

Park County Youth Hockey Association Handbook

Updated and approved April, 2004

CORE VALUES

SPORTSMANSHIP - have a sense of fair play, be humble in victory and gracious in defeat, show friendship with teammates and opponents.

RESPECT FOR THE INDIVIDUAL - treat all others as you expect to be treated.

INTEGRITY - foster honesty and fair play beyond strict interpretation of the rules and regulations of the game.

PURSUIT OF EXCELLENCE - at both the individual and team level, perform each aspect of the game to the highest level of his/her ability.

ENJOYMENT - the hockey experience should be fun, satisfying and rewarding.

LOYALTY - we aspire to teach loyalty to the ideals and to fellow members of the sport of hockey.

TEAMWORK - we value the strength of learning to work together.

DISCRIMINATION - PCYHA will not discriminate on any basis.

PHILOSOPHY OF YOUTH HOCKEY

The mission is to provide an improved grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increasing participation, improving skills and offering a responsible environment for the conduct of youth hockey.

USA Hockey Model Program Guidelines dictate:

- €A safe and healthy environment for all.
- €An opportunity for all new players who wish to play hockey.
- €Fair and equal opportunity for all to participate in our sport.
- €An opportunity to learn the basic skills without an over-emphasis on winning.
- €A philosophy which attempts to reduce the number who become disenchanted.
- €An opportunity for those who wish to advance in a more competitive environment.
- €Qualified adult leadership.

MEMBERSHIP

Annual membership shall commence upon registration of the player and shall conclude the month of August of the following year.

Eligible members include parents/guardians of players who have paid their annual registration fee. If a member resides outside Park County, a player must secure a written release from any association they are domiciled within.

Members are responsible for participating in the association's designated fundraising events.

Members must keep current on all financial obligations.

Members should report any known violation of the Code Of Conduct or Sexual and Physical Abuse policy or other infractions in writing to the Board of Directors or Officers of PCYHA.

Each member is entitled to full voting privileges at the annual meeting. Members are encouraged to attend board meetings. Members with issues or concerns should submit written documentation of the problem and recommend actions to the Board.

Members must attend the Annual Meeting or any designated general membership meeting in person to exercise their vote, or submit an absentee ballot to the Secretary. An absentee ballot must be requested from the Secretary no later than five days prior to the meeting. Absentee ballots must be returned to and received by the Secretary before the meeting.

Members may be expelled for cause by the affirmative vote of two-thirds majority from all the Directors and Officers.

GOVERNMENT

(for greater detail see By-Laws.)

Park County Youth Hockey is governed by a Board of Directors and Association of Officers.

The Board of Directors consists of a group of five members vested with the management of the affairs of the Association, subject to the Articles of Incorporation, the By-Laws and approved Policies. Directors serve two-year terms.

The Officers of the Association consist of a President, Vice President, Secretary, Treasurer, Registrar, Scheduler, Tournament Director. Each of these officers are elected annually by the membership of the PCYHA. Such officers and assistant officers may be elected or appointed by the President. These include, but are not limited to, Fundraising Coordinator, Coach Coordinator, Equipment Manager, Team Parent, and Team Manager.

Election of the Board of Directors and Officers will take place annually in the Spring. The number of ballots a member is entitled to cast in the general election are defined below:

- 1 Ballot per family regardless of number of players.
- 1 Ballot per Director or Officer position.
- 1 Ballot each for the Coaching Coordinator and Fundraising Coordinator.
- 1 Ballot for each Head Coach. Assistant coaches are not entitled to an extra ballot due to the potentially large number of assistant coaches within PCYHA.

Regular Board meetings of the Directors and Officers are held monthly and are open to the public. Information as to date, place and time of these meetings can be found at: <http://www.parkcountyhockey.org/>

PCYHA policies are approved by the Board of Directors. Policy suggestions, recommendations and modifications should be submitted to the Board of Directors for approval. All directors, officers, appointed officials, coaches and association members are required to comply with approved PCYHA policies and bylaws. This policy manual will be updated when necessary by the Board of Directors.

REGISTRATION

Registration fees are expected to be paid in full before the season begins. Other arrangements may be considered.

The registration packet will contain the Waiver of Liability, Release Assumption of Risk

& Indemnity Agreement, USA Hockey Consent to Treat, Code of Conduct, the STOP fair play pledge form and a birth certificate.

Registration for the fall season may be held in the spring of the year. Spring registration is a planning tool used to determine the number of teams and coaches needed. If spring registration is utilized, current members will be provided with their registration packet prior to the end of the season. A registration form with contact information is necessary at pre-registration.

TEAM SELECTION

After registration is complete; all skaters will be placed on a team according to their age group. (See age requirement of USA Hockey).

Younger players may move up to an older age group. The procedure for player movement begins with the parent's written request to the Board of Directors detailing the reason why their child should move up to the older team. The request needs to be submitted to the Board of Directors within the first 3 weeks of practice in the beginning of the season. Following receipt of the request by the Board of Directors, both head coaches must submit written opinions of the proposed movement. The Board of Directors will review the parent's request and both head coaches' opinion of the player movement before granting approval or denial. Parents are responsible for additional fees if player movement results in a higher registration cost.

Once a youth is placed on a permanent roster, he/she cannot be dropped from that team unless approved by the Board of Directors.

DOUBLE ROSTERED PLAYERS

A double-rostered player is one whom is registered on two teams with the approval of each head coach, the player's parents and the Board of Directors. When a double-rostered player is asked to participate in a game with the secondary team due to a player shortage, both head coaches need to be in agreement for each specific date. The double-rostered players may practice with the secondary team for only ONE practice immediately prior to the game. Abuse of this policy will result in disciplinary action.

COACH SELECTION

Coaches must meet USA Hockey guidelines.

- €Coaching Education Level
- €Continuing Education Requirement

- €Penalty and Enforcement
- €Coaching Ethics Code

All potential coaches are required to fill out all required PCYHA Coach Application Forms provided by the Coaching Coordinator.

Final coach selection will be subject to Board of Directors' approval.

Coaches must be able to attend coaches' meetings as required.

All coaches must submit to screening per PCYHA By-Laws.

The Board of Directors has the authority to remove any coach from his/her coaching duties for acts discreditable to the organization at any time.

HOSTING NON-PCYHA GAMES

Members are required to obtain written permission from the Board of Directors to host non-PCYHA games (i.e. tournaments) at the Riley Arena. PCYHA utilizes tournament fees from teams as a source of income. Hosting non-PCYHA games or tournaments potentially create unfavorable effects such as undermining revenues generated by PCYHA, undermining the rules and regulations of PCYHA and causing confusion to the public/members regarding PCYHA and non-PCYHA events.

STUDENT COACH

Park County Youth Hockey Association encourages any player between the ages of 13 and 17, whom is currently properly registered/rostered on a USA Hockey team to become a student coach.

Qualifications include:

- €Must attend a training session conducted by PCYHA.
- €Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
- €May help out at practices, clinics, try-outs only. (May not participate in scrimmages or games as a STUDENT COACH).
- €May not act as an assistant or head coach during practices or games.

€May be on the bench during games with an adult.

€Must wear a helmet with full face shield, gloves and skates while on the ice. Must wear a helmet during games while on the bench.

€May only work with players at least one full playing age level down.

€PCYHA will provide a form indicating on what team he/she is participating as a student coach, and what team he/she is properly rostered as a player. (See form)

€Upon reaching the age of 18, the student coach must comply with the USA Hockey Screening Program and meet USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

RELEASES

Players seeking release from Park County Youth Hockey must provide a written request to the Board of Directors or Officers of the Association a minimum of 10 days prior to release. The request for release must name the player, his or her date of birth, and current or most recent team assignment. Refunds will be granted based on the refund schedule provided in the financial policy section.

All fees must be paid in full.

Players requesting releases relinquish their team position. There are no guarantees that a player may return to his/her team if they change their mind about the release.

Once a release has been granted for a skating year, all membership rights shall be terminated until the next membership season.

EQUIPMENT POLICY

The following PCYHA approved equipment is mandatory for each player at the Mite through High School level:

1. Hockey helmet with mask
2. Colored mouth guard
3. Hockey gloves
4. Hockey skates
5. Crotch protector
6. Shoulder pads
7. Shin / knee guards
8. Padded pants
9. Fore arm pads

5. Hockey stick

10. Elbow pads

Recommended equipment: 1. neck guard 2. athletic supporter

Parents, if you do not know how to properly fit your child with hockey equipment, contact your coach.

If your child does not have the required equipment, he/she will NOT be allowed on the ice.

Goalie equipment:

Goalie equipment (gloves, pads, body pad, stick) will be provided for all league goalies unless provided by the player.

COMMUNICATION POLICY

Minutes of all Board meetings, except executive sessions, will be available to all members upon request.

Any association newsletters will be posted on the internet at: the below web site:

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

WEB SITE POLICY

The PCYHA web site is owned and operated by the PCYHA Board for the promotion of Park County Hockey. The Board is responsible for renewing the domain name (parkcountyhockey.org) and the site host (currently ipowerweb.com).

A web manager, whom is appointed by the Board, maintains the web site. It is the web manager's responsibility to ensure that the site is updated on a timely basis throughout the hockey season.

The Board has the final say about the appearance, content and administration of the web site.

All images and materials used on the web site adhere to U.S. Copyright law.

The Board approves and sets rates for any web site advertising. The amount, duration, and placement of advertisements are determined in consultation with the web manager.

Server space permitting, individual teams may maintain team web pages.

The person designated to maintain the team web page is responsible for controlling content of and access to the team page.

Content on team web pages is subject to review and approval by the Board.

Dated material on team sites may be removed by the web manager.

Any advertising on a team web site must be approved by the Board.

Photos of players may be posted on the web site as a part of the site's mission to promote Park County Youth Hockey.

If parents have requested a child's photo not be used for publicity purposes, the President of the Association will notify both the web manager and the team coach. In such cases, parents and the player have the responsibility to notify the coach when team photos are being taken which will be posted on the web site.

FINANCIAL POLICY

The association fiscal year shall commence June 1 and end May 31.

There shall be three signatures of file with the bank for the PCYHA Checking and Savings account. Those signatures shall be the Treasurer and two other Directors/Officers chosen by the President at the annual meeting.

€There shall be a monthly financial report.

€A budget for the year shall be adopted in May.

€Fee structure will be set by the Board of Directors and Officers after reviewing the budget.

Fee Payment: € A _\$50___ deposit may be required at spring registration.

€ Players will be required to pay the remainder of the fee before hockey season begins.

€ A refund of all fees less \$50 shall be made if requested prior to the second scheduled team practice.

€ Refunds of registered fees will be prorated according to the following schedule:

€if refund is requested prior to November 1st - 60%.

€if refund is requested prior to December 1st - 45%.

€if refund is requested prior to January 1st - 30%.

€No refund will be processed after January 1st.

€Late registrations will be assessed a registration fee depending upon start up date.

Expense Control

1. WAHL or MAHA fees may be paid by PCYHA as determined by the Board of Directors before the start of the season. Tournament entry fees for "optional" tournaments will be paid by the participating team.
2. No individual or team shall hold a fundraiser without the Fundraising Coordinator's approval.
3. Ice time outside of that allocated to each team by PCYHA is a team expense.

FUNDRAISING POLICY

The Park County Youth Hockey Association (PCYHA) will use the following policy to guide its fundraising efforts.

Organized youth hockey entails significant expense for the parents of the participants and the PCYHA. The fundraising efforts offset costs to parents. (Fundraising can also provide the PCYHA with the necessary capital in the general fund to function without liquidation of its Certificate of Deposit cash reserve.) As PCYHA is organized for charitable purposes, the spirit of fundraising should be to benefit the entire organization, or select groups within the organization when doing so will increase participation in the program by youth that would otherwise not be able to participate. Fundraising cannot be for the benefit of an association member. In order to benefit the entire organization, priority should be given to fundraising for the purpose of providing enough funds to meet operating costs at a level that does not require depleting, or using the savings accounts of the association.

FUNDRAISING COORDINATOR

All fundraising activities will be coordinated through the Fundraising Coordinator who then reports to the Treasurer. The Fundraising Coordinator oversees the fundraising program in an effort to maximize donation amounts and to minimize conflicting fundraising endeavors.

All donations solicited will be done according to the laws, regulations and rules of the IRS so as to maintain the tax-exempt nature of the donations. Donors giving tax-deductible contributions will be given a receipt for their donation. Receipts for donations not meeting this criteria (donations for value or merchandise received) will not state that the amounts received are tax deductible.

TEAM FUNDING

Team fundraising includes all moneys designated by the donor for a specific team towards a specific tournament event during a specific season. Any and/or all unused donation amounts after the specific tournament date are transferred to the PCYHA general fund and become unrestricted. Donors should be informed about this when

soliciting restricted donations.

All teams may be required to fulfill fundraising quotas as directed by the Board of Directors. The Board of Directors can impose quotas if the PCYHA cannot function without the liquidation of all its CDs as a result of a year-end projected operating cash deficit.

ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth and Seniors Councils have instructed the Park County Youth Hockey Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey - sanctioned games.

The following points of emphasis must be implemented by an On-Ice Referee and Linesman.

The game will be stopped by an On-Ice official when the parents/spectators display inappropriate and disruptive behavior interference with other spectators or participants of the game. The On-Ice official will identify violators to the coaches for the purpose of removing parents/spectators from the spectator viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplining action by the local governing body. This inappropriate and disruptive behavior shall include:

€Using obscene or vulgar language in a boisterous manner to anyone at any time.

€Taunting players, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.

€Throwing any object in the spectators viewing area, players bench, penalty box or the on-ice surface that in any manner creates a safety hazard.

Any violators will be escorted from the facility and not allowed to return until the next day. Please enjoy the game and support all players, coaches and officials.

This policy is posted on the wall in the Riley Arena.

SCREENING POLICY

Park County Youth Hockey Association has adopted the USA Hockey Screening policy. It is the policy of USA Hockey that it will not authorize or sanction in its program any volunteer or employee who would have routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has

1. Been convicted (including crimes the record of which has been expunged and pleads of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
2. Been judged liable for civil penalties or damages involving sexual or physical abuse of children;
3. Been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection;
4. Had their parental rights terminated;
5. A history with another organization (a volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.

Upon proof of violation of this policy the violator will be permanently banned from USA Hockey sanctioned programs and/or Park County Youth Hockey.

There shall be no sexual abuse of any minor participant involved in any of Park County Youth Hockey sanctioned programs, its Training Camps, Hockey Clinics, Referee Clinics, Regional and National Tournaments or other Park County Youth Hockey events by an employee, volunteer, or independent contractor.

Coaches, Assistant Coaches, Board members, Team representatives and on-ice officials will be subject to screening. A screening form must be filled out and signed by every coach, board member, and team representative upon acceptance of their position.

Screening will be done on a confidential basis and the results will remain confidential.

Any person failing the screening test will be investigated by the current President and PCYHA counsel if they still wish to be involved. Any involvement must be approved by the Board of Directors. The Board of Directors can place restrictions on that individual. Disputes will be handled in accordance with USA Hockey guidelines.

Park County Youth Hockey Association will assume the cost of the screening.

PHYSICAL ABUSE

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other Park County Youth Hockey events by an employee, volunteer, or independent contractor.

Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstration checking and other hockey skills, and communication with directing participants during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

FAIR PLAY PLEDGE

Safety Towards Other Players

The PCYHA has adopted the STOP program to promote fair play, sportsmanship and

“Safety Toward Other Players” during hockey participation. This pledge prohibits the dangerous act of checking from behind.

The Fair Play Pledge must be signed before the first practice and given to your coach. The STOP patch must be sewn onto the back of the game jersey before the first game.

Fair Play Code for Players

€I will make a commitment to my team at all times by attending all practices, games, meetings special events and by playing to the best of my ability.

€I will respect my Coaches at all times and I will remember that my Coaches are providing me the opportunity to learn and play the game of hockey.

€I will respect the safety of other players by playing the game within the rules at all times.

€I will respect the Officials and their decisions at all times.

Fair Play Code for Coaches

€I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.

€I will teach my players to play fairly and to respect the rules, officials and opponents.

€I will remember that players play to have fun and must be encouraged to have confidence in themselves.

€I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.

GRIEVANCE PROCEDURE

All grievances must be submitted in written format within three (3) days of the incident.

These grievances shall include:

1. Name of individual submitting grievance
2. Date and time of grievance

The grievance shall be submitted to the appropriate individual.

The chain of command must be observed:

Policy -> President -> Board of Directors

Parent -> Head Coach -> President -> Board of Directors

Coach -> Coaching Coordinator -> President -> Board of Directors

Player -> Head Coach -> Coaching Coordinator -> President -> Board of Directors

There is established within PCYHA a discipline committee whose responsibility is to deal with serious and repeated violations of the rules established herein. This committee's membership may change for each violation presented to it. In all instances the discipline committee shall consist of the President. The President may appoint two additional Board members to serve on the committee for each matter presented. For all actions taken by a discipline committee, a minimum of three members must be present.

Upon receipt of an allegation of a serious or repeated violation of the rules contained herein, the President shall prepare a notice to be mailed or otherwise served on the alleged offender. This notice shall contain a summary of the allegations made against the person, an indication the discipline committee will be considering sanctions against the person, and the date, time and location of a hearing at which these allegations shall be heard. The alleged offender shall be informed of his or her right to be present at this hearing and to present any evidence in an effort to show why no sanctions should be imposed. Pending the hearing date the President and discipline committee may temporarily suspend the alleged offender from participation in any PCYHA activities upon their determination that such suspension is necessary to avoid disruption to the affected team. Following the hearing and upon a finding that the allegations are substantiated, the disciplinary may impose sanctions against the person including the following:

1. Issue a verbal or written reprimand.
2. Suspend the person from attending or participating in PCYHA activities for a particular period of time or a particular number of games.
3. Restrict the person's presence at any PCYHA activities and issue a trespass notice for any public facility while under PCYHA's use and control.
4. Terminate a coach or player's affiliation with a particular team.
5. Place the person on a probationary status with suspension or other restriction to be imposed upon any future violation.

A player may be terminated from a team if a parent's serious or repeated violation of the rules is found to be materially disruptive to the ongoing activities of the child's team or to PCYHA in general. No refunds shall be provided to a player who has been terminated from the program.

Any person subject to sanctions imposed by the discipline committee may appeal the sanctions to the PCYHA Board of Directors by written notice mailed to or served upon the PCYHA President within 10 days of imposition of sanctions by the discipline committee. The Board of Directors shall hear the appeal within 10 days of receipt of the

notice of appeal at a special, closed meeting and in the same manner as the hearing before the discipline committee.

DONATIONS / RAFFLES POLICY

Policy: The PCYHA encourages scholarship donations but cannot be involved in the selection or award of any scholarships given.

Procedure: Scholarship funding which is received by the PCYHA shall be directed to the "Cole Shivers Scholarship Fund" and be administered and awarded by the board of that fund.

Policy: All donations received should be used for the benefit of all enrolled youth, without regard to age or locality.

Procedure: Donations received which restrict the use of funds donated to any particular locality shall be returned to the donor with the request that the funds be distributed directly by the donor through a scholarship program of their own choosing.

Policy: The purpose of providing raffle tickets to players is to help them to defray their out of pocket registration fee expense.

REQUESTS FOR EXCEPTIONS to these Board Policies and Procedures must be submitted in writing to the Board of Directors and be formally approved by the Board of Directors.

LOCKER ROOM PRIVILEGES

Locker rooms are a privilege granted to all PCYHA teams. Abuse of the locker rooms will result in revocation of those privileges.

1. Locker rooms will be kept clean at all times and must be picked up after every game.
2. Disfiguring any locker room surface will result in disciplinary action taken by PCYHA discipline committee. Breaking locker room facilities will result in season suspension of locker room facilities for that team.
3. Locker rooms must be monitored before and after a game.
4. The coaches will monitor or make arrangements for monitoring the activity and conduct of the players in the locker room, bus, arena, and hotel. Players should not be left unattended in the locker room.

5. Additional penalties may be imposed by the Riley Arena.

ICE CANCELLATION

Ice Cancellation Policy

Notice to cancel an hour of ice must be given 2 weeks in advance of the scheduled ice time. Any team that fails to give this notice will be considered a no-show in accordance with the Ice No-Show policy

Ice No-Show Policy

Any team that fails to show up and use an assigned hour of ice, without proper cancellation notification to the PCYHA SCHEDULER, in accordance with "Ice Cancellation Policy" will be considered a no-show.

The penalty for a no-show is as follows:

1. The team will have the option to reimburse PCYHA, at the current rental rate, for one hour of ice.

OR

2. Lose one hour of future ice.