

Program Guide and Procedure Manual

DOVER YOUTH HOCKEY ASSOCIATION INC.
(DYHA)



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I. INTRODUCTION

Dover Youth Hockey Association, Inc. (“Dover Youth Hockey” or “DYHA”) is a registered 501(c)3 non-profit organization, established in 1971 to promote education and player development in the game of hockey.

DYHA aspires to develop individual and team skills as well as the love of the game of hockey in a variety of environments appropriate to different levels of player skill and commitment. The goal is to promote team play, a competitive spirit, good sportsmanship, and character development.

DYHA strives to accomplish this goal by offering the right amount of skill development for each player’s interest up to age 18 through various program offerings including; House League, Extended Travel, Split Season, and Full Season Travel.

All members of the Dover Youth Hockey Association, including parents, players, coaches, referees, and game officials, are expected to handle themselves responsibly and courteously and abide by the rules set by USA Hockey and Dover Youth Hockey Association at all times.

Dover Youth Hockey is working toward compliance with the tenets of USAHockey’s American Development Model. DYHA has been progressively changing its program offerings to reflect current beliefs about young athlete development. DYHA was the first youth hockey association in New Hampshire to adopt cross-ice play in instructional programs, and continues to lead the way in adapting our practice plans and schedules along with adopting small-surface play as an element of travel hockey.

1. About this Guide

The DYHA organization is governed by By Laws which are established upon its incorporation in 1971. These By Laws are periodically revised. The current By Laws are available on the DYHA web site at www.doverhockey.org.

Certain policy and procedural matters are left to the discretion of the DYHA Board of Directors (BOD) as established in the By Laws. This document is the DYHA BOD’S vehicle for outlining those policies and procedures. However, legal Board of Directors action at any time can and will supersede information in this guide. Every attempt should be made to ensure this document is accurate prior to the start of each season, however, additional revisions are possible. Whenever any member has a policy or procedural question, this guide should be used as a starting point, then he or she should check with the Board or its assigns to ensure that a more recent action has not changed this information.

2. Governance

All programs and activities of Dover Youth Hockey are overseen by a volunteer Board of Directors. No member of the DYHA BOD receives any compensation for his or

her work for DYHA, including cash payments, tuition forgiveness, tuition reduction, or other material benefits.

Election to the Board of Directors occurs at the DYHA Annual meeting, held in May. Any Member (see definition in Section 3) in good standing may be nominated for a seat on the Board of Directors, and any Member in good standing may cast a vote in the election of Directors, speak to any issue under discussion, and vote on any other business that may be legally brought up at the Annual Meeting.

The Board of Directors may subcontract a Director of Hockey Operations to assist in the day-to-day operation of DYHA. This individual reports to the President of Dover Youth Hockey and is available to members during regular office hours during the hockey season. The Director of Hockey Operations can help members access records, clarify policies and procedures, make payments, request scholarship application information, and guide them to the right resources for dealing with any other concerns regarding the operations of DYHA.

The DYHA BOD, at its discretion, may also subcontract other operational responsibilities such as bookkeeping, collections, screening scholarship applications, on-ice skills coaching, or other needs as it sees fit.

3. Membership

a. Regular Members:

Any parent or legal guardian of one or more player(s) on a split-season or full-season travel roster for the upcoming season will be considered a Member of Dover Youth Hockey. To be considered a "Member in good standing" for the purposes of voting at the Annual Meeting or running for a seat on the Board of Directors, the player or players' account(s) must be current prior to the annual meeting (no amount may be past due).

Any parent or legal guardian of one or more player(s) rostered in the house league during the previous season will be considered a Member of Dover Youth Hockey. To be considered a "Member in good standing" for the purposes of voting at the Annual Meeting or running for a seat on the Board of Directors, the player or players' account(s) must be current prior to the annual meeting (no amount may be past due).

b. Boosters:

Any member of the community may join Dover Youth Hockey as a Booster with a donation of \$25. In the event of a corporate Booster contribution, one officer or employee of the business or corporation must

be designated as the entity's voting Member of DYHA for the league year beginning at the Annual Meeting. To be considered a "Member in good standing" for the purposes of voting at the Annual Meeting or running for a seat on the Board of Directors, the Booster donation must be paid in full prior to the annual meeting (no amount may be past due).

c. Honorary Members:

Honorary membership may also be granted to any individual by petition to the Board of Directors. Such petition must be made and granted annually by majority vote of the Board of Directors at any of its legal meetings, and the membership shall continue for twelve months from the date of such a vote. No monetary contribution will be required of Honorary Members. In granting honorary membership by petition, the Board may consider past service, hockey knowledge, and the prospective member's potential to contribute to DYHA's mission. In no case may this type of membership be granted to any individual who qualifies for another class of membership but who is not in "good standing." In other words, the Board may not grant honorary membership to anyone whose account is not current as described above, just so that individual may participate at the annual meeting or be elected to the Board.

Any member, regardless of class of membership, will have the same rights to speak at the annual meeting, vote, and run for elected office of Dover Youth Hockey.

Employees of DYHA who earn more than \$500 annually in their roles as subcontractors or employees are excluded from exercising membership rights, even if they otherwise qualify for any of the above classes of membership.

II. INTERNET REFERENCES

Dover Youth Hockey Association (DYHA)

www.doverhockey.org

Dover Youth Hockey Association (DYHA) organization is affiliated with:

USA Hockey (USAH) www.usahockey.com

New Hampshire Amateur Hockey Association (NHAHA)

www.nhhockey.com

The Dover Youth Hockey Association home rink:

Dover Ice Arena

110 Portland Avenue

Dover, NH 03820

Phone: 603-516-6060

www.ci.dover.nh.us/Recreation/DoverArena

The Dover Youth Hockey Association teams participate in the following leagues:

League assignment will be the responsibility of the DYHA Director of Hockey Operations, in consultation and cooperation with the DYHA BOD.

III. PLAYER DEVELOPMENT – GENERAL PHILOSOPHY

Dover Youth Hockey Association subscribes to the principles promoted by USAHockey under the American Development Model (ADM). Full information is available at the USAHockey Website at www.admkids.com.

DYHA recognizes that not all program offerings are 100% compliant with the goals listed below. DYHA is engaged in a period of progressive change, with these stated goals as our “guiding lights” as we continue to revise and develop programs.

Within the program offerings DYHA seeks to offer different degrees of instruction and development at different levels. For example, the house league is an instructional program for players seeking an introduction to the sport or a recreational playing venue that does not require the significant time commitment of the full training season. Thus, the game and practice counts promoted for each level will not be attained in this program. Our local Midget Major and Midget Minor players, as another example, typically receive the majority of their competitive experience on high school teams. Therefore, DYHA does not seek to provide a full-season competitive program that fits the ADM model below. Instead, we offer pre-season programs to augment the high school experience for these players.

1. American Development Model Age-appropriate

See USAHockey.com

http://assets.ngin.com/attachments/document/0098/1005/Hockey_For_Life_Poster_2016.pdf

2. USAHockey Skills Progressions

USAHockey provides a roadmap for player and coach skill acquisition over time. DYHA and its professional skills coaches use these progressions to inform practice plans and player evaluation.

3. Professional skills coaching

Although DYHA is largely a volunteer organization, it contracts with professional skills coaches to aid in player development. Up to 50% of each team’s ice time is spent receiving professional skills instruction. DYHA’s head and assistant coaches conduct the remaining practices and are responsible for all game-related activities.

IV. DYHA PROGRAM OFFERINGS

DYHA offers a variety of programs in three formats, based on length of season: House/Instructional League(s), Full Season Travel, and Split Season.

1. House/Instructional Programs

DYHA's instructional programs typically run from October until February, on an 18- week calendar. House league is offered for the player who seeks an introduction to hockey at a young age, or for a player seeking a recreational schedule. House league is offered for players up to age 14. Most house league practices take place on Friday nights, with games typically on Sundays. Offerings are subject to change -- specific information regarding each year's program is typically made available in September.

2. Full Season Travel

Full Travel is offered for the more serious player's ambition and to achieve the most skill development possible each season. The Full Travel program is the most advanced and competitive program which is offered. The Full Travel hockey program provides an environment where players can learn and enjoy hockey at the highest level possible, individual skill development, team play, responsibility, hard work and fun is stressed.

a. Team Divisions

Within the full season travel program, players are assigned to teams based on a combination of age and skill level. "Major" and "Minor" teams are composed of the highest skilled players from each birth year. "Select" teams are composed of the remaining players who exhibit the skill to play travel hockey, but who did not make the Major or Minor teams. These definitions are subject to change from year to year and will be advertised prior to tryouts.

age 8 and under	Mite Development
age 8	Mite Major
age 9	Squirt Minor
age 10	Squirt Major
ages 9 & 10	Squirt Select
age 11	Pee Wee Minor
age 12	Pee Wee Major
ages 11 & 12	Pee Wee Select
age 13	Bantam Minor
age 14	Bantam Major
ages 13 & 14	Bantam Select
ages 15 & 16	Midget Minor
ages 17 & 18	Midget Major

b. Practice Schedule

Full-season travel teams typically hold on-ice practices twice a week, beginning in September. DYHA schedules a week off around the December holidays. Practices continue into early March. Most teams will have about 50 of these on-ice practices.

c. Game Schedule

Full-season travel teams are entered into one or more leagues with level of competition and ease of scheduling the two primary concerns in selecting leagues. Our aim is to provide each full-season travel team one or two games per weekend including regular seasons, postseason tournaments, and invitational tournaments (see below). At times, teams may have more or fewer games. DYHA will make every reasonable effort to achieve our goal for game counts, but no specific number of games is guaranteed for any team. The Director of Hockey Operations will evaluate game count in December and will address any situation were a team will have an expected game count of less than 90% of budgeted game count. Resolutions may include the scheduling of independent games or tournaments.

d. Playoffs

Most full-season travel teams play in at least one league postseason tournament. DYHA covers the cost for any League tournaments that a team qualifies for during their season.

e. Invitational Tournaments

Full-season travel teams may choose to play in invitational tournaments throughout the year. DYHA will help teams select appropriate tournaments for their level of play, and DYHA may cover the entry fee for no more than 2 tournaments for each full season travel team up to a total of \$2500. See each season's program offerings for details.

Invitational Tournaments also require additional costs incurred by the team above and beyond the entry fee, such as lodging, travel and food. These costs are the team's responsibility, though individual team fundraising efforts may help defray these costs.

3. Split Season Programs

The "split season" begins in mid-August and continues until early November, just before high school seasons begin. Traditional "split season" teams get back together in the spring, after high school season, to continue play (hence the term "split"), but today, most Split season teams play only in the fall.

V. TRYOUTS

Players interested in being on a split- or full-season travel team are required to attend a tryout session prior to being named to a team. DYHA conducts travel team tryouts in the spring for the following hockey season. Tryout guidelines are communicated each year at tryout time.

An outline copy of these procedures are attached to this document as “Appendix A”. Tryout procedures are subject to annual review and are presented to the Board of Directors each year prior to tryouts. Any member may access the most current tryout rules by referring to Board of Directors meeting minutes or on the DYHA website.

Per current procedures, concerns or complaints regarding tryouts must be submitted in writing to the Directory of Hockey Operations.

House/Instructional programs do not require a tryout – all players are evaluated during the first weekend of the program and are placed onto teams. In the house league our goal is to create rosters with approximate parity among the teams.

VI. TUITION AND PAYMENTS

The ability of DYHA to provide a quality hockey program, depends on the fees it collects and the success of fundraising efforts. Dues structure is therefore based on a combination of various fees and you have the ability to lower your payments by participating in the various fundraisers that the organization will hold (these are described on the following pages). Tuition must be paid in full as outlined in the DYHA Team Placement Acceptance and Tuition Contract.

Changing the Tuition Contract or its terms in any way, for any reason, is possible only by means of submitting a completed “Tuition Contract Modification” form to the DYHA Treasurer for review. (This form is available at the DYHA website under “Forms”.) Contract modifications are not automatic and will not take effect until approved by the DYHA Executive Board. If the DYHA executive board denies your “Tuition Contract Modification” request, the due dates and any applicable late payment fees will remain intact.

Note: per DYHA By Laws, only a unanimous vote of the Executive Board may reduce or modify the tuition contract.

1. Tryout Fees and Non-Refundable Deposits

Tryout fees are used to pay for the costs associated with tryouts. Tryout fees are not applied or credited to tuition balances except as specified in annual tryout notices.

Non-refundable deposits will be applied to the tuition statement and therefore will reduce the first tuition payment by that amount. Depending upon the circumstances and as approved by the Treasurer, a non-refundable deposit may be transferred (applied as a credit only) to a sibling's (same family) DYHA account that is not past due.

2. Split Season payments

The non-refundable deposit for all split season teams will be 50% of the total tuition. The full balance will be due prior to the first practice of the season.

3. Full Season

The non-refundable deposit for all full season teams is required at the team skate. Remaining payments must be made per the Tuition and Payment schedule published by the DYHA Treasurer and available at the DYHA office.

4. House/Instructional League payments

A non-refundable deposit is due for each player at the time of registration. Remaining payments must be made per the Tuition and Payment schedule published by the DYHA Treasurer and available on the DYHA website.

5. Multi-skater/Sibling discounts

Multi-skater/Sibling discount is 10%. When any players are from the same immediate family or household, the tuition, the first (highest) tuition will be billed in full the second siblings tuition(s) would be reduced by 10% all other tuition(s) will be reduced by 20%. This reduction will be taken from the total tuition, prior to any other scholarships, credits, or non-refundable deposits.

6. Scholarships

Proceeds from the annual fundraising dance and auction should be earmarked for player scholarships. Scholarship applications for DYHA players will be available prior to the beginning of the current season. DYHA will look to expand its scholarship program. Any Members interested in volunteering to help develop scholarship programs should contact the DYHA President or Fundraising Chair. See Section VIII-C for additional scholarship details.

7. Financial Hardship

Unanticipated hardships may occasionally make it exceedingly difficult for families to meet their contractual obligations to DYHA. For individual consideration and review, please mail or email a letter to the DYHA Treasurer as soon as the hardship presents itself. Include as much detail as possible about the hardship. Also provide reports, if any and a plan of action (anticipated dates/timeframes, equipment requirements, financial extensions, or payment plans).

DYHA BOD needs to know specifically what you are asking to do about your situation and how you are expecting us to help you. The Executive Board meets monthly – please do not wait until payment deadlines or tryout time!

8. Player Injury or Medical situation

Unanticipated injuries or medical problems that preclude a player from participating in DYHA's programs are NOT grounds for tuition forgiveness. Any exception would require a unanimous vote of the Executive Committee.

NOTE: DYHA reserves the right to send a player's account to a third party collection agency after unsuccessful attempts to collect the outstanding tuition balance. If your account goes to collections the player will be responsible for the outstanding tuition balance and subsequent fees for collecting the outstanding funds.

VII. TUITION CREDITS

The following tuition credits are available to offset tuition payments. All credits require original documentation/receipts and must be submitted, to the Treasurer or his/her assigns, by the appropriate due dates

1. Bingo Credits

Credit earned by those volunteering for DYHA's Bingo game may be applied against travel or house league tuition. Volunteers will be required to submit a Bingo volunteer form on an annual basis which outlines the policies and expectations. On this form the volunteer will also specify the player(s) whose tuition will be paid using Bingo credits.

Bingo credit may not be used for any DYHA program or offering except travel and house league. They cannot be used to pay for any other DYHA program or offering and may not be used for payment of tryout fees.

Bingo credits may be used to pay player tuition deposits only if credit exists at the time the deposit is due. Any balance not covered by existing credit must be paid by the deadline set forth on the annual player contract.

The tuition of players who are participating as alternates for other hockey programs may not be paid using Bingo credits.

Bingo credits will have no redeemable cash value.

2. Coach or Team Manager USA Hockey Registration

Coaches/Team Managers must be rostered. Coaches must be USA Hockey team- level-certified. Verification of registration and original receipt must be received by the treasurer in order to receive credit. If the original receipt is not received by the treasurer before January 31st of that current season, then the Coach/Team Manager will not receive a credit.

3. Coach or Team Manager Background Check

Original receipts must be turned in to the DYHA Treasurer or his or her assigned with a completed reimbursement form. Reimbursement may be in the form of tuition credit or by check.

4. USAHockey Coach Education Program (CEP)

With successful completion of a USAHockey CEP Certification Course for Level 1, 2, 3, or 4 for rostered coaches, the registration fee is eligible for a reimbursement. Original registration receipt and USAHockey CEP number must be received by the Treasurer or his or her assigns in order to receive credit.

Coaches completing USAHockey-required online modules may also submit original registration receipt and USAHockey CEP number to claim credit for the online module registration fee.

Coaches attending a Level 4 clinic, 100 miles or more from their residence, may also submit receipts for lodging up to two nights (maximum of \$100 per night) dining receipts (up to a \$20 per diem) for the days of the clinic. Other travel expenses will not be reimbursed by DYHA.

VIII. FUNDRAISING OPPORTUNITIES

1. Individual / Team Fundraising Opportunities

Any individual/team fundraising plans must be submitted in writing to the DYHA Board of Directors. The Board will ensure that the fundraiser is being done in accordance with all Federal, State and Local laws governing non-profit associations and that the fundraiser is appropriate for a youth sports organization. Approval will require majority vote of the Board of Directors.

(Revised 4/16/18 by a unanimous vote of the DYHA Board)

Individual/team fundraisers may not involve the solicitation of any business including requests for donated or discounted products, sponsorship funding

or profit/revenue sharing. Only fundraisers run by the organization may involve the solicitation of businesses for such support.

The exception to this policy shall be sponsors for team warmups, where the sponsor's logo would be displayed in exchange for a financial contribution. Teams may individually solicit businesses for sponsorship to offset the cost of purchasing team jackets. All sponsors must receive approval from the DYHA Board. Should the amount of sponsorship dollars exceed the purchase cost of team warmups, any remaining funds will be considered a contribution to DYHA's general fundraising.

2. Scholarship Program

Scholarship applications for house and travel league players will be available in before the start of the current season. DYHA continues to look at areas to expand its scholarship program in future years. Any Members interested in volunteering to help develop scholarship programs should contact the DYHA President or Fundraising Chair.

Scholarships available

Kathleen and Fred Gilpatrick Bingo Volunteer Scholarship

Kathy Gilpatrick is the original and current DYHA Bingo Coordinator, She and her husband Fred have been instrumental in creating this incredible fundraising arm of the DYHA organization. Prior to her involvement in Bingo, Kathy was a DYHA board member, serving as treasurer and making her name as Dover Hockey's most effective fundraising coordinator. Gilpatrick Scholarships of up to \$400 may be awarded to current Dover Youth Hockey Bingo volunteers to help further reduce their tuition obligations.

McNulty Sibling Scholarships

Pat McNulty was a longtime member and president of DYHA who was instrumental in developing our house and travel programs. Pat was also the original driving force behind creating the Dover Youth Hockey Bingo fundraising program, which helps control costs for all members. Pat and his wife Lorraine raised two children who both played travel and high school hockey. They know what it means to have two children enrolled in travel hockey at the same time, and the time and financial demands placed on a family by two children's hockey commitments. Pat currently works for the City of Dover. Both Pat and Lorraine McNulty have been named honorary members of DYHA by the Dover Youth Hockey board of directors. McNulty Sibling Scholarships will be awarded to children of families with more than one child playing travel hockey. Amounts may vary depending on need and the resources available.

Robert "Pops" Higgins Scholarships

A Higgins Scholarship will award between \$250 and \$1000 to families in need to help reduce the cost of travel hockey. A lifelong hockey fan, Bob Higgins has been a fixture as a volunteer at Dover Youth Hockey Bingo for

more than a decade. During that time, he has quietly helped many families manage the cost of hockey. Bob's greatest hope is that all children are able to experience the great game of hockey, regardless of their families' circumstances. Bob Higgins has been named an honorary member of DYHA by the Dover Youth Hockey Board of Directors.

Frederick Catalfo Referee Scholarship

Freddy Catalfo is well known to anyone who has ever spent time at Dover Arena. In addition to working the front desk and as a referee, Freddy has worked as DYHA's referee scheduler for many years.

Freddy Catalfo has been named an honorary member of DYHA by the Dover Youth Hockey board of directors. One Catalfo Scholarship of \$200 will be awarded each year to a travel hockey player who is also a USA Hockey certified referee. This award will be made in the form of travel tuition reduction in recognition of the additional investment young referees make in training and referee equipment and uniforms.

NOTE: Scholarships may vary upon availability. A player will not be eligible for an scholarship if they are an alternate in another hockey program.

IX. COACHING and TEAM OFFICIALS SELECTION PROCESS

a. Principles and Objectives

DYHA strives to recruit the services of the best possible candidates to serve as Head and Assistant Coaches for our various teams. DYHA attempts to select coaches who share our goals and philosophy regarding player development.

b. Travel Team Head Coach Selection Process

Travel team coach selection will take place prior to tryouts. This process should be initiated in January. Prospective coaching candidates must submit in writing a Coaches Application from the Dover Youth Hockey Association Website to the Director of Hockey Operations by the date published in order to be considered as a candidate. The coaching application must specify the level that the candidate desires to coach, a list of previous experience and accomplishments, and any other information that may be helpful.

A three-person Coach Selection Committee will review all applications: the DYHA President, a DYHA BOD Member and the Director of Hockey Operations.

In addition to each coach's application, this committee will consider:

- i. parent feedback from previous mid- and end-of-year surveys
- ii. coaches' peer evaluations as provided by the Coaching Director
- iii. the candidate's track record in other venues (e.g., high school or other youth hockey associations)

- iv. any other evaluative feedback that may be available

To be considered for a head coaching position, a candidate must:

- a. be certified or be able to become certified by USAHockey at the appropriate level for the age at which he or she wishes to coach,
- b. be able to pass a criminal background check as required by the NHAHA to work with youth hockey players,
- c. in addition, provide a signed affidavit that he or she has not been convicted of any felony within the past five (5) years.

In every case, the Coach Selection Committee will be required to:

- a. acknowledge every application
- b. notify their selections of the committee's intention to name them to the Board of Directors
- c. notify applicants not selected that a different candidate has been chosen by the committee

If not enough qualified candidates have submitted resumes for a given position, the Coach Selection Committee will recruit potential head coaches, relying on their collective experience to identify candidates.

After reviewing the list of applicants, coaching applications/resumes and the previous seasons coaching evaluations, the available coaching committee members may choose to interview some applicants in person.

Applicants shall be questioned and evaluated based on their capabilities in these primary areas:

- a. Knowledge of hockey and not necessarily playing experience
- b. Ability to commit the necessary time and energy to the position
- c. Ability to communicate with players and parents
- d. Ability to be a strong ambassador for DYHA
- e. Will not use their coaching position as a platform to emphasize any specific child's development and enjoyment more than others.

When the Coach Selection Committee has completed a list of prospective Head Coaches it will report these to the Board of Directors for approval. The DYHA Board of Directors must approve all Head Coach appointments.

c. Travel Team Assistant Coach Selection Process

Head Coaches are sometimes unavailable and may need a skilled and knowledgeable assistant who can assume the role of the head coach in practices and games, Assistant Coaches are critical to the hockey development of the team, thereby furthering the education of the hockey players.

Assistant Coaches are nominated by the team's Head Coach, but must also be approved by the Coach Selection Committee, which is

responsible for ensuring that each Assistant Coach meets, at a minimum, the following criteria:

- i. be certified or be able to become certified by USAHockey at the appropriate level for the age at which he or she wishes to coach,
- ii. be able to pass a criminal background check as required by the NHAHA to work with youth hockey players.

The Coach Selection Committee may choose to interview candidates for Assistant Coach or may consider other evaluative criteria, including that used to evaluate Head Coaching candidates, at its discretion. The Coach Selection Committee, through the Coaching Director, will notify Head Coaches when his or her Assistant Coach candidates have been approved. The Coaching Director will report these actions to the Board of Directors, which has the discretionary power to overturn any decision of the Coach Selection Committee.

Note: DYHA welcomes the enthusiastic support of parents, many of whom are former players and many of whom are prospective coaches. However, because all of DYHA's coaches and assistant coaches must have been properly certified by USAHockey, and because the USAHockey insurance only covers properly rostered players and coaches, only authorized coaches and assistant coaches may participate in DYHA on-ice activities. Anyone wishing to help their skater's team out should contact the Coaching Director to become properly accredited and approved to participate.

d. Travel Team Managers

Each travel team Head Coach shall appoint a Team Manager, who shall be responsible for working with the parents on organizing the team's participation in all team and Dover Youth Hockey Association activities, including tournaments, fundraising and social activities.

The Team Manager shall seek to minimize the amount of time the coaches spend in performing the administrative tasks associated with a team's participation in Dover Youth Hockey Association programs, and therefore maximize the amount of time the coaches spend coaching the players.

Background check is necessary for the Team Manager; DYHA will reimburse for this expense.

The Team Manager helps organize team logistics, functions and communications as requested by team coaches. Team coaches and team manager(s) will work together to provide the following, so that the team is organized, legal and fun for all:

- i. Communicate with coaching staff and parents regularly.
- ii. Complete all rosters and assure rosters and other league papers (photo consent, etc.) are filed with the League officers in a proper and timely manner. This includes Team Roster and Game Play Validation Sheet (check boxes)
- iii. Ensure all forms are filed in alphabetical order in 3-ring

binder from coaches and players, including:

1. Signed Roster
 2. Code of Conduct
 3. Email addresses, home and cell phone numbers
 4. State issued birth certificate (not hospital issued)
 5. Foreign born player documentations (VISA, Foreign Player Release)
 6. Coaches' Certification Voucher (from USAHockey web site)
- iv. Train and organize the parents and assign scorekeeping responsibilities for each home game
 - v. Assist the coaching staff in reporting league/game information to league officials (all game results must be reported to the DYHA Director of Hockey Operations by Sunday at 8:00 p.m. on the weekend on which the game(s) occurred)
 - vi. update the team website on a weekly basis – pictures, stories, team highlights, etc.
 - vii. print team labels for game sheets (need 4 per game; must include players name and number, identify the goalie and all coaching staffs names, level and number)
 - viii. Assist in team promotions, including organizing sale of dance tickets and a “team basket” to be donated to annual fundraiser in February; communicate details about picture night, kick-off parties, etc. to team parents
 - ix. Submit nomination for annual Warren Brown Award
 - x. Coordinate and schedule participation in tournaments per DYHA rule and team/parent/coaches discussion
 - xi. Obtain travel directions and ensure all families know how to get to rinks

e. House League Coach Selection

The House League Director will select and name a Level Coordinator for each age

group: Mini Mite, Mite, Squirt and U14. This individual must be a USAHockey- certified coach willing to take responsibility for running a common skill-development practice for the entire level, with all other coaches assisting. The Coaching Director and Board of Directors will approve these appointments.

Each team formed in the house league will require a Head Coach and Assistant Coaches. Each of these coaches must be USAHockey certified at Level 1 or greater by December 31 of the season in which he or she is coaching. In addition, the House League Director and Coaching Director will run a required DYHA coaching orientation class for all house league coaches. Only certified coaches who have completed a DYHA orientation class will be allowed on the ice or on benches during house league practices and games.

X. DISCIPLINARY POLICIES AND PROCEDURES

1. USAHockey Zero Tolerance Policy

In an effort to make ice and inline hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero tolerance policy beginning with the 1992-93 season. This policy requires 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.

Thus, the following points of emphasis must be implemented by all referees and linesmen:

Players

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

- a. Openly disputes or argues any decision by an official.
- b. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- c. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty.

A game misconduct shall result if the player continues such action.

Coaches

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

- a. Openly disputes or argues any decision by an official.
- b. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- c. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents/Spectators

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be

subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

- a. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- b. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- c. Throwing of any object in the spectators viewing area, players' bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Note: In addition to the policies prescribed above, the DYHA Board of Directors and Dover Arena have agreed that if any of the above actions are observed at any time, even if unnoticed by referees, the offending party may be ejected from the facility by Arena staff members or any DYHA Director. Dover police will be called to remove violators who refuse to leave the premises.

2. Disciplinary Procedures

DYHA adheres to the USA Hockey disciplinary procedures outlined in its Program Guide which is available on the DYHA website and available online at www.usahockey.com. Per Dover Youth Hockey By Laws, the Vice President of the Association is the Disciplinary Chair. All complaints must be submitted to him or her in writing in order to prompt an investigation and disciplinary hearing.

Player Discipline

The coaches of the Dover Youth Hockey Association have the right and responsibility to maintain team and player discipline. Disciplinary action may be taken by a coach to enforce appropriate conduct including compliance with the Association's policies and rules, compliance with the DYHA Code of Conduct Program for players and compliance with team rules as set by the coaching staff of a team. Disciplinary consequences are in the coaches' reasonable discretion, and may include sitting a player out for portions of a practice or up to 1 period of a game or suspension from play depending on the severity of the offense. Anything beyond this will require approval of the Disciplinary Committee. The DYHA Board will stand behind its coaches in enforcing appropriate discipline.

If a player is suspended for a Violation of Team, USA Hockey, League, or Association Rules the following policy will be implemented. When a

player is suspended for a game(s) they will need to be present for the game(s) they are suspended. (When the DYHA Board says a player is expected to be present at the game this means they need to be on the bench, in the locker room, or in the stands as dictated by league rules). On the bench they need to be dressed in their team jersey and helmet. If they do not abide by these rules the DYHA Board of Directors can subject the player to further disciplinary action.

Coaches Discipline

The Director of Operations, Disciplinary Committee, or the DYHA Board of Directors has the right and the responsibility to maintain team and coaches discipline. Disciplinary action may be taken by the Coaching Director, Disciplinary Committee, and/or the DYHA Board of Directors to enforce appropriate conduct including compliance with the Association's policies and rules, compliance with the DYHA Code of Conduct Program for coaches and compliance with league rules. Disciplinary consequences are in the Associations' reasonable discretion, and may include sitting a coach out for portions of a practice or a game(s) or suspension from coaching for DYHA for a definitive time period depending on the severity of the offense.

Disciplinary Action for Parents 24-Hour Rule

Teams will all use a common system defined as follows to resolve an issue of opinion with a coach.

4-Step Process for Resolving a Problem with a Coach:

1. Think Before you Act

Understand that coaching hockey is in many ways an art not a science. There is not any one best way to coach. Some shifts are going to be shorter than others. Some kids are going to sit longer during a penalty kill. Just because you and your coach differ in opinion, does not necessarily make either of you wrong.

2. Observation of the 24-hour Rule

Parents **MUST** wait 24-hours before approaching a coach with ANY game or practice complaint. If you really have a problem it will still be there in a day. Many times, a situation that seems all consuming at the time turns out to be totally manageable after you leave the rink. The DYHA Board of Directors and Coaching Director view the 24-hour rule as the procedure in dealing with an issue with a coach. Its main purpose is to reduce temper flare-ups that come with the heat-of-the-moment issues that occur on and off the ice.

3. Talk to Your Coach

After waiting 24-hours, try to work things out with your coach. When discussing the issue with the coach remember to stay calm, stick to the facts, and explain your views. Remember, your coach is a volunteer donating many hours of his/her time to be on the ice with your son/daughter. Try to mix in some positive statements along with the issue

such as, "Coach, Preston is really enjoying the season but I'm curious about something...can you help me understand why he sat out the last 5 minutes of the game yesterday?" Keep in mind that your coach has many players' interest in mind along with the welfare of the team. Also, remember that we (parents and hockey coaches) all make mistakes from time to time. Expecting perfection is a recipe for disappointment.

4. Still No Luck

If, after these 3 steps, you are still unable to resolve the issue with your child's coach, do not suffer in silence. Please contact the DYHA Director of Hockey Operations and explain your situation to him/her. If you have not gone through steps 1 through 3 then the Director of Hockey Operations is going to refer you back to talking with the coach first before he/she gets involved.

Inappropriate conduct by parents that may call for disciplinary action includes the breach of the Dover Youth Hockey Association Association's policies and procedures, breach of the DYHA Parent Code of Conduct Policy and breach of team rules set by the coaching staff of a team. Examples of inappropriate conduct include, but are not limited to, abusive language or conduct towards players, other parents, coaches, or referees.

In the event disciplinary action is warranted in respect of a parent, the coach or their Director of Hockey Operations will first warn the parent that the behavior in question is inappropriate and will not be tolerated. The DYHA BOD may, in its discretion, deem their actions to warrant further disciplinary action.

Complaint Procedures

If a Parent, Player or Coach has a complaint with another member of the DYHA they need to follow the guidelines set forth to resolve their conflict.

Step One:

A. For a minor issue: approach the individual(s) and try to resolve it amicably.

B. Discuss the situation and agree to a mutual understanding of each other's concerns. Come to a mutual resolution to the issue at hand. As always this process should be done in a positive and respectful manner for both parties.

Step Two (For an issue involving a player or parent)

A. If the issue involves a player or a parent on the team approach the head coach with the issue. Keep in mind the 24-hour rule in regards to the situation being discussed. If it is something that occurred that day, unless it is life threatening to a child or yourself, you must wait 24-hours to discuss it with the coach.

B. The Director of Hockey Operations will then bring all of the parties together to help facilitate a resolution to the issue at hand. This meeting will be handled in a courteous and respectful manner for all parties

involved.

Step Two (For an issue involving a Coach)

A. If the issue involves a coach discuss the situation with the appropriate coach after the 24-hour rule has been met.

B. Follow the guidelines set forth in the 24-hour rule in handling the situation with the coach.

Step Three:

A. If steps One and Two have been successfully met and there is still no resolution to the issue, ALL parties in question shall contact the Director of Hockey Operations for resolution.

Disciplinary Committee

A. Disciplinary Committee Purpose:

The Committee is convened to review actions as noted in the section of this Code of Conduct Policy covering suspensions and other disciplinary matters. The Committee will enforce those rules set forth by the USA Hockey, NHAHA by-laws, applicable League by-laws, and the DYHA Code of Conduct.

The committee must follow the USA Hockey rules in setting minimum responses to infractions, but should and may exercise its discretion to impose a more severe penalty should the Committee believe in its sole discretion that such a penalty is warranted. It is not the purpose of the Disciplinary Committee to “second guess” or evaluate the decisions made by on-ice officials.

B. The Committee and Officer Responsibilities:

The Disciplinary Committee shall consist of three/four members: three will be considered a quorum. THE DYHA Board Vice President shall preside over the Committee as its Chairperson. THE DYHA Board Secretary will act in the capacity of Vice-Chairman. One of the three at-large members will be appointed to act as Secretary of the Committee.

The Chairman shall preside at all meetings and in his/her absence the Vice- Chairman should preside. The Secretary of the Committee is responsible for collecting all evidence for orderly presentation at the hearing and for notifying all “charged” individuals no later than seven days before a hearing of the charges against them and the time, place, and date of the hearing. The Secretary will be responsible for issuing a written report documenting decisions made by the Committee. This report will be made available to the entire DYHA Board of Directors upon its completion.

C. Meetings and Hearings:

1. The Disciplinary Committee will meet on an as needed basis. Advanced notice will be given to all parties involved.

2. Each case will be heard separately. Only those individuals associated with a particular case will be in the hearing room at a given time.
3. Each hearing will begin with the Chairman reciting the charges or offenses.
4. No hearsay evidence is to be allowed. Written and signed statements from persons who are not able to be present may be accepted, however.
5. The individual charged will be expected to make a brief statement regarding the charges.
6. Coaches, parents and other appropriate individuals will also be permitted to make statements, but only as they are recognized by the Chairman. Each person who is scheduled to give a statement should be allowed to make his or her statement without interruption. A short rebuttal should be allowed each person after all witnesses have made their statements.
7. The Committee may make inquiries of clarification to individuals participating in the hearing process. Only panel members may ask clarifying or supplementary questions during the hearing. Normally these questions will be asked at the conclusion of a person's statement. All questions and replies should be addressed through the Chairperson.
8. At the conclusion of all statements and supplementary questions, all witnesses should be excused from the hearing and the Committee should discuss the matter and make their decisions.
9. The individual(s) will be advised of the Committee's decision orally within (24) hours of making their decision.
10. Decisions will be documented in writing and distributed to the individual, their parent, the Coach, all Disciplinary Committee members and the DYHA Board of Directors within (48) hours of the decision.
11. In the event that a Disciplinary Committee member or family member is the subject of a charge or hearing, that member will not participate as a member of the Committee for that particular deliberation. The Chairman shall appoint a replacement for that deliberation (the person selected shall not be a part of the Executive Committee of the Board of Directors).

D. Appeal Process:

What Constitutes an Appeal?

- a. New evidence not used in the original hearing can be presented which may have an effect on the decision.

- b. An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
- c. An appeal may be filed on the grounds that the decision of the original hearing was too severe or was too lenient.
- d. An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.

Decisions and sanctions handed down by the Disciplinary Committee may be appealed. A written appeal must be submitted to the President of the DYHA Board (in the case of absence, his/her surrogate) no later than (7) days following the disciplinary Committee decision.

Decisions will be documented in writing and distributed to the individual, his or her parent if applicable, the Coach, all Disciplinary Committee members and the DYHA Board of Directors within (48) hours of the decision. Upon this decision or sanctions handed down by the DYHA Board of Directors the Disciplinary case shall be considered closed.

XI. OTHER POLICIES AND PROCEDURES

1. USA Hockey Policies

Dover Youth Hockey is an affiliate of USAHockey. We are thus subject to the policies outlined in its Annual Program Guide, including but not limited to:

- a. Sexual abuse policy
- b. Physical abuse policy
- c. Hazing policy
- d. Consumption of mood altering substances policy
- e. Same-sex locker room policies

A copy of the USAHockey Annual Guide is available in the DYHA office and is available online at www.usahockey.com.

2. Equipment Requirements

All DYHA players are expected to be fully equipped to play on the ice including, but not limited to:

- Skates Neck Guard
- Mouth guard
- Helmet (HECC Certified) Helmet cage
- Shoulder pads
- Elbow pads
- Athletic Supporter
- Pants
- Shin pads
- Gloves
- Hockey socks (provided by DYHA)
- Hockey jersey (provided by DYHA)

3. DYHA Temporary Roster Movement Policy

If a team finds itself short-handed for an upcoming game, anticipating fewer than 10 skaters and one goalie, the Head Coach may “pull” players from another team in the same age group only, provided said player(s) will not jeopardize the team’s eligibility in its league (e.g., a second-year Pee Wee could not play on a Pee Wee Minor team in the Mass Selects League because he is too old for the Minor division, or if a league does not allow substitution, or the league does not allow substitution above the size of a team’s original roster).

Players should be selected using the following guide:

- a. Major and Minor teams pull from Select teams or House League
- b. Select teams and Girls’ full season teams pull from house League

The Head Coach may pull enough skaters to bring his total to 13, but not greater than the team’s original roster size for the game, however, the primary team on which the player(s) are rostered must not have a conflicting game. At no time may a player’s eligibility to play for his or her primary team be jeopardized.

Head Coaches must work with the Director of Hockey Operations to ensure the proper application of these rules. The Head Coach of each player’s primary team must be notified of player participation as Alternates.

4. Roster Movement

Players must try out to be placed on a travel team roster. After tryouts, players may be moved from one roster to another in accordance with procedures established by the Program Committee prior to tryouts each year.

In the fall, player movement may be requested by any Head Coach who thinks an age-qualified player would fit well on his or her team. Other coaches or employees of DYHA may initiate such a discussion as well. These requests are to be made to the Director of Hockey Operations, who will convene a meeting among those responsible for team selection during the previous year’s tryouts. All movement decisions will be made by this group, after hearing input from the player’s parents, the coach requesting the move, and the coach of the player’s current team (if he or she is a DYHA player) with approval by the Board of Directors.

5. Uniform Requirements

The following are game uniform requirements.

All teams must wear matching uniform socks & jerseys. Jerseys & socks for all players are ordered based on rosters at registration in March. DYHA will have an additional supply of socks for purchase in the office once the season starts. Jerseys are custom ordered as the numbers are sublimated in the fabric of the jersey. DYHA will have an additional supply of jerseys for purchase, but these jerseys will be preassigned numbers based on what is not being used on any team. If a player needs jerseys during the season, you will be required to purchase a new set from the DYHA supply based on the availability of size/numbers in stock.

Any modifications to DYHA uniforms must have be requested in writing and approved by majority vote by the DYHA BOD

6. Inclement Weather Policy

The Association does not want to put any Coach, Player, or Parent in a situation where they do not feel safe driving to a game or practice. The rule of thumb as to whether a game or practice is cancelled is determined if the rink you are traveling to is open or closed. If the rink is open then the game or practice is still scheduled to happen.

Under **NO** circumstances will a coach cancel a game or practice due to inclement weather. The final decision to play or not is the responsibility of the DYHA scheduler and the opponent's scheduler. No coach will contact an opposing team's coach or scheduler to cancel a game. If certain procedures are not followed in canceling a game our Association can be subjected to pay a hefty fine to the other Association. This includes All League, Tournament, and Non-Conference games. All scheduling changes need to be done through the scheduler who will contact the opposing team's scheduler. Remember that it might be bad weather in our location, but the rink that your team is traveling to the weather might just be fine.

The cost of ice for all Associations is quite significant, so all efforts will be made to play a game on its scheduled date regardless of the inclement weather. The Association suggests that you should allow for additional time to travel to a game in inclement weather.

The process for communicating if a game has been cancelled due to inclement weather by the Dover Scheduler will be the following:

1. The DYHA scheduler will contact the Head Coach of the team for which the game has been cancelled. It will be the responsibility of the Head Coach to contact his players to inform them of the cancellation.
2. If possible, there will be a message posted on the front page of the Dover Youth Hockey Association Website with games or practices that have been cancelled.
3. If possible, an email will go out to all of the team members that the scheduler has an email address for in the website, to notify them of the cancellation.
4. Please do not contact the scheduler directly if you are not the Head Coach of the team to request a game to be cancelled due to inclement weather.

8. Dover Youth Hockey Association Whistle Blower Policy

Dover Youth Hockey Association is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Dover Youth Hockey Association's business and does not relate to private acts of an individual not connected to the business of Dover Youth Hockey Association.

If an employee has a reasonable belief that an employee or Dover Youth Hockey Association has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to DYHA President. If the employee does not feel comfortable reporting the information to the DYHA President he or she is expected to report the information to a member of the Executive Board.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Dover Youth Hockey Association will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Dover Youth Hockey Association will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the DYHA President, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

Dover Youth Hockey Association may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, Dover Youth Hockey Association will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by Dover Youth Hockey Association or any of its employees of a violation of any applicable law or regulation.

Supervisors will be trained on this policy and Dover Youth Hockey Association's prohibition against retaliation in accordance with this policy.

9. Player Releases

Any player choosing to leave DYHA for another hockey organization, either as a full time player or alternate, is required by USA Hockey to first receive a player release. Players joining DYHA from another organization are also required to obtain a release from the last USA Hockey affiliated organization where they played.

Please visit the NH Amateur Hockey Association website at www.nhhockey.com or [click here for the online player release form](#).

Once the request is submitted, NHAHA will contact the organizations involved to facilitate a release. This includes confirming that the player is in good standing and has no outstanding payments owed to their current organization. All players new to DYHA must have an approved release form before a player is allowed on the ice.

10 .DYHA Traumatic Brain Injury (AKA Concussion) Policy

To help insure the health and safety of our athletes, DYHA has adopted the concussion policy recommended by the Center for Disease Control and

Prevention (CDC). We ask that ALL coaches, players and parents support our effort to protect the players by teaching the importance of following USA Hockey's "Heads Up" hockey principals and by being aware of the symptoms and signs of concussion. It is important for all adults involved in youth athletics to recognize the potential for catastrophic injury and even death from concussions. Thus it is extremely important that each coach, parent, board member, and medical support personnel review their responsibilities in protecting young athletes.

Note: It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that players are only put into practice or contests if they are physically capable of performing. However, all adults involved in the conduct of youth sports competition have responsibilities in this endeavor.

The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion.

If, following a blow to the head or blow to the body that jolts the head, any player has any of these symptoms, the player must be removed from play immediately. Players **WILL NOT** be allowed to return to play (RTP) until cleared by a qualified healthcare professional with experience in evaluating concussions and a written RTP notice is delivered to the Head Coach and/or the Director of Hockey Operations. Coaches should never allow any athlete to return to play if they are still exhibiting symptoms regardless of any medical clearance.

Any coach/player/parent who suspects that a player may have received a head injury, should report that injury by completing a USA Hockey Injury Reporting Form and delivering it to the Director of Hockey Operations.

Coaches/Parents/Players should read the following appropriate documents put out by the CDC and adopted as part of the DYHA Concussion Policy.

USA Hockey - Heads Up Hockey

CDC - Heads Up: Concussion in Youth Sports

CDC - Heads Up: Concussion in High School Sports

CDC - Heads Up for Concussions - A Fact Sheet for Parents

Frequently Asked Questions (FAQ's)

Who is responsible for administering this policy?

All adults who have responsibilities and duties in the youth athletics environment are responsible: coaches, parents, board members, and medical personnel.

What is the role of coaches in administering this policy?

Coaches are to review and know the signs and symptoms of concussion and to prohibit any athlete who displays these signs or symptoms from participating in a practice or a contest.

Note: Coaches are not medical professionals and have no authority to determine whether or not an athlete has sustained a concussion. The coach is responsible for removing a player when he or she observes signs and symptoms that may indicate an athlete is concussed and ensuring that the athlete's parents are notified and the athlete is referred to a medical professional.

Who decides if an athlete has not been concussed and/or who has recovered from a concussion?

Only an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), or A.T. (Athletic Trainer) is empowered to make the determination that an athlete has **not** received a concussion.

If any one of these individuals has answered that "yes" there has been a concussion, that decision is final.

Can an athlete return to play on the same day as he/she receives a concussion?

No, under no circumstances can that athlete return to play that day. When in doubt, hold them out.

If the event continues over multiple days, then a health care professional has ultimate authority over return to play decisions.

However, if a health care professional (M.D, D.O. or A.T.) has evaluated the athlete, who has been removed from competition due to exhibiting the signs and symptoms of a concussion, and has determined that the athlete did not sustain a concussion, that athlete may return to play with the submission of the written authorization by the health care professional.

The written authorization shall be submitted to the Head Coach and/or Director of Hockey Operations who shall forward a copy of the written authorization form within 48 hours to the DYHA board, retaining a copy for the team book.

Once the day has concluded, who can issue authorization to return to practice / competition in the sport?

Once a concussion has been diagnosed, only an M.D., D.O. or A.T. can authorize subsequent return to play (RTP), and such authorization shall be in writing. This written RTP authorization shall be kept with the team book and turned in with the team book to the DYHA registrar at the end of the season.

With receipt of the written authorization, the Head Coach has the permission to return the athlete to practice or play.

What should be done after the athlete is cleared by an appropriate health care professional?

After a clearance has been issued, the athlete's actual return to practice and play should follow a protocol established by an appropriate health care professional.

The following graduated protocol is suggested, however, the appropriate health care professional who issues the clearance may establish a different graduated protocol.

Suggested Medical Clearance Return To Play Protocol

1. No exertional activity until asymptomatic.
2. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as stick-handling, etc.
5. Full contact in practice setting.
6. Game play/competition.

Athlete must remain asymptomatic to progress to the next level. (It is often suggested that an athlete not be allowed to progress more than one level per day.)

If symptoms recur, athlete must return to previous level and should be reevaluated by an appropriate health care professional.

Medical check should occur before contact. (Final written clearance from the medical professional shall be obtained before the athlete engages in any unrestricted or full contact activity.)

USA Hockey Insurance Coverage

By registering as a member of USA Hockey you are automatically enrolled in the USA Hockey insurance program. To review a description of the benefits, visit the [USA Hockey Insurance and Risk Management](#).

Additional Resources

Coach fact sheet: http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

Parent fact sheet: http://www.cdc.gov/concussion/pdf/parents_Eng.pdf

Athlete fact sheet: http://www.cdc.gov/concussion/pdf/athletes_Eng.pdf

ImPACT Testing website: <http://impacttest.com/>

USA Hockey Insurance and

Risk Management: http://www.usahockey.com/Template_Usahockey.aspx?NAV=AU_06&ID=28832

On line concussion test: www.impacttestonline.com/schools

Concussions in Ice Hockey: What's the Buzz?

USA Hockey Concussion Information

11. Alternate Player Policy

The below outlines Dover Youth Hockey Association's "Alternate Player Policy" for Major/Minor Granite State Wild teams. This policy covers the 2017-2018 DYHA season only.

Players are eligible for the following:

MPDHL League Games (Max 70% of league schedule)

Weekly Skills Sessions (Max 10 sessions)

Team Practices (Max 10 practices)

Game Jerseys (to be given back at end of year)

No Off Ice Sessions

One Team Tournament (counts as 5 ice touches)

Playoff eligibility if played in 60% of league games

Price: **\$250.00** initial fee

\$25 per ice touch

Restrictions/Guidelines:

-If a given team has 13 skaters, the total number of alternates allowed will be 2, making total max number at 15. If a given team has 14 skaters, the max will be 1 alternate. If a team has 15 skaters, no alternates will be allowed.

-Goalies will be allowed to play on a per game basis. Initiation fee for goalies will be \$125.00. \$25 per game.

-Coaches must present Alternates to the board for approval before Sept. 15th each year. This includes identification of the total ice touches (games, practices, etc) which the player will participate in.

-Alternate players must notify coaching staff a minimum of 2 weeks in advance, with confirmation of ice touches in which they plan to attend. Coaches are responsible for reporting all ice touches to the DYHA Director of Hockey Operations.

-Entire contract must be paid in full by September 15th each year, or within 1 week of board approval of alternate plan, whichever is later.

12. Ice Time Policies

All of Dover Youth Hockey's programs are fundamentally instructional in nature. However, there are some differences among our program offerings. Head Coaches are ultimately responsible for making decisions about ice time in their games. They must be aware that with the competitive advantage that may come from unequal ice time there also come some potential pitfalls, including possible effects on team morale and on player development.

House/Instructional Programs

All lines must be "rolled" without regard to strength or matchups. Each player may expect roughly equal time on ice. Coaches may not create "power lines," "power play lines," or any other special player combinations based on skill rather than ice time. It is permissible for coaches of opposing teams to work together prior to a game to arrange to play "A," "B," and "C" lines against each other.

Full Season Travel Teams

It is the Head Coach's responsibility to make sure every player gets a reasonably equal amount of playing time in games. It is not necessarily important to coach to win, not in every instance; it is more important to coach and teach. All youth hockey is fundamentally developmental in nature, and player development happens best with time on the ice. The coach is responsible for ensuring approximately equal ice time for all players, with clear communication to players and parents regarding his or her decisions and player performance.

Split Season Travel Teams

It is the Head Coach's responsibility to make sure every player has a reasonable opportunity to earn ice time in games. It is still not necessarily important to coach to win, not in every instance; it is more important to coach and teach, but the coach may use access to ice time to a greater degree to motivate and reinforce lessons from practice. All players should get on the ice in an equal rotation of lines, however, the length of shifts does not have to be equal. Particularly as the teams play in older age groups, the coach will be allowed more discretion to use ice time as a tool to motivate players while giving his or her team every opportunity to win. It is the coach's obligation to provide clear communication to players so they understand what is expected of them and see a realistic opportunity to earn ice time.

Ice Time and Discipline

It is perfectly acceptable to sit a player for a shift as a measure of discipline (e.g. not passing the puck, mouthing off). If need be, a coach is allowed to bench a player for up to one period (e.g. breaking team rules, off-ice misconduct). Anything longer than a period must be approved by the DYHA Disciplinary Committee.

Communication

In nearly every case, parent complaints about ice time could be pre-empted by good, open communication from the coaching staff. As long as the coach provides a clear system for distributing time on ice, make his or her expectations clear, and rewards players who meet or exceed those expectations, most problems can be avoided.

XII. CODES OF CONDUCT

1. PARENT CODE OF CONDUCT

- I will not force my children to participate in ice hockey, but support their desire to play the sport. Remember children are involved in organized hockey for their enjoyment. As a parent you will try to make it FUN for your children.
- I will encourage my child(s) to play by the rules and to resolve any conflict without resorting to hostility or violence. Remember, your children learn best by example, so applaud the good plays of both teams.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of the game. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- I will not embarrass my child(s) by yelling at players, coaches, or officials. Showing a positive attitude toward the game and all of its participants will benefit your child. This includes, but not limited to, ridiculing them in public/private or yelling at them for making a mistake or losing a game.
- I will never question the official's judgment or honesty in public. I recognize that officials are being developed in the same manner as players.
- I will never yell, taunt, threaten, or inflict physical violence upon any player, coach, official, or spectator at ANY youth hockey activity. I will refrain from the use of abusive or vulgar language, racial, ethnic, or gender-related slurs at any time at the rink or any youth hockey function. I will support all efforts to remove verbal and physical abuse from the youth hockey games.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport of hockey. Communicate with them and support them.
- I will emphasize skill development and a serious approach to practices

- and explain how skill development will benefit my child.
- I will attempt to learn about the game of hockey (USA Hockey Rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.
 - I will not throw objects of any kind on the ice, or lean over and pound on the glass.
 - I will not approach the player's benches of either team during the game in an effort to gain attention of coaches or players. Nor shall I attempt to gain access to the bench before, during, or after a game. This will be viewed as a non-verbal violation of the 24-hour rule. The only exception to this rule is for your son/daughter having an injury or an illness on the bench.
 - I will communicate all and any concerns regarding appropriate behavior to the Team Manager, Coach, Director of Operations, DYHA Board Member, or the local youth hockey association representative in accordance to the 24 hr rule and the Complaint Procedure listed in the DYHA Program Guide.
 - I will insist that my child plays in a safe and healthy environment. I will support a sports environment that is free of alcohol, drugs or tobacco and I will refrain from their use at all youth hockey events.
 - I understand that the benefits from participating in a team sport, the commitment, the discipline, and the social skills learned and acquired.
 - I will remember that my child plays hockey for his or her enjoyment, not mine.

2. PLAYER CODE OF CONDUCT

Every player shall conduct himself/herself at all times with due regard for the safety of others. Any players, while engaged in a DYHA or USA Hockey sanctioned activity, who acts in excess of legitimate body contact and consciously, intentionally, deliberately, or voluntarily disregards the safety of others, shall (at the discretion of the coach or league official) be:

- a. Prohibited from further participation in the activity in which said conduct is displayed or,
- b. Suspended for one (1) game or,
- c. Both of the above.

Any player while engaged in a DYHA or USA Hockey sanctioned activity, who acts in excess legitimate body contact and consciously, intentionally, deliberately, or voluntarily disregards the safety of others or is plainly indifferent to the safety of others, and said conduct results in the injury to another party, shall be suspended by the Board of Directors from participating in DYHA or USA Hockey sanctioned activities. The severity of the incident along with the discretion of the Board of Directors will determine the length of suspension. The Board reserves the right to suspend a player for the remainder of any given season that the incident occurred in.

Those provisions in paragraph 1 & 2 of the Players Code of Conduct shall not apply in those instances where League discipline is imposed on a player.

Dues shall not be prorated or refunded for the period of any suspensions by a League or by the DYHA Board of Directors.

Two (2) or more violations of paragraph 1 and/or 2 of the Players Code of Conduct will, at the discretion of the Board of Directors, result in an indefinite suspension, including future seasons. A player suspended under this section may petition the Board of Directors, in writing, no sooner than sixty (60) days from the date of suspension, to remove the suspension.

When a suspension is issued to a player, he/she will remain inactive in the League in which they were suspended until the suspension has been satisfied.

Example: If the Granite State League gives a one game suspension to a player, the player cannot play a Granite State League game until the suspension has been served.

- Players should play to have fun.
- All players on a team should strive to work hard to improve their hockey and social skills.
- Be a team player; get along with your teammates.
- Learn the concept of teamwork, sportsmanship, and discipline. These will not only aid you in the game of hockey, but in your social endeavors as well.
- Adhere to the team policies and procedures for getting to games and practices on time.
- Learn the rules of hockey and play by them in all practices and games. Always is a good sport in winning and losing situations.
- Have respect for your coaches, your teammates, your parents, your opponents and the officials at all times during and after any DYHA and/or USA Hockey sanctioned events.
- Never argue with an official's decision before, during, or after a game.

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- a. Openly disputes or argues any decision by an official.
- b. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- c. Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Appendix A.

Dover Youth Hockey Association Tryout Process

Steps in Team Selection Process:

1. Head coaches of Major and Minor teams named prior to tryouts
2. On-ice tryout process
3. Team selection procedure
4. Player Notification & Commitment process
5. Disputes/grievance procedure

Detailed Team Selection Steps:

1. **Head coaches of Major and Minor teams (Mite through Midget) named prior to tryouts**
 - DYHA BOD ratifies Coaching Committee recommendations at March meeting
 - Head coach selections publicized before tryouts
 - The coaches' child must skate at tryouts, but will automatically have a position on the team
 - It is DYHA's responsibility to ensure the coaches child will not have a significant negative impact to the team – "the positive impact of the coach will outweigh any possible negative impact from the player"
 - Coaching committee must consider this impact before making recommendations
 - Assistant coaches will be named by head coaches after team selection is complete -- all assistant coaches must fill out applications and be approved by the Coaching Committee (not the full BOD)
 - In the event a coach cannot be named in time for tryouts, the BOD will substitute an existing coach to participate in the team selection process.

The coach of the team for next season will be named as soon as a suitable candidate can be identified by the Coaching Committee and ratified by the BOD, or in some instances by the Team Selection Committee in concert with the Director of Operations.

2. **On-Ice Tryout Process**

- Each birth year will have a maximum of 3 tryout dates.
- The first 2 tryout dates will be used to select the majority of the Major and Minor team for each division
- The final tryout will be used to select the Select team(s) for each division and to make final decisions on "bubble" players

- Each player must attend 2 tryout dates to make a team. It is conceivable that a player who is attending the 3rd tryout date may make a Major/Minor team
 - Exceptions are allowed only by prior arrangement with the Tryout Director
- Each tryout will consist of skill drills and scrimmages
 - Each tryout plan at a given level will be the same (e.g. 2001 Squirts and 2002 Squirts will do the same drills)
- Players will execute skills which are level-appropriate
- We will attempt to execute drills which are both known and unknown to the players.
- Players in Division Pee Wee and above may declare positional preference which will be used by the evaluators and coach to provide assessment context
- Independent off-ice evaluators and the head coach will attend each tryout and participate in team selection – the same evaluators will participate for an entire level (e.g. Bantam evaluators will be responsible for both Major and Minor year evaluations)
 - There should be no interface during on-ice evaluation between coach and independent evaluators

3. Team Selection Procedure

- At end of each tryout evaluators will turn in their player scorecards to Tryout Director
- Later that night or the next evening, those evaluators and the head coaches of the appropriate teams will meet in the DYHA office with the three-person selection committee
 - Example: Pee Wee Minor second night is March 16; Selection Committee meets with coach and evaluators at 7:00 p.m. March 17
- This group will view list of players from the birth year, ranked by average tryout score, with prior-year coaches' ratings included alongside for reference
 - coach will bring his/her own notes
 - discrepancies between tryout and coaches' ratings will be discussed; prior-year coaches may be consulted via phone if thought necessary
- Approximately the top two-thirds of each team is expected to sort out easily based on tryout evaluation rankings
- A group of players will be identified as under consideration for the remaining roster positions (these are the "bubble players"), by
 - a) tryout rating,
 - b) evaluator's suggestion, or
 - c) coach's evaluation
 - Evaluators and coaches will give input on each bubble player
 - Significant gaps in ratings will be used to delineate between groups of players as much as possible
 - The final number of players on Major/Minor teams depends on depth of talent, governed by the BOD agreed-upon target roster numbers and organizational needs (i.e. the need to keep enough players to field a select team)
 - The talent drop from top to bottom of a roster should not diminish overall team effectiveness in targeted Mass Selects/GSL tiers
 - Decisions on each bubble player will be by consensus of head

- coach and evaluators, moderated by Team Selection Committee
 - Tryout Selection Committee will resolve disputes. In no other case with members of the Tryout Director or Team Selection Committee express opinions on player placement
 - Bubble players may be called back for a third night of tryouts if necessary
- Select Team(s) may be created immediately after Major and Minor teams if the Team Selection Committee deems a callback session is unnecessary.
 - Players who qualify to be considered (along with players from the other birth year at the level) will be placed on a callback list to attend the third tryout
- Immediately after the third tryout Evaluators will meet with selection Committee and Major/Minor/Select coaches (as necessary) to finalize bubble roster decisions
 - Callback evaluations will be added to tryout ratings and coaches' ratings
 - Late-arriving players may be allowed to participate on callback night and may be candidates for any (Major/Minor/Select) team
 - Under some special circumstances a roster spot may be left open with a decision to be made after practices start in the fall, but only at the discretion of the Selection Committee
- Selection Committee will finalize Major, Minor and Select rosters and prepare a list of players who will receive a "House League Invitation" letter, call or email

4. Player Notification & Commitment process

- Head coaches may begin calling or emailing players on their rosters immediately after the Major, Minor and Select rosters are selected
 - Select players (if no head coach named) will be notified by the Tryout Director via phone or email
 - House league letters/contacts will be mailed/made after the last night of tryouts
- Team rosters will be posted on DYHA web site at the conclusion of all tryouts
 - Pinnie numbers posted on web site for first 30 days
 - Names of confirmed players posted on web site after 30 days
- The Selection Committee will provide copies of all rosters to the Director of Operations so that the search for suitable head coaches for Select teams may begin immediately
 - In some cases, the team Selection Committee may identify head coaching candidates during the team selection process. In order to offer clarity and consistency to all players and parents, the Team Selection Committee will work with the Director of Operations to interview and appoint those coaches so they can begin communicating with their teams immediately.
- Players must commit by signing a contract and placing the appropriate deposit by the end of tryouts (usually Friday of the second week).
 - The Selection Committee will hold a final meeting with the DYHA Treasurer on or about April 1 to review commitments and discuss roster adjustments if needed
 - Any roster adjustment will be discussed by the Selection Committee with the head coach of the affected team(s) before

action is taken

5. Disputes/grievance procedure

- All comments/complaints that require a response must be submitted in writing addressed to the Tryout Director c/o DYHA
 - Emails regarding player placement will not be returned
- Any player/family wishing to discuss the tryout process or results of tryouts will be given an appointment to meet with the Tryout Director and President of DYHA during the month after tryouts conclude
 - Only cases of significant illness, unavoidable travel, acts of God, or other special circumstances may prompt special consideration
 - Poor performance at tryouts or disagreements with evaluator and/or coaches ratings will not be grounds for reconsidering any roster decision
 - DYHA reserves the right to leave open spots on rosters and to add any player to any roster at any time in the best interest of team competitiveness (e.g. a team may be named without a goalie, and DYHA would conduct a search for a goalie during the spring and summer)

Date	Name	<u>Revision Notes</u>
1/20/2014	Marc Behan	pg 8... league participation and internet references updated pg 13... updated divisions to no longer include girls teams pg 14... removed girls reference and inserted bantam major team for split season programs pg 16... updated travel deposit wording pg 17... updated scholarship wording pg 21...updated scholarships information pg 32... added helmet certification note, and requirement for black helmet and gloves appendix A... revised header to no longer be specific to one season
02/06/2018	DYHA BOD	Multiple Revisions in all sections – New format and layout