

Park County Youth Hockey Association Handbook

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PARK COUNTY YOUTH HOCKEY ASSOCIATION HANDBOOK

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1. CORE VALUES

SPORTSMANSHIP – have sense of fair play, be humble in victory and gracious in defeat and 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 our ability.

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

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

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

ANTIDISCRIMINATION – we will not discriminate on any basis.

2. PHILOSOPHY OF YOUTH HOCKEY

[2.1] 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.

[2.2] 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 of who become disenchanting.
- An opportunity to those who wish to advance in a more competitive environment.
- Qualified adult leadership.

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3. MEMBERSHIP

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

[3.2] 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.

[3.3] All members and their families shall abide by the By-Laws and the policies and procedures set forth herein.

[3.4] Members are responsible for participating in the association's designated fund raising events.

[3.5] Members must keep current on all financial obligations.

[3.6] 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 Director or Officers of PCYHA.

[3.7] Each member is entitled to full voting privileges at the annual meeting and has one vote. 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.

[3.8] 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 .

[3.9] Members may be expelled for cause by the affirmative vote of two-thirds majority of the Directors and Officers.

4. REGISTRATION

[4.1] Registration will be held in fall of the upcoming year. Fees are expected to be paid in full. Other arrangements may be considered.

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[4.2] The registration package 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.

[4.3] 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 fee of \$50 per player may be required at registration.

5. PLAYER SELECTION

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

[5.2] Coaches will meet within the first 3 weeks of practice to decide which players may be double rostered. This selection will be based upon their skill level of the players. Younger players may be asked to move up to a higher age group as necessary to insure enough players to fill a roster. This will be done only upon the agreement of the two coaches of the teams affected and parent permission.

[5.3] Once a youth is placed on a roster, they cannot be dropped from that team unless approved by the board.

[5.4] If a team becomes shorthanded during the season due to injuries, sickness, or other reasons, the coach may draw players from the team directly below his only on a game by game basis. The players called up must be players the coach has already placed on his roster as insurance against such emergencies. Coaches may select enough players to ensure at least 3 lines and 2 goalies. Total number of players, including original players and move up players shall not exceed a total of 17.

6. COACH SELECTION

[6.1] Coaches must meet USA Hockey guidelines:

- Coaching Education Level
- Continuing Education Requirement
- Penalty and Enforcement
- Coaching Ethics Code

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[6.2] Final coach selection will be subject to Board approval.

[6.3] Coaches must be able to attend coaches meetings as required.

[6.4] All coaches must submit to screening as per PCHYA By-Laws

[6.5] The Board of Directors has the authority to remove a person for acts discreditable to the organization.

7. STUDENT COACH

[7.1] PCYHA encourages any player between the ages of 12 and 18, who is currently properly registered/rostered on a USA Hockey team, to become a student coach.

[7.2] Qualifications include:

- Must attend a training sessions 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 (e.g., a PeeWee age player may act as a student coach at the Squirt or Mite level).

PCYHA will provide a form indicating on what team the player is participating as a student coach, and what team the player is properly registered/rostered as a player.

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 them to act as an assistant or head coach.

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8. RELEASES

[8.1] Players seeking release from PCYHA must provide a statement in writing, naming the player, the player's data of birth, and current or most recent team assignment of the player to the Board of Directors and Officers a minimum of 10 days prior to release.

[8.2] All fees must be paid in full.

[8.3] Players requesting release relinquish their team position. There are no guarantees that a player may return to their team if they change their mind about the release.

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

9. EQUIPMENT POLICY

[9.1] The following PCYHA approved equipment is mandatory for each player at the

Mite through High School level:

- Hockey helmet with mask
- Shoulder pads
- Colored mouth guard
- Shin / knee guards
- Hockey gloves
- Padded pants
- Hockey skates
- Fore arm pads
- Hockey stick
- Elbow pads

Recommended equipment:

- Neck guard
- Athletic supporter for boys

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

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

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

10. COMMUNICATION POLICY

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

[10.2] Any association newsletters will be posted on the internet at www.parkcountyhockey.org

[10.3] Pictures of teams may be submitted to press for publicity reasons. If you do not want your child's picture in any form of publicity, a written notice must be submitted to the President.

[10.4] Policy changes may be made at any Board meeting where a majority vote to change the policy. The policy manual will be updated as necessary.

11. FINANCIAL POLICY

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

[11.2] 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 Board Members or Officers chosen by the Board at the annual meeting.

[11.3] There shall be a monthly financial report.

[11.4] A budget for the year shall be adopted in May.

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

[11.6] Fee Payment:

- A \$50 deposit may be required at spring registration.
- Players will be required to pay the remainder of the fee at fall registration.
- 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%.

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- 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.

12. GOVERNMENT

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

[12.2] The Board of Directors is a group of individuals vested with the management of the affairs of the corporation, subject to the laws, the Articles of Incorporation, and the By-Laws.

[12.3] The Officers of the Corporation consist of a President, one or more Vice Presidents (Cody and Powell), Secretary, Treasurer, Registrar, Scheduler and Fund-raising Coordinator. Each of these officers are elected annually by the membership of the PCYHA. Such other officers and assistant officers may be elected or appointed by the Board of Directors. These include, but are not limited to, Coach Coordinator, Equipment Manager, Tournament Coordinator, Parent Liaison, and Team Representative. (For greater detail see By-Laws.)

[12.4] Election of the Board of Directors and Officers will take place annually, the first meeting in April, or as soon thereafter as is practical.

[12.5] Regular meetings of the Directors and/or Officers are held monthly and are open to the public. Information as to date, place and time of these meetings can be found at:

www.parkcountyhockey.org

13. ZERO TOLERANCE POLICY

[13.1] 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.

[13.2] 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

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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.

14. ABUSE POLICY

[14.1] 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.

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

[14.2.1] Been convicted (including crimes the record of which has been expunged and please 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;

[14.2.2] Been judged liable for civil penalties or damages involving sexual or physical abuse of children;

[14.2.3] 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;

[14.2.4] Had their parental rights terminated;

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[14.2.5] A history with another organization (a volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;

[14.2.6] 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

[14.2.7] 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.

[14.3] 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.

[14.4] 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.

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

[14.6] 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.

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

15. PHYSICAL ABUSE

[15.1] 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.

[15.2] 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.

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[15.3] 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.

[15.4] 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.

16. GRIEVANCE PROCEDURE

[16.1] All grievances must be submitted in written format within three (3) days of the incident. These grievances shall include:

- Name of individual submitting grievance
- Date and time of grievance

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- Nature of grievance, IE:
 - Policy grievance
 - Parent grievance
 - Coach grievance
 - Player grievance

The grievance shall be submitted to the appropriate individual. The chain of command must be observed:

- Policy -> President -> Board
- Parent -> Coach -> President -> Board
- Coach -> Head Coach -> President -> Board
- Player -> Coach -> Head Coach -> President -> Board

[16.2] There will be an investigation period beginning within three (3) days of the incident report.

[16.3] A hearing will be held in a timely manner.

[16.4] A committee comprised of five (5) persons (board member, officer, coach, parent, other) will determine outcome.

17. FIRST AID

[17.1] All coaches will attend a first aid class provided by the Park County Youth Hockey Association.

18. FUND RAISING POLICY (approved 12/09/02)

[18.1] The Park County Youth Hockey Association (PCYHA) will use the following policy to guide its fund-raising efforts.

[18.2] Organized youth hockey entails significant expense for the parents of the participants and the PCYHA. The fund-raising efforts offset costs to parents. (Fund-raising 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 fund-raising 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. Fund-raising cannot be for the benefit of an association

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member. In order to benefit the entire organization, priority should be given to fund-raising 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.

[18.3] FUND-RAISING COORDINATOR All fund-raising activities will be coordinated through the Fund-raising Coordinator who then reports to the Treasurer. The Fund-raising Coordinator oversees the fund-raising program in an effort to maximize donation amounts and to minimize conflicting fund-raising endeavors.

[18.4] 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.

[18.5] TEAM FUNDING Team fund-raising 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.

[18.6] All teams may be required to fulfill fund-raising quotas as directed by the Board of Directors. The Board of Directors would impose quotas if the PCYHA (cannot function without the liquidation of its CDs as a result of a year-end projected operating cash deficit) projects current operating costs cannot be paid without using funds in savings accounts.