



# **Arapahoe Youth Hockey League Policies and Procedures**

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## **Arapahoe Youth Hockey League**

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## **GENERAL INFORMATION**

### **1.1 ABOUT US**

The Arapahoe Youth Hockey League Warriors (AYHL) is affiliated with the Colorado Recreational Hockey League (CRHL), Rocky Mountain Hockey Federation (RMHF), Colorado Amateur Hockey Association (CAHA), and USA Hockey. AYHL is owned and operated by South Suburban Park and Recreation District (SSPRD) and conducts all of its programs at facilities owned by SSPRD. SSPRD, in its sole discretion, may designate an outside hockey organization to assist in the administration and operation of all or a portion of the AYHL hockey programs. (As used herein, SSPRD shall mean South Suburban Park and Recreation District, and/or its appointed designee(s) and hockey directors). All teams are registered with CAHA and USA Hockey. In partnership with parents, coaches, and SSPRD, AYHL strives to ensure that children are provided a meaningful and enjoyable hockey experience. AYHL is an athlete-centered organization that places the needs of the child first. AYHL gives each member the opportunity to participate to the best of their ability and develop as young athletes. AYHL is guided by the values of good sportsmanship, honesty, respect for all individuals and personal integrity. AYHL's success today and in the future will be measured by involving more children who enjoy playing and participating in hockey.

## **1.2 MISSION STATEMENT**

AYHL's Mission is to promote, develop and administer a hockey program implemented through skill development and competition. AYHL recognizes that there is a broad range of ability and commitment among our participants therefore we offer both a competitive and recreational league. AYHL strives to provide appropriate instruction and competition to provide athletes the opportunity to participate and develop in a competitive hockey environment.

## **1.3 AYHL PHILOSOPHY**

The consistent demonstration of good sportsmanship by all players, parents, coaches, and fans at the ice rink is the guiding principle of our mission. AYHL is committed to giving these young players a positive experience in ice hockey. AYHL will encourage and promote the true competitive spirit while focusing on players' personal development.

It is the policy of the AYHL that all of its participants/members, employees, coaches, and any other individual participating in the activities of AYHL exhibit the qualities of good sportsmanship, civil behavior and abide by the Code of Conduct of AYHL, CAHA, and USA Hockey.

## **1.4 MEMBERSHIP**

AYHL is owned and operated by SSPRD, and therefore does not have board membership, nor does it hold annual meetings or have any voting within the hockey association..

## **1.5 POLICIES**

### **1.5.1 GRIEVANCE RESOLUTION**

AYHL shall provide for the prompt and equitable resolution of grievances of its members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate

### **1.5.2 CONFLICT OF INTEREST POLICY**

The conflict of interest policy defined in the USA Hockey Annual Guide is intended to help SSPRD, its directors, officers, and certain other persons identify situations that present possible conflicts of interest and to provide a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. AYHL and CAHA have adopted USA Hockey conflict of interest policy.

### **1.5.3 WHISTLER BLOWER POLICY**

A whistleblower, as defined by this policy, is a participant/member, volunteer, executive committee member, or staff of AYHL who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact AYHL. The member or volunteer must exercise sound judgment to avoid baseline allegation. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact AYHL. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

#### **1.5.4 ABUSE**

AYHL prohibits sexual and physical abuse. The USA Hockey Safesport program (Safesport) is implemented at AYHL and requires every member to read and accept Safesport policies.

#### **1.5.5 DOCUMENT PUBLICATIONS**

AYHL Policies and Procedures and other governing documents and all amendments are available on the AYHL website.

### **REGISTRATION**

#### **2.1 PLAYER REGISTRATIONS AND DEPOSIT**

To hold a space for the upcoming AYHL hockey season, a NON-REFUNDABLE NON-TRANSFERABLE deposit is due upon registration. A player IS NOT considered registered until the deposit is received. All players are also required to be registered with USA Hockey and CAHA for the season. You will be required to enter your current season's USA Hockey # at the beginning of the AYHL online registration. By registering with AYHL, you have made a commitment to AYHL and a position in AYHL has been reserved. It is AYHL's policy to not allow players (travel or recreation) to be on a roster with any other association while playing for AYHL.

#### **2.2 NO PAY – NO PLAY POLICY**

If it is determined that a registration payment has not been made by an AYHL player, the “no pay-no play” policy takes effect and the delinquent family will be notified. Payment compliance must be made at that time or the player will not be allowed to skate until the bill is paid in full. In addition, per CAHA rules, any player who has an outstanding balance with a CAHA team

cannot be transferred, registered or rostered on another CAHA team until the outstanding balance is paid to the previous team. Any player who has been removed from AYHL with an outstanding balance will be placed on the CAHA Delinquent list until the payment is received in full.

### **2.3 AYHL REFUND POLICY**

AYHL fees and deposits are non-refundable and non-transferable.

AYHL players who pay registration and then are unable to further participate due to a season ending, hockey related injury documented by a physician can be refunded at a pro-rated fee.

### **2.4 PAYMENT PLANS**

The AYHL deposit that is due at the time of registration cannot be split into payments. The deposit is to be paid in full at the time of registration. Upon completion of Tryouts/Evaluations and team selection, the remaining balance due can be paid in full or split into 2 or 3 payments, with all payments due by December 1<sup>st</sup> of that year.

### **2.5 PLAYER FINANCIAL RELEASE**

Players seeking release from AYHL must fill out and submit the release letter to the appropriate hockey director. Upon verification of past and present financial obligations paid in full, letters will be approved within 3 business days. Players requesting releases will relinquish their position with the AYHL organization.

Players coming to AYHL, who played for another association, need to submit a financial release from that association to the ice office.

### **2.6 USA HOCKEY REGISTRATIONS**

All teams will be registered with USA Hockey

## **HOCKEY OPERATIONS**

### **3.1 HOCKEY OPERATIONS**

AYHL, which is overseen by SSPRD, will enforce all RMHF, CRHL, CAHA, USA Hockey, and AYHL rules and regulations, and have the full power and authority over all AYHL teams. Any decisions regarding, but not limited to, organization of programs and divisions, specifications of formats and local playing rules, screening of coaches, any discipline to any member of AYHL, and evaluation and placement of players and coaches are the responsibility of SSPRD.

### **3.2 CODE OF CONDUCT**

ALL PARTICIPANTS/MEMBERS ARE BOUND BY THE RULES AND REGULATIONS OF USA HOCKEY AND THE ARAPAHOE YOUTH HOCKEY LEAGUE. A PARTICIPANT/MEMBER IS DEFINED AS A PLAYER, COACH, PARENT, VOLUNTEER OR SPECTATOR. THESE RULES AND REGULATIONS MAY BE AMENDED OR REPEALED AT THE DISCRETION OF THE ARAPAHOE YOUTH HOCKEY LEAGUE AND SOUTH SUBURBAN PARK AND RECREATION DISTRICT.

The Code of Conduct is based on the rules of USA Hockey, CAHA, CRHL and RMHF. A breach of any of the following points constitutes a violation of the AYHL Code of Conduct. This list includes, but is not limited to, the following:

- Making physical contact with any player, coach, on-ice or off-ice official, association or league representative, arena personnel, spectator, or parent.
- Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- Going onto the ice surface for any reason, unless directed by a coach or other official.
- Entering the bench area during a game, unless directed by a coach or other official.
- Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- Entering the locker room of any official or obstructing their access or exit from said room or arena.
- Using profane and/or vulgar language or mannerisms that is offensive to other persons.
- Throwing of any object onto the ice surface, into the player's area, or at another individual.
- Pounding or climbing on the glass.
- Defacing or damaging property belonging to any individual, team, association, or arena.
- Violating SSPRD or AYHL rules, including, but not limited to:
  - Damage to the facility and/or vandalism of any sort
  - Theft of any kind
  - Violation of the floor hockey rule
  - Being involved with any activity that would warrant the summoning of law enforcement officials.
  - Being involved with illegal drugs in and/or around the Family Sports Center/Sports Complex
  - As a player, being involved with alcohol in and/or around the Family Sports Center/Sports Complex
  - As a volunteer or coach, being involved with alcohol prior to or during a game in/or around the Family Sports Center/Sports Complex
  - Inciting other persons to become involved in any of the above listed activities.
  - Any other conduct deemed inappropriate by the officials, representatives, AYHL and rink personnel.

It is the intent of AYHL to provide a fair and impartial review procedure to determine whether a participant/member has been involved in misconduct while participating in activities sponsored by AYHL, USA Hockey, CAHA, RMHF, CRHL, or any other participating event. If it is found that a participant/member has violated the Code of Conduct, AYHL will discipline the individual in accordance with the procedures and penalties set forth in the AYHL policy and guidelines, including SafeSport, if applicable.

### **Discipline**



SSPRD and its designated Safesport representative shall:

- Review allegations of misconduct;
- Determine if an individual has violated the code;
- Issue penalties commensurate with the severity of the offense when it is determined that a violation has occurred.
- Convene, if deemed necessary, a hearing to allow input from the individual who violated the offense to state their case on the matter.

### **3.3 COACH/MANAGER REMOVAL POLICY**

All coaches and team managers will conduct themselves in a manner consistent with the spirit of the Code of Conduct. Any inappropriate behavior may result in disciplinary action by SSPRD and its designated Safesport representative. This may include removal of the individual from their position. They will be informed of their dismissal in writing, which will include an explanation for the action.

SSPRD and its designated Safesport representative will select the replacement coach or team manager.

### **3.4 PLAYER REMOVAL POLICY**

All players will conduct themselves in a manner consistent with the spirit of the Code of Conduct. Any inappropriate behavior may result in disciplinary action. This may include removal of the individual from the team or AYHL. The player and his/her parents will be informed of their dismissal in writing, which will include an explanation for the action. No refund will be given to any player that has been dismissed from AYHL.

### **3.5 SELECTION OF COACHES /PROCESS**

At the end of each season, AYHL families will have the opportunity to submit “Coach Evaluations” for their teams’ coaches to SSPRD. These will be reviewed ONLY by SSPRD management and will be used in helping to determine a coach’s status for the following season. A review will be done on the evaluations received by the deadline, and exit interviews will be conducted with each coach at the end of the season. SSPRD will then compile all of the information from the new coaching applications, the coach evaluations, and the exit interview to determine the coaches for the next season. This list will be posted on the AYHL website when final coaches have been determined.

### **3.6 VOLUNTEER COACHES**

USA Hockey Coaching Certification is required for any coach who wishes to coach in our Association and is required before any coach is added to the roster. All coaches will go through a background check with USA Hockey before they can be placed on a team. AYHL encourages a developmental philosophy among our coaches to teach the game, improve players’ skills, emphasize player development and playing the game not necessarily for the win but for team growth. It is important to remember that the majority of our coaches are volunteers. Without their dedication and commitment to the growth and development of our players, AYHL could not operate to the level we currently enjoy.

### **3.7 VOLUNTEER TEAM MANAGERS**

Each team is required to assign one team manager to its roster. It is up to the head coach to name the team manager for the team. All team managers will go through a background check and Safesport with USA Hockey before they can be placed on a team. It is important to remember this is a volunteer position. Without their dedication and commitment to the teams they support, AYHL could not operate to the level we currently enjoy. Please take the time this year to thank your team managers for their time and effort in supporting the team during the season. This is a huge commitment from all of our team managers.

## **RECREATIONAL PROGRAM**

### **4.1 RECREATIONAL PROGRAM OVERVIEW**

The recreation program offers an alternative to the highly competitive environment of travel hockey. USA Hockey and AYHL encourages a competitive environment, in which players can learn the skills of hockey without the distractions that are often associated with competitive travel hockey. Families participating in the recreation program can expect less demands of the program. The recreation program is a member of the Colorado Recreational Hockey League (CRHL) and includes games against other recreational teams from other associations in and around Colorado.

SSPRD, in its sole discretion, may allow AYHL recreational teams to participate in tournaments other than the AYHL Mile High Meltdown. All recreational teams are expected to participate in the Mile High Meltdown.

#### **10U, 12U, 14U and 18U Groups:**

- AYHL will follow the game and league guidelines of the CRHL league.
- Practices will be 60 minutes of half-ice with 2 teams sharing the ice.
- Games will be full-ice.
- Scores and league standings will be kept on GAMESHEET
- AYHL recreation players cannot be rostered with another association.
- Teams are limited to two tournaments per season in addition to the Mile High Meltdown.

### **4.2 NUMBER OF TEAMS**

SSPRD, subject to AYHL registrations shall determine the number of teams to be fielded each year. The number of teams fielded by AYHL may vary from year to year as circumstances warrant.

### **4.3 NUMBER OF PLAYERS PER TEAM**

The standard recreational team may consist of 15 skaters and 2 goalies. The actual number of players on any team may vary at the discretion of the recreational hockey director. There does not have to be an equal number of players on each team within any age division.

#### **4.4     SELECTION OF COACHES /PROCESS**

At the end of each season, AYHL families will have the opportunity to submit “Coach Evaluations” for their teams’ coaches to the appropriate hockey director. These will be reviewed **ONLY** by the appropriate hockey director and SSPRD management and will be used in helping to determine a coach’s status for the following season. A review will be done on the evaluations received by the deadline, and exit interviews will be conducted with each coach at the end of the season. SSPRD will then compile all of the information from the new coaching applications, the coach evaluations, and the exit interview to determine the coaches for the next season.

## **8 & UNDER PROGRAM OVERVIEW**

USA Hockey and AYHL promote a developmental environment, in which children can learn the basic skills of hockey. The AYHL 8U program consists of 3 levels: Beginner, Intermediate and Advanced.

AYHL 8 & Under teams will participate in jamborees other than the AYHL Frozen 8's Jamboree. Participation must be approved by SSPRD, and may be denied at SSPRD's sole discretion. All 8 & Under teams are expected to participate in the Frozen 8's Jamboree. AYHL will assign the appropriate additional jamborees in each 8U Division: Beginner, Intermediate and Advanced. Teams cannot register/participate in non-approved Jamborees.

### **5.1 8 & UNDER PROGRAM DETAILS**

- Players will be placed on teams according to age and/or ability
- Practices will be station-based and follow the USA Hockey ADM (American Developmental Model)
- Increase opportunities for players to touch and handle the puck.
- Stress participation, fun and skill development.
- Provide a positive environment for learning the fundamental skills of hockey.
- Encourage creativity with and without the puck.
- AYHL in-house hockey director must approve all jamborees and rosters.
- AYHL 8 & Under players cannot be rostered with another association.

### **5.2 NUMBER OF TEAMS**

SSPRD, subject to AYHL registrations, shall determine the number of teams to be fielded each year. The number of teams fielded by AYHL may vary from year to year as circumstances warrant.

### **5.3 NUMBER OF PLAYERS PER TEAM**

The actual number of players on any team may vary at the discretion of the recreational hockey director. There does not have to be an equal number of players on each team within any age division.

### **5.4 PLAYER PLACEMENT**

Each year, the 8U on-ice coordinators will conduct an on-ice evaluation of the respective registered players to rate hockey skills and playing ability. These ratings are used to assign players to teams in order to achieve balance throughout the divisions.

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