



American Scholastic Inline Hockey Championships

CHSIHL High School Team Organization Structure

The following information must now be submitted to the League prior to league team confirmation and approval before League entry is awarded.

This will be a **MANDATORY** process for the 2008/2009 league seasons. All team programs will be required to establish a Team Booster Club and assign a Head Coach, Assistant Coach, and Team Administrative staff. This process may be established by any person that initiates the formation of the team program. However, not exclusive to the original parties that established or previously established the team club program.

Name of Team Booster Club Organization and affiliation with school (Club or Non-Club)

School Name/District Name

School Club Certified – Yes/No

Head Coach Name

Assistant Coach Name

Team Administrator Name

Team Booster Club – List of Team Booster Club Executive Board

Club Member's Duties and Responsibilities

Head Coach

1. Teaching sports techniques, enforcing playing rules, strategies and playing tactics
2. Conditioning athletes appropriately for activities requiring endurance, strength and agility
3. Supervising and conducting practices and contests safely; supervising locker rooms and travel arrangements
4. Teaching sportsmanship, cooperation, work ethic and responsibility to one's team
5. Responding to player injuries with approved first aid techniques
6. Managing uniforms, equipment and school facilities in a responsible manner
7. Provide coverage for absence of coaches
8. Assume responsibility for conduct of contestants in sport involved.
9. Plan and supervise all practice sessions. Suggested length is not more than two and a half hours.

Assistant Coach

1. Assist the head coach with practice planning; instruction; and game day decisions

Team Administrator

1. Facilitating the registration process
2. Assist with budget and travel arrangements
3. Cooperate with the Team Booster Club administration, school athletic director, fellow coaches and students to promote the best interests of the entire team athletic program.
4. See that all player candidates for a team have returned a properly completed league registration form and fees.
5. Work with the Team Booster Club administration in the appointment and dismissal of head coach and assistant coaches.
6. Assist with the preparation to roster all team members. Have participants fill out the league registration and eligibility form from which the master roster list will be compiled.
7. Conform to school league policies in handling injuries; report all serious injuries immediately to the ASIHC/CHSIHL league director(s).
8. Attend scheduled league, school and team meetings unless excused. During sports season, coaches should check with Team Administrator, and/or Membership Chairperson as to what transpired at a meeting that the coach was unable to attend.
9. Monitoring athletes' school attendance, grades and personal conduct

10. Ensure and protect the amateur status of all team members of grades 6-12. *See CHSAA and/or NCAA regulations regarding amateur status to avoid any violations.*

Team Booster Club – Executive Board

The **EXECUTIVE BOARD** shall consist of the President, Vice President, Treasurer, Secretary, and Membership Chairman

The **EXECUTIVE BOARD** shall be responsible for oversight of all Team Booster Club activities

The **PRESIDENT** will preside at all meetings of the Executive Board and the general membership. The President shall organize and chair committees to meet the mission of the Team Booster Club, and work with the Team Administrator and Head Coaches to appoint a member to serve as Representative from each team for league divisions. The President shall report his activities at the monthly meeting of the Executive Board. The President and the Team Administrator of the team program will appoint the Team Booster Club President, preferably from a candidate serving on the current Executive Board or existing team program. The President of the Team Booster Club, along with the Team Administrator and the President of team program shall appoint and/or fill all vacancies of the Executive Board. President shall remain on the Executive Board for a term established by the Executive Board, immediately following his/her term as President, in an advisory position.

The **VICE PRESIDENT** shall assist the President and serve in their absence at the discretion of the Team Administrator and Executive Board President. The Vice President is responsible for working with the Executive Board to find chairs and volunteers for the Team Booster Club events. The Vice President position will include the duties of Team Booster Club communications overseeing the newsletter and the website (if applicable).

The **TREASURER** shall collect all League membership fees and Team Dues and monitor the income and expenses of the Team Booster Club. The Treasurer shall submit a financial report at every Executive Board and general membership meeting.

The **SECRETARY** shall keep a binder that includes minutes, player registrations, copies of player school ID's for the Executive Board and general membership meetings, accounts of the general membership meeting and a copy of the Team Booster Club by-laws. Click here for a sample of Team Booster Club by-laws.

The **MEMBERSHIP CHAIRPERSON** shall be responsible for keeping an accurate record of all Team Booster Club members and their league fee and team dues status. This duty shall be done so as to maximize the enrollment of the Booster Club membership. The Membership Chair is encouraged to attend or appoint another committee member to attend class and sport meetings/functions to encourage membership.

All **EXECUTIVE BOARD** members, **SPORT REPRESENTATIVES**, and **MEMBERS** volunteering in service to the Team Booster Club shall conduct themselves and perform their duties with respect to the ideals and Principles of American Scholastic Inline Hockey Championships, its inline hockey leagues and sports programs. Their performance shall be in accordance with school and league regulations and, for those sports with ASIHC league involvement, adhere to guidelines set forth by the ASIHC.

Questions concerning any Team Booster Club activity should be addressed immediately to the ASIHC League Director(s). ASIHC or CHSIHL Director leagueinfo@chsuhl.com CHSIHL P.O. Box 462084 Aurora, CO 80046