



HANDBOOK

*Official Coach, Parent and Player Handbook
for Clinton Youth Hockey*



**Clinton is
Hockeyville**



OUR MISSION:

The Association is a corporation as defined in subparagraph (a) (5) of Section 102 of the Not-For-Profit Corporation Law. It is formed exclusively for the purposes enumerated in the paragraphs below. The Board of Directors shall manage the Association and distribute the corporate income in furtherance of these stated purposes;

- a) To advance recreational, amateur sports among children in and around the Town of Kirkland, Oneida County, of the State of New York;
- b) To develop, promote, encourage and regulate the sport of amateur ice hockey, with emphasis on the use of ice hockey as a tool to promote the development of sportsmanship, character and leadership amongst children in and around the Town of Kirkland, Oneida County, State of New York.

In furtherance of these corporate purposes, the Association is affiliated with, cooperates with and maintains uniform playing rules in accordance with the bylaws, rules and regulations of USA Hockey and the New York State Amateur Hockey Association (NYSAHA).



Welcome to Clinton Comets Hockey

Welcome to the home of the Clinton Comets Youth Hockey Association and its home ice, the historic Clinton Arena, together have a long and memorable hockey heritage. The roots of our program are rumored to have started before 1900, with evidence of organized youth teams playing in Clinton during the 1920s.



YOUTH HOCKEY

Since its inception, youth hockey in Clinton strives for excellence in areas necessary to have a successful program. Ice Hockey builds character, increases confidence, motivates kids to stay in school and aim for higher education; teaching life lessons that extend well beyond the ice surface.

At Clinton, it is important to our board, coaches and volunteers that we instill the core principles defined by the NHL and NHLPA's Declaration of Principles of courage, perseverance, acceptance, humility, respect, teamwork, integrity and passion in all of are youth membership. It is this dedication and spirit of cooperation among parents, players, volunteers and coaches that makes our community proud to have us right here in Clinton.

On behalf of the Clinton Comets Youth Hockey Association thank you to the players, parents and volunteers for making this a program we are all proud of.

Contents

About Clinton Hockey	4
Parent Information	5-7
Declaration of Principles	8-9
Codes of Conduct	10
5 Ways to.....	11
CYH Mentoring.....	12
Financial Policies	13-17
Equipment Policies	18
Coaching Policies.....	19-23
Discipline Policies	24-30
Locker Room Policies.....	31

The Clinton Comets have a remarkable history, with an origin dating back to 1917, and remains to be an inspiring and integral part of our community today.

It all started when a few local boys began playing on the frozen canal in the Village using broken sticks pieced together after use at the College. Witnessing the enthusiasm, Coach Prettyman (founder of Hamilton College hockey and the 1936 USA Olympic Hockey Team Coach) and fellow Clintonians Ed Stanley and Fred Goering worked together to open an outdoor rink in Clinton in the early 1920s, at the current location of the Calidonna family's Clinton Tractor & Implement Co. In 1924, the first Clinton High School team was established, marking the beginning of more than 90 years of continuous league play. Many Clinton High School players went on to play at Hamilton where, by the 1940s, some six captains of Hamilton hockey teams were Clinton natives.

Through the years, other Clinton High School players played at Dartmouth, Yale, Princeton, University of Vermont, Boston College, Clarkson, Colgate, Brown, Babson, Skidmore, Williams, Oswego, Geneseo, and many other highly competitive programs.

In 1928, a local competitive team was established by Ed Stanley, a graduate of both Clinton High School (1924) and Hamilton College (1928). In 1933, Mr. Stanley's Clinton Hockey Club played in the National Amateur Championship at Madison Square Garden against the Hershey Bears. This team would later attract Colgate's player/coach Greg Batt as not only a superstar Clinton Hockey Club player, but also the

ultimate successor to Prettyman as Hamilton's second hockey coach. After Coach Prettyman's son Burt played Clinton High School hockey, he played for his father's Hamilton team, graduating in 1931. He then played on the Clinton Hockey Club, garnering the achievement of a "Prettyman Hat Trick", a

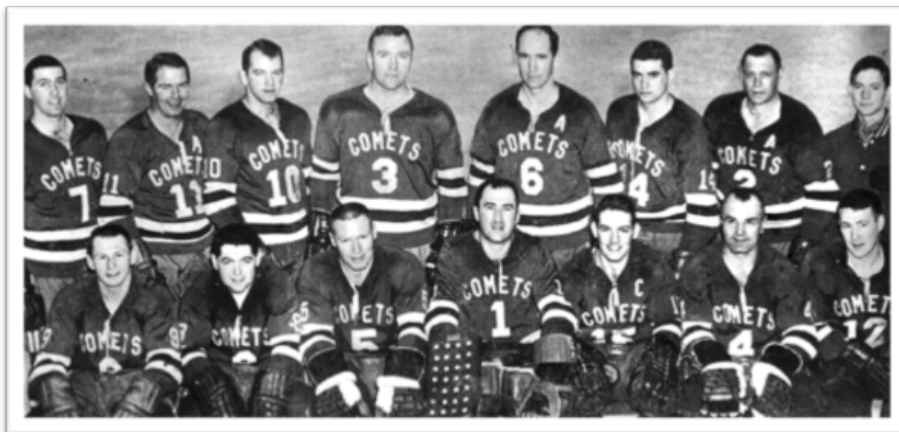
distinction reserved for participants at all three local hockey levels: Clinton High School, Hamilton College, and The Clinton Hockey Club/Comets. Others earning Prettyman Hat Tricks through the years were Gordon Hayes; and Bernie, Jim, Nick, Red, and

Jim Burns—among others.

The interest in professional hockey (accelerated by Greg Batt's stellar play) gave Ed Stanley and the local

community the confidence to build the Clinton Arena, which opened with a glorious celebration in 1948. Although the rink burned and was replaced in 1953, the building cemented Clinton's national reputation for hockey. Namely, it was the only small town in America with two indoor rinks, to say nothing of having two members on the Olympic Committee (Stanley and Prettyman), as well as competitive high school, college, and professional hockey programs. At the rink's 1948 opening ceremony, the new Clinton Comets name replaced the old Clinton Hockey Club moniker. In 1954, the team affiliated with the Eastern Hockey league (EHL), whereupon the legendary status of the Comets commenced, attracting mostly Canadian professional players such as Pat Kelly, Benny Woit, Pete Babando, Norm Deflice, and Eddie Giacomini.

For more information on Albert Prettyman and the history of hockey in Clinton please visit www.thankyoualbertprettyman.com.



Enjoy The Experience

Above all, remember that hockey is a game, meant to be fun, including at the highest levels. Keep hockey in perspective and help your children do the same. Often the score isn't as important to them as simply gaining the experience of playing and making memories with teammates.

Savor every opportunity to watch your child on the ice. The hockey experience can be a source of great memories and lessons that last a lifetime. Traveling that road together can strengthen family ties.

Here are some ideas for making the experience great:

- Create a scrapbook for your child with photos, news clippings, website postings, and tournament programs. Have each teammate sign it.
- Encourage your child to write a journal about his or her hockey experience.
- Turn road trips into true family vacations; see the sights and explore the local culture. Take lots of pictures.
- Take the lead in coordinating public service opportunities for the team, such as hosting a food or toy drive.
- Join or create a hockey parent social club for your child's team; use social media to keep the conversations and friendships flowing.



“PLAY IS OFTEN TALKED ABOUT AS IF IT WERE A RELIEF FROM SERIOUS LEARNING. BUT FOR CHILDREN, PLAY IS SERIOUS LEARNING. PLAY IS REALLY THE WORK OF CHILDHOOD.”

- FRED (MISTER) ROGERS

Getting Involved



Join our organization as a volunteer committee member, a coach or a helper of any sort as it can be a rewarding experience. It also strengthens our organization.

Everyone has different strengths and skills that they can bring to our organization and every contribution helps, since our organization is entirely powered by the extraordinary efforts of volunteers.

Even parents who have never played hockey can make huge contributions as volunteers, so don't be reluctant. There is strength in numbers! Ask about volunteer opportunities today. If you have ideas for new ways you could help or improve our organization, don't hesitate - jump in and join the team!

What to Expect as a Hockey Parent

Your child's hockey experience will be influenced by many factors, but nothing will influence that experience more than you. As a parent, you are the most influential figure in your child's development, both as a hockey player and as a person. Embrace that opportunity.



Remember:

★ **Let kids be kids.**

Fun should be paramount.

★ **Be proactive.** Getting involved as a volunteer or a coach can give you an even greater influence on your child's hockey experience. And as a parent, being a proactive communicator with coaches and administrator can help avoid frustration and conflict.

★ **Be positive,** and when adversity comes, be constructive not destructive. If you must be critical, don't get personal. Direct your comments at the action, not the person.

★ **Be disciplined.** Manage your emotions and set a good example that teaches your child to do the same.

★ **Be supportive.**

★ Your child's coach is a volunteer, and often also a parent, donating their time to help your child. While criticism might be appropriate, it should be done constructively and through appropriate channels.

★ **Be respectful,** especially in situations of disagreement or conflict.

★ **Focus on the process,** not the outcome, and teach your child to do the same.

★ **Don't bully or harass.** Speak out if you see bullying or harassing behavior from others.

★ **Kids learn best by doing**

★ **Praise your child's effort**

more often than their performance. Studies show it helps them better develop the confidence to meet new challenges and overcome obstacles.

★ **Keep hockey in perspective.**

Maintain a healthy balance of hockey and non-hockey activities. Encourage your child to be well-rounded.

★ **Enjoy the youth hockey experience** with your child.

Life moves fast and time passes quickly. Soon your child will be grown and you'll wish you could return to these days, if just for a moment. Make the experience one that you'll remember fondly together years from now.



The youth hockey environment should be open and transparent.

As a parent, you have the right to be involved and aware.

Please don't hesitate to ask questions like these:

- ★ What role can I play in my child's hockey development? What roles are available to me within the association?
- ★ How will coaches and administrators communicate with me?
- ★ I am experiencing financial hardship, what can I do?
- ★ What educational resources are available to parents, prospective coaches and/or volunteers?
- ★ What resources and options are available to help me provide the hockey experience for my child?
- ★ How can I help my child be safe on and off the ice?
- ★ When should I speak out about questionable behavior exhibited by a player, coach parent, administrator or anyone else in my child's hockey environment? To whom should I report that behavior? What is the process for reporting that behavior?

“PARENTAL EXPECTATIONS AND DISAPPOINTMENTS, AND COACHING THAT VALUES WINNING OVER HEALTHY CHILDHOOD PLAY EXPERIENCES, PLACE CHILDREN AT BOTH PHYSICAL AND PSYCHOLOGICAL RISK.”

- MARGARET PUCKETT & JANET BLACK The Young Child

DECLARATION OF PRINCIPLES



The National Hockey League Players' Association (NHLPA) and the National Hockey League (NHL) unveiled hockey's Declaration of Principles - developed by and for hockey stakeholders - to advance policies, programs and initiatives, while inspiring fans, players and communities to create the best possible experience for the entire hockey community. This joint statement advocates the game of hockey as a powerful platform for participants to build character, foster positive values and develop important life skills that transcend the game.

The Principles are meant to serve as an internal compass to help guide decisions and shift behaviors of hockey organizations, as well as players, parents, coaches, fans, partners and all those who represent and care for the sport of hockey. Those who love hockey know that it requires teamwork and perseverance, instills integrity and a sense of humility, strengthens character and brings communities together.

During the Hockeyville events in 2018, our President, among other notable individuals in our community agreed to adopt these same principles and now as a condition to participate in our organization we are requiring all our parents/guardians, players and coaches to do the same.

NHL along with Clinton Comets Youth Hockey Association, Inc. is seeking your consent on behalf of itself, its Member Clubs, and Hockey Declaration Partners. You may withdraw your consent at any time.

I am a _____.

I believe in hockey.

I believe it strengthens character, fosters positive values and develops important life skills – all of which transcend the game.

I believe in hockey culture, and the power of the people involved in the game. I believe hockey is at its best when it is an enjoyable family experience, and I believe I have a role to play in this effort.

I pledge to be a positive influence on my family, friends and my entire hockey community.

You can also take the pledge online: <https://www.nhl.com/info/nhl-declaration-of-principles/take-the-pledge>

NHL, 1185 Avenue of the Americas, New York, NY 10036 | [NHL.com/contact](https://www.nhl.com/contact), [NHL Privacy Policy](#)

DECLARATION OF PRINCIPLES



Hockey participation offers families value beyond making an individual a better player or even a better athlete. The game of hockey is a powerful platform for participants to build **character**, foster **positive values** and develop important **life skills**. These benefits are available to all players, desirable to every family and transcend the game.

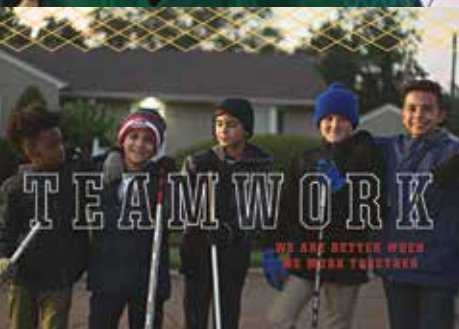
WE BELIEVE:

- Hockey should be an enjoyable family experience; all stakeholders – organizations, players, parents, siblings, coaches, referees, volunteers and rink operators – play a role in this effort.
- Hockey's greatest value is the role it plays in the development of character and life skills.
- All hockey organizations – regardless of size or level of competition – bring value to players and families in their ability to deliver a positive family experience.
- Physical activity is important for a healthy body, mind and spirit.
- There are significant benefits of youth participation in multiple sports.
- Hockey programs should be age-appropriate for all players, accounting for each individual's physical, emotional and cognitive development.
- There is great value in all forms of hockey, both on and off the ice.
- All hockey programs should provide a safe, positive and inclusive environment for players and families regardless of race, color, religion, national origin, gender, age, disability, sexual orientation and socio-economic status. Simply put, hockey is for everyone.

We believe in our ability to improve lives and strengthen communities globally through hockey. We believe that living by these Principles will provide a healthy, balanced and enjoyable experience for all and inspire impactful service beyond the rink.



ThisIsHockey.org | [#ThisIsHockey](https://twitter.com/ThisIsHockey)





USA Hockey has developed codes of conduct for coaches, parents, players and spectators to help everyone understand the expectations associated with their role in the game.

Parents 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.

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.

RECOGNIZE the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support the team.

IF YOU ENJOY THE GAME, learn all you can about hockey – and volunteer.

EMPHASIZE skill development and practices and how they benefit your young athlete. De-emphasize games and competition in lower age groups.

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.

Players Code of Conduct

PLAY for fun.

WORK HARD to improve your skills.

BE A TEAM PLAYER; get along with your teammates.

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.

LEARN TEAMWORK, sportsmanship and discipline.

BE ON TIME.

Spectators 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.

HELP PROVIDE a safe and fun environment.

CHEER IN A POSITIVE MANNER and encourage fair play; profanity and objectionable cheers or gestures are offensive.



5 WAYS

to help your child develop

CHARACTER THROUGH SPORT

1 Teach your child to be on time for all games and practices.



2 Be a role model for your child by showing respect towards officials, coaches and opponents.



3 Assist your child with goal setting both in and out of sport.



4 Have your child pack and carry their own equipment.

5 Celebrate effort in every activity and emphasize learning something from every game, practice and event.



TEAM USA

TEAMUSA.ORG/ADM

The following organizations contributed to the creation of these resources for use by all sports organizations in the U.S.





Supporting Clinton Youth Hockey

A variety of programs support the development of hockey players in Clinton Youth Hockey. From the “Learn to Skate” program to leadership from the Girls and Boys Varsity Hockey Teams, these young players have the advantage of being part of a true “Hockey Town.”

The “Breaking Bread” and “Hampals” programs are hockey community-based mentoring programs that pair Clinton Youth Hockey players ages 5 – 12 with players from Hamilton College’s Men’s and Women’s hockey teams.

This program offers Hamilton players the opportunity to establish a home-away-from-home and to create a strong bond with the Clinton community, their youth players and their families, while offering youth players a role model to look up to. Breaking Bread is an invaluable program that allows both youth and Hamilton players to create life-long friendships founded on their mutual love for the game.

The Breaking Bread program begins with a kick-off reception scheduled during the month of

November. The kick-off reception is used as a meet and greet to introduce Hamilton players to their youth players and their families. Throughout the academic year, Hamilton and youth players typically meet 1-2 times per month (or however often is preferred) for activities such as dinners, movies, even attending each other’s games!

Clinton Youth Hockey cherishes our affiliation with Hamilton College and we encourage all of our youth players to participate in the Breaking Bread program, and all the programs that support Clinton Youth Hockey.

For more information on the programs we offer or how to participate, please reach out to us at info@clintonhockey.org.

Clinton Comets Youth Hockey Association, Inc. has adopted the following policy for all of the payment transactions but not limited to, Registration, Tournaments and Fundraising.

Payment must be made by personal **check, cashier's check or credit card** if applicable.

Anyone who attempts to make a transaction using cash will be denied. If cash is left in the drop box or mailed to the PO Box it will not be applied to the members account but held in a safe for the member to pick up. The Treasurer will reach out by email or letter notifying the member that cash will not be accepted and to set up a time to retrieve.

DO NOT GIVE ANY MONIES TO COACHES, TEAM MANAGERS or TEAMMATES.

The only exception to this rule is for tournaments Teams are permitted to collect and pay for any tournaments they participate in. Should any team exercise this option CCYHA will not be liable for any monies not collected. See the Tournament section below for more information.

Members have two options to submit a personal or cashier's check:

1. Mail to Clinton Comets Youth Hockey Association, Inc. at PO Box 312, Clinton NY 13323 or;
2. Place in the drop box located at the Clinton Arena, which can be found in the door of the coaches/first aid room.

Note: Please enclose a personal or cashier's check in an envelope and identify the following when submitting payment:

- Member and parent or guardians name
- Team
- Coaches' name
- The monies intended use (e.g. Jersey's, Registration fees, etc.).

Registration Payment Plan

The payment plan is a benefit to our members, It is the sole responsibility of the member to ensure that their credit or debit card is up to date and has adequate funds to make applicable payments. It is also the members responsibility to make the organization aware should their payments not be processed on applicable due dates. Failure to comply will result in not being able to participate in the payment plan for the following registration year(s).

Returned Check Policy

The return of a check (electronic or paper) issued to Clinton Comets Youth Hockey Association, Inc. will result in a \$50.00 returned check fee being placed on the account of the member on whose behalf the check was presented for each returned check, no matter the reason.

Late Payment Policy

A service charge of 2% interest per month (24% per annum) will be added to all balances over 30 days. The late fee will be charged for every month the payment is late. The late fee remains in force and due even if the member has been suspended. Any request for this fee to be waived must be submitted to the Treasurer in writing BEFORE the payment due date.

Any member that utilizes the registration payment plan and receives two late payment notices will be required to pay in full prior to participating and will not be granted access to the payment plan for the next season. Should member not satisfy debt prior to beginning another season the member will not be granted access to register or be released from program until all debts are processed.

Tournaments

Decisions to participate in tournaments are at the discretion of the head coach. Each player understands that they are responsible for payments of entry fees, accommodations, and travel expenses up to a maximum of 5 tournaments per year regardless if they participate. The players will divide the cost of the tournament related fees evenly. Should the coach decide to participate in more than 5 tournaments per year players can then decide whether or not they would like to participate. Tournament entry fees would then be divided evenly by the number of participants who decide to play. CCYHA, Inc. will not process or forward any payment unless the requesting team has provided the full amount of the payment at the time of the request. Should the Coach, Team Manager and/or a Parent/Guardian decide to collect and pay for any tournament on behalf of the team it is the responsibility of said person to collect all monies owed as CCYHA will not be liable.

Refunds

It is the responsibility of the parent/guardian of the player to apply for a refund. A separate Request for Refund Form is to be submitted for each player for which you are requesting a refund and submitted to the registrar up until December 1st of the current hockey season at the following address.

Please mail completed Request for Refund Form to:

Clinton Comets Youth Hockey Association

Attn: Registrar

PO Box 312

Clinton NY 13323

All refund amounts will be determined based on the date received and all refunds are subject to a \$50 administration fee. There will be no refunds for any player(s) currently serving a suspension or facing disciplinary action from CCYHA, Inc., USA Hockey, or any other youth hockey organization. There will be no refunds for any player(s) whose applicable registration fees have not been paid in full or have other monies owed to the organization (e.g. Jerseys, Apparel, Fundraising, etc.). Monies paid for but not limited to the purchase of advertising, banners, business team sponsorship, jerseys, apparel and coaching insurance are non-refundable.

Please allow 30 days for processing of the refund. After that period, any inquiries regarding payment of refunds should be directed to the treasurer. Once the registrar receives the Request for Refund Form, the amount of the refund will be determined as follows. A \$50 administration fee will be assessed to all registration refunds.

Levels:

Learn to Skate – Midget Full Year

- 100% fees refunded (minus administration fee) before October 1st.
- 75% fees refunded (minus administration fee) before November 1st.
- 50% fees refunded (minus administration fee) before December 1st.
- NO refunds will be issued after December 1st.

Midget Wrap

- 100% fees refunded (minus administration fee) before August 1st.
- 75% fees refunded (minus administration fee) before August 15th.
- 50% fees refunded (minus administration fee) before September 1st
- NO refunds will be issued after September 1st.

Note: The refund request will need to be approved by the board president, vice president, registrar, treasurer, and one additional board member prior to refund disbursement. Refund requests made outside the guidelines approved by the CYH board will not be considered unless the board, in its sole discretion, determines the existence of extreme extenuating circumstances.

The board shall reserve the right to refund members in the event of a catastrophic event, or other individual circumstances.

1. Financial Aid/Hardship – Goals & Dreams Program

CCYHA hardship assistance may be available for existing members. Hardship assistance is not intended for learn to skate and is not designed for long-term or continued financial support. Generally, these are one-time, partial awards intended for existing members facing a temporary financial hardship.

All awards will be applied directly to the member's CCYHA dues and are not redeemable for cash. All award decisions are at the discretion of the CCYHA Board.

Program registration is the only fee covered by the program. Fundraising, insurance, jerseys and any other fees are not eligible for consideration under the program. Equipment through our partnership with the NHLPA may be available, and will be based on sizing and availability.

Assistance will be based on need, member standings, and availability of funds.

To be eligible for assistance, a member applicant must not be in arrears with CCYHA for any previous season.

Any applicant facing disciplinary action from CCYHA, USA Hockey, or any other youth hockey organization will not be eligible for assistance.

PROCESS:

1. Interested parties must apply for the hardship by submitting an application letter from the parent(s) or guardian(s) of the participant and be accompanied by a completed CCYHA hardship application. If the participant is not living at home or with relatives/guardian, he/she must submit a letter of application personally.
2. Hardship applications will be due by October 1st of the current hockey season.
3. All award decisions are subject to the discretion of the CYH Board, with approval from the board president.
4. The committee shall, after reviewing the applications submitted, make a recommendation to the board within two weeks after the deadlines in (2) above.
5. Applicants will be notified by the treasurer following the next regularly scheduled board meeting.
6. Volunteer service by a member seeking hardship assistance will be considered in the evaluation of the request for such assistance and may be required of successful applicants.

Fundraising

1. Mission

The Fundraising Committee shall serve to identify, organize, foster and promote opportunities by which the CCYHA may profit financially in order to fulfill the organizations mission, promote the association, and attract new members.

2. Policies

- a) The fundraising chairperson, who is appointed by the CCYHA board, shall establish a committee consisting of no less than 3 members to fulfill the duties of the Fundraising Committee.
- b) The Fundraising Committee shall consider and recommend all fundraising opportunities made available to the CCYHA to the board.
- c) The Fundraising Committee shall be responsible for organizing volunteers and administration over any events and or efforts implemented by the committee.
- d) Any individual team that wishes to engage in any fundraising opportunity must seek approval from the Fundraising Committee by submitting a fundraising request form.
- e) The Fundraising Committee shall show an accounting statement to be submitted to the CCYHA Treasurer for each fundraising activity as well as turn over all funds upon completion of said statement.
- f) All contracts, legal agreements, or utilization of the CCYHA name/or non-profit status, that are required to participate in a fund raiser require the signature of the President of the Board of Directors.
- g) Fundraising shall not be exclusive to monies derived from active service and sales efforts, but shall include all monies and services brought in to the association from sources outside of fundraising efforts (i.e. donations for a silent auction).
- h) All Fundraising Committee efforts shall end in a net financial contribution to the association. All monies raised through fundraising efforts need to be submitted to the organization by personal, business or cashier's check and mailed to PO Box 312, Clinton, NY 13323 or dropped in the drop box located at the Clinton Arena. If you collect cash please deposit funds into your personal account and make a personal or cashiers check out to Clinton Comets Youth Hockey Association, Inc. and submit in accordance with our policy.
- i) The Board shall then determine the distribution of those funds.
- j) All general sponsorship monies shall go through the Fundraising Committee for acknowledgment and then to the Board for distribution.
- k) All individual teams are encouraged to fund-raise but their efforts must to be approved by the Fundraising Committee at least two weeks prior to any event or activity.



Each member is responsible for obtaining/purchasing the required equipment defined by USA Hockey to participate with CCYHA, Inc. We have also created an organizational identity to ensure conformity from Mites through High School that provides our players, parents and fans a brand they can wear with pride. When obtaining or purchasing equipment it is required that you secure the following colors for specific pieces of equipment which are listed below:

- Helmet - White
- Gloves - Black
- Pants - Black

Jersey & Sock Policy

Game jerseys and socks are required at all levels and come at an additional expense to the participant. It is required that all participants of a specific team have the same jersey design, which is predetermined by the board of directors. The organization will send out an invoice for those members who will require jerseys and socks after they have been identified and sized. If a hardship is present please approach the President about financial assistance from the organization. Any member that does not agree with this policy will receive a refund in accordance with our policy and be removed from the registration. Game jersey's and socks are to be worn for games and special events only (e.g. school pep rally, spirit day, spectator at High-School game, etc.). Game jerseys and socks are not permitted for practice, as it is our intention to teach our youth to respect the organization they represent by caring for their uniform.

Jersey Number Policy

CCYHA players are required to have their own sets of Jerseys/Socks. USA Hockey rules do not permit multiple players on the same team to have the same number. To prevent this from happening, once a player has been assigned a jersey number for any team within CCYHA, that number will no longer be available for any other players born in the same year, the year before, or the year after the player who has that number. Once a player has been assigned a number, they will be able to keep that number as long as they remain registered with the CCYHA; however, they may elect to give up their current jersey number in order select a new number should that new number be available, any cost incurred for selecting a new number will be the sole responsibility of the registered member.

Choosing a Number

Each year a list of available numbers for each birth year will be provided. A player without an assigned number may choose up to 3 numbers from the available number list. Numbers will be assigned in a manner to try to ensure that all kids can get one of their 3 choices. By not selecting 3 preferred numbers, the board may assign any other available number and have that considered as having been one of the player's top 3 choices.

1. Requirements to become a USA Hockey Certified Coach for the CCYHA

Clinton Youth Hockey Coaching Policy

Index

1. Required steps to become a USA Hockey Certified Coach for CCYHA

- a) Eligibility
- b) Selection
- c) Register as a Coach with USA Hockey online
- d) Complete Background Screening
- e) Complete USA Hockey SafeSport Training
- f) Complete Level Appropriate USA Hockey Coaching Clinic

2. Organizational Philosophy

- a) Developmental vs Competitive
- b) Composition of Teams
- c) Player Selection Process
- d) Coaching Evaluation

3. Roles

- a) Head Coach
- b) Assistant Coaches
- c) Team Manager
- d) Parents
- e) Players

4. Procedures

- a) Code of Conduct
- b) Discipline
- c) Equipment

Requirements to become a USA Hockey Certified Coach for the CCYHA (continued)**1. Requirements to become a USA Hockey Certified Coach for the CCYHA Organization:****a) Eligibility**

Any person who has been convicted of any crime involving physical abuse, sexual abuse, endangering the welfare of children, domestic violence or comparable crime shall not be eligible to coach, manage, participate or oversee in any capacity on behalf of CCYHA. CCYHA and its Board reserve the right to conduct background screenings to determine eligibility as stated in section (1e). CCYHA and its Board reserves the right to remove any Coach, Volunteer or Participant should either discover the above offenses. CCYHA and its Board also reserve the right to remove any Coach at its discretion upon discovery of any crime not specifically mentioned above.

b) Selection

All Coaching positions shall be filled by volunteers selected by the CCYHA Board. All Head Coaches and Assistant Coaches shall abide by the rules prescribed by CCYHA, NYSAHA & USA Hockey. Applications for all coaching positions shall complete a CCYHA Application from the Committee Chair and agree to NYSAHA's and USA Hockey's mandatory screening process as outlined in (1e, 1f & 1g). The Coaching Committee shall review all coaching applications, and no person shall be considered unless he/she has submitted a completed application. The CCYHA Board may, at its sole discretion request that some, or all of the applicants participate in in-person interviews. At the recommendation of the Coaching Committee the CCYHA Board shall officially approve the Head Coach at each age level. When voting to select Head Coaches any CCYHA Board Member with a child within that respective age level (even if not trying out for the respective team) shall recuse his/her vote for that position. Moreover, if any member of the CCYHA Board is an applicant for a Coaching position he/she shall recuse himself/herself from any discussions and interviews related to the selection of the Coach at that level. Applicants shall be selected based on the following, but not limited to, criteria:

- Hockey Knowledge
- Previous Coaching Experience
- Ability to relate to, and interact with youth
- Ability to relate to, and interact with parents
- Record of previous conduct within the Organization
- Level of Support & Cooperation with the Organization

c) Register as a Coach with USA Hockey online (\$48 registration fee, must be completed prior to taking the ice):

https://www.usahockeyregistration.com/register_form_input.action

d) Complete Background Screening (\$25 fee, must be completed prior to taking the ice):

<http://www.commercialinvestigationsllc.com/VSSNYSAHA>

e) Complete USA Hockey SafeSport Training (must be completed prior to taking the ice, and is valid for 2 years):

<https://www.usahockey.com/safesporttraining>

f) Complete Age-Level Appropriate USA Hockey Coaching Clinic (must be completed by 12/31):

<https://www.usahockey.com/coachingclinics>

Coaches must register for and complete the appropriate Coaching Education Program Clinic. Coaches new to the CEP clinics must complete the Level 1 clinic before moving on to the Level 2 clinic the following year (\$40 registration fee for Level 1-2-3, \$200 registration fee for Level 4). Once certified as a Level 4 Coach with USA Hockey, your certification never expires. Coaches can only attend one clinic per season and all coaches must start at Level 1. Only Coaches and Assistants with the appropriate age-level certifications shall be allowed on the ice during practice or on the bench during games.

g) Complete USA Hockey online age-specific modules (\$10 per module, must be completed prior to taking the ice):

<https://www.usahockey.com/agespecificmodules>

Coaches must complete online age-specific module(s) for the age level of play they are currently coaching. If coaching at two different levels (i.e. a Mite and a Squirt team) in the same year, you **MUST** complete the age-specific module for BOTH levels.

Any questions regarding CCYHA Coaching Registration steps and eligibility should be directed to the Coaching Coordinator.

2. Organizational Philosophy

a) Developmental vs Competitive

It is the philosophy of the CCYHA Organization to foster the development of its player participants while balancing competitive play. This approach shall be consistent with the age of its participants as well as the associated competitive level. It is the intent of CCYHA to place players at a level of competition consistent with their level of play and interest. CCYHA expects that players will play within their own age-level. Players shall only be permitted to move-up in age level pursuant to the rules and regulations of USA Hockey and NYSAHA. Parents of any player seeking to move-up an age-level are required to submit a written request to the CCYHA Board no later than June 1st of the upcoming season.

“Playing time”, or the time on ice during game situations shall be equal whenever possible at the House and Snowbelt levels. However, the Head Coach reserves the right to adjust playing times at House/Snowbelt levels based on safety reasons, discipline, or attendance at prescribed practices. Playing time for Travel Team players is at the discretion of the Coaching Staff, with every effort made to provide opportunities for players to develop their abilities. It is the expectation of the CCYHA Board that Coaches employ fair and equitable judgment for player ice time, especially in non-qualifying and non-tournament play. It is also incumbent on the Coaching Staff to utilize player ability to their utmost potential including special teams play (“power play” and “penalty kill”) whenever possible.

b) Composition of Teams

All teams shall follow USA Hockey rules and guidelines regarding team divisions, number of players and coaches. Each team shall, at a minimum, consist of a Head Coach, at least one Assistant Coach, and a Team Manager in addition to the players. In situations where the numbers of players at any level exceeds 21 it is the intent of CCYHA to form a minimum of 2 teams. Each age level shall be divided into approximately equal number of players whenever possible. Dual rostering; or the practice of playing on (2) teams may be permitted in certain situations. Approval is required by both of the involved Coaches and the CCYHA Board. This exception must be in compliance with the rules and regulations of USA Hockey and NYSAHA as well as both leagues (levels) where the player is to be rostered.

It is the expectation of CCYHA that all parents contribute their time/energy/effort in support of the team.

c) Player Selection Process

It is the philosophy of the CCYHA Organization that players be assigned to a level of competition consistent with their ability based on a fair and equitable selection process. All Travel Teams shall complete selection of their players using the following protocols:

Tryouts:

1. Notice – All tryouts shall be scheduled by CCYHA and shall be posted on the organizational schedule. Notice shall include the ice sessions to which evaluation will be performed and dates by which notification of selection will be provided. CCYHA requires a minimum tryout period of 2 1-hour ice sessions on separate days.
2. Consideration – All players must participate in a minimum of 2 tryout ice sessions and skate in full equipment. Players shall be provided practice jerseys such that they are not identifiable by name, and are encouraged to remove names from helmets, etc.
3. Exemptions – It is the policy of CCYHA that all players be evaluated. The CCYHA Board may provide a tryout exemption due to extenuating circumstances, including but not limited to; medical reasons as prescribed by a physician within 24 hours of the event, or a family emergency. Parent(s) must notify the Head Coach prior to missing any ice session for consideration of any exemption. The CCYHA Board reserves its right to award exemptions based on its sole discretion.
4. Number of Players – Prior to any tryout the Head Coach must declare the number of participants to be selected on his/her team within a margin of +/- 2 players of the House/Snowbelt Team for that level. Should the Head Coach determine prior to tryouts that it is likely that the number of players that he/she will likely select is not within this margin the Coach must provide advance notice to the CCYHA Board for approval. At this point the CCYHA Board will determine whether to permit the Coach to select the number of players requested based upon its impact to associated teams at that level.
5. Evaluators – The following persons shall participate in the selection of players for all CCYHA Travel Teams:
 - a) Head Coach of that Team
 - b) Independent Evaluators as selected by the CCYHA Coaching Committee*

*Independent evaluators must have no familial relationship to any player participants or to any member of the Team's Coaching Staff.

Organizational Philosophy (continued)

6. Player Selection – Prior to any ice session the Head Coach and any Evaluators must agree on the parameters evaluated as part of the tryout as they form the basis for player selection. Parameters may include, but are not limited to:

- Skating Ability
- Individual Hockey Skills (puck handling, passing, receiving, shooting)
- Team Skills (offensive and defense)
- Positional play, teamwork, game skills, awareness
- Level of Effort
- Sportsmanship

When choosing players for any team the following weights are applied to the defined selection process:

Head Coach – 60%

Selected Evaluator 1 – 20%

Selected Evaluator 2 – 20%

All discussions amongst the Head Coach and all Evaluators as part of the tryout process shall be kept confidential. Only the Head Coach, approved Assistant Coaches or any (1) Adult selected by the Head Coach shall be permitted on ice during tryouts. The Head Coach may also ask player participants to declare a position in advance of tryouts to assist the Evaluators.

7. Notification – Following selection the Head Coach must provide the CCYHA Board a final roster as prescribed by the results of the process defined in (C6) above within 24 hours of the final on ice session. Head Coaches shall inform players of their selection either in-person, via telephone, or via post to the CCYHA website following the last on-ice session. Included in these communications is the requirement that the Head Coach provide opportunities for players and their parents to discuss the selection decision. Under no circumstances shall a list of players who did not make the team be posted.

d) Coaching Evaluation

CCYHA Coaches shall be evaluated on an ongoing basis throughout the season with an end of season assessment at the close of every season to be completed by players (and their parents as dictated by age-level). A copy of the CCYHA Coaching Evaluation form can be found on our website.

3. Roles

a) Head Coach

CCYHA supports an environment of healthy competition and good sportsmanship where our Coaches lead by example. The Head Coach is the first and most prominent representation of this philosophy and should take good care in all situations. Head coaching responsibilities include, but are not limited to;

- Selection of Assistant Coaches and Team Manager
- Coordination of on-ice practices and games
 - Coordination with CCYHA Scheduler or Team Manager to set game times
- Management of the conduct of their players including discipline (see CCYHA Discipline Policies)
- Setting of expectations of Player and Parent Conduct including Coaching Philosophy
- Communication with CCYHA Board, Players and Parents
- Attendance at CCYHA Coaching Clinics and Coaching Meetings
- Administration of CCYHA Discipline, Locker Room and Safety Policies
- Coordination with Tournament Director to schedule tournaments

*The Head Coach may delegate the above duties to his/her Assistant Coaches and/or Manager as appropriate

b) Assistant Coaches

Head Coaches select their Assistant Coaches subject to CCYHA Board approval. All potential assistant Coaches shall go through the USA Hockey and NYSAHA screening process. Assistant Coach duties include those provided in (3a) above as prescribed by the Head Coach.

c) Team Manager

A volunteer parent of a team player shall be selected by the Head Coach to serve as the Team Manager. The Team Manager shall serve as a liaison between the Coaching Staff, Parents and the CCYHA Board. The Team Manager also holds the following primary responsibilities, which can be delegated amongst team families.

- Securing and returning all CCYHA owned equipment (jerseys, pucks, first-aid kits, garment bags, etc.)
- Organizing funding on behalf of the Team (see CCYHA Financial Policy)
- Ensuring completion of game sheets
- Securing Volunteer to run Game Clock (for home games)
- Securing Volunteer to run Penalty Box (for home games)
- Team Communication (in conjunction with the Coaching Staff)

d) Parents

Parents are a vital parent of the CCYHA Organization and play a critical role in the success of their child and team. Parents are encouraged to utilize USA Hockey Resources (<http://www.usahockey.com/parents>) and read the Parent's Handbook (<http://read.uberflip.com/i/743352-american-hockey-parent-handbook-2018>).

e) Players

Players are what CCYHA is all about. Our goal is to create an environment for your player athlete to learn team dynamics, build a strong work-ethic, compete, overcome obstacles and enjoy personal successes. It is incumbent on the player to bring a positive attitude, effort and always consider the team first.

4. Procedures

- d) USA Hockey Code of Conduct (<https://portal.usahockey.com/forms/participant-code-of-conduct-2014-2015.pdf>)
- e) Declaration of Principles

A. Committee Objective

1. The Discipline Committee, hereafter referred to as the Committee, has been established by the Clinton Comets Youth Hockey Association, Inc. to enforce USA Hockey's Zero Tolerance Policy, CCYHA's Code of Conduct, CCYHA's discipline guidelines for parents, players and coaches, as well as other unacceptable conduct described in this document deemed detrimental to the game of hockey and/or at odds with CCYHA's mission, philosophy and Declaration of Principles.

B. Committee Makeup

1. The Committee is made up of four members of CCYHA's board and one suitable non-board member appointed by the President of CCYHA, Inc. A board member will serve as the committee chair. Committee members are expected to be reasonably available for all discipline hearings and appeals, be active participants in the process and maintain a reasonable point of view congruent with imposing fair discipline rulings.
2. Members of the Committee may be removed and replaced during their term by the majority vote of the CCYHA board of directors.

C. Discipline Procedure

The purpose of this unified discipline procedure is to provide all parties with a fair hearing (a) prior to being subject to any disciplinary action and (b) to contest any disciplinary action by having a reasonable opportunity to prepare and present their case and argument in accordance with these rules.

1. Hearing Process

- a) All discipline hearings will be conducted at the discretion of the Committee. Members of the Committee will determine the necessity and timing of a hearing along with the appropriate parties that should be involved. Participants in the hearing may include but not be limited to: the party in question, necessary witnesses, coaches, referees, district or affiliate supervisors, referee supervisors, etc.
- b) All hearings shall be scheduled by the Committee Chairperson within five days of the reporting of any alleged incidents or complaints. The Committee shall provide verbal and/or written notice to all parties involved as to the location, date and time of the hearing, the manner in which the hearing will be conducted, the grounds for any proposed suspension or other disciplinary action and the possible consequences of an adverse finding. The Committee shall make every reasonable effort to convene the hearing at a time and location that is accessible and reasonable for all parties to attend.

C. Discipline Procedure (continued)

- c) The Committee chair will oversee the hearing, ensuring procedure is followed and all parties involved have an opportunity to present their case. The Committee may hold a formal or informal hearing to identify and review any evidence relevant to the hearing before establishing rules of procedure. All parties will have a reasonable opportunity to present their case within a reasonable time frame. At least two of the four Committee members must participate in the hearing.

d. Exclusions from the Hearing Process:

- i. Summary Suspension – Summary suspensions may be imposed by the CCYHA President after consultation with the Committee Chair where a Party has been arrested for a crime alleging violence, illegal sexual activity, or illegal alcohol or drug use or possession. Suspensions may also be imposed for USA Hockey Safe Sport violations or other violations of USA Hockey Policies set forth in the Annual Guide or comparable Policies of Affiliate Associations that are in writing and have been approved by USA Hockey. Summary suspensions are excluded from the hearing process. Any such summary suspension must be in writing and given to the suspended Party and the writing shall inform the Party of his or her right to request a hearing. The suspended Party must submit a request for a hearing of a summary suspension within seven days of the Party being notified of the suspension. Any hearing following a Summary Suspension shall be conducted according to the provisions of the Discipline Procedure.
- ii. Playing Rules Suspensions – All USA Hockey imposed suspensions due to a violation of USA Hockey playing rules do not require an additional hearing beyond USA Hockey rules and regulations. The Committee, at its discretion on a case-by-case basis, may impose additional supplementary discipline based on the findings of New York State Amateur Hockey Association (NYSAHA) and/or USA Hockey during their investigation process without holding an additional hearing. All playing rule suspensions are final without the opportunity for appeal.
- a) Clinton Youth Hockey Organization follows the most current guidelines published in the NYSAHA Annual Guide, Article XVI “Dispute Resolution, Hearings and Discipline.” The current NYSAHA guidelines, in summary, recommend that the player, parent, coach or administrator involved in an on ice/off ice incident be given a minimum 7 day hearing notice to present their case to the CCYHA Discipline Committee. During the interim prior to the hearing the Discipline Committee may, at its discretion, suspend the involved party from all CCYHA on ice/off ice activities under USA Hockey Rule 410, subset (a). After this hearing, the Discipline Committee will make a recommendation, by majority vote, to the Board. The Board may accept or modify this recommendation. The involved party will be notified within 5 business days of the hearing of the Boards decision and in writing, within 15 days. An appeal of the decision, if desired, can be made to the CCYHA in writing within 10 days of receipt of the written decision rendered by the Board. The above policy may be amended on a yearly basis by the NYSAHA. Please see a current copy of the NYSAHA Guidebook for the policy in its entirety.

Discipline Procedures (continued)

- b) Any Clinton Youth Hockey player who has been assessed a game misconduct or disqualification penalty will be counseled by their head coach prior to the player's next practice or game. During the counseling session the coach will discuss the penalty details and the consequences of subsequent violations. If the CCYHA player receives a second game misconduct, the Committee will issue a written notification to the player. The notification will serve to inform the player of the consequences he or she can expect if the misconduct continues. The Committee, at its discretion, may require the player (accompanied by a parent/guardian) to meet with the Committee in order to discuss these details. Any CCYHA player who receives more than two game misconduct penalties within the same season will be required to meet with the Committee with his or her parent/guardian. The involved parties will be notified within 5 business days of the mandatory meeting and the presence of a parent or guardian will be required. Failure to attend a meeting may result in further disciplinary action imposed by CCYHA at the discretion of the Discipline Committee.
- c) Violations of CCYHA's Code of Conduct and alike unacceptable behaviors shall be deferred to the Committee for review and dealt with at their discretion.

2. Discipline Decisions

- a) In order to impose a suspension or discipline, the Committee must make a finding supported by a preponderance of the evidence (i.e., more likely true than not true) that the party violated an applicable rule. The Committee administering the discipline shall have the burden of proof and shall present evidence to support the suspension or discipline by a preponderance of the evidence.
- b) The Committee shall use reasonable effort to render their decision within five days of the completion of the hearing. The Committee's decision can be delivered by whatever convenient means necessary (phone, email, mail, in person, etc.) and shall include a summary of the action taken.
- c) All suspension decisions by the Committee require a simple majority.

3. Appeals

1. Right to Appeal

Any Party that is suspended, otherwise disciplined or subject to an Administrative Action may, after a hearing or failure to have a hearing in accordance with the Unified Procedure, appeal such action as follows (it is recognized that rules of an Affiliate Association may also allow appeals within the Affiliate by other Parties to the matter): 108 2019-20 USA Hockey Bylaws

a) Suspensions

Playing Rule Suspensions or suspensions for violations of bylaw and/or rules of local, league or District organizations, or by a committee of a state association or an Affiliate Association shall be appealable to the Board of Directors of the state association or where no state organization exists to the Affiliate Association's Board of Directors or the designated committee of such Board of Directors (the "Appeal Authority"). Upon the written appeal of any Party whose suspension has been upheld by a state or Affiliate Association, the Executive Committee of USA Hockey shall allow an appeal of such suspension to be determined by it pursuant to the provisions of this appeal procedure, provided that the appealing party shall have the burden of production and of proving that the Appeal Authority committed a gross abuse of discretion. The Executive Committee may delegate or assign the matter to a sub-committee for a review and recommendation in the matter. The Executive Committee shall decide any appeal before it at its next regularly scheduled meeting and shall render its decision within a reasonable period thereafter.

b) Appeals Not Involving Suspensions

Appeals of Administrative Actions or other disciplinary action which do not involve suspension shall be appealed to the Board of Directors of the state association or where no state organization exists to the Affiliate Association's Board of Directors or the designated committee of such Board of Directors. Except for Administrative Actions by a USA Hockey Council, Committee or Section, which shall be appealable to the USA Hockey Executive Committee, there shall be no further appeals of Administrative Actions or other disciplinary actions not involving a suspension.

D. Code of Conduct

1. All coaches, players, parents and board members will adhere to the CCYHA code of conduct. Any deviation from the code of conduct, or any other action deemed detrimental to the game of hockey or the organization shall be subject to disciplinary action.

E. Discipline Guidelines for Parents/Coaches/Board Members

1. The following are examples of disciplinary action parents/coaches/board members should expect if after review the Committee finds unsportsmanlike behavior occurred, conduct detrimental to the game of hockey or the organization occurred, or there was a breach in the code of conduct. The Committee and CCYHA Board reserve the right to escalate beyond these guidelines as deemed necessary.
 - a. First offense: Written warning or short-term suspension from all CCYHA activities.
 - b. Second offense: Week to multiple month suspension from all CCYHA activities.
 - c. Third offense: Season long (or greater) suspension from all CCYHA activities.

Discipline Guidelines for Parents/Coaches/Board Members (continued)

2. 24-hour rule: No parent or guardian in a fit of frustration/anger should contact a coach in any manner until 24 hours have passed. If such occurrence takes place, the parent may be automatically suspended from all CCYHA activities for a minimum of two weeks, depending on the severity of the incident.
3. Any display or threat of physical violence towards another person before, during or after any CCYHA event may result in an automatic suspension from all CCYHA activities indefinitely.
4. Discipline resulting from any and all inappropriate actions will be cumulative throughout participation in CCYHA. The Committee reserves the right to remove the participant from the association after the third disciplinary action if deemed appropriate through the hearing process.

F. Discipline Guidelines for Players

1. Discipline involves setting limits on behavior, making rules clear and consistent, and being a role model. Discipline helps an athlete know what is expected, become responsible for their behavior, and have an increased feeling of self---worth and self---confidence.
2. The following will be used as a basic guide by each team for handling discipline problems that may occur during the year. The team's head coach is responsible for team and player discipline and the team activity on and off the ice while at the arena. The discipline guidelines are intended to be minimum guidelines that outline expectations, methods of acceptable discipline, and escalation procedures if needed.
 - a) At the beginning of the season coaches will explain to parents and players how he/she will deal with discipline.
 - b) Minor offenses such as being late for practice, not listening to coach, badmouthing teammates or opponents, harmful teasing, foul language shall be handled primarily at the coaching level. A player should first be given a warning. If the problem persists, methods of discipline for the player may include: sit on the bench during practice, perform additional laps/push---ups/skating drills, pick up pucks, clean locker rooms, be asked to leave the practice, sit out a period of the next game. If the behavior continues, a meeting between the coach, the player, the parents, and the Committee will be held to discuss additional consequences and work out an agreement that may include up to a full game suspension. Minor incidents should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behavior.
 - c) Unexcused absences at competitive (Squirrels, 10U, PeeWees, 12U, Bantams, 14U, etc) levels may result in a suspension or lessened playing time. Excused absences will be accepted via phone call, text or email to the coach before a practice or game.

- d) During a game, a coach may bench a player for a period or the remainder of the game depending upon the severity of the problem.
- e) Locker room issues may result in players losing the privilege of dressing in the locker room for a period of time. This may be an individual consequence or a team penalty. Teams will abide by the facility guidelines.
- f) Offenses that result in injury or destruction of property may be handled at the coaching level for the first offense, but at the discretion of the coach, the Committee or CYH Board, may be immediately escalated to the Committee. These offenses may require a meeting with the coach, the player, and the parents to discuss the offense, the consequence, and the follow up. Discipline may include a suspension for 1 period up to a full game suspension depending upon the seriousness of the offense and the coach's/Committee's discretion. If the problem persists, an incident report shall be given to the Committee for review and a meeting between coaches, parents, and player may be required. Additional consequences may include but not be limited to a three game suspension. If the behavior is repeated after the additional suspensions, the Committee may impose a season long suspension based on the severity of the offense.
- g) A coach may establish additional rules consistent with the rules set forth in the By-laws or this document, upon proper notice to the Coaching Coordinator and the players on his or her team.
- h) A coach may suspend a player for improper conduct for one game for a first offense without the right of a hearing. Such action must be reported to the CYH Vice President and the Coaching Coordinator for review and a record made of such review. Any subsequent offense will entitle the player to a hearing within five days before the Committee.

G. Improper Conduct

- 1. A coach, parent or player who fails to conduct himself/herself properly on or off the ice will be subject to the sanctions set forth in this document.
- 2. The following are examples of improper conduct and are not meant to be all inclusive.
 - a) threatening or derogatory remarks or actions to players, coaches, game officials, off-ice officials, members of the staff at any ice rink, officers of CCYHA or spectators;
 - b) threatening or actual physical harm to players, coaches, game officials, off-ice officials, members of the staff at any ice rink, officers of CCYHA or spectators;

Improper Conduct (continued)

- c) abusive or obscene gestures or actions;
 - d) a player failing to proceed directly to the penalty box when issued a penalty;
 - e) failure of the coach to keep his/her players under control; and
 - f) marking or defacing any of the facilities in which CCYHA teams practice or play, or the destruction of personal property in those facilities.
3. Parents and spectators are under USA Hockey “ZERO TOLERANCE” and may be asked to leave or be removed from the ice arena at any time by a game official, Clinton Arena facility employee and/or CCYHA board member for improper conduct. Any infraction of USA Hockey’s Zero Tolerance policy is subject to disciplinary action outlined in this document.
4. Coaches, managers, arena staff, players and parents are not permitted to smoke, use e-cigarettes or chew tobacco, consume alcohol or use illegal substances in any hockey facility during a CCYHA event.

H. Grievance Guidelines

1. It is important to the health of our organization to have an open door policy regarding any concerns members may have. Please remember to follow the 24-hour “cool off” rule. All concerns should start with a respectful conversation with your player’s coach. Give your coach an opportunity to address your concerns. If your concerns are not addressed you can start the discipline process by filing a grievance report. Grievances shall be handled in a timely, sensitive, responsible and confidential manner. The names of parties and the circumstances of the grievance will be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.
2. Anyone making a complaint which is determined to be clearly unfounded, false, malicious or frivolous may be subject to discipline at the discretion of the Committee.
3. Applicable forms can be downloaded from the CYH website. After the form has been completed, it must then be submitted in person or by email to the current board member serving as Disciplinary Director.

Locker Room Policy

1. Players will check the board (by ice surface main entry) to determine what locker room has been assigned for their immediate practice or game.
2. If the assigned locker room is being utilized, NO player will enter that locker room under any circumstance. Please notify your coach or coaches that the assigned locker room is unavailable. PLEASE DO NOT USE ANOTHER LOCKER ROOM.
3. Coaches are responsible for notifying Clinton Arena personnel that a conflict exists and should secure another locker space.
4. Parents who are designated to maintain locker rooms during practices/games shall be present until the last player exits designated locker room.
5. No Cell Phones or Cameras are allowed in the locker rooms.



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