



HIGHLAND BULLDOG HOCKEY CLUB

PLAYER & PARENT HANDBOOK

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INTRODUCTION

The Highland Bulldog Hockey Club (HBHC) is a local civic organization dedicated to develop, encourage and coordinate the game of ice hockey for 7th grade (dependent on birth year), 8th grade and high school students living in the Highland School District. This organization was created in 1997.

The HBHC has a Board of Directors of volunteer parents who live in the Highland School District. A maximum number of 12 members of the Board consisting of a President, Vice President, Secretary, Treasurer, Registrar and up to 7 general Board Members.

The team consists of young men/women who live in the Highland School District, or those drafted by the team through the MVCHA. The HBHC has traditionally had enough interest from the area youth to be able to field two teams, Varsity and Junior Varsity. Games are played at various ice rinks in the metro east. The rink located in Edwardsville is currently designated as the HBHC home ice.

The regular season, including practices and end of the year playoffs, typically runs from September through March. At the discretion of the coach, the team may also participate in some combination of spring league, summer conditioning, summer ice sessions, summer league and/or fall warm-up league which extends the season. All players are encouraged to continue their development through camps, leagues and various clinics.

Hockey is a very big commitment, of both time and money. This is an exciting sport and well worth the effort.

CLUB GUIDELINES

Directors and officers are voted into office the month of April. The Board creates and approves a budget for the coming year, including but not limited to players' fees, fundraising incentive fees and uniform costs. Throughout the year, fundraisers are conducted which are greatly needed and worthy of your support. After a player's senior year, the player may pass on his/her credit to an incoming sibling as long as it is within the current fiscal year.

Summer skates allow fellow students who are interested in coming out for the team to skate with other players and get a feel for the game of ice hockey. Registration is held in June, and soon thereafter the hockey season begins.

The HBHC program requires not only the interest of the players to participate and compete, it also requires the dedication of parents and guardians to support the club. The HBHC pays for ice time, referees at games, pucks and insurance through the MVCHA league. The HBHC fundraisers are one way in which we cover some of the costs; players pay for the balances not covered by fundraising. Players can earn credit to their accounts through fundraisers held throughout the year. This allows players to offset the cost of playing hockey.

Player's families are billed in four installments, with the intent to play payment being due no later than 14 days after the Kickoff Meeting and the last payment being due by November 30. The intent to play fee is \$200. Families are expected to also pay for jerseys, socks, shells and jackets no later than 14 days after the Kickoff Meeting.

Players need to supply all equipment necessary to play. Necessary equipment including pads, helmets, gloves, skates and uniforms (consisting of home and away jerseys) and coordinating socks. All players, during practice and games, must wear mouth guards and neck guards. Mouth guards must be visible to referees and are not to be clear in color.

There are two annual meetings conducted by HBHC, dates to be determined and announced by the Board. The first is the beginning of the season Hockey Kickoff Meeting, where coaches and players are introduced to parents and guardians. The second is the End of Season Banquet where players receive awards of recognition.

Volunteering to serve on the Board is an excellent way for parents to take an active role in the club. It takes everyone, players and parents/guardians, to ensure a healthy, thriving club.

POLICIES AND PROCEDURES

The following pages are the policies and procedures the HBHC uses in determining a player's eligibility to play. These are broken down into the following categories:

Academics

Financials

Behavior

Academics:

The HBHC recognizes that school and related subjects and grades are the most important aspect of a player's high school career. Therefore, the HBHC stresses to parents and players that their studies take priority over hockey practices and games. It is the parent's discretion to determine whether any games or practices need to be missed due to academic concerns. In the case of a missed practice/game, the head coach for the team needs to be contacted by the player or parent/guardian prior to the missed practice/game to discuss the reason for the player's absence. Any disciplinary action by the coach will be discussed and agreed to with the parent/player.

Financials:

The HBHC does not have any special credit relationships with the league or the ice arenas. We must have league fees and ice time paid for in advance. In order for us to pay the bills, we require all players and their families to be current with payment of the playing fees. Players can earn credits to their account by participating in the various fundraisers held throughout the year.

Fees - The HBHC Board of Directors will set player fees annually. Players are billed for 1/4 of their playing fees according to the following schedule:

1st installment due-August 30

2nd installment due-September 30

3rd installment due-October 30

4th installment due-November 30

All fees not paid in full by the due date will result in the player being suspended from practice/games until the account is current, unless prior arrangements have been made with the club treasurer. All

fees paid are non-refundable unless otherwise approved by the Board of Directors. Jersey and sock fees must be paid the night of registration to ensure order and intent to play.

Credits - Players can earn credit through specified fundraisers. The amount of credit earned depends upon the individual fundraisers. A report of earned credit, accumulated credit and applied credit can be obtained from the club treasurer and are made available at each Board meeting.

Credits expire under the following condition:

1. Player quits or is disqualified by the Club or league.

Credits can be inherited, transferred or gifted to siblings who are on the roster at the time the credits are scheduled to expire. If no siblings are on the roster, then the credits expire. Players that complete their senior year in good standing may request a refund of any credits that exist.

Behavior:

Here are the criteria for being a Hockey Bulldog:

Ability
Academics
Attitude
Effort
Character

Expectations“Hockey is a privilege, not a right!”

- A. Code of Conduct – The purpose is to protect all our Highland athletes.
The Highland High School Code of Conduct for athletes will be the minimum requirement. [HHS Athletics](#)
- B. Selflessness - Consider others ahead of yourself.
- C. Respect – Be respectful always to coaches, officials, parents, and teammates.
- D. Profanity – None (Be self- controlled)
- E. Be Committed - Absences, Tardiness – Communicate with the Head Coach ahead of time.
- F. Maximized Practice Times - Use practice time to work towards being your very best (Don't waste your and your team's time.)
- G. No Excuses - Excuses will not be offered.
- H. Any internal team problems should be handled individually with the Head Coach after practice or game times (Head Coach's door is always open, cell phone is always available to you.)
Please give 24 hours of “cooling off time” before contacting the coaches.
- I. Game Participation – Athletes are to arrive 60 minutes before a game. Dress for individual games will be prescribed by the Head Coach prior to the game event.

Goals Each player becomes the best hockey player they can be.
Each player contributes to making this the very best hockey team it can be.

Each player through the hockey experience can be the very best person they can be.

Canceled practices due to inclement weather or for any other reason deemed necessary will be communicated by the coach.

PLAYER/PARENT CODE OF CONDUCT

The spectator stands are not a place from which you should attempt to coach your player or the other players. Players often mirror their parents' actions; therefore, if mom and dad are losing control in the stands, the players are likely to mimic that behavior on the ice. A player who loses control is no good to the team if s/he is in the penalty box or ejected for poor behavior.

The best way to help players achieve their goals and reduce the fear of failure is through positive reinforcement. Applaud effort in both victory and defeat. Highlight the positive points of the game.

RECOGNIZE THE COACHES ARE ALL VOLUNTEERS. Each coach gives much free time to work with our players. All the coaches have your player's development and best interest at heart and therefore we ask for respect and support throughout the season.

24 Hour Rule -- A "24 hour" policy concerning discussion of any team or personal issue with parents. If any parent has a concern to be addressed with a coach, player, or official please wait until the next day to discuss the matter. Do not put yourself, your player or the coaches in a negative situation by discussing concerns publicly.

ACKNOWLEDGEMENT FORM

CODE OF CONDUCT

To: Highland Bulldog Hockey Club Player

From: The Board of Directors of the Highland Bulldogs Hockey Club

I, a member of the Highland Bulldog Hockey Club, agree to behave in a disciplined fashion; fighting, profanity, or any other unsportsmanlike conduct will not be tolerated. I also agree to abstain from the use of alcohol or any form of illegal drugs, and I will avoid any behavior that may be deemed harassment, which is defined as comment or conduct, directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. I agree to be supportive and respectful of my team members and coaches both on and off the ice. I agree to be respectful of coaches, teammates, officials, other teams, other players, fans of either side; and agree to refrain from posting negative comments regarding any of these parties on social media, email, etc.

By completing the intent to play fee and submitting registration documents, all parties agree to abide by the Highland Bulldogs Hockey Club Code of Conduct.

GENERAL DATES

May	MVCHA - All Schools Meeting MVCHA - Submit Intent to play
June	Schedule Alumni Game Review/Update Player Handbook and Bylaws Hockey Kickoff Night Summer Skates Begin
July	MVCHA - All Schools Meeting/Draft Declaration Golf Tournament
August	1st installment due August 30 MVCHA - Registration
September	2nd installment due September 30 Fall pizza fundraiser. Mandatory Practices Begin
October	3rd installment due October 30 Finalize Rosters to MVCHA HHS Homecoming Parade HBHC Family Gathering Regular Season Games Begin
November	Practices continue. 4th installment due November 30 HBHC Alumni Game Lighted Christmas Parade

December

January Regular season ends

February Playoffs begin.
Schedule Banquet Date
Schedule Season Practices (Nov - mid March)
Schedule Summer Skates (after July 4th – Aug)
Schedule Fall Practices (Sept - Oct)

March HBHC banquet
End of Fiscal Year–March 31

April Officer nominations
Election of Officers
Schedule Kickoff Meeting
Beginning of Fiscal Year April 1

CLUB BY-LAWS

ARTICLE 1 – NAME AND AFFILIATION

- 1.1 The name of this corporation shall be the Highland Bulldogs Hockey Club (referred to hereafter as “the Club”). The Club shall be affiliated with the Mississippi Valley Club High School Hockey Association, Inc. and with USA Hockey, Inc.

ARTICLE 2 – OFFICES

- 2.1 The principal office of the corporation shall be in the State of Illinois.
- 2.2 The registered office of the corporation required by the General Not-for-Profit Corporation Act to be maintained in the State of Illinois may be, but need not be, identical with the principal office in the State of Illinois, and the address of the registered agent may be changed from time to time by the Board of Directors.

ARTICLE 3 – PURPOSE

- 3.1 To develop, encourage and coordinate the game of ice hockey as a competitive sport, for the benefit of, and exclusively for, eligible and enrolled students at Highland School District.
- 3.2 To develop, encourage and coordinate support activities, functions and events on behalf of the Club, to include, but not limited to: Cheerleader/Pep Squads and fundraising activities.
- 3.3 To develop and encourage good sportsmanship and fair play in individual as well as team competition endeavors.
- 3.4 To develop and encourage individual skills as well as team play. The Club shall not discriminate on the basis of gender, race, creed or ethnic origin.
- 3.5 To encourage academic and athletic excellence in all team players.
- 3.6 To affiliate with USA Hockey, Inc. and provide for the registration of all players with USA Hockey, Inc.
- 3.7 To secure financial assistance and to receive gifts/donations from any source to be used solely for said purposes.

ARTICLE 4 – MEMBERS

- 4.1 Election of Officers: The annual meeting of the membership shall be held no later than April 30th, for the transaction of such business as may come before the membership.
- 4.2 Special Meetings. Special meetings of membership may be called by the President, or a majority of the Board of Directors.

ARTICLE 5 – DIRECTORS

- 5.1 General Powers. The business and affairs of the corporation shall be managed by the Board of Directors.
- 5.2 Specific Powers. The Board of Directors shall determine what is in the best interest of the participants and shall have the authority to develop, implement, and enforce rules, policies, procedures, incentives and penalties that advance those interests. The Board of Directors shall have the authority to review applications for, interview, and recommend to the membership for their approval, the Head Coach for all on/off ice hockey operations. The Head coach will select his/her assistant coaches, on ice assistants and Junior Varsity coaches, subject to Board approval. The Board of Directors shall have the authority to suspend or restrict the activity of any coach, coordinator or chairperson acting on behalf of the corporation, pending a hearing and final determination by the membership.
- 5.3 Number, Qualification, Term. The Board of Directors shall consist of no more than twelve (12) members, five Primary Officers are President, Vice-President, Secretary, Treasurer, and Registrar. Terms of Officers shall be for one or two years No Family shall be presented by more than 1 (one) person on the Board in the 5 Primary Offices (Pres, Vice-Pres, Secretary, Treasurer, Registrar). All other Secondary Offices are to be created or removed as needed by the Board of Directors (See 6.1). The Head Coach shall not hold a position on the Board.
- 5.4 Election of Directors. New members to the Board of Directors shall be selected from nominations at the annual meeting of the membership and nominees receiving the most votes of the membership present shall prevail. Where multiple votes are cast for one nominee on a single ballot, only one vote shall be counted for that nominee. Where there is a tie vote, the nominee who gains a majority in a run-off of only the tied nominees shall be elected. When a tie cannot be broken by repeated vote of the membership, the Board of Directors shall appoint a Director.
- 5.5 Meeting. The Board of Directors shall meet with the exact date, place and time of each meeting to be designated by the President. In the event that the President is unable to attend a meeting that was designated by the President, the Vice-President shall hold and govern the meeting. The President or a majority of the Board of Directors may call special meetings of the

Board of Directors, such a majority of the Board may set the date, place and time of special meetings.

- 5.6 Notice. At least three days' notice, sent by US Mail, telephone or e-mail shall be given of all meetings, both regular and special. Any Director may waive notice of any meeting. The attendance of any Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business.
- 5.7 Quorum. A majority of the Board of Directors then in office shall constitute a quorum thereof.
- 5.8 Manner of Acting. The act of a majority of the Directors present at a meeting, regular or special, in which a quorum is present, shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws. The President of the Board need not be present as long as the guidelines of the quorum are met. A Director can vote in all matters that the Director is present for unless excluded by the by-laws. The President or presiding officer may vote only in the event of a tie.
- 5.9 Proxies. No Director may act by proxy on any matter.
- 5.10 Tenure & Vacancies. Each Director shall hold office for a one- or two-year term or until his death, resignation, removal or other inability to act. A Director may serve for as many terms as he/she is elected to serve. If a vacancy occurs in the office of Director, it will be filled by appointment through a majority vote of the Board of Directors for the unexpired portion of the term. A Director may resign at any time by written notice delivered to the Board of Directors, the President or Secretary. A resignation is effective when notice is delivered and is accepted by motion of the Board of Directors unless the notice specifies a future date. The pending vacancy may be filled before the effective date, but the successor shall not take office until the effective date.
- 5.11 Powers & Grievances. The Board of Directors shall decide any grievance filed with the President by any parent, player, coach, manager team, or official.
- 5.12 Ex-Officio Members. The Board of Directors may, at its discretion, appoint ex-officio members, however ex-officio members will not vote as members of the Board of Directors, nor shall they be assigned duties or responsibilities without their express approval and consent.
- 5.13 Compensation. Directors, as such, shall not receive any salary or compensation for their services.
- 5.14 Committees. The Board of Directors may create one or more committees and appoint Directors or other such members as the Board designates to serve on the committee or committees. Each committee shall have one or more Directors, and all committees shall serve at the pleasure of the Board.

- 5.15 Attendance. A Board member who fails to attend a total of three (3) regular or special meetings in a fiscal year, of the Board of Directors, without special circumstances noted and accepted in the minutes shall forfeit the remainder of his term of office. Any member forfeiting their position will be notified in writing by the Board President and secretary that their position has been terminated, within 10 days of the Election of Officers meeting.
- 5.16 Votes. All Directors shall be entitled to one vote. In all voice and public votes, the President or presiding officer of a meeting may only vote in the event of a tie. The President or presiding officer shall act as teller for secret ballots unless another person is appointed by motion of the Directors.
- 5.17 Executive Sessions. The Board of Directors can conduct business and act in confidential or executive sessions, which is deemed appropriate for the good of the association or individuals so involved.
- 5.18 Removal of Directors. A Director may be removed with cause. Cause may include but not limited to 1) The Director is engaged in fraudulent or dishonest conduct or has grossly abused his or her position to the detriment of the association, and 2) removal is in the best interest of the association. A director may be removed by 1) a majority of the directors then in office and present at a meeting which a quorum is present, or 2) a meeting of the membership entitled to vote where written notice of such a meeting is delivered to all members entitled to vote on removal of directors. Such notice shall state the purpose of the meeting is to vote upon the removal of one or more directors named in the notice. Only the named director or directors may be removed at such a meeting. A director may be removed by the affirmative vote of two-thirds of the membership.
- 5.19 Conflict of Interest. A Director shall withdraw from matters and votes where the director is a direct or indirect party to the matter before the Board. A direct party includes the director's personal gain in the matter directly involving the director's child. An indirect party involves the director's spouse, parents, or entity in which the director has a direct personal interest, or of which the director is a director or general party.

ARTICLE 6 – OFFICERS

- 6.1 Officers. The officers of this corporation shall be the Primary Offices of President, Vice-President, Secretary, Treasurer, Registrar and other such Secondary Offices as may be elected in accordance with the provisions of this article. The Board of directors may elect or appoint such other Secondary Officers as it may deem desirable, such as officers to have the authority to perform duties described from time to time by the Board of Directors. Any Secondary Offices may be held by the same person or by a Primary Officer. Secondary Offices may be: Photographer, Equipment Manager, Web Master, Statistician, Ice Scheduler, Team Representative, etc.

ARTICLE 7 – FINANCES

- 7.1 Disbursements. The Board of Directors may authorize disbursements to pay Expenses as it shall consider being reasonable and necessary for the operation of the corporation and for the solicitation and maintenance of funds of the corporation. The treasurer may, unless prohibited by resolution of the Board of Directors, execute checks on behalf of the corporation.
- 7.2 Prohibition of Gifts. No gift or loan shall ever be made directly or indirectly for the benefit of any of the officers or directors of the corporation or for any individual member of any participating organization.
- 7.3 Depositories. All funds of the corporation shall be deposited from time to time to the credit of the corporation at such banks, trust companies, or other depositories as the Board of Directors may select.
- 7.4 Receipt of Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or device for the good of the corporation.
- 7.5 Termination of the Corporation. In the event of the termination of the existence of the corporation, the corporate assets shall be distributed as provided in the Articles of Incorporation. In no event shall any funds remaining in the treasury be paid to any officers or directors of the corporation or any individual members of any participating organizations.

ARTICLE 8 - BOOKS AND RECORDS

- 8.1 The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors; and shall keep at the registered office or principle office of record giving the names and addresses of its members entitled to vote. All books and records of the corporation may be inspected with a written request in the presence of the custodian of records, by any member entitled to vote for any proper purposes and at any reasonable time.

ARTICLE 9 – FISCAL YEAR

- 9.1 The fiscal year of the corporation shall expire on the last day of March each year.

ARTICLE 10 - EXONERATION OF PERSONAL LIABILITY

- 10.1 Each person who acts as a Director or employee of the Corporation shall be indemnified by the corporation against expenses actually and necessarily incurred by him in connection with the defense of any action, suit or proceeding in which he is made a party by reason of his being or having been a Director or employee of the corporation, except relating to matters as to which he shall be adjudged in such action, suit, or proceeding to be liable for willful misconduct and accept any sum paid for the

corporation in settlement of any action, suit or proceeding based on willful misconduct on the performance of his duties.

The right of indemnification provided herein shall insure to each Director or employee referred to in 10.1 whether or not he is such a director or employee at the time such costs or expenses are imposed or incurred, and in the event of his death shall extend to his legal representatives.

ARTICLE 11 – WAIVER OF NOTICE

11.1 Whenever any notice is required to be given under the provisions of the Illinois Not-For-Profit Corporation Act or under the provision of the Articles of Incorporation or by the by-laws of the corporation, waiver, thereof in writing signed by the person entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE 12 – AMENDMENTS TO THE BY-LAWS

12.1 Proposals. Any member may propose amendments to these by-laws by submitting the same in writing to the President and to the Secretary and such will be considered and approved or disapproved at the next meeting of the Board of Directors.

12.2 Meetings. Proposed by-law amendments may be considered and voted upon by the Board of Directors at either a regular or special meeting; however, the notice of such meeting, whether regular or special, shall notify each Director of the proposed amendments.

12.3 Action. Amendments may be approved by a majority of the Directors present and voting at a meeting at which a quorum is present, and if so approved, shall be adopted and if so disapproved, shall be rejected.

12.4 The club has determined that athletes electing to play the goalie position for the HBHC, the club will waive their 1st year hockey participation fees (this is for their first year of being a goalie only and does not pertain to any additional charges for hockey gear i.e. jerseys, socks, warm up jackets, pads, blockers, helmet or any other gear necessary for the goalie position). After the first year, a player in their primary position of goalie will be charged \$500 for each subsequent season.

12.5 The club has reviewed participation fees, and all players will be required to pay all fees associated with the HBHC for that year. No reduction for players unable to play due to injury or other commitments (e.g. AAA Hockey Affiliations or other sports) as well as no additional fees for swing players that are rostered on both Varsity and Junior Varsity teams.

REVISED ON: June 20, 2001 (Section 4.1 and Article 9)

REVISED ON: June 20, 2001 (Section 4.1 and Article 9)

REVISED ON: July 12, 2006 (Article 9)

REVISED ON: May 14, 2008 (Article 5 Section 5.3, 5.5, 5.6, 5.8, 5.15)

REVISED ON: August 1, 2009 (Article 5,Section 3)

REVISED ON: July 1, 2012 (Multiple Policies/Guidelines, Articles 5.3, 6.1)

REVISED ON: February 21, 2022 (Article 12 Amendments, Articles 12.4 and 12.5)

REVISED ON: July 2, 2023 (Multiple Policies/Guidelines)

REVISED ON: March 11, 2026 (Multiple Policies/Guidelines)

PRESIDENT _____ DATE _____

SECRETARY _____ DATE _____