

# **EAST FISHKILL ROLLER HOCKEY CLUB, INC.**

Standards of Operation  
Created January 1, 2011  
Adopted & Voted on June 13, 2011

*This document formally replaces all East Fishkill Roller Hockey Club, Inc. previous By-Laws and League Rules by combining the two into a working document of Standards of Operation. This document may be amended, repealed, and/or altered in whole or in part by a majority vote and at a duly organized meeting of the Board of Directors, provided that notice of proposed change is included in the Agenda of such meeting. This document will be housed on the website at all times.*

## **1. NAME**

The local league will be known as the *EAST FISHKILL ROLLER HOCKEY CLUB, INC.* It shall be referred to as EFRHC hereafter throughout this document.

## **2. OBJECTIVE & AFFILIATION**

The objective of the EFRHC is to teach sportsmanship, teamwork, and promote fitness, while providing a positive and fun atmosphere of learning that enhances family and friend relationships. EFRHC will operate under the Rules and Regulations of USA Rollers Sports (USARS).

In accordance with *Section 501-C-3* of the Federal Internal Revenue Code:

The local In-Line Hockey Club shall operate exclusively as a nonprofit educational organization providing a supervised program of recreational and competitive In-Line Hockey games. No part of the net earnings shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in or intervene in any political campaign on behalf of any Candidate for public office.

### SANCTIONING

Annually, the Vice President of EFRHC shall renew its sanctioning with USARS.

### RULES & REGULATIONS

USARS publishes the Official Playing Rules & Regulations. EFRHC will abide by said rules.

### CLUB RULES

Any local rules for the EFRHC shall be voted on by the Board of Directors (BOD). Local league rules must in no way conflict with the Rules & Regulations of USARS and a Club Rule can only be more restrictive than the same rule such as stated by the USARS Rulebook. EFRHC rules can be found in section 10 of this document.

## **3. MEMBERSHIP**

NONVOTING MEMBER: One who participates in the activity of in-line hockey upon completion applicable registration form(s) to be provided by the Club and fulfillment of the financial requirement of Club Participation for the current season. A custodial parent or another adult having legal responsibility for the

player must sign the registration form of a non-voting adolescent member under the age of 10 by Dec. 31 of year prior.

**VOTING MEMBER:**

**BOD:** each voting member is entitled to one vote on each matter submitted to vote.

**Head Coaches and Adult Team Captains** are considered a voting member only during Board Member Elections, for the year they are participated in: i.e. Head Coaches/Captains for spring & fall 2010 may participate in the 2011 Vote.

*All members, regardless of voting status, that participate in EFRHC are required to register seasonally.*

**SUSPENSION/TERMINATION:**

The privilege of membership can be revoked at any time by formal decision of the BOD.

Any behavior that is not seen as a model of the image of EFRHC and USARS wishes to portray can result in suspension or termination by the BOD. If a member wishes to challenge the decision of the BOD, then a special meeting of a Disciplinary Committee must be allowed for the member to defend their membership privileges. The Disciplinary Committee will be appointed by the Disciplinary Coordinator. The member must request a special Disciplinary Hearing in writing within 7 days of the original BOD revocation. The request should be sent to P.O. Box 528, Hopewell Jct NY 12533 via Certified and Return Receipt Mail to ensure delivery.

Within 30 Days of the incident:

Disciplinary Committee is appointed (3 Members)

Disciplinary Committee meets formally with party or parties involved.

Disciplinary Committee submits formal findings and recommendation to the BOD.

BOD reviews findings and recommendations.

Upon review of the Disciplinary Committee's findings and recommendations, additional disciplinary actions may be imposed.

BOD submits a ruling to member via Certified and Return Receipt Mail.

#### **4. FEES**

**EFRHC FEE:** Fixed amounts set by the BOD prior to the beginning of the season.

**USA ROLLER SPORTS REGISTRATION FEE:** Paid directly to USARS.

**JERSEY FEE:** Paid with EFRHC registration.

**PAYMENT:** Balance is due at time of registration.

**RETURNED CHECK:** A fee of \$20 will be assessed. Checks will not be re-deposited. Play will not be allowed until payment and fee have cleared the EFRHC account.

#### **5. MEETINGS**

**ANNUAL MEETING:** The first meeting of the calendar year shall be considered the "Annual Meeting". The Treasurer will provide a report to the BOD detailing year-end expenses of the prior year and budget for upcoming year. Events calendar and goals for the new season will be discussed. The overall condition and future direction of the club will be addressed.

**GENERAL MEETINGS:** Meetings will be held on the second Monday of the month. All are invited to attend; however the BOD reserves the discretionary right to close a meeting at any time.

**SPECIAL MEETINGS:** Meetings called by the President or Vice President when necessary.

**QUORUM:** Five (5) members of the BOD shall be present to transact official business or carry out an official vote at a General Meeting.

**VOTING:** Only those recognized by the League as Voting Members are authorized to Vote (see Section 3 for definition of a Voting Member) and without direct personal interest shall be eligible to vote.

**ABSENTEE BALLOT:** Available to those Voting Members who are unable to be in attendance and upon request 24 hours prior to meeting.

## **6. BOARD OF DIRECTORS**

President, Vice President, Treasurer, Administrative Assistant, Registration Director, Coaching Director, Travel Director, Director of Officiating, Scheduler (Games), Scheduler (Officials), Special Events Coordinator, Rink Maintenance, Equipment Manager, Newsletter Editor, Webmaster and Disciplinary Coordinator.

**ANNUAL ELECTION:** An annual meeting will be held to elect officers at the November meeting. An officer may hold the same office, but must be voted in annually.

**TERM:** An officer will serve one year, beginning with the January Annual Meeting.

**VACANCIES:** Should a vacancy occur the position may be filled by a majority vote of the Directors at any General Meeting.

**ELIGIBILITY:** Any member of the league, in good standing, may apply for a position during the nomination period or under special vacancy circumstances. The President of the League must be a prior Board Member of at least one-year full term.

## **7. RESPONSIBILITIES OF OFFICERS**

The specific responsibilities of the Officers are set forth here; amendments may be made when appropriately based on a two-thirds majority vote of approval of the then current BOD.

### **PRESIDENT**

- USARS contact for EFRHC.
- Conduct the affairs of the Club and execute the policies established by the BOD.
- Report the condition of the Club at one General Meeting each year.
- Receive input from the BOD and make suggestions to help with the growth and welfare of the Club.
- Be responsible for the conduct of the Club in conformity to the policies, principles, rules and regulations of the USA Hockey In-Line as agreed to under the sanctioning agreement & the EFRHC Rules of Operation.
- Investigate complaints, irregularities and conditions detrimental to the Club and report to the BOD as circumstances warrant.
- Interface with East Fishkill Town Board with the appointed Town Liaison.

### **VICE PRESIDENT**

- Interface with USARS and the Town of East Fishkill to obtain from USARS and to the Town the League's blanket Liability Insurance form.
- Interface with USARS to apply for and obtain League Sanction Agreement.
- Conduct General Meetings in the absence of the President.

- Handle all aspects of publicity/advertising. Chair committee.
- Handle annual renewal of Directors & Officers Insurance.

#### TREASURER

- Receive all monies and deposit them in an account designated by the BOD and EFRHC.
- Keep accurate records of the receipts and disbursement of all funds received for the Club.
- Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the BOD.
- Prepare an annual budget under the direction of the President for submission to the Membership and BOD at the Annual Meeting.
- Pay all bills, including town fees and payroll for our refs and scorekeepers.
- Work with Tax Preparer and complete annual filing with IRS.

#### ADMINISTRATIVE ASSISTANT

- Responsible for maintaining accurate files, mailing lists, and necessary Club records.
- Keep minutes of all meetings, distribute to BOD within one week of meeting, and file for future reference. Give notice of all meetings of the Club and distribute agenda to BOD no more than 3 days prior to the meeting.
- Maintain an accurate list of current BOD and contact information.
- Update Town of East Fishkill Recreation Guide annually.
- Inform everyone associated with the Club of any correspondence not dealt with in a formal meeting of the Board.
- Review score sheets bi-weekly for:
- Incidents that need to be brought to the attention of the Disciplinary Coordinator and advise accordingly.
- To provide rankings to the Webmaster for posting to Website.
- Provide information to Treasurer for payment to Officials & Scorekeepers.

#### REGISTRATION DIRECTOR

- Receive and review applications of Club registration and verify eligibility.
- Keep track of player registration materials and maintain a current and accurate record of them.
- Prepare a complete list of players eligible for the evaluations/draft.
- Collect and submit "Player Individual Membership" & "Coach Membership" forms (aka insurance forms).
- Provide an accurate account of non-residents to the Treasurer to then provide a check to the Town of East Fishkill for these fees.

#### COACHING DIRECTOR

- Recruit and train all Club Coaches.
- Be responsible for certification of all Club Coaches with USARS and East Fishkill Town Recreation.
- Conduct the player evaluations/draft.
- Be responsible for enforcing all decisions made by the Disciplinary Committee with regard to Club Coaches.
- Appoint Division Representatives.
- Provide the Registration Director and Treasurer an accurate list of Head Coaches for USARS Insurance and upcoming Season Credits.

#### TRAVEL DIRECTOR

- Submit travel budget to BOD on xxx for approval.
- Maintain master travel schedule, working with Scheduler (Games).
- Attend Hudson Valley Roller Hockey meetings. Report status to and submit meeting minutes to the BOD of EFRHC.
- Recommend to BOD of EFRHC Travel Coaches. Be responsible for certification of all Travel Coaches with USARS and East Fishkill Town Recreation.

- Be responsible for enforcing all decisions made by the Disciplinary Committee with regard to Travel Coaches.
- Responsible for all aspects of player registration with EFRHC and USARS.
- Coordinate travel tryouts
- Maintain, distribute and collect back the travel jersey inventory.

#### SCHEDULER (GAMES)

- Schedule all teams the required number of games and practices as voted on by BOD and as communicated by policy on Seasonal EFRHC Registration Form.
- Primary coverage updating leagues rain number.
- Inspect rink to insure safety due to weather conditions.
- Keep East Fishkill Town Recreation Board aware of game & light status.
- Schedule playoffs and inform coaches at the conclusion of the regular season.
- Keep all necessary parties informed of game changes and make-ups.
- Inform Travel Director of available travel game/practice/tryout slots.
- Schedule player evaluations with Coaching Director.

#### DIRECTOR OF OFFICIATING

- Recruit and train all referees and scorekeepers.
- Verify all referee certifications.
- Forward game misconducts and bring such to the awareness of the Disciplinary Coordinator and BOD.
- Schedule referees and scorekeepers for each official game.
- Work with Scheduler (Games) to schedule officials for makeup's and playoffs.
- Work with BOD to ensure payment for referees and scorekeepers.

#### SPECIAL EVENTS COORDINATOR

- Chairperson for Community Day, Tournaments, Town Parade and other special Events.
- Provide to Webmaster the League's Calendar of Events.
- Committee Chair for league fundraising.

#### RINK MAINTENANCE

- Oversee all rink related repairs.
- Communicate to appointed Town Liaison any items that need to be addressed by the Town.

#### EQUIPMENT MANAGER

- Purchase, distribute, collect and inventory all league owned equipment.
- Purchase & distribute game jerseys and pucks.

#### NEWSLETTER EDITOR

- Collect and compile information for Newsletter twice a year.
- Distribute to members of EFRHC.
- Provide Webmaster with a copy for posting on the website.
- Solicit articles & pictures semi-annually from all Board Members and Coaches.
- Solicit local businesses to advertise, offsetting the cost to EFRHC.
- Work with Webmaster and USARS Hockey for mailing list.
- Facilitate all aspects of mailing.

#### WEBMASTER

- Post relevant information to the website.
- Post the standings.
- Post registration form to the website for downloading.
- Proofread and send out newsletters and mailings to distribution list.
- Maintain the integrity of our logo and find places to use it where appropriate.

- Update the design of the website when necessary.
- Explore the benefits of online processes and make necessary recommendations.

#### DISCIPLINARY COORDINATOR

- Whenever there is an infraction that requires further investigations (i.e.: fighting, double majors, game misconducts, gross misconducts, etc.) the Disciplinary Coordinator will be responsible for gathering the statements of all participants and witnesses.
- The Disciplinary Coordinator will recommend to the BOD what course of action is needed (i.e.: hearing, further suspension, nothing, etc.)
- If a hearing is needed, the Disciplinary Coordinator will coordinate, form a committee, and make arrangements with the participants to attend a hearing.
- \*\* See Rules section for details.

## **8. FINANCE & ACCOUNTING**

### 9.1

The BOD shall decide all matters pertaining to the finance of the Club, and it shall place all income, including Auxiliary funds, in a common league Treasury. The BOD shall have the overriding responsibility to determine how such funds are fairly & responsibly disbursed.

### 9.2

The BOD shall not permit the contribution of funds or property to individual teams, or individuals in such a manner where one team or individual, (can, will or perceive), to benefit over another.

### 9.3

The BOD shall not permit the disbursement of Club funds for other than the conduct of Club activities in accordance with the Rules & Policies of USA Hockey In-Line.

### 9.4

The BOD can elect once a year to have a dinner meeting. This dinner meeting will welcome newly elected members, thank outgoing members for their contributions, and allow the president to address the board with his visions of the coming year. This will be a nominal expense that will be voted on by the BOD.

### 9.5

No Director, Officer, or Member of the Club shall receive, directly or indirectly, any salary, compensation or emolument from the Club for services rendered as a Director, Officer, or Member.

*Exception: EFRHC League fees for BOD, their Children, Head Coaches and/or their Children members will be waived. To be based on budget and finances, and subject to review.*

### 9.6

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Club in the Wachovia Bank, Hopewell Jct, New York. All disbursement shall be made by check. All checks shall be signed by the Club Treasurer or President of EFRHC or other designated Official voted on by the BOD and documented in official Club Minutes.

### 9.7

Distribution of Property upon Dissolution. Upon dissolution of the Club and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Club to another Federally Incorporated entity which maintains the same objectives as set forth herein which are or may be entitled to exemption under Section 501C(3) of the Internal Revenue Code or any future corresponding provision.

## 9. SCHOLARSHIP

Two scholarships in the amount of **\$1000.00** (one thousand) each will be awarded annually. A communication will go out via email, no later than April 30, to the league and the form will be posted on the website. Two independent parties will review the applications and make a recommendation to the BOD no later than July 10.

EFRHC reserves the right to claim all decisions are final. Scholarships will be awarded only to an applicant the EFRHC deems as a qualified applicant. This offer may be revoked or modified at any time.

Proof of tuition payment to school must be submitted to the EFRHC prior to receiving your award. (12 credit hours or more)

### ELIGIBILITY:

- Must be a graduating high school senior.
- Participated on a team in the EFRHC in-house program during the past or present.
- Plans to attend a four-year, two-year or vocational school full-time next fall (12 credit hours or more).

### GUIDELINES:

- Complete the Application form (see appendix). All forms must be typed or printed neatly.
- Obtain three (3) Letters of Recommendation (copy of form is provided) from persons who are not family members. One (1) of these must be from a school official (Principal, Guidance Counselor, or teacher).
- Copies of both a recent high school Transcript and a Mid-Year Report showing the first two (2) quarters of your senior year progress.
- A typed response to the attached Essay Topic.

### EVALUATION CRITERIA:

- Academic status
- Number of years of participation in the EFRHC
- Scholastic Honors/Awards
- Curricular and extracurricular activities
- Positions of leadership held
- Community related activities
- Letters of Recommendation
- Applicant's essay

## 10. EFRHC RULES

*EFRHC shall abide by the current version of the "Official Rules of USARS". These additional rules apply specifically to local rules & define more restrictive implementations of the USARS rules.*

### **RULE 201: COMPOSITION OF TEAM**

Should a team not be able to field the required number of players at the game starting time (5), the team shall have the option of using their time out. After this, the clock will be run for 5-minutes. If the required number of players is still not ready to start at the end of the 5-minutes, the game will be declared a 1-0 forfeit. Constructive use of the rink time is encouraged, and Coaches should consider a practice session or a mixed-squad "alternate game". Only players rostered on EFRHC teams in the same division may participate, but they must wear compatible, non-distracting jerseys (the minor penalty for non-EFRHC jerseys, Rule 301, will be waived in this case). The scheduled referees and scorekeepers shall officiate the "alternate game" with all rules, penalties, and suspensions in effect.

Registered Goalie's may be borrowed within a division.

Any team using non-rostered players during a regular game will forfeit the game(s). For a second offense, the Coach/Captain shall be required to attend a disciplinary hearing with the BOD.

Any Coach/Captain who knowingly allows a player to participate who is uninsured or not registered with EFHRC, shall be suspended from any further participation in EFRHC for a period of at least one year with no refund of playing fees.

## **RULE 205: CHANGE OF PLAYERS**

### ***205.1 EQUAL PLAYING TIME***

Equal playing time is a cornerstone of EFRHC principles. Regular and consistent shift changes provide equal playing time and minimize perceptions by players and spectators of unfair practices. ALL AVAILABLE TIME WILL BE DISTRIBUTED EQUALLY AMONGST ALL AVAILABLE PLAYERS. Violation of the Equal Playing Time Rule is a serious matter for which the BOD has no tolerance. Offending Coaches/Captains may be disciplined, up to and including removal from their position. This is modified in the last 2-minutes of regulation, or last minute in each overtime period, to allow Coach's discretion in the line changes, recognizing this may result in a double shift for some players.

### ***205.2 MITE DIVISION***

At this level it is encourage that opposing Coaches work together, matching lines for the purpose of maximizing the participation, learning, and enjoyment of the players, not ensuring victory.

### ***205.3 TWO MINUTE BUZZER***

All Mite players will play 2-minute shifts. At the end of every 2-minute shift the scorekeeper will signal such via scoreboard horn or other suitable means, and a new shift of players will enter the game. The next 2-minute shift will commence at the start of the face-off. The scoreboard time clock will remain running; however, the scorekeeper will keep a second timer for the purpose of the 2-minute playing shifts. All players will change without exception, providing the team has at least two full lines.

## **RULE 301; STICKS**

The blade shall be permanently attached to the shaft and shall not be a screw on blade which slides over the shaft.

## **RULE 307: UNIFORMS**

All players (including goalies) must wear EFRHC jerseys. For a violation of this rule, the player will serve a Minor Penalty for an *Illegal Uniform*. After serving the penalty, the player may participate in the game, provided the player's jersey predominately matches the color of their team, so as not to distract the opposing players or officials.

## **RULE 410: SUPPLEMENTARY DISCIPLINE**

The rule will be interpreted to include EFRHC rules.

## **RULE 609: DELAYING THE GAME**

Any player, who, at the discretion of the referee, *intentionally* propels the puck out of bounds, will receive a Minor Penalty for Delay-of-Game.

## **RULE 613: FIGHTING**

1<sup>ST</sup> Offense in any season: 2-game suspension

2<sup>nd</sup> Offense in same season: Match Penalty. 30-day suspension pending BOD hearing

EFRHC reserves the right to review any infractions of this rule, and to impose suspensions based on the frequency and/or severity of the infraction.

### **RULE 617: HIGH STICKING**

No stick shall be allowed to come above the waist on the back swing. This rule shall be in effect for all *in-house games* in all age groups, including Adults. For any infraction of this rule there will be a stoppage of play and the face off will be taken deep in the defensive zone of the offending team. A minor penalty for Delay-of Game *may* be assessed *IF*, in the opinion of the Referee, the high-stick was used deliberately to create a stoppage of play.

### **RULE 637: TIME OF MATCH**

A game shall consist of a 5-minute warm-up period and two-halves for 22 minutes each; (25 minutes for Mites Division only). At the discretion of both Coaches/Captains, four 10-minute quarters may be played. Referees may dictate additional time-outs for water in conditions of excessive heat.

The clock will be stopped whenever the puck leaves the rink enclosure, including if it enters the bench area.

If a game is stopped due to rink/weather conditions in the *first-half*, the game, if re-scheduled, will be replayed as a complete new game.

If the stoppage occurs any time *after 5 minutes have elapsed in the second-half*, the game will be complete, with tied games remaining as such. If the game is a playoff or championship game, the game will be re-scheduled and re-started with the remaining time on the clock.

#### ***637.1 WEATHER DELAY***

Up to 20 minutes will be allowed for weather delays with games commencing as two, "up-to" 20-minute periods. Delayed game period-lengths will be determined by the Coaches/Captains & Officials based on the time-slot remaining. If the game is in progress when weather causes a delay, up to 20 minutes will be allowed if the game can be completed (5-minutes elapsed in second period). With the agreement of both team's Coaches/Captains, the game may be stopped without a full waiting period.

#### ***637.2 THUNDER/LIGHTNING***

EFRHC will follow the Thunder/Lightning policy established by the Town of East Fishkill Recreation. Currently, the game must be suspended for a minimum of 30-minutes from the last sight of lightning or the last sound of thunder. Teams and spectators must vacate the rink area during this time. This policy shall also apply to all travel games played at the EFRHC rink.

### **RULE 638: TIED GAMES**

In the HS/Varsity and Adult divisions, games ending in a tie will be followed immediately by a 3-player shoot-out, followed by a sudden victory shoot-out. The team with the fewest number of players determines when players may participate in the shoot-out for a second time.

In each *playoff* overtime period, the teams will be allowed a 1-minute Time-Out. Unused Time-Outs will not carry over to the next period.

#### ***638.1 DIVISION STANDINGS***

Tie-Breakers: When teams have equal standing the following will be used in determining a tie-breaker:

1. Total wins for the season
2. Head-to-Head: most points
3. Goal Differential between tied teams
4. Coin-Toss

## **DISCIPLINARY PROCEDURES:**

Incident happens at the rink is reported to Director of Officials that night, or next day.

Director of Officials, if penalty requires review, passes this info onto the Disciplinary Coordinator, with names of officials, and both coaches/captains.

Within 24 hours, Disciplinary Director speaks with the parties, and makes recommendation to the board.

Board votes via phone, email or in person, within 24 hours on the Disciplinary Director's suggestion, and lets player or coach know decision.

Player or coach has 48 hours to make a request in writing for a hearing regarding the incident.

If this is requested, the Disciplinary Coordinator makes up a review committee, which would be a panel of three independent people to hear all sides of the story and be gathered within one week of said incident. Punishment would be put on hold unless it is playoffs. Three people should have included one player, one coach from another division, and one parent/adult from outside the registered players. These individuals must be over 18 years of age, and may be a current or former player.

## **SCHEDULING OF OFFICIALS:**

Officials are scheduled in accordance with Department of Labor Standards. They are considered Independent Contractors, not employees of EFRHC.

Referees: Every attempt will be made to assign two referees for each game from an age group at least one level higher than the game they are officiating. If this is not possible, every attempt will be made to assign two of the most qualified and experienced referees available. If only one referee is available, the game may be rescheduled and/or suspended at any time, before or after the game begins, at the referee's sole discretion.

Scorekeepers: Preference for hiring scorekeepers will be given to family members of EFRHC volunteers (BOD & Coaches), then EFRHC players, then EFRHC referees.

## **24 HOUR COOLING OFF RULE:**

Effective June 3, 2011, EFRHC adopted a 24-hour cooling off rule for all board members, coaches, parents and players. 24 hours should be given prior to approaching anyone about anything unless it's an emergency.