

Columbia University Men's Ice Hockey Club

BY-LAWS, PROCEDURES, & GUIDELINES

Created by Josh Schachter, January 2006

All players, coaches, and team affiliates must comply with the Columbia University Men's Ice Hockey team by-laws, procedures, and guidelines.

MEMBERSHIP:

- Team members must be eligible under the membership requirements set by all affiliated leagues and associations of the Columbia University Ice Hockey team as well as by the Columbia University Clubs Sports Governing Board.
- Graduate students and doctoral candidates are eligible to play on the team. The team may have a maximum of 5 non-undergraduate skaters and 2 non-undergraduate goaltenders in a given season. Graduate students and doctoral candidates must register with the Columbia University Department of Athletics as official van drivers and must agree to drive the team vans according to the van schedule set by the team captains and coaches.
- A series of tryouts will be conducted by the coaching staff in the first half of the month of September each calendar year.
- The team will be comprised of a maximum of 21 skaters, 3 goaltenders. If there are less than 21 skaters and 3 goaltenders at the pre-season tryouts then every player trying out must be accepted.
- Team members must actively participate in all on and off-ice team events.
- A maximum of 18 skaters & 2 goaltenders will be entered into each game roster. Game rosters will be determined by the coaching staff.
- Only a team member in good standing will be eligible to be placed on the game roster.
- A team member will be deemed in good standing if he has satisfied all dues payments requirements and has satisfactorily attended team practices and events according to the judgment of the team captains and coaches.
- Each team member will play a minimum of one league game or scrimmage per semester, excluding any alumni games or promotional events.
- The team captain and coaching staff reserve the right to deny team membership to any player candidate who expresses interest to join the team after the completion of the preseason tryouts.

DUES & BUDGET:

- All team members must pay the same dues amount or equivalent payment plan.
- Team members will provide their own equipment and will pay for their own uniforms. CU Hockey reserves the right to help subsidize uniform payments universally for every team member.
- No less than \$100 will be charged to each team member each semester (2 times annually).

- Specific dues amounts will ultimately be determined by the captain under the consultation of the coaches and assistant captains.
- Fall dues must be received by the first game in Columbia's Metropolitan Collegiate Hockey Conference season schedule.
- Spring semester dues must be received by the third on-ice event of the Spring semester.
- No player is exempt from paying dues; however Individual payment plans may be coordinated with team captains upon request.
- All team members must actively participate in team fundraising.
- Any budget surplus will carry over to the following season

LEADERSHIP:

- Team leadership will be divided into on-ice leadership and general administrative leadership.
 - The on-ice leadership will consist of (1) captain and (2) alternate captains.
 - The Executive Board will be in charge of team administration and will consist of (1) Team President, (1) Vice President of Development, (1) Vice President of Communications, (1) Treasurer.
 - The Executive Board will assign (2) officers: (1) Webmaster and (1) CU Hockey Newsletter Editor for each season.
- Captainship—Eligibility, Rules & Responsibilities
 - Team captains will be nominated by the preceding team captain, and will be selected by the coaching staff by April and after elections for the following year's executive board.

Rules:

- Team captain and alternate captains will be selected on a per-term basis. Each term is defined as starting at the end of the season in which they are selected to the end of the following season.
- If the captain cannot fulfill his responsibilities, one of the alternate captains will be selected by the coaching staff to fill the position for the remainder of the term.
- If an alternate captain cannot fulfill his responsibilities, the coaching staff may fill his position with a player of their choice in accordance with the eligibility requirements set forth.

Eligibility:

- The captain must concurrently serve, or have previously served for a full season, as President or as a Vice President of the executive board.
- At least (1) of the (2) alternate captains must concurrently serve as President or as a Vice President of the executive board.

- Only players who will have achieved at least one full season with the team by the start of the new term will be eligible for captain or alternate captain.
- Goaltenders shall be eligible for captainships in accordance with the rules set forth by NCAA hockey and all affiliated leagues and associations
- Players may be eligible for multiple terms as captain or alternate captain.

Responsibilities:

The team captain's responsibilities include but are not limited to:

- Demonstrating drills in practices and training sessions.
- Representing the team in all games.
- Scheduling team training sessions and formulating a training regiment to ensure proper preparation for all games.
- Maintaining an updated directory of all rink, league, and referee contact information and keep it on hand during all games and practices in case of emergency.
- Scheduling van and transportation requests with the Columbia University Club Sports department.
- Communicating player requests to the coaching staff.
- Helping the coaches to ensure full participation at games, practices, and training sessions.
- Ordering jerseys, helmets, pant shells, and other team uniform apparel by August prior to each season.
- Submit all scores and game scoresheets in compliance with league rules. Alternate captains may be designated to assist in this responsibility.

The alternate captains' responsibilities include but are not limited to:

- Assisting the captain in his responsibilities.
- Serving as an alternate team player representative in all games.
- Ensuring available, registered drivers for the season in September and create a van schedule for each driver.
- Making sure that all van keys are properly picked up and returned to the athletic department after each use.

○ Executive Board: Voting, Eligibility, Rules & Responsibilities

Players of all positions are eligible for positions on the CU Hockey Executive Board. Players may hold a position for multiple terms. The executive board will be selected through a voting process to take place by early April of each season.

Voting Procedure:

- Each player is granted (1) vote per executive board position voting.
- For all voting to be official, a 2/3 voting participation must take place.

- One graduating player will volunteer to serve as the voting proctor and will subsequently forfeit his vote.
- Interested and eligible candidates will nominate themselves through the proctor by the assigned deadline.
- A candidate may nominate himself for any amount of positions, but may only win election to one position on the executive board.
- Each candidate for team president must prepare a 200-300 word statement explaining why they should be elected to the position. This statement must be submitted by the nomination deadline.
- After the proctor has received all nominations, he will email the team a ballot for the *President* position. Members of the team will have 48 hours to complete their vote.
- The proctor will then announce the team President, and will continue to email the ballot for *Vice President of Development* (allowing for a 48 hour response time). The proctor will then email the ballot for *Vice President of Communications* (allowing the same 48 hour response time) before emailing the ballot for *Treasurer*.
- This electronic voting process may be substituted by a team wide, in person vote if found more convenient.

Rules:

- Executive board members will be selected on a per-term basis. Each term is defined as starting at the end of the season in which they are selected to the end of the following season.
- If the team President cannot fulfill his responsibilities, one of the Vice Presidents will be selected by the coaching staff to assume the position for the remainder of the term.
- If any other member of the executive board cannot fulfill his responsibilities, any other member of the club may be selected by the coaching staff to assume the position for the remainder of the term.
- Members of the executive board must carry league emergency contact information, referee contact information, and rink directions with them at all times during all games.

President:

Eligibility:

- All players with a minimum of two full seasons experience by the start of the next term will be eligible for the position of President.
- The team President must have previously served on the executive board or as an alternate captain.

Responsibilities:

- Serve as hockey team representative in communications with all leagues, associations, and university athletics departments. Ensure that the Columbia team is a member in good standing in all organizations.
- Attend all Club Sports department meetings.

- Organize at least (3) executive board meetings during each term. (1) preseason, (1) midseason, and (1) postseason meeting.
 - Form hockey team member committees to assist with club operations as seen fit.
 - Locate and secure coaching staff for the following season.
 - Assure that every member of the executive board, as well as the webmaster and CU Hockey newsletter editor, is proactive in his responsibilities. Assign responsibilities if this is not the case.
 - File the following season's budget request with the Club Sports department by April.
 - Arrange the schedule each season. This includes negotiating ice contracts with local rinks, complying to league schedule deadlines, and locating exhibition games.
 - Home ice schedule for practices and games should be arranged and confirmed by June or July.
 - Manage the team email alias icehockey@columbia.edu.
 - Contact Postmaster@columbia.edu for questions concerning the email alias. Refer to <http://www.columbia.edu/acis/webdev/unixgroups.html>
 - Specify dues amount.
 - Attend all league meetings if a member of the coaching staff is unavailable.

Vice President of Development:

Eligibility:

- All players with a minimum of one full season experience by the start of the next term will be eligible for the position of Vice President of Development.

Responsibilities:

- The main responsibility of the Vice President of Development is to spearhead efforts to generate team income.
- The Vice President of Development must motivate Donations and Sponsorships:
 - Donations:
 - Set target goal at the beginning of the season. Notify the alumni of this target.
 - Brainstorm donation plans and other ways to elicit donations.
 - Work with the Columbia University office of development to locate possible university alumni interested in donating.
 - Communicate the need for giving to team alumni (alumni.icehockey@columbia.edu) as well as other potential donors.
 - Follow up with every donation received with a note of appreciation.
 - Follow up with each donation to ensure it is allocated to the team through the athletics department.
 - Cater to the requests of high-level donors.

- Sponsorships:
 - Set target goal at beginning of the season.
 - Create pricing plans and sponsorship offers.
 - Contact establishments to solicit sponsorship opportunities. Work in conjunction with the team President to assemble a Sponsorship Committee to assist in this matter.
 - Follow up with sponsors to ensure repeat sponsorships.

- Create an Excel spreadsheet to track all sponsorship and donation income.
- Organize additional activities to encourage generation of revenue (Merchandising, Social Events...etc.)

Vice President of Communications:

Eligibility:

- All players with a minimum of one full season experience by the start of the next term will be eligible for the position of Vice President of Communications.

Responsibilities:

- The main responsibility of the Vice President of Communications is to promote the Columbia Men's Ice Hockey program both on and off of the Columbia campus.
 - Schedule and organize initial preseason team meeting.
 - Communicate with prospective players.
 - Coordinate with Office of Admissions to code prospective students interested in playing hockey. Send out congratulatory email to all accepted students.
 - Set up hockey stand and be present at fall Clubs day as well as stands during Days on Campus in the spring.
 - Create an email database to track all prospective students.
 - Post flyers to recruit new players each fall.

- Communicate season updates (at least once every two weeks) with the alumni using the alumni alias (alumni.icehockey@columbia.edu). Work with the CU Hockey Newsletter editor to coordinate production and mailings.
 - Maintain and manage the alumni email alias.
 - Provide the webmaster with content and direction
 - The Vice President of Communications has jurisdiction over usage and design of any CU Hockey logos.
 - If the CU Hockey team is given the opportunity to host a charity fundraising event, the Vice President of Communications must organize the event or assign a committee to do so.

Treasurer:

Eligibility:

- All players are eligible for the position of Treasurer.

Responsibilities:

- The main responsibility of the treasurer is to assist the executive board in maintaining a balanced budget.
 - Assist the team President in preparing annual budget proposal to be submitted to the Club Sports Governing Board.
 - Request and receive regular budget reports from the club sports director to ensure that the team will maintain a balanced budget by the conclusion of the season.
 - Collect all dues, jersey fees, and any miscellaneous money to be collected from the team members for the team.

Officers: Eligibility, Responsibilities, & Stipends

Eligibility:

- Anybody with an appropriate background is eligible for the positions of Webmaster and/or CU Hockey Newsletter Editor.

Stipends:

- Upon successful and regular completion of all assigned responsibilities, each officer will receive a seasonal stipend of \$100.

Webmaster:

Responsibilities:

- Update the CU Hockey team website on a weekly basis during season play. Updating the website includes posting stats, scores, schedules, rosters, team features, etc.
 - Update the CU Hockey team website on a monthly basis during the off-season.
 - Explore new and creative ways to promote the ice hockey team through web development.

Newsletter Editor:

Responsibilities:

- Publish at least two editions of the 'CU Slapshot' per semester.

- Assist in the distribution of the newsletters around campus, to local establishments, and to alumni.
- In addition to being published in any other format, the newsletter must be published in PDF format for successful email distribution and website usage.