with the Club that the sole and exclusive remedy for any and all disputes is this alternative dispute process. The purpose of this is to align Club procedure and philosophy as closely as possible to that of AHAI and then USA Hockey. AHAI has established a Dispute Resolution Procedure to provide an efficient, orderly and uniform method of resolving every controversy, question or dispute regarding or having any impact on amateur hockey, amateur hockey players, the Club or AHAI, (collectively referred to as a Dispute) which utilizes the special skills, expertise and background of people experienced in hockey and sports administration matters. It is the further purpose of this Policy to provide an administrative procedure that is a full, complete and exclusive remedy and substitute for any and all court or legal proceedings regarding any Dispute.

2. Jury Waiver. Every person and entity within the jurisdiction of the Club or AHAI (including, but not limited to, every member, player, coach, official, referee, parent, guardian, agent or any other person, and every affiliate member, league, team, club, sponsor, facility or any other group or organization), (collectively referred to as Person and Entity) by virtue of their membership, affiliation or participation, at any time, in an AHAI or Club program or event **HEREBY EXPRESSLY WAIVES ANY AND ALL RIGHT TO ANY TRIAL BY JURY** for any and all civil actions or claims of any kind.

3. Submission to Dispute Resolution Procedure. Every person and entity within the jurisdiction of AHAI or the Club (including, but not limited to, every member, player, coach, official, referee, parent, guardian, agent or any other person, and every affiliate member, league, team, club, sponsor, facility or any other group or organization), (collectively referred to as Person and Entity) by virtue of their membership, affiliation or participation, at any time, in an AHAI or Club program or event, agrees to submit exclusively to the Dispute Resolution Procedure established by the By-Laws and/or Rules, Regulations and Procedures of the Club, AHAI and/or USA Hockey ("Dispute Resolution Procedure") as the sole and exclusive remedy of all Disputes and to completely forego any remedy in any court of law or equity or initiate any legal proceedings regarding the matters expressly or implicitly covered by the Dispute Resolution Procedure, except for those matters pertaining to playing rules which are specifically provided elsewhere within AHAI or USA Hockey By-Laws or Rules and Regulations.

¹ The USA Hockey and AHAI arbitration and dispute resolution process is incorporated by reference to the extent that they apply to a local organization Dispute. The full process can be found in the USA Hockey ByLaws, Article 10, Annual Guide and the AHAI By Laws, Article XIV all as may be modified from time to time. The full process slightly modified to reflect a local organization Dispute application is attached as a separate document and is also incorporated by reference.

Exhaustion of Administrative Remedies Required. Every Person or Entity agrees to fully exhaust all administrative remedies available through the Dispute Resolution Procedure.

4. No Circumvention of Dispute Resolution Procedures. No Person or Entity shall attempt to circumvent the Dispute Resolution Procedure. Any attempt to circumvent the Dispute Resolution Procedure shall not diminish or alter the requirements or authority for the exclusive use of the Dispute Resolution Procedure concerning all Disputes as a full, complete and exclusive substitute for any and all court or legal proceedings. In addition, failure to participate to the fullest extent possible in the Dispute Resolution Procedure concerning any Dispute shall be a failure to exhaust the administrative remedies available, and the Club, (including any of its duly authorized committees) shall have the power to assess costs, impose fines, disciplinary action (including suspension or expulsion) and seek other sanctions, in accordance with all by- laws and Rules, Regulations and Procedures established by the Club or AHAI Board of Directors. Costs shall also include the time of Club personnel;; for these purposes, a volunteer's time shall be measured by that individual's customary work position.

5. Failure to Follow Process. In addition to any other sanctions applicable or available, the failure to follow and abide by the Dispute Resolution Procedure may subject every Person and Entity and any Person and Entity representing, participating with or aiding such Person and Entity, to the following:

- a. Liability for any and all expenses and costs, direct and indirect, including all reasonable court costs and attorney's fees and the value of volunteer time, incurred by the Club, its members, or any of its directors, officers, or agents; and
- b. Immediate suspension and/or disqualification from membership and forfeiture of the right to participate in any Club, AHAI and/or USA Hockey sanctioned events.

6. Rules of Construction. Without waiving any right to the sole remedies in this Dispute Resolution Procedure, in the event that any Person or Entity seeks an appeal, arbitration or the recourse of any court of any jurisdiction on any dispute for any reason, the following rules of construction shall control:

- a. the construction, interpretations, rulings, procedures, decisions and opinions of AHAI and/or USA Hockey(including their directors, officers and duly authorized personnel) shall be deferred to as being the product of their experience and judgmental expertise in amateur hockey and in the administration thereof;
- b. if there is any rational basis for the decision of the Club, AHAI and/or USA Hockey, such decision shall be upheld, and the only question shall be, did the Club, AHAI or USA Hockey act contrary to the Constitution of the

United States or the State of Illinois; the fact that another reasonable inference or interpretation could have been made will not be grounds for overruling or modifying a decision of the Club, AHAI or USA Hockey;

c. only the evidence and theories explicitly presented to the Club for consideration in the initial Dispute and prior to the rendering of its decision may later be presented or considered in any subsequent hearing, process or court;

d. the burden of proof shall be on the party attempting to have any decision or action of the Club reversed, modified or changed in any way, and said burden shall be the equivalent of the degree of proof required in any civil proceedings (a preponderance of the evidence); and

e. any party not successful in overturning a procedure, ruling or other decision of the Club in its entirety, shall pay for any and all fees, expenses and other costs of the Club with respect to that matter (including, but not limited to: attorneys fees; court costs, court reporter, transcript, document and exhibit costs; fees and expenses of consultants, experts, investigators and witnesses, and in obtaining or producing materials or evidence; the transportation and other per diem or incidental expenses of each of the foregoing and of all volunteers;; and, the value of each volunteer's time, both in and out of court, as measured by that individual's customary work position).

7. Severability. Whenever possible, every term of this Dispute Resolution Procedure shall be interpreted in a manner as to be effective and valid under applicable law, but if any term is held to be prohibited by or invalid under applicable law, that term may be severed without invalidating the remainder of this Dispute Resolution Procedure.

D. HAZING

It is the policy of the Club that there shall be no hazing of any HCHC participant at any time.

Definition: Conduct which is intimidating, humiliating, or physically harmful. Any player, team official, executive member of a Team, Club or Association having been party to or having had knowledge of any hazing, or initiation rite, without reporting it or taking action, may be subject to suspension from playing or holding office with any Team, Club or Association affiliated with the Club, AHAI and/or USA Hockey.

E. MONITORING

It is the Club policy that there must be an adult who has been screened by an approved AHAI company monitoring the locker rooms at all times. The first preference is the coach/assistant coach as part of the coaching routine. The second preference is a suitable screened adult. Presence of a screened adult will help prevent incidents and damages from occurring. Parents who have not

been screened **may not** be in the locker room. It is also inappropriate to have parents of the opposite sex in locker rooms.

F. PAYMENTS/CREDITS.²

It is the policy of the Club that payment or arrangements for payment must be made before permission is granted to participate in any Club event, including tryouts, practice, clinics or games. Failure to pay is grounds for summary suspension. Compliance with **all** financial obligations is an express condition of participation. Parents and participants may be refused admission to Club events or facilities and may be asked to physically leave the premises. Parents and Participants may also be suspended from AHAI. **Refunds are not granted.**

The Club understands that participation in the sport of hockey is becoming increasingly expensive. Under limited circumstances, alternative arrangements may be considered. However, it is incumbent upon the participants and their parents/guardians to petition the Board of Directors before any payment is due to make any such arrangements. The Club also understands that from time to time economic circumstances may change during the course of a season. It is again incumbent upon the participants and their parents/guardians to petition the Board of Directors as soon as possible. All such requests are kept confidential. Notwithstanding any of the above, it remains the sole responsibility of the participant and the parents/guardians to comply with all financial obligations. Any and all alternative arrangements are at the sole discretion of the Club and all rights are reserved to the Club.

For the fall/ winter season, payment(s) can be made in three ways:

- 1.** Payment in full (by check or credit card). The Club accepts Visa and MasterCard only;
- 2.** Submission of the payment form with three post dated checks (each check will be at least one third of the total amount owed) dated September 15, October 15, and the final payment November 15; or
- 3.** Submission of the payment agreement form with authorization to charge your credit card at least one third of the total amount owed. The authorization is to your credit card to be charged no earlier than September 15, October 15, and the final payment November 15. An additional credit processing fee of 3% will apply.

All requests for extended payment plans must be in writing, made to the Club Treasurer by email **within 72 hours of roster acknowledgement** (see Board page on the website for email addresses). The Club does not provide any financial assistance at this time.

Collection Policy

A returned check will result in a charge of \$30 and immediate financial suspension for the player.

This includes practices, games, scrimmages and any team-related events, until the financial obligation has been met. A refused credit card charge will result in an immediate financial suspension for the player which includes practices, games, scrimmages and any team-related events, until the financial obligation has been met.

Any player whose fees are not paid in full by November 15 will be placed on financial suspension. This suspension can and will be turned over to AHAI for collection. AHAI has the authority to take further action up to and including suspending the entire family of the player.

Only families that abide by the above policy will be able to participate in tryouts and remain in "Good Standing" within the Club. Any family that is not in Good Standing will not be allowed to participate in tryouts or any other Club sponsored event.

The Club reserves the right to amend the payment policy at any time with or without prior notification to its members.

Injury

In the event that an injury occurs to a Participant during an on ice Club game or practice or during a Club organized off-ice training session and the injury causes the Participant to miss more than 50% of the regularly scheduled games, then the Club will provide a credit for the Participant's benefit for the next regular season of play. The petition for credit must be accompanied by documentation from a physician, preferably the treating physician, verifying that the Participant is not able to participate as a direct result of the injury for the appropriate length of time. This injury credit process is at the sole discretion of the Club.

G. PHYSICAL ABUSE

It is the policy of the Club that there shall be no physical abuse at any of its sanctioned programs, its tournaments or events by an employee, volunteer, or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

"No Parent or friend of a parent of a HCHC student-athlete on roster or Hinsdale Central community member will knowingly prejudice, criticize, or defame any student or student athlete at an HCHC event for any reason, nor physically assault or threaten assault to any player irrespective of team. This is a Zero-tolerance policy, and any incidents or alleged incidents shall be brought to Rules & Ethics Committee and / or Police authorities as governed by Safe Sport

guidelines and policies, as amended and updated periodically.”

H. PROPERTY DAMAGE

Individual teams and team members are responsible for property damage that may occur. Coaches are strongly recommended to check the condition of the locker room before and after all practices and games to ensure locker rooms are locked during all practices and games. Report any problems or damages you observe to the rink manager immediately. It would be unfortunate for any team or individual to be blamed for damages done by another group. Teams or individuals may be held responsible for any damages reported during your ice slot.

I. SCREENING

1. General. The Club follows AHAI’s screening program that covers all on ice and off ice activities, including regular season, spring and summer. All coaches, board members and managers must consent to be screened using the USA Hockey screening portal. All screens under this program will be valid for two seasons.

2. Compliance. Each coach and manager shall comply with the forms and instructions issued by AHAI and the Club.

3. Refusal to Be Screened. Any individual required to be screened who does not consent to be screened shall not be allowed to participate in amateur hockey in Illinois or in any Club or USA Hockey event.

4. Non-Compliance. Any member and/or coach not complying with this Rule will be referred to the Rules and Ethics Committee for appropriate action and may be refused any participation in any Club activity. In addition, AHAI will not allow the individual to be included on any team roster.

J. SEXUAL ABUSE

It is the policy of the Club that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its tournaments or events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participants age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from Club/AHAI/USA Hockey sanctioned programs.

K. SUBSTANCE USE AND ABUSE

It is the considered judgment of the Board of Directors of AHAI and the Club that consumption/use/abuse of certain substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, the Club prohibits use by any Participant of certain substances during active participation in its programs, and, upon discovery of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time.

For purposes of this policy, the word “substances” includes the following:

1. Intoxicating beverages, including, but not limited to, alcohol;
2. Non-prescription or prescribed controlled substances;
3. Prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce a state of intoxication in the participant;
4. Tobacco or vaping products, when used by a player under age 18;

The term “Participant” includes players, coaches, referees, parents, volunteers and all persons involved in the conduct of an ice hockey contest.

All Participants agree to abide by the Board of Directors policy regarding substance use and abuse, their sale, purchase, use, possession and physical detection, which may be promulgated and modified from time to time and shall be published to the Club and all Players. Participants agree that the Club Board of Directors shall have the power and absolute discretion to suspend or terminate any Participant for a violation of this policy. The Board of Director's finding and decision shall be binding and conclusive on all parties. Participants hereby release the Hinsdale Central Hockey Club, Inc. and waives every claim he/she may have against the Hinsdale Central Hockey Club, Inc. coaches, officers and directors, the Commissioner and/or League for damages and for all claims and demands arising out of, or in connection with, the decision of this matter of the Board of Directors.

L. UNIFORM/DRESS CODE

The Club has a uniform policy in order to maintain a consistent appearance that reflects well on the organization and its participants. The purpose of this policy is to have all representatives of the Club presented in a consistent and positive view. The organization is stressing the team aspect of the game, and this is one way that each player can show their commitment to the team and the organization.

Game and practice dress code will be decided by mutual agreement of the Board, Coaching Staff and Team Captains each season and **adhered to by all players without exception**. The Club also recommends that each player wear a black helmet and black pants.

This policy will be strictly enforced. Any deviation from this Club policy, following one warning, will be dealt with by a suspension and, if necessary, additional sanctions. Any player deviating from and/or altering this dress code policy will require Board approval.

The official uniform policy of the Club applies to the fall and winter season only. In the spring season, the Club will provide a single mesh jersey with a player number and logo. The jersey is worn for all games. Policies in place regarding helmets and pants are not adhered to during the spring. Returning players that have a spring jersey do not need to purchase a new one each year.

M. VOLUNTEERS

The success of our organization depends on the effort we put forth as volunteers. Whether it is a coach, manager, director, player or our Club Families, it takes *Teamwork* to accomplish our goals. Administration, operation and survival of the Club requires volunteers. There are a number of areas of opportunity listed in this section as general ideas. Please contact a Board Member to see where you can help.

- Senior Night & Banquet;
- Penalty box/IL West Yellow Jackets;
- Board of Director Members;
- Team Managers;
- Fundraising;
- Apparel Coordinator;
- Social Media Coordinator;
- Event Chairperson;
- Webmaster; and
- Other appointed positions are made at the discretion of the Board of Directors.

Other volunteer opportunities or ideas not listed should be reviewed and approved by the Board of Directors. We welcome ideas and offers of help. There is enough work to share.

N. ZERO TOLERANCE

As a result of the alarming number of assaults against officials, the USA Hockey Board of Directors developed a Zero Tolerance Policy regarding the verbal abuse of officials and

inappropriate player and spectator behavior. Verbal abuse of officials is the first step leading to physical abuse of officials, players and coaches. This Zero Tolerance Policy has been unanimously endorsed by the Youth, Junior, and Senior Councils, the District Referees-In-Chief, and the Coaching Education Program Directors for immediate implementation. AHAI adopted the USA Hockey Zero Tolerance Policy that can currently be found on line at <http://www.ahai.org/page/show/223726-policies>.

AHAI has a very simple definition of Zero Tolerance. The definition is: Any lack of Respect or Unsportsmanlike conduct will not be tolerated and will be a violation of AHAI's Zero Tolerance Policy. This campaign is designed to require all players, coaches, officials, team officials and administrators, parents and spectators to comply with the Zero Tolerance Policy. Each organization, player, coach, officials, team officials and administrators, parents and spectators are expected to enforce this Policy. In addition, AHAI has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. These points were written and implemented to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned events. This includes practice, a rink and parking lots for the rink.

In addition to the USA Hockey/AHAI Zero Tolerance Policy, the Club implemented the following rules and system of progressive discipline.

1. **Players.** If any player receives a game misconduct for Zero Tolerance abuse of an Official, we as an organization will add a one (1) game suspension to the one (1) game suspension the player is already serving. If there is a second offense of the same nature, that player will be suspended for an additional three (3) games. A third offense will result in the player being suspended from the Club and will not be permitted to play again for the Club until such player applies for reinstatement before the Board of Directors.

2. **Parents, spectators.** First Zero Tolerance offense will result in a thirty (30) day suspension. Second offense will result in a sixty (60) day suspension and a third offense will result in a suspension from the Club. Parents will not be permitted to return until they apply for readmission to the club through the Board of Directors. To clarify suspension, we mean you will not be able to watch your child skate at all. That includes all practices, practice games, league games and tournaments.

All of the above violations have a right of appeal through the Club.

Every skater and each of their parents must sign a Zero Tolerance Policy Statement (See Appendix). It confirms that they have read and agree with the policy. Skaters are not allowed to participate in league or practice games until they and their parents have signed Zero Tolerance statements.

3. **Progressive Discipline.** The Club's Progressive Discipline is a supplement and in addition to the alternative dispute process described in section C above. This process is primary and the alternative dispute process is secondary. They are intended to be sequential and complementary.

The system aligns itself with the Hinsdale Central Athletic Code in that there are graduated levels of infraction which result in higher penalties each time. Level One being less severe than Level Two, Level Two being a longer possible suspension, and Level Three being possible removal from the Club.

Parents and players must follow the Club Zero Tolerance Policy, and are required to read it in full and provide their signatures as proof that they understand and accept the policies.

Whether attending practice or a game, you are representing your community, your school, your family, and yourself. Further, conduct on and off the ice is also a direct reflection upon the Club. Therefore, both the Club Board and the coaching staff will not tolerate the use of profanity or any other abusive conduct on the bench, on the ice, in the locker room, or at the rink. Strict adherence to this policy is mandated.

Examples of infractions that the Club will be observing closely include, but are not limited to:

- > Intent to injure another player.
- > Fighting off the ice after a game.
- > Taunting the spectators or opposing team's bench.
- > Two major penalties during a game.
- > Four or more penalties during a game

Level One

The Head Coach, any Acting Head Coach, or the Assistant Coach, in their sole discretion, shall decide if you committed a Level One offense. He (or she) will determine what course of action will be taken. Infractions at this level could result in benching, or a 1 to 3 game suspension. The coach shall send the Board, by e-mail to the President of the Club, and the Rules & Ethics Board contact, a copy of every Level One reprimand. These shall be in writing. There are no hearings for Level One, but any time such an e-mail is sent to the Board, the email shall be placed into the minutes of the next Board Meeting as "Player or Parent X received a Level One discipline on _____ for _____". It is the intention of the Board that discipline be applied as consistently as possible. Further, although discipline shall be generally progressive, a coach may, in their discretion, give a player or parent more than one (1) Level One in any one season. However, once a player has had one (1) Level One reprimand, he is subject to a Level Two Reprimand (see below), if a Board Member or coach chooses to ask for a Level Two hearing.

Level Two

When you reach this level, you may be a persistent, repeat offender as witnessed by any member of the Board, Head Coach, Acting Head Coach, or any Assistant Coach, who may decide to request a Level Two hearing. In fairness to you and our Club, formal charges will therefore be filed by the President or the Rules & Ethics contact, you will be given a copy, and a hearing will be held before the Rules & Ethics Committee, which is a quorum of the Board of Directors present at the hearing.

Further, wherever a Board member or coach is of the opinion that Level Two charges are warranted, you need not necessarily have had a Level One to receive a Level Two hearing or reprimand. You will receive due notice of any such hearings. You may not attend a practice or a game until the hearing. You have a right to respond to the charges and tell the Rules & Ethics Committee anything that you would like to tell them at the hearing. The President or the Rules & Ethics Committee will email said notice to the player and his parents at the e-mail addresses provided to the Registrar on the player's registration form. It is your duty to report changes of address. The Rules & Ethics Committee will then vote on your continued status which may, by majority vote, result in a suspension of up to 30 days. Discipline shall be given in a reasonably prompt manner.

Level Three

Formal charges will be filed and a hearing will be held as outlined in Section C above. The Club Board will then vote on your continued status which may, by majority vote, result in expulsion for the remainder of the hockey season. To be eligible for reinstatement the following season, you must meet the requirements of the By-Laws or other requirements applicable to re-instatement. In addition, you will be required to provide a written request to the Rules & Ethics Committee stating the reasons why you should be considered for reinstatement.

4. Twenty Four Hour Rule

The Club subscribes to the following "24 Hour Rule" policy with regard to the reporting of a complaint or issue of concern. Please keep the intent of this rule in mind. The intent IS NOT to discourage discussion, but to impose a period to allow emotions to cool and to allow a civil conversation to occur.

- a. There shall be no contact with any member of the coaching staff regarding an issue of concern before, during or after a hockey game for a 24 hour period following the occurrence of an issue of concern.
- b. Should there be an issue of concern after the 24 hour period has passed, the parent shall contact the TEAM MANAGER and schedule a meeting or discussion which may be documented and attended by the manager and coaching staff. The meeting shall be confidential and should the coaching staff feel the manager's attendance improper, they shall utilize the assistant coaches to document the meeting. These documents shall be maintained by the coach for future reference should the need arise.
- c. Should resolution not be accomplished by the meeting, a Board member shall then be notified and meet with the parties.
- d. Should the matter be unresolved after the coach or Board member meetings, the board of directors shall be notified and will schedule a meeting or respond in writing based on the complaint content.

Should this rule be violated, the suspension under the ZERO TOLERANCE policy is 30 days.

O. Tryout Policy

All eligible high school students from the Hinsdale Central High School district or qualified candidates from the IL West goalie pool who plan to participate in the Club as a player must meet the requirements stated within this policy to be eligible for a roster position.

Unless otherwise approved by the Hockey Director, a player must conform to the following requirements to be eligible for selection to one of the Club's teams:

- complete online registration prior to attending tryouts;
- attend at least one of the tryout dates listed on the Club's website; and
- pay all applicable registration fees.

Rostering of Players

Following tryouts, the Hockey Director, with input from other members of the coaching staff, will determine the makeup of the teams and submit the rosters directly to the president of the Club. The president will have the results posted on the Club website.

No board member may influence or attempt to influence the coaching staff with regard to the rostering of any player during the tryout or rostering process.

All questions about the rostering of players should be referred to the Hockey Director.

P. Board/Officers Roles and Responsibilities

1. President

Plans Meeting and Agendas

Main Contact for Coaches

Instrumental in Recruiting/Tryout process

Finalizes Ice Times/Rink Contract with Willowbrook

Creates and Approves Coaches Contracts

Award the Regis Scholarship (get communication out with banquet info)

Manages Agenda for kick off meeting

Manages the connection between the club and the Hardship Fund

Oversees all Board Positions and ensures execution of events according to timeline

Director communicator with IL West League

Blackhawk Scholarships communication to club

Liaison between club and school as needs arise

Manage HUDL account needs

Recruitment:

Partners with coaching staff for future prospects

Manages potential goalie needs with the coaching staff

Co-owns the spreadsheet for future players

Organize 8 th grade skate? (Date/location/who invited)

Organize Spring Open house (Chose date in Jan, communicate to incoming freshman, ensure

coaches participation, ensure clean locker room, any freebies in locker room for attendees, create agenda of speakers, coach/player/etc)
Invite prospective players to key games throughout the season
Parent/Player Pre-Tryout Meeting:
Choose date in July
Communicate to Perspective Players
Secure Location
Create Agenda/Speakers (coach, president/players)
Coordinate registrar and spirit wear chairs to collect forms/sell car sticks/yard signs
Have sign in table
Use Powerpoint to manage time/speakers (60 min max)

2. Treasurer, Director, Locker Room

League Dues
Pays Coaches off contracts payment schedule
Creates/Manages/Updates the Budget
Pay Ice to Rink on payment schedule
Pay Bills
Handles Taxes
Balances Checking Account/MC
Collects Payments
Liaison to President and Hardship Fund \$ Management
Dotted Line to support payment with prospective committees
Misc. Duties:
Manager Xmas Gifts
Coaches Xmas Gifts
Gifts for exiting board members
Manage GoDaddy Account
Club Insurance Form to Kenny
Club Insurance paid/renewed in October
Any IL State documentation filed
Bereavement Flowers/Donations on club behalf
Locker Room:
Supplies (cleaning/hangers/baskets for jerseys/laundry)
cleaning lady organized, schedule created, payments made
General maintenance scheduled/organized/repairs made
Locker room cleaned up end of season/spring
Replacement of plastic bins in lockers for shower supplies
Coach's office maintained

3. Secretary, Director Rules & Ethics/IL West Rep

Records and posts minutes of meeting
Communicates Board Nominees

Writes Bios of Nominees
Creates Nominee Ballot
Manages Votes for Board
Communicates Board Candidates and Roles to Membership
Organizes Board Meeting Dates and Locations
Rules/Ethics:
Updates all Club Legal Forms
Yearly review of By-laws
Updates any forms for registration
Maintains Forms Page for Website
Handles any player/parent/coach issues for board/recommends violation punishment
IL West:
Attends Calls/Meetings
Point of Contact for needs
Winter Classic (?)
Coordinates and communicates to IL West Central's nominees for EOY Awards
Parent/Player Pre-Tryout Meeting:
Choose date in July
Communicate to Perspective Players
Secure Location
Create Agenda/Speakers (coach, president/players)
Coordinate registrar and spirit wear chairs to collect forms/sell car sticks/yard signs
Have sign in table
Use Powerpoint to manage time/speakers (60 min max)

4. Director, Registrar/Registration/Logistical Lead

(Managers report to this Board Member)

Manage/Create Registrations:
Sports Engine Owner
Create Spring Team Registration
Create Fall Tryout Registration
Create Fall Team Registration
Create Summer Skate SUG
Communicate Summer Skate participants to Jim
Ensure Summer Skates are paid for at end of summer
Create Payment Plans for families with special \$\$ needs
Handle all promo codes for team hardship families
Manage Number Selection of Players
Hold Jersey Numbers Forms for Club
Communicate Number selection to families
Communicate registration numbers for each season to coaching staff/board
Create Volunteer Lists from registration sign ups and distributes to board members
Upload any necessary forms for registrations
Registrar Duties:
Collects required USA Hockey Forms from players (ID's, Consent to Treat)

Input USA Hockey #'s into USA Hockey Portal to claim player, coaches, managers and board members

Create rosters for spring and fall

Create club contact list for spring and fall

Ensures Safe Sport training deadlines are met for players, board members and coaches

Ensures Background checks for coaches and board members are met

Enters initial practice schedule into team calendar from ice slot contract

Register for State Tournament and IL West playoffs

Oversee Manager and communicate any necessary information from board meetings

Team Managers:

Sends weekly emails

Sign up yellow jacket/video/penalty box

Scorekeepers scheduled for home games/playoffs

Score Sheets for games

Tournaments booked and coordinated

Create/manage team contact list from master held by registrar/Create GroupMe Text (Parents Only)

Communicate coaches' and committee's communication

Support to Coaching Staff

Update calendar on website with practices/games schedules

Confirms who is playing in each game

Update CVF form to show who played in each game and watch game count for JV/Varsity players

Check to see if referees have been assigned to games

Request referees for non-league games

Inform rink to request locker room for opponent for non-league games

Appoint photographer for each team for each season (one on JV/one on Varsity)

Varsity Manager coordinates club Team Pictures:

Date chosen, communication to team,

Sheets out to order

Team coordinated on night of pictures

Pictures delivered to families

Communication to school with photo/names for yearbook

Order senior night banners in conjunction with Senior Night Lead

5. Director, Fundraising:

Website and Club Sponsorship:

Create official sponsorship page to secure club sponsors

Secure sponsors

Continuous update of website sponsors

Events:

Organize fundraising events to fulfill budget shortfall

Determine number of events to execute with volunteers

Partner with President/Treasurer for shortfall needs and payout assistance

Bears Squares:

Make tickets

Tickets to team (JV/Varsity)

Collector for Varsity/JV tickets/money

Enter into the pool

Email numbers each to club

Payout each week to winner/partner with treasurer

Parking Space:

Find donors/ensure payment

Order signs (partner with spirit wear lead)

Get signs installed at rink

Raffles and/or Fuller House Event:

Organize donors

Create donor raffle sheets

Collect payment/deliver prizes to winners

Secure location/pick date

Communicate to community before/during/after

Pucks and Pigskins?

6. Director, Team Events:

Coordinate all team events for the clubs. Works to find chairs and partners throughout with execution of each event.

Team Kick Off Party:

Find family to host

Choose date

Create SUG for donations

Communicate to club/put on calendar

Create Evite for team

Team Dinners:

Choose one date per month Oct-Feb

Create SUG for donations (main course, drinks, side, desserts, volunteers to set up/clean up)

Ensure SUG slots are filled

Get paper plates, tablecloths, silverware

Reserve party room at rink

Homecoming Parade:

Reserve Beds/Find 2 Trucks

Get decorations for float

Email for volunteers

Jerseys for new kids

Schedules to print out to hand out during parade

Fill out application with the school

Senior Night:

Choose Date after schedule is made (typically late season game against LT)

Organize jerseys/posters for seniors

Hang jerseys/posters around rink
Flowers for senior mom's
Organize for announcers
Team on ice for lines for seniors to skate down center
Picture spot in available locker room for families before ceremony
Pictures of ice with skater/parents
drinks/treat table during game/volunteers to work table/donate
Singer for National Anthem
Cheerleaders (if possible) for game
Game Experience:
Create Game Day Schedule/Events (Red/Black Games, giveaways (?), club focused games)

EOY Banquet:
Choose Location
Choose Date
Video of players created
Video of season created
Decorations for table
Food selected
Banquet price determined/communicate to club/get commitments and money
Create agenda
Print Agenda
Seniors to Speak
Presentations of Seniors (find players to speak on behalf of seniors)
Senior awards ordered (Typically crystal pucks with years played)
EOY Manager Gifts
EOY Coaches Gifts
Jerseys of seniors/posters from Senior Night at the rink hung at venue

7. Director, Player & Coach Gear and Spirit wear

Game Apparel: Game Jerseys, pants, socks, bags, practice jerseys/socks sized and ordered for new and existing players. When do jerseys get updated? Order pucks for coaches
Player Pack: logo created, styles chosen, sized players, spreadsheet maintained, orders filled, vendor follow up, passing out all gear
Coaches gear: logo's chosen, gear selected, sizes requested, orders placed, gear delivered.
New and replacement for new and existing coaches
Ensure Helmet Stickers in stock for helmet application of new players each year
Squadlocker Site Managed and Updated:
Select styles to offer on website
Yearly updating of logos and styles
Place all logos on gear and reach out to families with discount codes and key times of the year
All fundraising \$\$'s transferred to treasurer at the end of each season
Misc. Spirit wear:
Yard signs ordered

Car Decals ordered
Schedule Posters created
Name plaques for lockers for locker room
Senior quote created/installed (reach out to seniors over the summer)
Help with ordering of parking sign from fundraising event
Order name plates for trophies for locker room
Order any locker room/trophy plaques
Game Experience:
Create Game Day Schedule/Events (Red/Black Games, giveaways (?), club focused games)

8. Director, Website/Social Media/Recruitment

Website:

Update home page as necessary
Update coach bio's
Update board bio's
Keep Forms Page Updated/Current
Update game photos
Post Club Events

Social Media:

Communicate key games to team/encourage fan participation
Keep social media sites updated/current with daily/weekly updates
Plan for key messages
Player profiles/bio messages
Manage FB/Instagram/Twitter Pages
TikTok Account?

Recruitment:

Co-owns the spreadsheet for future players
Organize 8 th grade skate? (Date/location/who invited)
Organize Spring Open house (Chose date in Jan, communicate to incoming freshman, ensure coaches participation, ensure clean locker room, any freebies in locker room for attendees, create agenda of speakers, coach/player/etc)
Invite prospective players to key games throughout the season
Ensure updating club recruitment video

9. Director, Community Service/Alumni/Security

Club Events/Community Service:

Find location for kids to do community service
SUG for volunteers
Ensure any Volunteer hours forms are filled out
Organize donations with club
Create email on communication

Alumni Events/Communication:

Manage alumni email/name list
Reach out for support
Communicate any special events to attend

Communicate game schedule

Organize Alumni Skate

Security:

Determines games where security needed

Creates Google Document for security personnel sign ups

Finds off duty officers to fill

Meets officer at each game/provides payment

Game Day Experience

Plan Tailgate Events for parents inclusive of JV/Varsity