



Essex Youth Hockey Association

POLICIES & PROCEDURES

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1. INTRODUCTION

- 1.1. *EYHA Policies & Procedures.* These policies and procedures were initiated, established and adopted to provide written guidance and direction for the Essex Youth Hockey Association (EYHA) and supersede any earlier adopted policies and procedures regarding the same subject matter. These policies & procedures shall not supersede the by-laws (where conflict exists), but shall be used as a tool to provide guidance and consistency from year to year.
- 1.2. *Purpose.* The purpose of the policies & procedures manual is to promote, govern, and enhance hockey for the good of all players; to foster a community spirit among members, supporters and teams; to increase interest in the game of hockey; and to promote team participation, sportsmanship, fair play, safety, and equal opportunity to all members relative to the game of ice hockey.
- 1.3. *Amendments.* The EYHA policies & procedures manual shall be considered dynamic, subject to change, and may be revised as necessary to meet the needs of the EYHA. Such additional policies & procedures may be adopted as deemed necessary by the EYHA Board of Directors. These additional provisions shall be restated in a newer version of the policies, and procedures manual and/or the minutes of the EYHA Board of Directors.

2. EYHA PHILOSOPHY

2.1 *Mission Statement:*

The Essex Youth Hockey Association's mission is to introduce the youth of our area communities to the great game of ice hockey, such that every child, through their participation in the program, can enjoy a positive, character-building sports experience while creating a passion for the game.

EYHA believes that through the development of every individual, the collective team benefits from the resulting depth, diversity, and cohesion. This produces a level of confidence that brings success in the competitive hockey environment.

Emphasis will always be placed upon education, personal development, teamwork, and sportsmanship. The individual conduct of board members, coaches, players, and parents will be maintained to ensure a positive culture in which all can honor the sport, and exemplify an organization in which to be proud of.

And above all else... It's always about the kids

- 2.2 *General Philosophy:* The philosophy of EYHA is consistent with that of USA Hockey for its Youth Programs: "USA Hockey believes in letting kids be kids. We believe that kids and their families should get the most out of hockey without feeling undue performance or financial pressure. We believe in community-based youth hockey. We believe in keeping kids engaged, moving and smiling. We believe in creating a safe and fun environment that is welcoming to everyone. We believe in making optimal use of ice time. We believe in creating great athletes, not just hockey players. USA Hockey believes your family will enjoy the mental, social and physical well-being that hockey offers."

2.3 *USA Hockey Core Values:* EYHA supports the following core values as stated by USA Hockey:

- **Sportsmanship:** Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- **Respect for the Individual:** Treat all others as you expect to be treated.
- **Integrity:** We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- **Pursuit of Excellence:** Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **Enjoyment:** It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
- **Loyalty:** We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- **Teamwork:** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

3. BOARD OF DIRECTORS RESPONSIBILITIES

3.1 *Duties and Responsibilities.* The EYHA Board of Directors has the largest influence on how the EYHA philosophy is implemented. The following is a non-comprehensive list of the Director's key responsibilities under the EYHA Policies & Procedures:

- Administering the Association pursuant to the approved By-Laws
- Upholding the mission of the Association
- Directing the selection process of qualified coaches
- Ensuring unbiased selection of teams
- Attending all EYHA Board meetings and sub-committee meetings (as appropriate)
- Approving fundraising efforts or team sponsors
- Resolving conflicts between teams, parents, and coaches and communicating EYHA philosophies and policies
- Enforcing the Policies and Procedures of EYHA
- Serving as a member of standing committees

3.2 *Delegation.* This designation of responsibilities is not exclusive but merely a guide for general informational purposes. The President and/or the EYHA Board of Directors may delegate many of these and other responsibilities to volunteers, staff or committees.

4. EYHA TEAMS

4.1 *Governing Bodies and Divisions.* All EYHA teams are registered and play under the rules established by USA Hockey and VSAHA. Teams may be fielded in all age divisions and may compete as "Tier 2," "Tier 3", "Tier 4", "Tier 5" division travel teams, or recreational "House" teams. If there is a sufficient number of registered players, "Tier 2", "Tier 3", "Tier 4" and "Tier 5" teams will exist at each division level. Designated members of the EYHA Board of Directors will determine team designations after evaluations. The EYHA is committed to providing opportunities for all players to participate in the game of hockey, regardless of skill level, and will strive to maintain an atmosphere where all members are an integral part of the organization. It is the intent of the EYHA to provide a

positive experience for all youth who wish to play hockey and the EYHA will strive to maintain opportunities for players of all skill levels.

4.2 *House Teams*

- 4.2.1 The EYHA shall establish “House” teams for the purpose of skill development and recreation. Teams shall be established according to the classifications and age brackets as established by USA Hockey.
- 4.2.2 Evaluations for House level will occur at the first scheduled House program sessions for that level, and players shall be evaluated on similar criteria as previously stated for travel evaluations. The purpose of the House evaluation is to create parity among teams in order to foster skill development and fun through equitable competition.
- 4.2.3 Players shall be rated according to skill level and teams shall be established that evenly distribute the various skill levels throughout the individual teams.
- 4.2.4 Any youth not already assigned to a travel team is eligible to participate in the House hockey program.
- 4.2.5 Equitable playing time is of paramount importance in the House program. Coaches shall strive to assure that playing time is evenly distributed among players, and that all players receive the opportunity to play all positions including goalie.

4.3 *Travel Teams, Eligibility and Tryout Process*

- 4.3.1 *EYHA Name and Colors.* All EYHA travel teams will be known as the "Essex Sting" and will adhere to the standardized equipment, clothing and dress code policies of EYHA. EYHA team colors shall be a combination of white and blue, and shall be easily identified as an EYHA team.
- 4.3.2 *Team Evaluations.* Team players are selected after a series of open evaluations. Selections shall be as unbiased as possible and utilize an open evaluation of 2-4 sessions. Prior to evaluation, candidates (including their parents) will be made aware of what is expected during the season (e.g., financial and time commitments).
- 4.3.3 *Player Eligibility.* Any youth who is a resident of Essex, Essex Junction, Westford, Bolton, Huntington, Jericho, Richmond, Underhill, OR who has previously played for EYHA, will have priority to join EYHA. Residents of other communities may join EYHA per discretion of the EYHA Executive Board. Debarred, previously dismissed, players with outstanding balances, indefinitely suspended players or those otherwise ineligible for placement on a team may be denied privilege of participating in open evaluations.
- 4.3.4 *Player Selection Process.* Selections shall be based on activities at official EYHA evaluation sessions. Practices arranged and/or conducted by EYHA appointed coaches, assistant coaches or other personnel prior to official EYHA evaluations will have no bearing on the outcome of evaluations. Each player will be evaluated during evaluations while performing basic and/or advanced hockey skills and/or

scrimmages against their peers. A three or more person evaluation team will review their observations, analysis and assessment of players and will determine which players will make which designated tier. During evaluations, no players are to be waived or released on the ice surface, under any circumstance, in any division, except where the safety of the player is compromised or disciplinary conditions exist. Player selection and assignments shall be done in a timely fashion. Coaches are not permitted to make promises with players/parents/guardians in order to secure their commitment to an EYHA team.

- 4.3.5 *Selection Standards.* Selection to an EYHA team is a privilege, not a right, and will be based upon skill, experience, attitude and conduct. Skaters will be evaluated on all four blade edges, their forward stride, backward stride, transition skating, puck handling, passing and receiving, shooting and scoring ability, aggressiveness, team play and physical play. Goalies will be evaluated on their balance and movement, agility and quickness, angles and positions, save selection, anticipation, aggressiveness, concentration, athleticism and resiliency. No player is guaranteed a position on a team because he/she played on an EYHA team during a prior season. Prior participation on an EYHA team may be considered when other evaluative factors are equal. Player or parental conduct inconsistent with the EYHA Policies and Procedures during a past season may be taken into consideration in making player selections. Coaches will make player selections for the best interest of the team and the individual player.
- 4.3.6 *Tryout Process:* At the beginning of each season an Evaluation Committee for each level (10U, 12U, 14U, Girls) is formed. The purpose of this committee is to select on-ice instructors for the tryouts as well as the evaluators in the stands. These committees are made up of coaches who have coached or will coach in Essex Youth Hockey but have no players at the level being evaluated (independent). There is also a lead individual assigned by the EYHA Head Coach for each group who is considered the tryout coordinator for the respective level. When selecting the tryout coordinator, the ability to be available for all tryout sessions in that group will be one of the considerations. Each committee will have 3 or more independent evaluators, who will not have participants involved in the particular level being evaluated. In addition, evaluators must be present for each tryout session to be an evaluator. The on-ice instructors will be asked to come into the evaluator room after each session to let the coaches know of any issues on the ice, what worked, what didn't etc, but do not participate in the selection process and will leave the discussion room prior to any discussions of individual player performance or placement. Under no circumstances will a board member or coach be allowed to participate in the evaluation or discussions at the level in which their child is eligible. The EYHA Head Coach is in charge of all the drills selected for evaluation. The drills chosen are to demonstrate skills that are level appropriate based on USA Hockey guidelines in the Skills Progression for Players and Coach Development handbook. Younger levels of play will be primarily focused on skills, whereas the older participants will have a predominant focus on game simulation play. The EYHA Head Coach, President, and Travel Vice President will make an attempt to attend each and every tryout for each group. These individual's responsibilities are to facilitate discussions, answer parent questions and monitor for fairness and appropriateness. In addition, an independent board member will also attempt to attend an entire tryout at each level. The board member selected for a particular

level will not have a child/step-child playing at that level. This board member will be responsible for inputting the ratings for each player into the spreadsheet for the purpose of averages and creating rankings. The rankings are to be used as one of the inputs in placing a player on the team. The rankings will be available to the evaluators at the next tryout session. They will make copies for all the evaluators. Under no circumstances will the rankings leave the room. They will be returned to the board member at the end of each evaluation session. When tryouts are completed, the EYHA Head Coach will receive each evaluation sheet. A master copy will stay in his/her possession thereafter. The remainder will be shredded. The rankings are not available to the parents after the tryout or at any time.

- 4.4 *Parent Responsibilities During Evaluations.* Parents of players being evaluated should remain in the warming area. Parents should not approach, talk to or attempt to influence evaluators before, during or after evaluation sessions. Communications should be restricted to the EYHA administrative official(s) coordinating the evaluations. There will be three administrative officials present at all tryout sessions: the President, the Vice President of Travel and the EYHA Head Coach.
- 4.5 *Player Commitments.* Players and parents must be agreeable to the major commitment of time, energy and money to hockey during the season, which will begin in October and may last until late March. Once selected, players are expected to fulfill their commitment to the team for the entire season. Hockey players and their families should be aware of the commitment required to play hockey on a travel team. Conflicts with outside activities or other teams should be kept to a minimum. Any conflicts should be discussed with the team Head Coach. Failure to honor such commitments may result in diminished play time for the player.
- 4.6 *Commitment to Academics.* The EYHA believes academic achievements are the most important things in a child's life. Accordingly, activity schedules should minimize occurrences where players must be removed from school and should be limited for travel tournament times only.
- 4.7 *Eligibility and Roster Sizes.* All players are subject to USA Hockey eligibility rules, and Team rosters are limited to a maximum number of players as determined by the EYHA Board of Directors and the VSAHA. Within these guidelines, however, the team Head Coach with discussion with the President and other key Board members will set the roster size. The team head coach will establish players' positions.

5. PLAYER AND TEAM REGISTRATION

- 5.1 *Registration Fee.* The EYHA registration fee (first payment) is formulated based on the cost of such items as ice rentals, insurance, game sheets, administration expenses, and other miscellaneous costs. Registration fees are required at the time the player is registered with EYHA as specified by the EYHA Board of Directors. Travel team fees will be paid in installments. The EYHA and USA Hockey registration fees are not refundable. EYHA has determined that registration fees for registered full-time goalies at 12U, 14U, and 18U levels will be waived. Committed goalies at the 10U level will receive a discount at the end of the season.
- 5.2 *EYHA Refund Policy.* In recognition of the various obligations, including the obligation to

host a tournament, to which a EYHA team and its members commit by virtue of participating in play, no refund of fees or other registration fees will be made. First-time NEW to Hockey participants in the Newbees or House program may request a refund prior to December 1. A refund will be given minus EYHA registration fee, any USA Hockey registration fee and administrative expenses. Refer to the Parent Handbook for details on other refund circumstances.

- 5.3 *Medical Forms.* All players must complete a USA Hockey Consent-to-Treat form (made available from USA Hockey).

6. FINANCIAL ACCOUNTING

- 6.1 *Funding for Team Functions.* The team participants shall provide all funding for team activities and functions, and such costs will be shared equally by the participants on a proportional basis. Fees for all Vermont State Amateur Hockey Association (VSAHA) tournaments are provided for by EYHA; however invitational tournaments and other non-assigned games will be the sole responsibility of the team.
- 6.2 *No Pay-No Play Policy.* Players and parents who anticipate difficulty paying the team fees and costs should discuss the situation with the Team Parent, Board Treasurer and/or President at the earliest possible time. The EYHA provides opportunities for an installment payment plan. If a player is unable to fulfill any Travel payment fee obligation via installment payments or otherwise becomes and remains delinquent in remitting payments, the EYHA Treasurer will suspend the player until the required funds are paid. If fees are delinquent by December 20th, the player will be suspended until fees are current. It is the expectation of EYHA that all reasonable alternatives will be explored before the suspension of a player due to nonpayment of fees occurs. No player will be permitted to participate in evaluations and will be ineligible for selection to an EYHA Hockey team if such player is in arrears from a prior season.
- 6.3 *Other Charges.* A charge of \$25 per occurrence will be applied to the account of any player whose parents/guardians are responsible for issuance of a “Non-Sufficient Funds” check.
- 6.4 *Invitational Tournaments.* Invitational hockey tournaments offer an enjoyable opportunity for players to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. In addition to tournament play, EYHA encourages all teams to participate in and support tournaments at home and other areas, as deemed appropriate by the Team Coordinators. Tournament funding will be shared equally by the participants on a proportional basis. “Sweat equity” service will be required in place of monetary fees for all home tournaments the team is involved in. A delicate balance must be maintained between the team's objectives for the season and the financial constraints experienced by the participants. Teams shall enter only officially USA Hockey sanctioned and reputable tournaments.
- 6.5 *Bank Accounts.* All accounting of EYHA funds will be the responsibility of the EYHA Treasurer. The bank accounts shall have monthly statements provided, with checks returned or copies. All funds, statements, and canceled checks as well as receipts, invoices, and other financial records are to be held in trust by the Treasurer.

- 6.6 *Fundraising Guidelines.* From time to time, parents and players may be expected to defray team expenses through fundraising efforts. Fundraising efforts are authorized for team participants and will be approved by the EYHA Fundraising Coordinator on a case-by-case basis to ensure no conflicts exist between the EYHA and the team's efforts. Direct public support can be requested through activities such as pizza or candy sales, car washes, 50/50 draws, etc., provided that they are in good taste. All fundraising programs must be discussed and approved by the EYHA Board of Directors and comply with the EYHA guidelines, state and municipal laws and be well supervised and controlled. All players and parents are strongly urged to equally contribute to fundraising activities during the season.
- 6.7 *Sponsorships.* Sponsorships are authorized for EYHA, subject to approval by the EYHA Fundraising Coordinator. EYHA will not allow or approve sponsorships from businesses that directly endorse the use of tobacco, drugs or sex trade. The EYHA Board of Directors reserves the right to reject any proposed team sponsorship.
- 6.8 *Sponsor Logos.* Sponsor logos may not be displayed on official EYHA items other than those identified as such on approved fundraising documentation methods (website, banners, donated items...). Any special logos for team banners or tournament programs should be provided by the sponsor and approved by the EYHA Board of Directors or their designee. Other forms of sponsor recognition shall be approved by the EYHA Board of Directors or their designee and shall follow the spirit of these guidelines.

7. UNIFORMS, APPAREL AND EQUIPMENT

- 7.1 *EYHA Uniform.* Travel team players will be required to purchase official EYHA game jerseys, game socks and practice jerseys. Game jerseys, practice jerseys or game socks shall not be altered in any way, including any additional logo's, stickers, patches, writing or colors, unless approved by the EYHA Board of Directors. This includes the "C" or "A" typically associated with Captains and Assistant Captains. See section 7.2 for further clarification. Players must wear the EYHA official game jerseys and corresponding socks for all games. Players must wear EYHA official practice jerseys for all practices and skill sessions. The official EYHA uniform may only be worn during the team's official season or for EYHA sanctioned activities. House and Newbees players are provided a single jersey which they may keep. House and Newbees players should wear this jersey at all scheduled House/Newbees on-ice sessions. EYHA Travel players should wear a helmet and gloves that are Essex approved colors (Black, White or Navy). However, black is the preferred color. Players at the 14U level may wear navy blue helmets and gloves in anticipation of HS hockey. Only EYHA helmet stickers can be applied to the helmets. Any other stickers must be reviewed and approved by the EYHA Executive Board.
- 7.2 *Captains and Assistant Captains.* While EYHA believes leadership to be an important aspect of growth of any player and team, at no time shall this be signified with any adornment on the uniform. Coaches may choose, at their discretion, how captains or assistant captains are selected. This should occur on a weekly or biweekly basis to allow for all players an equal opportunity to engage in a leadership position throughout the season. As part of this, coaches shall have clearly established parameters defining said roles and shall teach players how to fulfill those responsibilities. Coaches shall inform the Vice President of Travel and EYHA Head Coach of their plan in advance of any such designations within a team.

- 7.3 *Invitational Tournaments.* Teams are expected to wear official EYHA jerseys and socks in any invitational tournament or exhibition game.
- 7.4 *Protective Gear.* Full, properly fitted and maintained protective gear is required for all EYHA players in all divisions and must be approved by USA Hockey and Hockey Equipment Certification Council (HECC). While EYHA recommends all players wear mouthguards during all on-ice activities, USA Hockey rules state that mouthguards be worn by players at the 12U level and above. Goalies must adhere to USA Hockey regulations regarding face masks. USA Hockey also recommends that players wear a neck laceration protector, choosing a design that covers as much of the neck area as possible.
- 7.5 *EYHA Apparel.* Ordering of EYHA apparel should be done through an EYHA Board approved vendor. Apparel is to be chosen from styles and colors determined by EYHA Board of Directors and may include jackets, warm-ups, caps, t-shirts, pullovers, sweatshirts, button-down shirts, polo/golf shirts, pins, pucks, water bottles and other items. The players must pay for all EYHA apparel in a timely manner.

8. EYHA LOGO

- 8.1 *EYHA Logo.* The EYHA logo and marks of the EYHA as well as all other proprietary materials are the property of the EYHA and may not be reproduced without prior written consent of the EYHA Board of Directors. The logo and the "EYHA" name may be used on products, jackets, other garments and written or printed materials, only with the express prior written approval of EYHA Board of Directors.
- 8.2 *Unauthorized Apparel.* Teams may not order apparel containing the EYHA trademark/logo from an unapproved third-party vendor without the written consent of the EYHA Board of Directors. Teams ordering unauthorized apparel or utilizing the EYHA logo without the written approval of the EYHA Board of Directors may be subject to penalties as determined by the EYHA Board.

9. COACHING POLICIES

- 9.1 *Coaching Eligibility.* All coaches and assistant coaches are volunteers and must abide by the rules of the EYHA, VSAHA and USA Hockey. All coaches and assistant coaches must complete the VSAHA Coaching Application which includes consent for a Background History Check and sign the USA Code of Conduct. Coaches who decline to sign such forms and/or abide by the Code of Conduct will not be permitted to participate with an EYHA team. Any person who has been convicted of sexual or physical abuse of a child, rape, homicide, kidnapping, manslaughter, is ineligible to coach for the EYHA. Any person convicted of a drug or alcohol related offense or child abuse related offense within the last ten (10) years is not eligible to coach for the EYHA unless the EYHA President deems that the Board should review the circumstances/rehabilitation of such individuals. The EYHA Board of Directors will not knowingly appoint such a person to a coaching position or any other position within the EYHA.
- 9.2 *Coaches Selection Procedure.* No coach or assistant coach will be considered for a coaching position unless he/she has submitted a completed coaching application and Consent for Background History Check. A committee including the President / EYHA Head Coach / Travel Vice President / House Vice President / Director of Player

Development will review all applicants and their respective coaching attributes. Applicants will be reviewed based on various criteria including, but not necessarily limited to: hockey knowledge and experience, coaching skills, ability to interact and communicate with children and parents and history with the EYHA. The EYHA Head Coach will communicate coaching assignments to coaches. All matters discussed in selecting coaching staff shall be deemed confidential and will not be disclosed to third parties.

- 9.3 *Coaching Certification.* In accordance with USA Hockey, as accepted by VSAHA guidelines (reference source: <https://www.vermonthockey.org/coaches>) , “...all coaches must have attained at least the Level 1 of USA Hockey Coaching Education Program (CEP). All coaches are defined as the Head Coach and the Assistant Coach(s) of the same team.”

Beginning at 8U, all on-ice coaches must have attained Level 1 certification and complete the age specific module for the level they are coaching. Coaches shall continue to attain the appropriate level based on USA Hockey CEP coaching level requirements. Coaches must complete SafeSport, and a background check through the USA Hockey site prior to getting on the ice. Coaches must complete the appropriate CEP level modules prior to being added to a roster.

The following levels, which are administered by the EYHA Head Coach, must be obtained in order to be a coach in good standing:

Classification Level (example of progression)

6U / G8U Level 1 or above
10U / G10U Level 2 or above
12U / G12U Level 3 or above
14U / G14U Level 3 or above
18U / G19U Level 4 or above

- 9.4 *Standards of Conduct.* The EYHA requires a high standard of conduct from its coaching staff in dealing with players, parents, other coaches, referees and other officials and in the image projected to participants and parents of the EYHA. The coaching staff is an integral part of the EYHA and carries the responsibility to portray a proper role model for all players and is expected to support the decisions of the Board and abide by the EYHA Policies & Procedures. All EYHA Coaches will be expected to sign the EYHA Volunteer Code of Conduct (**Appendix 4**).

- 9.5 *USA Hockey Codes of Conduct.* All coaches will become familiar with and comply with the [USA HOCKEY COACH'S CODE OF CONDUCT](#):
- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game.
 - Remember, players are involved in hockey for fun and enjoyment.
 - Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
 - Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
 - Adjust to personal needs and problems of players; be a good listener; never verbally or physical abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.

- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.

9.6 *Coaching Responsibilities.* Coaches and assistant coaches are responsible for the equal development for all players on their teams to the best of the coaches' and players' abilities. The duties and responsibilities of the team's coaching staff include:

- Participating and promoting fair play
- Coaching with a focus on teaching and improving hockey skills of individual players and promoting teamwork and good sportsmanship
- Ensuring that each player is eligible and properly protected. Coaches should regularly check all players' equipment to ensure it meets safety standards
- Supervising players, assistants and parents to ensure appropriate conduct on and off the ice prior to, during and after games
- Maintaining a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the EYHA and will bring review and possible referral to the EYHA Executive Board or disciplinary committee
- Checking game sheets for suspensions of participants. Suspensions are immediate and are to be communicated by the coach to his/her players
- Attending any meetings at the request of the Board of Directors, Team Coordinator, VSAHA representative or EYHA Head Coach
- Being available to the players a minimum of 30 minutes before each game or practice and remaining in the locker room after the game or practice until the last player has left the locker room
- Preparing team philosophy and strategies and organizing practices with the coaching staff prior to going on the ice
- Enforcing the EYHA Policies & Procedures
- Ensuring team compliance with VSAHA Guidelines
- Maintaining a team binder with copies of official roster, credential sheet, game verification forms, Consent-to-Treat forms, Injury forms, Behavior forms, and Player Code of Conduct forms

9.7 *Coaching Authority.* The coaching staff must maintain discipline for their players during games and practices, both on the ice and in the locker room. The coaching staff is responsible to maintain a presence in the locker room at all reasonable times. The coaching staff has complete authority to remove any player from the ice during a game or practice that is acting in a manner that jeopardizes the safety of any other player or refuses to follow the directions of the coaching staff.

9.8 *Team Rules.* Head Coaches may adopt appropriate team rules governing the conduct of team players. These may include, among other things, game dress codes, arrival times before games, procedures on notification of absences and parents' admission to the locker room before and after games. Team rules must be consistent with the substance of the EYHA Policies & Procedures manual and communicated to the players and their parents in writing.

- 9.9 *Tournament Guidelines.* All applicable hotel and ice-rink rules and regulations must be adhered to at all times. The EYHA policies regarding theft/vandalism apply to all hotels where players and parents lodge. Team Head Coach will determine a reasonable curfew and communicate to all players. The parent/guardian will ultimately be responsible and held accountable for the conduct and behavior of their player.
- 9.10 *Discipline of Players.* Coaches have the responsibility for player discipline when the team is together for games, practices or other events. A coach may “sit-out” a player for not more than one game or practice as a discipline for behavior that jeopardizes the safety of others. Ongoing and habitual discipline problems should be documented in writing and the team coaching staff should notify the EYHA Head Coach, who will then notify the President, and/or the Vice President of House / Travel as appropriate. Any further disciplinary action must be in consultation with the EYHA Head Coach and Executive Board and must be discussed with the player parent(s) or guardian(s). Coaches may not use foul or abusive language towards a player and shall never physically assault a player or use physical contact as part of disciplinary action. The President, Vice President of Travel / House, and EYHA Head Coach must be advised of all player suspensions, game misconduct penalties, and requests that any player, coach or parent leave any arena by a referee, official from another organization or an arena official.
- 9.11 *Enforcement of Parent/Guardian & Player Code of Conduct.* All coaches are responsible for making their players aware of the USA Hockey Players Code of Conduct as stated in the USA Hockey Annual Guide and enforcing the EYHA Player Code of Conduct (**Appendix 3**).
- 9.12 *Dismissal or Discipline of Coaches.* Coaches may be suspended, dismissed or disciplined by the EYHA Board of Directors for any of the following:
- Noncompliance with USA Hockey, VSAHA or EYHA rules, regulations, policies or procedures or other conduct detrimental to the EYHA.
 - Violations of the EYHA Volunteer Code of Conduct (**Appendix 4**).
 - Mistreatment of players (physical, emotional or psychological abuse).
 - Misappropriation of team assets / resources.
 - Failure to fulfill commitments to the team (e.g. recurring absences from practices or games).
 - Failure to provide adequate team instruction or to maintain discipline.
 - Physical or verbal abuse of parents, referees, opposing coaches or EYHA officials.
 - Failure to enforce the EYHA Policies & Procedures.
- The foregoing list is not exclusive and the EYHA Board of Directors reserves the right to determine if dismissal or discipline is in order, in its sole discretion, and without the consent of players or parents of the affected team.

10. TEAM GUIDELINES

- 10.1 *Team Officials.* The EYHA Head Coach or other Board of Director approved designee will be responsible for all team business and shall be coordinated with the EYHA Executive Board to ensure no conflicts exist. Each team should have assigned Head and Assistant Coaches, and a Team Coordinator.
- 10.2 *Team Book and Credentials.* Each team Head Coach is responsible for ensuring that the team book is properly maintained throughout the entire season for travel teams. Each team

book contains sensitive information regarding players that ensures compliance with all eligibility requirements for all members of the team, including players and coaches. All state, regional and national bound teams must have the completed book ready for audit by the state tournament official, state, regional and national registrar representative as teams progress in tournament play. Responsibility may be delegated to a responsible official of the team, however ultimate ownership resides with the team Head Coach. All team books must be properly maintained and immediately returned to the EYHA Registrar at the end of the season.

- 10.3 *Team Rosters.* Each team must have a roster prepared that identifies all coaches and players affiliated with the team. The roster is completed by the EYHA Registrar and sent to each team Head Coach once all participants for that team have been determined. The roster must be signed by all players and coaches and must be returned to the EYHA Registrar no later than November 15. The EYHA Registrar is then responsible for obtaining an official signature of approval by the State Registrar, thus making the roster official and starting the season for player game eligibility purposes. This process must be followed in order to ensure that travel teams meet all tournament eligibility requirements and failure to do so may disqualify teams from advancing in tournament play as well as fines from State and Regional governing authorities. Any additions to the team roster may be made up through December 31 of that season. Deletions may be made by lining out the individual terminated. Addendums for additions will be completed by the EYHA and State Registrars and should be included in the official team book.
- 10.4 *Team Documentation:* All team books should contain the required documentation for each player and coach. For both the players and coaches, the book should contain signed USA Hockey Code of Conduct Statements and the Consent to Treat. All Waiver of Liability documentation is contained within the Automated Registration database once players and coaches are registered with USA Hockey. All player birth certificates are also included in the book and great care should be taken to preserve confidentiality and safety of these documents to protect against identity theft fraud. All coaches are required to have copies of their USA Hockey Coaches certification cards that validate that they meet the requisite training and certification for the respective team level. As noted earlier, these documents and the team book will be subject to audit upon tournament time.
- 10.5 *Duties and Responsibilities of Team Coordinator.* The Team Coordinator has responsibility for the administrative functions of the team. Additionally the Team Coordinator serves as the conduit for communication with and for the parents of the team, the coaching staff, and the EYHA Board of Directors. All Team Coordinators will become familiar and comply with EYHA's Policies & Procedures. All Team Coordinators must have completed Safe Sport training and have passed a USA Hockey background check. Duties and responsibilities of the Team Coordinator consists of coordinating all off-ice activities of the team which may include the following:
- **Communication:**
 - Serve as the conduit for communication with and for the parents of the team, the coaching staff, and the EYHA Board of Directors.
 - Provide first level support, if necessary, for the Dispute Resolution Process, as defined in Section 13.
 - **Roster Stickers:** will prepare team roster stickers using the standard label format found on the EYHA website. Roster stickers should remain in the Team binder. Three (3) Roster Stickers are needed for each game.

- Remain in communication with Team Scheduler and team tournament / fundraising volunteers as needed.
- **Locker Room Monitor coordination:**
 - Ensure all locker room monitors have completed Safe Sport training and have passed a USA Hockey background check.
 - Ensure a locker room monitor is present for all practices (including skills), home and away games.
- **Home Game responsibilities:**
 - Welcome visiting teams and ensure locker room assignments and game essentials are provided.
 - Ensure that each home game has sufficient parent volunteers to fulfill roles including: scorekeeper, clock, penalty box attendants, music and Locker Room Monitor.
 - Ensure that game sheets are correctly completed for all home games, including Roster Stickers (3) and appropriate signatures of game officials / head coaches. Head coaches should sign the game sheet BEFORE the game to ensure the rosters are correct. The game officials sign AFTER the game to ensure the scoring is correct. Copies should then be distributed to the appropriate parties.
 - Ensure that parent volunteers are trained in above volunteer roles.
- **Player Safety Procedures:**
 - Review and implement Safety Program as noted in section 10.8; create and maintain the team Emergency Action Plan
 - Ensure, in the event an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and the necessary Consent-to Treat and Medical Information forms are available for the attending physician.
 - Ensure that notice of the accident is promptly reported to the EYHA Vice President of Travel or House,
 - Ensure completion of the USA Hockey Accident Report Form (made available from USA Hockey) and email as instructed on the Accident Report Form.
- **Tournament coordination:**
 - Coordinate with designated team parent volunteer regarding all tournament related arrangements as noted in Section 10.7.
- **Fundraising coordination:**
 - Coordinate with designated team parent volunteer regarding all fundraising activities and provide support to ensure complete participation by team families as noted in Section 10.7.

10.6 *Duties and Responsibilities of Team Scheduler.* The Team Scheduler has the primary responsibility to schedule games for each individual team. Team Scheduler will work with EYHA Ice Coordinator. Team scheduler will ensure that each player/family receives game and practice schedules and any changes in a timely manner.

10.7 *Team Tournament and Fundraising Coordination.* The Team Coordinator may designate a team parent volunteer to handle the team's tournament travel arrangements and/or fundraising efforts. Responsibilities include:

- **Tournaments:**
 - Coordinate with Team Coordinator regarding all tournament related arrangements.
 - Arranging and reserving suitable lodging facilities; providing directions to arenas; coordinating other plans / expenses.

- For any additional tournaments not covered by EYHA as part of the standard registration fee:
 - Communicate and solicit feedback from families regarding: interest in additional tournament participation, location, distance, tournament fees, other expenses etc. After evaluating input, the Team Coordinator shall execute the will of the team based on majority rule. The parental input received regarding these items will remain confidential.
 - Collect all fees from each family and ensure that the entire cost of the event is covered by the team. Payment should be submitted to the EYHA Treasurer via CHECK or EYHA VENMO. If payment is not coordinated and made to the EYHA Treasurer within 2 weeks of the commitment, EYHA holds the right to cancel the tournament participation until such time that all fees are collected and remitted to the Treasurer.
- **Fundraising:**
 - Coordinate with Team Coordinator regarding all fundraisers.
 - Coordinate communication regarding all fundraising activities to ensure complete participation by team families. This may include issuing periodic information updates via email, coordinating collection of money and dissemination of information related to the event.

10.8 *Safety Program.* EYHA shall adopt a Safety Program and assign an EYHA Director of Player Safety. The Safety Program is fundamentally non-medical in nature and does not directly deal with the medical diagnosis and treatment of injuries that occur in hockey practice or games. Rather, the Safety Program stresses injury / victim management. There may be parents or members of the coaching staff who have medical and first aid qualifications (e.g., physicians, nurses, athletic therapists or trainers, police officers, fire fighters or Emergency Medical Technicians), and the Team Coordinator should identify those individuals at the first team meeting. The Safety Program shall be comprised of the following:

- ***Emergency Action Plan:*** At the first team meeting, the Team Coordinator should identify the most qualified individual associated with the team with training in first aid. In the absence of anyone with such training, the Team Coordinator or designated coach shall be the “Person in Charge.” The “Person in Charge” should be the contact person in the event of an emergency situation and until a medical authority arrives and assesses the injury status of the player. The Team Coordinator will make available to any medical authority, a copy of USA Hockey Consent to Treat form.
- ***Player Conditions or Injuries.*** It is an EYHA policy not to place a player on the ice with any injury or condition that might cause further aggravation, injury or damage in the normal course of EYHA activities. However, the EYHA can only be aware of those injuries or conditions which occur during EYHA activities and are brought to the attention of the EYHA, by notifying the specific player's coach or Team Coordinator immediately upon discovery. Therefore, it is the responsibility of each parent, guardian and player to inform the Team Coordinator and/or coach of any injury, condition or other matter which may be affected by further participation in any EYHA activity, regardless of whether the injury, condition or matter occurred during an EYHA activity or elsewhere. It is the responsibility of the parent or guardian to withhold the player from any EYHA activity if there is any risk of aggravation, injury or damage in the normal course of EYHA activities. If a player suffers any injury or condition in a EYHA activity or elsewhere, which is reported to the Team Coordinator and coach as stated above, and that injury or condition results in medical treatment of any kind, the

player will not be permitted further participation in any EYHA activity until the player's Team Coordinator and coach receive written approval from the treating physician that the player is cleared to participate fully in all further EYHA activities. If the injury or condition resulted in no medical treatment, the player's parent or guardian accepts full risk and responsibility for the decision to allow the player to participate in EYHA activities. However, in such instances, the EYHA reserves the right not to permit a player to participate in EYHA activities in the absence of a written approval from a physician in the appropriate medical discipline or specialty, as determined by the EYHA.

- **Concussion Awareness:** It is the responsibility of the coaching staff to underscore concussion awareness and prevention with his/her players and their parents.
- **Protective Equipment:** As part of the team Safety Program, parents are responsible for ensuring proper fitting equipment and its protective quality. Team Head Coach is required to complete the USA Hockey Accident Report Form (available from USA Hockey) for any injury occurring in connection with the team's activities and provide the completed form to the EYHA President or Vice President of House or Travel as soon as reasonably possible.

10.9 *Accident Report Form:* Coaches are required to complete the USA Hockey Accident Report Form (available from USA Hockey) for any injury occurring in connection with the team's activities and provide the completed form to the EYHA President and Vice President of House or Travel as soon as reasonably possible.

10.10 *Dressing Facilities.* All players will have a designated private area in which to dress.

10.11 *Gender Neutral Policy.* Coaches will ensure a "gender neutral" environment for all pre-game and post-game team meetings and discussions under the following circumstances:

- An adult (over 21 years of age) is present during the entire time players of both sexes are in the facility.
- All players are completely dressed, with the exception of gloves, helmets and skates; and, bathing or toilet facilities are not used during this time.

10.12 *Non-Discrimination.* All coaches and players will follow USA Hockey Guidelines and EYHA policies in preventing gender harassment and discrimination. For more information: <https://www.usahockey.com/coachingethics> AND [USA Hockey Coaching Ethics Code](#)

10.13 *Ice Access.* No players are allowed on the ice surface and the rink doors shall remain shut while the ice-resurfacing machine is resurfacing. The only exception is an adult EYHA member or game official who shall remain on the ice only long enough to move the goals. Players will not be allowed on the ice surface unless a USA Hockey registered coach is present. Players must adhere to equipment guidelines as stated in Section 7.4 of this Policy and Procedures manual before entering the ice.

11. GENERAL CONDUCT AND DISCIPLINARY ACTION

11.1 *Player, Coach, Parent/Guardian, Team Coordinator and Team Volunteer Behavior.* While engaged in any activities in connection with their involvement with the EYHA, all players, coaches, parents/guardians, Team Coordinators and Team Volunteers are subject to and expected to comply fully with all the rules, regulations, policies and procedures of the

EYHA, including all those set forth in this complete document and all its appendices, and any prior decisions of the EYHA Board or Disciplinary Committee. All players, coaches, parents/guardians, Team Coordinators and Team Volunteers will be required to comply with the USA Code of Conduct. All players, coaches, parents/guardians, Team Coordinators and Team Volunteers over the age of 18 will be required to comply with the EYHA Sexual Abuse Policy attached hereto as **Appendix 1** and the EYHA Physical Abuse Policy attached hereto as **Appendix 2**.

- 11.2 *Disciplinary Action.* Players, coaches, parents/guardians, Team Coordinators and Team Volunteers violating or failing to comply with the rules, regulations, policies and procedures of the EYHA, including all those set forth in this complete document and all its appendices, and any decisions of the EYHA Board or Disciplinary Committee may be subject to disciplinary action by the EYHA, to be determined by the processes set forth in Section 12. Additionally, without resorting to the processes set forth in Section 12, the following disciplinary actions may be taken immediately upon knowledge of the conduct:
- Any coach may suspend a player immediately for one practice or one game for any such conduct. Such suspension could include immediate ejection from the building.
 - EYHA Board may immediately suspend a coach, Team Coordinator or Team Volunteer for one practice or one game for any such conduct. Such suspension could include immediate ejection from the building.
 - EYHA Board may immediately suspend, or eject from the building, any parent/guardian for any such conduct.
- 11.3 *Duty to Notify.* Players, coaches, parents/guardians, Team Coordinators and Team Volunteers are expected to and required to notify EYHA Board and the Disciplinary Committee in writing of any suspected cause for disciplinary action, as outlined herein, against any player, coach, parent/guardian, Team Coordinators or Team Volunteers as soon as practicable after learning of such conduct.
- 11.4 *Grounds for Disciplinary Action.* In addition to those grounds for disciplinary action set forth above, the following is a supplemental and specifically articulated list of grounds for disciplinary action against a player, coach, parent/guardian, Team Coordinator or Team Volunteer. While engaged in any activities in connection with their involvement with the EYHA, no player, coach, parent/guardian, Team Coordinator or Team Volunteer shall engage in any of the following:
- Use of obscene, profane or sexually explicit language, racial, ethnic, gender or religious slurs or insults, verbal abuse, harassment and threats.
 - Use or distribution of drugs or other controlled substances (except by prescription and over-the-counter medications by an adult or as approved by a parent), performance enhancing substances of any kind.
 - Use or distribution of alcoholic beverages by or to those under twenty-one (21) years of age.
 - Use or distribution of alcoholic beverages during any EYHA function, defined herein to mean a game, practice or other on-ice activity, transport of persons to and from games or practices or other on-ice activities or other occasions wherein minors and adults are present because of the occurrence of a EYHA game, practice or other on-ice activity.
 - Attendance or participation in, while intoxicated or under the influence of illegal drugs, a EYHA function, defined herein to mean a game, practice or other on-ice activity, transport of persons to and from games or practices or other on-ice activities or other

occasions wherein minors and adults are present because of the occurrence of a EYHA game, practice or other on-ice activity.

- Use of tobacco in any form by anyone under eighteen (18) years of age.
- Use of tobacco in any form by anyone inside the Essex Skating Facility or other contracted home ice facilities except in any designated smoking area.
- Use or possession of guns, knives and other dangerous weapons, excepting legally permitted firearms by law enforcement personnel.
- Theft, vandalism, deception or material misrepresentation for personal or monetary gain.
- Sexual contact of any nature, except between two consenting individuals over the age of eighteen (18) but in no instance involving a player or players.
- Fighting and physical or bodily contact of any nature when such contact evidences an intent to threaten, intimidate, injure or restrain, except in reasonable self-defense from such fighting, or physical or bodily contact initiated by another.
- Possession of pornographic or sexually explicit materials by or in the presence of individuals under the age of eighteen (18).
- Entering onto an ice surface, locker room or bench when not authorized to do so.
- Throwing any object or liquid on an ice surface or at another person with an intent to express displeasure.
- “Hazing” of any nature.
- Conduct detrimental to the EYHA or which jeopardizes the safety, health, morals or welfare of any minor, failure to adhere to or comply with coaching directions or decisions, failure to adhere to or comply with EYHA staff or management directions or decisions, or engaging in a course of conduct which undermines or is detrimental to the ability of a coach or EYHA staff or management to perform their appropriate functions.

- 11.5 *Spectator/Playing Area.* All spectators shall abide by the Spectators Code of Conduct adopted by USA Hockey. Spectator and playing areas must remain separate for the safety of all persons. If any spectator goes onto the ice surface, locker room or bench when not authorized to do so, or interferes with the game in any way (including, but not limited to: throwing objects or liquids on the ice or excessive verbal abuse of officials, coaches, players or other spectators), the spectator shall be ejected from the rink. Fighting or any verbal altercation in the spectator areas will not be tolerated. The rink staff, any EYHA Board member, coaches, and/or referees, have the authority to immediately eject a spectator from the ice rink for game interference, fighting or any verbal altercation.

USA HOCKEY SPECTATOR’S CODE OF CONDUCT: USA Hockey developed codes of conduct to help everyone understand the expectations associated with their role in the game.

- Display good sportsmanship.
- Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment.

- 11.6 *Harassment and Abuse Policy.* EYHA prohibits harassment or abuse.

11.6.1 Harassment: Upon receipt of a harassment allegation, the Disciplinary Committee

reserves the right to forward allegations to the Police or Child Protective Services.

- 11.6.2 Sexual Abuse: EYHA reserves the right to investigate any allegation of sexual abuse, past or present. All complaints of sexual abuse shall be held in confidence, should be in writing and should be addressed only to the Disciplinary Committee of the EYHA. **All parties who have reason to believe sexual abuse is taking place or has taken place are required by state and federal laws to submit all such complaints to the proper law enforcement authorities.** EYHA supports the EYHA Sexual Abuse Policy (**Appendix 1**).
- 11.6.3 Physical Abuse: EYHA reserves the right to investigate any allegation of physical abuse, past or present. All complaints of physical abuse shall be held in confidence, should be in writing and should be addressed only to the Disciplinary Committee of the EYHA. EYHA Board of Directors supports the EYHA Physical Abuse Policy (**Appendix 2**).
- 11.7 *Punctuality.* Players should be punctual to practices and to games. Ice time is valuable and should not be wasted. All participants should arrive at games and practices in sufficient time to allow for suiting up and the necessary pre-game/practice instruction and/or warm-up. It is recommended that players be ready to "take the ice" at least fifteen (15) minutes before the scheduled starting time of practice and thirty (30) minutes before any scheduled game. Exceptions include rules set forth by the team head coach.
- 11.8 *Attendance.* Consistent attendance is essential to personal skill development and the development of team continuity. Players with multiple absences may face reduced playing time or other disciplinary action as determined by the team coaching staff.
- 11.9 *Theft/Vandalism Damages.* Any participant proven to the satisfaction of the Disciplinary Committee to have committed theft or vandalism in connection with any team activities will be subject to dismissal immediately from the EYHA program without refund. Parents of the responsible player(s) shall be responsible for the cost of the loss or damage.
- 11.10 *Player Discipline.* The EYHA Board of Directors, in its discretion, may act as an independent disciplinary committee to review serious or repeated misconduct offenses and determine appropriate action. The EYHA Vice President for Travel or House, EYHA Head Coach and President shall be advised of all full game suspensions and the reasons therefore.
- 11.11 *Checking From Behind.* Without exception, the EYHA will adhere to all VSAHA and USA Hockey Rules and Regulations regarding this matter.
- 11.12 *Minor/Major Penalties.* Without exception, the EYHA will adhere to all VSAHA and USA Hockey Rules and Regulations regarding minor and major penalties.
- 11.13 *Match Penalties:* Match penalties are considered to be the most egregious by game officials. In circumstances where a EYHA player is assessed a match penalty, the player will automatically serve a 30 day suspension from the team which excludes that player from participation in any and all team activities (including practices) until the 30 period is served. EYHA Discipline Committee may choose to appeal the suspension to reduce it to a two week period if the facts and circumstances dictate that VSAHA disciplinary committee

may reduce the term of the suspension. EYHA has no recourse on such matters and must follow VSAHA guidelines.

- 11.14 *Deliberate Attempt to Injure.* Without exception, the EYHA will adhere to all VSAHA and USA Hockey Rules and Regulations regarding deliberate attempt to injure penalties.
- 11.15 *Abuse of Officials:* Without exception, the EYHA will adhere to all VSAHA and USA Hockey Rules and Regulations regarding abuse of officials.
- 11.16 *Abuse of Alcohol or Illicit Substances.* A coach or EYHA Board Member may not act in an official EYHA capacity while under the influence of alcohol or illicit substances. A coach or EYHA Board Member who is arrested for, or convicted of, Driving Under the Influence or Public Intoxication may be subject to immediate suspension from further EYHA involvement at the sole discretion of the Disciplinary Committee.
- 11.17 *Board Members.* Disciplinary matters involving members of the Board of Directors in their capacity as either coaches, parents/guardians, players or Team Coordinators, shall be decided in accordance with Sections 11 and 12. Potential disciplinary matters involving Board members arising out of their activities as Board members shall be decided exclusively by the Board of Directors of the EYHA and not in accordance with Sections 11 and 12. The Board shall have sole discretion in such disciplinary matters as to grounds for and nature of disciplinary actions to be taken.

12. DISCIPLINARY COMMITTEE

- 12.1 *Disciplinary Committee.* The Disciplinary Committee, a committee of the EYHA Board of Directors, is charged with the overall responsibility and authority for hearing and resolving disciplinary issues involving participating players, coaches, team parents and coordinators and parents/guardians of the EYHA. This may include, but is not limited to, probation under defined terms, suspension from games or practices, exclusion from games, practices or other activities or dismissal or debarment from the EYHA. Disciplinary action against a parent may be enforced by suspending or excluding the parent's child from games or practices if the parent fails to abide by the EYHA's action. Discipline shall be imposed fairly, consistently and in relation to the wrongdoing but without regard to the player's importance to his/her team.
- 12.2 *The Role of Coaches in Establishing and Maintaining Discipline.* The EYHA Board of Directors recognizes the importance, to the coach, the team and the individual players, of a coach's role in establishing and enforcing disciplinary standards on his/her team. The Board of Directors further reaffirms the coach's authority to establish standards of conduct and fair play and to take immediate and reasonable one-game or one-practice disciplinary action, including benching or suspension, in "on-ice" situations, such as games and practices, and in "off-ice" situations, such as those involving locker rooms and tournament, in which either the coach is responsible for the players' conduct or such conduct could be detrimental to the team or the EYHA. However, the EYHA Board of Directors also recognizes the importance of fairness and consistency in the application of multiple game or practice disciplinary standards and has, therefore, established the mechanism outlined below.
- 12.3 *Commencement of Disciplinary Action.* In accordance with Section 11, a disciplinary

action against a coach, player, parent/guardian, team coordinator or team volunteer is commenced by submitting the matter to the EYHA Disciplinary Committee. Requests for action by the Disciplinary Committee must be in writing, dated, with a description of the conduct alleged and the date of the involved individual's next game or practice if applicable. Matters may **not** be submitted anonymously. Upon receipt of such writing, the Disciplinary Committee, at its sole discretion, may decline to entertain any matter submitted in which case no action of any kind will be taken by the Disciplinary Committee and no further communication with any involved party will be made. As for those matters which the Disciplinary Committee agrees to entertain, it will convene by phone, in person, or by other reasonable means before the next regularly scheduled practice or game of the involved person. If that is not possible, any one-game or one-practice suspension shall continue for one additional game or practice. If two practices or games pass without decision by the Disciplinary Committee, the involved person shall be reinstated pending resolution of the matter by the Disciplinary Committee but if the safety, health, morals or welfare of any minor may be jeopardized, the suspension shall continue until resolution of the matter by the Disciplinary Committee

- 12.4 *Time and Place of Meetings.* The Disciplinary Committee shall meet as necessary during the year to decide matters before it. The exact date, time and location of such meetings shall be established by the Disciplinary Committee. The involved player(s), coach(es), parent(s)/guardian(s) team coordinator(s), team volunteer(s) or other witnesses, may be requested to attend or provide input, as determined at the sole discretion of the Disciplinary Committee.
- 12.5 *Membership and Quorum.* Due to the sensitivity of the subject matter being covered, the Disciplinary Committee shall be composed of at least five (5) board members with one member being the President. Each member shall serve until the EYHA's next annual membership meeting. Members of the Disciplinary Committee may serve multiple terms. A majority of the appointed members shall constitute a quorum. Decisions of the Disciplinary Committee shall be determined by a simple majority of voting members, provided a quorum is present. Members of the Disciplinary Committee may vote on matters involving their own teams but are expected to exercise sound judgment in determining whether a particular situation may represent a conflict. Members of the Disciplinary Committee shall recuse themselves from all matters involving him/herself or a family member.
- 12.6 *Specific Authorities and Responsibilities.* Specific authorities and responsibilities of the Disciplinary Committee are:
 - To hear all complaints of misconduct involving coaches, players, parents/guardians, Team Coordinators and Team Volunteers;
 - To determine and assess disciplinary action against players, coaches, parents/guardians, Team Coordinators and Team Volunteers, as considered appropriate in the circumstances, up to and including suspension and/or dismissal from the team and forfeiture of games;
 - To maintain a record of and report to the EYHA Board of Directors all actions taken;
 - To report other matters of which the EYHA Board of Directors should be aware that may come to its attention as a result of its activities;
 - To compel the appearance and testimony of a player, coach, parent/guardian, Team Coordinator or Team Volunteer at a hearing and/or compel production of score sheets, video tapes, and other documentation in the possession of a coach, player, member, or

- representative of the EYHA;
- To solicit statements, testimony, evidence, or other documentation from interested parties other than players, coaches, and EYHA members, as considered necessary in the sole judgment of the Disciplinary Committee; and
- To establish such procedures as it considers necessary to conduct its activities.

12.7 *Appeal.* Decisions of the Disciplinary Committee may be appealed in writing to the EYHA Board of Directors. The Board may decline to hear any appeal, at its sole discretion, in which case the action of the Disciplinary Committee shall stand. If any appeal will be heard, the Board shall convene a special meeting to hear the appeal within thirty (30) days of receipt of written notice of such appeal. Any actions taken by the Disciplinary Committee will continue in effect until the appeal is heard and ruled upon by the EYHA Board of Directors.

13. DISPUTE RESOLUTION PROCEDURE

- 13.1 *Exclusive Procedure.* As a not-for-profit organization whose services are provided by volunteer efforts, the EYHA has established this Dispute Resolution Procedure to provide an efficient, orderly and uniform method of resolving all covered disputes. This grievance procedure provides the exclusive remedy to resolve such disputes. Each EYHA member, player, coach, official, referee, parent, guardian, agent or other person, team, sponsor, or other group or organization ("Participant") agrees to abide by the Dispute Resolution Procedures as the exclusive remedy for all grievances by virtue of their membership, affiliation or participation at any time in the EYHA or EYHA program.
- 13.2 *Scope of the Grievance Procedures.* A "grievance" is defined as any conflict, dispute or disagreement between Participants, including any parents or guardians of a player and that player's coach or a league official or members of different EYHA teams that may allege an on-going violation of EYHA Policies & Procedures and/or VSAHA or USA Hockey rules and policies or some other continuing circumstance which requires resolution. All Participants should attempt to resolve grievances expeditiously and fairly at the lowest possible level within the Dispute Resolution Procedure. These procedures are not, however, intended to resolve minor issues related to a player's participation on a team (such as playing time, positioning, or minor discipline) or private disputes between Participants. If applicable, grievances should allege a specific violation of EYHA, VSAHA or USA Hockey rules, policies or procedures.
- 13.3 *The "Twenty-Four Hour" Rule.* Unless the nature of the grievance requires immediate attention, EYHA members and participants are required to wait at least twenty-four hours after the event or incident before initiating these procedures. It should also be understood that a violation of EYHA policy by one person does not justify violation of EYHA policy by another person. For example, if a team head coach unilaterally suspends a player for more than two games, the parents would not be justified in using abusive language in demanding the coach reinstate the player. Premature grievances may be deferred by the Designated Board Member under *Step One* or the EYHA President under *Step Two* until expiration of this cooling-off period.
- 13.4 *Step One.* For Dispute Resolution purposes a EYHA Board member will be assigned to each team (referred to as the Designated Board Member hereafter). Grievances about a team, its players or its coaches shall first be presented orally to the Designated Board

Member and addressed between the parties involved in a spirit of cooperation. The Designated Board Member should work with the members, coaches and/or other team officials involved to resolve the grievance internally in an expeditious and fair manner. Coaches are encouraged to meet with members to attempt to resolve grievances in an amicable and informal manner. If the grievance arises between members of different EYHA teams, the Designated Board Member, applicable Vice President and head coaches of the teams involved should meet and work together to resolve the grievance. If the grievance is not resolved in a meaningful way, the subject should then be addressed by *Step Two*.

- 13.5 *Step Two*. Some problems may not be resolvable by the Designated Board Member at the team level in *Step One* and/or some complaints, by their nature, may cause the Participant(s) to be concerned about discussing the matter with the Designated Board Member or coaching staff(s). In such cases, the matter shall then be referred to the EYHA President or applicable Vice President, formally referred to the Grievance Committee. The EYHA Grievance Committee will discuss the grievance with the Designated Board Member and the Participants to resolve the grievance and will issue a decision upholding or denying the grievance within ten days of his/her receipt of the grievance. If the grievance is upheld, the EYHA Grievance Committee will determine the remedy and/or corrective action to be taken. The decision of the EYHA Committee together with the corrective action, if any, may be communicated to the participants orally or in writing.
- 13.6 *Step Three*. If the grievance is not resolved to the satisfaction of the parties at *Step Two*, then the grievance may be presented to the EYHA Board of Director's Discipline Committee or approved sub-committee within ten days of the decision for consideration and review. Filing a formal grievance with the EYHA Board of Director's Discipline Committee should be considered the last resort.

14. ACCEPTANCE OF THE EYHA POLICIES AND PROCEDURES

- 14.1 *Acceptance of Policies and Procedures*. By the virtue of registering your child as a parent / legal guardian in EYHA you agree to accept the EYHA Policies and Procedures.

SEXUAL ABUSE POLICY

All EYHA members support the EYHA policy, which reads as follows:

It is the policy of the Essex Youth Hockey Association (EYHA) and its members that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs or events, by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer, or independent contractor. Sexual abuse of a minor participant also occurs when a minor participant touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the minor participant to the sexual contact, mistake as to the participants age, nor the fact that the sexual contact did not take place at a sanctioned EYHA or member function or event shall be defenses to a complaint of sexual abuse.

Sexual abuse shall also include the distribution, showing, giving, viewing or providing of pornographic materials to any minor participant by any employee, volunteer or independent contractor of the EYHA or its members.

Upon proof of current or past violation of this policy, the violator shall be permanently banned or suspended until final legal disposition, from any participation in any EYHA or member activity. In addition, any employee, volunteer, or independent contractor who has been found guilty of, plead guilty to or plead “No Contest” to any sexual crime shall be permanently banned from any participation in any sanctioned program or event under the jurisdiction of the EYHA.

PHYSICAL ABUSE POLICY

EYHA members support the Essex Youth Hockey Association policy, which reads as follows:

It is the policy of the EYHA that there be no physical abuse of any minor participant involved in any of its sanctioned programs or events by any employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury or the threat of physical contact that could cause the participant to believe there is a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical contact may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skill, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening and non-sexual manner as long as the contact is reasonably designed to teach and not to intimidate or injure. The employee, volunteer or independent contractor shall, in the course of demonstrating such physical aspects of the game, ensure that the degree of contact is commensurate with the skill level, physical proportions, age, gender and maturity of the minor participant.

Upon proof of current or past violation of this policy, the violator shall be permanently banned or suspended until final legal disposition, from any participation in any EYHA or member activity. In addition, any employee, volunteer, or independent contractor who has been found guilty of, plead guilty to or plead “No Contest” to any physical abuse crime shall be permanently banned from any participation in any sanctioned program or event under the jurisdiction of the EYHA.

Essex Youth Hockey Association PLAYER Code of Conduct



The Essex Youth Hockey Association (EYHA) EXPECTS our PLAYERS to:

- Show RESPECT for the rules, opponents, officials, teammates, and one's self.
- Acknowledge that making mistakes and losing are a part of life and these times are opportunities for learning.
- Represent EYHA in our community in a positive manner.

During the season EYHA PLAYERS will:

- Always give their best effort in all aspects of the sport.
- Honor the game of hockey with good sportsmanship and a positive attitude.
- Be supportive of my teammates and encourage them to be the best they can be.
- Make healthy choices.
- Attend and be on time for practices and games, and notify the coach if they cannot.

I, _____, as a member of Essex Youth Hockey will do my best to represent EYHA as outlined above and conduct myself as follows:

- ☐ I will not swear or use abusive language at any time in the rink, locker room, bench, ice surface or at any team function.
- ☐ I will not lash out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
- ☐ If I am called for a penalty, I will skate directly to the penalty box.
- ☐ Fighting will not be tolerated. I understand that my involvement in fighting on or off the ice will result in an appearance before the EYHA Discipline Committee.
- ☐ I will not use or promote the use of alcohol, smoking / chewing tobacco, vape device or any illegal substance.
- ☐ I will conduct myself in a manner that proudly represents myself, my team, my family and EYHA at all facilities (ice rinks, hotels, restaurants, etc) during the season.

If I cannot abide by these rules or violate them, I will be subject to further disciplinary action up to and including dismissal from EYHA.

Player Signature: _____

Date: _____

Essex Youth Hockey Association VOLUNTEER Code of Conduct



TO BE SIGNED BY ALL EYHA BOARD MEMBERS, COACHES, TEAM COORDINATORS & LOCKER ROOM MONITORS

FUN

- I understand that the EYHA program is designed for all youth hockey participants to have fun, to learn the game of hockey, and grow as players and young people.

SPORTSMANSHIP

- I will display good sportsmanship and set a positive example at all times while participating in EYHA events.
- I will encourage EYHA players at all times and put EYHA player needs ahead of my personal needs.
- I will not hurt EYHA members or volunteers through inappropriate behavior on or off the ice.
- I will not lash out at any official under any circumstance. I will maintain control of my emotions, avoiding the use of hostile & humiliating remarks, gestures, ill temper, and physical assault upon others at any time at EYHA practices, games, board meetings, or other EYHA events.
- I will support and encourage the values of EYHA through fostering our hockey community
- I pledge to refrain from using my position of influence for recruitment to other competing hockey organizations.

RESPECT

- I will recognize the importance of EYHA volunteers and I will respect members of our EYHA organization and team including coaches, coordinators, officials, board members and other players and parents.
- I will not taunt, harass, make fun of, belittle, or threaten on or off the ice, any player, coach, coordinator, board member, team parent, volunteer, official, league representative, arena personnel, or spectator.
- I will not use profane language or inappropriate gestures. I will respect the building rules, regulations, and property of others, including the Ice Rink, locker rooms, and all other hockey related venues.
- If I attend EYHA Board or Parent/Guardian Meetings, I will follow the Board Meeting Public Comment Rules.
- I will act with respect towards coaches, coordinators and board members at meetings.

SAFETY

- I will not physically assault players, coaches, coordinators, board representatives, officials or other EYHA participants or volunteers.
- I will not maliciously strike another person in any way with any part of the body or physical implement.

- I will not engage in violent behavior, such as throwing equipment or other objects.
- I will abstain from the possession and consumption of alcoholic beverages or illicit substances at EYHA practices or games.
- I will observe and help enforce locker room safety rules as outlined in the EYHA Locker Room Policy.

REPORTING

- If I have a complaint, I understand and will follow the reporting guidelines outlined in the EYHA Disciplinary Policy. **I will bring all concerns in a respectful and appropriate manner.**
 - USA Hockey's Reporting Policy is a key part of its SafeSport Program and an effective reporting policy is crucial to preventing abuse. Section IV of the SafeSport Handbook contains specifics on the Reporting Policy.
 - The Policy requires that every employee or volunteer of any USA Hockey Member Program must report:
 - (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook,
 - (2) any violations of the policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment, and Hazing, and
 - (3) suspicions or allegations of child physical or sexual abuse to the appropriate USA Hockey representatives.
 - Additionally, in all cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of USA Hockey Member Programs must also report to the appropriate law enforcement authorities.
 - To make a report to USA Hockey, you may do so either by:
 - (1) completing the Reporting Form found at: www.usahockey.com/makingareport,
 - (2) emailing to SafeSport@usahockey.org, or
 - (3) calling 800-888-4656.
 - Reports may also be made to the VSAHA SafeSport Coordinator or EYHA SafeSport Rep. To make a report to the VSAHA SafeSport Coordinator, please visit: <https://www.vermonthockey.org/safesport>.
 - All reports involving sexual abuse and misconduct must be reported to the U.S. Center for SafeSport. Reports to the U.S. Center for SafeSport may be made by
 - (1) completing an online report to the U.S. Center for SafeSport at <https://www.safesport.org/report-a-concern>, or by
 - (2) calling 833-5US-SAFE (833-587-7233).
- ☐ I acknowledge and agree that I have read and understand the principles stated above put forth by EYHA. I agree to abide by these principles with the understanding that if I do not follow them, I may be removed from my current EYHA Coaching, Coordinator or EYHA Board Position.
- ☐ I acknowledge and agree that if I cannot abide by these principles, I am subject to additional disciplinary actions, up to and including myself and my child being suspended from the program or removed entirely from participating in the EYHA hockey program.

Printed Name

Signature

Date