

EAST RIVER ICEHAWKS HIGH SCHOOL HOCKEY (ERI) BY-LAWS and POLICIES

By Laws and Policies certified by Board of Directors as of: 4/12/24

MISSION STATEMENT

The East River IceHawks High School Hockey (ERI) is a non-profit organization that was reformed at the beginning of the 2018-2019 season and encompasses areas of Central Illinois including, but not limited to, Tazewell (Washington, Morton, East Peoria), Woodford (Metamora, Eureka), Putnum Counties as well as other rural areas. The Club plays primarily in the Central Illinois Prep Hockey League (CIPHL) and is open to any hockey player that lives in these areas.

We are an organization that works to provide high school aged students within our area the opportunity to participate in the sport of ice hockey. Players will learn traits that are important to being a good leader, building character, teaching responsibility, showing good sportsmanship, the importance of working hard and staying in shape. We encourage students to excel not only in the game of hockey, but their schoolwork and academics as well. In addition to the above, we strive to be involved in our communities and support each other's families.



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DEFINITIONS

1. Member

A “member” will be defined as a parent or guardian of a currently rostered player on an ERI team as listed on the registration forms.

2. Good Standing

Refers to a member who has complied with all financial obligations and is currently not being subject to any form of sanction, suspension, or disciplinary action by the ERI Board or any governing body such as AHAI or USA Hockey.

3. Quorum

A majority of the number of Directors serving at the time of the meeting shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

4. Officer

Refers to one of the following positions: President, Vice-President, Treasurer, Secretary, or Registrar/Team Manager.

BY LAWS

Article I. Board of Directors

The ERI Board of Directors shall be composed of five (5) Officer positions (President, Vice-President, Secretary, Treasurer, and Registrar/Team Manager) and additional at large board members as required to honor parent body organization rules as identified in Section 1.02(b).

Section 1.01 Officer Positions

The Officer positions shall include each of the following positions: President, Vice-President, Treasurer, Secretary, and Registrar / Team Manager.

(a) President

It shall be the duty of the President to:

- preside over meetings of the Board of Directors and the membership
- conduct the day to day business of the organization, and act as an official liaison between ERI, AHAI, USA Hockey and any leagues that team participates in
- serve as an ex officio member of each committee
- attend any required AHAI meetings
- shall present an agenda at each ERI board meeting
- attend league meetings as representative of ERI
- sign checks as needed

(b) Vice President

It shall be the duty of the Vice President to:

- preside over organizational decisions and everyday business in the absence of the President
- perform such other duties as may be assigned by the President, the Board of Directors or the membership
- serve as ERI representative at meetings when the President cannot be present
- reserve ice time and/or off-ice facilities by coordinating with Registrar/Team Manager and Coaches
- sign checks as needed
- Identify incoming freshmen
- Order socks and jerseys
- Work with coaches to select tournaments for board approval.

(c) Treasurer

It shall be the duty of the Treasurer to:

- handle the financial affairs of ERI
- administer the organizations operating fund
- keep a full and complete record of all income and expenditures
- sign all checks; except when the check is to the themselves or any member of their family; in which case another officer must sign
- make sure that the referees are paid after the games
- verify bank statements each month

- maintain financial records and bookkeeping practices in accordance with established bookkeeping principles, so as to coincide with the organization's fiscal year
- oversee and approve all financial statements required by law for submittal to the various federal, state, and local agencies, complying with all required due dates
- make available to the membership a copy of the organizations financial report
- prepare and submit a current treasurer's report of the income and expenses of the organization for each regular board meeting
- prepare and submit an annual report for the annual membership meeting at the end of each season; detailing the income and expenses of the Board, its officers, and the organization
- keep money box for league admissions with startup cash
- maintain Post Office Box to accept mail on behalf of ERI to be paid as needed; and check on a regular basis for incoming mail
- maintain signature card at the Post Office
- maintain signature card at the bank, with signatures of Officers

(d) Secretary

It shall be the duty of the Secretary to:

- record, duplicate, and distribute the minutes of all meetings to all Board members
- maintain on file, a record of all meetings and Board actions, having such available for audit by Board members and appropriate government agencies
- administer the election process
- Manage social media and website presence
- assume the duties of the President in the absence of the President and the Vice-President

(e) Registrar / Team Manager

It shall be the duty of the Registrar / Team Manager to:

- handle all ERI rosters, registration, insurance and other mailings as needed
- ensure and verify player eligibility
- ensure and verify coach eligibility
- attend required AHAI meetings
- follow USA/AHAI rules for Hockey membership, activation for organization, coaches and skaters
- maintain team books – birth certificates, medical history forms/consent to treat, USA forms, USA Rosters, stickers
- maintain score sheets and quick reference if needed
- maintain tracking of individuals who have been assessed Major, Misconduct and Game Misconduct penalties
- sign coaches up for clinics as needed. Ensure that coaches are at proper level or progressing toward that level
- coordinate AHAI random screenings for all Board members, coaches, and team managers
- maintain team schedules (game and practice) in board selected software or app.
- Assigns jersey numbers during registration
- coordinate sign up for help needed for games (both home and away)

Section 1.02 Election of Board of Directors

Election of the Board of Directors will be held at the board meeting at or following the end of season team meeting, or at a special election as necessary. Each player family represented in the organization shall have one (1) vote per player and must be present and in good standing with ERI to cast a vote. The members must be given 14 days' notice before a yearly election of the Board of Directors. Throughout the year Board of Director vacancies will be filled per rules spelled out in Section 1.04.

Once the election of the Board of Directors is complete, per the paragraph above, the election of officer positions shall take place at the first meeting of the Board of Directors following each annual meeting of the Members. A board member may serve for more than one year in an officer position if elected by the current Board of Directors.

(a) At Large Board Members (AHAI Requirement)

Per the existing AHA rule 19.4.6 All Combined High School Affiliate Organization must have a Board of Directors with at least one (1) representative from each High School that has an active player on the Combined High School Team.

This selection of representatives will occur at the board meeting immediately following the team selection as the final player high schools included are usually not known prior to that.

If more than one volunteer, or no volunteer, steps forward from one of the high schools, the existing board will evaluate and agree on which family(s) will be the representative as it is an AHA requirement.

Section 1.03 Term of Office

Each Officer position shall be elected for a one (1) year term commencing on or around May 1 and concluding on or around April 30, or until such time as they resign, are removed from office, or are expelled from membership. The intention is for the new board to start serving at the first board meeting after elections are held.

Section 1.04 Vacancies in Office

When a director resigns or is removed from office; the vacant office will be filled by appointment by the President, with majority approval by a quorum of board members.

If two (2) or more vacancies should occur at the same time within a season, a special election will be held with a minimum of 7 days notice to members.

Board members elected under the vacancy provision shall serve for the duration of the current term.

Section 1.05 Voting

Each Board member shall be entitled to one vote on any resolution, motion, or matter which comes before the Board.

Section 1.06 Meetings of the Board of Directors

During the season the Board of Directors will meet monthly with regular meetings being posted on a public forum, ie website, social media or email. Any changes or additional special meetings to the above schedule will also be publicly posted and communicated out to the team membership over email with as much notice as possible. Board meetings during off season will be scheduled as needed.

The President or any (2) Board members may call special meetings.

Board meetings shall be open to all player families who wish to attend and observe the proceedings. Non-Board members will have an opportunity to bring up a new topic at the end of the meeting unless it has been added to the Agenda by one of the existing board members.

Section 1.07 Recall of Board of Directors

Any member of the Board of Directors may be recalled and removed from office for just cause, in accordance with the procedures set forth below.

A petition seeking the recall of any board member may be brought by either one-third (1/3) of the membership of the organization or two members of the Board of Directors. Such petition must be submitted in writing to the President of ERI (or in the case of a petition seeking the recall of the President, with the Vice President) requesting the recall of any Board member. A copy of the petition must be provided to the Board member whose recall is being requested.

Upon receipt of the recall petition, the President (or Vice President) within thirty (30) days of the filing, must call a meeting of the Board (or the membership if the recall petition filed by the membership) to consider the recall petition. The person whose recall is being requested will be given a reasonable amount of time to answer the petition, after which a vote will be conducted.

Recall shall require unanimous approval of all members of the Board of Directors, except the individual whose removal is being voted upon. A vote that is not unanimous will result in the retention of the Board Member in question.

A member of the Board of Directors who has been recalled shall immediately be divested of all authority and rights commensurate with the office pending the results of the recall ballot after certification by the officer administering the recall ballot.

Article II. Finances

Funds collected by ERI shall be used only to accomplish the purpose and objectives of the organization, as defined in these by-laws.

The Treasurer shall establish an operating account and shall prudently manage all monies of the organization.

All money received shall be held for the benefit of the organization with a federally insured depository.

Any disbursement from the operating account shall be done at the direction of the Board of Directors.

The organization's financial records shall be made available for inspection by any member of the organization.

No loans shall be contracted on behalf of the organization and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 2.01 Refunds

Any money paid in by player families during the season, which is not used towards team expenses during that season will be refunded back appropriately following the end of season party/meeting.

(a) Example of Refund

Families pay \$700 at the start of the season, but by the end only \$550 has been used to cover expenses. Each family would then receive \$150 back as a refund once the Treasurer has balanced the books following the end of season event.

Section 2.02 Fundraising

Fundraisers may be necessary to supplement ice time fees and to support the cost of the programs provided. The type of fundraisers may vary from year to year based on need. Need will be determined and approved by the Board of Directors.

Any money collected through fundraising events at any point during a season will be kept in the teams account and used for the benefit of the organization as approved by the board to cover expenses for the team and ERI organization. Money raised by fundraising events will not be included in any refund provided back to player families at the end of the season.

Section 2.03 Contributions

Contributions will be gratefully accepted by the organization. Donated funds will be used as approved by the donor and Board's wishes; and will also not be included in any refund provided back to player families at the end of the season.

Article III. Dissolution of the organization

In the event of the dissolution of ERI, the Board of Directors shall make provisions for payments of all liabilities of the organization. After all liabilities have been met, any remaining funds shall be distributed as determined by the membership and allowable by law.

Article IV. Amendments

No part of these by-laws shall be repealed, altered, suspended, or amended except upon the majority approval of a quorum of board members.

POLICIES

1. Sportsmanship

Players, parents and coaches are expected to show courtesy and sportsmanship both on and off the ice. Problems that develop can result in discipline from a verbal reprimand, through a suspension (for the player, parent, or coach), to expulsion from the organization. Everyone is expected to follow the “Zero Tolerance Rules” of USA Hockey at all times.

Respect in both directions is necessary for cooler heads to prevail, it must be given to be received. All members are to respect the decision of the on-ice officials, and the ERI Board and any assigned Committees. If anyone should disagree with a decision, the disagreement should be handled with maturity and tactfulness as adults.

1.1 Social Media

As part of USA Hockey’s emphasis on participant safety, communications involving our minor participants should be appropriate, productive and transparent. Coaches, team managers, board members, families and players may use email, text messaging and other similar electronic means to communicate. Any misuse of social media or other means of electronic communication to commit abuse or misconduct (emotional, sexual, bullying, harassment, hazing, etc.) will not be tolerated and are considered violations this Social Media, Mobile and electronic communications policy is subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension and/or referral to law enforcement authorities

2. Coaches

The Head Coach position will be appointed by the Board of Directors, after a majority vote by a quorum of Board Members at a board meeting, as early as possible for each season of play. Coaches are expected to not only be experienced, but to also be certified by AHAI at the appropriate level and screened by USA Hockey. Coaches and assistant coaches must be willing to attend and participate in all required coach’s clinics (paid by the organization) and instructional meetings to continue their education of hockey. The head coach will choose their assistant(s) and submit them to the Board of Directors for approval. The assistant(s) will need to be approved by a majority vote of a quorum of the Board Of Directors at a board meeting .

Coaches plan of instruction should include the following:

- Good sportsmanship
- Fundamentals of hockey, including but not limited to: Power skating, Stick Handling, Shooting, Passing, “Hockey sense”, Physical Training
- Develop skills to improve a skater’s ability to play their position.
- Encourage adequate nutrition and physical development
- Establish and enforce rules and regulations for conduct on and off the ice.

Coaches are responsible for the following:

- Selecting teams and to have the total responsibility for participation, positioning and assignment of the players.
- Responsible for actions of their players before, during, and after all games, including the locker room and parking lot of the rink.
 - Ensuring that the player bench, and ice, is kept clear of individuals not associated with the team, during games and practices, which includes friends,

family and/or parents of players. Anyone over the age of 18 that has routine access to players must have a background check conducted by USA Hockey or an affiliate. This must be on file with Team Manager before routine access is granted.

- No one over the age of 18 is allowed in a dressing room without completion of SafeSport training and a background check conducted by USA Hockey or an affiliate. The successful completion of SafeSport and the background check must be on file with Team Manager.
- Keeping the players off the ice while it is being cleaned.

2.1. Coaching Expenses

ERI will have authority to reimburse any non-parent head coach for their hotel room expenses required for out of town games (provided it is at the same hotel as team parents/players are lodging), either regular season or tournament play. Per Diem rate to be set at the beginning of each season for food, lodging, and transportation expenses.

If a head coach is unable to attend the out of town games with the team and the assistant coach is a non-parent; they will be eligible to have their expenses reimbursed under the same guidelines as the head coach.

Coaches are to present their detailed receipts, within the present season, to the treasurer for reimbursement to be made.

2.2 Removal of a Coach

Any member of the Coaching staff can be removed from a coaching position in accordance with the procedures set forth below.

A petition seeking the recall of any coach may be brought by either one-third (1/3) of the membership of the organization or two members of the Board of Directors. Such petition must be submitted in writing to the President of ERI (or to the Vice President in the case of a petition from the President) of requesting the removal of any coach. A copy of the petition must be provided to the coach whose removal is being requested.

Upon receipt of the recall petition, the President (or Vice President) within thirty (30) days of the filing, must call a meeting of the Board (or the membership if the removal petition filed by the membership) to consider the removal petition. The person whose removal is being requested will be given a reasonable amount of time to answer the petition, after which a vote will be conducted.

Removal shall require unanimous approval of all members of the Board of Directors. A vote that is not unanimous will result in the retention of the coach in question.

A coach who has been recalled shall immediately be divested of all authority and rights commensurate with the office pending the results of the recall ballot after certification by the officer administering the recall ballot.

Any coach suspended by a governing body (i.e. USA Hockey, SafeSport or other) will result in an immediate suspension of the coach until suspension is lifted. The coach will need to immediately suspend all activities with the team.

3. Parents/Guardians

Parents are expected to adhere to the “Zero Tolerance Rules” of USA Hockey at all times. Parents are obligated to support and respect the coaching staff and in no way undermine their coaching decisions. All Grievances from parents/guardians should be directed to the Board of Directors.

4. Players

Players should always exhibit a positive and cooperative attitude toward their coaching staff and teammates. Players’ behaviors, both on and off the ice, are a direct reflection on the player, the team, coaching staff, organization and your parents/guardians. Players should always exhibit class and good sportsmanship.

Abusive language and/or actions, damage to a person or property by players, will not be tolerated. Anyone found in violation is subject to actions from the Board of Directors and is responsible for all payments to repair said damage.

Players will adhere to the disciplinary program established by the coach and the Board of Directors which applies, but is not limited, to the prohibited use of the following: tobacco products, illegal drugs, alcohol, profanity, and fighting. Players must comply with ERI’s and USA Hockey’s social media policy.

Penalties acquired during the game will be served according to AHAI and USA Hockey guidelines. The Board of Directors has the authority to invoke further sanctions against a player, after consultation with ERI coaches. The Board of Directors will use the Penalty section of the AHAI/USA Hockey rule book as a guide when invoking sanctions/suspensions to a player.

All players must wear full equipment as spelled out in AHAI/USA Hockey’s Rule Book when on the ice. At the time of approval this list includes neck guard, mouthpiece, gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads plus all head protective equipment. All players on the bench, whether playing or not, must wear a helmet during games.

All players will have an opportunity to play, however; positioning and playing time will be left to each coach’s judgement and discretion. Whether home, travel or tournaments, equal ice time is NOT guaranteed.

Players’ complete attention to the coaching staff is mandatory. Players are expected to attend all team events, ie: practices, games (both in and out of town), and meetings; any absences must be reported to the coaching staff prior to the event.

Tournament fees are the responsibility of the entire team; with Board approval being required to waive any non-participant’s fee.

5. Team Selections

After registration, the ERI Board and Coaching Staff will determine the number of eligible players for each level in ERI; and using any evaluators of their choosing shall determine team selections for their respective age levels. The ERI Board will ensure that the selection process be fair and equitable.

6. Grievances

ERI parents, board members, coaches are encouraged to have open communication at all times. In the event of a significant concern between ERI members, volunteers and coaches, the grievance process should be followed. It is the intent of the ERI board of directors to provide an opportunity for members (coaches, parents, players) to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the board recommends that coaches, parents, players and board member follow the grievance process as presented.

6.1.1 Cooling off period

There are to be no spontaneous grievance related conversations immediately following a game or practice. Players and parents agree to wait at least 24 hours after a game or practice prior to initiating a conversation with a coach or board member. Coaches, parents and board members agree to not participate in any conversations where the grievance procedure has not been followed.

6.1.2 Grievance form

Prior to any conversations being held between a parent and a coach or a board member in regards to the significant concern, a grievance form must be completed by the complainant. The grievance form is found on the ERI website. The complainant should submit the completed grievance to the ERI board.

6.1.3 Grievance Meeting

A member of the ERI board will help arrange a meeting between both parties in order to resolve the issue. An independent representative will facilitate the meeting between the two parties. Both parties agree to conduct themselves professionally and respectfully at all times.

6.1.4 Decisions/Resolutions

The grievance form will be completed once a resolution has been made. At the conclusion of all grievances, the completed form will be stored with the secretary.

6.1.5 Final thoughts

In the interest of protecting the family-oriented environment of ERI, it is imperative that this policy be followed by all members. All grievances will be kept confidential, and the parties involved. The ERI board of directors wants to have open communication with all members of the association. Should any questions or concerns arise during the season that are not necessarily a grievance, the board encourages parents to attend a board meeting to discuss the topic at hand. Being open and transparent will help promote a successful organization.