

FHF Member Club Charter

Mission Statement

We, the players, coaches, umpires, club officers, and parents (the club members), have come together and joined the Field Hockey Federation, Incorporated (FHF). We pledge tolerance, empathy, and comity in our communications and behavior with each other and with our opponents, their coaches, officials, and parents. We will treat game officials with respect and good will. The objective of our club is to promote the game of field hockey within our communities. We will promote the sport of field hockey through good sportsmanship and dignity.

The Charter

The purpose of this charter is to lay out the basic governing philosophy and rules by which the activities of the FHF Member Club will be conducted in an effective manner in cooperation with the FHF Organization. This charter may be amended by a majority vote of the FHF Board at any general or special meeting.

The Member Club

Defined as a Member Club in accordance with the Bylaws of the FHF the _____ is a member of FHF and is organized in a manner consistent with the Articles of Incorporation, Constitution, and Bylaws of FHF. The Member Club consists of players, coaches, umpires, parents, and club officers.

The Member Club is organized into field hockey teams that are formed, sponsored, and supported by the Member Club to play in FHF league play and organized events. While the Member Club values the role of its club members they acknowledge that the Member Club has an explicit and overriding stake of ownership. The Member Club has the explicit right to manage the teams, Coaches, and Team Managers. All club members recognize and respect this relationship, and abide by the Member Club rules and regulations as defined in this charter and the FHF Bylaws.

The Member Club offers year round field hockey. The teams will play two seasons per year (fall and spring). The teams may also participate in tournaments, field hockey camps, and clinics throughout the year.

Organization

The Member Club Officers shall be made up of volunteers. The officers shall include, but not be limited to: Commissioner, Treasurer, Equipment Manager, Communications Manager, and Competitions Manager. Officers shall be elected by the participating members within the Member Club. In the absence of an election the Commissioner may be appointed by the FHF Executive Committee. In the absence of an election all other Member Club Officers may be appointed by the Commissioner.

No part of the net earnings of this Member Club shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

FHF Member Club Charter

Finances

All team costs will be spread evenly among all players. The club officers may, by majority vote, offer scholarships to players who cannot afford some or all of costs associated with team commitments. The Member Club shall maintain a system of open books that are available, within one week of request, for inspection by any responsible club member or the FHF Executive Board. Member Club finance decisions are made through the approval of a budget prepared and approved by the Member Club Officers before the beginning of every fiscal year.

A schedule of required payments will be announced prior to each event. There are no refunds of any fees paid to the Member Club or FHF by club members.

In the event the Member Club should dissolve, any remaining funds, once all obligations are settled, shall be distributed immediately to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Priority should be given to organizations whose purpose is dedicated to the development of youth field hockey.

Team Coach

The selection of a coach is the responsibility of the Commissioner and Competitions Manager. The Coach can only be removed by the Commissioner. Coaches may be volunteer or paid.

Player Commitment

Players are expected to attend scheduled practices, games, and tournaments, arriving on time. The coach should be given reasonable advance notice and explanation when this is not possible, especially for games and tournaments. Players will ensure all fees and documentation requested by the Coach or Team Manager are provided by the announced deadlines. Players will be required to sign a FHF Code of Conduct.

Players will be given play time in games but are not guaranteed equal playing time. The amount of playing time per player is based on the coach's best judgment, and is at his/her discretion. The coach assigns Player positions. The coach's decision making will be guided by level of play and level of competition within a given event.

Team Conduct

Club members are expected to maintain, at all times, the highest standards of sportsmanship and civility. Club members will promote the safety of the players and respect the privacy of all its members by keeping all team information (i.e., phone numbers, addresses, financial information, and disciplinary actions) confidential.

FHF Member Club Charter

Commissioner's Duties/Responsibilities/Authority

- Shall have complete responsibility and authority to conduct the business of the Member Club within the framework of the FHF Bylaws and Rules and Regulations.
- Report on club activities at FHF General Meetings.
- Prepare Annual Report, including Annual Financial Report, for presentation at the FHF Annual meeting.
- Register all teams, players, coaches, umpires, and officers with FHF.
- Submit insurance claims as are appropriate.
- Judge and rule on appeals and disputes within the Member Club or as a member of the FHF Discipline Committee.
- Oversee the annual election or appointment of Member Club Officers to include at a minimum a Treasurer and an Equipment Manager.
- Is an authorized signatory on the team's bank account and has joint authority with the Treasurer to disburse funds and make deposits. No team funds should be used for personal purposes.
- Shall have the power to make purchases on behalf of, to incur indebtedness for, or otherwise obligate their respective Member Club up to a maximum amount that is within their respective budgets. It is recognized that such maximum amount shall be consistent with the total financial plan of the Member Club as may be affected by actual income.
- Custodian of Member Club non-financial records and documents.

Treasurer's Duties/Responsibilities/Authority

- Prepares and proposes Member Club budget in collaboration with the Commissioner.
- Prepares and proposes player fee payment schedule.
- Tracks Member Club income and expenditures and prepares Annual Financial Report.
- Is an authorized signatory on the team's bank account and has joint authority with the Commissioner to disburse funds and make deposits. No team funds should be used for personal purposes.
- Collaborates with the Commissioner in the negotiation of the coaches' fees.
- Custodian of Member Club financial records.

Competitions Manager Duties/Responsibilities/Authority

- Assigning of players and coaches to assure a proper balance of teams within any age division.
- Identify and recruit coaches and umpires.
- Ensure all coaches and umpires attend all FHF training clinics.
- Ensure all coaches and umpires complete any FHF required background checks.
- Selection of players and coaches for all-star team(s).

FHF Member Club Charter

Equipment Manager Duties/Responsibilities/Authority

- Locate and secure proper practice facilities.
- Secure uniforms, balls, goals, goal-keeper equipment, First Aid Kits, and other necessary equipment.

Communications Manager Duties/Responsibilities/Authority

- Prepare and distribute flyers, ads, and other types of printed material.
- Create and maintain Member Club website.
- Work with Team Managers to create and maintain a master contact list.

Coach's Duties/Responsibilities/Authority

- Conduct weekly practices prioritizing player safety and skill development.
- Create a player training program to be used during weekly practices.
- Make all player decisions including positions, and game playing time.
- Support all game officials in the discharge of their responsibilities.
- The Coach is subject to removal for misconduct or incompetency as determined by the Member Club Officers.
- Agrees to submit to Child Safety background checks as required by FHF.

Team Manager's Duties/Responsibilities/Authority

- Team Manager must be a club member.
- Creates a player contact list to be used for registration and team communications.
- Works with the Competitions Manager to register the team for FHF league or tournament play. May also help with the registration for other team events.
- Serves as team spokesperson and liaison with the FHF league or tournament officials. Reports all information provided by such organizations to team members and parents immediately after the information is provided by those organizations.
- Serves as the spokesperson for team members and parents with the coach in matters involving the entire team.
- At the Coaches request communicates with the team members and parents.
- Solicits parent volunteers for miscellaneous team support tasks.
- Reports verbal and/or physical abuses by the Coach to the Member Club Officers.
- Presents a letter to the Member Club Officers when a majority of the parents request termination of the Coach.

FHF Member Club Charter

Parents' Duties/Responsibilities/Authority

- Abide by the Member Club Charter and FHF Code of Conduct.
- Ensure all fees and documentation requested by the Coach and/or Team Manager are provided in accordance with the announced payment schedule.
- Assure their players are prepared for and punctually attend practices, games, tournaments, and events.
- Participate in the running of the team by attending meetings, and volunteering time to perform tasks and duties required to keep the teams functioning.
- Support the coach and appointed team officers in the discharge of their responsibilities. Parents and players who leave the team should return all team equipment, documents, and monies to a team officer remaining on the team, within two weeks of leaving the team.

FHF Member Club Charter

As duly authorized Officers of _____ we adopt this FHF
Member Club Charter as the primary operating document for

_____, located in

_____, California

Signature

Print Name and Title

Signature

Print Name and Title

Date Adopted