

# **RUSTIN HOCKEY INC. BY LAWS**

## **Approved August 15, 2017**

### **PURPOSE**

Rustin Hockey Inc. ("RHI" or "Rustin Hockey") is a Pennsylvania non-profit corporation formed under the laws of the Commonwealth of Pennsylvania. Rustin Hockey's purpose is to provide the leadership, management, administration and funding necessary for the ice hockey program, for both boys and girls, of West Chester Bayard Rustin High School and its feeder schools in the West Chester Area School District. Rustin Hockey will provide qualified hockey players with the opportunity to develop heart, character, discipline and athletic skills within the team concept at the highest competitive level.

### **PHILOSOPHY**

In order to attract the level of competition consistent with Rustin Hockey's purpose, RHI shall enter strong competitive teams with a winning attitude. Players must be continually taught the fundamentals of the sport, as well as good sportsmanship. This does not imply a "WIN AT ANY COST" attitude, as the remainder of this document will make abundantly clear. All players, parents, coaches, and Rustin Hockey officials are expected to abide by both the spirit and the letter of these By Laws.

Within this philosophy, Rustin Hockey believes its purpose can be met when both players and coaches dedicate themselves to creating a strong "Team" environment. Team shall be defined as including Rustin Hockey players, parents, coaches, and Rustin Hockey officials. For the coaches, dedication includes having a desire to improve themselves as teachers and motivators, maintaining a high level of professionalism, and creating a strong Team environment for the players. Players must attend practice and strive to be part of the Team structure, within which growth and maturation will progress simultaneously.

### **MEMBERSHIP**

1. The members of Rustin Hockey shall be the parents and/or guardians of the hockey players who are current in their dues payments and in compliance with all of the rules and regulations set forth herein. Members are expected to serve as community advocates promoting the best interests of Rustin Hockey at all times. The membership will assist the Board of Directors in developing appropriate policies and procedures for the organization. The day-to-day business affairs will be handled by the Board of Directors. The Board may request, at any time, the assistance of the membership in volunteering to help advance the interests of RHI. Members are expected to be supportive and willing to expend their efforts to promote RHI.
2. The Board of Directors shall determine the schedule of and the amount of dues payable by the members. This shall include annual dues and any supplemental dues deemed necessary to successfully run RHI.
3. Each family shall be entitled to one vote in the affairs of RHI, without regard to either the number of players or the marital status of the parents and/or guardians of the players. Board members shall not have an individual vote; however his/her family will have a vote when they have a child who is a current player on the roster.
4. All members of Rustin Hockey will follow guidelines as per the WCASD athletic policies.

## **MEETINGS**

1. Unless otherwise ordered by the Board of Directors, there will be a minimum of three (3) general membership meetings per year for the purposes of election of officers, receiving reports and the transaction of RHI business. Meetings will be open to all members of Rustin Hockey in good standing (defined as "those who are current in their dues payments and comply with all rules and regulations set forth herein). Meetings will be scheduled by the Board with notice of these meeting issued by the Secretary at least seven (7) days before the appointed time of the meeting. Electronic notice to the members last provided e-mail address will suffice. It will be the responsibility of each individual family to keep their contact information up to date. Unless otherwise indicated, all meetings of RHI will be held at Ice Line in West Goshen Township, Chester County, Pennsylvania.
2. Special meetings of RHI may be called by the Board of Directors. When possible, at least seven (7) day's notice of any special meeting must be given to members of RHI. This notice must state the subject of the meeting. Electronic notice to the members last provided e-mail address will suffice.
3. When a meeting agenda includes an item that requires action by the membership, the Board shall give all members proper advanced notice of this meeting and agenda (Email is considered an acceptable means of notification). Members will be allowed to either vote in person or via proxy. If voting by proxy it is the member's responsibility to ensure their vote makes it to the membership meeting to be counted. And if voting by proxy, the member must indicate clearly their choice(s) on the issue(s) and place their name on the proxy (Note: voting by proxy forfeits the benefit of secrecy in that ballot). A majority vote of the eligible members voting (and entitled to vote) shall be sufficient to decide upon an action item.
4. Board of Directors meetings will be held once a month, unless otherwise, agreed to by a majority of the Board. Time, date, and place of the meetings will be set by the President, after consultation with the other Board members. Electronic notice to the Board members by the President or Secretary shall suffice. Fifty percent (50%) of the current Board members is required to be present for a quorum. Once a quorum is established a majority vote shall be sufficient to decide upon an action item.
5. All Board voting actions will be communicated at the next General Membership meeting.

## **BOARD OF DIRECTORS**

1. The Board of Directors of RHI shall be elected to the following positions: President, Vice President, Secretary, Treasurer, and Hockey Director. In the event that no Member runs for a particular office on the Board, resulting in a vacancy in such position, a non-Member who is qualified and expressed commitment to Rustin Hockey may be elected to serve in such office.
2. The primary duties of the Board shall include the establishment of all policies deemed necessary for the successful operation of RHI, along with enforcement of Rustin Hockey's rules and regulations.
3. The Board Members shall take office immediately upon their election and shall serve for a term of one (1) year.
4. Any Board Member may be removed from the Board for good and sufficient reason by a majority vote of the general membership.
5. At no time shall a Board member hold more than one (1) Board position.
6. In the event of any vacancy of a Board position (other than President, in which case the Vice President shall automatically succeed the President) arising because of the death, disability,

incapacity, resignation or other voluntary or involuntary long-term unavailability, the Board shall have the authority to fill such vacancy until the next meeting of the General Membership, which shall occur in not less than one hundred twenty (120) days, at which meeting a vote shall be held for the vacated position and the officer shall be elected by a majority of members present at the meeting.

7. RHI shall indemnify any Board member or officer who was or is a party to, or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, including an action by or in the right of RHI, by reason of the fact that he/she is or was an officer or Board member against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by Board member in connection with such action, suit or proceeding unless the act or failure to act giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness.

## **BOARD MEMBER'S RESPONSIBILITIES**

### **The President**

The President shall be the Chief Executive Officer of RHI and should be present at all RHI Board meetings.

1. He/she will have general and active management oversight of RHI in deciding which issues require Board vs. membership approval. The President shall see that all orders and resolutions of the Board are carried out.
2. He/she must communicate to the Board/membership matters and make suggestions as may in his/her opinion tend to promote the welfare and increase effectiveness of Rustin Hockey. He/she and the Hockey Director, or their respective delegates, shall act as the RHI's representative to the Inter-County Scholastic Hockey League. The President may delegate to other Board members any of his/her responsibilities provided that he/she remains primarily responsible for seeing that they are carried out. If designated, this board member that is chosen to act as RHI's representative will attend the ICSHL meetings and report on those meeting to the Board.
3. The President shall negotiate all annual ice contracts (the Hockey Director will be consulted to provide input), monitor Rustin Hockey functions and see that the rules and regulations of RHI are enforced. He/she will assign additional responsibilities to Board members in addition to those identified in these By Laws
4. The President along with the Board prepares the annual budget with the Treasurer.
5. The President shall oversee any and all standing committees of RHI delegating responsibility and authority as necessary.

### **The Vice President**

1. The Vice President shall perform all duties of the President during the absence of the President. In the event of a vacancy of the office of President, the Vice President shall automatically become the President.
2. In addition, he/she will be directly responsible to oversee the Discipline and Eligibility Committee and to enforce the RHI's "Code of Conduct" and eligibility rules. The Vice President may delegate his/her duties, provided he/she remains primarily responsible for seeing that the duties are carried out. He/she shall ensure that the coaches and managers follow RHI's rules and regulations, and enforce League rulings affecting RHI.

### **The Treasurer**

1. The Treasurer shall have primary responsibility (along with the President) for the preparation of the annual budget of RHI. Such budget shall be prepared in a level of

detail sufficient to allow the Board and Rustin Hockey members to reasonably understand the major areas of revenue and expenditures during a fiscal year. Once approved by the Board, the Treasurer shall as early as reasonably practical, ensure that each year's budget is communicated to the general membership in accordance with the provisions of "Meetings" above.

2. The Treasurer shall keep an account of all monies received and expended for the use of RHI and shall make disbursements authorized by the President. All sums received shall be deposited by him/her in the bank or banks approved by the Board and he/she shall make a report at the meetings or when called upon by the President. The funds, books, and vouchers in his/her hands shall, with the exception of any confidential reports submitted by members, at all times be subject to verification and inspection by the Board of Directors. At the expiration of his/her term of office, the Treasurer shall deliver to his/her successor all books, money and other property of RHI. The Treasurer shall submit a report on the financial condition of RHI to the members at the general membership meetings. In addition, interim reports and treasury accountability shall be reported to the Board on monthly basis. The Treasurer shall communicate all outstanding dues concerning each designated team directly to the Board.
3. The Treasurer shall submit a report on the financial condition of RHI to the members at the general membership meetings. Such financial report shall, at minimum, include a then current RHI Balance Sheet (showing RHI assets and liabilities) and a summary of actual and projected RHI cash flows and cash balances. In addition, interim reports and treasury accountability shall be reported to the Board on at least a quarterly basis or upon request.
4. The Treasurer shall maintain and manage all receipts and disbursements in books belonging to RHI. It will also be his/her responsibility to make sure that all ice contract fees, league fees, coaching fees and operational fees are paid in a timely fashion. The Treasurer may not disburse any of RHI funds for items, functions and events that are outside the annual budget of RHI without the approval of the Board. The Treasurer will be bonded at the expense of RHI.
5. In conjunction with the Board Members, the Treasurer shall be made aware of the implementation of all Rustin Hockey fund raising activities.
6. The Treasurer shall establish procedures for the collection of dues and their payment.
7. The Treasurer shall arrange, or cause to arrange for, the filing of any tax returns required for RHI with such advisers as the Board shall approve.

### **The Secretary**

The administration of RHI will be vested in the Secretary. He/she shall oversee the activities of RHI and perform such other duties as may be defined by the President. It shall be his/her duty:

1. To give notice of and attend all meetings of RHI and all committees and to make provision for the keeping of a record of all proceedings.
2. To keep a list of the members of RHI and to generate an email distribution list of said members and coaching staff.
3. To assist in the organization of RHI's pre-season registration and evaluation process.
4. To communicate and to process with the Board, School District officials, Team Representatives, Coaches, League, etc., all necessary documentation such as; League and USA Hockey official rosters.
5. To oversee the website and any and all other external communication which represents Rustin Hockey.
6. Provide all WCASD required documentation to the Athletic Director and attendance officer at Rustin High School.
7. Keep on file all eligibility reports as provided by WCASD.

8. To process all USA Hockey registration requirements annually (this can be delegated to a designee).
9. Act as Rustin Hockey Registrar by processing all USA Hockey requirements in order to register all teams on an annual basis and throughout the season as needed.
10. Coordinate announcement and ordering of Awards/Patches to appropriate schools and USA Hockey.
11. Process all annual coach USA Hockey registrations, and as deemed necessary, provide criminal and background checks of these coaches.
12. Manage the Rustin Hockey website, coordinate Team Snap announcements for the entire organization (coaches or team managers will handle individual team communications).
13. The Secretary shall be responsible for overseeing and approving the assignment of jersey numbers. The Secretary shall keep an accurate record of all jersey assignments.

### **Director of Hockey Operations**

This position will have the following responsibilities:

1. As per the WCASD policy, he/she will report to the current Athletic Director of the Rustin High School.
2. In order to support a program approach within the RHI, he/she will manage and oversee all on and off ice hockey operations for RHI
3. He/she will oversee the development of all team rosters, practice schedules, game schedules, evaluation schedules, dry land activities, tournaments and travel plans.
4. Intercommunication between teams and the Board as well as long-term player development will be the responsibility of this person.
5. He/she or his/her alternate shall act as RHI's representative to any league in which a Varsity, Junior Varsity, Middle School or Elementary Ice hockey Team participates.
6. He/she needs to be made aware of all non-league games, changes made to practice schedules and player injuries with updates of them, player clearance thereafter.
7. To provide a coaching staff for each team in the organization which reports directly to him/her.
8. Responsible for his/her coaches' performance and conduct.
9. Accountable to the Board for his/her actions and of his/her staff.
10. Responsible to have coaches at every game.
11. Responsible for enforcing obligations of coaches and players as outlined in these By- Laws.
12. Recommended having regular staff meetings throughout the season.
13. Responsible for ensuring that all players who are playing games and participating in practices are eligible to play under WCASD Rules.
14. Ensure all necessary equipment is available for practice, games, any other team events (pucks, water bottles, first aid kit, etc.)
15. To purchase all team jerseys, equipment, and supplies for all teams as outlined in the approved budget.
16. Arranges the storage of all RHI property during the off-season.
17. Review the equipment needs of RHI on a routine basis and provide estimates for the purchase of equipment. Equipment can only be purchased upon approval of the Board
18. With Board approval, conduct the sale of used membership equipment if deemed appropriate.

### **Athletic Trainer**

1. To satisfy the requirements of the West Chester Area School District and to promote the safety of Rustin Hockey players, the Board shall retain an athletic

trainer as an independent contractor. The athletic trainer must possess current, active licenses and authorizations necessary to perform the activities required by the Board.

2. The Trainer shall receive injury reports and all required players clearance documentation (and keep on file) and shall share the same with the Hockey Director.
3. The Trainer shall report directly to the Hockey Director and be accountable in all respects to the Board.

### **ELECTION/APPOINTMENT OF BOARD MEMBERS**

1. The nominating committee shall ideally consist of three members of RHI as selected by the Board of Directors. The committee shall be appointed at a Board meeting. At the next membership meeting and with a subsequent email from the Secretary, Board positions will be opened to all volunteers, including incumbent Board members. The nominating committee will add any additional names, who have agreed to serve if elected and prepare a slate of proposed Board members. If there are no volunteers for a position, the incumbent Board member may be asked to remain in that position.
2. The slate of proposed Board members shall be presented via e-mail to the general membership in March. At this time the ballot will be finalized for an election at the May general membership meeting.
3. The election of Board members shall take place annually at the May meeting. Any member in good standing shall be eligible for office provided that he/she has agreed to fulfill the duties of the office if elected. Candidates who receive a majority of votes cast at the meeting shall be elected.
4. If a candidate (or incumbent Board member) is unopposed; a majority of votes is still required to confirm her/his election.
5. Any Board appointment can be challenged by the general membership and removed from office or consideration of office by a majority vote of the general membership at a Board designated General Membership meeting.

### **GENERAL COUNSEL**

The Rustin Hockey Board may seek legal counsel on an as needed basis either within Rustin Hockey or outside of RHI as necessary. The General Counsel shall assist RHI in providing advice and counsel for properly handling legal issues that may arise in the operation of RHI. The General Counsel shall serve in a pro bono capacity as a volunteer. As such, he/she shall be afforded the protection of any and all applicable laws. He /she will provide legal guidance as it relates to such issues as insurance protection, general liability, incorporation, School District sanctioning, tax exemption, use of Rustin Hockey name and other legal matters.

### **TEAMS**

#### **SELECTION OF TEAMS**

The Hockey Director and his/her coaching staff are exclusively responsible for the selection of players. Players are evaluated on their own merit and each year stands on its own. There are no prior promises of selection or guaranteed positions. All decisions are final. There will be no refund for dues paid, except if in the best interests of Rustin Hockey, as determined by the Board. Any and all deposits are considered part of dues. Dues are incorporated into the budget even if the player did not attend evaluations. Dues will remain the same regardless if the player

attended evaluations, joined late in the season, or is unable to complete the season.

The only players selected for a team will be those who, in the opinion of the team coaching staff, are able to compete at the appropriate level. In accordance with the USA Hockey rules, the maximum number of players shall be twenty (20: 18 skaters & 2 goaltenders) for all **high school** teams unless otherwise approved by the Board and the affected Head Coach. Rustin Hockey will endeavor to cap Middle School and Elementary rosters at fifteen (15) skaters and two (2) goalies, to promote appropriate ice time for development at these younger ages. The Board may approve the addition of new players during the season on an individual basis. Players will be placed upon evaluation of the Hockey Director and his designated coaching staff.

The Board President or her/his designee shall confirm all team selections at the conclusion of evaluations.

If a player is expelled from RHI for an infraction of the rules and regulations, or if a player or parent requests a release, no refund shall be given.

RHI will not engage, or otherwise be involved, in the recruiting of any player outside West Chester Bayard Rustin and its feeder schools.

### **SELECTION OF COACHES**

The selection and/or hiring of coaches for all teams will be the responsibility of the Hockey Director and will require approval of the Board. Only coaches who possess valid and current qualifications as outlined in the rules and regulations of the WCASD, USA Hockey, ILMShL and ICSHL rules and By Laws will be eligible for coaching appointments. All coaches must also have been subject to the background screening required under Pennsylvania law or USA Hockey.

All coaches will serve for a term of one year and may be eligible for return upon the approval of the Board.

All coaches' **stipends**, if applicable, will be determined by the Board and incorporated into the Rustin Hockey annual fee. Any coach or other team official that receives funds or stipends from RHI shall require the approval of the Board and all such coaches or other team personnel shall be independent contractors. Any coach that does not complete his/her annual coaching assignment shall reimburse RHI on a pro-rated basis for the balance of the year and/or for the time "not served".

The Board may remove or suspend a coach for cause at any time.

### **TEAM COACHES**

The Team Head Coach and his/her assistants are responsible for developing the hockey skills of every player, and the team orientation that is important in building character. This position is one that should be viewed as an opportunity to develop young people both athletically as well as socially. The following are the responsibilities and obligations of coaches.

1. To establish and communicate Rustin Hockey rules to both players and parents at the beginning of the season, and to enforce and abide by these rules.
2. To continue to strive for coaching excellence with year-long teaching.
3. To strive to make all communication and judgments on players and parents positive
4. To provide support, understanding and public approval of Rustin Hockey, team coaching

staff and personnel.

5. To provide the team with an ideal role model image that can be respected and valued.
6. To treat all players equally, fairly and respectfully. They are chosen as part of Rustin Hockey, and should be assimilated and disciplined within a team concept. A coach does not have the authority to release a player. It must be referred to the Board.
7. To maintain proper team discipline at all times with the help of the Team Manager.
8. The Team Head Coaches have a primary obligation for the supervision and well being of the entire team AT ALL TIMES.
9. To report to team managers and Hockey Director all disciplinary infractions.
10. To enforce disciplinary decisions issued by the Board and Disciplinary Committee.
11. To retain for examination at any time, all required documentation for each player.
12. Needs to maintain a high level of communication with the Hockey Director. The Hockey Director will be made aware of all non-league games, changes made to practice schedules and player injuries with updates of them, player clearance thereafter.
13. To record player attendance at games and practices.
14. To have coaching representation at every coach meeting as scheduled by the Hockey Director.
15. To keep all team equipment, including maintenance of the team's first aid kit. This will include collecting team equipment at the end of the year and delivering to the Hockey Director.
16. To determine player availability for games, practices, tournaments, and team events.

## **HIGH SCHOOL COORDINATOR; MIDDLE SCHOOL COORDINATOR**

**High School Coordinator:** The High School Coordinator shall work closely with the Hockey Director to assist with the planning and implementation of the Rustin Hockey program at the High School level. Responsibilities shall include, but not be limited to, the following:

- *Ensuring Compliance with Coaching Requirements:* Assisting the Hockey Director and Secretary with ensuring that all coaches for Rustin Hockey high school teams comply with training, background checks and other requirements under applicable laws, Rustin Hockey By-Laws, and USA Hockey;
- *Administering High School Program:* Responsible for coordinating and posting team rosters, calendars and communications via Team Snap or other systems approved by the Rustin Board to ensure good, consistent communications with the Rustin Hockey players and families at the High School Level (including selection of All-Star teams);
- *Organizing High School Events:* Developing and promoting events and training programs for Rustin Hockey high school players and teams, with the approval of the Rustin Hockey Director or Rustin Board, as applicable;
- *Promoting Rustin Hockey at the High School Level:* Attend, as requested by the Hockey Director, Ice Line league meetings and events related to the Rustin Hockey teams at the high school level.

**Middle School Coordinator(s):** The Middle School Coordinator serves as the coordinator for Rustin Middle School Hockey and serves as the primary liaison between the middle school teams and coaches and the Rustin Hockey Director and Rustin Board of Directors. Responsibilities include:



- *Coach Selection:* Recruiting coaches for the Rustin Hockey middle school teams and making recommendations to the Hockey Director regarding the selection of coaches and coaching staffs for teams;
- *Team and Roster Selection:* Preparing projections for upcoming years; coordinating and organizing middle school player evaluations and assessments and making recommendations to the Rustin Hockey Director regarding team selections;
- *Ensuring Compliance with Coaching Requirements:* Assisting the Hockey Director with ensuring that all coaches for Rustin Hockey middle school teams comply with training, background checks and other requirements under applicable laws, Rustin Hockey By-Laws, and USA Hockey;
- *Administering Middle School Program:* Responsible for coordinating and posting team rosters, calendars and communications via Team Snap or other systems approved by the Rustin Board to ensure good, consistent communications with the Rustin Hockey players and families at the Middle School Level (including selection of All-Star teams);
- *Liaison and Coordinator for Middle School Disciplinary Actions:* Coordinate and serve as liaison to Rustin Board of Directors, including Vice President and others involved with Disciplinary Committee regarding any suspensions or alleged violations of SafeSport or other USA Hockey programs or policies;
- *Organizing Middle School Events:* Developing and promoting events and training programs for Rustin Hockey middle school players and teams, with the approval of the Rustin Hockey Director or Rustin Board, as applicable;
- *Develop Practice Plans and Goals:* Review and implementation of on ice and off ice practice plans as well as the review of season developmental goals for middle school teams, with the approval of the Rustin Hockey Director; and
- *Promoting Rustin Hockey at the Middle School Level:* Attend Ice Line league meetings and events related to the Rustin Hockey teams at the middle school level.

## **TEAM MANAGER**

Each Team (other than the Boys Varsity) shall have a Team Manager who will be appointed by and report to the respective Level Coordinators and be accountable to the Board of Directors. The Team Manager will have an obligation to assist his or her coach in the job of creating a positive atmosphere for the team and everyone associated with it. The Team Manager is the primary channel of communication between the coaching staff, parents and RHI as well as manager of administrative functions of said team.

His/her responsibilities shall include:

1. To be the liaison between the coaching staff and parents.
2. To work with RHI Secretary to keep parents and players informed in writing or e-mail of all schedule changes or additions and road trip arrangements if necessary.
3. To keep the team statistics for use on Rustin Hockey projects such as the yearbook and to ensure players statistics for patches (awards) are turned in to the Secretary at the end of the year.
4. To arrange for team announcements to be made at the schools, including game

highlights.

5. To secure checks from the Treasurer to pay referees as required.
6. To assist the coaching staff before games with score sheets and any other administrative tasks, including score sheet labels for high school games.
7. To assist injured players off the ice to the locker room during games and practices for safety reasons. To inform the Hockey Director and the Secretary when any player on your team has been injured in a game or practice when it results in a loss of playing time.
8. To report to the Vice President or any Board member any disciplinary infractions.
9. To arrange non-league games at the request of the coaches.
10. To assist the Secretary in obtaining and processing all USA Hockey and league paperwork and registrations.
11. To compile and deliver to the Secretary all required documentation for each player.

## **OBLIGATIONS**

### **PLAYERS**

The players are the reason for the existence of Rustin Hockey. Many people volunteer countless time and energy so that the players may have the most enjoyable and productive hockey experience possible. Along with the privilege earned with hockey ability goes the responsibility of maintaining excellence both athletically and academically. In order to ensure the best season possible, players are expected to contribute both on and off the ice. The following is intended to establish a basis for an enjoyable and successful season.

1. Players must maintain academic and FINANCIAL eligibility as outlined by these Bylaws and the West Chester Area School District.
2. Players should be on time for all practices and games.
3. Help with team fund-raisers during the year. Don't expect parents to do all the work.
4. Players should follow all team and Rustin Hockey rules and regulations.
5. Players should listen when your coaches or manager are speaking.
6. Players should listen to and accept constructive criticism from coaching staff.
7. Players should treat teammates, coaches and others with respect.
8. Players should encourage others on the team. Pick up the team rather than put it down. Think of how comments will affect others before making them.
9. Players should do their best at all times and have FUN.

### **PARENTS/GUARDIANS**

RHI welcomes and expects the active participation of the parents and guardians. Without them, there would be no Rustin Hockey. Parents/Guardians as well as relatives and friends are encouraged to attend all games and other activities. The cheering helps the team and builds a family relationship between the players and their families. Also running a successful team requires much more than the Coaches and Representatives can possibly do. The Coaches and Representatives volunteer large amounts of their time for the team members and therefore, deserve your help and support whenever possible. Volunteers are always needed, so please try to help in any way you can. All parents and guardians will be responsible for complying with the USA Hockey Parent's and Spectator's Code of Conduct and shall be responsible for compliance by all of their family members.

## **CODES OF CONDUCT**

### **PLAYERS CODE OF CONDUCT**

Players on all teams represent the West Chester Area School District on and off the ice. As such,

they are to conduct themselves in a positive and disciplined manner, which will reflect favorably on the school district.

Players are expected to be in the locker room 45 minutes before a scheduled game and 30 minutes before practice begins (unless otherwise determined by his/her coach). A player must be fully dressed 10 minutes before the start of a game/practice so the coaching staff can hold a talk with every player's full attention. Waiting until the last minute to have skates sharpened or to buy equipment from the rink pro shop shows a player is not properly prepared for the game. Therefore, if a player needs to have skates sharpened or purchases made the night of a game, plan on arriving at the rink early enough to be in the locker room 45/30 minutes prior to the game/practice start time.

Players are permitted to play on another organized hockey club team and are reminded of their dual responsibilities to both teammates and coaching staffs. In the event of conflicts, advanced notification must be given to the coaches. Games have priority over practices.

All players are expected to be at all on-ice practices and at all off-ice workouts, unless given permission by the coach. If a player has to miss a practice or any other scheduled event, it is the player's obligation to personally notify the head coach as far in advance as is practical, asking his permission and giving a full explanation of why the practice or team event must be missed. When a player misses a practice, there is always the possibility his position may be earned by a fellow teammate. When a player misses a team event without notification, he may be suspended from playing a game or games. Imposition of a suspension and length of that suspension will be the sole responsibility of the coaching staff.

Players must maintain academic and financial eligibility as outlined by RHI policies, and the West Chester Area School District.

No visitors are permitted in the team locker room without prior permission of the Head Coach.

Suspended players may be asked to attend practices and games as a spectator or as a dressed non-participating player, depending on the coach's choice.

A player may not play in a game if they do not have their Game Uniform or any other necessary equipment.

In order to ensure the successful management of RHI, players, parents, coaches and managers have the responsibility for obeying Rustin Hockey policy. The following infractions by a player will be sufficient cause for disciplinary action that could result in dismissal from Rustin Hockey:

1. Use and/or possession of illegal drugs.
2. Drinking alcoholic beverages of any type at any Rustin Hockey or school function.
3. Smoking or chewing tobacco products at any Rustin Hockey or school function
4. Stealing from teammates or Rustin Hockey property/equipment.
5. Malicious destruction or damage of any property, including locker rooms, or any place used by RHI for any function.
6. Missing scheduled events such as games, practices, or team functions without the coach's permission.
7. Failure to follow the dress code as per the attached disciplinary guidelines.
8. Refusal of a player or parent to follow pre-arranged lodging arrangements.

9. Insubordination, including disrespect to a coach or team manager and the use of abusive language.
10. Non-payment of any fees on the scheduled announced dates unless prior arrangements have been made at the discretion of the treasurer.
11. Striking or threatening a teammate, opposing player, coach, game official or spectator.
12. Bringing firearms, ammunition, explosives, knives (blades longer than 3 inches) or any instrument for use of malicious intent to any Rustin Hockey function.
13. Hazing, bullying or any other player harassment.

All players must comply with all applicable rules of USA Hockey, the West Chester Area School District and Rustin Hockey.

Parents should note that all levels of discipline will be documented by the Discipline Committee, reported to the Board and remain a part of the player's record. Any and all disciplinary actions shall be taken in accordance with the rules of USA Hockey.

### **COACHES CODE OF CONDUCT**

1. Winning is a consideration, but not always the only one. You should care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
2. Be a positive role model to your players; display emotional maturity and be alert to the physical safety of players.
3. 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.
4. Adjust to the 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.
5. 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.
6. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your team.
7. Be concerned with the overall development of your players. Stress good health habits and clean living.
8. To play the game is great; to love the game is greater.

### **PARENTS CODE OF CONDUCT**

Naturally, the conduct of the parents (and/or guardians) reflects on the team and Rustin Hockey. In this regard, parents are reminded that certain behavior by a parent could result in your child being dismissed from the team without any recourse or refund of fees. The following are some reasons for immediate suspension of player and parent pending the Discipline Committee decision. This list is not intended to be a complete list of offenses, but rather to establish the spirit of the policy:

1. Fighting or any physical abuse of the coach, manager, RHI official, other parent, or game official.
2. Repeated verbal abuse of any of the above.
3. Providing any member of any team with alcohol or any controlled substance.
4. Failure to meet financial obligations in full and in a timely manner. A service charge will be assessed for each returned check.

5. Repeated berating of player(s) or coach(s) to the detriment of the team.

The teams play a very competitive schedule and there is enough pressure on the players without adding to it in the car or at home. Please make any criticism of your child's play as constructive as possible. No one enjoys having anything derogatory said about their child, so please keep this in the mind before making any comments. (Would you want this said about your child?) Players are certainly aware of what is being said at home, be it about another player, coach, manager, etc., and it is bound to have a detrimental effect on the way your child relates with his/her coach and team. So again, anything that is said should be of a positive nature. Parents expect a lot from their children, but please make your expectations reasonable. It is the job of the coaching staff to instruct and teach the players. Parents shall avoid giving players specific instructions regarding techniques, positioning, etc as they may be contrary to the coach's teachings (particularly during games).

### **ELIGIBILITY RULES**

All Rustin Hockey members, elementary, middle school and high school players are subject to ineligibility rules. A player may become ineligible due to grades, suspensions, disciplinary reasons or non-payment of dues. The ineligibility will last until the reason for ineligibility is corrected. The Team Head Coach is responsible for ensuring that ineligible players do not practice or play in games.

### **WCASD Eligibility**

RHI policy shall be consistent with the West Chester Area School District policy as it pertains to player eligibility.

1. The Hockey Director will contact pertinent school officials on a weekly basis to determine the academic and disciplinary eligibility status of each player in the program. On a daily basis the Hockey Director will contact pertinent school officials to determine the attendance eligibility status of each player in the program. The Hockey Director will inform the relevant Head Coach if any of their players are ineligible.
2. Any player deemed ineligible by school district rules will be contacted by their coach and notified that they may not participate in any Rustin Hockey activity (including practice) until he/she is again eligible.

### **USA Hockey/League Suspensions**

1. The Vice President will keep a log of any player or member suspended from Rustin Hockey, USA Hockey or the league, noting the player's name, reason for suspension, and date(s) served.
2. If any further disciplinary action is needed under RHI disciplinary policy, the Vice President will convene a meeting of the Disciplinary Committee to determine what action is needed.

### **Discipline Policy**

1. Violations of the RHI disciplinary policy will be reported to the Vice President.
2. The Vice President will convene a meeting of the Discipline Committee to investigate the incident and recommend to the Board as to what action should be taken.
3. After the Board decides the course of action, the Vice President will notify the Coach and Team Manager if further action is warranted.
4. Any and all disciplinary actions will be taken in accordance with the Rules of USA Hockey.

### **Financial Ineligibility**

The Treasurer will inform the team manager and President if a player is ineligible due to non-payment of dues, fees, or other charges.

## **DISCIPLINE & ELIGIBILITY COMMITTEE**

The responsibility of this committee shall be to enforce the Code of Conduct in spirit as well as to the letter. The committee shall consist of the Vice President, who shall chair the committee, and at least three Rustin Hockey members selected from RHI membership appointed by the Vice President. The Board will have final approval of these selected members.

All matters that relate to infractions of the Code of Conduct shall be brought before this committee. In all matters brought before the committee, a majority vote shall decide the issue, subject to the final approval of the Board. Any Board member whose player is the subject of disciplinary action shall recuse himself/herself from any disciplinary determination. All members of the committee shall be present for all committee proceedings. Any player, parent, coach or manager may submit an infraction or complaint by contacting a member of the Board. The Board shall determine if the infraction or complaint requires committee evaluation. All decisions on discipline and eligibility shall be documented by the Discipline Committee, reported to the Board and remain a part of the players record. The Board shall have the authority to remove any member for violating the Code of Conduct and Disciplinary Policies of Rustin Hockey.

## **AMENDMENT OF BY LAWS**

These By Laws should be reviewed on an annual basis and may be amended as deemed necessary. Any and all proposed amendments must be placed before the Board for review and will then be brought to the general membership for consideration during the next regularly scheduled meeting. Amendments shall become effective immediately after successfully passing a majority vote of the membership present at a general membership meeting. No proxy voting will be allowed for the amendment of the bylaws. Members must be present to vote.