

Bowie Hockey Club Handbook



"Promoting Youth Hockey for Everyone"

Revised: March, 2018
Version: 1.0

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BOWIE HOCKEY CLUB HANDBOOK

Introduction

The Bowie Hockey Club (BHC) is a non-profit corporation organized under the laws of the State of Maryland. Copies of the BHC exemption application, supporting documents, and decision letter are available for public review. Any person wishing to review these documents should contact the Vice President of Finance.

The purpose of the BHC is to provide a program of organized youth hockey that will result in a lifelong interest in ice hockey as a recreational sport. The aims and objectives of the BHC are to provide the maximum opportunity for all young people to participate in ice hockey and to develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental, and social well-being. The BHC encourages all youth, regardless of gender, national origin, disability, race, or religious orientation, to participate in ice hockey.

A. The Bowie Hockey Club

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

Descriptions of each position follow.

A.1 Board of Directors (Elected Positions)

Election of Board of Directors

Candidates for elected positions on the Board of Directors are nominated by the Senior Membership of the BHC and are elected by the Senior Membership of the BHC at the BHC Spring General Membership Meeting. In order to serve on the Board of Directors an individual must be a member in Good Standing of the BHC as defined in Section B.2.

President

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

Vice President of the Travel Program

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

Vice President of the Recreational Program

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

Vice President of Finance

The Vice President of Finance is responsible for the financial aspects of the BHC. Duties include managing and planning all club-related financial activities with the assistance of the Treasurer/Director of Membership and preparing the annual budget. The VP of Finance works with the Treasurer/Director of Membership, the Scheduler, and the Directors of Special Events to establish a sound financial basis for club activities. The Vice President of Finance will work with the President, Club Head Coach, Vice Presidents of Travel and Recreational, and Scheduler to develop an ice-time plan for each year. The VP of Finance will prepare an estimate of expenses for the upcoming season for the annual budget meeting, which will include ice rental for the club, SHOA (referee) fees, and any other ice-related or scheduler expenses. The VP of Finance, the Treasurer/Director of Membership, or a designated member of the Board must be present at all BHC activities that include the handling and transfer of money, such as member registration, annual tournaments, and other BHC fundraising activities. The VP of Finance is a member of the BHC Disciplinary Board.

Secretary

The Secretary is responsible for various administrative duties including scheduling all meetings and registrations (date, time and location), creating and maintaining a calendar of BHC events, works in conjunction with the Webmaster in maintaining an address directory of all board members, keeping accurate records and minutes of each meeting of the Board of Directors and the General Membership, and making the minutes available to appropriate members. Duties also include preparing administrative correspondence, updating the Team Manager manuals as required and scheduling a training session with Team Managers once per year, publishing BHC newsletters and handbook, and, along with the President, maintaining the BHC Handbook and Constitution.

Administrative correspondence includes: informing team managers and the general membership of information pertaining to special events (i.e., tournaments, open house, etc.) and scheduling volunteers for such events.

Treasurer/Director of Membership

The Treasurer/Director of Membership manages the day-to-day accounts receivables for the BHC. Additionally, Treasurer/Director of Membership prepares and maintains official player rosters (1-T – USA Hockey) for both travel and recreational teams. The Treasurer/Director of Membership will prepare a list of delinquent accounts, and deliver monthly bills received from the US Post Office for payment to the VP of Finance. Either the VP of Finance, the Treasurer/Director of Membership, or a designated member of the Board must be present at all BHC activities that include the handling and transfer of money, such as member registration, annual tournaments, and BHC fund-raising activities. The Treasurer/Director of Membership prepares, maintains and issues player lists to the Board of Directors and team coaches and is responsible for the submission of all team rosters to the Chesapeake Bay Hockey League and USA Hockey. The Treasurer/Director of Membership prepares all player/coach related documents for registration. The Treasurer/Director of Membership is responsible for the administration and collection of any fees relating to special events.

Responsibilities for the BHC Invitational Tournament, when applicable, include: administration and collection of fees as well as providing BHC 1-T rosters to the Director of Special Events.

Director of New Player and Parent Outreach

The Director of New Parent and Player Outreach is responsible for coordination of matters related to the Mite House program and the Instructional Program. This includes working with the President, Club Head Coach, Vice President of Finance, and Scheduler to develop an ice-time plan for the Mite house teams and the instructional program. The Director of New Player and Parent Outreach will also be responsible for over-seeing the duties performed by the Equipment Manager and working to ensure that new players and parents have access to equipment that is available and suitable for new players, and will serve as the primary point of contact for parents of new hockey players who have questions about the Mite house or instructional programs. The position is also responsible for working with the Board of Directors on acquisition & retention programs, incorporating USA Hockey growth models, ensuring the club has a presence at community activities, being the main contact for potential new families, communicating with parents to maximize program satisfaction, recruiting volunteers to assist with growth initiatives, and managing the Bowie Hockey Club's 2 plus 2 Challenge including Try Hockey for Free Day and other events.

Director of Special Events and Social Media

The Director of Special Events is responsible for the overall planning, budget, and operation of special club activities and is supported in such club activities by the Board of Directors in their respective capacities. Special events include participation in Bowiefest, the Open House, Hocktoberfest, Try Hockey for Free Day (including all contact with USAH), and other similar events created or endorsed by the BHC. The Director of Special Events and Social Media is also responsible for communicating with BHC members and the public through social media including Facebook, Twitter, or similar products.

A.2 Board of Directors (Appointed Positions)

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

Hockey Director

The Hockey Director works to provide the highest quality coaching possible to help ensure that each program undertaken by the BHC contributes to the further development of its players. The Hockey Director should be certified in the USA Hockey Coaching Education Program at Level 3 or higher (by December 31 of the calendar year). The Hockey Director is responsible for selecting candidate head coaches for each BHC Travel and Recreational team, subject to approval by the Board of Directors, and for presenting candidate assistant coaches to the Board of Directors for approval. The Hockey Director will work with the Scheduler to coordinate and schedule all on-ice professional coaching services as approved by the Board of Directors. The Hockey Director will work with the President, Vice Presidents of Travel, Recreational/Instructional, and Finance, and Scheduler to develop an ice-time plan for each year. The Hockey Director is responsible for overseeing all coaches and ensuring that all required certifications are current. The Hockey Director may appoint an assistant who will be responsible for assisting coaches and teams with on-ice instruction. This coach will work with the Hockey Director, President, Vice President of Travel, and Vice President of Recreational. The Hockey Director may also appoint a Video Coach who will be responsible for collecting and cataloging video archives for use by coaches and assisting with creating a video plan for the season. Other duties of the Hockey Director include maintaining team penalty statistics and ensuring that suspended players meet the requirements of their suspensions. The Hockey Director chairs the BHC Disciplinary Review Board (DRB) and is responsible for convening the Disciplinary Review Board to consider disciplinary actions pertaining to BHC players, coaches, and parents. The Hockey Director will review all Game Misconduct and Match penalties to determine whether the offending player or coach should be brought before the DRB. The Hockey Director also has the option of appointing a statistician to assist with record keeping affiliated with the penalty statistics, reporting directly to the Club Head Coach.

Scheduler

The Scheduler reports directly to the President and is responsible for all BHC sponsored ice time procurement and rental, ice contracts, and ice cancellations. The Scheduler will work with the President, the Vice Presidents of Travel and Recreational/Instructional Programs, the Vice President of Finance, and the Hockey Director to plan the amount and type of practice ice and the number of home games for each team. The Scheduler represents the BHC at the annual CBHL scheduling meeting.

The Scheduler is responsible for scheduling team practices, all games played by BHC teams in the CBHL, and all non-CBHL games to be played by BHC teams with the exception of non-BHC tournaments. The Scheduler arranges for on-ice officials for all home games and BHC tournaments. The Scheduler will distribute team practice and game schedules. At the beginning of the season, each team shall be responsible for designating a contact person for the Scheduler, generally the Team Manager. Any and all

contact with the Scheduler must go through the designated individual to avoid confusion and duplication.

The Scheduler is also responsible for scheduling of ice-time for club activities and tournament(s), working with the Director of Special Events. In the event of ice cancellations, the Scheduler or President will make all contact with the contracted rink managers. The Scheduler will verify the ice usage bills as presented by the City of Bowie and other contracted ice rink managers in order to reconcile billed hours and submit an accurate request for payment to the VP of Finance.

Working in conjunction with the Head Coach, the Scheduler will also be responsible for scheduling any professional coaching services approved by the Board of Directors. The Scheduler will provide the VP of Finance with a listing of scheduled coaching services approved by BHC on a monthly basis for verification and payment.

Equipment Manager

The Equipment Manager is responsible for maintaining an inventory list of all BHC property, ensuring that the equipment is stored in a proper and organized manner, and working with the Director of New Player and Parent Outreach to prepare necessary equipment for new BHC players. In addition, the Equipment Manager will, as necessary, work with the President to arrange for the purchase of travel and recreational team jerseys and uniforms complete with logos and numbers for all travel and recreational players as instructed by the Board of Directors. The Equipment Manager will maintain the heritage list of travel player numbers and will coordinate the assignment of new travel player numbers to minimize conflicts, with the goal that travel players should have access to the same number while maintaining continuous membership with the BHC.

The Equipment Manager will issue BHC property to Team Head Coaches or Team Managers. The Equipment Manager is the sole BHC designated representative and liaison to vendors. Only the Equipment Manager or a designated member of the Board can purchase equipment or apparel using BHC funds. The Equipment Manager will oversee any apparel items for special events in addition to awards distributed at such events.

Webmaster

The Webmaster will maintain and make changes to the website as instructed by the Board of Directors and will ensure that all information is current. The Webmaster is responsible for the administration and maintenance of the club website to include managing administrative website access. The Webmaster will set up registration materials on the website in conjunction with other board members.

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for generating corporate sponsorships for BHC. Duties include developing a marketing plan and working with the President, Director of Special Events and Social Media, Webmaster, or other relevant Board members to identify and secure sponsorship opportunities for BHC.

Parent Ombudsman

The Parent Ombudsman will be responsible for serving as a neutral point of contact for BHC members and parents. The Parent Ombudsman will be responsible for communicating (electronically or via telephone) with parents who have concerns or questions about BHC operations, transmitting those concerns to the BHC Board of Directors, and communicating with the parents regarding the response to, or resolution of, those concerns. The Parent Ombudsman is required to keep any concerns or complaints confidential, if requested by the BHC member or parent.

Safesport Coordinator

The Safesport Coordinator will work to ensure that all coaches have completed all required credentials including: Safesport education, CEPs, age-specific modules, background screening, concussion education, and anything else the club deems necessary for coaches. The Safesport Coordinator will provide a report at least three times, from October 1 to December 31, to the Board of Directors detailing the club's compliance with the USAH coaching credentialing requirements. The Safesport Coordinator will also assist coaches who require information regarding the requirements.

A.3 Disciplinary Review Board

The Disciplinary Review Board (DRB) is established to review any incident or inappropriate action by any BHC member that is contrary to BHC standards and ideals. The DRB consists of the three BHC Vice Presidents and the Club Head Coach. If one of the Vice Presidents or the Hockey Director is the subject of a potential disciplinary action, that party is recused and the President takes their place.

Reports of violations of the BHC Code of Conduct and Participants Code of Conduct must be submitted in writing to the DRB. When an incident is reported, the Hockey Director will call a DRB meeting in a timely manner of receiving the report. The DRB will meet with the BHC member (Junior or Senior), Coach, and any available witness to the incident. If the actions of a Junior Member are under review, a parent or guardian must be present. The BHC member will have the opportunity to make a statement and the DRB members will have an opportunity to ask questions. The Hockey Director will present the findings of the DRB and recommend a course of action to the President within 24 hours after the meeting. The President will decide the final disciplinary action and notify the member in writing advising the member of his or her appeal rights, which include the statute of limitations for requesting an appeal. If the Hockey Director is unavailable to call the DRB meeting within a timely manner, the Vice President of Travel will assume the responsibility for holding the meeting. Members are expected to abide by the rules and regulations of facilities at which BHC teams practice or play. In the event that a member (Junior or Senior) is suspended by any rink management with which the BHC Board of Directors has a contractual agreement, the suspension includes all BHC sponsored activities at that ice arena. Ice Arena management has been advised to contact the BHC Board of Directors when a problem arises from this policy. This policy is necessary to ensure proper conduct and safety for all members at the ice arenas.

A.4 BHC Board of Directors and General Membership Meetings

The BHC Board of Directors normally meets on the second Thursday of each month at a place designated by the Secretary in consultation with the President. A quorum of one more than half of the voting members of the Board of Directors is necessary to conduct official BHC business. All members of the BHC are welcome to attend Board of Directors meetings unless closed, in Executive Session, for discussion of sensitive issues pertaining to an individual. Team Managers and Coaches are strongly encouraged to attend. A BHC member may bring an issue to the Board of Directors meeting by writing the President two weeks in advance to be placed on the agenda.

There will be at least one meeting of the General Membership each year to which all Senior, Junior, and Honorary Members will be invited. If only a Spring General Membership meeting is held, this will take place the first Tuesday in March. Further details regarding the General Membership meetings can be found in Article 8 of the Bowie Hockey Club Constitution.

B. Membership

B.1 Membership Categories

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

Senior Members

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

Junior Members

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

Honorary Members

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

B.2 Member in Good Standing

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

B.3 Voting by General Membership

The General Membership of Bowie Hockey Club votes on members of the Board of Directors, consideration of modifications to the Bowie Hockey Club Constitution, and other documents, and other issues. For these voting purposes, each Senior Member of BHC has one vote regardless of the number of factors under which the individual qualifies as a Senior Member. At most two Senior Members can qualify for voting rights on the basis one player registration.

B.4 Family Multi-Club Registration

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

B.5 Participation in Non-BHC Teams

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

B.6 Volunteers

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

B.6.1 High School Community Service Hours

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

C. Registration and Finances

C.1 General Information

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

Travel team players registering with the BHC after the tryout process must request approval in writing from the Board of Directors.

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

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

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

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

Division	Age
8U	5 - 8
10U	9 – 10
12U	11 – 12
14U	13 – 14
16U	15 – 16
18U	17 - 18

Division	Age
Girls 8U	5 - 8
Girls 10U	9 – 10
Girls 12U	11 – 12
Girls 14U	13 – 14
Girls 16U	15 – 16
Girls 19U	17 - 19

C.2 Season Fees and Registration

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

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

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

All official club correspondence should be mailed to:

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

C.3 Member Discounts

Members with more than one skater in the Travel and/or Recreational program will be eligible for a discount as defined in the fee schedule for each additional skater. The family multiple skater discount does not apply to skaters enrolled in the Instructional program. Current and retired uniformed military service member's children who play at Bowie during the regular season are also eligible for a discount.

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

C.4 Player Sponsorships

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

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

C.5 Refunds

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

C.6 Closed Registration

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

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

C.7 Player Releases

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

C.8 Clinics and Professional Instruction

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

C.9 Incurred Expenses

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

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

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

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

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

D. BHC Member Rights and Responsibilities

D.1 BHC Player's Bill of Rights

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

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

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

D.2 Role of Parents

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

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

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

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

D.3 Code of Conduct and Conflict Resolution

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

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

D.3.1 Bowie Hockey Club Code of Conduct

Bowie Hockey Club provides an excellent opportunity for young people to participate in amateur ice hockey and to learn sportsmanship, fellowship, and teamwork. We recognize that it is more important to work toward the development of well rounded, capable, and considerate individuals than it is to develop great hockey players. Bowie Hockey Club Administrators, Coaches, Players, Parents, and Spectators are expected, at all times, to exhibit good sportsmanship and consideration of others in their interactions with other BHC individuals as well as with members of other teams and clubs and with On-Ice and Off- Ice Officials.

Administrators Code of Conduct

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

Coaches Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of Bowie Hockey Club.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

Players Code of Conduct

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

Parents Code of Conduct

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

Spectators Code of Conduct

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

D.3.2 Bowie Hockey Club Conflict Resolution Process

Ice hockey is a very intense sport and Bowie Hockey Club recognizes that conflicts may occur among players, coaches and parents. These are often the result of misunderstandings and it is vital that all parties concerned work toward clear and effective communications. It is crucial to approach the problem reasonably and in an appropriate time, place, and manner.

Games and practices can generate strong emotional reactions and are never an appropriate place or time to resolve conflicts. A minimum of 24 hours must be allowed before attempting to address an issue. Use this cooling-off period to validate the facts and collect your thoughts. Often this cooling-off period is sufficient to put the issue into perspective and a calm discussion among the concerned individuals is sufficient to resolve it.

For more serious conflicts among its members, Bowie Hockey Club has adopted the following process to be invoked at the discretion of any of the involved parties. It is important for athletes and parents to fully discuss the issues and events before initiating the conflict resolution process.

A face-to-face meeting will be arranged among the concerned individuals, moderated by a Bowie Hockey Club official. The goal of this meeting is to discuss the issues in a calm and reasonable manner.

- For conflicts among team members or parents, the Team Head Coach moderates.
- For conflicts involving the Team Head Coach, the BHC Head Coach moderates.
- For conflicts involving the BHC Head Coach, the BHC Vice President of Recreational and Instructional Programs or the Vice President of the Travel Program will moderate, depending on the program.

While athletes are encouraged to initiate such meetings and to participate in them, parents should always be present in meetings between youth athletes and other individuals. It is understood that for younger players, a parent should make the initial contact.

If there is no resolution in the face-to-face meeting, the issue will be referred to the BHC Disciplinary Board or the BHC Board of Directors, as appropriate to resolve the conflict.

D.4 Injuries

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

- Parents are not allowed on the bench or ice without approval of the on-ice officials.
- Any player injured and bleeding must leave the ice unless this constitutes a risk to the player.
- An injured player may not return to the ice until all bleeding is stopped and the blood is removed from the contaminated clothing or other articles.
- Unless certified to treat injuries, members must call the appropriate medical personnel (911).
- For any injury in which a skeletal injury is suspected the player must not be moved except by certified emergency medical personnel.

D.5 Co-ed Teams

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

E. Club Programs

E.1 Travel Team Program

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

E.1.1 PVAHA

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

E.1.2 CBHL

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

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

E.1.3 "AA / A" Level Team Criteria

The criteria for **AA / A** team selection are as follows:

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

E.1.4 "B" Level Team Criteria

The criteria for **B** team selection are as follows:

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

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

E.1.5 Travel Tryouts

The BHC coaching staff and/or independent outside evaluators as approved by the BHC Head Coach and the Vice President of Travel will evaluate all skaters trying out for Travel teams. The Team Head Coach at each age/skill level is responsible for designing his or her own criteria for evaluating skaters, identifying evaluators, and making team selections. This process is subject to approval by the BHC Head Coach and the Vice President of Travel prior to the tryout process.

Following the final tryout for an age group, the Team Head Coach will meet with the evaluators to make player selections. Notification of team members shall take place following player selection. Coaches are encouraged to provide feedback on player performance during tryouts. During the tryouts, only BHC approved coaches and representatives will be permitted on the ice or on the benches. Parents must refrain from discussing the performance of any players with the team coaches or evaluators.

Concerns about the tryout process should be directed to the BHC Head Coach, President, or VP of Travel prior to or during the tryouts. Do not wait until after the tryouts are completed to express your concerns! Players registered with the BHC who are interested in playing travel hockey are encouraged to participate in the tryouts. All fees must be paid in accordance with the registration policies as outlined in the section on registration and the registration documents.

Any required releases from a player's original club must be obtained and presented to the BHC prior to acceptance on any BHC team.

All players wishing to be released during or after the tryout process must follow the procedures for player release as outlined in the section on registration and the registration documents.

If a player is chosen and accepts a position on the team, that player will be subject to all the policies of the BHC, CBHL, and USA Hockey.

If the player is not chosen for a Travel team and wishes to remain with the BHC, the player will be rostered with the Recreational program.

All prospective Travel players are expected to attend tryouts. Absences during tryouts will greatly reduce the chance of being selected for a team. Placement on a team from the previous season does not guarantee placement on the same level team for the current season.

If a player is unable to attend or complete the tryouts, she or he must notify the Team Head Coach and BHC Head Coach in writing. The player must explain the circumstances and express his or her intent to play for the club. The appropriate coaches and evaluators will be made aware of the situation. The player may request an evaluation by the Team Head Coach for her or his age classification when circumstances allow the player and Team Head Coach to do so. This process does not compel the BHC to "hold" a spot, and the decision to add a player to a team is the decision of the Team Head Coach. Any roster changes must be in accordance with USA Hockey and CBHL rules and regulations.

The BHC does not encourage any player to play at a level above that to which his or her birthday corresponds. Requests for approval to allow a player to "play-up" an age classification level must be made to the BHC Head Coach in writing prior to the tryout period. The Head Coach will consider the application with the appropriate BHC Vice President and the team coaches that would be affected by the request. Circumstances such as the level of each team's talent, quantity of team members, and the petitioning player's hockey skill and ability will be some of the factors considered in deciding to approve or disapprove the request. The requirements for this process are outlined in the registration documents.

E.2 Recreational Program

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

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

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

E.2.1 Recreational Team Criteria

The criteria for Recreational league teams are as follows:

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

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

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

E.3 Instructional Program

The Bowie Hockey Club's Instructional program is designed primarily for beginning skaters. The program emphasizes skating skills with an introduction to the game of ice hockey in the latter part of the program. Instruction is conducted in small groups based upon the skill levels of the participants.

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

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

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

E.3.1 Instructional Program Criteria

The criteria for the Instructional program are as follows:

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

E.4 Team Coaching Selections

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

Role Model

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

Hockey Knowledge and Experience

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

Coaching Education Certification

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

E.5 Team Manager

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

Some of the responsibilities of the Team Manager include:

- Maintaining a roster of team players that includes birth dates, parent names, phone numbers, addresses, and other pertinent information.
- Ensuring that all players on the team order jerseys.
- Establishing electronic communications to facilitate contacting team members in emergencies; e.g., cancellations or changes in game times
- Coordinating with the BHC Scheduler regarding game cancellation due to inclement weather
- Informing all team members and parents of team-related activities
- Attending monthly meetings of the Board of Directors for the purpose of providing and receiving information

- Coordinating with the Team Head Coach to arrange team participation in optional tournaments and activities
- Notifying the BHC Head Coach of Game Misconduct and Match Penalties and providing him or her with a scoresheet showing the penalty
- Submitting CBHL league scoresheets to the appropriate CBHL statistician.

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

E.6 Professional Coaching and Instruction

With the approval of the Board of Directors, the BHC Head Coach may enter into an arrangement with professional coaches and organizations to provide supplemental instruction to Travel and Recreational players and coaches. All coaches are expected to abide by and support the approved contract between the BHC and these outside persons or organizations. Failure to do so will result in action by the Board of Directors.

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

E.7 Team Schedules

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

E.8 Hosting Tournaments

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

E.9 Spring Hockey

The Club may field spring hockey teams. The teams are separate from the BHC. They are to be run and managed either by a current BOD member or members or by an outside person contracted by the BOD.

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F. Fundraising and Sponsorships

F.1 Team Fundraising and Sponsorships

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

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

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

F.2 Club Sponsorships

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

G. Equipment

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

G.1 Required Equipment

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

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

Throat/neck protection is recommended for all players.

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

G.2 Travel Team Uniforms

The BHC will assist each Travel team player in the procurement of home and away jerseys and shells at a cost to be determined prior to each season. All orders for jerseys and shells must be placed through the Equipment Manager after team selections. The club will provide two pairs of game socks.

The Equipment Manager will approve Player numbers for Travel teams. The Equipment Manager will maintain a list of jersey numbers and every effort will be made to minimize conflicts and to help insure that a player has access to the same player number so long as he or she is a continuous active member of BHC. In the event of conflict, the member with the greater number of years as a continuous active member of BHC will have precedence. Older members with the same number of years of continuous active membership with BHC will have precedence.

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

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

G.3 Recreational Program Uniforms

The Bowie Hockey Club will provide each Recreational program player with a jersey, which the player will use as a team jersey and keep at the end of the season.

G.4 Team Banners

The BHC will purchase banners for teams that finish in first place in the CBHL Regular Season, or in CBHL, District, Regional or National playoffs.

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REVISED: August, 1992 May, 1993 July 1999 July 2003
August, 1994 February, 1995 July 2000 August 2005
August, 1995 August, 1996 July 2001
July 1997 July 1998 May 2002 February 2012. February 2015

CONSTITUTION

Article 1 - Name

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

Article 2 - Purpose

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

- a) To foster the maximum opportunity for young people to participate in amateur ice hockey. b) To develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental, and social well-being.
- c) To sponsor and promote such athletic, social, and other activities as may contribute to the moral and financial welfare of the corporation and not be inconsistent with its non-profit status.
- d) To cooperate with such groups as the City of Bowie Recreation Council, the Prince George's County Council, the councils of the municipalities surrounding Prince George's County, and the Maryland National-Capital Park and Planning Commission for the furtherance of amateur ice hockey.

Article 3 - Affiliations

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

Article 4 - Membership

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

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

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

Article 5 - Organization

- a) The BHC shall be organized under an elected Board of Directors hereinafter known as the BD, which shall consist of a President, three Vice Presidents (Travel, Recreational, and Finance), a Secretary, a Treasurer/Director of Membership, a Director of New Player and Parent Outreach, and a Director of Special Events and Social Media.
- b) The President of the BD shall appoint, subject to approval by the elected members of the BD, seven additional members of the BD, as follows. These appointed members shall have the right to vote at Board meetings. However in matters where the seven elected Board members do not vote unanimously, the appointed Board members shall have one vote to cast as a group (that vote cast based upon the majority vote of the appointed members attending, and in no case may the vote of the appointed members be used to decide a deadlocked vote among elected Board members). Appointed members are:
 - 1) Head Director
 - 2) Scheduler
 - 3) Equipment Manager
 - 4) Webmaster
 - 5) Sponsorship Coordinator
 - 6) Parent Ombudsman
 - 7) Safesport Coordinator
- c) The BD shall be elected from nominations by the Senior Membership of the BHC during the current season. Nominations must be made in writing to the President of the BHC no less than two weeks prior to the Spring General Membership Meeting. The nominations shall be presented to the Senior Membership attending the Spring General Membership Meeting. Elections of the BD for the following season shall be by majority vote of the Senior Membership present and voting at that meeting.
- d) Any individuals nominated for the elected offices of the BD or appointed to the BD must be current Senior Members of the BHC in good standing.
- e) The individual nominated for President must have served on the BD during the current season as the President, the Vice President of Travel or the Vice President of Recreational. In the event that none of these individuals are willing to serve as President, other members of the current BD can be nominated. If no member of the current BD is willing to serve as President, other Senior Members in good standing can be nominated.
- f) Vacancies that occur during the Operating Year shall be filled from the Senior Membership during that year with approval by the remaining members of the BD subject to the provisions of Article 5 sections d and e.
- g) The BD shall meet not less than twelve times during the Operating Year. A quorum of one more than half of the voting members of the BD shall be enough to conduct the business of the BHC. Any member of the General Membership may attend any regularly scheduled meeting of the BD.

- h) The BD shall consider all reports and recommendations pertaining to the BHC affairs to include those prepared and submitted by such committees as may be appointed by the BD.
- i) The BD shall have the power to make By-Laws of the Corporation, Player Rules, and Operating Procedures, and from time-to-time alter, amend, or repeal part or all of the By-Laws, Constitution, Player Rules, or Operating Procedures, ratified by a two-thirds majority vote of the members of the BD. All other decisions by the BD will be ratified by a majority vote of those members of the BD present.
- j) The BD shall carry out the duties specified by the by-laws of the BHC.
- k) A member of the BHC BD may be removed from the BD by any of the following circumstances:
 - 1) Voluntary resignation by the BD member.
 - 2) Involuntary removal. A BD member may be involuntarily dismissed for any one of the following reasons:
 - i. Loss of good standing (as defined in Article 4, section (f) of the BHC Constitution/By-laws) by a member of the BD
 - ii. Non-performance of assigned duties; i.e., repeated refusal or inability to perform duties specified by the BHC.
 - 3) Malfesance in office.
 - 4) Repeated absences from at least three regularly scheduled, monthly BHC BD meetings within a six month period.

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

- l) Withdrawal of a BHC BD member under any of the above circumstances will void, for the season, any player discount. If a discount has already been given, it must be restored to the BHC in order for the player to continue in the program.
- m) Bowie Hockey Club will not advance funds to any team for the payment of tournament fees.
- n) The Bowie Hockey Club has permanently retired the number 37 in Memory of Klifford Snowden.

Article 6 - Operating Year

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

Article 7 - Immediate Past President

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

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

Article 8 – General Membership Meetings and Voting Provisions

- a) There shall be a minimum of one meeting of the General Membership to which all Senior, Junior, and Honorary Members shall be invited. If only a Spring General Membership meeting is held, this shall take place following the conclusion of the regular season of ice hockey, but not later than the 30th of April of the Operating Year. The following applies to General Membership Meetings:
- b) The time and place of the meeting shall be made known to all the membership and to the public no less than thirty days in advance.

- c) Only those Senior Members present shall be permitted to vote on any matter that comes before the General Membership. The BHC Treasurer/Director of Membership shall insure that a list of the membership, by category, is available for inspection.
- d) The election of the BD shall take place at the Spring General Membership Meeting. The incumbent BD shall make available a list of individuals who have indicated a desire to serve in elected offices on the BD for the forthcoming Operating Year at least one week in advance of the meeting. The Senior Membership present at the meeting may make nominations only if there is no declared candidate for an office.
- e) Other items may be brought before the BD during the General Membership Meeting. Notices of motions, correspondence, constitutional amendments, or other matters for consideration by the General Membership shall be made in writing to the President, BHC, not less than two weeks prior to the General Membership Meeting or not later than seven days after the public notice of the meeting. These issues shall be made available for consideration at least one week in advance of the meeting.
- f) Other General Membership Meetings may be called by the BD or at the written request of not less than 15 Senior Members to discuss matters of importance to the membership of the BHC. The same rules of notification shall be followed.
- g) Conduct of the General Membership Meetings shall be outlined in the by-laws of the BHC and shall be in accordance with Robert's Rules of Order.
- h) In order for the Senior Membership to amend or modify the constitution or other operating documents of BHC ratification by a two-thirds majority of the Senior Membership is required.

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

Article 9 - Effective Date and Review Procedures

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

Adopted: May 8, 1986 July 9, 2001
May 14, 1996 May 26, 2002
July 17, 1997 February 26, 2003
March 5, 1998 August 17, 2005
July 25, 1999 February 2012
February [X] 2015

BY-LAWS

1. PURPOSE

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

2. AUTHORITY

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

3. RULES OF ORDER FOR GENERAL MEMBERSHIP MEETINGS

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

Amended May 8, 1986
Amended March 7, 1990
Amended May 19, 1993
Amended May 10, 1994
Amended November 8, 1994
Amended January 10, 1995
Amended April 12, 2000
Amended May 27, 2002