

Meramec Youth Hockey Club
Bylaws and Rules



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Article I – Objective and Scope

The Meramec Hockey Club, hereinafter called the club, is a non-profit organization, formed specifically for the benefit, moral improvement and physical advancement of the juvenile population. The club shall foster good, clean sportsmanlike conduct and fair play in individual as well as team competition, and should endeavor to provide a fair share of ice time for all players in the program. To this ideal, the club pledges its energies, by acting in consonance with the organization of the Missouri Amateur Ice Hockey Association and USA Hockey. The club further pledges its cooperation, to the extent possible, with organizations that may have comparable or parallel missions.

Article II – Membership

- A. Participating Meramec Hockey Club membership shall be granted to all parents and legal guardians of properly registered hockey players. Membership is also open to all coaches, club officers, and active board members. All families will have one vote at the general meeting regardless of the number of children playing per family. Each participating member has the obligation to support the club with volunteer service as may be necessary.
- B. Participating membership shall be valid while all current charges are paid and while proper registration of the related player(s) is maintained. Valid membership on the last day of any season shall remain valid over any interim period prior to the next subsequent season.

Article III – Organization

Section 1

General powers – The administration, management and business affairs of this club shall be vested in and under the control, supervision and management of a Board of Directors. Any expenditure over one hundred dollars (\$100) shall be approved by a majority vote of the Board of Directors. Any Rink related expenditure of over five hundred dollars (\$500) shall be approved by a majority vote of the Board of Directors.

Section 2



Board of Directors and term of office – The Board of Directors cannot contain more than 20% non-club members. All Board members shall serve a two-year term. The Board of Directors shall be comprised of the following positions:

EXECUTIVE COMMITTEE

- **President**
- **Vice President**
- **Treasurer**
- **Recording Secretary**

REMAINING ELECTED BOARD MEMBERS

- **Director of Coordinators**
- **Director of Internal Communications / Web Site**
- **Director of External Communications / Recruiting**
- **Tournament Director**
- **Equipment Director**
- **Director of Volunteer Programs**
- **Past President (Non-Voting)**

REMAINING APPOINTED BOARD MEMBERS

- **Coaching Director**
- **House Director**
- **Director of Player Development**
- **Fundraising Director**
- **Club Registrar**
- **Director of Spring Programs**
- **Missouri Hockey Representative**

Voting members include the six elected Board Members, along with the Vice President, Recording Secretary and Treasurer. The President shall not vote, but will cast the deciding vote in case of a tie on any issue before the Board. The remaining (appointed) positions are non-voting positions. No single family is permitted to occupy two voting positions simultaneously, although they may both be members of the Board if at least one is a non-voting member. Should two members of the same family be elected to voting positions on the Board, the family must decide which of the two shall refuse or resign their position.

Section 3

Quorum – A majority of five (5) voting members shall constitute a quorum for the transaction of business. Should the number of voting members be less than nine (9) due to temporary vacancies, a simple majority shall constitute a quorum.

Section 4



Meetings – The Board of Directors shall meet as often as may be necessary for the orderly conduct of the business and affairs of the club. Special meetings may be called by the President or upon notice of any two (2) members of the Board of Directors. Such notice shall be by phone by the person or persons calling the meeting and shall give the date, hour and exact location of such meeting. Notification shall be given not less than 72 hours prior to the meeting except in cases of emergency. Special meetings require the attendance at a minimum of two (2) members of the Executive Committee to be considered a valid meeting.

At least two semi-annual open meetings shall be held by president for the benefit of the club membership. These meetings will be held in September and February of each season. The September meeting will be mandatory for the club membership to attend and the President may hold of series of these meetings, not to exceed three, for the convenience of the club membership.

Section 5

Elected Offices – The elected offices shall be as follows:

- **Treasurer**
- **Recording Secretary**
- **Director of Coordinators**
- **Director of Internal Communications / Web Site**
- **Director of External Communications / Recruiting**
- **Tournament Director**
- **Equipment Director**
- **Director of Volunteer Programs**
- **Past President (Non-Voting)**

Appointed Offices – The appointed offices shall be as follows:

- **Coaching Director**
- **House Director**
- **Director of Player Development**
- **Director of Spring Programs**
- **Fundraising Director**
- **Club Registrar**
- **Missouri Hockey Representative**

The Appointed Offices term of office shall be two (2) years and shall begin March 1, following the election. The appointed positions are nominated by the president and require simple majority vote by the Board of Directors.

Section 6

Election Procedures

- A. The President shall be chosen by the current Board of Directors to insure continuity of the organization and consistency of club policy and direction. Voting shall take place at the November meeting in odd numbered years for a two-year term beginning March 1st of the following year. Prior experience on the Board is not a prerequisite, but is a highly



desirable qualification. To that end, a simple majority vote is all that is required for an existing Board Member to be selected for this key position. A non-Board member requires a 75 percent margin or greater for approval.

- B.** The Vice President shall be selected by the President and approved by the Board of Directors. Should the Vice President be a member of the current Board, approval by a simple majority of the voting members is required. A 75 percent margin or greater is required to approve the selection of a Vice President who does not currently sit on the Board of Directors.
- C.** All other elected positions are to be filled through a vote of the entire membership.
- D.** The positions of Recording Secretary, Treasurer, Director of External Communications (Recruiting) and Equipment Director shall be elected in odd numbered years.
- E.** The remaining four elected positions shall be elected in even numbered years.
- F.** Nomination shall be given by mail to the Election Committee by January 1 of the election year. Ballots will be distributed by mail to all club members no later than January 20th. Ballots must be received by mail or in person on election night. Election night will correspond with the spring general meeting on or about the 2nd Tuesday of February. All ballots must be signed by a club member in good standing.
- G.** Election procedures are as follows:
 - 1. All Officers and Members at Large positions will be elected for a two (2) year term.
 - 2. In the event of a tie for any elected position, a majority vote of the newly elected Board of Directors is required for the tiebreaker.

Section 7

Board Member Removal Procedures

Any appointed and/or elected Board Member failing to fulfill the described duties of his elected office or acting in a behavior detrimental to the club, may be recalled by a majority vote of the Board of Directors. A letter written by the Board of Directors outlining such default will be used to schedule time at the next Board meeting to hear the recalled member's position.

If the recalled member is found to be in neglect of his duties during this hearing, he can be replaced with a two-thirds majority vote of the Board of Directors.

Section 8

Vacancy Procedures



Vacancies – Should any office, except that of President be vacated, the replacement will be nominated by the President and approved by the Board of Directors. Should the office of President be vacated, the Vice President will automatically assume the office of President. Should the past President position become vacant, it will remain vacant until the next scheduled election.

Section 9

Duties of Elected Offices

President – He shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time. Together with the Board of Directors, he will organize, supervise, and direct the club’s activities for the year. He shall set meeting dates as he deems necessary to accomplish the club’s objectives.

He shall appoint such committees as shall be necessary for the functioning and operations of this club. He shall appoint a Coaching Director, House Director, Director of Player Development and Fundraising Director, and Club Registrar for the term of two (2) years. The President cannot perform any other duties on the board other than that of President.

Vice President – In the absence of the President, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the responsibilities of the President. He shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Recording Secretary – He shall see that all notices are duly given in accordance with the provisions of these by-laws. He shall be custodian of the club’s records. He shall receive nominations from the general membership for the annual elections.

He shall maintain and make available, upon request, copies of the Minutes of the General Board Meetings to any club members. He shall make available a copy of the current by-laws, rules, and regulations of the club and provide by-laws, rules and regulations of MISSOURI HOCKEY upon request. He shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. He shall keep the minutes of the general meeting and board meeting, make them available to the board, and make them available for additions or corrections.

Treasurer – He shall have charge and custody of and shall be responsible for all funds of the club, receive and give receipts for moneys due and payable to the club from any source whatsoever, and deposit all such moneys in the name of the club in such banks as shall be selected by the Board of Directors. He shall give full and complete financial reports of the club, along with substantiating bank balance at each Board Meeting and General Meeting. A financial report will be available to members of the club at the Annual Election Meeting. A copy of the financial reports will be made available upon written request to the President of the club. The



Treasurer shall annually file all necessary legal papers, 501(C)3 tax returns, and prepare budgets for the club.

Past President – He is, in general, responsible for ensuring continuity between generations of boards. This includes providing guidance regarding club mission, operation, and finances.

Director of Internal Communications / Website – He is, in general, responsible for maintaining the organization's web site.

Director of External Communications / Recruiting – He is, in general, responsible for all recruiting efforts. This may include, but is not limited to, the design, production and distribution of flyers for all schools in our owned, shared and open zip codes; the design and placement of newspaper advertising, and any other recruiting efforts deemed appropriate by the Board.

Tournament Director – He is, in general, responsible for any and all tournaments sponsored by the Club. This includes development and placement of advertising materials, development of rules and regulations, schedules, hotel arrangements, volunteers, and all other duties relevant to the tournament.

Equipment Director – He is, in general, responsible for maintaining the organization's supply of HIP equipment, jerseys, and other items required by teams (pucks, water bottles, first aid kits).

Fundraising Director – He is, in general, to be responsible for the organization and implementation of all Club fundraising activities.

Director of Spring Programs – He is, in general, to be responsible for the organization, oversight, implementation and oversight of all Spring programs, including Spring Select and in-house recreational programs, such as 4on4 leagues.

Director of Coordinators – He is, in general, to perform all responsibilities of training and assisting of team managers and coordinators, as well as serving as a liaison within the club. Responsibilities include scheduling and conducting training sessions. Areas of training are as follows: kitty fund, travel arrangements, jerseys and equipment, newsletter, financial accounting, game/practice schedules, ice trading, and scheduling of game volunteers (i.e. time clock, score sheets, etc.).

House Director – He is, in general, to perform all responsibilities of overseeing all house teams and setting up summer camp. Responsibilities include: order recreational jerseys, trophies. Oversee game and practice scheduling and adherence to club 3:1 ratio philosophy. Recommend, monitor, and train coaches for the house teams. Schedule summer conditioning camp, and recruit coaches for summer camp.

Coaching Director – He is, in general, to perform all responsibilities of overseeing, recommending, and training of all club coaches. Other responsibilities include: liaison to USA hockey (ACE coordinator), coordination and management of on ice evaluations, procurement and maintenance of club teaching library.



Player Development – He is, in general, responsible for the development and implementation of all camps and clinics sponsored by the Club. In addition, he is to work with the coaching and house directors to insure that teams are being adequately instructed in all facets of the game through their coaches, special instructors, and camps and clinics.

Missouri Hockey Representative – He is, in general, responsible for representing the club and its interests with Missouri Hockey. He will attend meetings, actively participate on behalf of the club, act as club liaison with other clubs and provide periodic reports to the board regarding the external environment.

Volunteer Program – He is, in general, responsible for the development and implementation of a volunteer program. This includes determining activities that require volunteers, the length of volunteer shifts, and contingency planning for those that miss their assigned duties.

All positions on the Board are subject to taking on additional duties as deemed necessary by the President.



Article IV – Rules of Procedure

Section 1

Procedure– The meetings of the members and Board of Directors shall be conducted in an orderly manner and the agenda shall be that determined by the President.

Article V – Amendments to By - Laws

Section 1

Proposal – Any club member may propose amendments to these by-laws by submitting the same in writing to the President and/or Recording Secretary. Such will be presented at the next meeting of the Board of Directors. All proposed amendments will be voted on at the next scheduled board meeting.

Section 2

Action – Amendments may be approved by a minimum of 75%, of the entire Board of Directors.

Article VI – Adherence to Rules

Meramec Hockey Club adheres to and abides by all previous established rules of the club and all rules, by-law and regulations of Missouri Hockey and USA Hockey

Article VII– Rules of Order of Business

Section 1

Powers – All powers not mentioned in by-laws shall be and are reserved to the Board of Directors.

Section 2

Effective Date – These by-laws shall become effective immediately upon adoption by the Board of Directors.

Section 3

Use of Masculine Words – The use of the masculine gender herein has been for convenience only and whenever the masculine gender has been used, the female gender as well is included.



Section 4

Fiscal year shall begin the first (1st) day of June.

Section 5

The assets of this association are permanently dedicated to the exempt purpose within the meaning of Section 501(c)3, of the Internal Revenue code of 1954 (or corresponding provisions of future laws.)

Section 6

The Meramec Hockey Club adheres to all by-laws, rules and regulation of MISSOURI HOCKEY, USA Hockey, and MISSOURI HOCKEY Youth Division, even though all said rules, by-laws and regulation are not stated in the Meramec Hockey Club rules, by-laws and regulations.

Section 7

The President or Vice President have authorization to hire and/or terminate all paid employees as deemed necessary. In turn, the rink manager has authority to hire and/or terminate all part time rink help either for cause or as needed stay in line with budget.



Article VIII– Rules of Club Operation

Post Evaluation Player Movement Guideline

This document is designed to provide general guidelines for player movement between teams after the evaluation process has been completed. The guideline is intended to cover the majority of situations that could result in the movement of one or more players. The Board of Directors reserves the right to make exceptions to these general policies, if the exception is deemed in the best interest of the club and its membership.

The guidelines are based on several assumptions:

The evaluation process provides for the ability to move players up or down within an age group through October 15. Therefore, this guideline would not come into play until after that date.

This process assumes that player movement can only be triggered by an event that causes the loss or gain of a player or players on a particular team. It cannot be triggered simply to attempt to improve the competitiveness of a team. It is assumed that the evaluation process should stand in terms of setting team competitiveness.

This process recognizes that team rosters must be frozen per the MOAM rules on December 31.

This process recognizes that team rosters within an age group do not necessarily have to be balanced in terms of numbers of players.

Team rosters should, with some possible exceptions, not fall below 12 skaters, or go above 15 skaters. If these conditions exist, player movement should at least be considered.

In order to minimize the impact to team rosters, player movement should generally only take place between two teams. For example, if A1 loses a player to AA, it is not advisable to “cascade” moves from multiple levels.

In general, this guideline assumes that player movement would normally take place upward from a lower level team to a higher level team. In the event of any situation that would cause consideration to move a player from a higher level team to a lower level team, the Meramec Board of Directors must review and approve the player move.

Loss of a Player:

If a team loses a player due to injury, illness, or a player quits, there may be cause to move a player from a lower team in that age group. The head coach of the affected team should work with the Coaching Director to determine if player movement is warranted.

Board approval is only necessary in instances where the Coaching Director approves the movement of a player to a lower level within an age group.



Gain of a Player:

From time to time, after the evaluation process has been completed, players may join the club and must be placed on a team. The Coaching Director has the responsibility to investigate the experience of incoming players to determine appropriate placement. The criteria to determine player placement is as follows:

Any incoming player that has no prior ice experience will be placed on the lowest level team within that age group.

Any incoming player with ice experience will be placed on a team that nearest matches the player's experience and that have a roster spot available.

Once it has been established what team incoming player(s) should be placed on, player movement may be required based on the following criteria:

Does the affected team roster grow to *greater than 15* skaters? If yes, the Coaching Director should coordinate with the head coaches of the affected team and the team above to coordinate movement of a player upward if there is a roster spot available.

Coordinating Player Movement:

When it is established that player movement is warranted based on the above scenarios, the Coaching Director should coordinate the process with the head coaches of the affected teams. The process for selecting the player(s) to be moved should be as follows:

The head coach of the higher level team receiving a player has the final choice on which player or players should be moved.

It is recommended that the receiving team head coach observe at least 3 ice sessions of the team from which he will receive a player or players.

It is required that the receiving team head coach confer with the head coach of the team giving up a player or players. The Coaching Director should facilitate, as appropriate.

The head coach of the receiving team must notify the Coaching Director of his selection within 48 hours of his last ice observation.

In all cases, the parents of any player selected for movement will have veto power if they decide that they would prefer to remain on their present team. Therefore, the head coach of the receiving team should identify several players in the order he would select them in case of a parent veto. Once a parent has been notified that their player has been selected for movement, they must exercise the veto, if desired, within 48 hours, otherwise the player selection stands.



Registration

MHC registration for current members should be completed and turned in to the club's registrar by the announced designated date each year in order to reserve a roster position. The start date for registration will be on or about July 1 and will conclude on or about August 12. The board reserves the right to establish and maintain a waiting list that may take effect prior to the end of the registration period.

Should a waiting list be established for a level, the board will place registrants on the list in the order their applications are completed. As positions become open on team rosters, those players will be permitted to play in the same order as their applications were completed. No registrant on a waiting list is guaranteed a spot on a club roster for the year in question.

Fees

HIP: Hockey Initiation Program (HIP) player's fees - including MHC season Fee, USA Hockey Insurance Fee (if applicable), and Missouri Hockey, Inc. Registration Fee - must be paid in full at the time of registration.

Midget: Fees are due in full at the first team function (practice, game, or meeting) after teams have been selected.

Mite, Squirt, PeeWee, and Bantam: Players must make a required deposit by the announced deadline for registration. All registration monies received will be held for deposit. Any required adjustments to the MHC Season Fee are due for final payment by October 1.

Late Payments: Players, who have not paid their entire season fee by October 1, may be assessed a \$20.00 per month (retroactive to September 1) late fee. Players who have not paid their entire season fee by November 1 will not be allowed to play for any MHC team (without the permission of the MHC Board of Directors) until all fees and late charges are paid. Furthermore, such players will be sanctioned from playing for any USA Hockey club until all fees due MHC have been resolved.

Evaluation Fees for New Members: The MHC Season Fee includes ice time for team evaluations. A \$50.00 evaluation fee will be charged to a player outside MHC and will be credited toward MHC fees if he/she is placed on a team. The balance of season fees for new members is due immediately upon their placement on a team.

Payment Methods: For the convenience of the membership, MHC accepts payment in cash, check, or credit card. Checks returned for insufficient funds are charged \$25.00.

Referrals: Any MHC member that brings a new family into the club is eligible for a \$50.00 referral fee. The new family must list the referring club member on their application form. These rebates will be sent out after December 1 to insure that the player referred to the club has paid their fees.



Refunds: Refunds of all monies paid at registration will be given if MHC is notified in writing on or before August 1. All refund requests after August 1 are at the discretion of the MHC Board of directors. All requests must be made in writing.

Teams

All divisions are based on age as determined by USA Hockey. The age of the player as of December 31 is used to determine division. Mites are 8 and under, Squirts are 9 and 10, PeeWees are 11 and 12, Bantams are 13 and 14, Midget Minors are 15 and 16, and Midget Majors are 17 and 18.

League (Travel) Teams: The Missouri Amateur Ice Hockey Association (MOAM) Youth Division League is designed for competitive ice hockey. Teams at the league level often travel to out of town tournaments and games with the approval of the team parents as outlined below. Players representing MHC have participated in games and tournaments around the U.S. and in Canada, although most trips are by car with destinations in the 2-6 hour range. In order for MHC to attain the necessary standards required to compete at this level, each player/parent must realize and understand the commitment required to participate on a league level team. Schedules for league level teams require approximately two to three hours per week on the ice. A league level team is normally expected to travel to a minimum of two tournaments during the season (non-league games). The first two trips require a simple majority vote of the team's parents. Additional trips require a two-thirds majority vote. Players are expected to attend all approved trips. Continued failure to participate with the team will be grounds for removal from the team and sanctions against the player prohibiting him/her from playing at the league level the following season. Please consider your level of commitment to other sports and activities that may conflict with league level hockey, and please remember all the other players on the team are affected by your decision.

Recreational (House-GRHL) Level Teams: The recreational level is designed for players who are not yet ready to compete at a league level. The focus at this level will be on developing each player's skills to prepare for advancement to a league level team. Therefore, practice and games should be at a minimum ratio of 2 practices to every game, and the number of games should be limited to 16 per season, plus local recreational or house level tournaments. Travel outside of MOAM District by recreational level teams is prohibited by MHC rules. In addition, we realize some players and/or parents are unwilling to make the time and/or the economic commitment to participate in a league level team. Players/Parents in this category may declare a preference for a recreational level team understanding the above philosophy will apply to all players on all recreational level teams. A declaration to play recreational level will apply for the entire season; however, it will not effect the option to try out for a league level team in future seasons. At this time, the recreational level will accommodate approximately 1-2 hours per week on the ice.

HIP (Learn to Play): Designed for the younger skaters, this program is for developmental purposes only. The USA Hockey Initiation Program is used exclusively.



Goalies: On PeeWee, Bantam and Midget AA teams two goalies will be carried if there are more goalies than teams. This rule is necessary to comply with USA Hockey qualification requirements for National playoffs.

Ice Times

House/Recreational: The goal for all recreational teams is equal ice time for all team members.

- **Mite House:** Equal playing time no exception (Roll Lines)
- **Squirt House:** Equal playing time no exception (Roll Lines)
- **PeeWee House:** Equal playing time no exception (Roll Lines)
- **Bantam:** Currently MOAM does not have Bantam house teams. Should house teams be permitted in the future, it would be equal playing time no exception (Roll Lines)

Travel League: The objective for all league teams is to skate all players equal amounts of time over the course of the season. It is often necessary to double shift players when lines are uneven (for example, two centers rotating among three sets of wingers). It is the decision of the Head Coach as to goalie ice distribution (full games versus split games) with the same goal of equal ice time over the course of the season. Coaches may also use the players of their choice as outlined below for League and Tournament games.

- **Mite A-AA:** Equal playing time throughout a season. Coaches may also use the players of their choice in the last 5 minutes of the game when score is within 2 goals (5 minute rule)
- **Squirt A-B:** Equal playing time throughout a season. Coaches may also use the players of their choice in the last 5 minutes of the game when score is within 2 goals (5 minute rule)
- **Squirt AA:** Coaches may also use the players of their choice during power plays and penalty kills and last 7 minutes of the game. Coach should make every attempt to keep playing time fair throughout the course of a season.
- **PeeWee B:** Equal playing time throughout a season. Coaches may also use the players of their choice in the last 5 minutes of the game when score is within 2 goals (5 minute rule)
- **PeeWee A:** Coaches may also use the players of their choice during power plays and penalty kills and last 7 minutes of the game. Coach should make every attempt to keep playing time fair throughout the course of a season.
- **PeeWee AA:** Coach has complete control over playing time. Coach should make every attempt to keep playing time fair throughout the course of a season.



- **Bantam B:** Equal playing time throughout a season. Coaches may also use the players of their choice in the last 5 minutes of the game when score is within 2 goals (5 minute rule)
- **Bantam A:** Coaches may also use the players of their choice during power plays and penalty kills and last 7 minutes of the game. Coach should make every attempt to keep playing time fair throughout the course of a season.
- **Bantam AA:** Coach has complete control over playing time. Coach should make every attempt to keep playing time fair throughout the course of a season.
- **Midget:** Coach has complete control over playing time. Coach should make every attempt to keep playing time fair throughout the course of a season.
- **Discipline:** Coaches may discipline players for missing practices or for conduct detrimental to the team by reducing a player's ice time during games. The reason for the action should be communicated to the parents.

Team Practices

During a team practice only players and coaches rostered on that team are to be on the ice. The only exception is an instructor previously approved by the board. In the event of an emergency, the Coaching Director (league teams), or House Director (recreational teams) may approve an instructor. An emergency is when no rostered coaches are available to run a practice and there is no time to obtain Board approval.

The Board will not approve any Meramec players rostered on one team being on the ice with another Meramec team except for the following: Older age goaltender in full equipment that is instructing goaltenders. The Board should always approve these circumstances in advance.

This policy is meant to insure our compliance with insurance guidelines and is specifically meant to prohibit Meramec players from practicing with other teams.

Equipment

Rental: All equipment received from the club, including jerseys, is to be used for ice hockey only to avoid unnecessary wear and tear.

HIP: MHC maintains a supply of equipment that is provided free of charge to HIP (Learn to Play) players on a first come, first served basis. This equipment remains the property of MHC and must be returned to the club in good condition at the conclusion of the HIP session.

Goalies: Available goalie equipment will be rented to Mites, Squirts, and PeeWee only for a season fee of \$50.00. In case of lost, damaged or abused equipment, the renter must pay the



replacement cost of the equipment as determined by the club's equipment manager. Any equipment not promptly returned at set dates will result in a fine of \$175.00 per player.

Jerseys: Beginning with the 2008-2009 season, jersey purchase and proper upkeep will be the sole responsibility of the player.

Only birth years 92, 93, 94, 95 and pool players will receive jerseys from the Meramec inventory. For these birth years, house and travel jerseys remain the property of MHC. A player's failure to turn in jerseys will be treated as delinquency; you will not be allowed to register for MHC, and a report will be filed with MOAM to prevent the player from playing for any other ice hockey team until the matter is resolved. Jerseys must be turned in to the team coordinator and returned as a team to the equipment manager by dates determined by the equipment manager. Beginning with the 2009-2010 season, pool players will be required to participate in the jersey purchase program except for the birth years noted above.

HIP jerseys are provided for all learn to play participants and become the property of the player.

The equipment director will have the ability to recommend to the board that a player be kept from participating in games if in the estimation of the equipment director that the club member's jersey is not in proper condition and/or doesn't fit properly. Should the board decide to remove the player from the ice, it will be the responsibility of the club member to demonstrate a properly fitting jersey in a condition acceptable to the board.

Volunteers: Meramec runs a volunteer program. Each club family is required to work at least four hours during the club's operational year, which runs from May-April. A deposit is required during evaluations and it will be returned to the club family once the Director of Volunteers has recognized and booked at least four hours for that club family. The club family will forfeit their deposit if the Director of Volunteers does not book four hours during the timeframe indicated above. Activities eligible for volunteer hours will be approved by the board at the recommendation of the Director of Volunteers.

Team Equipment: Pucks, first aid kit and water bottles are provided to each team, and must be returned at the end of season to the equipment manager. Each coach will be required to deposit \$25 and will be responsible for the return of this equipment at the end of the season. Failure to do so will result in the forfeiture of the deposit.

Merchandise

Only MHC Board approved vendors, equipment manager and/or other Board representative will order, sell, make-up price and authorize new and used items to be sold by MHC with approval of the Board of Directors. The use of Meramec Sharks, Meramec Hockey, Meramec Hockey club, Meramec Sharks Hockey Club, and any logos used in the past or present are in the sole control of the Board of Directors and must be approved by a board vote. Vendors shall be either approved or disapproved during the May board meeting.



Check Requests/Tournament Advance Requests

Requests made from the club must be made by using advance request forms allowing 7 days for processing and must be repaid to the club 2 weeks prior to travel date.

Coaches

Application: Anyone interested in a head coach or assistant coach position is required to complete an application form and USA Hockey Screening Form. The USA Hockey Screening Form is also required for team managers and coordinators.

Selection of Head Coaches: MHC pre-selects head coaches for each team whenever possible. The Coaching Director and House Director make recommendations for the Head Coach position for each team from among the coaching applications submitted. Qualifications considered include: USA Hockey Coaching Certification Level, Coaching experience, prior performance and commitment level, background checks, and feedback from previous team's parents. The Board then discusses and votes on the Coaching Director's recommendation for each team's Head Coach position. Coaches are informed which team they will be responsible for selecting, not necessarily "AA" or "B1" or "House 1", but the first second, third, and so on. We typically do use parents of players at that age level for head and assistant coaches.

Selection of Assistant Coaches: The Coaching Director submits names for pre-approval as potential Assistant Coaches for each team based on the volunteer applications submitted for these positions. The Head Coach from each team has complete authority to select their Assistant Coaches from the pre-approved list. In the event a head coach wants an Assistant Coach who is not on the pre-approved list, the Head Coach may request the Board to consider this candidate. The Board of Directors must approve all coaches.

Background Checks: Background checks for all coaches and team coordinators are completed and approved through USA Hockey. This is not a Meramec function.

Team Rules: Coaches must submit a list of team rules to the Coaching Director or House Director by October 1.



Evaluations

Objective: The overall objective of the current MHC evaluation process is to select teams that provide each player the chance to compete at the most appropriate level according to their current ability relative to others within their age group. Evaluators are instructed to pick the players who they feel will make the best team. Evaluations should be made with a primary emphasis on the player's performance at the evaluations. Secondary factors would include the player's placement from the prior year, their age, demonstrated commitment, and observed potential.

Evaluators: Players are evaluated by a committee consisting of all selected head coaches for that age group, plus a designated evaluator for each team where a coach has not been selected. An evaluation chairperson will be assigned to each level to oversee the selections made by each coach, to ensure that proper justification can be made for the selection or non-selection of any player. The chairperson is encouraged to actively participate in the evaluation of players so that he/she has the knowledge to question the selections made by the coaches. Evaluation data should remain private and confidential within the evaluation group.

The Coaching Director, the House Director and any of the on-ice assistants have no input into the evaluation process and/or team placements.

Drills: The club's Coaching and House Directors are responsible for developing the specific on-ice drills to be used during the evaluations. They also oversee the on-ice coaches used to manage the drills and scrimmages.

A combination of drill and scrimmage evaluation sessions that varies by age level is utilized. Typically, there are more drill sessions for the younger age levels and more scrimmage sessions for the older age levels. An additional hour is utilized for specialized goaltender evaluations. Goaltenders are evaluated based on their performance during all regular evaluation sessions and at the separate goaltender evaluation session.

Position Preference: At the Mite and Squirt levels, more emphasis is placed on playing ability, and less emphasis is placed on position preference. A team may be heavily weighted toward forwards or defense. At the PeeWee/Bantam levels, position preference will be more heavily weighted but may not be perfectly balanced in the final numbers. The coaches of each team have the final decision on the position played by all players.

Parental Conduct: Parents should refrain from asking about the status of any particular player during evaluations.

Player Movement

Players can be moved between teams up until October 15 of each year if both head coaches are in agreement. In addition, specific guidelines have been developed to accommodate the potential need to move players after October 15 and prior to December 31.

See the Post Evaluation Player Movement Guideline.



Parent/Fan Conduct

Meramec upholds the Zero Tolerance policy, which is administered by USA Hockey and the Missouri District

All parents are required to sign and abide by a parental code of conduct prior to the beginning of league play.

Parents and fans are expected to comply with both the letter and the spirit of this code of conduct.

Parents or guardians are not allowed in the locker room 15 minutes before and 10 minutes after ice times unless authorized by the coach.

It is the parent or guardian's responsibility to be sure that their child is at the ice rink and dressed at least 15 minutes prior to any game or practice unless the coach is notified otherwise.

General Conduct: The MHC has worked very hard to establish and organize a fine place to play hockey, and to instruct and improve players by practice and competition. Your coaches have been picked for their coaching ability and the parents are expected to support all instructions given to the players. In keeping with the reputation of this organization, it is expected that all parents will conduct themselves in a sportsmanlike manner.

Administering Discipline: The coach of that team will first handle Parent discipline. If the problem cannot be resolved the Coaching Director will assume responsibility for administering discipline. If the Coaching Director cannot resolve the problem, the Member Contact team for that age level will evaluate and recommend to the Board of Directors a resolution.

Volunteers: Parents are expected to help whenever possible. Volunteering to help coaches, players, coordinators, and your fellow parents is expected. It is all up to the parents to help make a great season.

Absolutely, NO alcoholic beverages are allowed in the viewing area of the Shark Tank. (Viewing Area is to mean not beyond the doors entering the viewing area of the ice (upstairs and down)). .) Meramec reserves the right to discipline violators, as necessary and complete cooperation is expected without exception.

Complaint Process

Step 1. Any differences or concerns should be taken to the team's Coordinator. The coordinator will then discuss with the Head Coach.

Step 2. If problems still exist, a meeting between the Coordinator, Head Coach and complaining party should take place.



Step 3. Any unresolved issues should be brought to the attention of the Member Contact team. If the Member Contact team is unable to resolve the issues, the Grievance Procedure may be initiated. If a parent is uncomfortable approaching the coordinator in this situation, they may speak directly with a Member Contact Team representative.

Grievance Procedures

In the event of a problem or grievance, the parent of the player must state in writing the nature of problem or grievance within 30 days of occurrence and sent by certified mail to the club.

The MHC President will appoint a committee to investigate and make a recommendation to the Board of Directors within 30 days of receipt. The Board of Directors' decision is final.