



Natick Comets Hockey Club Handbook

This version of the handbook has been revised and updated. It was approved at the November 19, 2012 Board of Directors(BOD) meeting. The BOD will work this season on updating the BOD job descriptions and including the rotation of BOD positions. Also, the tryout and registration information may be revised for upcoming seasons.

TABLE OF CONTENTS

Objectives	5
Management of the Corporation	5
Affiliated Organizations	5
Player Registration	6
Program Descriptions	7
Skill Development (Learn to Skate) Program	7
House League Program	8
Travel Program	9
Age Classifications	9
Number of Teams	9
Classification of Teams	9
Team Player Selection	10
Tryout Registration	10
Tryout Sessions	10
Confidentiality	11
Move Up Policy	11
Coach Selection	12
Qualification of Coaches	12
Selection of Head Coaches and Team Assignments	12
Head Coach Responsibilities	13
Assistant Coach Selection	13
Team Parents/Managers	13
Team Roster	14
Travel Team Forms	15
Travel Team Permit	15
Movement after Team Formation	15
Alternates and Practice Players	15
Calling up of Players	17
Attendance Policy	17
Playing Time	17
Team Issues	18
Additional Programs	18
Tournaments	19
Practice Ice	19
Practice Cancellation/Swap of Ice Time	20
Game Cancellation/Swap of Ice Time	20
Timekeepers	20
Officials	20
Sportsmanship	21

Improper Conduct	21
Player Discipline	21
Coach Discipline	22
Parent & Spectator Discipline	22
Major Penalties	22
Major Fighting	23
Game Misconduct Penalties	23
Match Penalties	24
Locker Rooms	24
Illegal Substances	25
Disciplinary Committee	25
Membership & Organization	25
Powers of the Disciplinary Committee	25
Appeal of Disciplinary Actions	25
Mandatory Suspension of Three Games or Less	26
Mandatory Suspension of Four or More Games	26
Appeal of Decisions of Disciplinary Committee	26
Appeal Procedures and Requirements	26
Financial Policies	27
Travel Team Confirmation & Payment Plans	27
Family Discount Plan	28
Tuition Assistance Policy	28
Overdue Payment Policy	29
Operations Reimbursement Policy	29
Tuition Reimbursement Policy	29
Registration/Tryout Fee Reimbursement Policy	29
Penalty Policy	29
Sponsorship Program	30
Natick Comets Hockey Club, Inc. Personnel	30
Board of Directors	
Board Members	
President	
Vice President of Operations	
Vice President of (Player) Development	
Treasurer	
Clerk	
Registrar	
Scheduler	
Director of Events	
Director of Coaches	
Director of Skill Development	
Director of House League	
District 8 Representative	

Director of Fundraising	
Director of Equipment & Safety	
Director of Youth Travel & Valley League Rep.	
Director of Girls Hockey & League Rep.	
Director of Team Managers/Parent Coordinators	
Director of Communications & Web Site	
Director of Public Relations/Marketing	
Board Meetings	44
Non-Board Positions	45
Hoffman Pee Wee Tournament Coordinator	45
Chase Tournament Coordinator	46
Officials Coordinator	46
Timekeeper Coordinator	46
Priority of Organizational Documents	46
Amendment	46

OBJECTIVES

The Natick Comets Hockey Club is a not-for-profit, tax exempt 501(c)(3) organization. The objectives of Natick Comets Hockey Club are stated clearly in our organization's By-Laws:

- To provide an opportunity for youth of the Town of Natick and surrounding communities (e.g. Dover/Sherborn, Medfield, Wayland/Weston, Wellesley) to skate and obtain hockey instruction with the principal objective of meeting the physical, social and psychological needs of the participants by promoting their health, security, happiness and sense of self- worth;
- To develop character, sportsmanship and physical fitness among the youth of the Town of Natick (and surrounding communities);
- To promote, encourage and improve the standard of amateur ice hockey; and
- To conduct an amateur hockey program consistent with the rules and regulations of USA Hockey, the Massachusetts Amateur Hockey Association and the various leagues in which our players participate.

MANAGEMENT OF THE CORPORATION

The Natick Comets Hockey Club is managed and governed by a Board of Directors. The Board of Directors has the power to:

- Establish and adopt policies and standing rules for the governance and operation of this organization.
- Fill all officer and director vacancies.
- Interpret, define or amend the By-Laws.
- Approve an annual budget.
- Act upon expenditures, which may require modification of the annual budget.

AFFILIATED ORGANIZATIONS

Natick Comets Hockey Club is a member of District 8 of the Massachusetts Amateur Hockey Association (Mass Hockey) and USA Hockey, the national governing body of amateur hockey in the United States.

- District 8 of Mass Hockey is operated by a District Registrar and Directors, elected by representatives of each constituent association.

- Massachusetts Hockey is an affiliate association of USA Hockey. Massachusetts Hockey is divided into 10 geographic districts, and 4 non-geographic divisions, Girls/Women, Club, Junior, and High School-Adults. Each is under the leadership of a Registrar. Each Association/Program is entitled to one voting member. In addition, 4 or 5 voting Directors to the Mass Hockey Board are elected by the Assoc./Program Members.
- USA Hockey is operated and governed by a Board of Directors from 12 geographical districts across the country. Massachusetts constitutes District 5 of USA Hockey.

It shall be the policy of Natick Comets Hockey Club to abide by the rules and regulations of both USA Hockey and Mass Hockey and to participate fully in the administration of both organizations.

Natick Comets Hockey Club is affiliated with two conferences which administer youth hockey programs.

- Valley League for Youth Hockey: Natick Comets Hockey Club is obligated to abide by the rules and regulations of the Valley League.
- Middlesex Yankee Conference Girls Hockey League (MYCGL) Natick Comets Hockey Club is obligated to abide by the rules and regulations of the MYCGL.

PLAYER REGISTRATION

Each player must be properly registered and insured through the Comets and USA Hockey. A player is registered when a completed registration form has been filed with the Registrar and fees have been paid. All Travel program players must be paid-in-full by the first team practice or August 31st of the current season, whichever comes first. Intramural/House League and Skill Development program participants must be paid-in-full at the time of registration. No player will be allowed on the ice if they have not registered on-line with USA Hockey.

All requests for refunds must be made in writing and the Comets Board of Directors will review all requests on an individual basis. A doctor's letter must accompany all medical refund requests.

Any outstanding fees from the previous year must be paid in full prior to a player's registration for tryouts being accepted for the current year. For players coming to the Comets from other organizations a financial release must be provided to the registrar prior to registrations being accepted. Players leaving the Comets must be in good financial standing prior to joining another hockey organization.

Only registered and insured players may participate in Comets activities and UNDER NO

CIRCUMSTANCES may a guest (unregistered or undocumented player) be allowed to participate in Comets games or practices.

PROGRAM DESCRIPTIONS

I. SKILL DEVELOPMENT (LEARN TO SKATE) PROGRAM

SKATERS MUST BE AT LEAST 4 YEARS OLD AT THE COMMENCEMENT OF EACH SESSION. This program is designed for beginning skaters and progressing skaters to master the basic skills and improve existing skills necessary for recreational skating and beginning hockey. Skaters should be at least 4 years of age by the beginning of the session desired. In addition, skaters must be able to work on their own in a large group setting. The progressing skaters can further develop their skills in preparation for the Comets House League program and then Travel Team Hockey. Skaters will progress at their own pace through levels of skill development. USA Hockey trained instructors teach this program with an innovative curriculum in a fun setting. It is available in three separate sessions throughout the year, although it is recommended that a player attend all three sessions for maximum development. We specifically encourage first time skaters to attend all three sessions (Session I, II & III) if they plan on trying out for the Comets' House League program since it will properly prepare them for this level of competition.

All participants regardless of their age are required to register online with USA Hockey prior to participating in the first skill development session. In addition to tuition, players older than six years of age must pay annual non-refundable USA/Mass Hockey fee. Tuition for the skill development program must be paid in full at the beginning of each session. All participants are required to register on-line with USA/Mass Hockey prior to participating in the first skill development session.

ALL skaters are required to wear USA Hockey approved hockey gloves, elbow pads, shoulder pads, under shorts with a protective cup, shin pads, and helmet with cage or face shield. No figure skates are allowed. Full hockey equipment is required; there is no exception to this rule.

Sessions last approximately fifty (50) minutes and are usually scheduled on Saturdays and Sundays but can be on a non-weekend day based on ice availability. Comets hockey jerseys are provided.

The Skill Development program is NOT an open skate for parents. Only USA/Mass Hockey registered coaches will be permitted on the ice. Please note that this is for the protection and safety of all the children. All coaches/on ice assistants are required to be registered with Natick Comets Hockey Club, USA/Mass Hockey and each coach is subject to a criminal background check.

II. HOUSE LEAGUE PROGRAM

This program provides an opportunity for youth of all abilities, age 5 through 12, to continue to develop hockey skills through skill clinics and small area games.

With a shorter season than travel team hockey, an age and ability based format and a recreational philosophy, House League is an entertaining activity. It is an ideal companion to the Skill Development Program for the individual seeking an introduction to beginning hockey.

The program begins in November and runs through March. The program starts with evaluations in order to draft equal teams and proceeds into skill sessions on one weekend day and cross-ice games on the second weekend day. There are two or three divisions (based on age and ability) with four or more teams in each division, depending on the number of players. It is Comets policy that all players are recommended to have at least one year of Skill Development and the final participation in House League is then left to the director with safety of all of the participants being the determining factor.

Check the Comets web site for Registration Dates/Times, schedules and tuition amounts. Tuition is in addition to an annual non-refundable USA/Mass Hockey registration fee. Tuition and a player's USA/Mass Hockey registration fee must be paid in full at the beginning of each session.

Full hockey equipment is required. Game jerseys will be provided.

Sessions last approximately fifty minutes and are usually scheduled on Saturdays and Sundays and during school vacations and holidays. Some weeknight hours may also be utilized. Be sure to check the Comets website for schedule changes at www.natickcomets.com.

To be eligible for the House League program, players must have basic skating skills. The program focuses on teaching skating skills, stick handling, passing, shooting and other general hockey skills, to players. Small area games, including 3 on 3 cross ice games and variations of the same, are used to allow the players to practice these skills. Travel team players are not permitted to play in the Comets' House League program.

Coaches should be comfortable on skates and able to demonstrate drills and correct players in a positive manner. Coaches will be provided with a full set of suggested drills and games that teach skills and allow the players to have fun. All coaches/on ice assistants are required to complete coaching applications, including a CORI form, and must obtain at least a Level 1 coaching certification from USA Hockey, and be registered with the Comets program. Parents are encouraged to become involved with these in-house programs and the Comets will help them receive any appropriate training

necessary.

III. TRAVEL PROGRAM

This is a program for players who seek extensive skill development and want to play competitive hockey. The Comets strongly encourage each parent to let their player develop at their own pace and not force them into travel level hockey prematurely. The travel season runs from September to April and games are generally at rinks within the I-95/I-495/Route128 area, but are not limited to this area. Travel teams have approximately one or two practices (including power skating, checking, and goalie clinics) and a minimum of one game a week. You can expect to play in additional tournaments where the extra cost would be paid by the player.

AGE CLASSIFICATIONS – YOUTH & GIRLS

The **Mite** Program is for players ages eight and under, with the cutoff birthday determined by USA Hockey (currently December 31st). It is the policy of Natick Comets to strongly encourage the parents of all first year players to enroll their player in the Skill Development/House League Program for at least one year.

The **Squirt** Program is for nine and ten year old players, with the cutoff birthday determined by USA Hockey (currently December 31st).

The **Pee Wee** Program is for eleven and twelve year old players, with the cutoff birthday set by USA Hockey (currently December 31st).

The **Bantam** Program is for thirteen and fourteen year old players, with the cutoff birthday set by USA Hockey (currently December 31st).

The **Midget** Program is for fifteen to eighteen year old players, with the cutoff birthday determined by USA Hockey (currently December 31st).

NUMBER OF TEAMS

The total number of Travel teams in the Natick Comets Program shall be determined by the Board of Directors.

CLASSIFICATION OF TEAMS

The classification of the teams in the Program (i.e. how many "A", "B" or "C" teams) shall be determined by the VP of Player Development based on the number of players with the approval of the Board of Directors.

TEAM PLAYER SELECTION

The objectives of Natick Comets Hockey Club emphasize that each player should enjoy the experience of playing youth hockey and that our programs should promote the players' health, security, happiness and sense of self worth. With those objectives in mind, the general principles of player selection for Natick Comets programs and teams shall be centered upon conducting a fair and open process in order to place players on teams where they will have the greatest opportunity to enjoy themselves and improve their skating and hockey skills.

TRYOUT REGISTRATION

Tryout and registration information will be available for current and new players on our website at www.natickcomets.com. Registration for Tryouts will take place online prior to the first tryout date at www.natickcomets.com. A non-refundable Registration/Tryout fee is due as part of the registration sign-up. Registration fees and tuition costs are available online each Spring.

Late registrations may be accepted up to and including the first day of Tryouts. After the first tryout session, players are not allowed to register and tryout unless they choose to pay a \$200 non-refundable late registration/tryout fee.

Tryout times, dates, and procedures will be posted on the Comets website and available under the tryout schedule section of our website. Additional information will also be provided to all players at the conclusion of each tryout session and will be posted prior to each tryout session.

TRYOUT SESSIONS

The goal of the Natick Comets program is to provide tryouts that are fair and balanced for all players involved. While there is no exact science on rating and placing players, we feel that the following description will help all the Comets' members understand how it's done. By running the tryouts in this manner, the majority of players will be placed on the proper teams. We understand that some players tryout well and others do not and that some players who do not tryout well, may have other intangible attributes that make them good hockey players. We also understand that at the higher levels, players may be trying out for positions, i.e. forward or defense.

Evaluations and level placement will be determined based on the following factors:

- External independent evaluators
- Comets' evaluators
- Current coach evaluations.

Each tryout session will be run by the Player Placement Committee (chaired by the VP of Player Development) who will choose at least two or three evaluators for each level. On ice drills will be run by persons and/or organizations as appointed by the Player Selection Committee.

The evaluators may include external professionals in addition to past or present Comets coaches or hockey qualified Comets members. If there is a child of an evaluator on the ice, he/she will not be permitted to judge those players who are at the same level as the evaluator's child. In addition, no board member will be involved in any level where there child may be trying out. Some on-ice helps, however, may have children at the level but these helpers do not have any interaction or influence on the players' evaluations or the evaluation process.

Each player will be ranked at the conclusion of all three tryout sessions.

After each tryout session, the Comets VP of Player Development will post on the Comets' website information notifying players of their next sessions.

Upon completion of all the tryout sessions, the Player Placement Committee will meet to discuss their recommendations and will put forth their best effort to have the agreed upon placements posted on the Comets website within two weeks of the final tryout session.

CONFIDENTIALITY

All individuals involved in the tryout process must be in strict compliance with the rules of confidentiality.

MOVE-UP POLICY

It is the intent of the Natick Comets Hockey Club to allow players to play at a level that is appropriate to each player's individual skill level.

No player (Youth or Girls Program) may play in, or tryout for, an age bracket above their age appropriate bracket without the permission of the Comets Board of Directors. Any requests regarding movement must be made in writing to the Board of Directors and consideration will be given with regard to available spots and placement in accordance with MA Hockey guidelines.

Before the final placement of players, it may be necessary to move youth or girls up one level to field a team with adequate numbers. Eligibility to move up players and player selection will be based on the following criteria:

Higher ranking level players who are in their last year will be eligible to participate at the next higher level. The VP of Player Development will contact the eligible players in this category if the opportunity arises. If there are more players eligible to play than the determined number of roster spots available, players will be selected based on an evaluation.

The Comets do not allow players to “play down” a level unless approval is obtained from District 8 and MA Hockey.

COACH SELECTION

The Comets are committed to securing coaches at all player levels that are qualified to teach skills, strategy, team concepts, and personal development of all players on their team.

QUALIFICATION OF COACHES

All coaches should demonstrate competency in skating, hockey skills, teaching techniques, strategies, and skills in communicating with parents and players. In addition, as a minimum qualification, all head coaches must be properly certified and follow the coaching criteria as provided by USA Hockey. The Natick Comets Hockey Club will reimburse an official coach only for the cost of obtaining the appropriate level certification. Any coaches interested in obtaining the reimbursement for 4th level patch, must obtain authorizations from the Director of Coaches or personally cover the cost of this higher level certification.

Current Level 4 reimbursement guidelines are as follows;

A coach who has coached within the Comets program for five or more years will be fully reimbursed during the year that they receive their Level 4 certification. A coach with less than five years coaching experience at the Comets will receive 50% reimbursement in the current year and the balance the next year provided the coach continues to coach within the Comets organization.

SELECTION OF HEAD COACHES AND TEAM ASSIGNMENTS

Head coaches shall be selected and assigned teams by the Coach Selection Committee (CSC), chaired by the VP Operations and the Director of Coaches. All Coach applicants must submit an application to the Registrar, prior to the first tryout session. Upon receipt of a coaches’ application, the applicant will receive a phone call or email from the Registrar/Director of Coaches, indicating receipt of the application. The Director of Coaches along with the Coach Selection Committee will review all coaching applications and determine the best candidate for each position. In some cases, where the CSC

cannot decide between two or more coaching candidates, each applicant may be interviewed by the CSC. Upon making any decisions, the Director of Coaches will present the recommended slate of coaching candidates for approval by the Comets Board of Directors.

Head coaches will have a high level of competency in the qualifying skills listed above for all coaches in Natick Comets and must agree to give Natick Comets priority over coaching commitments to other hockey or other sports programs.

Upon the Board of Directors' approval and completion of the Coach selections, all applicants will be notified via phone call of their status.

HEAD COACH RESPONSIBILITIES

The head coach is responsible for all team members at any game, practice or skill session. The head coach is also responsible for abiding by the rules established for the organization by the Board of Directors, this includes respecting and enforcing each player's eligibility status. Coaches will be notified if a player is USA Hockey or tuition eligible to participate in any practice, game or skills session.

The Head coach must conduct an introductory orientation/meeting with the parents/guardians of the team players at the beginning of the season. This meeting should include one of the following: the President, the Director of Youth Hockey, the Director of Coaches, the Treasurer, the VP of Player Development, or a board member who will review Comets policies and procedures. The coaches are highly encouraged to involve the parents in filling the positions of team mom/dad/manager, uniform keeper and any other functions they may decide upon.

ASSISTANT COACH SELECTION

Under the direction of the Director of Coaches, assistant coaches shall be selected by the Head Coach of a team, but require final approval from the Board of Directors. In non-travel programs, the Coach Selection Committee shall affirmatively encourage participation from parents as assistant coaches.

TEAM PARENTS/MANAGERS

The Head Coach shall appoint a Team Parent/Manager, who shall be responsible for working with the parents on organizing the team's participation in all team and Natick Comets activities, including tournaments, fundraising and social activities. The Team Manager shall seek to minimize the amount of time the coaches spend in performing the administrative tasks associated with a team's participation in the Natick Comets programs, and therefore maximize the amount of time the coaches spend coaching the players.

TEAM ROSTER

The Registrar will print official USA Hockey rosters and distribute them to the teams for signatures after September 1st. Only coaches who have completed the appropriate certification level will be placed on the roster. Every team will have their player and team officials verify their information on the roster, sign the official USA roster and return the completed roster to the Registrar no later than September 15th. It will be each team's responsibility to report any required changes back to the Registrar in a timely manner to ensure that the deadline is met. No manual corrections will be allowed on any rosters.

Only the roster provided by the Registrar will be accepted at tournaments. The Registrar will deliver the completed official rosters to the District Registrar for validation and will return 2 copies of the validated roster to the team. In general, a team must allow two weeks turn around time for a roster to be returned.

If a team needs a validated roster for an early tournament, it is their responsibility to inform the Registrar to allow for a reasonable amount of turn around time to ensure the proper signatures and validation.

If a team requires more than two copies of their validated roster, they may make copies of the roster provided.

Roster additions or deletions, required after the roster has been submitted for validation to the District Registrar, will be accomplished through a supplemental roster.

Prior to requesting a Supplemental Roster, the requesting team will submit a Roster Change Request. Upon receipt of the roster change form, the Registrar will produce a Supplemental Roster and distribute it to the team in a timely manner. The team will obtain the required signatures on the Supplemental Roster and return it to the Comets' Registrar in a timely manner. The Registrar will submit the Supplemental Roster to the District Registrar for validation and return 2 copies of the validated roster to the team.

No additions or deletions will be allowed on any roster after November 30th except with a majority vote of a quorum of the Board of Directors at a regularly scheduled meeting. Tournament Bound teams may only request changes until December 31st, and must also obtain Board approval. Requests for approval must be made sufficiently in advance and not later than 48 hours prior to the meeting to allow the item to be added to the agenda.

In emergencies, as determined by the President, a special meeting may be called to consider a roster addition/deletion. Any team that does not comply with the above rules and deadlines will not be allowed to use assigned practice hours until they are in compliance. Thus resulting in the team forfeiting those hours not used. It shall be the

responsibility of the Registrar to inform the VP of Operations and the Scheduler of any teams that are in non-compliance.

TRAVEL TEAM FORMS

Each team will have the following at all practices and games; a copy of the Official Team Roster, Travel Permit (if applicable), and for each player: Consent to treat form, Medical History form and any other information as necessary.

TRAVEL TEAM PERMIT The travel permit process is described in the MA Hockey Annual Guide, page 69 (2012). Essentially only out of state tournaments require a permit. Scrimmage games, practice ice and league play out of state do not need a permit.

MOVEMENT AFTER TEAM FORMATION

In the event of a drop of a player from a Travel Team prior to the start of the season, the VP of Player Development will consult with the head coach to determine whether or not, another player will be selected from the "bubble group" or "top 3" players on the next lower team (based on the "Rating Depth Chart") to take the dropped players roster spot.

In the event that a team must fill a roster spot after the start of the season due to a player drop, the VP of Player Development will be in touch with the coaches involved to determine if a player will be selected from the next lower team at the coach's discretion. All player movements must be approved by the Vice President of Player Development, the Director of Youth or Girls Hockey and/or the Vice President of Operations.

Players new to the program, after September 1st, will be placed on the lowest team at that level and pay any fees associated with being added to the official roster. Based on that new player's ability, he/she may be placed on a higher-level team in order to promote proper skill development.

ALTERNATES

An alternate situation is created when there are too many skaters and not enough slots on a team and the Comets Program decides not to cut skaters.

1) These players are assigned as a regular member of the team but without regular game privileges. Their tuitions have been adjusted accordingly. They will attend all practices as a member of the team and may be on-call for games.

2) If there are any skaters dropping from that team before the season begins in September, an Alternate may be converted to a full time skater and fill the vacant slot as determined by the VP - Player Development. If this happens, the players' tuition will increase to a full time skater level.

3) If there are any skaters dropping from that team after the season begins in September, an Alternate may be selected by VP-Player Development and converted to a full time skater and fill the vacant slot. If this happens, the Alternates' tuition will not increase to a full time skater level

4) It is expected that there will be skater absences during the season at which point the coach will invite an Alternate(s) to fill in for those games. If this situation does occur, there will be no change to the tuition rate.

5) It is fully expected that all Alternates will be called up for a number of games during the season as needed and on a rotating basis.

6) If a team has multiple Alternates, the coach will rotate the call-ups so all Alternates get game experience.

PRACTICE PLAYER

A practice player situation is created when there are too many skaters and not enough slots on a team and the Comets Program decides not to cut skaters or if a skater's needs to work on playing skills.

1) These players are assigned as a regular member of the team but without regular game privileges. Their tuitions will be adjusted accordingly. They will attend all practices as a member of the team.

2) If there are any skaters dropping from that team before the season begins in September, a practice player may be converted to an alternate and possibly a full time skater and fill the vacant slot as determined by the VP - Player Development. If this happens, the players' tuition will increase to a full time or Alternate skater level.

3) If there any are skaters dropping from that team after the season begins in September, a practice player may be selected by VP-Player Development and converted to an Alternate or full time skater and fill the vacant slot. If this happens, the tuition will not increase to a full time skater level

4) It is not expected that practice players may be called up to participate in games.

CALLING UP OF PLAYERS

The Head Coach can call up players from the next lower team in the event that they will be missing players for a specified game/tournament. The Head Coach of the team calling up players should contact the Head Coach of the lower level team to ensure there are no conflicts and discuss which player or players will be called up for each game. A player should not miss his or her own game to play a game at a higher level. The players called up should not always be the same players, but instead be part of a rotation of players that both coaches feel can compete at the higher level. A player who is called up for five or more games must be added to the official roster for the higher level team. League rules should be consulted.

The Head Coach of any team found to be using illegal (un-rostered) players shall be brought before the Natick Comets Discipline Committee. Punishment for using illegal players shall be (but not limited to) suspension following a mandatory hearing from all Comets activities for a period of at least 6 months.

ATTENDANCE

Players must attend the scheduled practices and games or must notify the coach if they are unable to attend a practice or game. Players are indeed excused without consequence for legitimate reasons, such as sickness or injury, religious obligations, school obligations and family obligations. There is, of course, life outside of hockey.

Unexcused or unreported absences from scheduled practice sessions and/or games can at the option of the coach make the player ineligible for the next game. Any player in this category must be notified of his status by the coach before the game is started.

PLAYING TIME

As a general rule, all players in similar positions, barring injury, shall skate approximately an equal amount of time in games over the course of a season. This rule shall not apply in the event of a coach disciplining a player for violating a team rule.

In games, due to various situations such as penalties, injuries, illness and the general flow of the sport, equal ice time for all players is difficult to maintain on a game-to-game basis.

The Head Coach (at the A and B levels) has the option of placing certain line combinations on the ice in close game situations with 5 minutes left in the game. The Head Coach (at the C and D levels) has the option of placing certain line combinations on the ice in close game situations with less than 2 minutes left to play in the game.

Power Play or Penalty Killing Units can and should be formed primarily at the Squirt A, Pee Wee A and B, Bantam A and B and Midget levels. It is expected that all players are given the opportunity to participate on power play/penalty kill units during the season.

TEAM ISSUES

The first step is to apply the **24 Hour Rule**. In other words, wait at least 24 hours before you voice a complaint. So many times, problems are caused when complaints are brought forward in the heat of the moment. Wait the 24 hours, re-evaluate your complaint, and if you still think it is valid, then follow these steps:

If a parent or player has a concern, they should first:

- Talk to the coach, if unable to resolve then
- Talk with the Team Manager, if unable to resolve then
- Talk with the Director of Coaches, if unable to resolve then
- Submit in writing, the concern for consideration by the Board of Directors.

People should always keep in mind that the Natick Comets Hockey Club is staffed and run by volunteers. Any abuse or discourteous behavior, directed towards Evaluators, Coordinators or any other volunteer working on behalf of the Natick Comets Hockey Club will not be tolerated and could result in the expulsion of the parent or player from the hockey program.

ADDITIONAL PROGRAMS

Some players participate in other programs, some of which are not sanctioned by the Natick Comets Hockey Club or the conferences or organizations with which we are affiliated.

Participation by Natick Comets players in these programs sometimes causes scheduling conflicts resulting in players missing Natick Comets games and practices. Should there be a substantial number of players of any given Natick Comets team with these scheduling conflicts, it could result in the disruption of that team's ability to compete in its program, which is unfair to the other players on that team. In addition, such a situation could be unfair to the players not selected for a higher level team, as roster spots are being occupied by players who are not fully participating in the Natick Comets program.

Natick Comets Hockey Club does not wish to prohibit, or even discourage, players from seeking additional opportunities to participate in youth hockey. However, given the potential disruptive effect of a substantial number of a team's players participating in these programs, some guidelines for such participation must be set forth.

It is the policy of Natick Comets Hockey Club that all of its players must give Natick Comets games and practices priority over the games or practices of other hockey programs, leagues or tournaments. This policy shall not necessarily preclude players from participating in additional programs, leagues or tournaments, but merely requires that arrangements be made with all of their coaches to allow participation in the Natick Comets program to the satisfaction of their Natick Comets coaches.

This policy shall be made clear to all parents during tryouts to provide them an opportunity to make satisfactory arrangements prior to the beginning of the season.

TOURNAMENTS

As a general rule, it is expected that each team shall participate in at least one Invitational tournament. The Board of Directors will establish policy for payment at the beginning of each season. The entry fee of one invitational tournament per team MAY be paid by the Comets Treasurer or by the team. The cost of more than one invitational tournament (s) is/are the responsibility of the team.

State play down games and State Tournaments are paid by the Comets.

If it is necessary to borrow players for a Tournament, each team shall fully comply with all tournament rules. Further, you must borrow from a team within Natick Comets and it must be from a level below. If there is a hardship and this cannot be accomplished, the Head Coach must get permission from the Tournament Director and the Natick Comets Executive Board. State Tournament rules apply to team rosters.

PRACTICE ICE

Generally, extra ice is most plentiful September-November, and most scarce December-March (high school hockey season). We usually receive some daytime hours during school vacation week in February, and a few hours in late March and April after high school hockey concludes.

Inevitably, some ice times will be considered "inconvenient"; but contractually we are required to take that ice anyway.

Weekday times earlier than 5:00PM can pose a problem for coaches and parents who must leave work early to get to the rink. Weekday times later than 8:00 PM may seem too late for kids who have to be up for school the next morning. There is not much we can do about that except to try to share those time slots among as many teams as possible. The problem is most acute early in the season when much of our additional ice time tends to be during these early or late hours.

The scheduling of practice times takes into account the ages of the players. Midgets and

Bantams typically receive the latest times, and so Mites and Squirts typically must fill earlier time slots. On occasion, Squirts might be placed in the Friday 8:20 PM slot since that is not a school night.

Given that Midgets or Bantams usually MUST take the latest slots, we will try to rotate assignments for the earlier slots so that no one level is unfairly burdened by the earliest weekday practice times.

We will maintain a calendar-format spreadsheet containing the entire season's practice ice assignments. This spreadsheet is updated as practices are assigned and we maintain the practice schedule on the web site.

We may need to make changes to the practice schedules based on the next month's game schedules plus any incremental ice we have obtained in advance for that month. From that, we schedule ice time to satisfy, as optimally as possible, the needs of all programs that require ice time during that month. While we will try to work with possible conflicts, we do not have flexibility to honor any team's desire to always use or always avoid a particular practice date/time.

PRACTICE CANCELLATION/SWAP OF ICE TIME

All coaches are responsible for their ice time. If the ice time is not going to be used, the coach must attempt to swap the ice time with another team. If that is not successful, the coach will contact the Scheduler and the Director of Coaches and indicate the ice time that is available. The Scheduler and/or the Director of Coaches will make the ice time available to any team. Ice time is valuable and should not go unused!

GAME CANCELLATION/SWAP OF ICE TIME

All coaches are responsible for their game ice times. The rules of the specific league must be followed to avoid additional payments.

TIMEKEEPERS

If a game (scheduled for Natick) is going to be cancelled, the coach is responsible for contacting the Timekeeper Coordinator and the Director of Coaches in advance to allow the appropriate notification to the scheduled timekeeper and avoid additional payments.

OFFICIALS

If a game (scheduled for Natick) is going to be cancelled, the coach is responsible for contacting the Officials Coordinator and the Director of Coaches in advance to allow the appropriate notification to the scheduled officials and avoid additional payments.

SPORTSMANSHIP

Good sportsmanship is required of all players, coaches, parents and spectators.

- All parents are responsible for the conduct of their children.
- Parents will be held responsible, along with the player, to see that all rules and policies are followed.
- Coaches are responsible for the conduct of their team.
- All parents, coaches and players shall adhere to the Code of Conduct as developed by Natick Comets Hockey Club and USA Hockey and shall be required to sign such a document as may be distributed by Natick Comets Hockey Club.

IMPROPER CONDUCT

The following examples of improper conduct are presented for clarity, and are not meant to be all inclusive. At no time should any of this conduct occur before, during or after a Natick Comets game, practice or event.

- Fighting
- Threatening or derogatory remarks to members of the opposing team, members of the staff at any ice rink, officers of Natick Comets Hockey Club or spectators;
- Threatening or derogatory remarks to teammates, coaches, game officials or coaches
- Abusive or obscene gestures or actions
- A player failing to proceed directly to the penalty box when issued a penalty;
- Failure of the coach to keep his/her players under control;
- Marking or defacing any of the facilities in which Natick Comets teams practice or play, or the destruction of any personal property in those facilities.

PLAYER DISCIPLINE

The coaches of the Natick Comets Hockey Club have the right and responsibility to maintain player (and team) discipline. Disciplinary action may be taken by a coach to enforce appropriate conduct including compliance with the Comets' policies and compliance with team rules as set by the coaching staff of a team. Disciplinary consequences are in the coaches' reasonable discretion, and may include sitting a player out for portions of a practice or a game or suspension from all play depending on the severity of the offense. The Comets' Board will review all facts as appropriate and it should be understood that coaches are to follow the Youth/Girl's League along with Mass. Hockey and USA Hockey rules and guidelines.

Coaches should be aware that they are in a leadership position and are models for the players they coach. Abuse of this leadership role will not be tolerated. It is the mandate

of the Natick Comets to provide a safe, healthy, and challenging hockey program for our kids. If a coach is required to discipline a child during a game, skill session or practice, the coach should notify the parent of the actions requiring discipline and the actions taken by the coach. If the actions requiring discipline are determined by the coach to be "improper conduct", the coach is responsible for notifying the Director of Coaches within 24 hours of the incident.

COACH DISCIPLINE

A coach or player who fails to conduct himself/herself properly on or off the ice may be issued minor misconduct, game misconduct, gross misconduct or match penalties from game officials and may be subject to the sanctions set forth below.

Further action involving probation, suspension or termination from Natick Comets Hockey Club may be assessed by the Disciplinary Committee, Chaired by the President of the Comets Board of Directors or his/her designee. Suspensions that exceed USA Hockey playing rules sanctions may only be imposed after a hearing in accord with the rules of Mass Hockey.

Any coach who receives game misconduct penalty (in any game/scrimmage) must notify the Director of Coaches within 24 hours of the incident.

PARENT & SPECTATOR DISCIPLINE

Parents and spectators are under USA Hockey "ZERO TOLERANCE rules and may be asked to leave or be removed from the ice arena at any time by a game official for improper conduct.

Inappropriate conduct by parents that may call for disciplinary action includes the breach of the Comets policies and rules, breach of the Fair Play Pledge for parents and breach of team rules set by the coaching staff of a team. Examples of inappropriate conduct include abusive language or conduct towards players, other parents, coaches or referees.

The coach is responsible for notifying the Director of Coaches within 24 hours of an incident if a parent is asked to leave an arena, a parent's actions lead to a penalty being assessed on a Comets team or a parent's actions are determined by the coach to be "improper conduct", in the event disciplinary action is warranted in respect of a parent, the following procedure will apply:

1. The parent will first be **warned** by the coach or their designee that the behavior in question is inappropriate and will not be tolerated. The coach will also provide this information to the Director of Coaches.

2. If the warning is unsuccessful in changing the behavior of the parent, the parent will be required to meet with the Board of Directors' Disciplinary Committee.
3. If the parent fails to change their behavior or refuses to meet, the Board in its discretion may suspend the parent's child or children from further involvement with the Natick Comets Hockey Club.

MAJOR PENALTIES

The Natick Comets Hockey Club is subject to the rules of USA Hockey (as applicable) with respect to sanctions resulting from a player or coach receiving major penalties in a game.

In order to maintain consistency with respect to the disciplining of players engaging in such conduct, the policy of Natick Comets Hockey Club will be to assess, at a minimum, the sanctions imposed by a League for any such conduct.

Natick Comets Hockey Club reserves the right to assess additional sanctions in accordance with the provisions of this document and following a mandatory hearing.

MAJOR FIGHTING

Fighting will not be tolerated by Natick Comets Hockey Club. If an official calls a Major Penalty for fighting in any period of any Natick Comets game, and as a result the player receives a Game Misconduct for such penalty, the player's conduct will be reviewed by the Disciplinary Committee within 5 days of the President, the Vice President of Player Development, the Director of Youth Hockey and/or the Director of Coaches receiving **official** notification from the league. Appropriate sanctions will be discussed during the disciplinary hearing.

The coach is responsible for reporting these incidents to the Director of Coaches within 24 hours of the incident. Note: this is not the OFFICIAL reporting of the incident as the OFFICIAL report must come from the League's leadership.

Any player who starts or participates in a fight before, during or after a practice or any scrimmage game, may be subject to sanctions by the Coach in addition to sanctions from the Disciplinary Committee.

Note: At the Midget level, any player who is involved in a fight and receives a major penalty will automatically be suspended by the League for the remainder of the season. If this team receives a second major penalty for fighting, the team will automatically be suspended by the League for the remainder of the season.

GAME MISCONDUCT PENALTIES

Any player, coach or manager who receives a Game Misconduct, other than set forth above, in any Natick Comets sanctioned game, shall be subject to any disciplinary action required by the League, as applicable. The disciplinary action shall be at least equal to the following sanctions adopted by Natick Comets Hockey Club.

The coach is responsible for reporting these incidents to the Director of Coaches within 24 hours of the incident. The player's conduct will be reviewed by the Disciplinary Committee within 5 days of receiving an OFFICIAL notification from the League and then appropriate sanctions may be assessed.

MATCH PENALTIES

If an official assesses a Match Penalty against any player, coach or manager, the player, coach or manager will be automatically suspended by Mass Hockey and Natick Comets Hockey Club until hearings by Mass Hockey and the Natick Comets Hockey Club Disciplinary Committee have occurred. Once these hearings have taken place, appropriate sanctions may be imposed.

The coach is responsible for reporting these incidents to the Director of Coaches within 24 hours of the incident.

If it is determined by the Disciplinary Committee, after thorough review and official hearing, that a player acted with deliberate intent to injure another player, such player may be immediately dismissed from the Natick Comets Hockey Club.

A coach who allows an ineligible player to participate in a game when the player is serving a suspension, or is an unregistered, or overage, or from a team at a higher level will be subject to disciplinary action. Any and all games in which the player participated shall be forfeited.

LOCKER ROOMS

Use of the rink and locker rooms is a privilege, not a right. Prior to a practice or game, players should arrive at the rink in time to dress. The Comets will not tolerate excessive noise, rough- housing, physical abuse of locker rooms, foul language and other displays of poor judgment.

The Head Coach, Team Coordinator and parents will work together to provide for adult supervision in the locker room. Players who are disruptive in the locker rooms will be benched for a period of time determined by the Head Coach.

Mites who cannot dress themselves are encouraged to dress partly at home. If a player

needs adult assistance tying his or her skates, the coach or parent should do so as quickly as possible.

The lockers rooms are for the players and coaches. Players at the Peewee level and older should be able to tie their own skates.

Head Coaches with both boys and girls on their team should ensure that all players are dressed on time and appropriately so that all players can attend team meetings held in a locker room without embarrassment or inconvenience.

ILLEGAL SUBSTANCES

Drinking of intoxicants or the use of illegal substances by a player, coach or other team official while engaged in a Natick Comets game or practice will result in immediate suspension from all Natick Comets activities, pending a hearing by the Disciplinary Committee, at which point appropriate sanctions may be imposed.

DISCIPLINARY COMMITTEE

MEMBERSHIP AND ORGANIZATION

The Disciplinary Committee is established under the By-laws of Natick Comets Hockey Club and consists of the President, the VP of Operations, VP of Player Development, the Director of Coaches, the Director of Youth Hockey and/or the Director of Girls Hockey as well as other members as designated by the President. The Clerk of the organization will be in attendance as a non-voting member of this committee.

POWERS OF THE DISCIPLINARY COMMITTEE

Complaints or infractions against the rules of the Natick Comets Hockey Club shall be investigated and reviewed by the Disciplinary Committee as provided for in Article V, Section 8 of the By-laws of Natick Comets Hockey Club. The Committee may, and if required under this document, shall, conduct hearings, upon due notice, concerning the conduct of any player, coach or other party and may thereafter impose additional sanctions not specifically mandated by the rules of the Natick Comets Hockey Club. In addition, the Disciplinary Committee shall hear appeals of disciplinary actions as provided below.

APPEAL OF DISCIPLINARY ACTIONS

There is a limited right to appeal sanctions assessed against a player, coach or other party under the rules of Natick Comets Hockey Club. Additional rights to appeal may be available under the rules of Mass Hockey.

MANDATORY SUSPENSION OF THREE GAMES OR LESS

There is no right to appeal the assessment of any mandatory or automatic sanction resulting from an official's assessment of a Major Fighting or other type of Game Misconduct Penalty, if such automatic sanction is a suspension for three games or less.

MANDATORY SUSPENSION OF FOUR OR MORE GAMES

A player, coach or manager may appeal the assessment of a mandatory or automatic sanction under these rules if such sanction is a suspension for four games or more. The appeal shall be heard by the Disciplinary Committee and the scope of the appeal shall be limited solely to whether or not the event which triggers the mandatory or automatic sanction occurred.

APPEAL OF DECISIONS OF DISCIPLINARY COMMITTEE

Decisions of the Disciplinary Committee shall be final, subject only to appeal to a Special Appeals Committee appointed by the President, under the circumstances and conditions set forth below. The right of appeal of a decision of the Disciplinary Committee is granted to any person, including a player, coach or other party, who has been issued a suspension for more than thirty days. For any sanction below this amount, there is no right of appeal beyond the Disciplinary Committee.

APPEAL PROCEDURES AND REQUIREMENTS

All allowable appeals must be submitted in writing to the President within five days of the party's notification of the imposition of sanctions against a player, coach or other party. The Disciplinary Committee or a Special Appeals Committee, which may be appointed by Mass Hockey, as appropriate, shall establish a date of appeal as soon as possible, but in any event within fourteen days of the submission of the notice of appeal. Depending on the scope of the appeal allowed, either Committee may request that those persons with any interest in the matter appear at the appeal to provide their version of the events.

After reviewing all the relevant facts and hearing from all appropriate parties, either the Disciplinary Committee or a Special Appeals Committee may, at its option, take no action, reduce the sanction, or impose additional disciplinary action. However, neither the Disciplinary Committee nor the Special Appeals Committee may reduce the Natick Comets sanction to an amount less than that assessed by the Valley League or other League Conference.

FINANCIAL POLICIES

The Natick Comets Hockey Club, Inc. is a non-profit, all volunteer organization. In general, tuition has been regulated to ensure the organization covers all the real and projected costs of operating the program. A few of the costs to operate the program are:

Tuition includes but is not limited to game ice, practice ice, skills and goaltending clinic ice, league fees, state play-downs (Midget, Bantam, Pee Wee, Squirt), Mite Jamboree, uniforms, equipment, trophy, awards and administration.

Financial questions or requests must be made in writing to the Treasurer. Immediately upon receipt, grievances will be investigated by the Treasurer and/or the Finance Committee. The results of any review or investigation will be presented to the Board of Directors for resolution.

TRAVEL TEAM CONFIRMATION AND PAYMENT PLANS

Once teams have been formalized and posted, it is each family's responsibility to accept the roster spot as listed on the Natick Comets website. This is the second step in our online registration process and is a necessary step to ensure that each player retains his/her roster position.

Payments for the Natick Comets Programs can occur through our secure website at www.natickcomets.com. Our installment payment policy is designed to ease the financial burden for Comets families by providing an option to our families to pay the tuition in one or two payments. For those families who require an extended installment plan, this can be arranged by contacting the Comets treasurer.

1. Full Payment Plan. Payment of full tuition is made at time of online registration. Payment can be processed on-line or by sending a check to the Natick Comets at P.O. Box 382, Natick, MA 01760.
2. Standard Installment Payment Plan. In this plan payment of tuition for Travel Teams is done with set amounts at two predetermined intervals and paid in full prior to the new season starting in September. Payments can be processed on-line or by sending a check to the Natick Comets at P.O. Box 382, Natick, MA 01760.
3. An extended installment payment plan can be arranged by directly contacting the Treasurer. This payment plan is designed to accommodate special payment needs to extend the payment deadline past the start of the Travel season in September.

The Treasurer may use the phone or email to provide a general reminder to players of payment due dates. Each of these installment payments is due on the first (1st) of each

designated month. Check the Comets website for Travel Team payment schedules

FAMILY DISCOUNT PLAN

The Comets recognize the financial burden families incur with multiple skaters. This plan allows for a thirty-three percent (33%) discount on the tuition of the third or more family member enrolled in the Comets program. Reductions or discounts associated with the Family Discount Plan apply only to the tuition fee excluding the USA and Mass Hockey registration fees. The family discount reduction is applied to the lowest tuition (e.g. first 2 Travel skaters at full tuition price, third House League or SDP skater <lowest tuition> at 33%).

Note: only one Comets discount program can be applied per family.

TUITION ASSISTANCE POLICY

The Comets understand the financial strain the sport of hockey might place on families. A family in a tight financial situation wanting their child/children to participate in the Comets Hockey Program may request to do so under the Tuition Assistance Plan. All tuition assistance requests must be submitted in writing prior to August 1st each season. Verbal assistance requests or assistance requests sent via a 3rd party will not be considered.

A Tuition Assistance Packet must include all of the following items:

- A brief letter of explanation for the request, describing the family situation
- Identify the amount of tuition assistance funds needed as well as the amount of monthly payments the family can afford.
- Three mandatory documents to verify family income are:
 - o W2 for previous year,
 - o Form 1040 for previous year and
 - o Last 4 current job/work pay stubs

To maintain confidentiality the request for tuition assistance along with the appropriate documentation will be submitted to the Treasurer. If necessary, the Finance Committee will review the request and inform the President of the recommendation. The Treasurer/Finance Committee on a case-by-case basis will determine any amount of reduced tuition. Reductions or discounts associated with the Payment Policy apply only to the “tuition fee”.

Note: Tuition reduction under the Tuition Assistance plan is NOT automatic NOR a “Right” of requester; it is a Privilege “Granted or Given” by the Comets Board.

OVERDUE PAYMENT POLICY

Any payment not made five (5) days after the due date will be considered late and the skater will be suspended from participation in (e.g. practices, games and events) until their financial affairs are corrected or resolved.

OPERATIONS REIMBURSEMENT POLICY

Reimbursements will be made available for any pre-determined, pre-approved expenses made in support of the Natick Comets Hockey Program. These authorizations must be granted prior to an expense being incurred. Reimbursements can be provided for any expense incurred by a Board member or Program Staff (e.g. coaches) while carrying out their appointed duties. A receipt for services provided with noted explanation must be submitted to obtain a reimbursement.

Please note that no more than three (3) coaching certification patches per travel team, six (6) per Skill Development Program and six (6) per House League Program will be reimbursed by the Comets each year.

TUITION REIMBURSEMENT POLICY

All requests for tuition reimbursement must be made in writing and the Comets Board of Directors will review all requests. A doctor's letter must accompany all medical refund requests.

Note: A letter of explanation is required for all requests for tuition refunds or reimbursements.

REGISTRATION/TRYOUT FEE REIMBURSEMENT POLICY

The Registration/Tryout fee is non-refundable unless a player is unable to be placed on a team. The amount of the fee will be reviewed annually.

PENALTY POLICY

There will be a \$25 Bad Check fee charged for any check returned by the bank for non-payment.

There will be a \$200 Late Travel Player Registration assessed for any skater registering after the tryout sessions. If the late registration also involves roster change fees, that player will also be responsible for those fees.

The Late Travel Roster Change fees are determined by the Mass Hockey Registrar and will be paid by the player, coach or team requesting the change.

SPONSORSHIP PROGRAM

The goal of the Comets Sponsorship Program is to defer or subsidize selected Comets operation expenses by obtaining Corporate Sponsors. A common expense covered by Corporate Sponsorship is purchase of both Travel and Non-Travel Team jerseys. The Comets Board of Directors strongly encourages the solicitation of team sponsorships to help offset the high cost of playing hockey. Natick Comets Hockey Club is a not-for-profit, tax exempt 501(c)(3) organization and is therefore required to implement effective policies governing the solicitation, distribution, and accounting of funds received. The policies and procedures regarding sponsorships are as follows:

- All sponsorship solicitation materials including flyers, letters, and handouts must be submitted to and approved by the Comets Board.
- All sponsorship checks are to be made out payable to Natick Comets Hockey Club and submitted directly to the Comets Treasurer. Sponsorship funds cannot be received directly by a team. Sponsorship checks received will be credited against the soliciting team.
- The Treasurer will provide the Natick Comets Hockey Club's Federal Tax-Exempt ID number directly to sponsors/donors requesting it.

NATICK COMETS HOCKEY CLUB PERSONNEL

BOARD OF DIRECTORS

The Board of Directors is charged with the day-to-day management of the organization. The Board Officers are: President, Vice President of Player Development, Vice President for Operations, Treasurer, and Clerk. All Board members are elected for two-year terms by the general election. Any member of the Natick Comets Hockey Club, Inc. "in good standing" may run for any office subject to the provisions of the organization by-laws. The board position job descriptions outlining the duties and functions of that position are listed below.

BOARD MEMBERS

PRESIDENT

Summary: Chartered by the corporations' bylaws, the President shall be the Chief Executive Officer of the Corporation and shall, subject to the direction of the Board of Directors, have general supervision and control of its business.

Essential Duties and Responsibilities include the following.

- Presides over all meetings of membership and Board of Directors.
- Overall responsibility for all business, operational and policy aspects of the

program.

- Disciplinary Committee chairperson.
- Appoints the Special Committees and chairpersons (e.g. coach/player selection, discipline, finance, nomination).

Supervisory Responsibilities

Vice President of Operations, Vice President of Development, Treasurer, Clerk, and Registrar.

Prerequisites

A member in good standing. Filled from membership voted Director (May annual meeting).

Nominated and voted by Board of Directors.

Qualifications

Exceptional leadership and interpersonal skills. Versed in the objectives and obligations of youth

sports. Knowledgeable in the management and business of not-for-profit organizations.

VICE PRESIDENT OF OPERATIONS

Summary: This position has responsibility for all operational aspects of the program.

Essential Duties and Responsibilities include the following.

- Overall responsibility for forms and applications, published program representations and descriptions.
- Overall responsibility for equipment and uniforms and all program scheduling (i.e. ice time, timekeepers, and referees).
- Overall responsibility for the conduct of the annual end of season Closing Ceremony delegating as required.
- Negotiation, approval, and coordination with FMC contracts for Ice Time.

- Oversight of insurance policies for members and Board of Directors liability and indemnity, as well as overall responsibility for planning and coordinating all Comets events related to the program.
- Joint responsibility with VP of Player Development for player placement, and administration of the tryout process. Member of the tryout and player placement committee.
- Member of the disciplinary committee.
- Joint responsibility with Director of Coaches for coach selection, and administration of the selection and approval process. Chairperson of the process/committee.

Supervisory Responsibilities

Directors of Events, Coordinators, Communications, District 8 Representative, Scheduler and Equipment Manager.

Prerequisites

Filled from membership voted Director (May annual meeting). Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Position requires USA Hockey Intermediate Coaching Patch and several years coaching experience at competitive levels or equivalent business or professional experience related to the job function. Strong administrative and organizational skills.

VICE PRESIDENT OF PLAYER DEVELOPMENT

Summary: This position has responsibility for all aspects of player development within the program through the establishment, implementation and/or management of a formal player development program.

Essential Duties and Responsibilities include the following.

- Establish, administer, and manage a program for effective player development at each level of the Travel, House, and Skill Development programs.
- Train coaching staff to insure that Comets and USA Hockey developmental guidelines are met.
- Recommend, develop, and manage or outsource regular skills clinics and other developmental programs for travel program participants.
- Joint responsibility with VP Operations for player placement, and administration of the tryout process. Chairperson of the player placement process/committee.
- Joint responsibility with VP Operations for coach selection, and administration of the assignment process. Member of the coach selection committee.
- Member of the disciplinary committee.

Supervisory Responsibilities

Supervisory responsibility over Directors of Youth Hockey, Girls Hockey, House, Skill Development, Coaches/ACE coordinator.

Prerequisites

Filled from membership voted Director (May annual meeting). Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Position requires USA Hockey Intermediate Coaching Patch and several years coaching experience at competitive levels. An Advanced Level 4 patch

is preferred.

TREASURER

Summary: This position has responsibility for all financial matters of the program.

Essential Duties and Responsibilities include the following.

- Responsibility for the program operating budget and contribution to the establishment of tuition rates and costs.
- Responsibility for the establishment and maintenance of bank accounts, and regulating authorized users of the account. Collects and disperses all tuitions and payments by members and contributions by Sponsors. Management of the tuition assistance program and insurance policies for Program & Board members.
- Prepare and distribute all remittances required by the contractual obligation of the corporation and liabilities incurred through the operations as well as preparing and distributing financial summary reports at meetings of the Board of Directors.
- Recommends, manages and supports required financial audits by an Independent Auditor compliant with filing guidelines and requirements.
- Oversight authority for fundraising activity to insure program cash flow, budgeted operating income, and corporate non-profit status are maintained.
- Management and control of all program assets. Member of the Equipment Control Team.
- Contract Signatory.

Supervisory Responsibilities

Director of Fundraising and Corporate Sponsorship.

Prerequisites

Filled from membership voted Director (May annual meeting). Nominated and voted by Board of Directors. Resident of Massachusetts. Bonding may be required at the discretion of the Board of Directors.

Qualifications

A member in good standing. Financial background. Good communication and organizational skills.

CLERK

Summary: This position has responsibility for recording of all official actions of the Board of Directors, maintenance and storage of the corporate bylaws and all official board and program policies and guidelines.

Essential Duties and Responsibilities include the following.

- Responsibility for official notifications of *all* meetings.
- Prepares and distributes agendas for official meetings of the Board of Directors.

- Compiles and publishes minutes of all general board, special executive committee meetings, discipline committee hearings and as appropriate official sub-committee meetings **within five (5) business days after the meeting is held.**
- Maintain the official Board of Directors attendance roster, for display upon request.
- Serve as central librarian for **the Comets Handbook which contains** all established policies
- (written), board and volunteer job descriptions.
- Non-voting member of the disciplinary committee.

Supervisory Responsibilities

None

Prerequisites

Filled from membership voted Director (May annual meeting). Nominated by and voted by Board of Directors (next meeting). Resident of Massachusetts. Sworn in to the faithful performance of their duties.

Qualifications

A member in good standing. Good organization skills. Familiarity with Parliamentary Procedure and Roberts Rules of Order. Available to attend all official board meetings.

REGISTRAR

Summary: This position has responsibility for all member enrollments with the Comets, and player, coach, and team registrations through enrolled leagues and Mass and USA Hockey as required.

Essential Duties and Responsibilities include the following.

- Oversight authority for conduct of all Comets registration events including spring and fall tryouts, general Travel, House and Skill Development programs.
- Overall responsibility for **updating program** forms and applications as required.
- Compile and maintain master registration file in EXCEL format for all members.
- Prepare travel team rosters, coordinate team signatures, and submit **signed rosters** them to USA Hockey **Mass Hockey, District 8** and **other** applicable leagues.
- Report program participation numbers at each meeting of the Board of Directors **and publish the player projection spreadsheet in February.**
- Collect and submit all Board, Coach and Volunteer CORI Forms through USA Hockey.

Supervisory Responsibilities

District 8 Representative

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Good organizational skills. Computer and spreadsheet experience. Good listening and communications skills.

SCHEDULER

Summary: This position is responsible for planning and scheduling of ice.

Essential Duties and Responsibilities include the following.

- Planning and coordination with the Program Directors of all ice time consistent with the program guidelines.
- Communicate with Website Coordinator for release of monthly Travel program practice schedules.
- Coordinate with Website Coordinator for Skill Development and House League practice and game schedules.
- Overall responsibility for resolving conflicts of Leagues' (Valley League, Middlesex Youth Conference Girls Hockey League and Other) games schedule and the Programs' Travel practice schedule held at the William Chase Arena.

Supervisory Responsibilities

None.

Prerequisites

None.

Qualifications

A member in good standing. Detail oriented. Good organizational and interpersonal skills. Computer and spreadsheet experience.

DIRECTOR OF EVENTS

Summary: This position has responsibility for planning and coordination of all program events.

Essential Duties and Responsibilities include the following.

- Oversee, plan, coordinate, and delegate as required the annual Skate Swap & Natick Days(September).
- Oversee, plan, coordinate, and delegate as required the annual Team & Individual photograph sessions (October).
- Oversee, plan, coordinate, and delegate as required the annual Community Food Drive (October).

- Oversee, plan, coordinate, and delegate as required the annual Chase and Hoffman Hockey
- Tournaments.
- Overall responsibility for coordination of referee's and timekeepers for the Chase and
- Hoffman Hockey Tournaments held at the William Chase Arena.
- Work closely with VP of Player Development and Operations in the implementation of Try Hockey for a Day program
- Work closely with the Director Fundraising to ensure all fundraising events are successful.

Supervisory Responsibilities

Tournament Directors, Team Photo Coordinators, Event Committees & Coordinators, Skate Swap Coordinator, Food Drive Coordinator.

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Good communication and organizational skills.

DIRECTOR OF COACHES

Summary: This position is responsible for oversight and coordination of the coaching staff at all levels of the program ensuring a comprehensive and consistent level of instruction for all players. Assists in filling vacancies if they occur during the active season.

Essential Duties and Responsibilities include the following.

- Overall responsibility for coordination of the coaching staff to insure compliance with the
- Comets player development program and USA hockey coaching and ethical guidelines.
- Responsible for insuring that coaching staff obtains/maintains appropriate USA Hockey patching level and that active CORI forms have been filed with the Registrar.
- Coordination of coaching seminars and meetings.
- Participation in disciplinary actions regarding coaches and coaching issues.
- Performs duties required of the ACE Coordinator.
- Co-Chair of the Coaches Selection Committee.
- Member of the Disciplinary Committee
- Member of the Equipment Control Team.

Supervisory Responsibilities

Travel and House Team Coaches.

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Several years coaching experience in town travel Youth Hockey or higher. USA Hockey Intermediate Coaching patch minimum to start, Advanced should be obtained within one year.

DIRECTOR OF SKILL DEVELOPMENT

Summary: This position is responsible for the implementation, coordination and management of the Skill Development (Learn to skate/beginner hockey) program.

Essential Duties and Responsibilities include the following.

- Overall responsibility for establishment of an effective Skill Development - learn to skate and beginner hockey program consistent with program objectives and representations to members, and compliant with current USA Hockey guidelines.
- Recommend and suggest changes in policy and program content to improve satisfaction of membership.
- Participate actively on ice through supervision and coordination of coaches and on ice helpers as applicable.
- Input to operating budget for cost specific to area of responsibility, equipment needs, trends in membership etc.
- Participation in disciplinary actions regarding players and coaches within area of responsibility.
- Member of the Coaches Selection Committee for Intramural and Skill Development coach selection.

Supervisory Responsibilities

Coaching Assistants, Coordinators and Helpers

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Several years coaching experience in town travel Youth Hockey or higher. USA Hockey Intermediate Coaching patch minimum.

DIRECTOR OF HOUSE LEAGUE PROGRAM

Summary: This position is responsible for the implementation, coordination and management of the House League Program.

Essential Duties and Responsibilities include the following.

- Overall responsibility for establishment of an effective and competitive House League Program consistent with program objectives and representations to members, and compliant with current USA Hockey guidelines.
- Recommend and suggest changes in policy and program content to improve satisfaction of membership.
- Participate in team management through supervision and coordination of team manager or team parent as applicable.
- Input to operating budget for cost specific to area of responsibility, equipment needs, trends in membership etc.
- Participation in disciplinary actions regarding players and coaches within area of responsibility.
- Member of the Coaches Selection Committee for House coaches.

Supervisory Responsibilities

House Coaches and Team Managers

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Several years coaching experience in town travel Youth Hockey or higher. USA Hockey Intermediate Coaching patch minimum.

DISTRICT 8 REPRESENTATIVE

Summary: This position has responsibility for advising the Board of Directors on policy and other changes provided from USA and MASS Hockey via District meetings.

Essential Duties and Responsibilities include the following.

- Attend monthly District 8 meetings representing the Natick Comets or arrange substitute coverage by Executive Officer of the Program.
- Coordinate and distribute to appropriate functional responsibility, information passed on from District Representatives, Mass and USA Hockey (i.e.: Annual Program Guides, Coaching and Rules books).
- Provide Registrar with copies of agendas and notes from all District 8 meetings.

Supervisory Responsibilities

None.

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

Member in good Standing. Available for monthly District off-site meetings.

DIRECTOR OF FUNDRAISING

Summary: This position has responsibility for obtaining sponsorship income to supplement member tuition.

Essential Duties and Responsibilities include the following.

- In coordination with the Treasurer and the Board of Directors, prepare, recommend, establish, and execute a fundraising plan to solicit and secure corporate and individual sponsorship of the Comets program, events, Tournaments, or other needs.
- Overall responsibility for the coordination and organization of standing fundraising events (i.e. the annual Dance/Auction and Calendar Raffle).
- Coordinate fundraising efforts to provide relief from extreme tuition increases.
- Prepare and present the annual fundraising goals at the start of every year (August).

Supervisory Responsibilities

None

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Good interpersonal skills. Sales and/or business background preferred.

DIRECTOR OF EQUIPMENT & SAFETY

Summary: This position has responsibility for overseeing all Program equipment, equipment related issues and ensuring that all participants in the program have the proper training with regard to CPR and overall player safety.

Essential Duties and Responsibilities include the following.

- Maintain a current and active inventory of all Program equipment including travel jerseys, goalie equipment, team equipment and container items.
- Conduct the Programs' equipment sign-out and turn-in process.
- Recommend equipment upgrades, coordinate equipment repairs and decommission unsafe equipment.

- Review equipment policies and procedures and recommend changes as necessary.
- Coordinate with Director of Coaches for all Travel equipment needs (jerseys, pucks 1st aid kits).
- Coordinate with Directors of House League and Skill Development for all equipment needs (jerseys, pucks 1st aid kits).
- Provide the Board of Directors with an annual equipment inventory report (end of season).
- Make recommendations to the Board of Directors on safety training programs for directors and coaches.
- Schedule any necessary safety training sessions for the Comets coaching staff
- Act as the Board of Directors resource for physical and emotional safety guidelines including the participation in the town wide Anti-Bullying initiative. comment-what is this, not sure we want to assume responsibility in the handbook, may have legal ramifications; I do not see as safety issue

Supervisory Responsibilities

Team managers and Equipment volunteers.

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

Member in good Standing

DIRECTOR OF YOUTH TRAVEL & VALLEY LEAGUE REPRESENTATIVE

Summary: This position is responsible for implementation, coordination and management of the Youth Travel Hockey program through representation with the Valley League.

Essential Duties and Responsibilities include the following.

- Overall responsibility for establishment of an effective and competitive youth travel hockey program consistent with program objectives and representations to members, and compliant with current USA/Mass. Hockey guidelines.
- Act as League Representative for the Comets by attending league meeting and functions as required.
- Recommend and suggest changes in policy and program content to improve satisfaction of membership.
- Participate in team management through supervision and coordination of team manager or team parent as applicable.
- Input to operating budget for cost specific to area of responsibility, equipment needs, trends in membership, etc.
- Participation in disciplinary actions regarding players and coaches within area of

responsibility.

- Possible member of the Coaches Selection Committee for travel coach selection.
- Possible member of the player evaluation/selection committee.
- Member of the Disciplinary Committee

Supervisory Responsibilities

None

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Several years coaching experience in town travel Youth Hockey or higher. USA Hockey Intermediate Coaching patch minimum.

DIRECTOR OF GIRLS HOCKEY & MIDDLESEX YANKEE CONFERENCE REPRESENTATIVE

Summary: This position is responsible for the implementation, coordination and management of the Girls Travel Hockey program through representation with the Middlesex Yankee Conference.

Essential Duties and Responsibilities include the following.

- Overall responsibility for establishment of an effective and competitive girls travel hockey program consistent with program objectives and representations to members, and compliant with current USA/Mass. Hockey guidelines.
- Act as Middlesex Yankee Conference Representative for the Comets by attending league meeting and functions as required.
- Recommend and suggest changes in policy and program content to improve satisfaction of membership
- Participate in team management through supervision and coordination of team managers or team parents as applicable.
- Input to operating budget for cost specific to area of responsibility, equipment needs, trends in membership etc.
- Participation in disciplinary actions regarding players and coaches within area of responsibility.
- Possible member of the Coaches Selection Committee for travel coach selection.
- Possible member of the player evaluation/selection committee.
- Member of the Disciplinary Committee

Supervisory Responsibilities

None

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Several years coaching experience in town travel Youth Hockey or higher. USA Hockey Intermediate Coaching patch minimum.

DIRECTOR OF TEAM MANAGERS/PARENT COORDINATORS

Summary: This position is responsible for oversight and coordination of the Travel Team Coordinators /Managers to insure that distribution of program information, coordination of events, and other team activities are consistent with program policies

Essential Duties and Responsibilities include the following.

- Overall responsibility for guidance and interface with Team Managers/Parent Coordinators to insure compliance with program policies and objectives.
- Overall responsibility to insure distribution of program information, game and practice schedules, information on events and fundraisers.
- Insure timely completion and collection of all forms and certifications through the Team Manager/Parent Coordinator including Consent to Treat, Parent Awareness Pledge, etc.
- Work with VP of Operations to institute a parent awareness program for coaching and spectator conduct.
- Work with Director of Fundraising and Director of Events to assist in disseminating information about all Natick Comets fundraising and events.
- Distribution and collection of Coaching Evaluation forms.

Supervisory Responsibilities

Team Managers/Parent Coordinators (Youth & Girls Hockey)

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Good organizational and communication skills.

DIRECTOR OF COMMUNICATIONS & WEB SITE

Summary: This position is responsible for oversight and coordination of the Comets published media and presence.

Essential Duties and Responsibilities include the following.

- Overall responsibility for management of the website, hotline and newsletter.
- Act as a liaison between the Comets and the local news media.
- Coordinate distribution of Travel, Skill Development and House League Programs announcement information to appropriate schools.
- Coordinate the maintenance of the Comets bulletin boards at William Chase Arena.

Supervisory Responsibilities

Topic volunteers.

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Good computer use and familiar with website management.

DIRECTOR OF PUBLIC RELATIONS / MARKETING

Summary: This position has the responsibility to develop, coordinate and implement public relations/marketing activities in local communities to generate program interest and maximize participation in the Natick Comets. Additional responsibilities include working with the Director of Communications to publicize via various media vehicles team activities and game performance.

Essential Duties and Responsibilities include the following.

- Create print and electronic promotional materials, and press releases for distribution to announce and raise the profile of Comets programs and activities.
- Assist the Director of Communications with the creation and revision of website content.
- Assist with the preparation of e-mail content geared to the Comets community.
- Liaison with other board members to develop and implement activities to increase enrollment in all Comets programs (e.g. Travel, House, and Skills Development).
- Responsibility for publicizing "Try Hockey for a Day" program.

Supervisory Responsibilities

None

Prerequisites

Nominated and voted by Board of Directors.

Qualifications

A member in good standing. Excellent verbal and written skills. The ability to engage various constituencies in local communities to serve as an advocate for the Comets program to build and maintain positive relationships with the public.

BOARD MEETINGS

Board Meeting are held monthly, usually the third Monday of the month at 7:30 pm in the small conference room at William Chase Arena, subject to change.

The Annual Meeting of the Board of Directors is scheduled for the 3rd Tuesday of May as may be fixed by resolution of the Board of Directors. The goals of the annual meeting are to receive the Annual Report, installation of new Board members and Officers and transacting such other business as may properly come before the meeting.

The Board of Directors shall direct the President and the Treasurer to present at the Annual Meeting of the Board an Annual Report verified by the President and Treasurer showing in appropriate detail the following:

- The assets and liabilities, including the trust funds of the Corporation as of the end of the fiscal year immediately preceding the date of the Report.
- The principal changes in assets and liabilities, including trust funds, during the fiscal year immediately preceding the date of the Report.
- The revenue or receipts of the Corporation both restricted and unrestricted to particular purposes, for the fiscal year immediately preceding the date of the Report.
- The expenses and disbursements of the Corporation, both for general and restricted purposes, during the fiscal year immediately preceding the date of the Report.
- This Report shall be filed with the minutes of the Annual Meeting of the Board.

BOARD OFFICERS:

President
Vice President of Operations
Vice President of Player Development
Treasurer
Clerk

Board Members:

Registrar
Scheduler
Director of Events
Director of Coaches
Director of Skill Development
Director of House League
District 8 Rep
Director of Fundraising
Director of Equipment & Safety
Director of Youth Travel & Valley League Rep.

Director of Girls Hockey & MYCGL Rep
Director of Team Managers/Parent Coordinators
Director of Communications & Web Site
Director of Public Relations/Marketing

NON-BOARD POSITIONS

HOFFMAN PEEWEE TOURNAMENT COORDINATOR

The coordinator must renew the tournament registration for the Massachusetts Hockey Book in late May/early June. Forms are sent from the State Registrar to the previous year's contact for updating. Team rosters must be sent to the State Registrar before the tournament. These rosters must be USA Hockey certified copies.

The registrar may only require team names instead of rosters since sanctioning and insurance coverage is paramount.

The Tournament Coordinator is also responsible for ice time, locker rooms, referees, timekeepers and trophies.

Specific activities will include:

- Working with the Director of Events and the Scheduler to secure ice time.
- Completing and submitting the USA Hockey Tournament Application
- Communication with participating teams
- Programs, advertising, give away items etc as needed
- Coordinate with respective personnel to secure referees and timekeepers for games
- Order any awards and trophies to be presented at the conclusion of the tournament

CHASE TOURNAMENT COORDINATOR

The coordinator must renew the tournament registration for the Massachusetts Hockey Book in late May/early June. Forms are sent from the State Registrar to the previous year's contact for updating. Team rosters must be sent to the State Registrar before the tournament. These rosters must be USA Hockey certified copies.

The registrar may only require team names instead of rosters since sanctioning and insurance coverage is paramount.

The Tournament Coordinator is also responsible for ice time, locker rooms, referees, timekeepers and trophies.

Specific activities will include:

- Working with the Director of Events and the Scheduler to secure ice time.

- Completing and submitting the USA Hockey Tournament Application
- Communication with participating teams
- Programs, advertising, give away items etc as needed
- Coordinate with respective personnel to secure referees and timekeepers for games
- Order any awards and trophies to be presented at the conclusion of the tournament

OFFICIALS COORDINATOR

Responsibilities include coordination of all Travel and Intramural league games in Natick to ensure appropriate coverage. Must recruit individuals and train them to run the time clock as well as properly fill out game sheets. Must maintain and distribute a spreadsheet containing all scheduled timekeepers to ensure timely and accurate payments.

TIMEKEEPER COORDINATOR

Responsibilities include coordination of all Travel and Intramural league games in Natick to ensure appropriate coverage. Must maintain a spreadsheet containing all scheduled timekeepers to ensure timely and accurate payments. This information to be shared with treasurer and Directors of Youth and Girls Hockey

PRIORITY OF ORGANIZATIONAL DOCUMENTS

These Procedures, Policies, Rules and Guidelines are intended to supplement the By-laws of Natick Comets Hockey Club. In the event of any discrepancy between this document and the by-laws, the provisions of the By-laws shall control.

AMENDMENT

Under the provisions of the By-laws, these Procedures, Policies, Rules and Guidelines may be amended by a majority vote of the Board of Directors. Any such amendment which substantively changes the provisions of this document must be communicated to all of the Member Families of Natick Comets Hockey Club.

Amended on June 16, 2013 (amendment of alternate player policy)