**PART 1 – BY-LAWS**

**ARTICLE I – THE ORGANIZATION**

This organization shall be known as the Northern Virginia Hockey Club, Inc., hereinafter called NVHC or The Club.

**ARTICLE II – PURPOSE**

The purpose of the NVHC is to provide youth the opportunity to learn and play the game of ice hockey in an environment of equal participation and competitiveness and to instill in them the ideal of individual achievement, team play, and sportsmanship.

**ARTICLE III – MEMBERSHIP**

**Section 1.  Eligibility.**

Any person of sound mental and physical health, through the age of 19, who seeks active participation in the sport of ice hockey, is eligible for membership. Adult membership is restricted to members of the Board of Directors, coaches, the parents and/or guardians of players, and players 18 years and older.

**Section 2.  Total membership.**

The total number of player members in the NVHC will be limited by the amount of ice time available. If the maximum number of available spaces would be exceeded, priority for membership will be given to players who renew their membership at the start of the new season, over new members. Capping membership in the NVHC will be determined by the Board of Directors.

**Section 3.  Membership privileges.**

Player members who enroll in their respective age-group levels and pay assessed dues and fees may participate in NVHC on-ice activities. Adult members may attend meetings, participate in discussions, and serve on committees or serve as an officer, once elected. Adult members have the right to vote at general membership meetings.  Elected Officers have the right to vote at all meetings of the Board of Directors.

**Section 4.  Revocation of membership.**

Members are responsible for payment of dues and fees as determined by the Board of Directors.  Members may be suspended or dropped from the NVHC for failure to abide by the by-laws and the Operational Guidelines.  This includes behavior in violation of the NVHC Player, Parent, or Coach Code of Conduct, as per Article V of the by-laws and applicable appendices to the Operational Guideline.

**Section 5.  Team Assignments.**

The NVHC competes in multiple leagues with various playing ability and travel requirements and also provides a Learn to Play (instructional) program. Team assignments will be made based on player tryouts in accordance with the team selection policy contained in the NVHC Operational Guidelines.

**ARTICLE IV – FEES**

**Section 1.  Board Responsibilities**

Membership fees—which include ice time costs and any fees (i.e. insurance, etc) necessary for the administration of the NVHC—shall be established by the Board of Directors, and based on an annually balanced budget within one month of the start of the Club’s fiscal year. The Board has the authority to change fees as necessary, based upon budgetary requirements. The budget (fiscal) year for NVHC runs from April 1 through March 31.  The Board shall make every effort to keep membership costs as low as possible while still providing a quality program.

**Section 2.  Membership Fees**

Membership fees will be charged before each season in which the member plans on participating.  Fees are calculated during the budget process to cover Club expenses, under The Club by-laws and Federal and State laws regarding not-for-profit clubs. Typical costs covered by membership fees include but are not limited to:  cost of ice, training, and administrative fees.  All members shall be afforded the opportunity to pay fees in installments. However, fees shall be fully paid or paid according to the installment option prior to a member being in “good standing,” and thus able to practice and play during the season.

**Section 3.  Refunds**

A member’s decision to withdraw from NVHC does not relieve their obligation to pay dues in full. Petitions for a refund may be submitted to the Board, which may approve the request, upon a majority vote. The Board should consider positively any request for refund due to the following circumstances:

* Unanticipated orders to move outside the NVHC region by the Government
* Acceptance on an acknowledged Tier I Hockey Club, such as Washington Little Capitals or Team Maryland
* Other extreme circumstances, including death/severe injury of players or family member

However, the Board should allow for the fact that any “sunk costs” due to the requesting member’s registration are accounted for in their deliberations and decision as to the amount of the refund, if any.

**Section 4.  Waivers/Scholarships**

Recognizing that not all families can meet the financial burden of new membership, on a case-by-case basis, the Board may, by majority vote, grant a waiver or scholarship of full or partial payment of fees, dependent upon the situation.  Any family wishing to be granted a scholarship must present to the Board, in writing or in person as determined by the board, compelling evidence as to why a scholarship is warranted.  The amount of scholarship granted is at the discretion of the Board.

**ARTICLE V – CONDUCT AND DISCIPLINARY PROCEEDINGS**

**Section 1.  Conduct.**

The conduct of player members will be largely governed by the current official rules of hockey as published by USA Hockey or as modified by the rules of any league or association in which NVHC participates. Any player or adult member whose conduct is prejudicial to or tends to injure the good name of NVHC, disturb its well-being, hamper its function, or otherwise reflect discredit upon NVHC may be brought before the Governance Committee.

**Section 2.  Sportsmanship rule.**

Players, coaches, parents, and spectators are required to conduct their relations with other teams, their own team, and other clubs in a spirit of good sportsmanship.

**Section 3.  Disciplinary action.**

Any player, coach, parent, or spectator who is alleged to be in violation of the Sportsmanship Rule or Code of Conduct may be investigated by the Governance Committee.  The Governance Committee, upon its investigation of alleged violations of the Sportsmanship Rule or the Code of Conduct, will have the authority to take action against the individual(s) involved as described by policy established by the Board of Directors.  Suspension, for any reason, does not entitle a member to a refund of dues: exceptions may be approved by the Board.

**ARTICLE VI – SAFETY**

Players may not participate in on-ice activities without wearing the following equipment in good working order, both during practices and games:  Hockey skates, approved helmet and face cage, hockey gloves, elbow pad, hockey pants, shoulder pads/chest protector, supporter with hard cup or pelvic protector, shin guards, and a molded mouth guard.

Players must wear their helmets at all times while on the ice, including on the bench, whether seated or standing.

Players 10U and below must use doors to enter and exit the bench and are expressly forbidden to enter the ice by climbing over the top of the boards.

All coaches shall be trained as to adopted policies and procedures; no coach may run a practice or participate in a game unless trained in the necessary skills to minimize the risk on our players. Team Officials shall dedicate some training time during practices to ensure that players are educated appropriately in the sport of safe hockey.

**ARTICLE VII – BOARD OF DIRECTORS**

**Section 1.  Board Composition.**

The following ten positions on the Board are elected and thus have the right to vote at Board meetings:  President, Vice-President, Secretary, Treasurer, Each of the Four Program Directors (CBHL, CCHL, Girl’s, and Growth) and two at-large members.

Other Board positions are appointed by selection of the Board, by majority vote. Selected members serve at the pleasure of the Board and have all the rights of elected members except for the right to vote at Board meetings.

**Section 2.  Purpose and powers of the Board of Directors.**

The Board of Directors shall meet at the call of the President to conduct the regular business of the NVHC, for ensuring that the purposes of the organization are carried out, for setting policy and standard operational guidelines, and for handling investigations that may be brought before it.

The Board of Directors is empowered to suspend or expel members for failure to pay dues or fees or for disciplinary reason when charges are formally brought before it and investigated to the satisfaction of its members.  When a member of the Board of Directors is the subject of the investigation or a material witness, such member shall be disqualified from acting as a Board member for that case.

**Section 3.  Committees.**

Committees appointed by the President shall meet at the call of their Chair.  Two standing committees are the Governance Committee and the Finance Committee. The Board may form more committees, as necessary:

Governance Committee:  The Governance Committee shall include Program Directors, and will consist of no less than two other members of good standing, as selected by the Board and approved by the President. One of those two members will be appointed to Chair the committee. The Governance committee will overseeadherence to rules andby-laws (to include player conduct issues, and potential Conflict of Interest issues), relevant League issues, and manage Board membership.

Finance Committee:  The Finance Committee shall include the Club Scheduler, and Program Directors, at a minimum. Other members in good standing may be appointed by the Board. The board will select one of the committee members to Chair the committee. The Finance Committee cannot be chaired by the Treasurer. The Finance Committee oversees the fiducial functioning of the Club to include all income (through fees, donations, fund-raising, etc), expenditures and tax issues.

**Section 4.  Duties of the Elected Members of the Board of Directors.**

President**–**shall be the Chief Executive Officer of The Club and preside over all membership and Board of Director meetings.  The President shall ensure the conduct of regular business of the NVHC is in accordance with the NVHC by-laws and Operational Guidelines, using Roberts Rules of Order (latest edition).

Vice President **–** shall exercise all duties of the President during the President’s absence, to include running Board meetings and chairing the Budget Committee.  The Vice-President supervises the Scheduler and Registrars.

Secretary**–**shall exercise all duties of the President during the President’s and Vice President’s absence, record and maintain the minutes of all membership and Board of Directors meetings and maintain the files of the NVHC. The Secretary will track action items agreed upon during board meetings and track them through resolution. The Secretary is responsible for planning Ice-Dog Night, our Annual Membership Meeting, and running the annual Election for Board members.

Treasurer**–** shall exercise all duties of the President during the President’s, Vice President’s, and Secretary’s absence, receive, account for, and disburse all NVHC monies, maintain an NVHC account, and submit written financial reports for membership and Board meetings showing NVHC’s financial condition as of the last day of the preceding month. The Treasurer shall maintain records of such standard disbursal as those for game officials, insurance, USA HOCKEY registration, equipment and ice costs, and other legitimate Club expenses.  The Treasurer shall prepare a full written financial report for the annual meeting showing the last received bank statement which shall include budget estimates for the coming year based on predicted membership.  The treasurer shall prepare such tax reports as local, state, and federal laws mandate and make recommendations to the Board on membership dues and registration fees, when changes become necessary.  The Treasurer shall ensure the execution of an external audit prior to the annual election of officers.

Program Directors: Defined as Directors of the CCHL, CBHL, Girl’s Hockey and Growth Programs within NVHC

CCHL Program Director**–**is responsible for administering the CCHL program under the direction of the Board. In this capacity, the CCHL Director is responsible for submitting ice time requirements to the scheduler for each season. The CCHL Director shall refer conduct issues within the CCHL program to the Governance Committee for adjudication.

CBHL Program Director**–**is responsible for administering the CBHL programs under the direction of the Board.  In this capacity, the CBHL Director is responsible for submitting ice time requirements to the scheduler for each season.  The CBHL Director shall refer conduct issues within the CBHL program to the Governance Committee for adjudication.

Girl’s Hockey Director**–**is responsible for administering the Girl’s programs under the direction of the Board.  In this capacity, the Girl’s Hockey Director is responsible for submitting ice time requirements to the scheduler for each season.  The Girl’s Hockey Director shall refer conduct issues within the Girl’s programs to the Governance Committee for adjudication.

Growth Coordinator**–**is responsible for administering the Eight and Under and Learn to Play/Instructional programs under the direction of the Board.  In this capacity, the Growth Coordinator is responsible for submitting ice time requirements to the scheduler for each season.  The Growth Coordinator shall refer conduct issues within the 8U and LTP programs to the Governance Committee for adjudication. The Growth Coordinator will oversee promotion processes for LTP players onto CCHL, CBHL, and Girl’s teams and work with the Jamboree coordinators.

At-Large Members **–** shall accomplish duties as assigned by the Board.  Typical duties include committee membership and collateral duties in support of Board responsibilities.

**Section 5.  Duties of the Appointed Members of the Board of Directors.**

Club Scheduler – The Club Scheduler is the single point of contact for scheduling sufficient ice time to satisfy the requirements of all age groups in all leagues, along with the Learn to Play program.  The Scheduler will receive requirements from the Program Directors, and report to the Board in satisfying the scheduling requirements.

League/Affiliate Representatives**–**attend meetings of relevant leagues, facilitate communications between the Board and the Leagues, and perform other duties assigned by the Board.  In the absence of the League representative the Board will select an acting representative as may be required. Currently the club has league representatives for CCHL, CBHL, and PVAHA.

Club Registrar**–** shall maintain current membership records and rosters and process current membership and new applicants for membership in accordance with the by-laws.

USA Hockey Registrar**–** shall oversee USAH and PVAHA roster requirements and help each team maintain compliance with roster rules and deadlines.

8U Coordinator**–** works with the Growth Coordinator to run the Club’s 8U Program.

Learn to Play / Initiaion Coordinator**–** works with the Growth Coordinator to run the Club’s LTP Program.

Merchandise Coordinator**–** oversees the Club’s relationship with various merchandise and equipment vendors. The Merchandise Coordinator works with the Program Directors to get practice and game jersey orders coordinated. The Merchandise Coordinator maintains the online team store for Club branded gear and oversees any necessary bulk purchases approved by the Board.

Communications Coordinator**–** is responsible for the Club website, periodic email newsletters, and works with communications assistants to keep the Club’s Members informed with news from and about the Club.

**Section 6.  Term of office.**

Each elected officer shall serve a one-year term beginning on the date of their election. Each appointed officer serves at the pleasure of the board.

**Section 7.  Succession.**

In the absence of the President, the Vice-President shall serve, then the Secretary, and the Treasurer, in that order.  If an Officer is unable to serve in his elected capacity, the President, with the approval of the Board, shall appoint a successor to serve until the next membership meeting when an election is held.

**Section 8.**  **Notice of the meetings.**

Reasonable notice of each meeting shall be given to each Officer by the Secretary at the direction of the President.

**Section 9.**  **Special meetings.**

The President or, in absence of the President, the Vice-President may call a special meeting of the Board of Directors at any time and shall do so upon the request of a majority of the serving Officers.

**Section 10.  Removal of Officers.**

If an Officer of the Board of Directors fails to attend three consecutive Board meetings without the approval of the President or fails to perform the duties assigned, the office may be declared vacated by an affirmative majority vote of the Board of Directors.  The President shall appoint, with the approval of the Board, a successor until the next membership meeting when an election will be held.

**ARTICLE VIII – MEETINGS**

**Section 1.  Membership meetings.**

The general membership shall meet at the call of the President, but at least annually following the end of the playing season for electing officers and conducting NVHC business. If one-fifth of the voting members so petition, the President shall call a meeting within 20 days of receipt of the petition. Voting is restricted to adult members with one adult family member having one vote for each registered player from that family. Any adult member may attend any meeting. One-tenth of the voting membership shall constitute a quorum.

**Section 2.  Board of Directors meetings.**

The Board of Directors shall meet at the call of the President at least quarterly, but typically monthly. The President shall preside, the Vice President shall facilitate. Attendance of elected and appointed officers is mandatory. Any adult member may attend.

**Section 3.  Committee meetings.**

Committees appointed by the President shall meet at the call of their Chair.

**Section 4.  Quorum of Officers.**

The presence of a simple majority (6) of the currently serving Elected Board Members shall constitute a quorum for the transaction of business.

**ARTICLE IX – ELECTIONS**

**Section 1.  Nominations.**

Not less than 60 days prior to the annual meeting of the NVHC, the Secretary shall announce to the membership that nominations to be included on the ballot for the following year’s Board are being accepted by the Secretary. All candidates must be NVHC members in good standing. Nominations shall close no later than three days prior to the election. Members have the option when voting to “write in” a candidate for all positions on the ballot.

**Section 2.  Voting.**

Voting for the election of officers must be made by secret ballot. Internet balloting may be considered by the Board if the Board decides that procedures are in place to ensure the integrity of the voting process. The President shall ensure that the vote is executed in such a manner that as many members as possible are afforded the opportunity to vote.  Upon the event of a compromise of the integrity of the voting process, the voting results can be nullified, but only by a 2/3 majority of an affirmative vote by the Board to negate the elections.

**ARTICLE X – COACHES**

**Section 1.  Team coaches.**

Team coaches are responsible for instructing and guiding their team members in the letter and spirit of the by-laws and enforcing USA Hockey and other applicable regulations, and the NVHC Operational Guidelines under the direction of the Program Directors, and the Board of Directors.

**Section 2.  Coach Selection.**

The Program Directors, shall recommend a list of team coaches to the Board for approval.When recommending coaching candidates to the Board, the Program Directors shall present the relevant experience of each candidate, to include USA certification level and completion of background checks.Where conflicts arise over multiple qualified coaching candidates applying for a specific coaching position, the Board may call the candidates for that position to appear for an interview. The Board then will vote for the most qualified candidate. Assistant coaches for each team will be nominated to the relevant Program Director by each team Head Coach; the Program Directors have approval authority, and shall inform the Board of the approvals.

**ARTICLE XI – FUNDRAISING/SPONSORSHIPS**

**Section 1.  Fundraising**

Fund raising across NVHC shall be controlled by the Board. Individual teams that wish to fund-raise for themselves must submit written proposals to the Board of Directors as to any desired fund-raising activities.  Proposals must be submitted to the Board at least five (5) days in advance of the Board meeting. Additionally, the request must be presented in person at the Board meeting in which the request will be heard. At least 75 percent of the parents on the team must concur in writing with the fund-raising plan and be committed to participate in the resultant activity. The Board reserves the right to reject any proposal that it believes is not in the best interests of NVHC.

Upon approval, the sponsoring team must submit to NVHC’s treasurer a written budget and subsequent accounting of funds raised and monies spent within fourteen (14) days of the conclusion of the activity.  This submission must be signed by the sponsoring parent.

A team which raises funds without prior permission of the Board of Directors must transfer the funds raised to NVHC.

Teams are not permitted to alter Club jerseys to indicate the names of fund-raising activities.

**Section 2.  Sponsorships**

All sponsorship activity shall be controlled at the NVHC Board level and be for the benefit of the overall Club.  In that light, any funding gained by such a sponsorship shall be deposited into the general fund to reduce overall costs to all members.

**Section 3.  Tax Status**

NVHC qualifies as a not-for-profit tax-exempt status under federal tax law.  However, although donations and sponsorships may well qualify for tax exemption, they are sometimes dependent upon the specific situation.  All questions and solicitations for use of The Clubs Tax-exempt status should be referred to the Board.  At no time can any member represent The Club’s tax-exempt status to a prospective donor without concurrence of the Board.  Violation of this policy subjects the violator to all implied liabilities incurred by the offer.

**ARTICLE XII – NVHC OPERATIONAL GUIDELINES**

The NVHC shall be administered in accordance with these by-laws and the NVHC Operational Guidelines.  Amendments to and changes in the Operational Guidelines may be made by an affirmative vote by a majority of the currently serving Board of Directors.

**ARTICLE XIII – GENERAL**

**Section 1.  Amendments.**

These by-laws may be amended at the annual meeting of the membership or at any special meeting called for that purpose by two-thirds vote of the membership present, provided that notice of the intent to offer amendments, and description of the particular amendment to be proposed has been given each member at least 10 days and not more than 30 days in advance of such meeting. Minor non-substantive corrections to the by-laws can be made by majority vote of the board.  If corrections to the by-laws are made by vote of the Board the corrections shall be posted to the NVHC website and members may call for the corrections to be voted on at the next annual meeting.

**Section 2.  Annual Audit/Inventory.**

The Board of Directors shall cause an audit of the NVHC’s books and inventory of property to be taken annually prior to each election, and at such other times as deemed necessary.

**Section 3.  NVHC Papers.**

Copies of the organization papers of the NVHC, its by-laws, and any amendments, and the membership records of the NVHC shall be preserved in a place of safekeeping and posted electronically on The Club Web site.

**Section 4.  Dissolution.**

In the event of the dissolution of the NVHC, any assets remaining after payment of all proper claims and demands then existing shall be distributed to a charitable organization so named by the existing Board of Directors.  Except in their capacities as members of the NVHC, no director or any other individual has or shall have any right, title, or interest of any kind in or to such remaining assets of the NVHC.

**PART II – OPERATIONAL GUIDELINES**

 **I.**      **COLORS**

The colors of the NVHC shall be royal blue and red.

**II.**      **UNDERSTANDING OF RECIPRICAL OBLIGATION OF PLAYERS**

The NVHC philosophy of equal participation for the players carries an implicit obligation on the part of the players to contribute equally.  A player detracts from the quality of a teammate’s ice time when he or she does not contribute to the fullest and become integrated into the system as a member of the team.  While the coach must attempt to give each of the players approximately the same amount of game time (allowing for power plays, penalty killing, play in the last minutes of close games, and vagaries of changing lines on the fly) players must earn the right to that time by contributing to the fullest extent of their ability.  Teamwork in hockey is essential and players are expected to attend practices (unless absence with a valid excuse is conveyed to and approved by the Team head coach) and play in the team system as taught by the coach.  A coach may discipline a player who does not comply with this philosophy (thus lessening the value of the players’ ice time) by sitting the player for shift(s), period(s), and, in consultation with the ACE Coordinator, full games.  A player is not owed compensatory ice time for games for which he or she is absent, and a goaltender playing in a rotation who is absent from a game in which he/she is not scheduled to play is not necessarily entitled to play in the next game.

**III.**      **GENERAL OPERATIONS**

NVHC is divided into four complimentary yet organizationally unique programs: The Learn to Play and 8U Program, The Girl’s Hockey Program, The CCHL Program, and the CBHL Program.  Below is a brief description of each division, to acquaint Members with NVHC programs.

**A.**     **Learn to Play and 8U Hockey**

The Learn to Play Program is intended to recruit youth players to ice hockey that may have little to no experience in the sport.  Each Learn to Play program is ten weeks, with one session per weekend of 90 minutes in duration.  The program begins with an introduction to equipment and safety and ends ten weeks later, with all participants having a good understanding of the basics of skating in Hockey.

**B.**     **Capital Corridor Hockey League**

The CCHL program includes 8U, 10U, 12U, 14U, and 16U/18U.  The focus of the CCHL Program at NVHC is to promote the game of hockey in a competitive sense, but more so to promote the fun of the game.  CCHL teams typically practice only on weekends with an ideal schedule of one session on Sunday and another on Saturday.  Most games are scheduled against opponents outside of NVHC, but within the CCHL.  Home Games are played at one of several rinks NVHC including but not limited to the Mt Vernon Recreation Center in Alexandria VA, Fort DuPont in Northeast Washington D.C. and the Haymarket Ice Rink in Haymarket VA.  Away games range throughout the Capital area, from Northern Baltimore to Prince William County.  Very seldom are players turned away from the CCHL Program.  It is therefore imperative that Coaches and the CCHL Program Director place players that have atypical skills (both technical and social) in appropriate leagues (see Play ups and Play downs, below).

**C.**     **Chesapeake Bay Hockey League**

The CBHL program focus more on higher skilled players who want a little more intensity than the CCHL program.  CBHL teams are picked by way of tryouts; some players may not make the team, based on individual skills and behaviors. CBHL teams typically have three to four ice slots per week, including one or two weeknight practices and a weekend practice and one game or two weekend games. Coaches recommend which division or level of play in which their team will play, with the approval of the CBHL Program Director.

**D.** **Girl’s Hockey**

The Girl’s hockey program provide additional opportunities for girls to play and provides an alternative for girls who do not want to play in leagues that allow hitting. The girls program includes 10U, 12U, 14U, 16U and 19U.  Girl’s teams are picked by way of tryouts; some players may not make the team, based on individual skills and behaviors. Girl’s teams typically have three to four ice slots per week, including one or two weeknight practices and a weekend practice and one game or two weekend games. Coaches recommend which division or level of play in which their team will play, with the approval of the Girl’s Program Director.

**IV.**      **BOARD OF DIRECTORS**

The Board of Directors shall operate under a philosophy of maximizing the positive experience of all members through the game of hockey, to include the development of the players in areas of sportsmanship, teamwork, community, maturity, skills, and competition.  This ethos shall permeate all decisions in which the Board is involved.  As such, Board Members must set aside personal interests in executing their duties and prioritize the good of NVHC (as an entity), across the four major divisions:  Learn to Play, CCHL, and CBHL and Girl’s teams.

It is the Board’s charter to ensure that all coaches that interact with members (both head coaches and assistants) are imbued with the philosophy of The Club.  An ethic of “winning, at all costs,” should not be tolerated.

**V.**      **COACHES**

Coaches are the most critical link to the players, and thus should be NVHC’s focus with respect to the quality and talent.  The coaching staff shall be guided by the Board, through the respective Directors.

**A.**     **Certifications**

All coaches (Head Coaches, Assistants, and on-ice Instructors for the Learn to Play program) shall be certified and current as per the requirements of USA Hockey.  Exceptions can only be granted by the Board of Directors.  Waivers may be allowed, but within the policy on waivers as set forth by USA Hockey.  Further information can be found on the [USA Hockey](http://www.usahockey.com/coaching/main_site/main/home/) Coaches Web Site.  Any coach that is not in compliance with the above policy shall not be allowed to coach players during NVHC sanctioned practices or games.  Violations of this policy may lead to dismissal by the Board from The Club.  USA Hockey Certification rules are listed below:

|  |  |
| --- | --- |
| **Age Group** | **Required USAH Certification** |
| LTP, 6U | Level 1 |
| 8U | Level 2 |
| 10U, 12U, 14U | Level 3 |
| U16 (Tier I and II) | Level 4 |

**Figure 1:  USA Certification Requirements**

**B.**     **Coaching Responsibilities**

Team coaches are responsible for obtaining the fullest possible hockey potential from their players.  In that end, Coaches are responsible for their players’ safety and development while participating in club events. Specifics include:

1.   Coaches shall ensure that all players wear proper and operating equipment, and that the players comply with USA Hockey, PVAHA, local League and NVHC rules

2.   Coaches shall report any serious injuries to their respective Director or any other Board member, in the Director’s absence

3.   Coaches shall report any serious incidents resulting in game misconduct or higher penalties to their respective Program Director and league authorities who require such reports

4.   Coaches shall provide home game score sheets to the visiting coaches and to the senior game official, providing as a direct information source for Board members.

**C.**     **Coach Development**

A major component of meeting NVHC’s vision to maximize the opportunity for players to learn and play ice hockey in a competitive but sportsmanship-like atmosphere is the capability of the coaching staff.  NVHC will therefore pay the cost of registration, books and materials and required coaching commitments of all USA Hockey certification courses.  Because of this subsidy, the coach must serve on the NVHC staff for a period of not less than one season after the completion of his/her training.

**VI. TEAM SELECTION AND SCHEDULING**

**A.**    **CBHL Team Roster Selection**

CBHL team tryouts shall be held for a minimum of two days and announced at least 30 days in advance of the first tryout.  During tryouts, players within an age group will be rated by an evaluation system.  The specific details of the evaluation system will be developed by the CBHL Director and approved by the Board of Directors and will include evaluation of skills and drills in game conditions. Tryouts for the fall season are normally held in the early spring of that same calendar year. Results of tryouts will be announced within five (5) business days of the close of tryouts.

**B.**   **CCHL Team Roster Selection**

The CCHL Director shall ensure that as many CCHL registrants as possible are assigned to teams.  In cases where there is more than one team within an age group, players shall be assigned to teams with the goal of balancing rosters with respect to numbers of players and skill level.  As such, the CCHL Director will direct the use of skill assessment sessions—run by the assigned coaches—to best facilitate the assignment of players to teams.  Assigned coaches shall recommend team rosters to the Director for approval.  The Director shall ensure that the approved rosters are forwarded to the Board for information and registered with Capital Corridor Hockey League (CCHL).

**C. Girl’s Team Roster Selection**

Girl’s team tryouts shall be held for a minimum of two days and announced at least 30 days in advance of the first tryout.  During tryouts, players within an age group will be rated by an evaluation system.  The specific details of the evaluation system will be developed by the Girl’s Hockey Director and approved by the Board of Directors and will include evaluation of skills and drills in game conditions. Tryouts for the fall season are normally held in the early spring of that same calendar year. Results of tryouts will be announced within five (5) business days of the close of tryouts.

**D.**   **Number of Players per Team/Teams per League**

Each team will strive to carry a minimum of 14 players, if possible. As per USA Hockey rules, the maximum number of players per team is 20 including goalies, and 18 without including goalies.  As a result of the number of successful tryouts (CBHL/Girl’s) or registrations (CCHL), Program Directors may choose to field more than one team within an age group or competitive level, dependent upon the number of available players in the respective age group.  In such case that NVHC enters two or more CCHL teams from the same age level, the teams will be divided as equally as possible, both in numbers of players and skill level.  The CCHL Program Director and the Board shall ensure that a concept of an “A” team and “B” team is not created, by spreading skills evenly across teams.

**E.**     **Replacement Players**

If, during the season, a team requires additional players because of losses for injuries or members leaving the team, the team coach, in consultation with the respective Program Director and coaches from the next younger age group teams, may select the necessary replacement(s) from a younger age group. Any permanent request to move a skater to an older age group will be initiated by the skater’s parent or guardian and requires approval of the Respective Program Director and the Board of Directors.

**F.**    **Play-Ups –CBHL/Girl’s Hockey**

The option of “playing down” is not allowed per USA Hockey rules.  The option of “playing up” will be received under the following circumstance:

1.   There is a shortage of players to complete NVHC teams at a particular age level and the head coach of the potentially receiving team requests the play-up.

2.   A Member Parent/Guardian requests the play up of their son or daughter

In every case, without exception, a request to play-up must be made in writing and presented at the time of registration; the request shall be forwarded to the respective Program Director for adjudication.  The Directors have the authority to deny the request.  However, the Program Directors specifically do not have the authority to authorize the play-up, but must get Board A majority-vote approval for the play-up request. Final decision will be announced before team selection is complete.

**G.**       **Play-ups and Play Downs – CCHL Program**

Playing up or down in the CCHL program is at the discretion of the CCHL Director.  The Director shall coordinate with the involved Head Coaches prior to any decision.  The decision to play down shall be based solely on the safety of the player involved, in that keeping the player in the “older” league would present a danger to that player due to insufficient social or technical skills to participate in the normally appropriate league from date of birth.  In all cases of play ups and downs, the CCHL Director shall notify the Board of his/her decisions.

**H.**      **Learn to Play**

Learn to Play (LTP) programs are focused on the new or beginning hockey player.  Although LTP players are expected to have some skating experience, LTP Coaches shall experience a group of skaters with significantly diverse skating and hockey skills.

1.      Scheduling and Registration

LTP programs will run for ten weeks per session.  Members who have paid in full for LTP classes are considered Members in good standing.  The LTP Program Coordinator shall allow—on a case-by-case basis—requests for inclusion in the LTP program after the first session, at a pro-rated fee, dependent upon the circumstances.

2.      Coaching/Instructors

Due to the volume of players and diversity of skills, it is often prudent to have many instructors and coaches on the ice to maximize the learning experience.  All coaches and instructors that are on the ice must follow coaching policies and guidance within the NVHC By-Laws and Operating Guide, to include registration with USA Hockey and having completed a background check, per PVAHA rules.  The LTP Program Coordinator is responsible to ensure that all participating Instructors and Coaches comply as stated herein.

**I.**    **Scheduling Guidelines**

The Scheduler needs maximum flexibility when trying to satisfy the often-conflicting requirements of many teams and leagues.  However, the following guidelines should be used as a general measure of Club policy:

1.      Team schedules should use as a guideline the intention for at least two practices for every game.

2.      The recommended maximum number of games per season is: (A) 15 games for Mites, (B) 20 games for Squirts, (C) 30 games for Pee Wees, (D) 35 games for Bantams, and (E) 45 games for Midgets.

3.      Starting times for games should be no later than: Mites and Squirts-7:00 P.M., Pee Wees-8:00 P.M., Bantams-9:00 P.M., Midgets-10:00 P.M.

**VII.**      **MEMBERS**

As per the NVHC by-Laws, Members include both players and their parents/guardians. The following is meant as a guide for both responsibilities and expectations of NVHC Members.

**A.**     **Membership/Registration**

To become a Member, one must register and be in good standing.  The following specific criteria need to be a Member in good standing:

* 1. Membership dues either paid in full or paid in accordance to the published scheduled payment plan (new members) for the upcoming season, or—for existing members— installments paid as per the published schedule. Members who have worked out a payment plan with the treasurer and who are current with the payments as determined will be considered in good standing.
	2. *Note:  Members that left in the middle of a prior season without having paid all fees due will be considered as not in good standing*
	3. **B.**   Behavior of Member is in keeping with the NVHC Code of Conduct.  All members shall have read and understand fully the NVHC Codes of Conduct to remain in “good standing” with The Club.
	4. **C.**  No existing issues or in-force membership restrictions, as per actions of the Board.

**B.**     **New Members**

New Members must have paid membership fees in full or paid in accordance to the published scheduled payment plan, to become Members in good standing.  Registration priority will go to existing members over new members in cases where limitations prevent all membership requests from being honored.  New Members are defined as per the following guidelines:

1.      Those who move into the NVHC geographic area and have not played in the CBHL during the last season will be treated as new members.

2.      Registered members of NVHC in good standing from the prior year those that were members of the Little Capitals, whose last CBHL club prior to playing as a Little Capital was NVHC, are eligible to register as current members of NVHC.  All others that played in the Little Capitals program shall be treated as new members

3.      Those who have left NVHC in good standing and have not played for another CBHL club shall be treated for registration purposes as current members.

**C.**     **Registration Fees**

The Board shall make every effort to keep membership costs as low as possible while still providing a quality program (i.e. at least three ice sessions per week for CBHL/Girl’s teams, two sessions per week for CCHL teams, and one session per week for the Learn to Play/8U program).  Registration fees will be charged before each season in which the member plans on participating.  Fees are calculated during the budget process to cover Club expenses, under The Club By-laws and Federal and State laws regarding not-for-profit clubs.  Typical costs covered by membership fees include but are not limited to:  cost of ice, uniforms, training, and administrative fees.  Members are responsible for all fees, once registering and signing in writing—or agreeing electronically on line to The Club’s terms and conditions of membership—that they obligate themselves to membership.

**D.**    **Medical Release Form**

All Members shall have on file within the NVHC system a medical release form and shall ensure that all required information is filled in and current.  This form shall be on file, regardless of how often the parent or guardian believes to be available for immediate consent or provision of information.  This release form allows for prompt and sometimes time-critical medical care to be administered without undue delay.

**E.**     **Member/Visitor Behavior**

This section applies to all Members, regardless of position within The Club.   From President to visitor, anyone attending an NVHC sponsored function in or on a complex for which NVHC has permission to operate at that time.

1.      Players, coaches, parents, and spectators are required to conduct their relations with other teams, their own team, and other club individuals in a spirit of good sportsmanship

2.      Any player, coach, parent, or spectator who is found to be in violation of the Sportsmanship Rule or Code of Conduct may be investigated by the Conduct Board.

**F.**      **Player Behavior**

The conduct of player members will be largely governed by the current official rules of hockey as published by USA Hockey, or as modified by the rules of any league or association in which NVHC participates.  Any player or adult members whose conduct is prejudicial to or tends to injure the good name of NVHC, disturb its well-being, hamper it in its function, or otherwise reflect discredit upon NVHC may be brought before the Governance Comittee.

**G.**    **Enforcement**

The Governance Board as authorized by NVHC By-Laws, is the mechanism by which the Board of Directors shall enforce expected behavior of good sportsmanship and sense of community and shall investigate alleged violations of the Sportsmanship Rule and the Code of Conduct.  The Governance Board will convene a sub-committee, to be composed of a Board of Director’s member, a parent, and a coach.  The selected Board member will preside over the sub-committee and present results to the Governance Board.  Upon conclusion of the investigation, the Board is authorized to levy appropriate action.  This action may include, but is not limited to, suspension, restitution, or removal from The Club.  Suspension, for any reason, does not entitle a member to a refund or dues; exceptions may be as approved according to policies set by the Board of Directors.

Before any action may be taken by NVHC against any individual(s), a hearing shall be convened.  The Governance Board shall preside over the hearing, but will close the hearing to the general membership.  All pertinent parties will be provided the opportunity to present information as to the facts in the case.  Upon reviewing all evidence presented, the Governance Board will render a decision. Under extenuating circumstances, the Governance Board may suspend a player(s) even while it is under appeal.  Any decision rendered may be in addition to those penalties already imposed by USA Hockey and the CBHL.

The decision of the Governance Board may be appealed to the Board of Directors.  The President shall appoint a three-member review panel, which will be provided pertinent information by the Governance Board.  After reviewing all information, the panel will render a decision.  The Panel’s decision is final and cannot be appealed.

**H.**    **Volunteering/Involvement**

All teams require a lot of effort behind the scenes in order for each season to run smoothly.  All families are encouraged to get involved in their players’ teams as much as possible.  Positions that often need filling range from Team Manager to Social Director or Team Treasurer.  Being closely involved is very rewarding and will make a gigantic difference in the team’s experience.

**APPENDIX A – POINTS OF EMPHASIS AND CODES OF CONDUCT**

The goal of the NVHC Club is best summarized by the vision of USA Hockey:  To promote a safe and positive playing environment for all participants while continuing to focus on skill development and enjoyment of the sport. To that end, all officials, coaches, players, parents, spectators and volunteers will comply with the following “Points of Emphasis” when participating in the sport of ice hockey:

**Fair Play and Respect**

Fair play and respect are the backbone of any successful amateur sports program. For a positive environment to be created, it is imperative that all participants and spectators have respect for all players, coaches, officials and the sport of hockey. Hockey is a game demanding high levels of concentration and skill.  As a player, it is necessary to play the game fairly, with respect for opponents and officials.  As a coach, it is necessary to instruct players during games and practices, ensuring that each player receives the training necessary to understand and play by the rules.  Officials should be diligent and confident when officiating the sport. Each official should enforce the playing rules fairly and respectfully.  All spectators are encouraged to support their teams while showing respect for all players, coaches, officials and other spectators.

**Intimidation**

Intimidation or “bullying” has no place in ice hockey. Any act that includes taunting or teasing or hazing of players, coaches, officials, or spectators by means of verbal ridicule, threat of physical violence, or physical violence itself will not be tolerated at NVHC events.  Coaches are responsible for instructing their players to play the sport in a safe and sportsmanlike manner. To that end, coaches are directed to teach only those skills necessary to allow for proper and legal body contact.  Players are encouraged to develop a deep sense of respect for all (opponents and officials) while endeavoring to enjoy the sport and improve their playing ability. Each player is encouraged to develop a sense of right and wrong when engaging in any type of body contact.

To ensure that the principles of sportsmanship, fair play, skill development, and mutual respect among players, coaches, officials, and spectators are the primary considerations governing competition in NVHC activities, the following pages contain Codes of Conduct for players, coaches, and spectators that NVHC has established and adopted:

**Players Code of Conduct**

Each player will ensure that his/her playing conduct is that of a young lady or gentleman fairly competing to the limit of his/her ability.  To satisfactorily meet these responsibilities, the player is expected to:

1.      Know the rules and abide by them.

2.      Respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game.  The team captain may address the officials during the game but only within the provisions of the rules, and in a courteous, respectful manner.

3.      Maintain control of his/her emotions, avoiding the use of abusive language or profanity, humiliating remarks, and/or gestures of ill temper, and physical assault upon another player at any time.

4.      Respect the coaches and players of the opposing team.  Demonstrate appropriate gestures of sportsmanship during and after the game, being humble and generous in victory, proud, and courteous in defeat.

5.      Follow all building and facility rules and regulations, respecting at all times the property of others.

6.      Realize, accept, and practice the principle that a team’s reputation is built not only on its playing ability but also on sportsmanship, courtesy, and manners of each individual player.

7.      Understanding that hockey is a contact sport, but the contact is used as a tool to gain a competitive advantage within the rules and is not intended to be used as a weapon to injure or cause harm.

I (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by the NVHC Code of Conduct whenever participating in an NVHC sponsored activity.  I also acknowledge that failure to follow the Code of Conduct may result in disciplinary action, which may include suspension or banishment from NVHC activities.

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coaches Code of Conduct**

Each coach will ensure that his/her conduct is that of a lady or gentleman, demonstrating at all times the highest level of sportsmanship and fair play.  To satisfactorily meet these responsibilities, the coach is expected to:

1.      Know the rules and abide by them.

2.      Instruct team members in the rules of the game and motivate each player to compete according to the rules at all times.

3.      Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.

4.      Ensure that the players and spectators follow all building and facility rules and regulations.

5.      Ensure that the fans of his/her team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites.  Assist game officials in maintaining control of spectators and players during the games.

6.      Respect the coaches and players of the opposing team both during the play of the game and at its conclusion, win and lose.

7.      Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.

8.      Maintain control of his/her emotions and avoid actions, language and/or gestures that may be interpreted as hostile or humiliating.

9.      Instruct team support personnel (e.g., assistant coaches, line persons, scorekeepers, and timekeepers) in their responsibilities in accordance with established rules and procedures.

10.    Not consume or allow being consumed alcohol at NVHC activities or being in an inebriated state during practices, games or in the presence of my players.

11.    Never encourage, tolerate or indulge in substance abuse.

12.    Never smoke or use tobacco products in front of players during practices or games.

13.    Realize, accept, and practice the principle that a team’s reputation is built not only on its playing ability but also on its sportsmanship, courtesy, and manner.

I (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to abide by the NVHC Code of Conduct whenever participating in an NVHC sponsored activity.  I also acknowledge that failure to follow the Code of Conduct may result in disciplinary action, which may include suspension or banishment from NVHC activities.

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spectators Code of Conduct**

Each spectator will ensure that his/her conduct is that of a lady or gentleman while observing the competition and after its conclusion.  To satisfactorily meet these responsibilities, the spectator is expected to:

1.      Respect the rules of the game.

2.      Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.

3.      Cheer for their team in a positive, supportive manner, refraining at all times from making hostile, negative, or abusive remarks about the opposing team.

4.      Refrain at all times from coming onto the ice or from throwing objects or other foreign materials onto the ice.  Exit in an orderly manner after the activity. Enter indoor facilities quietly and remain seated during the conduct of the activity.

5.      Follow all building and facility rules and regulations, respecting at all times the property of others.

6.      Demonstrate appropriate gestures of sportsmanship after the game, win or lose.

7.      Realize, accept and practice the principle that a team’s reputation is built not only on its playing ability but also on sportsmanship, courtesy and citizenship of its fans.

I (print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to abide by the NVHC Code of Conduct whenever participating in an NVHC sponsored activity.  I also acknowledge that failure to follow the Code of Conduct may result in disciplinary action, which may include suspension or banishment from NVHC activities.

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX B – CONFLICT OF INTEREST POLICY**

**Conflict of Interest Policy - Northern Virginia Hockey Club**

**General**

The purpose of the following policy and procedures is to prevent the personal interest of officers, board members, employees and volunteers from interfering with the performance of their duties to the Northern Virginia Hockey Club (“Club”) or result in personal financial, professional, or political gain on the part of such persons at the expense of Club or its Members, supporters, and other stakeholders.

**Definitions**:

*Conflict of Interest (*also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.  Persons in a position of trust include officers, board members, employees and volunteers of the Club.

*Board* means the Board of Directors.

*Officer* means an officer of the Board of Directors.

*Volunteer* means a person -- other than a board member or officer -- who does not receive compensation for services and expertise provided to Club and retains a significant independent decision-making authority to commit resources of the organization.

*Employee*means a person who receives all or part of her/his income from the payroll of Club.

*Supporter* means corporations, foundations, individuals, 501 (c ) (3) nonprofits, and other nonprofit organizations who contribute to Club.

POLICY AND PRACTICES

1.      Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

1. An officer or board member is related to another board member or employee by blood, marriage or domestic partnership.
2. An officer or board member or employee in a supervisory capacity is related to another employee whom she/he supervises.
3. An officer or board member or employee is a member of the governing body of a contributor to Club.
4. An officer or board member or employee has a pecuniary interest in any entity receiving funds from the Club.
5. A volunteer working on behalf of Club who meets any of the situations or criteria listed above.

2.      Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Club’s best interests.  Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum.

3.      An officer or board member who is formally considering employment with Club must take a temporary leave of absence until the position is filled.  Such a leave will be taken within the board member's elected term which will not be extended because of the leave.  A Board member or Committee member who is formally considering employment with Club must submit a written request for a temporary leave of absence to the Secretary of the Club board, c/o the Club’s office, indicating the time period of the leave.  The Secretary of Club will inform the Chair of the board of such a request.  The President will bring the request to the board for action.  The request and any action taken shall be reflected in the official minutes of the Club.

4.      An interested Board member, officer, or employee shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest.  However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5.      Anyone in a position to make decisions about spending Club’s resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); provided further that she or he should not participate in any final decisions.

6.      A copy of this policy shall be given to all Board members, officers, volunteers or other key stakeholders upon commencement of such person's relationship with Club or at the official adoption of stated policy.  Each board member, officer, and employee shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter.  Failure to sign does not nullify the policy.

1.      This policy and disclosure form must be filed annually by all specified parties.

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President                                                                                                          Date

**APPENDIX C – WHISTLE BLOWER POLICY**

**General**

The Northern Virginia Hockey Club (“Club”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility**

It is the responsibility of all directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities to the Club, and to report to the President of the Club, violations or suspected violations in accordance with this Whistleblower Policy.

**No Retaliation**

No director, officer, volunteer or employee who in good faith reports a violation of the high standards required by the Club shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.  Any director, officer or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and include being relieved of any and all responsibilities with respect to the Club.  This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Club prior to seeking resolution outside the Club.

**Reporting Violations**

The Code addresses the Club’s open door policy and suggests that employees, as well as directors, officers, and volunteers, share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Club’s President is in the best position to address an area of concern. However, if an individual is not comfortable speaking with the President, or is not satisfied with the President’s response, the individual is encouraged to speak with any other officer or director of the Club.  Directors, Officers and employees are required to report suspected violations of the high standards of the Club to the President, who has specific and exclusive responsibility to investigate all reported violations.

**Responsibilities of the President**

The Club’s President is responsible for investigating and resolving all reported complaints and allegations concerning violations of the standards required of the Club and, shall advise the Board of Directors, to include any recommendations for action.  The President must report to the Board at least annually on compliance activity.

**Accounting and Auditing Matters**

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President shall immediately notify the Board of Directors of any such complaint and work with the Board until the matter is resolved.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the high standards required by the Club must be acting in good faith and have reasonable grounds for believing the information disclosed indicates such a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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President                                                                                              Date

This policy is based on a sample provided by National Council of Nonprofit Associations, [www.ncna.org](http://www.ncna.org).