

North Carolina  
Field Hockey Association  
(NCFHA)

Bylaws

Updated 10/15/2017

## **NAME**

The name of the Association is the North Carolina High School Field Hockey Association.

## **PURPOSE**

The purposes of the Association are to provide high school age girls in North Carolina with the skills and opportunity to play field hockey and to promote the spirit and sportsmanship of the game of field hockey, and the growth of the sport in the state.

This includes

1. Organizing and executing a league calendar of play days, games, and tournaments for its member teams.
2. Providing a framework of game regulation that will ensure a safe environment in which to conduct the games.
3. Creating a collaborative partnership between the various constituencies of the Association, governing Board, coaches, referees, parents and players so the Association maintains an atmosphere of learning, enjoyment and good sportsmanship.
4. Educating coaches, parents and the community about field hockey, and to promote the sport at all levels.
5. Organizing the State Tournament, including location, officials, trophies, and monies collected.

## **MEMBERSHIP**

NCFHA (North Carolina Field Hockey Association) aka "the Association"

Membership in the Association is primarily limited to varsity teams that consist of players entirely from a single high school. All teams must adhere to the eligibility requirements of the North Carolina High School Athletic Association - or their appropriate governing body.

New in 2017, in order to promote the growth of field hockey in North Carolina, the NCFHA will now accept JV team memberships at a reduced membership rate from schools that are still in the development/growth stage, and only have a JV team. Interested schools should contact the NCFHA Sport Development Chair – Jenell Davis ([jdavis742@gmail.com](mailto:jdavis742@gmail.com)) for more information.

NFHCA (National Field Hockey Coaches Association)

All head coaches MUST be registered as members of the NFHCA. Any coaches' failure to do so will result in loss of eligibility to nominate his or her player for NCFHA post-season accolades (All conference, All State).

<http://www.nfhca.org/>

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## **CONFERENCE STRUCTURES**

Conference Organization is as follows:

### **1. Western:**

- a. Asheville
- b. Charlotte Catholic
- c. Myers Park
- d. Marvin Ridge
- e. Ardrey Kell

### **2. Central West:**

- a. Mount Tabor
- b. Reagan
- c. RJ Reynolds
- d. West Forsyth

### **3. Central East:**

- a. East Forsyth
- b. North West Guilford
- c. Page
- d. Grimsley

### **4. East**

- a. Chapel Hill
- b. East Chapel Hill
- c. Jordan
- d. Carrboro
- e. Cardinal Gibbons
- f. Riverside

The decision to join the NCFHA must be made by July 1<sup>st</sup> of the coming school year. A team can register by contacting the President of the Executive Committee.

A member school must:

1. Participate and promote the purposes of the Association.
2. Be prepared to play a schedule consisting of field hockey games with member teams within their conference and share equally in travel with

- opposing teams.
3. Send a representative to annual coaches meetings, and division representative to annual board meeting.
  4. Agree to provide visiting teams with adequate playing facilities - including a properly marked field.
  5. Agree to pay any dues or assessments as promulgated by the Board.
  6. Agree to abide by the rules of the Association as established.
  7. Notify the Executive Committee at the annual coaches meeting as to how many teams they will have for the upcoming season (JV and Varsity).
  8. Notify the Association by June 1<sup>st</sup> as to who their organizational representative will be for the coming year.
  9. Be responsible for informing their individual players and coaches concerning league rules and regulations, and ensuring compliance.

### **TERMINATION / EXPULSION**

The Board may remove a member, either with or without cause, by a majority vote of the Board.

A team member may be removed from the Association for failure to comply with Association requirements. This will require a majority vote of the Board members present.

### **DUES AND FEES**

Each team shall pay an annual fee of \$150 (\$125 if present at annual meeting) or a fee to be determined by the Board. These fees will be used to operate the Association, with some fees being used for the funding of the tournament.

### **EXECUTIVE COMMITTEE**

The Executive Committee consists of the following officers: President, Co-Vice Presidents, Treasurer, and Sport Development Chair. There will also be a conference representative from each conference who serves on the Executive Committee. The members of the Executive Committee shall be voted upon every two years at the annual meeting.

Executive Committee members shall act as chairmen of any additional committees deemed necessary by the Executive Committee or the board of Directors.

The Executive Committee shall be responsible for the overall direction and operation of the Association.

Actions by the Executive Committee or the Board of Directors may be taken without a formal meeting. Decisions may be made following phone conversations and email

communication as long as all parties involved have the opportunity to participate adequately.

The Executive Committee shall have and exercise all the powers and authority in the management of the business and affairs of the Association, except that the Executive Committee shall not have the authority or power to:

1. Adopt, amend or repeal the bylaws,
2. Amend or repeal any resolution of the Board
3. Commit the Association to activities that will result in charges in excess of \$500.00 (if you rent a college stadium it will be more than \$500)

The President shall be responsible for the overall operation of the NCFHA. This includes, but is not limited to:

- Scheduling the annual meeting
- Maintain effective communication with NCFHA members and the Executive Committee
- Manage the end of season tournament (secure fields, collect entry fees, schedule officials, communicate game schedules, acquire trophies/t-shirts, etc)
- Present any grievances issued by a member to the Executive Committee for discussion

The Co-Vice Presidents shall assist the President in his or her duties as needed and perform the role of President in the event the President is unavailable or otherwise unable to perform his or her duties. The Association would like one of the Co-VPs to step into the role of President (assuming voted in by members) after at least one season as VP.

The Treasurer shall manage and track the balance and flow of funds into and out of the NCFHA coffers. The Treasurer is authorized to have access to the NCFHA bank account and to make payments on behalf of the NCFHA for board authorized expenditures. The Treasurer is also required to present an annual financial report to the board. The NCFHA encourages use of excess funds to support new NCFHA programs. With approval from the Board, funds may be used to help offset costs for fields, equipment and other necessary items to participate.

The Sport Development Chair will serve as the main point of contact helping serve potential new programs. This will include helping find funding and supporting in any other ways possible (finding coach, equipment, etc).

The Committee, however, is encouraged to utilize Board members in the decision-making process and to request a vote of the full Board when, in their best judgment, the issue at hand is of sufficient importance to warrant it.

The Executive Committee will assign all member teams to conferences. The criteria for determining the number of conferences and where to place teams will include the number of teams, their geographical location, skill level, etc.

No coach or officer of the Association shall vote on any issue in which he/she has a vested interest - financial or otherwise.

## **BOARD OF DIRECTORS**

The Board of Directors shall consist of members of the Executive Committee and one representative from each conference.

To be eligible for the Board of Directors, a candidate must:

1. Be a head coach of a member team for full length of term
2. Does not have a child currently participating on a member team

Board members who are Conference Representatives shall be elected by the team members of each Conference. If a Conference Representative is elected to the Executive Committee, then a replacement Conference Representative must be selected by that conference's teams to fill the vacancy.

Conference Representatives shall serve a one-year term. Conference Representatives shall be limited to two consecutive terms.

The Board of Directors shall be responsible for the overall direction and operation of the Association. The Board is responsible for the establishment of committees.

Actions by the Board of Directors may be taken without a formal meeting. Decisions may be made following phone conversations and email communication as long as all parties involved have the opportunity to participate adequately. The Board of Directors shall have and exercise all powers and authority to manage the business and affairs of the Association.

No coach or officer of the Association shall vote on any issue in which he/she has a vested interest - financial or otherwise.

## **TEAM REPRESENTATIVES**

The Team Designate in their respective division is the liaison between the organization, club administrators and coaches, the Association Board of Directors and the Executive Committee. This responsibility involves maintaining good communication between all parties. Team Designates are expected to attend all meetings, or ensure that a replacement delegate is present.

## **COMMUNICATION REQUIREMENTS**

- Regular season game schedules must be posted on Max Preps before the regular season begins.
- Scores must be reported in a timely manner via Max Preps.
- Final results of conference games must be posted on Max Preps by the date set forth in the annual meeting. (Typically one week prior to the end of regular season play)
- Final conference and overall season results must be emailed to the Executive Committee by the date set forth in the annual meeting.
- East vs. West All Star Game nominations must be submitted to the Executive Committee by the date set forth in the annual meeting.
- All-Conference and All-State selections must be submitted from Conference Representative to the Executive Committee by the date set forth in the annual meeting.

## **MEETINGS**

A State Coaches meeting/Board meeting will be held annually at an agreed upon location before March 15th of each year.

An annual rules clinic will be required for head coaches and umpires prior to the regular season. The clinic will be led by a Level 3 certified USFHA umpire.

Notice of meetings will be made well in advance by email and/or telephone. Each conference may conduct meetings of all member teams as the teams deem necessary.

## **GRIEVANCE PROCEDURES**

All bona fide grievances from individual members shall be directed first to the appropriate Conference Representative. If that director is unable to resolve the issue satisfactorily, the director shall bring the grievance to the Executive Committee for discussion, handling, and resolution.

The decisions of game officials (judgment calls or their interpretation of the rules) are final and are not subject to these grievance procedures. Grievance with respect to officials shall be handled as any other grievance. The Executive Committee will forward such grievances to the Head of Officials, as deemed appropriate.

## **INDEMNIFICATION**

Indemnification of Officers, Directors and other Authorized Representatives

To the extent that a director, officer or other agent of the Association has been successful on the merits or otherwise in defense of any action, suit or proceeding in

which such person was a party as a result of serving as a director, officer or agent of the Association, such person shall be indemnified against expenses actually and reasonably incurred by such person in connection herewith.

### **UNIFORMS & EQUIPMENT**

Teams must follow uniform & equipment rules pursuant to the NFHS Rules of Hockey:

<http://www.nfhs.org/media/727268/uniforms.pdf>

### **REGULAR SEASON GAME SCHEDULES**

Game schedules must be posted on Max Preps before the regular season begins each year. Members must schedule one home and one away game with conference opponents each season. The only exception to this is when a team cannot find a suitable field to host a home game. In this case, two away games may be played at a conference opponent school.

Regular season games must be scheduled within the dates set by the NCHSAA.

#### **Number of Regular Season Games**

- No more than three games per week may be scheduled.
- Teams are limited to 18 regular season games.
- An individual is limited to no more than one game per day.
- JV one-day end of season tournament counts as one game toward the 18 game limit.
- Varsity tournament games are considered part of state playoffs and not counted toward the 18 game limit.

Conference games must be scheduled to be played by a specific date in October, set forth in the annual meeting each year. This date will usually be a week prior to the end of the regular season. Therefore, in case of inclement weather or other valid scheduling issue, conference games can be rescheduled within the required dates of the regular season. No team shall be permitted to play a non-conference opponent instead when that game prohibits playing a conference game within the required time period. Teams that do not schedule conference games prior to the last week of the regular season, put the league at risk of being delayed in preparing and communicating the playoff bracket.

### **GAME CANCELLATION/RESCHEDULE/FORFEIT**

Teams must communicate a game cancellation or forfeit to the opposing team for any reason other than inclement weather at least 24 hours prior to game time. In the event of inclement weather or non-forfeit cancellation, a game against a conference opponent must be rescheduled as soon as possible from the originally



scheduled date. If necessary, this includes cancelling a non-conference (NCFHA or otherwise) game in order to get the conference game played in a timely manner.

If a team cancels a NCFHA game without valid cause (validity determined by Executive Committee) and does not make an effort to reschedule the game in a timely manner, it will be considered a 1-0 forfeit.

## **NCFHA ACCOLADES**

### **East vs West Game**

The East vs West Game will be held on the same day as NCFHA Championship Events, to honor players who have had stand out seasons. Each coach will nominate three players and one alternate. GK nominations will be separate. Coaches should discuss and promote this recognition with their players to encourage awareness and participation. The East/West Game Chairperson will manage the collection of nominees and communicate with coaches and participants/parents about the game.

### **All-Conference selection process**

Each conference will select all conference players in the same manner as previous years:

- 1<sup>st</sup> place – nominates 4 first team and 3 second team
- 2<sup>nd</sup> place – nominates 3 first team and 3 second team
- 3<sup>rd</sup> place – nominates 2 first team and 3 second team
- 4<sup>th</sup> place – nominates 2 first team and 2 second team
- 5<sup>th</sup> place – nominates 1 first team and 1 second team

In addition, each conference should vote and select 1 offensive and 1 defensive player of the year. These two players voted offensive and defensive player of the year are automatically named first team All-Conference and are exempt from All-Conference nominations.

*Ex: If you finish 1<sup>st</sup> place and nominate a player for offensive or defensive player of the year, you also nominate 4 first team All-Conference players and 3 second team.*

### **All-State selection process:**

Each conference will select 3 players for first team and 3 players for second team. The process of deciding who gets picked for first or second team should consider

- 1) player performance this year/her impact on their team,
- 2) team performance this year,
- 3) players dedication to the sport, and perhaps
- 4) seniority.

### **Wayne Richardson Award**

This award is given to provide recognition for a person who has dedicated his/her time for development and growth of field hockey. It can be a parent, coach, or any community member who is actively involved in promoting the growth of field hockey in North Carolina.

### **Sophie Steiner Scholarship**

The Sophie Steiner Scholarship was established in 2013 in memory of Sophie Steiner who played for East Chapel Hill High School. She passed away on August 20, 2013 after a tough battle with cancer. She was a sophomore. She was one of the most kind, mature, and insightful students. She loved many activities: writing poetry, photography, dancing, hanging out with family and friends, and field hockey. She was a most dedicated player. This scholarship has been established for players who will be going to college and continuing to play field hockey. The Sophie Steiner Scholarship awards \$250 to its recipient.

## **STATE CHAMPIONSHIP TOURNAMENT**

### **SEEDING**

The Executive Committee will use conference results to determine conference placement and prepare the tournament bracket. All NCFHA members are required to participate in the post-season tournament.

Seeds 1-4 will be the conference winners (highest conference win percentage in their conference). Seeds 1-4 are determined by comparing overall win percentage of conference winners. If there is a tie among conference opponents or among conference winners, the higher seed will be determined by NCHSAA tie-breaking procedures. The remaining seeds of the tournament will be determined by overall win percentage.

### **TOURNAMENT**

Play-in games and first and second round games will be played at the home field of the higher seed.

The Semi-finals and Final game are played at a neutral site arranged by the Committee on the Wednesday and Saturday, respectively, following the quarterfinal round. The winners of the Semi-final games will go on to play each other for the Championship.

### **MISCELLANEOUS**

Checks - The Association Treasurer shall sign all checks and notes.

Sunday Activities - No games, practices or team meetings, etc., may be held on Sundays. Social events (such as a team awards ceremony) may be held on Sundays.