

## **TAOS YOUTH HOCKEY ASSOCIATION**

### **POLICIES AND PROCEDURES**

1. REGISTRATION
  - a. Registration
  - b. Equipment rental
  - c. Jerseys and socks
  - d. Scholarship
    - d.i. Scholarship for TCYHA fees
    - d.ii. Scholarship for Equipment
    - d.iii. Scholarship requirement for Volunteerism
2. PLAYING IN UPPER DIVISION
3. BANTAM/HIGH SCHOOL PLAYERS
4. TAKING THE ICE
5. VOLUNTEER COMMITMENT
6. ZERO TOLERANCE
7. COMPETITIVE/TRAVEL TEAMS
8. SCREENING
9. CODE OF CONDUCT
10. GUIDES
  - a. COACHES GUIDE
  - b. MANAGER GUIDE
  - c. PARENT GUIDE
11. GRIEVANCES
  - a. SEVERE COMPLAINTS
  - b. MINOR INFRACTIONS
12. FORMS

## **1. Registration, Equipment Rental and Scholarship**

### **a. REGISTRATION**

Registration is the last Saturday in September from 10am-2pm.

All returning players must register on or before the September registration deadline or face an additional \$35 late registration fee.

Every participant must be registered online with USA Hockey and pay their required fee (2009 fee was \$45 and free for mini-mites). The dates for USA Hockey registration currently are May to May. Players must register with USA in May after the regular TCYHA season to participate in summer camps.

The TCYHA registration fee for mini-mites is \$125.00, for all youth divisions the fee is \$200 and high school is \$400.00.

TCYHA fees: There are no discounts given for registration with multiple teams

There is a family discount wherein one player pays full TCYHA fee and each additional family member fee is reduced by \$25.00

There is no discount given to coach or manager children.

Only one discount applies per family (you cannot receive a scholarship for each child and also receive a multi-family discount).

Roster requirements are met when:

Registration with USA hockey is complete and a copy of the confirmation is attached to the registration packer;

All TCYHA forms completed and turned in;

All applicable fees are met or scholarship applications have been submitted and approved; and

The player, coach or manager as applicable, is listed on the signed Roster.

**No player shall be allowed to take the ice unless the steps listed above have been completed and all fees from the prior year have been paid or an allowance has been formally approved by the board.**

### **b. EQUIPMENT**

Equipment rental shall be the third Saturday in October from 9am –noon. Equipment shall not be rented to anyone that has not returned equipment from the prior year. Only those with prior approval shall receive a scholarship for equipment. A \$50 deposit is required of all players renting equipment from TCYHA. The sum shall be refunded upon return of all equipment by the last Saturday of March of the hockey rental year to the equipment locker between the hours of 10am to noon, and if a refund is being sought, then an accompanying letter requesting the sum be returned is required. If no letter accompanies the return of the equipment, the deposit shall be gifted to the association. The goalie equipment is owned by TYHA and shall be checked out by the division coach or manager who shall then provide the equipment for use to the players. The equipments shall continue to belong to TYHA for all

its members' use, with an understanding that the responsible party is the person that checked out the equipment.

### **c. JERSEYS AND SOCKS**

The manager from each division shall assign a home and away jersey and socks to each player. The parent(s) is then responsible for the return of the jersey at the Coyote Classic in the same or similar condition. Any unreasonable damage or wear and tear may result in the parent(s) paying the replacement value of the item. If jerseys or socks are not returned at the Coyote Classic a late fee of \$35 will be assigned and the player will not be allowed to complete registration until the outstanding fee is paid or the replacement cost of the jersey or socks are paid.

### **d. SCHOLARSHIP**

Scholarships are available on an as needed basis. The scholarship letter shall accompany the registration forms and a minimum payment of \$50. The scholarship award is as follows:

All scholarship recipients are still responsible for paying the USA hockey online registration fee.

All scholarship recipients must also participate in TCYHA home sponsored tournaments and fundraising with a minimum of two hours per family per event.

If scholarship recipient's financial situation changes, TCYHA shall be notified and the fees shall be paid in full.

1<sup>st</sup> year scholarship recipients shall pay TCYHA a minimum fee of \$50.00

2<sup>nd</sup> year scholarship recipients shall pay TCYHA a minimum fee of \$75.00

3<sup>rd</sup> year scholarship recipients shall pay TCYHA a minimum fee of \$100.00

4<sup>th</sup> year scholarship recipients shall pay TCYHA a minimum fee of \$125.00

It is the intent of TYHA to cease scholarship awards after the 4<sup>th</sup> year of scholarship award.

### **High School Hockey**

There are no discounts or scholarships for high school players.

Referee training is highly recommended for high school players which allows them the opportunity to referee to earn funds for registration fees.

## **2. PLAYING IN UPPER DIVISION**

Pursuant to USA Hockey all players in each USA Hockey division must play in their appropriate age group. If a player demonstrates the ability, desire, motivation and maturity to play up in an older division to access extra ice time for personal advancement and improvement, increase competition and experience, then permission can be granted by the TCYHA if the following is achieved:

1. The player must attend all practices and games in his/her appropriate age group as the primary responsibility. This allows that player to learn the appropriate leadership role,

mentor the less experienced players, help guide and lead the age appropriate team and to work on and perfect skills that would be hard to manage at a higher level of competition.

2. The age appropriate head coach and the head coach at the higher level would both have to agree that playing up was appropriate for the player and their teams.
3. When practice or game scheduling conflicts exist, the player must participate with the age appropriate team. **NO EXCEPTIONS.**
4. If the above conditions are met, the Head Coach of TCYHA, after consulting with the two coaches, the parent(s) of the player and the player, can grant permission for that child to partake in proficiency testing to demonstrate competency of said age division skills requirements. Upon successful completion of the proficiency testing, the player may practice and play for both teams, if all the conditions are met and understood by all parties. This situation is not to be taken lightly but is a privilege granted by the trained adult coaches and organization.
5. It must be understood by all parties that there are a great many reasons why this situation may help the player and respective teams, and a great many reasons why it might not be good for the player or teams, and sound judgment must be exercised by all, and reviewed periodically. In all cases the judgment of the TCYHA coaches will be the deciding factors.
6. Once permission is granted, it may also be revoked if a situation develops that was determined to be harmful to the player or not in the best interest of TCYHA.
7. TCYHA has used this policy successfully for 20 years, and it has always proven to be a sound policy, and has resulted in consistent improvement in performance and age appropriate development, including for those players that have aged out of the program and gone on to successful club, college and professional leagues.

### **3. BANTAM/HIGH SCHOOL PLAYERS**

1. This division will have cross-rostered players based on their age (2<sup>nd</sup> year Bantam and 1<sup>st</sup> year high school). The High School Coach requires all practices be attended or the consequence may be that the player is not allowed to play in the next regularly scheduled game. The player may be required to attend the game to serve the suspension. Cross-rostered players are welcome at Bantam games regardless of practice attendance with the Bantams as long as they fulfilled their practice requirements at the higher HS level. This serves them well to play in their age division, giving them added ice time and building confidence. This also helps fill what is often a short bench.

### **4. PARTICIPATION IN PRACTICE OR GAMES (“TAKING THE ICE”)**

No one shall be allowed to take the ice unless all fees are paid, USA online hockey registration is complete, all TCYHA forms have been turned in and they are placed on the roster.

During the season, no player shall enter the ice for practice until a coach has taken the ice and the coach instructs the players to take the ice.

During a game, no players shall take the ice until the coach so instructs. The Coach shall not instruct unless the referee has authorized.

The player must be suited with the appropriate gear including a mouth guard (age peewee and older).

## **5. VOLUNTEER COMMITMENT**

TCYHA cannot survive without the support of parents and a volunteer commitment which benefits all players, the association and the town.

Each parent shall provide all the following:

1. A money or prize for both the Thanksgiving and Coyote Classic Raffle table (this is by one parent for each enrolled player),
2. No less than two hours for both the Thanksgiving and Coyote Classic at either the raffle table or score box. (coaches are exempt, but that does not exempt the family)(This is by one parent for each enrolled player).
3. Snacks and drinks for game as scheduled by manager.

Scholarship applicants may be required to perform additional volunteer duties as needed.

## **6. ZERO TOLERANCE**

USA Hockey rules and regulations shall be followed as outlined in the USA Hockey annual guide and rule book.

### **Zero Tolerance Letter**

A player, parent, coach, head coach and board member may be required to hold a meeting and sign a zero tolerance letter to place both the player and parent(s) on notice that either the player or parent(s) failed to comply with the USA hockey zero tolerance policy and TCYHA policy.

## **7. COMPETITIVE/TRAVEL TEAMS**

All the teams set forth in the TCYHA are recreational teams or high school except for those teams created with the intent to travel and compete at a higher level than recreational hockey. These teams must obtain a separate roster and are not required to the equal ice playing time requirements. In addition, ice time shall be afforded these competitive teams as determined by the board. Any fee will be conveyed in writing prior to the Taos competitive or travel team taking the ice. Any requests for ice must be conveyed in writing. The competitive team cannot compete in the local Taos tournaments named herein if such team will deprive the Taos recreational team from competing in either the Taos Thanksgiving Tournament, Coyote Classic and will be required to play up a full division with the written permission of the Tournament

director. Competitive/Travel teams are responsible for the cost of rostering and providing jerseys for their teams. All Competitive/Travel team coaches rostered by TYHA will adhere to TYHA coach requirements.

## **8. SCREENING**

All TCYHA coaches, managers, board members and those parent volunteers that will be in a locker room must have background screening done to ensure the safety of the players. At this time, the screening is done by a third party organization. However, USA hockey may require all organizations to conduct the screening through USA hockey and if that occurs, the fee will be paid by the person screened. LOEAHA has a strict 100% compliance policy. If a coach or manager fails to sign a screening application, that coach or manager will not be able to serve in that capacity. Coaching sanctions will result if compliance is not met. If you have not been screened or are confused as to the screening process, consult a manager or board member to obtain compliance. The Deadline for Screening is November 15.

## **9. CODE OF CONDUCT**

The following Code of Conduct was prepared by USA Hockey Youth Council.

### **Coaches Code of Conduct**

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of 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 the players.

Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; do not 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 them 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 player's parents [utilizing your managers]. 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.

### **Parents Code of Conduct**

Do not force your children to participate in sports, but support their desires to play their chosen sport. 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. Deemphasize 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 victory and in 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 very important to the development of our child and the sport. Communicate with them [in a positive manner or with the manager regarding negative criticism] and support them.

If you enjoy the game, learn all you can about the game, and volunteer.

### **Players 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 for practices and games.

Learn the rules, and play by them. Always be a good sport.

Respect your coach, your teammates, your parents, opponents and officials.

Never argue with the official's decision

## **10. GUIDES**

### **a. Coaching Guide**

Definition of a Coach: Instructor and trainer for athletes

Basic Coaching responsibilities:

Look like a coach.

Attend and be prepared for practices, games and tournaments.

Control activities of your team on the ice, bench and locker room.

Organize with and delegate to assistant coaches.

Have specific and realistic goals for your team with consideration for USA Hockey Guidelines.

Keep informed of new rules and regulations.

Coach the team you have, not the one you wish you had.

Discuss, demonstrate and implement: the more players see from your demonstration and try it themselves the sooner they will pick up new techniques. Lecture in the locker room, not on the ice. Ice time is valuable and teams need to keep their feet moving.

Encourage enthusiasm, effort and endurance.

Develop one-on-one relationships with each player to encourage development of strengths and weaknesses.

Articulate and implement the three "A's"

ATTITUDE – conduct on and off ice.

ATTENDANCE – practice and games.

ABILITY – skills.



Insure equal ice time which includes training all players how to work a penalty kill or power play (creation of a group of players to exclusively complete this role is not allowed). The only exception to the equal ice rule pertains to last five minutes of agame if such measure can affect the outcome of the game.

Reward your team equally...hockey is a *team* sport.

A smile and words of encouragement are your most effective tools.

Implement or initiate behavior to pump the kids up, such as a team song played in the locker room or a special ice cheer.

Encourage sportsmanship at all times. Set a good example by thanking teams, coaches and referees after games. The post game handshake is special to hockey and should be encouraged, win or lose.

Communicate regularly with the team manager.

Remember to have fun on the ice and in the locker room. Your attitude, if positive, can influence your team in a big way. The TCYHA board is available with any questions or help you may need.

If players are added to the roster to complete the youth hockey line requirements (15 skaters), then it is the Coach responsibility to assure that the additional players do not obtain additional ice to the detriment of the TYHA fully registered players.

## **b. Manager Handbook**

Definition of a Manager: Team Mom/Dad, Organizer for Head Coach, Team scheduler, Go between parents and coaches, Communicator.

Duties: *It is suggested that you recruit as many parents and family as possible to help with the following duties:*

### **Mom/Dad**

Support each child on the team and strive to attain team unity.

Help the parents understand the game of hockey and keep them informed (email, phone).

Perform functions in accordance with USA Hockey and Taos Youth Hockey rules and policies.

Support the coaches.

### **Organizer**

Organize the team book and take to every game and practice. It should contain: the player roster, medical history forms for coaches and players, consent to treat forms, code of conduct for each coach and player, copies of USA hockey coaching cards, practice and game schedules, team contact information, registration packets, hockey board contact numbers.

Assure each player is registered and fees are paid. Contact returning players in August and remind them to register soon for the new season.

Confirm that each parent, manager and coach has completed and handed in a perpetrator screening.

Keep a copy of all score sheets and turn in all hat tricks, shut outs, and play makers to the registrar for USA hockey patches.

Create and hand out parent information lists and keep one in the book.

Check out jerseys and socks to the parents and pick up at season's end. Return to the association clean and bagged. Coordinate with equipment manager to assist players with proper equipment at the beginning of the year and during the season.

Update the Taos hockey website with information about your team and encourage parents to use the site.

Complete all applications for tournaments and request the registration fee from the board so as to timely submit the application, the fee and the roster of players.

### **Scheduler**

Check the game schedule at the beginning and ask the coach and the parents if they want to pick up more ice time for practice, games or out of town tournaments. Coordinate with the master scheduler with regard to extra events your team may attend. Use your ice time in Taos as it is the most economical.

Recruit parents for scoring at games, running the clock and helping during Taos tournaments and games. We should staff the score box during our tournaments with parents from each division scoring games for that division. A list should be provided to tournament director days before the tournament starts.

Keep parents well informed by having meetings frequently.

Conduct early player, parent, and coach meetings.

Inform all participants of the Zero Tolerance Policy.

Schedule other team building activities such as pizza party, watch a hockey game or attend clinics.

Coordinate a snack schedule for games and practices

### **Go Between**

Communicate with coach and determine goals for the team and what USA hockey expects the players to learn. Explain to parents and players what the goals are and what they mean.

Inform parents that all complaints should be directed to the manager and not the coach.

If there is a problem or incident with a child or parent, record the complaint, communicate with the coach and record a response, and then communicate the response to the parent. If not resolved, report with the coach to the head coach or appropriate board member. Keep a good written record of all events to document all actions involved. Should a parent go to the board your notes will be most helpful in solving the problem.

With regard to any problem or incident it is best to document all actions and resolutions made. Bring any questions to the board and or head coach.

### **Communicator**

Communicate with the children

Communicate with the coach

Communicate with the parents

Communicate with the board

Remember to put the children first in making decisions. Youth hockey is first and foremost about the young players and their wellbeing and development. Encourage all to follow your example.

Please contact the board prior to any fundraising activities so as not to conflict with the many annual sponsors we have in place.

### **Parent Guide**

The coordinated efforts of parents, coaches, managers and the board should give all players a positive atmosphere to learn and play hockey. Good parent behavior is encouraged as an example for the team. Players can only improve if they attend the practices. It is imperative that your player attend as many practices as possible to learn the skills necessary to play the game as well as the systems of team play that the coaches are teaching.

Parents are urged to support the manager and coach. They are volunteers and are giving their time and energy to their team.

Coaches will be selected by the board before the next season. Coaches should apply to the board for consideration.

Parents are asked to fill out the coach evaluation form at the end of the season to help the board decide on next years' coaching assignments.

Throughout the year many teams attend tournaments and play regular season games. If a team has a shortage of players the coach may consider adding to the roster some out of town players to use on his team. This is done to insure that a small team doesn't play without a full bench and possibly wear out the players or become too tired in the 3<sup>rd</sup> period. Three 5 player lines are the norm in youth hockey. This is a common practice and should be expected if the team is lacking players. The fee for adding a player is \$50 per player per weekend.

The game of hockey is a team sport and teams are often made up of experienced players along with new and younger players. The more developed players should be encouraged to support and help their less skilled teammates. Parents can encourage this positive behavior. The goal is to lift the skills of the newer players and integrate them with their more experienced teammates without discouraging all players.

Any problems encountered by parents should be taken to their team manager first. The board will intervene if issues cannot be settled within a team.

## **11. GRIEVANCES**

### **a. SEVERE COMPLAINTS**

The TYCHA Grievance and Disciplinary Committee shall be selected and this committee will hear all grievances and/or disciplinary actions. All protests must be submitted in writing. The fee for filing protest is \$50.00 and is nonrefundable. The penalties levied by this League can only be levied in matters pertaining to the League. The local association has the right to add stiffer penalties. Appeals of decisions may be made to the Land of Enchantment Amateur Hockey Association upon compliance with its protocol.

### **b. MINOR INFRACTIONS**

The Team Managers must inform parents that all complaints should be directed to the manager and not the coach. If there is a problem or incident with a child or parent, the Team Manager shall record the complaint, communicate with the coach and record a response, and then communicate the response to the parent. If not resolved, the Team Manager shall report with the coach to the head coach. The Team Manager shall keep a good written record of all events including parent written complaint and shall document all actions involved. If the issue is not resolved, the Team Manager, Coach and TYCHA Head coach and parent shall go to the board and the board shall hear the issue, dismiss the presenting parties and vote on the resolution of the issue.

## **12. FORMS**