



Notre Dame College Prep Hockey Club General Operational Guidelines

Version 2/26/26

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NOTRE DAME COLLEGE PREP HOCKEY CLUB

General Operational Guidelines Accepted and Approved by the Board of Directors and Notre Dame College Prep on 1/30/26.

1. NAME

The name of this organization shall be the Notre Dame College Prep Hockey Club (hereinafter referred to as the NDHC or the Club). The Club is directly affiliated with Notre Dame College Prep High School (hereinafter referred to as NDHP or the School).

2. AFFILIATIONS

The NDHC shall be affiliated with the following organizations:

- USA Hockey (USAH)
- Amateur Hockey Association of Illinois (AHA)
- Illinois High School Hockey League – North Central (IHSHL / North Central)
- Chicago Catholic Hockey League (CCHL)

From time to time, and when deemed to be in the best interest of the Club, the Hockey Director may recommend affiliation with additional organizations, or temporary operation without league affiliation, subject to approval by a vote of the NDHC Executive Board.

3. MISSION STATEMENT / PURPOSE

The Notre Dame College Prep Hockey Club exists to promote a best-in-class high school hockey experience for its players, members, students, and the broader Notre Dame College Prep community.

The Club supports the athletic, social, emotional, educational, and personal development of its players, and operates in full alignment with the culture, mission, and expectations of Notre Dame College Prep. Hockey development within the Club strives to field the most competitive teams possible while maintaining a player-centered approach.

Through the collective efforts of its leadership, coaches, players, and families, the NDHC seeks to be the high school hockey experience of choice for young men.

The guiding principles of the Club are rooted in the standards and expectations of Notre Dame College Prep. While the Club's Code of Conduct defines specific behavioral expectations, the broader culture and values of NDHP shall always serve as the ultimate standard.

4. MEMBERSHIP

4.1 Definition of Membership

Membership in the NDHC consists of parents and/or legal guardians of rostered players at all levels of the program who are in good financial standing during the fall and/or spring seasons.

- A Member is defined as the parent(s) or guardian(s) of a Player.
- A Player is defined as a rostered student-athlete on an NDHC team.

Membership begins when a Player is officially rostered and continues until the earlier of:

1. The Player is no longer eligible to participate in NDHC, or
2. The Player is not included on a subsequent regular-season roster.

Members are considered to be in good standing unless delinquent in financial obligations to the Club or School, or sanctioned for violations of NDHC or NDCP rules.

4.2 Acceptance of Governance

Membership is voluntary. Acceptance of membership constitutes agreement with all decisions, rulings, policies, and procedures established by the NDHC Executive Committee and/or NDCP as they pertain to the Hockey Club.

4.3 Eligibility and Rosters

Team rosters, eligibility requirements, and competitive levels shall be governed by the rules of the Club's current affiliates. Goaltenders from other schools may be utilized when permitted under applicable affiliate goalie pool rules.

Eligibility is also subject to additional requirements outlined in these Guidelines. A copy of these Guidelines shall be made available to all members at or shortly after registration.

4.4 Participation and Voting

All members in good standing may attend Open Board meetings, participate in Club activities, and volunteer for committees or Board roles.

Coaches, the Hockey Director, the NDCP Athletic Director, and the NDCP President shall serve as non-voting members of the NDHC Board unless they otherwise qualify as Members.

4.5 Membership Conduct

Membership in the NDHC is a privilege. Members are expected to comply with these Guidelines and the Club's Code of Conduct.

The Executive Committee may suspend or expel any Member for violations of Club or School policies.

5. RELATIONSHIP WITH NOTRE DAME COLLEGE PREP

The NDCP President and Athletic Director shall serve as non-voting members of the NDHC Board of Directors.

The Athletic Director holds oversight responsibility to ensure that NDHC operations align with NDCP Athletic Department rules and standards. No Club expectation may conflict with School policies.

NDCP recognizes NDHC as a parent-run organization that operates independently under these Guidelines. The Club is authorized to operate under the NDCP name provided it represents the School positively and in alignment with its mission.

All NDCP athletic rules and policies apply to the NDHC, including but not limited to:

- NDCP Parent–Student Handbook
- NDCP Athletic Department policies
- IHSA Physical Examination requirements
- NDCP Coaches Handbook
- NDCP logo usage guidelines
- Coordination of fundraising and recruitment efforts

Failure to comply with School requirements may result in revocation of permission to use the NDCP name.

6. BOARD OF DIRECTORS AND GOVERNANCE

6.1 Authority

The affairs of the NDHC shall be governed by its Board of Directors. The Board acts on behalf of the membership to manage Club operations in accordance with these Guidelines and NDCP policies.

6.2 Composition

The Board shall consist of no fewer than five (5) and no more than ten (10) voting members, consistent with AHAI Affiliate Agreement requirements. Board size and positions may be adjusted as program needs require.

Board members must be parents or guardians of current or former NDHC players, unless otherwise approved by a 75% majority vote of the Board.

6.3 Voting and Decision-Making

Governance decisions are made by majority vote of the Executive Committee.

Binding decisions include, but are not limited to:

- Annual budget approval
- Extraordinary expenditures
- Coaching recommendations (in coordination with School leadership)
- Amendments to these Guidelines
- Formation of committees and special initiatives

7. OFFICERS AND ROLES

The voting officers of the NDHC include:

- President (Term ends in March, *ODD* years)
- Vice President (Term ends in March, *EVEN* years)
- Treasurer (Term ends in March, *EVEN* years)
- Secretary (Term ends in March, *EVEN* years)

- Director of Hockey Operations (Term ends in March, *ODD* years)
- Registrar (Term ends in March, *ODD* years)
- Rules & Ethics Chair (Term ends in March, *EVEN* years)

Officers serve two-year terms unless otherwise specified. No individual may serve more than three consecutive full terms without 75% Board approval.

Non-voting Board positions may include:

- Equipment Manager (Yearly term, appointed by board)
- Events Coordinator (Yearly term, appointed by board)
- Team Managers (Yearly term, appointed by board)
- Fundraising Director (Yearly term, appointed by board)
- Communications/Webmaster (Yearly term, appointed by board)
- Enrollment & Recruitment Liaison (Yearly term, appointed by board)
- Past President (Yearly term, appointed by board)

Detailed descriptions of Board Positions and Duties can be found in the Appendix (A)

7.1 Nominations, Elections, and Terms

Nominations for Board and officer positions shall be held annually in February. A call for candidates will be distributed to the membership via email and posted through Club communication channels, including social media.

The Board of Directors shall interview all candidates and conduct a vote to fill open positions. In advance of voting, Board members are encouraged to solicit and consider

feedback from the general membership. Feedback from non-voting Board members should also be requested and considered.

Any current Board member running for a position shall recuse themselves from that position's interview process, candidate discussion, and voting deliberations.

Newly elected Board members shall be announced at the Spring Meeting, or as soon as reasonably possible in this timeframe.

Unless otherwise specified, non-executive Board of Director positions are held on a one-year basis, subject to annual confirmation or re-election. Each January, all volunteers and Board members shall notify the Board of their intention to serve another term or to step down at the conclusion of the season. Executive director positions are a two year term.

7.2 Vacancies

A vacancy in any Board or officer position resulting from resignation, removal, disqualification, death, or other cause may be filled by a vote of the Board of Directors for the remainder of the unexpired term. When practicable, Board members should provide notice of their intent to vacate a position no later than January of the applicable year.

7.3 General Responsibilities of Board Members

All members of the Board of Directors are expected to act in the best interests of the Club and to support its mission, governance, and operations. General responsibilities include, but are not limited to, the following:

Governance and Membership Engagement

- Solicit and encourage new membership in the Club.
- Serve as a liaison between the general membership and the Executive Committee.
- Communicate, receive, and help manage issues or concerns arising from the membership.
- Seek and consider input from the membership.
- Encourage open, respectful discussion at Board and open meetings.
- Elevate Club issues to the Board for awareness, discussion, and resolution as appropriate.

Documentation and Information Stewardship

Board members shall ensure that guiding documents are current, accurate, and accessible to the membership, including but not limited to:

- Coaches' rules and expectations
- Team rules and guidelines
- Club events documentation
- Calendar of Board meetings and Club events
- Scheduling philosophy and season planning documents

- [Code of Conduct](#)
- Volunteer roles and responsibilities
- League, state, and USA Hockey communications
- [AHAI policies](#) and governance documents
- Communications distributed to the membership
- Board meeting agendas, notes, and approved minutes

The annual operational duties of the NDHC are maintained in a working spreadsheet ([available here](#)) that is reviewed, copied, and refreshed at the start of each season.

7.4 Board Composition and Representation

The Board shall strive to reflect the diversity of the Club's membership and the varied backgrounds of its players and families. When practicable, Board composition should be balanced to include a mix of:

- Player age groups
- Prior involvement with NDHC
- Experience with other hockey organizations
- Past volunteer service
- Hockey background and player development experience
- Professional skills and expertise

7.5 Time Commitment and Participation Expectations

Serving on the Board of Directors requires a meaningful time commitment. Expectations include:

- Attendance and preparation for monthly Executive Board meetings
- Attendance and preparation for open Board meetings (minimum of three per year)
- Participation in NDCP Athletic Department meetings, as assigned
- Ongoing communication with Board members, coaches, team managers, and the membership
- Attendance at most Club events and program activities
- Regular participation in weekly or ongoing communication with the School, leagues, officials, coaches, and volunteers, as applicable

7.6 Annual Meeting

The Annual Meeting of the Board of Directors shall be held at the conclusion of the Spring Season. The purpose of the Annual Meeting shall include, but not be limited to:

- Installation of newly elected or confirmed Board members and officers
- Review of the prior season
- Transition planning for the upcoming season

Any Board or officer position vacancies shall be opened to the membership and filled in accordance with the nomination and election procedures outlined in Section 7.

7.7 Regular Board Meetings

The NDHC Board of Directors shall hold regularly scheduled meetings throughout the calendar year.

Board meetings may include both **closed sessions** (for Board business) and **open sessions** (open to the general membership). The Board shall hold a minimum of **three (3) open sessions per calendar year**, including:

- One General Meeting held in March
- One meeting held in conjunction with the Town Hall / Code of Conduct Meeting in August or September

Additional open sessions may be scheduled as deemed appropriate by the Board.

7.8 Communication with Membership

The Board of Directors shall provide regular communication to the membership. At a minimum, the Board shall distribute **one (1) communication per month** to the membership via email or other official Club communication channels.

7.9 Quorum and Voting

A **simple majority of the voting Directors then in office** shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Each designated voting Board member shall be entitled to **one (1) vote** on each matter submitted for vote. No individual holding multiple roles or positions shall be entitled to more than one vote.

Unless otherwise required by these Guidelines, actions of the Board shall be approved by a **majority of the votes cast** at a meeting where a quorum is present.

7.10 Minutes and Records

The Secretary shall ensure that accurate minutes are recorded for all Board meetings.

Copies of approved meeting minutes shall be made available to the Board of Directors and, when appropriate, to the membership upon request.

Voting at Board meetings shall be conducted by a show of hands or voice vote unless the Board determines that a written or electronic ballot is appropriate.

7.11 Special Meetings

Special meetings of the Board of Directors may be called by the President or by any designated voting Board member.

Special meetings may be conducted in person or virtually, provided reasonable notice is given to all Directors.

7.12 Informal Action Without a Meeting

Any action required or permitted to be taken by the Board of Directors between regularly scheduled meetings may be taken without a meeting if **written consent** is obtained from all Directors entitled to vote on the matter.

Such consent may be provided via written communication, including email or electronic acknowledgment, and shall be recorded with the official records of the Club.

7.13 Resignation and Removal of Directors

A Director may resign at any time by providing written notice to the President, Secretary, or the Board of Directors.

If a resignation would result in the number of voting Directors falling below five (5), the resignation shall become effective upon the appointment of a successor by the Board.

A Director may be removed **for cause** by a majority vote of the remaining Directors at a meeting for which adequate notice has been provided.

Cause for removal may include, but is not limited to:

- Three (3) consecutive unexcused absences from Board meetings
- Conduct that degrades, defames, or materially harms the reputation of NDHC or NDCP
- Intentional or malicious interference with Club operations or programs
- Failure to comply with Board resolutions, Club Guidelines, or School policies

7.14 Compensation

Board of Directors of the NDHC shall serve **without compensation** with exception to the Hockey Director.

8. RUN OF SEASON GUIDELINES

This section outlines the standard operational cadence for the NDHC Fall/Winter season. Specific dates and timelines may be adjusted as necessary based on School, league, or facility requirements.

8.1 Pre-Season and Tryouts

- Tryouts shall be held during the week school begins.
- USA Hockey registration numbers shall be collected at the time of player registration.
- SafeSport certification is required for all players aged 17 and older and shall be collected with registration.
- Background checks, SafeSport certification, and USA Hockey registration for coaches and volunteers shall be completed at the time of contract execution.
- Birth certificates for new players shall be collected for State Competition eligibility verification.

The Club may offer conditioning sessions prior to tryouts. Participation is optional; however, conditioning may assist players in preparation for tryouts.

The Hockey Director (HD), in collaboration with the Club, may also offer Summer Skates and/or additional summer programming. Participation in summer programming is optional and is not required for team placement.

Tryouts shall conclude no later than the Saturday of tryout week.

8.2 Team Formation and Onboarding

- An all-program picnic shall be held during the tryout period. If significant roster cuts are anticipated, the picnic may be held in conjunction with conditioning sessions or following the conclusion of tryouts.
- Uniform sizing shall take place during the tryout period.
- Team rosters shall be posted no later than the Saturday following tryouts.

A mandatory **Code of Conduct Meeting / Town Hall** shall be held during tryout week and prior to any games being played. A packet outlining the Code of Conduct and program expectations shall be distributed to all members.

Speakers at the Code of Conduct Meeting may include, but are not limited to:

- NDCP President
- NDCP Athletic Director
- NDHC Board President and Board Members
- Athletic Trainer
- Strength and Conditioning Coach

8.3 Parent and Player Meetings

- Parent meetings for each team shall be held during the opening week of the season and prior to any games being played.

- Player meetings with coaches shall take place during the Fall/Winter season and again during the Spring season.

8.4 Recruitment and Program Engagement

Prospective players may be contacted by the coaching staff and engaged with the program through email communications, Club events, and social media channels, in coordination with NDCP recruitment efforts.

8.5 Special Games and Program Events

Special games and events shall be scheduled based on league calendars and ice availability and may include:

- **Hockey Homecoming**, typically aligned with Football Homecoming weekend or another designated weekend
- **7th/8th Grade Skate Events**, up to two annually (one prior to the NDCP Entrance Exam and one prior to the Spring season)
- **Senior Night**, typically held in January
- **Alumni Game**, typically held during Christmas Break

8.6 Awards Banquet and Recognition

An end-of-season **Awards Banquet** shall be held at Notre Dame College Prep following the conclusion of State Championships to avoid scheduling conflicts.

Speakers at the Awards Banquet may include, but are not limited to:

- NDCP President
- NDCP Athletic Director
- NDHC Board President
- Guest speaker(s)

Awards shall be determined by the coaching staff and shared with the NDCP Athletic Director.

The **Schwass Award** and **Berghoff Award** are reserved for senior players. Coaching staff shall submit recommended finalists. A designated Board member who does not have a senior player shall communicate recommendations to the School, which shall make the final award determination.

Additional awards, as determined by the coaching staff, may include:

- Most Valuable Player (MVP)
- Most Improved Player
- Don Award
- Defensive Award
- Offensive Award

Detailed operational timelines are maintained separately and updated annually.

9. PLAYER ELIGIBILITY

Player eligibility is governed by NDHC, NDCP, USA Hockey, AHAI, CCHL, IHSHL, SafeSport, and NDCP Zero Tolerance policies.

Players must:

- Attend NDCP or be committed as incoming or transfer students.

Exceptions may be granted if the player meets the above governing bodies rules and is approved by the NDHC Board of Directors.

- Remain in good academic and financial standing
 - Comply with School and Club conduct standards
-

10. COACH ELIGIBILITY

All coaches must meet USA Hockey, AHAI, and SafeSport requirements and align with NDCP values. Coaches and assistant coaches are employed by NDHC will follow the principals of the school and the Code of Conduct of NDHC. A full new hire packet of information needs to be completed and verified with the School prior to any engagement with students.

Coaching contracts must be executed by:

- August 1 (Fall/Winter season)
- March 1 (Spring season)

11. AMENDMENTS

These Guidelines may be amended by a majority vote of the Directors present, provided at least four (4) days' written notice is given. Guidelines shall be reviewed and approved every two (2) years and must remain compliant with USA Hockey, AHAI, and NDCP requirements.

Original NDHC Guidelines approved 1/30/2026

Original NDHC Guidelines amended _____

President, NDHC - Juli O'Flaherty _____

Vice President, NDHC - Jim O'Malley _____

Secretary, NDHC – Dan Schrementi _____

Treasurer, NDHC – Brian Murnane _____

Registrar, NDHC – Judy Kowal _____

Rules and Ethics, NDHC – John Zullo _____

Hockey Director, NDHC _____

NDCP Athletic Director, Joe Salituro _____

NDCP President, Shay Boyle _____

APPENDIX A

Board and Program Role Descriptions

President (Voting Member)

The President serves as the principal executive officer of the Notre Dame College Prep Hockey Club and is responsible for overall leadership, governance, and alignment with School and affiliate standards.

Responsibilities include:

- Serve as the primary executive and spokesperson for the NDHC.
- Schedule, prepare for, and preside over all Board meetings.
- Act as the primary liaison between the Club and NDCCP, AHAI, USA Hockey, CCHL, and IHSHL.
- Negotiate ice contracts for upcoming seasons in coordination with the Director of Hockey Operations and Hockey Director.
- Appear before league or affiliate review boards as required.
- Oversee the preparation and execution of coaching contracts and the hiring of directors, as needed.
- Ensure required screenings, certifications, and clinics are completed by coaches and volunteers.
- Serve as the primary point of contact for the Hockey Director.

- Maintain accountability for the performance and responsibilities of the Director of Hockey Operations.
 - Ensure compliance with USA Hockey, AHAI, league, School, and NDHC rules.
 - Attend games, tournaments, and program events as appropriate.
 - Work closely with the Treasurer to ensure the financial health and sustainability of the Club.
-

Vice President (Voting Member)

The Vice President supports the President in all duties and assumes the responsibilities of the President in their absence.

Responsibilities include:

- Assist the President in executive and governance matters.
 - Serve as acting President when necessary.
 - Chair and oversee Club events and event-related committees.
 - Support cross-functional initiatives as directed by the Board.
-

Secretary (Voting Member)

The Secretary is responsible for maintaining accurate records and communications for the Club.

Responsibilities include:

- Record and maintain accurate minutes of Board meetings.
 - Ensure meeting records are published and made available upon request.
 - Maintain non-financial legal and governance documents, including bylaws, Guidelines, and historical records.
 - Ensure organizational actions align with NDHC governing documents.
 - Draft and distribute official Board communications to the membership.
 - Support Club events and committees as needed.
 - Chair and oversee Communications
-

Treasurer (Voting Member)

The Treasurer safeguards the financial integrity of the Club.

Responsibilities include:

- Prepare and present an annual budget for Board approval (initial approval in May, with review in August following final registration).
- Manage financial records, banking, and tax filings.
- Pay Club expenses and deposit Club funds.
- Collect fees and manage delinquency notices as required.
- Present financial reports at Board meetings.
- Work with the President and Vice President to establish seasonal fees.
- Oversee fundraising budgets and revenue.

- Support Club events and committees as needed.
 - Chair and oversee fundraising activities and the Director of Fundraising.
-

Registrar (Voting Member)

The Registrar manages all player and team registration requirements.

Responsibilities include:

- Complete and submit all USA Hockey, AHAI, league, and affiliate registrations by required deadlines.
 - Attend AHAI Registrar meetings.
 - Ensure all players are properly registered with USA Hockey.
 - Verify USA Hockey date-of-birth documentation.
 - Obtain tournament and travel permits as required.
 - Maintain accurate player and contact records.
 - Prepare and certify team rosters in compliance with USA Hockey and AHAI rules.
 - Support Club events and committees as needed.
-

Rules and Ethics Committee Chair (Voting Member)

The Rules and Ethics (R&E) Chair ensures compliance with all applicable rules and standards.

Responsibilities include:

- Establish and lead the Rules and Ethics Committee in accordance with AHAI guidelines.
 - Monitor games and tournaments as needed.
 - Investigate reported rules or ethics violations.
 - Review game sheets and monitor penalties and incidents.
 - Ensure head coaches report suspensions or game incidents within required timeframes.
 - Recommend disciplinary actions in accordance with Club and School Codes of Conduct.
 - Appear before league or affiliate review boards when required.
 - Work collaboratively with coaches to ensure ongoing compliance.
 - Support Club events and committees as needed.
-

Director of Hockey Operations (Voting Member)

The Director of Hockey Operations oversees day-to-day hockey operations and supports the coaching staff.

Responsibilities include:

- Report outcomes of coaches' meetings to the Executive Board and Hockey Director.
- Ensure written team rules and guidelines are developed and distributed.

- Address hockey operations issues raised by the membership in coordination with the Hockey Director.
 - Chair coach selection processes in collaboration with the Hockey Director.
 - Support coaching staff and ensure proper conduct and development processes.
 - Maintain rink contracts and operational communications in coordination with the President and Treasurer.
 - Ensure proper processes for game incident reporting, statistics, and league documentation.
 - Collaborate with the Hockey Director on scheduling philosophy and season structure.
-

Hockey Director (Salaried, Non-Voting Board Member)

The Hockey Director leads the hockey program and player development strategy of the NDHC. The obligation to have a Hockey Director is not mandatory by AHAI/USA Hockey, and it is at the discretion of the board.

Responsibilities include:

- Develop and execute the Club's hockey program consistent with NDCP's principles of Faith, Service, and Scholarship.
- Collaborate with the Board, School leadership, and coaches to set short- and long-term program goals.
- Balance player development and competition with a player-first philosophy.

- Oversee coach recruitment, retention, and evaluation within approved budgets.
- Establish and oversee player development goals at each level.
- Organize and supervise pre-season and in-season development sessions.
- Serve as the primary contact for hockey development matters.
- Attend practices and games to ensure program consistency.
- Serve as Referee Coordinator per AHAJ guidelines.
- Oversee player recruitment and retention.
- Ensure compliance with coaching standards, SafeSport, and locker room monitoring requirements.
- Serve as a primary point of contact for parent, player, and coach concerns.
- Attend Board, School, and league meetings as required.

The Hockey Director, in general, owns hockey decisions. Decisions that are hockey centered, but have program impact - cultural, financial or otherwise - must be reviewed by the board. The Hockey Director is to consult with the Director of Ops, President and Athletic Director if uncertain. Examples of these situations can include, but are not limited to;

- Roster size
- League participation
- Tournament participation
- Players Suspensions, Additional or Removals

Past President (Non-Voting Member)

The Past President serves a one-year, non-voting term in an advisory capacity to ensure leadership continuity.

Responsibilities include:

- Provide historical context and clarification of prior decisions or motions.
 - Support and advise the incoming President during the transition period.
 - Assist the Board and Executive Committee as requested.
-

Communications / Webmaster (Non-Voting)

Responsible for the Club's public communications and media presence.

Responsibilities include:

- Maintain and update the Club website and digital platforms.
 - Coordinate announcements and communications with the School.
 - Support recruitment communications with prospective families.
 - Promote Club activities and achievements.
 - Support events and committees as needed.
 - Coordinate with the Secretary on messaging and approvals.
-

Special Events Coordinator (Non-Voting)

Plans and executes major Club events.

Responsibilities include:

- Organize Club and charitable events.
 - Coordinate volunteer efforts for events.
 - Work with the Vice President on planning and execution.
-

Team Managers (Non-Voting)

Each team shall have one or two parent managers assigned annually.

Responsibilities include:

- Coordinate team activities and logistics.
 - Distribute team communications and schedules.
 - Organize game-day volunteers.
 - Relay feedback to the Hockey Director and/or Board.
-

Equipment Manager (Non-Voting)

Oversees Club equipment and uniforms.

Responsibilities include:

- Manage inventory and uniform ordering.

- Coordinate with the Treasurer on budgeting and payments.
-

Director of Fundraising (Non-Voting)

Leads fundraising initiatives.

Responsibilities include:

- Develop and coordinate fundraising efforts.
 - Work with the Treasurer and Board on goals and oversight.
 - Coordinate fundraising activities with the School.
-

Enrollment and Recruitment Liaison (Non-Voting)

Serves as the connection between NDHC and the School's enrollment office.

Responsibilities include:

- Work closely with the President and Hockey Director.
- Coordinate recruitment and enrollment-related communications.
- Support prospective family engagement.

APPENDIX B

Club Policies

NDHC Grievance Policy

Purpose

The purpose of this Grievance Policy is to ensure that all members of the Notre Dame College Prep Hockey Club (“NDHC”) are treated fairly and are provided a clear, respectful, and structured process for addressing concerns or complaints related to membership, conduct, or Club operations.

Step One – Informal Resolution

Members are encouraged to first attempt to resolve concerns informally and respectfully.

- The member should communicate directly with the individual involved (e.g., another member, coach, or officer) in a private and constructive manner.
- Concerns related to playing time or on-ice situations should, when appropriate, be raised first by the player directly with the coach.

If the issue cannot be resolved informally, the member may proceed to Step Two.

Step Two – Written Grievance

A written grievance must be submitted to the Board of Directors or the Club President (or Vice President if the President is involved) within ten (10) calendar days of the incident or the unsuccessful informal resolution.

The written grievance must include:

- The member's name and date of submission
- A clear description of the concern or complaint
- Steps already taken to resolve the matter
- The desired outcome or resolution

Step Three – Review

Upon receipt of a written grievance, the Executive Board shall refer the matter to the Rules and Ethics Chair for review.

- The Rules and Ethics Chair shall review the grievance within seven (7) days.
- All relevant parties may be interviewed as part of the review.
- Confidentiality shall be maintained in accordance with the NDHC Confidentiality Policy.
- A meeting with the involved parties may be held if necessary to gather information and explore resolution options.

Step Four – Decision

The Rules and Ethics Chair shall submit a recommendation to the Executive Board.

The Executive Board shall issue a written decision within seven (7) days of completing its review.

Possible outcomes may include, but are not limited to:

- No action
- Mediation or facilitated resolution
- Formal warning or apology
- Temporary suspension of privileges
- Membership review or other appropriate action

The decision shall be communicated in writing to all involved parties.

Step Five – Appeal

A member may appeal the decision by submitting a written appeal within five (5) days of receiving the decision to:

- The NDCP Athletic Director
- The Board President
- Other designated School administration

The appeal decision shall be final.

Confidentiality and Non-Retaliation

All grievances shall be handled confidentially to the extent permitted by law and School policy.

Retaliation against any individual who files a grievance in good faith is strictly prohibited and may result in disciplinary action.

Record Keeping

All grievance documentation shall be maintained by the Club Secretary for one (1) school year.

NDHC Confidentiality and Communications Policy

Purpose

The NDHC Board of Directors is committed to transparency, accountability, and trust while safeguarding the privacy of individuals—particularly minors. This policy establishes guidelines for handling confidential information and communications.

Scope

This policy applies to:

- Board members, officers, directors, and committee members
- Staff, contractors, and volunteers with access to confidential information
- Written, verbal, and electronic communications related to Club business

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Personal information regarding players and families
- Medical, educational, or financial records
- Complaints, grievances, and appeals
- Disciplinary, legal, or personnel matters
- Communications marked “confidential”

Guidelines

Respect for Privacy

Confidential information shall not be disclosed outside the Board unless legally required or authorized by the individual involved or the Board.

Board Access

Matters relevant to governance, risk, or program integrity shall be shared with the Board. When uncertainty exists, the matter should be referred to the Board President, Rules and Ethics Chair, or School leadership as appropriate.

Handling Correspondence

Confidential correspondence shall be reviewed only by its intended recipients. Summaries or anonymized information may be shared with the Board for governance oversight.

Decision-Making

The Board’s role is governance and oversight. Operational matters (e.g., team selection, coaching decisions, individual grievances) shall be handled by designated directors unless broader policy issues arise.

Board Conduct

Confidential information shall not be used for personal gain or to influence individual matters. Executive session discussions are strictly confidential.

Accountability

Annual acknowledgment of this policy is required. Violations may result in disciplinary action, including removal from the Board.

NDHC Board Confidentiality Commitment

Each Board member acknowledges access to confidential information during their service and agrees to:

- Protect the privacy of individuals and families
- Maintain confidentiality of executive session discussions
- Avoid using confidential information for personal benefit
- Respect the governance role of the Board
- Treat uncertain information as confidential until clarified

Annual Acknowledgment:

All Executive Board members, directors, coaches, and staff shall sign this commitment annually at the Spring Meeting.

NDHC Uniform and Captain's Letters Policy

Uniforms

- All new players are required to purchase a full uniform package.
- The Equipment Manager shall communicate uniform requirements and costs by February each year.
- An open call for additional uniform items shall be shared prior to each season.

Requests for uniform items shall be directed to the Equipment Manager or the Club email account. Costs shall be coordinated with the Treasurer.

Colors and Logos

Official Club colors are:

- Kelly Green
- Navy Blue
- White

Any interlocking "ND" logo must include "Dons," "CP," or "College Prep," in accordance with the Club's agreement with the University of Notre Dame.

Game Day Dress

Game day arrival dress expectations shall be communicated by the Hockey Director and coaching staff at the start of each season.

Team Leadership and Letters

- Team captains and alternate captains are selected annually by the Hockey Director and coaching staff.
 - Captains wear a “C” and alternate captains wear an “A” on their jerseys.
 - Only players selected for the current season may wear captain letters.
 - Letters from prior seasons must be removed before the start of a new season.
 - Leadership is expected of all players regardless of letter designation.
-

NDHC Parent Security Jacket Policy

Parents may be asked to volunteer as a visible presence at selected games by wearing a security jacket.

- The role is observational and preventative, not confrontational.
 - Volunteers should contact rink management or emergency services when appropriate.
 - Any incidents should be reported to the team manager.
-

NDHC Minor Official Volunteer Policy

Scorebox positions are staffed by Club volunteers who serve as minor officials.

- Volunteers may assist with scoring, timekeeping, penalty box duties, or music.
 - Participation is encouraged, as these roles are critical to game operations and statistics tracking.
-

NDHC Financial Approval Process Policy

- Any expenditure exceeding \$300, not included in the approved budget, or exceeding an approved budget line item must receive Executive Board approval.
- The Club shall maintain a minimum reserve balance as determined annually by the Board.
- Financial procedures shall clearly define:
 - Payment processing and custody of funds
 - Funds held by the Club versus the School
 - Timelines and procedures for School payments and coach payroll

APPENDIX C

Affiliate Registration

- Notre Dame HS Hockey agrees to abide by the AHAI Affiliate Agreement in Article 19.
- Notre Dame HS Hockey has written By Laws or written General Guidelines for governance of itself.
- Notre Dame HS Hockey has written Operating Policies, Rules, Regulations and Policies that will inform participant members of its day to day procedures.
- Notre Dame HS Hockey has a written organization structure with sufficient detail of responsibilities.
- Notre Dame HS Hockey has a corporate structure and maintains a tax-exempt status as a 501.c.3 or is in the process of applying for 501.c.3 status (High school clubs shall use all reasonable efforts to become a 501.c.3.)
- Notre Dame HS Hockey has a Board of Directors composed of at least 5 representatives who shall be representative of the Affiliate and its programs are fundamentally fair to all the participant members. The Board of Directors shall be composed of parents who have or have had a child in the program (High Schools may have personnel from the High School on the Board of Directors). Director's terms are to be staggered by years.
- There is one person responsible for the association (President) and there is a Treasurer, a Registrar, a Coaching Manager and a Referee Coordinator.

- Notre Dame HS Hockey prepares and distributes an overview of its program (philosophies, associations with other hockey entities, teams, number of players, ice times, team selection process, and how fees and costs were determined) prior to any tryout for that association.
- Notre Dame HS Hockey has a standing Rules and Ethics committee and a written Grievance procedure.
- All AHAI/USA Hockey games played in the State of Illinois shall schedule officials via Ref'r'Ranger Software, or other AHAI approved means.
- Notre Dame HS Hockey agrees to adhere to the USA Hockey SafeSport Affiliate Agreement