

JEFFERSON CITY YOUTH HOCKEY, INC.



Policies, Procedures & Rules

Jefferson City, Missouri

www.midmotigers.com

Adopted August 23, 2011 | UPDATED: _____

SECTION 1: INTRODUCTION AND PURPOSE

In accordance with the Jefferson City Youth Hockey, Inc. (JCYH) By-Laws, JCYH shall provide the opportunity for youth to play hockey, enhance their skills, teach hockey skills and sports values (e.g. teamwork, sportsmanship, respect for your opponent) in a non-threatening environment. The primary purpose for these policies, procedures and rules (PPR) is to provide more detailed guidance and direction for JCYH operations to fulfill this mission. Other purposes of these PPR include informing Members of the detailed operations of JCYH and to help provide for consistent JCYH operations.

Nothing in the PPR shall be construed as contrary to the By-Laws and the Governing Authorities' requirements and if the PPR are contrary to the By-Laws or the Governing Authorities requirements' the requirements of the By-Laws and Governing Authority shall have precedent.

SECTION 2: DEFINITIONS

The following terms used in these PPR shall have the meanings indicated below and these meanings are applicable to the singular and plural of the term.

- A. **Administrative Costs:** refers to those JCYH costs that cannot reasonably be assigned to a specific team. Examples include website cost and preparation.
- B. **Age Groups:** means the USA Hockey, Inc. youth hockey age groupings (e.g. Mite, Squirt, Pee Wee, Bantam, and Midget/High School).
- C. **Board:** refers to the Board of Directors of JCYH.
- D. **Coaches:** refers to those individuals appointed by the Board and currently serving as head and assistant coaches for the current Season.
- E. **Committee Members:** are Voting Members and Coaches appointed by the Board to various committees to assist with the operations of JCYH.
- F. **Policies, Procedures and Rules (PPR):** means the Policies, Procedures and Rules of the JCYH as amended.
- G. **Fiscal Year:** means the time period beginning July 1 and ending the following June 30.
- H. **Governing Authorities:** those groups and corporations who by agreement or understanding have some control over or anticipate the cooperation of the JCYH. Examples may include USA Hockey, Inc., Missouri Hockey, MAHA (MidAmerican Hockey Association (KC High School Hockey)), and the City of Jefferson Parks and Recreation Commission.
- I. **JCYH:** is an acronym for the Jefferson City Youth Hockey Club, Inc.
- J. **JCYH Property:** refers to the physical property (e.g. equipment) and intellectual property (e.g. logos, "Mid Missouri Tigers" name) owned and controlled by the JCYH **Members:** are all Players in Good Standing, their parents and legal guardians.
- K. **Members Meeting:** a meeting for all Members. The Board sets the meeting date, time and location and provides Notice to the Members.
- L. **Notice, Notification:** refers to a minimum 7-day in advance notice given to Members. During the Season, notice shall at a minimum consist of a posted sign at the Washington Park Ice Arena that describes the event for which notice is being given. Notice being given shall provide the date and time of the event, give a summary of or an agenda for the event and provide names and phone numbers of who to contact for

additional information. Between Seasons the information shall be disseminated via the primary e-mail address of record for all Player in Good Standing Families.

- M. **Open Board Position:** refers to any Board position the term of which will expire at the end of the current Fiscal Year, or a Board position that has been otherwise vacated (i.e. resignation).
- N. **Players in Good Standing:** means all properly registered players who have met all their financial and other obligations to the JCYH. Between Seasons, players shall retain their Player in Good Standing status until the next season, unless their eligibility for JCYH teams has expired (e.g. older than the oldest JCYH team Age Group).
- O. **Player(s) in Good Standing Family:** refers to a unique group of people that consists of a Player in Good Standing, any and all sibling Player(s) in Good Standing and their parents and legal guardians.
- P. **Registration Eligible Player(s):** refers to: 1) all youth who meet the age requirements of the JCYH and Governing Authorities for the Mite and Squirt Age Groups; 2) for the Peewee and older Age Groups this term refers to all Players in Good Standing at the conclusion of the previous season, unless they received written notice from the Board indicating that they need to successfully complete a Special Skill Evaluation; and 3) all new player applicants and returning Players who have successfully completed a Special Skill Evaluation (see section 2 T).
- Q. **Rules:** means these Rules and other guidelines and procedures adopted by the Board to provide additional guidance and direction to the Members regarding the operation of JCYH, Inc.
- R. **Season:** refers to the hockey season which starts on August 1st and ends on March 31st.
- S. **Special Skill Evaluation:** refers to an on-ice skill evaluation conducted by the Board with the assistance of Head coaches. The purpose of this evaluation is to determine if these potential players have sufficient hockey skill to participate safely and without negatively impacting the continued skill development of the majority of players in the corresponding age group. The coaching committee shall establish drills that assess if players have a basic proficiency of hockey knowledge, individual hockey skills and team play based off of the USA Hockey Skills Progressions for Players and Coach Development publication. Players new to the club must exhibit a basic proficiency of hockey knowledge, individual hockey skills and team play in accordance with the Coaching Committee. The Board shall advise the participants of the results of the evaluation in a timely manner.
- T. **Team Costs:** refer to those costs that can reasonably be assigned to a specific JCYH team. Examples include referee fees for home games played by the team.
- U. **Team Manager:** refers to a Team Parent who is elected to the position of Team Manager in accordance with Section 4.18 of these PPR. Team Manager duties are described in Section 4.21 of these PPR.
- V. **Team Parents:** means the parents and legal guardians of the Players in Good Standing on a specific JCYH hockey team.
- W. **Voting Members:** are the parents and legal guardians of all Players in Good Standing, there shall be no more than one vote per Player in Good Standing Family for all votes and elections described in the By-Laws.
- X. **Hazing, Bullying, Sexual Harassment and Lewd Behavior Definitions:**
 - 1. **Hazing:** refers to often-ritualistic harassment, abuse, or humiliation with requirements to perform meaningless tasks, sometimes as a way of initiation into a social group. The term often refers to either physical or mental forms of hazing. Hazing may include beating or kicking to the point of

traumatic injury or death, burning or branding, excessive calisthenics, being forced to eat unpleasant substances, and psychological or sexual abuse of both males and females.

2. **Bullying:** is a form of abuse. It comprises repeated acts over time that involves a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. The power imbalance may be social power and/or physical power. Bullying consists of three different types of abuse - emotional, verbal and physical. It typically involves subtle methods of coercion such as intimidation. Bullying behavior may include name calling, verbal or written abuse, exclusion from activities, exclusion from social situations, physical abuse, or coercion. **Bullying** is characterized by an individual behaving in a certain way to gain power over another person.

*Norwegian researcher Dan Olweus defines **bullying** as when a person is "exposed, repeatedly and over time, to negative actions on the part of one or more other persons." He defines negative action as "when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways".*

3. **Sexual Harassment:** is intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In some contexts or circumstances, sexual harassment may be illegal. It includes a range of behavior from seemingly mild transgressions and annoyances to actual sexual abuse or sexual assault.
4. **Lewd Behavior:** obscene, vulgar, or indecent, as language or songs or actions towards a person or persons (inappropriate touching).

SECTION 3: GENERAL OPERATING PLAN

- A. The primary function of JCYH is to arrange and direct youth hockey practices and games for central Missouri players during the Season.
- B. Players shall be in the Mite, Squirt, Pee Wee, Bantam or Midget/High School age groups as defined by USA Hockey.
- C. The Board shall be responsible for conducting JCYH operations in accordance with the collective best interests of the Members and in a financially responsible manner. The Board shall also be responsible for maintaining Member and spectator discipline. The Board shall establish the committees defined in these PPRs and other committees as the Board desires and these committees shall assist the Board.
- D. The volunteer participation of all Members is required throughout the year to successfully conduct JCYH operations.
- E. Preference shall be given to the teaching of hockey skills and sports values. Members are encouraged to participate individually and as teams in other hockey experiences, provided it does not negatively impact JCYH, Inc. JCYH shall reasonably assist Members with these other activities.

SECTION 4: JCYH OPERATIONS

Section 4.1: Committees

- A. The following committees shall assist and be formed at the discretion of the board as the JCYH state of affairs may require. In addition, as stated in section 8, throughout the course of the season the JCYH President has the right to form ad hoc committees to address specific needs or projects that come before the Board. Non-Members may assist Committee Members as the Committee Members deem appropriate.
- B. **Coach committee:** This committee shall consist of all head Coaches. This committee shall develop programs, coordinate their efforts to effectively teach skills (as per guidance of the board) and shall advise

the Board primarily regarding on-ice issues. The Director of On-Ice Operations shall oversee the operation of the Coach Committee.

- C. **Discipline and dispute resolution committee:** This committee shall advise the Board regarding all discipline matters including providing recommendations regarding actions in response to complaints. This committee shall assist the Board in taking a proactive approach towards maintaining proper conduct and discipline. This committee shall evaluate all team summaries of game penalties. This committee shall initiate investigations of patterns of player unsportsmanlike behavior and recommend discipline to the Board as warranted. This committee shall also investigate and make recommendations regarding Coach imposed player suspensions (see Section 4.9).
- D. **Equipment/Apparel committee:** This committee shall assist the Board with all aspects of profitably acquiring and selling apparel and related hockey merchandise to Members. In addition, they will assure that all players abide by Equipment rules as outlined in Section 4.15.
- E. **Fund raising committee:** This committee shall assist the Board with all aspects of raising funds to be used for the general benefit of the Members and with providing a fund-raising activity that Players may use to earn a portion of their JCYH fees. This will include collecting and building player Ad books.
- F. **Long-range planning committee:** This committee shall assist the Board with maintaining a quality program consistent with the Members desires and the actions of the Governing Authorities. This committee shall also review the By-Laws and these PPR and make recommendations to the Board and Members regarding amendments.
- G. **Tournament committee:** This committee shall assist the Board in coordinating, planning, and conducting tournaments that may be held at Washington Park Ice Arena in Jefferson City.

Section 4.2: Member registration fees

- A. The registration of Registration Eligible Players for a season shall be conducted and completed prior to the start of on-ice activities for that season. Registration shall normally be conducted as early as June to provide planning data for the upcoming Season. Another registration shall also be conducted within 60 days before the start of on-ice activities for the Season.
- B. At registration, Registration Eligible Players and their parents and/or legal guardians shall be told that the club website has both the By-Laws and PPR. The documents to be completed shall include documents signed by the Coaches, players and their parents/guardians indicating that they have reviewed the current JCYH PPR and agree to abide by the requirements of the JCYH be considered registered for the Season. All Coaches, Registration Eligible Players and their parents/guardians shall also sign documents indicating that they have reviewed the applicable USA Hockey Code(s) of Conduct (administrators, coaches, parents, players and spectators) and agree to abide by these codes.
- C. To be considered registered for the season, Members, Coaches, Registration Eligible Players and their parents/guardians shall complete all necessary documents and pay all fees, as determined by the Board.
- D. Players must provide one copy of a valid birth certificate to the Registrar.
- E. All Coaches and Players must be USA Hockey registered in order to participate which can be done by going to www.usahockey.com and registering online. Once registered, please print a copy of the certificate to turn in with the rest of your packet to the Registrar.
- F. Coaches must have appropriate coaching education Level as outlined by USA Hockey. Furthermore, coaches must submit and pass a background check to Missouri Hockey.

- G. At the beginning of each season, team meetings will be held. Each player, parent, guardian, and coach will be required to sign a code of conduct. Hazing, bullying, sexual harassment, and lewd behavior will not be tolerated. Such instances hazing, bullying, sexual harassment, and lewd behavior will be presented to the Discipline Committee.
- H. Player's fees will be established annually by the Board as stated in By-Laws. Fees may be paid by cash, credit card or check in full or by installments (maximum of 3) as set by the Treasurer at the time of registration. This can be done in person or via mail. Address to be mailed to can be located on the Mid Missouri Tigers website (www.midmotigers.com). There will be a \$25 charge for each returned check. Registration fees may vary based on payment plan in accordance with the registration packet.
- I. Prorated registration fees only occur if a new player (a player who has never played for JCYH) joins JCYH after official registration date. An existing player cannot register late to avoid the full season registration fees, regardless of conflict with another simultaneous sport or other extracurricular activity.
- J. Players must be rostered on a JCYH team in order to practice with that team. In certain cases, players may be dual rostered, in this case there is no proration of player's fees, full payment of registration fee is expected. Currently, the only time a player may be dual rostered is if they play for a High School team and a JCYH Midget Team. Girls may dual roster by playing on JCYH boys team (As we do not have a girls team) and one MO Hockey girls team.

Note on Credit Card

*If you are paying in full at registration, it is not mandatory to have a credit card on file. If you are paying in installments it IS mandatory. If you prefer not to have your credit card charged the installment payment, the Registrar/Treasurer must receive a check **PRIOR** to the installment deadline.*

If you are seeking a sponsor to help offset/ cover your players fees altogether, the funds must be in by the registration deadline or you will need to be set up on installments until those funds are collected. Should a player's fee become delinquent, that player will not be allowed on the ice (practice or games) until the debt is resolved.

If the delinquency is greater than one month, the player/family will be placed on the Missouri Hockey No Pay List which will not allow the player to participate, not only in JCYH, but forfeits the player's ability to play on other teams in Missouri Hockey.

- K. Refund Policy:
 1. It is the general policy of the JCYH to NOT refund any portion of the registration fees after you have committed your son/daughter to play. However, the Board recognizes that from time to time extenuating circumstances arise which may justify a partial refund of JCYH fees paid to date. All such situations should be presented to the Board President in writing, clearly stating the circumstances and the reason to support the refund request. The Board will act on the written request at its next regularly scheduled meeting and its decision shall be final. For season-ending injuries, a doctor's excuse will be required along with the written refund request.
 2. Please note a refund is not provided to a player leaving JCYH due to not making their desired team (i.e. usually the higher skilled level team). If family/guardian decides to leave JCYH due to dissatisfaction of their players placement they do so with knowledge they sacrifice all fees. The player/family are also responsible for the entire registration fee and failure to pay will result in being placed on the No Pay List thus forfeiting their child's ability to play on other teams in the Missouri Hockey.
 3. A player removed from JCYH due to disciplinary reasons will sacrifice all fees. The player/family are also responsible for the entire registration fee and failure to pay will result in being placed on the No Pay List thus forfeiting their child's ability to play on other teams in the Missouri Hockey.

4. Once Ad Book fees have been sold no refund will be provided if a decision is made to leave the JCYH club.

Section 4.3: Ice Acquisition

- A. Prior to the start of the season, the Board shall obtain as much ice as available at rinks feasible for Member use and consistent with the anticipated number of teams.
- B. The Board may enter into agreements with the rink owners/managers for ice rental during the upcoming and future seasons.

Section 4.4: Team Selection

- A. Players shall indicate at registration or another time prescribed by the Board which Age Group(s) they would like to be considered to play at for the season, consistent with the requirements of the Governing Authorities.
- B. When there is more than one team in an Age Group, registered players will be divided into teams in accordance with the criteria in the JCYH By-Laws, (which includes skill, demonstrated conduct and demonstrated commitment).
- C. Registered players *must* participate in the selection process for a team within their Age Group, if there is such a process. If they do not participate in the team selection process, they *may* be assigned to the least skilled team in their Age Group.
- D. A registered player may participate in the selection process and be selected for an older Age Group team if there is an Age Group Player opening.
 1. Moving up will only be allowed from one age level to the next higher age level. Players moving up to the "High School" level will be placed on the appropriate team (JV or Varsity) based on their evaluation score.
 2. The player that desires to move up must follow this procedure each year if he/she wishes to be considered for moving up:
 - a. Parents must submit a request in writing to the Director of On- Ice Operations PRIOR TO the start of player evaluations
 - b. The player must be evaluated at his/her level and at the level he/she wishes to move up to
 3. The evaluation score for the player will determine at which level he/she will play. The evaluation score for the upper level must place him/her as one of the **top 5 players**. If the player falls below that number, he/she will not be considered for the upper level team. The evaluation score for the upper level for a goalie must be the **top-ranking goalie score at that level**. If the goalie is not the top-ranking goalie at the upper level, he/she will not be considered for the upper level team and will be placed on a team in his/her own age level based on his/her evaluation score at that level.
 4. Other situations that vary from the above will be handled by the board on a case-by-case basis.
 5. If a player decides to move up an age level and it is detrimental to his age group, the Board may evaluate this situation and decline the request.
- E. If there is more than one team in an Age Group, the team selection process shall include not less than 2-hours of on-ice skill evaluation (See Section 4.5).
- F. All player on-ice skill evaluations shall be observed by at minimum of 2 evaluators. The evaluators may include the Head Coach and Assistant Coaches. These evaluators shall be selected by the Coach's Committee. If one of the evaluators is an immediate family member then he/she may not evaluate his or her own family member in the on-ice skill evaluation though the immediate family member may evaluate other members.

- G. Upon completion of the skill evaluation, the evaluators shall divide the skill evaluation participants at the Age Group into approximately equal number of groups of skaters and goalies based on skill. Those players who could not participate in the scheduled skill evaluations shall be counted in the player numbers for the least skilled group until such time that they are evaluated. These players will then be placed on a team based on their skill. All players must be evaluated before being placed on a team. The head coaches shall advise the board regarding the team selections.
- H. The coach of the most skilled team shall select the most skilled team first. This coach shall select his team's skaters from the most skilled group of skaters as determined by the evaluators. Similarly, this coach shall pick at least one goalie from the most skilled group of goalies. This coach may select skaters and goalie(s) from any skill group to complete the team, but may not select any player who did not participate in the skill evaluations until such time that they are evaluated.
- I. Any skaters and goalies not selected from the most skilled group (as determined by the evaluators), shall then be added to the next most skilled group.
- J. The coach of the next most skilled team shall select the next most skilled team in the same manner as described above. This shall continue until all the teams except the least skilled team has been selected. The least skilled team shall be comprised of the players not selected for the more skilled teams.
- K. Player placement may be based on on-ice skill evaluation, historic demonstration of conduct, performance and commitment.
- L. Should players quit JCYH following team selection but before rosters are frozen by the Governing Authorities, the Coaches in that Age Group may adjust team rosters with approval of the Board.
- M. The team roster submitted to the Governing Authorities shall include the team as selected and adjusted. With the approval of the Director of On-Ice Operations, additional team members may be added to this roster to help the team in emergency situations (e.g. a team with only one goalie may wish to roster another goalie to avoid obtaining Governing Authority roster changes on short notice or forfeiting a game). These emergency evaluations must be done on a case by case basis with the approval of the Missouri Hockey Commissioner. Players added to the roster in this manner will not be considered members of that team for routine JCYH activities such as practices (e.g. players are not approved to practice with two teams just because they are on two rosters.)

Section 4.5: On-Ice Skill Evaluations

- A. The on-ice skill evaluations shall be conducted on an Age Group basis using the USA Hockey Skills Progression handbook as a guide. This can be found on the USA Hockey website: <http://usahockey.cachefly.net/Coaching/Manuals/SkillProgressionBook.pdf>
- B. The coaches for that Age Group, and additional evaluators selected by the Coach Committee, shall conduct the on-ice evaluations. The drills performed during the evaluations shall be selected so that the players demonstrate their skating skill, puck-handling skill, passing skill, shooting skill and general game knowledge. For the squirt and older Age Groups the on-ice evaluations shall include a scrimmage.
- C. C. The evaluators may suggest drills to be used during the on-ice skill evaluations.
- D. The participants shall wear identifying apparel or equipment which is uniform and does not include their name.
- E. The on-ice evaluations shall be conducted so that the participants know what they are to do and how they will be evaluated.

- F. The evaluators may conduct their evaluation in any reasonable manner, however they must use all use the same evaluation method for each player. Their evaluation notes shall be kept for at least 60 days by the Director of On-Ice Operations.
- G. The only people allowed in the skating area during on-ice skill evaluations are the players being evaluated and the evaluators; all others will remain in the warming room.

Section 4.6: On-Ice Evaluation and Team Selection Feedback

- A. A. player desiring feedback regarding his/her performance during the on-ice skill evaluation and the coach's selection rationale, shall submit a written request to the Director of On-Ice Operations within 15 days following the completion of team selection for the player's Age Group.
- B. The Director of On-Ice Operations shall arrange a meeting with the evaluators, selecting coach, the player's parents and the Director of On-Ice Operations to be conducted within a mutually agreeable time within 15 days of the feedback request.

Section 4.7: Distribution and Scheduling of Ice – Practices and Games

- A. The Board shall distribute the available ice between the teams in any reasonable manner such that the teams receive essentially equal amounts of ice time.
- B. Full sheets are not guaranteed as part of practice and full ice will often be shared with other teams.
- C. Older Age Group teams shall generally receive their ice at later times during the day than teams in younger Age Groups.
- D. D. The On-Ice Coordinator shall advise the teams of the number of home ice slots they may play for which JCYH will arrange referees.
- E. E. It is the responsibility of the Head Coach and Team Manager to schedule games to meet the requirements of the team's league. The Head Coach and Team Manager shall advise, and consult with the Team Parents regarding league game, and NON-league game scheduling.
- F. F. The team may schedule additional home and away games and practices, but the team shall bear the responsibility for the cost of all such games and practices, as they are not included in the JCYH player fees.
- G. G. The Board shall provide assistance to the Head Coach or Team Manager with obtaining proper team documentation that may be necessary for the team's participation in non-league hockey games upon the Team Manager's reasonable request.

Section 4.8: Player Game Playing Time

- A. For a team which is at the lowest skill level in an age group, Coaches shall try to achieve equal playing time. Player ice time shall be equal, as can be reasonable accomplished, by using a continuous player line rotation for forwards and for defense players that involves all players available to play at the time of their shift. Coaches may use discretion during playoffs, sudden death or during the last 6 minutes of a game when there is the opportunity to win the game.
- B. Coaches shall have the discretion to play to win for the entire game for all league and tournament games, and play and not play players as they see fit, if and only if, they are the most skilled JCYH team at their Age Group.

- C. Coaches may rotate goalies on a game or half-game basis. It is recommended that this be determined in advance with the players (goalies) involvement.
- D. Player ice time at practices shall be equal for all attending players.
- E. EXCEPTION TO A-D ABOVE: Coaches may reduce player game ice time by benching players for conduct that is unsafe, disrespectful, detrimental to the team (*i.e. multiple penalties*), or in violation of players code of conduct.

Section 4.9: Player Discipline by Coaches

- A. Coaches may discipline their players for conduct detrimental to the team (e.g. unexcused absences; tardiness; and disruptive, disrespectful and unsafe behavior including excessive game penalties) in a reasonable and non-abusive manner. This discipline may include a reduction in game playing time or practice time (as stated in 4.8.E). Additional conditioning drills during practice are an example of a possible Coach imposed player discipline.
- B. In cases where behavior detrimental to a team by a player continues and other discipline methods are not successful, Coaches' may then discipline their player(s) by benching in accordance with Section 4.8 E.
- C. If behavior detrimental to the team by a player continues, the player's Coach may suspend that player for all team events until such time that the Discipline and Dispute Resolution Committee and the Board can determine appropriate discipline. If this committee and Board do not determine additional discipline within 30 days of the suspension, the suspension shall be over at that time, however, this committee and the Board may take additional disciplinary action at a later time.
- D. All Discipline imposed by Coach should come to the attention of the Discipline Committee for review and documentation of players behavior. This is imperative for future discipline that may be applied to player.

Section 4.10: Player Participation with Other Teams

- A. Players will be assigned to JCYH teams as part of the team selection process.
- B. Players may participate in the on-ice activities of other JCYH teams only with the approval of the involved Coaches and the Director of On-Ice Operations. Approval will only be given if there are compelling family reasons, personal hardship or significant team needs. Approval decisions will also be based on the rules of the governing authorities (i.e. league rules).
- C. Players may participate in the off-ice activities on another team upon the approval of the Coaches. This approval shall be given in an equitable manner.
- D. Players may participate in the activities of non-JCYH teams only upon complete disclosure to all involved coaches and registrar, and only with the approval of the Governing Authorities, if required, and only if it does not negatively impact JCYH and the JCYH team other than the possible absence of that player at team activities. Furthermore, for a player whose primary team is not JCYH to play in a JCYH game they must participate in 50 % of the practices during the season. In addition, they must meet the financial obligations of JCYH prior to participating with other teams. Participation on other teams may make them ineligible for a Scholarship. Coaches may discipline the player *for unapproved absences* in accordance with Section 4.9.

- E. If a player is participating in a fall high school sport (example: football or other fall sport) and is not allowed to play JCYH Midget hockey till his fall high school sport is over, due to the rules and regulations of MSHSA, the 50 % rule applies when he begins his play in JCYH Club.
- F. Players must be rostered on the JCYH team they desire to play for in order to practice with that team.

Section 4.11: Referee Scheduling

- A. The Head Coach or Team Manager shall inform the Director of On-Ice Operations of all home games by specified MO Hockey ending date or as soon as possible after the games are scheduled and/or re-scheduled.
- B. The Director of On-Ice Operations or his designee shall then ensure that appropriately certified referees are scheduled for these home games up to the limits of refereed games to be arranged by JCYH for that team.
- C. The team shall arrange referees for all additional home games.
- D. Mites may scrimmage other mite teams including non-JCYH mite teams provided at least one adult acceptable to both coaches is an on-ice referee (i.e. American Development Model (ADM) cross ice games).
- E. If referees have been scheduled but no referees are present at game time, the game may be played with the approval of both coaches, provided that at least one adult acceptable to both coaches is on the ice acting as referee, except as provided below.
- F. No Midget/HS games, scrimmages or other game like play between Midget/HS teams is permitted without at least one certified referee.
- G. Inter-squad Mid-MO Tiger scrimmages do not require certified referees but do require qualified coaches to be present. Scrimmages may occur between different Mid MO Tigers age group levels but only if one level greater or less (i.e. Mites may scrimmage Squirts but may not scrimmage Peewees; Squirts may scrimmage Peewees but not Bantams). Checking will not be allowed in scrimmages between different age levels.

Section 4.12: JCYH Tournaments

- A. To the extent feasible, the Board may conduct profitable tournaments at rink(s) used by JCYH.
- B. The Tournament Committee shall assist the Board with planning and conducting tournaments.
- C. The Age Group and team skill level that participate in the JCYH tournaments shall be selected so that most players who participate in JCYH for all Age Groups during their youth hockey playing years will be eligible for the same number of JCYH tournaments.

Section 4.13: Fundraising

The Board with the assistance of the Fundraising Committee shall conduct general fund-raising activities. These may include apparel and merchandise sales to Members, soliciting business and individuals and other efforts acceptable to the Board.

Section 4.14: Dressing Room Rules including Mixed Gender

- A. This Rule applies to all Age Groups. These requirements maybe waived for Mite teams with the written approval of each parent or legal guardian of players on that team.
- B. Where possible, the male and female players undress/dress in separate locker rooms and then convene in a single dressing room to hold the coach's pregame meeting;
- C. After the game is finished, the coach will hold a post-game meeting. After which male and female players will proceed to their separate dressing rooms to undress and shower (separately), if available.
- D. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- E. Following the game and the coach's post game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.
- F. Once appropriately dressed (all hockey gear except skates, helmets and gloves), the team may convene in a single room or area for a pre and post practice/game meeting. The Coach may make an exception if the prudent medical treatment of a player requires the partial removal of some of the player's equipment and uniform.
- G. The use of Cell phones to take video or pictures, cameras, PDA's with camera capability and similar devices are prohibited in all locker rooms.
- H. Two responsible adults the same gender as the players must be present in a locker room to supervise at all times. COACHES ARE TO RIGOROUSLY MONITOR THIS POLICY. It is the responsibility of the Team Manager and Coach to assign parent monitors for the locker room. If a coach is to meet with a player on an individual basis another adult must be present during that meeting.
- I. Team manager or appointed parent will be responsible for assuring access to home and away locker rooms. They will also assure that the locker room is left in appropriate condition by the players.

Section 4.15: Equipment

A. Goalkeeper's equipment

Goalies shall provide all their own equipment. For age groups Mites and Squirts a request for JCYH to provide goalie equipment will be considered by the Board on a case-by-case basis. The Goalkeeper's equipment should meet specifications as per USA Hockey Equipment Rules.

USA Hockey Equipment Rules can be found at:

[http://www.usahockey.com/uploadedFiles/USAHockey/Menu_Officials/Menu_RulesEquipment/2009%20-%2011%20Rulebook\(1\).pdf](http://www.usahockey.com/uploadedFiles/USAHockey/Menu_Officials/Menu_RulesEquipment/2009%20-%2011%20Rulebook(1).pdf)

MO Hockey Equipment Rules can be Found at:

<http://www.mohockeyyd.org/PDF/Missouri%20Hockey%20Youth%20Division%20Rules.pdf>

1. With the exception of skates and stick all the equipment worn by the goalkeeper must be constructed solely for the purpose of protecting the head or body and he/she must not wear any garment or use any contrivance that would give him/her an undue assistance in keeping goal.

2. Catching Glove
3. Blocker Glove
4. Leg Guards
5. Hockey pants- Black
6. Protective Cup
7. Goalie Chest Protector
8. All goalkeepers wear HECC approved hockey helmets and full facemasks.
9. Hanging throat/neck laceration protectors. No form fitted facemasks shall be permitted.
10. Mouth Piece
11. Skates
12. Goalie Stick as per USA Hockey Specifications
13. All JCYH equipment shall be returned to the Director of On-Ice Operations, within 10 days following the end of the Season.
14. A Goaltender's equipment should meet the requirements of a team. In participating as a team during Games/Tournaments/Playoffs this means all pants(blacks), Jerseys (home/away), socks (home/away) shall meet the standard as of the Mid MO Tigers Home and Away Apparel. Practice is an exception unless specified by coach. Players shall meet the requirements of dressing as a team and not to alter their equipment to make themselves obviously independent of team. Coaches may award stickers that may be placed on helmet as a reward for good play. Goalkeepers helmet and facemask are the only helmet that may vary in design and altered for artistic purposes. The ideal goalkeeper helmet hopefully would artistically be something that inspires the goalkeeper or artistically has the logo of the Mid MO Tigers.

B. Out Player's (Non-Goal Keeper) protective equipment

All skaters shall provide all their own hockey equipment. Learn to Play and First Year Mites may borrow equipment from JCYH. If JCYH does not have equipment then Mites/ LTP must purchase. There is a mandatory deposit for borrowing equipment. The cost of the deposit is set by the Board. The following items are required for players. Please note that the Colors of certain equipment are 19 specific. If the color of the equipment is not followed a player may not be allowed to play in games or practice.

The Player's equipment should meet specifications as per USA Hockey Equipment Rules.

USA Hockey Equipment Rules can be found at:

[http://www.usahockey.com/uploadedFiles/USAHockey/Menu_Officials/Menu_RulesEquipment/2009%20-%2011%20Rulebook\(1\).pdf](http://www.usahockey.com/uploadedFiles/USAHockey/Menu_Officials/Menu_RulesEquipment/2009%20-%2011%20Rulebook(1).pdf)

MO Hockey Equipment Rules can be Found at:

<http://www.mohockeyyd.org/PDF/Missouri%20Hockey%20Youth%20Division%20Rules.pdf>

1. Helmet HECC Approved with Ear Protectors– Black
2. Elbow pads
3. Mouth Piece
4. Hockey pants -Black or girdle/shell-Black
5. Protective Cup
6. Gloves – Black or greater part Black
7. Neck Guard (Recommended) -Black (please note in some states this is mandatory and thus if in tournament then must be worn. Illinois is mandatory to wear neck guard, however, Southern Illinois, Decatur and Springfield, Illinois are under MO Hockey Rules and thus only recommendation).
8. Knee/Shin Protectors
9. Full face protection
10. Shoulder/Chest protector – which will include a mid-section protection- part of the shoulder pads and will cover lower mid-section of abdomen and back

11. Ice Skates
12. Hockey Stick as per USA Hockey specifications
13. All JCYH equipment shall be returned to the Director of On-Ice Operations, within 10 days following the end of the Season.
14. Player's equipment should meet the requirements of a team. In participating as a team during games/tournaments/playoffs this means all helmets (black), pants (blacks), gloves- primarily Black, jerseys (home/away), socks (home/away) shall meet the standard as of the Mid MO Tigers Home and Away apparel. Practice is an exception unless specified by coach. Players shall meet the requirements of dressing as a team and not to alter their equipment to make themselves obviously independent of team. Coaches may award stickers that may be placed on helmet as a reward for good play.

Section 4.16: Communication with the Governing Authorities

Communication with all Governing Authorities regarding disputes and concerns as defined in Section 2H, will be handled by the Board or the JCYH Missouri Hockey Representative, with the exception of communications related to USA Hockey insurance claims and benefits.

Section 4.17A Coach Selection

- A. Coach selection will be based on parent evaluations, past coaching history, previous performance, qualifications, certifications, and ability to develop players.
- B. Maximum number of Coaches is four including Head Coach.
- C. Coaches can work with multiple teams (i.e. Assistant Coach) but can be the Head Coach for only one team at the Discretion of the Board.
- D. Coaches must be USA Hockey registered in order to participate, which can be done by going to www.usahockey.com and registering online. Once registered, please print a copy of the certificate to turn in with the rest of your packet to the Registrar.
- E. Coaches must have appropriate coaching education Level as outlined by USA Hockey. Furthermore, coaches must pass and submit a background check to Missouri Hockey. The Coach is responsible for the cost of obtaining the appropriate coaching education level, background check, USA Hockey Registration, and any other costs necessary to being a Certified Coach.
- F. The Head Coach will select his assistant coaches, however, approval of Assistant Coaches will be at the discretion of the Board.
- G. If desire to be a coach, either assistant or head, application is on the JCYH website. The application should be completed by May 30th so that Coach selection may occur at the June Board meeting. This will allow the Board to approve all Head Coaches and allow for selection of Assistants by Head Coach and review of Assistant Coaches by the Board in a timely manner.
- H. The Board is aware that due to vacancies in coaching positions and unforeseen circumstances that the deadline may be extended for an individual or individuals at the Discretion of the Board.

Section 4.17B Coaches on Bench During Games and on Ice during Practices

- A. A. Please note no one but players in Uniform and Coaches (up to a maximum of four) shall be permitted to occupy the bench area so provided during games.
- B. B. Please note there will be only a maximum of four Coaches per team on the ice during practice.

Section 4.18: Team Manager/ Age Level Representative Selection

- A. The Team Manager shall be selected by a majority vote of the Team Parents present at the initial team parent meeting.
- B. This vote shall normally be conducted within 15 days of team player selection. The Team Manager election shall be presided over by the Board Representative for the age group.
- C. Team Parents and the Board may remove a Team Manager for misconduct. The Team Parents shall then elect another Team Manager.
- D. Team Manager shall not be the spouse, wife, life time partner, significant other, ex-spouse, ex wife, ex life time partner, ex significant other or any way related to the Head Coach.
- E. Age Level Representative shall not be the spouse, wife, life time partner, significant other, ex-spouse, ex wife, ex life time partner, ex significant other or any way related to the Head Coach.
- F. Age Level Representative and Team Manager cannot be same person.

Section 4.19: Games and Game Score Sheets

- A. All games and scrimmages involving JCYH teams shall have properly completed score sheets in accordance with the Missouri Youth Hockey Division Rules as well as High School rules.
- B. Prior to all games, the team Coach and/or team manager shall in coordination with the opposing team's coach and/or team manager properly complete a game score sheet as required by the Governing Authorities.
- C. After the game, the Coach shall review the game score to verify its accuracy. The coach should ensure that the score sheet follows MO Hockey score sheet policy.
- D. The Team Manager shall be responsible for summarizing this data and submitting it to the club media representative and the age group representative Age Level Representative.
- E. The Team Manager, if a Home game, must mail the score sheet to the Missouri Youth Hockey/ High School representative as per division rules. In addition, the score should be posted on the Missouri Youth Hockey Website/High School website as requested by the Governing Authorities.
- F. Head Coach, Team Manager, or Age Representative are to summarize and submit to the Board Secretary the assessed penalties in particular major and game misconduct and multiple minor penalties served during a game. Penalties to the Secretary for distribution to the Board for evaluation by discipline committee to determine if any action must be taken. This must be done within 72 hours of each game. They are also to submit a weekly tally of penalties for each player. This can be achieved through utilizing a Excel spreadsheet.

Section 4.20: Off-ice Officials and Positions

- A. Team Parents shall serve as off-ice (minor) game officials as prescribed by the Governing Authorities. In the absence of Governing Authority requirements, there shall be at least one Team Parent in the teams penalty box during all games and scrimmages and two Team Parents shall serve as the game or scrimmage scorer and timekeeper (scoreboard operator).

- B. For all Bantam Age Group or older games, there shall be at least one Team Parent who shall supervise all players who have to leave the ice for any reason. This Team Parent shall escort the player(s) to the team dressing room and supervise the player's activities until a Coach arrives and takes responsibility for the player(s) or until the player(s) parents arrive.
- C. Off-ice Officials attending to the penalty box must realize they are an official of the game. If a player is in the penalty box they should discuss with the player in a constructive manner why the player is in the penalty box. In addition, they should assure they are calming the player's emotions. During this time if Off-ice Official has a digital camera, video camera or picture camera, no pictures or video taking should be going on until the players is no longer in the penalty box. They must remember they can be queried by the On-ice official of any activity that occurs on the ice or in the penalty box.

Section 4.21: General Team Organization

- A. The Coaches' primary function is to plan and implement the on-ice activities of the team. This includes instructing the players, conducting practices and games to improve the players' hockey skills. This shall be done in a manner such that all players are treated uniformly and in a non-threatening, non-abusive manner. The Coach shall also keep the Team Manager and Team Parents informed regarding on-ice practice and game issues. The team Coaches shall also coordinate with the Team Manager regarding the scheduling of games, practices and scrimmages and other team matters.
- B. The Team Manager's primary function is to plan and implement the off-ice functions of the team which may include the scheduling of games. The Team Manager shall coordinate with the team Coaches and keep the Team Parents informed of team activities in a timely manner. The Team Manager shall normally be the primary communicator between the team, Age Group Representative, Board, Committees and other teams. Communication with the Board shall normally be through the Board member representing the corresponding Age Group. The Team Manager shall also assist the Board treasurer with fee collections from Team Parents and advise the treasurer of reimbursable expenses. The Team Manager shall preside at all meetings of the Team Parents.
- C. Team Parents shall proactively participate in team activities and cooperate with the Coaches and Team Managers. Team Parents shall assist the Coach and Team Manager, shall serve as off-ice officials at games and perform other functions for the team. The Team Manager will coordinate the activities of the Team Parents. Team Parents are encouraged to have their player at team functions in a timely manner and to not negatively criticize other Members, the Board and JCYH activities in the presence of players. Team Parents and players may participate as individuals and as a team in functions outside of the JCYH arranged events at their discretion. Participation or lack of participation in these extra functions shall not negatively impact the Team Parents and their player.
- D. Age Level Representative (Mite, Squirt, Pee Wee, Bantam and Midget/High School) shall sit on the Board and report the activities of their age group teams. They will report the win/loss record, tournament play, potential conflicts arising among parents, and coaches and any issue that may be deemed important to the Board. In addition, they shall serve as a liaison between the any team at the age level they represent and the Board. Furthermore, they shall report any discipline issues and aid the Team manager/ Head Coach in providing a copy of the score sheet to the Board. They are to also notify the Board of any disciplinary actions taken by the coaches and the Head Coach must notify the Age Level Representative of this disciplinary action. This is critical as the discipline committee will review and consider further action and to keep an ongoing tally of discipline issues.

Section 4.22: Code of Conduct

Zero Tolerance Policy: JCYH fully supports and endorses the **Zero Tolerance Policy** of USA Hockey, Inc. as listed below. This policy and all current USA Hockey rules can be viewed by visiting www.usahockey.com and seeking Rules on the Inside USAH page.

- A. **Players:** A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:
1. Openly disputes or argues any decision by an official
 2. Uses obscene or vulgar language at any time, including swearing, even if it is not directed at a particular person.

Visually demonstrated any sign of dissatisfaction with an official's decision. Any time that a player persists in any such action, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

- B. **Coaches:** A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:
1. Openly and abusively disputes or argues any decision by an official.
 2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.

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 25 persists in any of these actions, they shall be assessed a game misconduct penalty.

- C. **Off-Ice 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, On-ice Officials (Referees), or other coaches are strictly prohibited. An example of Off Ice officials is as outlined in Section 4.20. Team Parents shall serve as off-ice (minor) game officials as prescribed by the Governing Authorities. In the absence of Governing Authority requirements, there shall be at least one Team Parent in the team's penalty box during all games and scrimmages and two Team Parents shall serve as the game or scrimmage scorer and timekeeper (scoreboard operator).

The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable.

- D. **Spectators:** The game will be stopped by on-ice officials when the spectators displaying inappropriate and disruptive behavior interfere with the other spectators or the game. Rink management also has the right to expel abusive spectators from their facility. The on-ice officials will identify violators to the coaches for the purpose of removing spectators from the viewing area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary actions by the local governing body. This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on-ice surface, directed in any manner so as to create a safety hazard
- Respect the game. Under NO condition shall anyone other than official members enter the playing surface.
- Hand held signs, which do not obstruct the view of others, will be message boards. "White" boards or other similar items deemed to be in poor taste will be removed.
- Artificial noise makers (i.e. permitted provided they are in good taste. Signs, megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are NOT allowed.

- Laser lights are strictly prohibited.

The JCYH holds each member of the Club and their families responsible for self-policing the conduct, both on and off the ice, of themselves, the coaches, players, teams, spectators and parents at sanctioned events, including all games, practices and associated activities. The JCYH reserves the right to have any person who causes a disturbance removed from the playing area and to impose such sanctions as are deemed advisable by the Disciplinary Committee, including suspension. A spectator who receives more than three (3) warnings and/or suspensions in the same season for poor conduct may be barred from attending any JCYH event for remainder of the season, or until resolution of the matters is deemed satisfactory by the JCYH. In addition, the suspension may be extended by the discipline committee.

- E. **Players Code of Conduct:** The JCYH holds each member player responsible for his/her conduct, both on and off the ice, at sanctioned events, including all games, practices, and associated activities. The JCYH reserves the right to have any player who caused or participates in a fight, on or off the ice, destroys or defaces public property, violates the Club drug, tobacco and alcohol policy or causes or participates in other unsportsmanlike behavior related to any Club function, removed from the playing area and/or arena and to impose such sanctions as are deemed advisable by the Disciplinary Committee of the Club, including suspension. Coaches have initial authority to take appropriate immediate action.

- Respect the Coaches Team Rules
- Play for fun, but work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with the decision of an official.

In addition, a coach may suspend a player from participating in practices, scrimmages or games for poor conduct, which may be defined as “any conduct deemed inappropriate by the coach”. Poor conduct may include, but is not limited to:

- a) Poor attendance: Missing two (2) consecutive unexcused practices or games.
- b) Non-participation in team practices (showing outward disrespect to coaches or teammates, declining to fully participate in team drills or games).
- c) Inappropriate behavior before, during or after practice or games – vulgar language, throwing of equipment, obscene gestures, showing outward disrespect toward coaches, parents, or players, taunting or criticizing teammates, other players or spectators.
- d) Poor behavior on or off the ice at a JCYH event including the time before, during or after practice or game – including disregard of the Zero Tolerance Policy.
- e) Hazing, Bullying, Sexual Harassment, and lewd behavior all fall under the Zero Tolerance Policy and will not be permitted.

A coach may suspend a player from future practice or games or any JCYH event if all the following conditions are met:

- a) The player’s conduct violates any of the aforesaid rules or regulations.
- b) The coach notifies the JCYH Board members.
- c) A parent/guardian of the player is notified at least 48 hours prior to the event.

A player who receives two game misconducts or more than three suspensions in the same season for poor conduct may be barred from participation in the JCYH for the season pending evaluation by the discipline committee, or until resolution of the matter is deemed satisfactory for JCYH.

Disciplinary action applied by the coach will be assessed by the Discipline Committee and recommendation made to the Board. In addition, any player shall also serve one-game suspensions in addition to any penalties assessed by USA Hockey for the actions listed below.

Any player who receives more than two game misconducts, gross misconduct, or match penalties in any combination during the same season shall be suspended for the remainder of the current season pending assessment by the Discipline committee.

Any player suspended under these rules shall be required to petition the JCYH Board for reinstatement. Any team that permits a suspended player to return in any active capacity before reinstatement shall be subject to disciplinary measures as determined by the JCYH Board. If a player is suspended by the coach for the aforementioned policies, procedures and rules, he or she shall present to the discipline committee to determine if the suspension is justified.

- A player who persists in any course of conduct for which he/she has previously been assessed a misconduct penalty shall be assessed a game misconduct penalty according to USA Hockey.
- A player who deliberately inflicts physical harm to a game official or injures a player or other team official in any manner or attempts to do so shall be assessed a match penalty according to USA Hockey.
- A player who behaves in any manner that is critically detrimental to the conduct of the game, including spitting at an opponent, spectator, game or team official, or verbally threatens a game official with physical harm shall be assessed a match penalty according to USA Hockey.

The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by Coaches/Parents.

Please note if a Coach suspends a player he must notify the Board of his action within 48 hours.

- F. **Coach and Assistant Coach Responsibilities:** The Head Coach, or acting head coach of each team, shall be held responsible for the conduct of the members and team officials of his team both on and off the ice immediately before, during and after any JCYH or USA Hockey sanctioned event, including but not limited to 29 practices and games. The head coach or acting head coach or any team member or team official involved in any disruptive or unsportsmanlike incident may be called to account for the actions of any such team member or team official and may be subject to disciplinary measures by the JCYH Disciplinary Committee.

The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable.

G. **Consumption/Use/Abuse of Alcohol and Drugs**

In support of USA Hockey and its Consumption/Use/Abuse of Mood-Altering Substances Policy, the JCYH prohibits the use of these substances by any participant during active participation in any sanctioned event (i.e. during and between games, during practices, etc.). Upon discovery of any violation, the JCYH shall suspend the participant for a minimum of 30 days. A participant shall include players, coaches, referees and all persons involved in the conduct of an ice hockey event. Any participant assessed a suspension under this rule shall have the right to appeal. For the purpose of this policy, the words "alcohol, drugs, and tobacco" shall include the following:

- a) Intoxicating beverages, including but not limited to, alcohol;
- b) Non-prescription controlled substances;
- c) Prescription or prescribed controlled substances when used to an excess in violation of doctor's orders, or to produce the state of intoxication in the participant.
- d) Performance Enhancing Drugs.

- e) If a violation of the policy occurs on Washington Park Ice Arena the Police may be called for intervention.
- f) If there is suspicion of drug/alcohol use a player may be requested to be drug tested within 72 hours, at facility as designated by the Board, at a cost to the player/parent. Failure to do so within 72 hours will result in a suspension of 30 days.

H. Chewing Tobacco/Smoking this includes Players/Coaches/Parents

NO cigarettes/ chewing (“dip”) tobacco anywhere in the Washington Park Ice Arena Building including locker rooms. This is Washington Park Ice Arena Policy. It is also encouraged that we follow this recommendation when the team is visiting other ice facilities. 30

I. Parents Code of Conduct: Parental support for youth sports is very important, especially youth ice hockey. The JCYH would like to provide the reminders listed below as you approach your child before, during and after any JCYH event.

- Do not complain to the coaches regarding coaching matters for at least 24 hours after practices or games.
- Never yell at or physically abuse your player after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Do not embarrass your child by yelling at players, coaches, or officials – show a positive attitude toward the game and all participants. Your child will benefit greatly.
- Study and understand the rules of the game, and support the officials and coaches on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by Board or Governing Body.

Section 4.23: USA Hockey Rules and Regulations as well As Missouri Hockey Rules and Regulations apply to the JCYH organization.

Off Ice Officials, Parents, Players, Spectators and Coaches: Must abide by all USA Hockey Rules and Regulations as well as Missouri Hockey Rules and Regulations. In cases of contradiction among the JCYH PPR, USA Hockey Rules and Regulations, and Missouri Hockey Rules and Regulations, this shall be brought to the attention of the Board and the Board shall rule on appropriate course of action.

USA Hockey Rules and Regulations as well as Missouri Hockey Rules and Regulations can be located on MO Hockey website at: <http://www.mohockeyd.org/RulesHome.jsp>

SECTION 5: COMPLAINTS AND GRIEVANCES

- A. It is recognized that from time to time there will be conflicts and or disagreements within JCYH. JCYH encourages resolution of such issues at the level where these decisions are made. In the event there has been adequate discussion and problem solving at that level, the Board has adopted a method for resolution. Board action on an issue is final. If in the opinion of the Board on an issue brought to the Board has not had adequate discussion and alternative solutions have not been explored, the Board can refuse to consider the matter and will refer the issue back to the grievant. Timelines are provided to encourage timely resolution. In the event the timelines are not followed, the Board reserves the right to refuse consideration of the grievance. All complaints and grievances should first be attempted to be resolved between the parties, if appropriate. Unless it is a violation of Section 4.22 Code of Conduct at which it must come to the attention of the Board and subsequent Discipline committee.
- B. The grievance procedure can be accessed in matters of policy interpretation, player team assignment and in matters involving player, parent or coach conduct. In cases of misconduct where the Disciplinary

Committee is already involved in a disciplinary matter, their decision will supersede the grievance process. A Grievant can be anyone directly affected by the policies of JCYH including parents, coaches and referees. Disagreements concerning the operations of JCYH are not subject of the grievance procedure. The Board invites parents to become involved to improve these matters.

- C. In the event there is a disagreement of dispute, the grievant (parent/parents/guardian will represent their player though the player may be interviewed independent of the parent/parent/guardian) is encouraged to discuss and resolve this with the age level representative and or head coach after a mandatory 24-hour cooling off period.

In the event this informal discussion does not resolve the issue and the grievant still wants to appeal the decision, the grievant will produce the complaint in writing or via email stating the facts, with a recommended solution or remedy, and send this to the age level representative. This letter must be sent to the age level representative within fourteen (14) calendar days of the action that led to the disagreement.

- D. The age level representative will forward the complaint within 24 hours to the Secretary of the Board for dispersion to the entire Board. The Board President with the agreement of the Board will forward to the appropriate committee for review and investigation
- E. This committee shall review the issue including conducting investigations and interviews, as they deem appropriate to determine the relevant facts. These investigations and interview shall be conducted at closed meetings and in other ways so as to reasonably maintain privacy. Upon completion of their investigation, the committee shall present their findings to the Board along with their recommendations regarding discipline. This committee shall achieve this via written or email communication on the recommendation of the dispute or discipline to the Secretary of the Board within fifteen days of the receipt of the written grievance to the Secretary of the Board. A copy of that response should be sent to the Secretary of the Board and the Board President

The Board will then review and decision on the matter is final and binding. Nothing obligates the Board to provide any communication to anyone inside or outside the organization except those directly involved. The Board shall review the matter and take appropriate actions. Penalties and other discipline shall be as stipulated by the Board. Board shall set penalties consistent with the offense and previous relevant JCYH discipline. The Board may also follow the guidelines as outlined by USA Hockey Rules and Regulations as well as Missouri Hockey Rules and Regulations. There may be circumstances where the Board's decision does not coincide with these governing authorities; however, the Board's decision takes precedence. Every effort, however, will be made that the Board's decision will correlate with the Governing Authorities rules and regulations.

SECTION 6: SCHOLARSHIPS

- A. The purpose of scholarships is to provide an opportunity for players with financial hardships to play hockey.
- B. Scholarships will be considered by the board, granted on a case-by-case basis and shall be held confidential.
- C. Scholarships shall be given to a player for a maximum two seasons, however, financial consideration of family and effort to obtain support through Ads should be taken into consideration thus it may be extended greater than two seasons.
- D. If a player plays on two teams, initial financial obligation is to JCYH and a Scholarship will not be considered.

- E. All requests for scholarships must be submitted with registration packet or prior to first installment.

SECTION 7: BOARD MEETING RELATED COMMUNICATION

- A. The Board shall conduct their meetings in accordance with the most recent edition of Roberts Rules of Order.
- B. Board shall maintain a JCYH Internet website for the purpose of posting pertinent JCYH information.
- C. The Board shall adopt a JCYH budget for the season.
- D. Approximately monthly during the season, the Board treasurer shall provide the Board with a financial update.
- E. E. The Board shall provide written copies of approved Board meeting minutes and Board accepted financial updates to Members, upon their reasonable request.

SECTION 8: RULE AMENDMENTS

- A. A. On an annual basis (or more frequently if required), the JCYH President will form a committee to review the existing rules of the organization. The committee will bring their recommendations for amendments to the board for approval.
- B. B. The Board may also review the existing rules of the organization and propose a change or amendment with approval of the Board as deemed necessary.
- C. C. Throughout the course of the year the JCYH President has the right to form ad hoc committees to address specific needs or projects that come before the Board.

Dates of Review and Approval of Policies, Procedures, and Rules

Policies, Procedures, and Rules initial presentation to the JCYH Board, April 11th, 2011. Suggestions and Recommendations were proposed with vote on final copy to be presented to Board on May 9th, 2011.

Policies, Procedures, and Rules approved JCYH Board Meeting, May 9th, 2011.

Policies, Procedures and Rules adjustment to Section 4.17A, Section E: Approved JCYH Board May 16th, 2011.

Policies, Procedures and Rules adjustment to Section 4.2 G, 4.10 E, 4.18 D, E, F, and 4.22, Zero Tolerance, Off Ice Officials. Approved JCYH Board July 14, 2011.

Policies, Procedures and Rules change by addition of Section 4.2 I and J as well as 4.10 F. This was recommended by Board August 8th, 2011. Approved by JCYH Board August 25, 2011.