

**Everett Silvertips Hockey Booster Club**

 **Scrapbook Committee**

**Standing Rules #4**

**Chairperson: Michelle Wolf**

**ESHBC Board of Directors Liaison: TBD**

The ESHBC Scrapbook Committee is a function of the Everett Silvertips Hockey Booster Club, (ESHBC) not the team and subject to all rules and regulations therein.

The Scrapbook Committee Chairperson and vice-Chairperson shall be appointed as specified in the ESHBC by-laws.

The Chairperson is responsible for the activities of the Scrapbook Committee, subject to the guidance of the ESHBC Board of Directors. The Scrapbook Committee’s responsibility is to accomplish this goal with the guidance and support of the ESHBC and its Board of Directors.

**Members of the Scrapbook Committee should address questions, concerns, ideas, etc. to the Chairperson and/or committee liaison**

**DO NOT contact the team or Silvertips staff.**  No materials shall be delivered to the player, team or office under any circumstances. Please do not contact the player via social media. Always be respectful and remember the players are still young men and deserve their privacy

**Purpose:**

The purpose and ultimate goal of the Scrapbook Committee and Scrapbook Buddies is to provide each Everett Silvertips Player with a keepsake scrapbook for the current hockey season of the team.

A **Scrapbook** by definition will include, but not be limited to: the current year home and away games played newspaper articles about the team or individual player and community activities that they may have participated in. Will also include photos that are taken by the buddy, purchased from the team photographer or received from other buddies. Other embellishments such as stickers, lettering, die cuts, etc. may be included as well.

The final decision for anyone to participate as a Scrapbook Buddy will rest with the Scrapbook Committee. If the Scrapbook Committee declines a member’s participation, that member may appeal, in writing, to the Chairperson and Committee Liaison, for review and action by the ESHBC Board of Directors.

A scrapbook buddy must be a current Everett Silvertips Hockey Booster Club (ESHBC) member, in good standing, 18 years or older. Members under 18 who are listed on your membership form may help with the scrapbook assembly but cannot be the responsible party for the scrapbook.

**One adult age 18 or older, must be the primary sponsor of the Scrapbook Buddy and be the person responsible for the book given to the player.**  **The adult sponsor will be required to attend any Scrapbook activities that the family members under age 18 attend.**

The Scrapbook committee requires a valid phone number and email for the named adult sponsor. Please notify us of any changes in your phone number and email during the year.

Scrapbook buddies are required to read and sign the Agreement of Rules compliance page(s). If you do not agree to the rules as the ESHBC Board of Directors has outlined; you will not be considered for member of scrapbook committee

Your signed Agreement of Rules may be submitted any time before the player drawgenerally in late September/early October.

All eligible booster club members who have signed up before the draw date with the required paperwork signed and turned in will then have their names drawn from the list to be paired with a player. There will be no requests allowed for specific player.

If we have more Scrapbook buddies than players; buddies will be determined by blind draw. Any member not picked will be put on a waiting list.

**Player Draw**

All eligible booster club members who have signed up before the draw date will have their names drawn from the submitted papers for the first draw of a double-blind drawing conducted by the Chairperson, witnessed and recorded the ESHBC board liaison as appointed by the President of the Board of Directors.

* All players will be assigned in the second blind drawing conducted by the Chairperson, witnessed and recorded by the ESHBC board liaison.
* The drawing to assign players will be completed as near to the beginning of the season as possible and AFTER the team has finalized their roster. Participants will then be notified of the drawing’s results by the Chairperson. Once you are assigned a player that assignment cannot be changed other than by the Chairperson.
* If the same player you had the previous year is drawn for you the player name will be returned to the rotation and a redraw for the player will be made. If the scrapbooker is a billet or family member of a player whose name is drawn for them, the player will be treated as if the scrapbooker has drawn a previous year’s player. **If you are unwilling to have whoever is drawn as your player please DO NOT sign up.**
* Once all participants have been assigned, any left-over players will be assigned to those participants expressing interest in making a scrapbook for a second player. This assignment will also be done via a blind draw
* Scrapbook buddies will receive their player name and information as soon as possible. If a scrapbook buddy has to drop out of the program for any reason, or fails to comply with the rules and is dismissed, the chairperson will ask for a new volunteer and/or ask for a volunteer from the scrapbook committee to take on an additional book. We will also ask for volunteers to make additional books for players who are called up for a month or more.
* **Scrapbook buddies are not to reveal to anyone except other scrapbook members who their player is. Do not discuss who your player is with players, billets, other Booster Club members, Silvertips office staff or anyone outside the group.**

The goal is to have this be a surprise in March when we have our reveal party with the players. If you sign up and receive a player this year and then are removed from the program you will be ineligible for the next season.

* If your player is traded, you will receive the player that the team acquires providing there is a one for one trade. If your player is not a one for one trade, your name will be placed on a waiting list and you will be given the first available replacement player. All scrapbooks of leaving/traded players must be completed in a timely manner (two weeks) and the book (which should be size appropriate for the amount of time the player was on the team) must be given to the chairperson for delivery to the player. YOU MAY NOT DELIVER THE BOOK YOURSELF.
* If their player leaves the team at any time, and the original player’s book is completed, the scrapbook buddy will have the option of starting a new scrapbook for a new player if one is available at that time. Players will be assigned by random drawing conducted by the committee in the event that more than one player joins the team at the same time.
* In the event a Scrapbook buddy is unable to complete their player book for either removal for violation of rules or for personal reasons; they will need to give any completed work immediately to the chairperson. The first person on the waiting list will be given this book to complete for the season. If there is no waiting list: the chairperson will ask for a volunteer to add additional book.

* Please respect the player’s privacy. Contact with your player’s family or billet family is **strictly prohibited.** If a Scrapbook committee member is the subject of such complaint, they could be considered in “severe violation” of the committee rules and subject to expulsion, exclusion and/or revocation of their ESHBC membership for conduct detrimental or unbecoming to the Everett Silvertips Hockey Booster Club (ESHBC By-Laws Article III, Section 6c). Any complaints of this nature will be investigated by the Chairperson and Board Liaison with the results presented to the Board of Directors.
* Each committee member is responsible for maintaining a 12x12 scrapbook for their assigned player for the current 2019-2020 hockey season. The expense of the scrapbook belongs entirely to each member. This includes the cost of the book, pages, supplies, and but not limited to photos. Should you for any reason do not send your book home with your player at the reveal party; it’s your responsibility to provide a box and postage to the chairperson for shipping.
* Scrapbooks may include events such as the Meet ‘n Greet, ticket pick-up party, holiday party, fan skate, community events as well as any coach or teammate pages you feel may be of interest to your player, and photos provided by your specific player through a scrapbooking drop box. These can be a 1 or 2 page layout. Each scrapbook buddy will complete a minimum of six (6) pages a month, for regular season, for a minimum total of thirty-six (36) pages and a maximum of one hundred (100) pages. Attendance is mandatory for monthly meeting (known as book check)
* Scrapbookers will also be responsible for creating a parent’s and billets gift as decided on by Chairperson and Board of Directors. In addition, the Scrapbook buddy will be responsible for creating 2 single page layouts of you player. One will be included in the scrapbook for the office and the other will be in a scrapbook auctioned by the booster club. The booster club will provide the parents and billets gift within the budget provided in the current year and the scrapbooker will provide all supplies related to the scrapbook gifts and pages for their player.
* Scrapbookers will be required to pay facility fee (if any) for themselves, family members listed on the Agreement of Rules page attending that are attending and their player for the reveal party in the Spring (generally in March).
* Playoff pages can be completed if the scrapbook buddy chooses; but is not required. The pages will be mailed two (2) weeks following the last game. Please deliver any pages, along with shipping materials and postage to the chairperson

The Scrapbook Committee chairperson will act immediately on any violation of the above rules and will work with the participant to correct the violation. If the violation(s), persist thereafter or if it begins as a severe violation (as discussed above), the problem will be referred the ESHBC Board of Directors for additional action. The actions the Board of Directors can take will include expulsion of the affected individual from the program for the reminder of the season, expulsion and permanent exclusion for the program, and (subject to the ESHBC By-Laws, Article III, Section 6) revocation of their ESHBC membership for conduct detrimental or unbecoming to the ESHBC. Any member has the right to appeal any termination or expulsion to the ESHBC Board of Directors. Such appeal must be in writing and accomplished within two weeks of the termination or expulsion.

**Scrapbook Agreement of Rules**

Membership # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please print clearly)*

Other names listed on your membership (eligible to attend the end of the year reveal party):

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I want to be an ESHBC Scrapbook member for the current (2019-20) hockey season.

I have received and read all pages of the rules and requirements and agree to abide by the rules as written.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_