

**SOUTHERN AROOSTOOK MINOR HOCKEY ASSOCIATION
JR. BLACK HAWKS**



**PARENT / PLAYER
COACH
HANDBOOK**

POLICY AND PROCEDURE MANUAL

www.samhahockey.org

Message from the Board of Directors

SAMHA has built a tradition of excellence, through the efforts of dedicated parents, players and coaches in the Southern Aroostook Area. The Board of Directors is firmly committed to continuing that tradition. The Board is continually finding new ways to support the coaching staff, players and volunteers that are so important to our association.

Our promise to you; The SAMHA Board of Directors will continually explore new ways and ideas to improve our programs and will strive to offer the youth in our area a premier hockey experience.

Thank you for letting us serve you!

Table of Content

I. Introduction

Southern Aroostook Minor Hockey Association Jr. Black Hawks. “SAMHA” Southern Aroostook Minor Hockey Association’s National hockey affiliate and underwriter is USA Hockey. We are required to pay annual membership fees in exchange for limited supplemental insurance for SAMHA/players.
USAHockey.com

II. Mission Statement

Southern Aroostook Minor Hockey Association is a non-profit organization dedicated to promoting the game of ice hockey in the Southern Aroostook area. Our mission is to make a positive difference in the lives of the children & youth by developing, advancing and administering the sport.

III. Organization

a. Board and Association Structure

The Board of Directors of Southern Aroostook Minor Hockey Association shall be, as a minimum, the President, Vice President, Treasurer, Secretary, and 7 voting board members. The association will also fill positions for the Registrar, Referee-in-chief and ACE Coordinator. The Registrar, Referee-in-chief and ACE do not have to be sitting Directors to hold the position. Such Board of Director members shall be elected via ballot at the SAMHA annual meeting and banquet.

Monthly Board of Director Meetings is held on the second Wednesday of every month at 5:30 pm. at the Millar Civic Center. www.samhahockey.org

SAMHA strongly encourage all coaches, assistants, managers and volunteers to attend meetings. Every voice matters as the association is run entirely from volunteers.

b. Attendance

All elected Officers and Directors should attend all board meetings. Exceptions may be made on individual cases having shown good cause. Any Officer or Director not able to make a meeting must notify the President or designee and give good cause. When any Officer or Director has missed his/her third meeting, having not shown good cause, the Board of Directors must bring up the matter under new business and take appropriate action. Any Director not meeting these guidelines can be removed by a vote of two thirds or more of the Board of Directors present.

c. Removal

Any Board member may be removed from office by vote of two thirds or more of the Board of Directors, when the Board determines that it is in the best interest of Southern Aroostook Minor Hockey Association.

d. Vacancies

In the event of a vacancy by resignation or other reason, the President or designee shall appoint a member to fill the unexpired position of the term.

e. Electronic Meetings

Allowing the ability for virtual meetings to take place either online via email or conference (chat) room online format and/or conference calls

Allow for motions requiring a vote to be excepted using electronic format.

Allow for voting via electronic format

f. Registrar

Responsible for registration of members; keep all registrations; supply each team a book with player roster and signed parent/player waivers; implement procedures to coordinate registration activities with USA Hockey / Hockey New Brunswick.

g. ACE

USA Hockey has established the ACE Program to provide a vital communication link between your local association and USA Hockey's Coaching Education Program. Your local associations ACE Director will assist your association in developing a well-trained coaching staff, help your coaches manage their CEP requirements, and promote and facilitate other USA Hockey programs such as the ADM, the Red, White and Blue Program (Cross-ice / Skill Development, Parent Education, and the Player Development Program.

IV. Program Description

a. General

Southern Aroostook Minor Hockey Association has co-ed teams for all levels of play from recreational (tier 4 and/or Comp. C) to competitive travel teams for players who have the desire and ABILITY for a more competitive experience (tier 2/3 and/or Comp. A/AA). Competitive teams may be selected through a tryout process. The number and ability of players will determine if the Board of Directors will approve a travel team.

b. Selection Process

For all team selections if needed, SAMHA will put in place an evaluation team to oversee the tryout process.

The evaluation team will consist of the head coach, assistant coach, a minimum of two independent evaluators and the ACE Coordinator.

The evaluators will hold a minimum of two tryouts.

Once complete the evaluation team will report to the Board of Directors for final approval.

c. Level Description

Hockey player age levels are categorized by birth year, not birthday. For example a player born 1/1/2000 and a player born 12/31/2000 are considered the same age.

USA Levels

Learn to skate and Learn to play ages 4 - 12

Atoms ages 4-8

Squirts ages 9 - 10

Peewees ages 11 - 12

Bantams ages 13 - 14

16U Midget Minor - age 15 - 16

18U Midget Major - age 17 - 18

14U Girls age 9- 14

Hockey Canada Levels

Initiation – ages 5 & 6

Novice – ages 7 & 8

Atom – ages 9 & 10

Pee Wee – ages 11 & 12

Bantam – ages 13 & 14

Midget – ages 15-17

d. Player Movement

Any and all player movement requests shall be governed by the league the team is competing, MeAHA (USA Hockey) and/or District II HNB (Hockey Canada).

V. ADM

The American Development Model (ADM) is the basis for youth hockey in the

United States. It provides:

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

VI. Support

a. Team Manager

It is mandatory that each team has a Manager. Responsibilities to include, but not limited to; communication source between the Board, registrar, parents, coaches and ACE; scheduling game help; scheduling tournaments and accommodations; oversee locker room coverage .

b. Game Help and Volunteers

Each team needs Volunteers that will run the game clock, score/game sheet and have someone 18 yrs. of age or older to oversee the locker room during all games and practices.

SAMHA will offer clinics frequently during the playing season to teach volunteers how to run the clock and filling out score/game sheets.

VII. Coach and Manager Selection

Coaches will be selected by the Board of Directors on a yearly basis. Each coach must fill out an application provided by SAMHA for review by the Board of Directors. Once the selection process has been completed, coaches may select

assistant coaches and a team manager of their choice or have the Board of Directors fill the position for them.

All head coaches and assistant coaches must meet all USA Hockey coaching CEP criteria and back ground checks. The ACE will assist with this process.

Note: returning coaches will not need to fill out an application if they have coached at least once in three years prior to the current season.

VIII. Codes and Policies (governed by SAMHA and USA Hockey)

Southern Aroostook Minor Hockey Association adheres to all guidelines and updates for Codes and Policies set forth in the USA Hockey Annual Guide.

*****FIRST AND FOREMOST*****

BULLYING IS NOT TOLERATED DURING ANY SAMHA FUNCTION AS OUTLINED BY USA HOCKEY AND SAFESPORT.

Coach's Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents.

Explain the goals and objectives of your association.

- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

Parent's Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials 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.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.

Player's Code of Conduct

- Play for fun.

- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time.
- 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 an official’s decision.

Spectator’s Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship

Other SAMHA policies that can be viewed in the USA Hockey Annual Guide

CONCUSSION / RETURN TO PLAY

ZERO TOLERANCE

SAFESPORT

GENDER EQUITY – CO-ED LOCKER ROOMS

CONSUMPTION/USE/ABUSE OF MOOD ALTERING SUBSTANCES

COACHES CEP CERTIFICATION REQUIREMENTS

STUDENT COACHES

ON ICE EQUIPMENT REQUIREMENTS, coaches/players

*****Points of Emphasis 2013 through 2017*****

The goal of USA Hockey is to promote a safe and positive playing environment for all participants while continuing to focus on skill development and enjoyment of the sport. All officials, coaches, players, parents, spectators and volunteers are encouraged to observe these “Points of Emphasis” when participating in the sport of hockey.

The “Points of Emphasis” can be viewed online at USA Hockey under 2013 -2017 Official Rules of Ice Hockey. www.usahockey.com

<http://www.usahockey.com>

IX. Grievance Policy

SAMHA has a formal grievance policy in place to help resolve issues that might arise between parents, players, coaches and/or officials.

All issues or disputes must follow proper procedure before coming before the Board of Directors.

The first step should be for the parties involved to attempt to discuss the issue and resolve it privately between themselves.

If this is not possible, the next step MUST be to contact the ACE coordinator.

The ACE coordinator will then discuss the situation with the parties involved. Gather the facts and attempt to mediate and resolve issues before they become significant problems.

All incidents and resolutions will be reported in the ACE coordinators report at the next meeting.

If unsuccessful, the parties involved are invited to make their concerns known to the full Board of Directors and work towards resolution.

SAMHA Table of Offenses can be viewed on the website. www.samhahockey.org

*****Observation of the 24-hour Rule*****

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

If the Board of Directors determines that it is in the best interest of Southern Aroostook Minor Hockey Association, those in violation of the 24-hour rule may lose the privilege of entering the ice surface area of any and all SAMHA games, practices and/or functions.

X. Uniform Policy

No SAMHA team uniform shall be defaced in any way. Although the uniform may be the property of the player, SAMHA requires that no team uniforms display any autographs, advertising or other logos that is not issued by SAMHA and in uniformity with the rest of the team. If uniform is defaced, the player will be required to purchase a replacement uniform.

XI. Equipment

SAMHA has a limited amount of hockey equipment to lend out for those in need. All equipment will be given out on a first come basis. All borrowed equipment must be returned no later than the Annual Spring Hockey Banquet.

XII. Scheduling and Cancellations

ALL SCHEDULING AND CANCELLATIONS MUST FIRST GO THROUGH THE ACE COORDINATOR FOR APPROVAL.

XIII. Tournaments and Pre Pay Policy

SAMHA will pay the registration fee for tournaments during the regular hockey season. Players must pay the fee to the coach or manager at least one week before the tournament. Players who are not paid in full at least one week prior to the tournament will not be allowed to participate.

Because the per player cost of tournaments is based on the number attending, there will be no refunds if a player commits to a tournament but does not attend.

Exceptions may be made by the Executive Board in the case of medical or family emergencies.

SAMHA players will not pay registration fees for home tournaments. It is the responsibility of the tournament organizer to build the cost of the home team into the fees for the visiting teams.

XIV. Volunteers and Fund-raising

A result of our exciting growth has been the necessity to get volunteers to help organize and run specific pieces of the program. SAMHA is a completely volunteer-run organization. That is why it is so important that everyone help out whenever and wherever possible. We are fortunate to have so many energetic and supportive families involved in our program.

SAMHA has several committees that are an important part of our programs success. SAMHA strongly encourages parent ideas, input and involvement.

XV. Annual Awards

Tom Mathews Award

Is a sportsmanship award presented by the Mathews family to a player at the Squirt age level. It is a team sportsmanship honor with additional emphasis on personal integrity. The recipient is chosen by a vote of Squirt parents in March.

Commissioner's Award

Commissioner's award was created by the late Dr. Ivan Wilson to advocate the values of sportsmanship and individual commitment to excellence. This award is available to all ages and is chosen from a list of nominees selected by SAMHA coaches.

XVI. SAMHA John and Marion Millar Scholar - Athletic Hockey Award

This Scholarship Fund was created by Beth Millar, Mary Ann Millar Brissett and John A. "Jamie" Millar 4th in memory of their parents and Houlton Hockey founding members John and Marion Millar.

Each season, a portion of proceeds are specifically earmarked for the purpose of continuing an annual educational scholarship. The scholar athletic hockey award is for a SAMHA alumni graduating high school senior who wishes to further his/her education beyond high school. These students have excelled both in their commitment to hockey and in their academic and extracurricular activities at their respective school. This award is not based on performance as a hockey player. It is based on character and overall achievements during high school. All applications must be submitted no later than May 1. The Scholar Award Application can be downloaded from the SAMHA website. www.samhahockey.org

The majority of funding for the scholarship program comes from donations, memorial donations and SAMHA fund-raising.

A list of gifts given can be found on the website. www.samhahockey.org

Voted and approved that 10% of yearly fund raising monies will go into the fund. 2014

XVII. Dr. Ivan Wilson Activity Fund

Each season, a portion of proceeds are specifically earmarked for the purpose of reducing the expense of an annual activity chosen by the Board of Directors. The Board of Director will select an activity that will include all SAMHA players.

Voted and approved that \$1000.00 will be used from the general fund. 2014

XVIII. Registration

a. SAMHA will hold two registrations prior to the hockey season. All players registering for SAMHA minor hockey will need to follow these 3 steps prior to registration.

Step 1. Each player will need to become a member of USA Hockey.

Upon completion, you will receive a USA Hockey Registration ID #. You will need this to register with SAMHA.

www.usahockey.com

Step 2. Get on the SAMHA website and print out forms 1 - 4, fill them out and sign. Some of the forms require the player(s) sign along with the parent.

www.samhahockey.org

Form 1. SAMHA registration form

Form 2. SAMHA Code of conduct form

Form 3. USA Hockey consent to treat

Form 4. USA Hockey code of conduct

Step 3. Bring the completed forms and payment to the registration. Dates will be announced.

b. Late Entrees

Late entrants will be required to pay full registration fees. There will be no reduction even though practices and games have begun. Any installments due at the time of the late entry will be due at the time of registration.

c. Refunds

Players dropping out of the program before the end of the trial period (the first two weeks of practice) will receive a full refund less any fees already submitted to USA Hockey and/or MEAHA. No refunds will be made to any player dropping out after the trial period.

Any player missing 10 weeks or more of the hockey season due to medical issues will, upon presentation of documentation from a physician, receive a refund. The refund will be pro-rated based on the number of weeks of actual participation.

d. Outstanding Balances

Players with unpaid balances after due dates will not be allowed to participate in any SAMHA sponsored event such as practices, games, clinics, schools, tournaments, etc. In addition, a \$25.00 handling fee may be added to their accounts to cover administrative costs.

Players/parents/guardians with unpaid balances will not receive any monies from SAMHA in the form of referee fees or other compensations.