

**FAYETTE AREA YOUTH  
HOCKEY ASSOCIATION  
ICE MINERS**

**HANDBOOK FOR THE 2018-2019 SEASON**



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# GENERAL INFORMATION

## Welcome From the Board

Welcome to the Fayette Area Youth Hockey Association (FAYHA). This policy manual is designed to provide the parents, players and coaches an outline to the FAYHA youth hockey program. This document is divided into two sections. Section One describes the organizational structure of the FAYHA. Section Two is a guide to the on-ice development program which outlines skill development goals for each age group, fundraising activities, concussion protocol and a couple of forms for parents. Please read and make a copy of this document, as it will be your guide throughout your participation in the FAYHA program. Should you have any additional questions about the program or would wish to volunteer for one of the FAYHA committees or projects, please refer to the FAYHA website for board member information.

## Mission Statement

**The primary objective of the Fayette Area Youth Hockey Association is to provide a quality program designed to promote interest and participation in ice hockey.**

All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the Pittsburgh Amateur Hockey Association (PAHL). The foundation for program excellence consists of instruction, competition, and skill development. Programs are offered to all participants without regard to sex, race or creed. Expanding on these basic objectives, the Fayette Area Youth Hockey Association strives to be a leader in development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport.

The Fayette Area Youth Hockey Association provides the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun.

The Fayette Area Youth Hockey Association relies on each family to embrace these goals to keep this organization a leader in youth hockey.

# USA Hockey SafeSport Program

SafeSport is a free online training program required by FAYHA and USA Hockey for those planning to coach, officiate, volunteer on-ice or in locker rooms. The safety of our participants is of paramount importance to FAYHA. USA Hockey SafeSport is our organization's program for creating the safest possible environment for participation in hockey. As an affiliate of USA Hockey, the Fayette Area Youth Hockey Association fully supports and adopts the USA Hockey SafeSport Program and will administer and enforce the policies and provision set forth in the USA Hockey SafeSport Handbook. The SafeSport Program supersedes any other code of conduct or zero tolerance policies published by FAYHA.

All coaches, coordinators and youth volunteers are required to complete the USA Hockey SafeSport Program. It is further recommended that all members review the SafeSport Handbook.

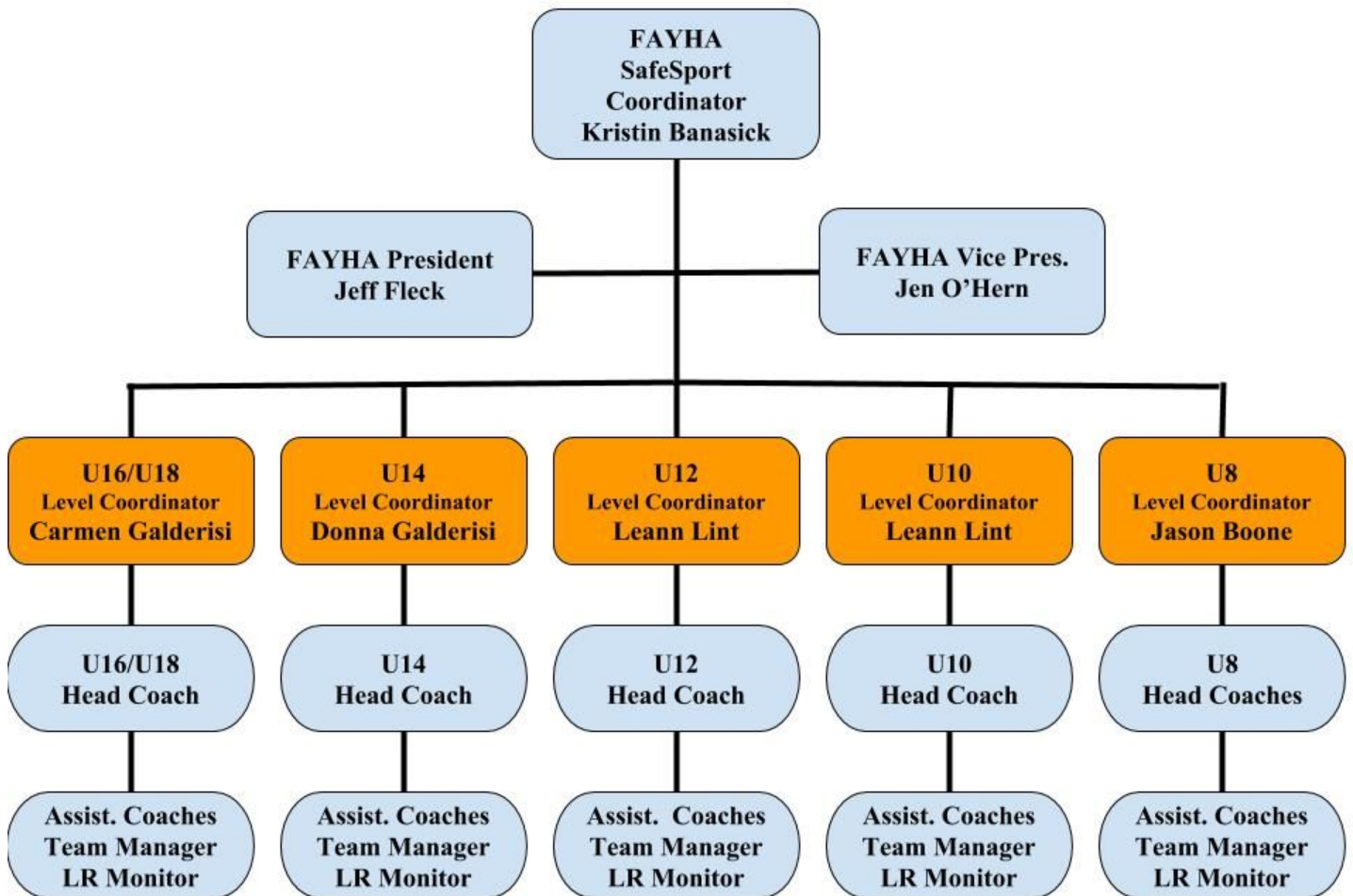
USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse.

By participating in the Fayette Area Youth Hockey Association program, you are fully agreeing to the policies, provisions and procedures contained within the USA Hockey SafeSport Handbook. A copy of the USA Hockey SafeSport Handbook can be found on the "SafeSport" page of the FAYHA website at <http://www.theiceminers.com>.

## **SafeSport Administration**

FAYHA has implemented an organizational structure to administrate the SafeSport program. The following organizational chart and position descriptions explain the roles, as they relate to the SafeSport program.

# FAYHA SafeSport Organizational Chart



## SafeSport Coordinator

The SafeSport Coordinator is responsible for monitoring the training of staff members and/or volunteers, serving as the FAYHA initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the club and, when appropriate, reporting such information to USA Hockey. The SafeSport Coordinator will assist in resolving any issues or allegations that may arise within FAYHA and will act as liaison to the FAYHA President or Vice President.

## Level Coordinators

The Level Coordinators are in charge of handling all off-ice matters related to their designated levels and serve as the level's liaison to the SafeSport Coordinator for parents, Team Managers, Locker Room Monitors, assistant coaches, head coaches and any other staff member and/or volunteer at their level, regarding any issues or allegations that may arise. If a Level Coordinator receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to the SafeSport Coordinator and the FAYHA President or Vice President. The Level or Coordinator will assist in resolving any issues or allegations that may arise, under the guidance of the SafeSport Coordinator and the FAYHA President and/or Vice President.

The Level Coordinators at all levels are responsible for appointing Team Managers for their designated levels and will make sure any staff member and/or volunteer at their level obtain the proper certifications, clearances and modules.

### **Team Managers**

The Team Managers are in charge of helping find Locker Room Monitors for their designated team. If a Team Manager receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to their designated levels' Coordinator.

### **Locker Room Monitors**

The Locker Room Monitors will enforce the FAYHA Locker Room Policy for their designated team. If a Locker Room Monitor receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to their designated levels' Team Manager, Coach, or Level Coordinator as designated in the above flow chart.

# FAYHA Ice Miners Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to FAYHAs goals. FAYHA adheres to USA Hockey SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, FAYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

Players are not permitted in the locker room unless there is a coach, locker room monitor, board member or approved parent in the room. The coaches on each team will be given the door lock code to their locker room. This code will not be given to any player.

At The Ice Mine, there are a number of locker rooms available for our program's use. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, restrooms and shower facilities will vary from location to location. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

## **Locker Room Monitoring**

Though Fayette Area Youth Hockey has unlimited use of locker rooms at The Ice Mine, we have predictable and limited use of locker rooms and changing areas at away rinks (e.g., generally 30-45 minutes before and following games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitor (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and approved family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

## **Parents/Family Members in Locker Rooms**

Except for players at the younger age groups (Squirt, Mite and Mini-Mite/Developmental) we discourage parents from entering locker rooms. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player or the player can come out to the hallway to get assistance.

Only one parent will be permitted in those locker rooms where they are permitted. Having both mom and dad in the room can cause it to get very crowded. The same holds true for siblings and other family members. Parents will leave their non playing children outside the locker room while helping their player get dressed. The only exception would be if the sibling is an infant and mom can't get anybody to help watch the infant.



Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may, in his or her discretion, prohibit parents from a locker room.

### **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, FAYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change or, in the case of the Squirt and Bantam locker room, one of the rooms may be designated for one gender as long there is an appropriate door/curtain and is constantly monitored by approved personnel. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

### **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

### **Prohibited Conduct and Reporting**

FAYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in FAYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

# Fayette Area Youth Hockey Association Travel Policy

Fayette Area Youth Hockey Association has some teams that travel regularly to play individual games, two or more games over a weekend or in tournaments. Some teams have travel limited to only a few events per year and some teams have no travel other than local travel to our own rink. FAYHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

## Local Travel

Local travel occurs when Fayette Area Youth Hockey Association or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of FAYHA or one of its teams, who are not also acting as a parent or Legal Guardian should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of FAYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

## Team Travel

Team travel is overnight travel that occurs when Fayette Area Youth Hockey Association or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, FAYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within FAYHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- FAYHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. FAYHA will make efforts to provide adequate supervision through coaches and other adult chaperones. FAYHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
- Players will only share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then, except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- When traveling for a tournament, all tournament rules for hotels will be followed. Including that all players must stay in the tournament assigned hotel. **NO EXCEPTIONS!**
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

### **Prohibited Conduct and Reporting**

Fayette Area Youth Hockey Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in FAYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656

# Fayette Area Youth Hockey Association Rules of Conduct

In addition to the USA Hockey SafeSport program, all USA Hockey and the Pittsburgh Amateur Hockey Association rules of conduct apply to all coaches, players and family members of the participating player for on- and off-ice activities. USA Hockey and Pittsburgh Amateur Hockey Association rules govern all games and conduct.

By registering for FAYHA, all players and legal guardians of the participating player are acknowledging and agreeing to the USA Hockey SafeSport program, as well as the USA Hockey, the Pittsburgh Amateur Hockey Association and the Fayette Area Youth Hockey Association rules of conduct.

If a coach, player or family member within the Fayette Area Youth Hockey Association in any way interferes with the rights of another Fayette Area Youth Hockey Association member, be it player, coach, team parent, employee, or official, he/she can be suspended from the Fayette Area Youth Hockey Association program. Examples of rights include, but not limited to: (includes in person and all social media).

- Verbal abuse or disparagement directed at a FAYHA player, member, official, or employee
- Physical abuse of FAYHA player, member, official, or employee
- Threats directed towards FAYHA player, member, official, or employee
- Intimidation or harassment of a FAYHA player, member, official, or employee
- Violation of the Parent/Family Member Code of Conduct
- Violation of the Grievance Policy

The Fayette Area Youth Hockey Association program has a Zero Tolerance towards bullying, profanity/vulgar language, racial/ethnic slurs, and unsportsmanlike conduct. Although this policy pertains primarily to players, the Zero Tolerance towards profanity/vulgar language and racial/ethnic slurs will also apply to coaches, family members, and fans. Unsportsmanlike conduct for the Parents and Family Members shall be discussed in the Parent's/Family Member's Code of Conduct. Action for a violation of the Zero Tolerance Policy will be taken as prescribed for violations in the disciplinary action section of this booklet.

This policy is to be considered in effect for all FAYHA events, both home and away.

**This will be considered your only notice and warning!**

# Procedure for Suspension and Discipline of Members

In response to allegations of abuse or misconduct, the USA Hockey Bylaws that are applicable to suspensions and disciplinary proceedings shall apply. Those bylaws are found in Bylaw 10 of the USA Hockey Annual Guide. Bylaw 10 provides for a disciplinary process that must be followed in connection with suspension or other discipline of an individual, team, organization or others within the jurisdiction of USA Hockey. By following the procedures of Bylaw 10, Fayette Area Youth Hockey Association can provide a fair and reasonable process for handling reports of abuse by members. A copy of the USA Hockey Bylaw 10 can be found on the “SafeSport” page of the FAYHA website at <http://www.theiceminers.com>.

**For any criminal activities (theft, destructive vandalism, illegal possession of drugs or alcohol, etc.) The Board of Directors reserves the right to issue additional disciplinary action, that may include:**

- Service to Fayette Area Youth Hockey Association
- Require restitution
- A minimum suspension of up to six weeks, and depending on the severity of the act, in the discretion of the board, up to a permanent suspension.

## **Non-Club Activities**

Fayette Area Youth Hockey does not have control over non-club activities. The Board of Directors believes that participation should be viewed as a privilege. As such, the Club will work with parents and schools to take appropriate action as a consequence for any delinquent activity or to encourage satisfactory school performance.

## **Disciplinary Actions as a Result of Penalties in Games:**

The player’s coach may appeal any of the following actions to the FAYHA Board of Directors within one week of the incident. Player receiving a game misconduct:

- First infraction – USA Hockey rules will apply
- Second infraction – USA Hockey rules will apply plus three additional periods following suspensions
- Third infraction – USA Hockey rules will apply and player is suspended from further play until he/she appears before a Disciplinary Committee with his/her parent(s) and is reinstated by the committee

## **Match Penalty:**

- Any player or coach receiving a match penalty will be responsible for attending any and all PAHL and/or USA Hockey hearings. Plus they must appear before the FAYHA Disciplinary Committee before they will be able to participate in any games or practices.

**\*\* Disciplinary actions will carry over from one season to the next season.**

## **FAYETTE AREA YOUTH HOCKEY ASSOCIATION DISCIPLINARY POLICY**

It is the policy of the Fayette Area Youth Hockey Association (hereinafter “FAYHA”) that all of its’ players, parents, coaches and any other individual participating in the activities of FAYHA (referred to collectively as “Member(s)”) exhibit the qualities of good sportsmanship and civil behavior and abide by the USA Hockey Parents Code of Conduct, USA Hockey Participant Code of Conduct, USA Hockey Coaches Code of Conduct, and the USA Hockey Zero Tolerance Policy.

It is the intent of FAYHA to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by FAYHA, USA Hockey, or any other participating event. An individual is participating in a sponsored activity if he or she is a spectator, a volunteer official (timekeeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on a FAYHA team or in attendance at any event sponsored by FAYHA.

When it is found that a Member has violated a level infraction or the Code of Conduct, FAYHA will discipline the individual in accordance with the procedures and punishment set forth in this policy and guideline.

### **Definitions**

“Assistant Coach” means a certified coach that serves under the direction of the Coach.

“Board” means the FAYHA Board of Directors.

“Coach” means the person primarily responsible for directing and guiding the play of the team. The Coach is responsible for the conduct of the players before, during and after practices and games.

“Disciplinary Committee” means the FAYHA committee responsible for administering this policy and guideline. “Hearing Committee Chair” means the Board member of FAYHA that has been assigned to the Discipline Committee.

“Member” means an individual that is registered as a member of the FAYHA, including any player, parent or coach.

“Level Coordinators” are in charge of handling all off-ice matters related to their designated level and serve as that levels liaison to the SafeSport Coordinator for parents, Team Managers, Locker Room Monitors, and any other staff member and/or volunteer at their level, regarding any issue or allegation that may arise.

“Other Individual Associated with the Association” means an individual that participates in FAYHA’s activities and programs that is not an employee or member, such as an individual that may perform minor official duties at the request of FAYHA or another game official.

“Special Meeting” means a meeting called by the Hearing Committee Chair to address a disciplinary matter that warrants a review before the next regular Discipline Committee meeting.

“Taunting or Threatening” means to address an individual or individuals in an intimidating, mocking, insulting, or contemptuous manner or to verbally or physically express an intention to inflict harm upon another individual or individuals.

## **Authorization**

The Committee has the full power and authority to carry out and administer the provisions of this policy and guideline.

### **Fayette Area Youth Hockey Association Discipline Committee**

The Committee consists of four reasonably disinterested and impartial persons, appointed by the President of the Board. In the event any member of the Committee is unable to participate in the discipline process, the President or Vice-President shall appoint another member to serve as a temporary member.

Members of the Committee serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of a level infraction or the Code of Conduct or breach of responsibility associated with the duties of the Committee.

Any Member of the Committee that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way. Such member shall be replaced by another member as provided above.

Any other Member of the Committee may recuse themselves from participating in a hearing if they feel as though they cannot participate in an impartial manner.

### **Duties of the Committee**

The Committee shall:

1. Review allegations of misconduct;
2. Determine if an individual has violated a level infraction;
3. Issue punishment commensurate with the severity of the offense when the Committee finds that a violation has occurred;
4. Report to the Board regarding its activities; and
5. Conduct other business as necessary to carry out its duties.

The Committee will meet as necessary during the scheduled season to carry out its duties. All members of the Committee must be present to conduct any business or discuss any disciplinary matters. The Committee will also review all misconducts and game suspension penalties to determine if additional disciplinary action is warranted and to assure game suspensions are appropriately served and documented.

### **Powers of the Committee**

The Committee can receive allegations from members via their Level Coordinator, ADM Coordinator, SafeSport Coordinator, Hearing Committee Chair, Vice President or President alleging violations of a level infraction, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation,



meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

The Committee has the power to determine punishment, as described in the section titled Punishments, Terms and Conditions, including the termination of membership.

### **Procedures**

The following procedures are used to review allegations:

1. Notice of an Issue: Any Member may notify their Level Coordinator about an issue that he or she believes warrants the Committee's attention. If there is a conflict with the Level Coordinator, the Member may notify the President of the Board or the Hearing Committee Chair. Notice is to be provided to the Committee in writing, preferably on the disciplinary form available at the end of this policy, and on FAYHA's website.
2. Distribution of a Notice: The Hearing Committee Chair is to distribute all Notices received to all Committee members as soon as possible.
3. Notice to Parties: The parties that are the subject of the Notice will be notified within 7 days of the Committee's receipt of the Notice and provided the opportunity to attend the scheduled Review Meeting. At the discretion of the Committee, parties may be allowed to provide written information relative to the incident in question, in addition to, or in lieu of, attending the review meeting.
4. Review Meeting: The Hearing Committee Chair will schedule the Review Meeting within 30 days of receipt of the Notice. The parties that are the subject of the Notice must be provided at least 7 days notice of the Review Meeting. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed and to conduct a fair hearing.
5. Hearing Requirements: A fair hearing is required during the Review Meeting, including:
  - a. Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
  - b. Notice of the possible punishments following an adverse finding;
  - c. A reasonable opportunity to present their case and argument;
  - d. The ability to have counsel present (provided that, the Disciplinary Committee may set the rules for such participation); and
  - e. The appeal procedure when a decision is rendered.
6. Hearing Rules: The Disciplinary Committee may decide the level of formality for the Review Meeting, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.
7. Burden of Proof: The party proposing the punishment and/or suspension must establish the facts and the violation of rules or bylaws by a preponderance of the evidence (i.e., more likely true than not true).
8. Actions of the Committee: At the Review Meeting, the Committee will review the Notice, hold a hearing and take one or more of the following actions:
  - a. Determine that no violation has occurred and dismiss the matter;
  - b. Determine that a violation of a level infraction has occurred;
  - c. Determine that additional information needs to be collected to establish facts and make a determination;

d. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period of time. A decision must be made within 15 business days of the Review Meeting.

9. Disciplinary Meeting: If the Committee determines there is a violation of a level infraction, the Committee must hold a Disciplinary Meeting within 7 days of the Review Meeting to determine the punishment. The Disciplinary Meeting can be held concurrently with the Review Meeting if the individual found to be in violation of a level infraction is present, or has indicated that he or she does not plan to be present.

10. Issuance of Findings of Fact, Determination and Punishment: Upon conclusion of the Review and Disciplinary Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Punishment to the Secretary of the Board and the party that is the subject of the Committee's determination. The Hearing Committee Chair or the Secretary of the Board will notify the Board of the Committee's decisions. The Findings of Fact and Determination must contain (i) findings of material facts (i.e., the committee finds the following occurred), (ii) conclusions (i.e., based upon the facts above, the committee concludes that the person violated Bylaw \*\*), and (iii) the order of the Committee (based upon the conclusions above, the Committee hereby orders the following penalty...).

### **Temporary Suspension/Benching Pending Review**

A player may be temporarily suspended or benched by any Coach or Assistant Coach for the following infractions committed during, or immediately before or after, any game or practice:

1. For swearing;
2. For being absent from a game or practice without good reason;
3. For use of tobacco, drugs or alcoholic beverages;
4. For willful destruction or mishandling of property belonging to another;
5. For unsportsmanlike conduct on or off the ice;
6. For stealing property belonging to others.

A Coach or Assistant Coach can bench a player for up to 2 games without having to go to the Disciplinary Committee. Any violation of a level infraction that is of a more serious nature would be reported to the Disciplinary Committee via the methods described above. However, in the meantime, the Coach or Assistant Coach has the ability to bench and/or temporarily suspend the player until the Disciplinary Committee has made their determination as to whether an infraction occurred and what the punishment shall be.

A coach may be temporarily suspended by the Board for the following infractions committed during his "employment" with FAYHA:

1. For missing a game or practice without seeing that someone takes charge of his team during their absence;
2. For disrespectful conduct towards any official, player, coach, representative, arena personnel, or Board Member;
3. For intoxication during games, practices or meetings;
4. For harassment and/or abuse.

A parent or other spectator may be temporarily suspended for any of the above infractions if committed during, or immediately before or after, any game or practice.

In instances where the alleged infractions are of a serious nature or are listed above, a Board member with the concurrence of another elected Board Member of FAYHA can temporarily suspend a Member from participating in any FAYHA activity until the Committee reviews the matter during a Review Meeting. At the Review Meeting, the Committee may continue or terminate the suspension while the matter is under review.

In addition to the authority to temporarily suspend a Member set forth above, the head coach of any team, or an assistant coach if the head coach is not present, has the authority to immediately remove any player or spectator from any game, practice or activity if the player or spectator commits an infraction that the coach, in his or her own discretion, deems is of a serious enough nature that immediate removal is appropriate. The coach responsible for removing the player must contact the Level Coordinator, as soon as possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

### **Match Penalties**

Any player receiving a match penalty during the course of a game will automatically be suspended until the case is reviewed by the Committee, and will not be allowed to resume practice or play in any USA Hockey sanctioned event (whether with FAYHA or any other association) until released to do so by the Committee or the Board.

### **Administration and Enforcement of Incidents**

The Hearing Committee Chair, as directed by the Committee, will administer the punishment decided on by the Disciplinary Committee, which includes documentation of the incident, establishment of the calendar for the punishment term, notification of coaches, team managers or other appropriate individuals of the punishment, notice to the Member when the conditions of the punishment have been satisfied and other appropriate duties.

The Disciplinary Committee and the Board, through its representative on the Discipline Committee, will monitor the punishment. Failure by a Member to honor any punishment or suspension will be punishable up to and including dismissal from FAYHA.

In the event the person(s) membership with FAYHA is revoked, it will be for a minimum term of one (1) year. After the said time limit expires, the person(s) may reapply for membership with FAYHA. Permission to rejoin FAYHA is subject to the approval of the Board.

### **Appeals of the Committee Decision**

The Committee's decision regarding determinations of violations of a level infraction resulting in a verbal warning, a Level 1 or Level 2 punishment cannot be appealed. Determinations resulting in Level 3 or higher punishments can be appealed to the Board. Appeals are to be submitted in writing to the Secretary of the Board within ten (10) days of the issuance of the punishment and state clearly the basis for the appeal.

The members of the Disciplinary Committee will not participate in any hearings held by the Board relating to an appeal of the Disciplinary Committee.

Any Board member that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way.

### **Punishments, Terms and Conditions**

The following punishments can be issued (this is not an all-inclusive list but is used as a guideline):

#### **1. Verbal Warning**

- a. Any disrespect shown to any coach, parent, or teammate. Back talk or any other displays of disrespect will not be tolerated.
- b. Any action that would result in a minor game penalty. Player will serve time in penalty box per on-ice coaching supervision during practice or any FAYHA associated activity.
- c. Any other action that does not rise to a documented time related penalty and requires no further action.
- d. Repeated verbal warnings can lead to a higher level of punishment.
- e. All verbal warnings will be documented and reported to the Committee.

#### **2. Level 1, verbal warning and/or immediate removal from the ice**

- a. Repeated actions requiring additional verbal warnings, as listed above.
- b. Any action that would result in a Major Game Penalty or Game Misconduct Penalty.
- c. Using profane and/or vulgar language or mannerisms.
- d. All verbal warnings will be documented and reported to the Committee.

#### **3. Level 2, a suspension up to 3 team ice sessions and/or immediate removal from the ice**

- a. Repeated Level 1 offenses.
- b. Inciting other persons to become involved in any of the listed activities in this section.
- c. Pounding or climbing on the glass, when used in a negative or aggressive manner.
- d. Fighting before, during or after any FAYHA sponsored event.

#### **4. Level 3, a suspension up to 9 team ice sessions and/or immediate removal from the ice. Any other infraction may result in a termination of membership.**

- a. Repeated verbal warnings, Level 1 offenses, or Level 2 offenses.
- b. Any action that would result in a Match Penalty.
- c. Throwing of any object onto the ice surface, into the player's area, or at another individual.

#### **5. Level 4, a suspension up to 15 team ice sessions and/or immediate removal from the ice. Any other infraction may result in termination of membership.**

- a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Harassment of any kind, including but not limited to:
  - i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, race, religion, or sex;
  - ii. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
  - iii. Unwanted or unnecessary physical contact including touching, patting or pinching;

- iv. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance; and/or
- v. Any form of hazing.
- c. Defacing or damaging property belonging to an individual, team, association, or arena.
- d. Going on to the ice surface for any reason, unless directed by coach or other official.
- e. Entering the opposing bench area during a game.
- f. Any form of cyberbullying.
- g. Using cell phones or other electronic devices inappropriately, including taking inappropriate pictures.
- h. Any violations of SafeSport.

**6. Level 5, may result in termination of membership, indefinite suspension, or suspension up to 180 days (not including days between seasons). A report will also be sent to PAHL and USA Hockey if needed.** A player will also be immediately removed from the ice.

- a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
- c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- e. Any sexual offense.
- f. Being involved with any activity that would warrant the summoning of law enforcement officials, including any drug, alcohol, or tobacco use.

Any member receiving a Level 5 punishment must obtain approval from the Committee before returning to involvement within FAYHA.

Any combination of multiple lower level infractions may result in a higher-level punishment. The Disciplinary Committee retains the right to make this determination. The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

The examples of behavior provided for above are intended to serve as a guide to the Committee, and the Committee is not bound to follow those guidelines if there are circumstances that suggest a higher level of punishment is appropriate. In the event the Committee imposes punishment at a level higher than what is suggested above, the Committee will specifically explain why such a decision was made.

If a player is suspended for any length of time during the season for reasons relating to violations of a level infraction or the Code of Conduct, including removal from FAYHA, no refunds of any kind shall be made.

If a violation of the rules involves a FAYHA Member, while representing FAYHA at another facility, the same rules apply.

If an individual is a repeat offender in consecutive years, the Disciplinary Committee reserves the right to consider past offenses when making a decision regarding an incident in the current season.

In any case, the Disciplinary Committee reserves the right to follow their procedure, which may include restitution for damages, and turn over the violation to the authorities based on the severity of the incident. Parents are considered Members of FAYHA and are held to the same standards as the Players. All Members can be punished following the above-stated guidelines.

FAYHA and/or the Disciplinary committee reserve the right to record any/or all meetings in regards to disciplinary concerns.

## Code of Conduct

The Code of Conduct is based upon the rules of USA Hockey, PAHL and FAYHA.

This list of words or actions is intended to supplement, but not replace, the USA Hockey Code of Conduct for parents, participants and coaches, as well as the USA Hockey Zero Tolerance Policy.

Violations of the Code of Conduct include, but are not limited to, the following:

1. Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
2. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
3. Going onto the ice surface for any reason, unless directed by a coach or other official.
4. Entering the opposing bench during a game.
5. Entering the locker room of an opposing team or obstructing their access or exit from said room or arena.
6. Entering the locker room of any official or obstructing their access or exit from said room or arena.
7. Using profane and/or vulgar language or mannerisms that is offensive to other persons.
8. Throwing of any object onto the ice surface, into the player's area, or at another individual.
9. Pounding or climbing on the glass, when used in a negative or aggressive manner.
10. Defacing or damaging property belonging to any individual, team, association or arena.
11. Violating posted Rink Rules, including, but not limited to:
  - a. Damage to the facility and/or vandalism of any sort
  - b. Theft of any kind
12. Being involved with any activity that would warrant the summoning of law enforcement.
13. Inciting other persons to become involved in any of the above listed activities.
14. Any other conduct deemed inappropriate by the officials, representatives, and Board members of FAYHA, and rink personnel.

## **24 Hour Rule**

Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. A Member is not to approach a coach to discuss a game, a game incident or situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact. The parent or coach is encouraged to contact their Level Coordinator, the Director of Hockey, the Vice President and/or the Parent Liaison within the first 24 hours of an incident. The proper steps and precautions can be put in place and the Parent Liaison can set up a meeting, after the 24 hour period, with the parent

*Note to 24 Hour Rule:* Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create a strong reaction from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment. For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, FAYHA has adopted the "24 Hour Rule." The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.

## Parents/Family Members Code of Conduct

It is the intention of the Fayette Area Youth Hockey Association to promote fair play and respect for all participants. It is expected that all parents and family members of Fayette Area Youth Hockey Association participants read and understand the Parents/Family Members Code of Conduct and continue to observe all the principles contained within the code. Within the code the term “child” is used to refer to the participant of whom the person committing the violation is related to. Any violation of this code will be subject to disciplinary action to be taken by the Board of Directors per the procedures defined in USA Hockey Bylaw 10. When you register to participate in Fayette Area Youth Hockey Association, you agree to follow the Parent/Family Members Code of conduct. Registration will constitute as an agreement for parents or legal guardians and/or additional family members to abide by the principles of the Code of Conduct.

### Principles:

- I will not force my child to participate in Hockey.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child to do their best. I will praise my child for competing fairly and hard.
- I will never ridicule or yell at my child for making mistakes or losing a game.
- I will remember that children learn by example. I will applaud good plays by both my child’s team and their opponents. I will not be critical of, or embarrass any player, including opposition players.
- I will never question the officials or coaches judgment or honesty in public. I recognize that coaches and officials are being developed in the same manner as players.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team’s strategy or plans.
- I will emphasize skill development and a serious approach to practices and explain how skill development will benefit my child.
- I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child’s development in the game.
- I will not throw objects of any kind on the ice, or lean over and yell and/or pound on the glass.



- I will communicate all my concerns regarding inappropriate behavior to the assigned Team Manager at that level or the Level Director. I will not take concerns regarding the handling of the team or the coaching to the coach.
- I understand the benefits from participating in a team sport, the commitment and discipline and the social skills learned and acquired.

I will remember that my child plays hockey for his or her enjoyment, not mine.

The Code of Conduct is to be considered in effect for all Fayette Area Youth Hockey Association events, both home and away.

# Grievance Policy

It is important to the health of our organization to have an open door policy on any concerns you may have. You need to remember, however, how to best channel your concerns.

For example: If you are unhappy about something a coach does, do not complain to them. Instead, wait 24-hours and then talk to your Level Coordinator; they will then address the situation with the coach. Below is an outline of the grievance procedure that shall be followed by all players, coaches, parents, and family members involved in the Fayette Area Youth Hockey Association:

## **Grievance Procedure:**

- If you have a concern, complaint, or suggested change concerning an incident or anything associated with the Fayette Area Youth Hockey Association (i.e. coaches, players, officials, etc.):
  - 24-hour Cooling-Off Period Requirement: Allow 24 hours to pass before reporting the situation. In many cases, people will have issues that they feel very passionate about, and this passion can get out of hand when people react instantly to something they do not agree with. This requirement will allow people to think about possible solutions to the situation and be able to discuss them in a rational manner.
  - Have patience with the Level Coordinator. They are tasked to help facilitate a solution with the Board of Directors and enforce the policies adopted by the Board of Directors. They cannot enact any changes unless approved by the Board of Directors.
  
- Your concerns or complaints shall be directed in one of the following manners:
  - Wait 24-hours to cool-off.
  - Discuss the situation with one or more Board Members.
  - Discuss the situation with the Board Member that has been assigned as your Level Coordinator.
  - Address your concerns in a letter addressed to the Level Coordinator or Vice President
    - Concerns that need to be addressed through a disciplinary procedure must be documented through a written incident report.
    - The Level Coordinator and/or Vice President will review the incident with the FAYHA SafeSport Coordinator and recommend to those involved whether further action will be required.

All verbal or written discussions shall be done in a respectful manner in accordance to the Parents/Family Members Code of Conduct adopted by the organization. Any violation of the Grievance Procedure will be considered a violation of the Code of Conduct and subject to disciplinary action to be taken by the Board of Directors.

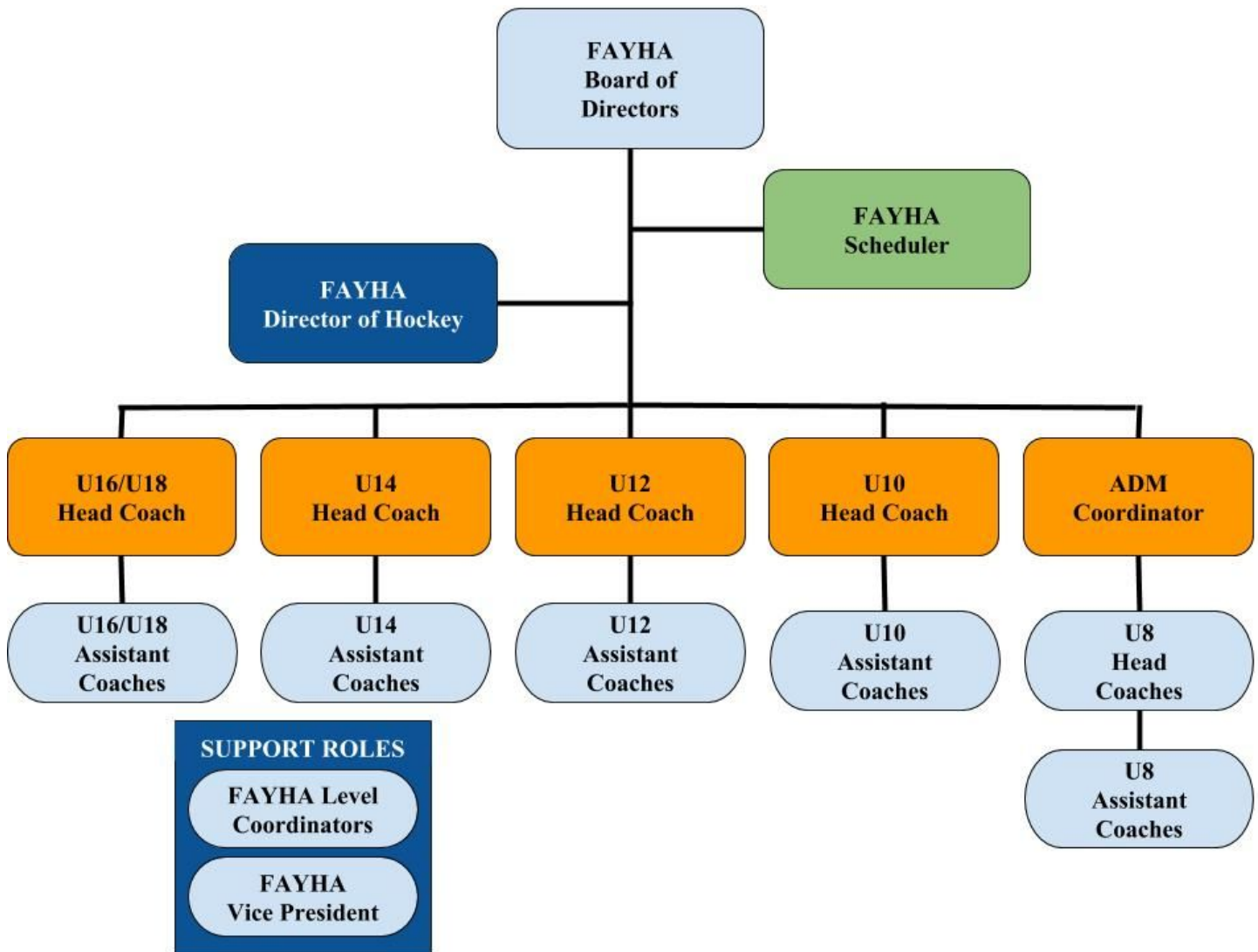
# **FAYETTE AREA YOUTH HOCKEY ASSOCIATION ON-ICE PROGRAM**

## **Mission Statement**

The primary objective of the Fayette Area Youth Hockey Association is to provide a quality program designed to promote interest and participation in ice hockey. All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the Pittsburgh Amateur Hockey League (PAHL). The foundation for program excellence consists of instruction, competition, and skill development. Expanding on these basic objectives, the Fayette Area Youth Hockey Association strives to be a leader in the development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport. The Fayette Ice Miners provide the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun. The Fayette Area Youth Hockey Association relies on each family to embrace these goals and to keep this organization a leader in youth hockey.

# On-Ice Program Structure

To achieve the Fayette Area Youth Hockey Association's primary objective of providing a quality program designed to promote interest and participation in ice hockey, the following On-Ice Structure has been created. The intent of the structure is to provide our participants the resources needed at each age level to give the best possible opportunity to develop their skills on the ice. The FAYHA On-Ice Program will be tasked with the promotion, education and implementation of the USA Hockey American Development Model (ADM).



## **Fayette Area Youth Hockey Association Board of Directors**

The Board of Directors recognizes the Director of Hockey as the administrator of the FAYHA On-Ice Program. The Board of Directors' role in the On-Ice Program is to provide oversight and support, through the Director of Hockey, to the Vice President, Level Coordinators and Coaches. The Board of Directors will make the final approval of candidates for all positions needed to conduct the On-Ice Program. The Board of Directors shall also make the final decision on the terminations related to all positions needed to conduct the On-Ice Program. Responsibilities of the Board of Directors include, but are not limited to:

- Make final approval of Level Coordinators and Coaches nominated by the Vice President.
- Make final approval of the On-Ice Program submitted by the Director of Hockey.
- Adjudicate any complaints or issues that may arise related to the FAYHA Code of Conduct or Zero Tolerance Policy according to FAYHA policy.

## **Fayette Area Youth Hockey Association Director of Hockey**

The Director of Hockey (DoH) is in charge of running all aspects of the FAYHA On-Ice Program. The DoH shall, with the assistance of the Vice President, select Level Coordinators as described in the On-Ice Program Organizational Chart and submit the candidates to the Board of Directors for approval. The Director of Hockey shall provide oversight and support to the Level Coordinators, Head Coaches, Assistant Coaches, Team Managers and Locker Room Monitors..

Responsibilities of the Director of Hockey include, but are not limited to:

- Appointing of Level Coordinators in conjunction with board members.
- Education of Level Coordinators on the USA Hockey ADM.
- Work with Level Coordinators to develop core drills and standards for Coaches at all levels with a focus on the implementation of the USA Hockey ADM.
- Work with Level Coordinators to recruit and appoint Coaches.
- Oversight of Level Coordinators and Coaches to help them achieve program objectives.
- This may include being on the ice with each team to observe, help and guide the coaching staff toward program objectives.
- Work with Scheduler to design and develop practice and game schedules.
- Enforce all game misconducts for Coaches & players under USA/PAHL guidelines.
- Monitor program activities to ensure FAYHA guidelines are being followed.
- Conduct mid-season and year-end evaluations of Level Coordinators.
- Assist Tryout Committee and Coaches in evaluating players and drafting of teams at all age levels according to tryout structure outlined in the FAYHA Tryout Handbook.
- Assist Level Coordinators, Vice President and Treasurer to communicate program objectives and philosophies to membership. Parent Meetings shall be conducted before the season begins and at mid-season.
- Hold meetings with the Level Coordinators the first week of every month and relay information to the board at the regularly scheduled board meetings.
- Coordinate purchase of equipment with Level Coordinators.
- Define on ice structure for each level and keep language consistent throughout all levels and teams.
- Coordinate with the FAYHA PAHL Representative who attends all local and out-of-town meetings.

- Conduct Coaches meetings and education sessions (minimum of 4 meetings per year). Meetings will consist of on-ice coaching instruction, during regularly scheduled practice and off-ice coaches meetings.
- Work with Coaches to help them develop practice plans that maximize ice time.

### **Level Coordinators**

The Level Coordinators are in charge of running the day-to-day operations of the On-Ice Program at their designated level. Each Level Coordinator shall help select Coaches and Team managers as described in the On-Ice Program Organizational Chart and submit the candidates to the Director of Hockey for approval, which shall then be submitted to the Board of Directors for final approval.

Responsibilities of the Level Coordinator include, but are not limited to:

- Work with the Director of Hockey to recruit Coaches for pre-season, regular season, and summer off-ice sessions.
- Minimum of 4 hours per week giving to their respective level
- Oversight of Coaches to help them achieve program objectives.
- Coordinate with the Registrar to determine the number of players registered at each level and determine of the number of teams at each level.
- Assist the Director of Hockey and Coaches for the division of players at the Mite levels. (Mite Coordinator).
- Submit monthly coaching evaluations prior to monthly Level Coordinator Meetings for review.
- Enforce all game misconducts for Coaches & players under USA/PAHL/FAYHA guidelines.
- Work with Scheduler to review practice and game schedules as well as scheduling jamborees or exhibition games.
- Monitor and approve player movement between teams and / or levels in accordance with FAYHA policies.
- Communicate program objectives and philosophies to membership. Parent meetings shall be conducted before the season begins and at mid-season.
- Provide formal updates to Director of Hockey on level progress and issues each month.
- Notify the Director of Hockey and Vice President of any complaints that may arise or of any on-ice or off-ice issues related to the FAYHA Code of Conduct or Zero Tolerance Policy.
- Recommend purchase of equipment.
- Work with Scheduler to accommodate any requested schedule changes if possible.
- Obtain all appropriate USA Hockey Level Certifications and complete the appropriate Level Coaching Module through USA Hockey.
- Attend Hockey Committee meetings

### **Head Coaches**

The Head Coaches are in charge of facilitating the on-ice practices at their designated level. Each Head Coach is selected by the Level Coordinator and the Director of Hockey, which shall be submitted to the Board of Directors for final approval.

Responsibilities of the Head Coaches include, but are not limited to:

- Work with Level Coordinators and Director of Hockey to develop and execute on-ice practices at their respective level.
- Assist in the selection of assistant coaches with Level Coordinator and Director of Hockey.
- Attend all practices at assigned level.
- Promote teamwork among all the coaches at their assigned level.
- Ensure coaches are promoting sportsmanlike behavior during practices and games.
- Assist in the division of players for level of play and team selection.
- Communicate with Level Coordinators on player development and implementation of practice plans.
- Routinely update the Level Coordinator on coaching developmental needs, strengths and weaknesses of the coaching staff.
- Attend Level Coordinators Meetings, when requested.
- Attend all coaches meetings and Hockey Committee meetings.

### **Vice President**

The Vice President is in charge of handling all off-ice matters related to each level and serves as each level's liaison to the Board of Directors for parents regarding any issues or complaints that may arise.

Responsibilities of the Vice President include, but are not limited to:

- Oversee Director of Hockey, Level Coordinators, Coaches and Team Managers and act as liaison with Board of Directors
- Assist with player placement at all levels.
- Ensure Coaches at each level have all appropriate USA Hockey certifications.
- Ensure Coaches turn in appropriate paperwork (background check, waivers, SafeSport certification, etc...)
- Handle any complaints or issues that may arise related to the FAYHA Code of Conduct or Zero Tolerance Policy according to FAYHA policy.
- Attend Level Coordinator meetings, coaches meeting, Hockey Committee meetings and parent meetings.
- Monitor and approve player movement between teams and / or levels in accordance with FAYHA policies.

### **Scheduler**

The Scheduler is responsible for working with The Ice Mine and other hockey Organizations to schedule practices and games in accordance with the FAYHA Mission statement. The Scheduler shall work directly with the Director of Hockey, the Level Coordinators and Coaches to create a schedule that will support the objective of providing a quality program that promotes interest and participation in ice hockey.

Responsibilities of the Scheduler include, but are not limited to:

- Work with Director of Hockey to develop practice and game schedules.
- Work with the Director of Hockey to develop a Summer off-ice Program schedule. And, if there is ice, on-ice Summer programs.
- Work with Director of Hockey, and Level Coordinators to create brackets and schedules for local tournaments and jamborees.
- Schedule Goalie practices.

- Work with Level Coordinators and Coaches to accommodate any requested schedule changes if possible.
- Attend annual PAHL scheduling meetings and Hockey Committee meetings.
- Work with schedulers from other communities in our region to develop game schedules.
- Coordinate with other ice users and rink managers to maximize ice utilization.
- Maintains online FAYHA calendar.
- Attend monthly coaches' committee meetings, if requested.
- Attend monthly FAYHA board meetings.
- Notification to the Director of Hockey, Level Coordinators, Coaches and Team Managers of any schedule changes that affects teams at their level.

### **Hockey Committee**

The Hockey Committee is an ad-hoc committee made up of parents, coaches, board members and the FAYHA on-ice organization, brought together when necessary to discuss topics related to the FAYHA On-Ice Program and to provide suggestions related to the on-ice curriculum. The Hockey Committee does not have decision making authority, but their input will be used to assist the Level Coordinators and Director of Hockey to develop the FAYHA on-ice program and curriculum. Decision making authority related to the FAYHA on-ice program and curriculum rests solely with the Director of Hockey and Vice President, with oversight from the Board of Directors. Members of the Hockey Committee are appointed by and serve at the discretion of the Board of Directors and and Director of Hockey.

The makeup of the Hockey Committee will include at a minimum, but is not limited to the following members:

- Two Board Members
- Director of Hockey/President
- Vice President
- Level Coordinators
- Head Coaches
- Invited Members from each level (volunteer or invited by DoH or VP)



## On Ice Program Team Structure

**Fayette Area Youth Hockey Association:** The Mini-Mite, Mite, Squirts, Pee Wee, Bantam, and Midget programs are under the direction of the Fayette Area Youth Hockey Association and a cooperative effort with the The Ice Mine. The age guidelines and codes of conduct for ALL levels will follow the PAHL guidelines. All coaches will be volunteers and not subject to any financial compensation. The Fayette Area Youth Hockey Association purchases ice time for practices and games from The Ice Mine.

### U8 Mini-Mite/Developmental

The Mini-Mite program is designed as an introduction to ice skating, stick/puck handling, ice hockey fundamentals and sportsmanship. Enjoying the spirit of the game will be emphasized. This is an in-house program. A typical week will include a one hour practice, with one week a month dedicated as a jamboree day.

Each player, on-ice helper and coach must be registered with USA Hockey using online registration. Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Mini-Mite age players for the 2018-19 season are children who were born on or after January 1, 2010. These players are brand new to the sport of hockey (may do Little Penguins prior to Mini-Mite).

USA Hockey guidelines for the 6U/8U ADM (American Development Model ) with skill stations during practice and weekly small area games will be followed at all mite levels.

Mini-Mite age players may be divided into different levels based on skill level. Player placement is based on age and experience as selected by the coaches and ADM Coordinator. Movement between Mini-Mite divisions after the season starts will be minimal and at the discretion of the division Coordinators and the Mite Coordinator. The coaches are under the direction of the Director of Hockey.

- 1) All coaches must have completed a USA Hockey certification course and age appropriate module.
- 2.) The Director of Hockey and the Mite Coordinator will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player and team development.

A player who is signed up as a Mini-Mite, may decide to play travel hockey and wish to sign up for Mite travel hockey. This move will be approved as long as it is done prior to December 31st and upon the approval of the player's parents, Head Coach of the team the player will be moving up to, the Mite Coordinator and the Director of Hockey. The family is responsible for paying any additional fees that are owed due to the move.

## U8 Mite

The Mite program is designed as a continuation on the core learning of basic skills which include and not limited to ice skating, stick/puck handling, ice hockey fundamentals and sportsmanship. Enjoying the spirit of the game will be emphasized. A typical week will include 3 one hour practices (Wednesday-Saturday-Sunday). Once jamborees start, teams may play one or two games on any given weekend. Mite teams will participate in PAHL and play up to 10 cross-ice jamborees.

Each player, on-ice helper and coach must be registered with USA Hockey using online registration. Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Mite age players for the 2018-19 season are children who were born on or after January 1, 2010.

USA Hockey guidelines for the 8U ADM (American Development Model ) with skill stations during practice and weekly small area games will be followed at all mite levels.

Mite age players will be divided into different levels based on skill level. Player placement is based on age and experience as selected by the coaches and coordinators. Movement between Mite divisions after the season starts will be minimal and at the discretion of the Head Coaches and the Mite Coordinator. The coaches are under the direction of the Director of Hockey.

- 1) All coaches must have completed a USA Hockey certification course and age appropriate module.
- 2.) The Director of Hockey and the Mite Coordinator will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player and team development.

PAHL rules stipulate that no U8 Mite aged player (2010) may move up early to play U10 Squirt.  
NO EXCEPTIONS!

### **Mite Post-Season and Tournaments**

There are no post season playoffs for Mites in PAHL.

Teams at the Mite level have been approved by the Board of Directors to participate in up to four (4) tournaments per season. One of those tournaments must be the FAYHA Coal Cup on November 3rd at The Ice Mine. The other three tournaments may be local, out of state, or in Canada. That decision is made by the players, parents, coaches and Level Coordinator. Players and their families are responsible for all tournament fees, travel and lodging expenses and game fees. **The deadline for letting the Scheduler know what weekends you need blocked for tournaments is ten (10) days prior to PAHL regular season game scheduling.**

## U10 Squirts

The squirt program is designed for fun and the development of basic hockey skills such as ice skating, stick/puck handling, ice hockey fundamentals and sportsmanship. At this age, players will play full ice games for the first time. Therefore, they will learn basic hockey concepts and systems. The typical week includes three one hour practices (Monday or Wednesday-Saturday-Sunday). Once games start, the typical week will have two practices and a game. In PAHL, Squirts play six Placement (Pre-Season) Games. The league uses those six games to place each team at the appropriate competitive level for the 14 game regular season.

Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Fayette Area Youth Hockey Association.

Squirt aged players for the 2018-19 season are children who were born between January 1, 2008 and December 31, 2009.

Playing time for games is to be distributed among the players as equally as possible. If there are enough players for two or more teams, Squirt age players are placed based on age, experience and skill level as selected by the coaches and coordinators and hockey director. Movement between Squirt teams after the season begins will be minimal, at the discretion of the division coordinator and the hockey director and must be completed prior to the first regular season game. The coaches are under the direction of the Director of Hockey.

- 1) All coaches must have completed a USA Hockey certification course and age appropriate module.
- 2.) The Director of Hockey and Squirt Coordinator will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player and team development.

### Post Season and Tournaments

At the Squirt Level, all teams are eligible for post season play, it will be up to the coaches and the level coordinator to decide if they will participate or not. Each team that enters the post season will play at least two games. All playoff fees (game fees, travel fees, lodging) are the responsibility of the participants.

Teams at the Squirt level have been approved by the Board of Directors to participate in up to three (3) tournaments per season. Tournaments may be local, out of state, or in Canada. That decision is made by the players, parents, coaches and Level Coordinator. Players and their families are responsible for all tournament fees, travel and lodging expenses and game fees. **The deadline for letting the Scheduler know what weekends you need blocked for tournaments is ten (10) days prior to PAHL regular season game scheduling.**

## U12 Pee Wee

The Pee Wee program is designed to develop a players skill level in ice-skating, stick/puck handling, shooting, positioning and use of the body. Teams learn hockey game system fundamentals and teamwork. The typical week includes three one hour practices (Monday or Wednesday-Saturday-Sunday). Once games start, the weeknight practice will continue as normal but games may replace weekend practices. Pee Wees play two Placement Games and 20 regular season games.

Players are required to skate with full protective gear as approved by USA Hockey. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Fayette Area Youth Hockey Association.

Each player, on-ice helper and coach must be registered with USA Hockey using online registration. Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Pee Wee aged players for the 2018-19 season are children born between January 1, 2006 and December 31, 2007.

A second year Squirt player with a birthday after January 1, 2008, may play as a first year Pee Wee, provided the player is of appropriate skill and maturity at the Pee Wee level following guidelines laid out in the player Playing-Up policy, with Board approval. The Tryout evaluators will evaluate all Pee Wee players during the try-out process (see Tryout Handbook) to establish teams of equal numbers of players and of equal competitive player skill levels. "AA", "A Major", "A Minor" and "B" level teams will practice and be coached per American Development Model (ADM), with the focus on team development and enhancement of player's skills. The coaches are under the direction of the Director of Hockey.

- 1) All coaches must have completed a USA Hockey certification course and age appropriate module.
- 2) Director of Hockey and Pee Wee Coordinator will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player development.

### Post Season and Tournaments

At the Pee Wee level, teams must earn their spot in the playoffs. Depending on the number of teams in the division, a team needs to finish in the top 4 or 6 teams to qualify for post season play. At this level, teams who make the playoffs are only guaranteed one game. If a team loses, they are eliminated.

Teams at the Pee Wee level have been approved by the Board of Directors to participate in up to three (3) tournaments per season. Tournaments may be local, out of state, or in Canada. That decision is made by the players, parents, coaches and Level Coordinator. Players and their families are responsible for all tournament fees, travel and lodging expenses and game fees. **The deadline for letting the Scheduler know what weekends you need blocked for tournaments is ten (10) days prior to PAHL regular season game scheduling.**

Focus on the year-end travel will be on team development, enhancing players' skills and enjoying the spirit of the game.

Teams will participate in approximately 25 to 30 games per season, including tournaments.

## U14 Bantams

The Bantam program is designed for the development of a players' advanced skills, sportsmanship and ice hockey team systems in preparation for the competitive levels of Midget and High School hockey.

Players are required to skate with full protective gear as approved by USA Hockey. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Fayette Area Youth Hockey Association.

Each player, on-ice helper and coach must be registered with USA Hockey using online registration. Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Bantam aged players for the 2018-19 season are children born between January 1, 2004 and December 31, 2005.

A second year Pee Wee player with a birthday after January 1, 2005 may play as a first year Bantam, provided the player is of appropriate skill and maturity at the Bantam level following guidelines laid out in the player Playing-Up policy, with board approval. The players will be evaluated during the try-out process (see 2018-19 Tryout Handbook) to establish teams of equal numbers of players and of equal competitive player skill levels. "AA", "A Major", "A Minor" and "B" levels will practice and be coached as competitive teams, with the focus on team development and enhancement of player's skills. The coaches are under the direction of the Director of Hockey.

- 1) All coaches must have completed a USA Hockey certification course and age appropriate module.
- 2.) The Director of Hockey and Bantam Coordinator will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player and team development.

### Post Season and Tournaments

At the Bantam level, teams must earn their spot in the playoffs. Depending on the number of teams in the division, a team needs to finish in the top 4 or 6 teams to qualify for post season play. At this level, teams who make the playoffs are only guaranteed one game. If a team loses, they are eliminated.

Teams at the Bantam level have been approved by the Board of Directors to participate in three (3) tournaments per season. Tournaments may be local, out of state, or in Canada. That decision is made by the players, parents, coaches and Bantam Coordinator. Players and their families are responsible for all tournament fees, travel and lodging expenses and game fees. **The deadline for letting the Scheduler know what weekends you need blocked for tournaments is ten (10) days prior to PAHL regular season game scheduling.**

Focus on the year-end travel will be on team development and team building, enhancing players' skills, and enjoying the spirit of the game.

Teams will participate in approximately 30 to 35 games per season, including tournaments.

## Midget U16/U18

The Midget program is designed to develop a players skills to the highest level they can achieve per their ability. This level is also as much about developing good people as it is about developing good hockey players. Players learn teamwork, respect, sportsmanship, humility, leadership and, of course, a wide range and variety of ice hockey team systems.

Players are required to skate with full protective gear as approved by USA Hockey. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Fayette Area Youth Hockey Association.

Each player, on-ice helper and coach must be registered with USA Hockey using online registration. Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Midget U16 aged players for the 2018-19 season are children born between January 1, 2002 and December 31, 2003. Midget U18 players are children born between January 1, 2000 and December 31, 2001 (U18 players can be as young as December 31, 2003 if there is a mixed U16/U18 team).

A second year Bantam player with a birthday after January 1, 2003 may play as a first year U16 Midget (but not as a U18 player), provided the player is of appropriate skill and maturity at the Bantam level following guidelines laid out in the player Playing-Up policy, with board approval. The players will be evaluated during the tryout process (see 2018-19 Tryout Handbook) to establish teams of equal numbers of players and of equal competitive player skill levels. “AA”, “A Major”, “A Minor” and “B” levels will practice and be coached as competitive teams, with the focus on team development and enhancement of player’s skills. The coaches are under the direction of the Director of Hockey.

- 1) All coaches must have completed a USA Hockey certification course and age appropriate module.
- 2.) The Director of Hockey and Midget Coordinator will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player and team development.

### Post Season and Tournaments

At the Midget level, teams must earn their spot in the playoffs. Depending on the number of teams in the division, a team needs to finish in the top 4 or 6 teams to qualify for post season play. At this level, teams who make the playoffs are only guaranteed one game. If a team loses, they are eliminated.

Teams at the Midget level have no restrictions as to the number of tournaments in which they can participate per season. Tournaments may be local, out of state, or in Canada. That decision is made by the players, parents, coaches and Midget Coordinator. Players and their families are responsible for all tournament fees, travel and lodging expenses and game fees. **The deadline for letting the Scheduler know what weekends you need blocked for tournaments is ten (10) days prior to PAHL regular season game scheduling.**

Focus at tournaments at this level will be to have fun and win. Coaches will also focus on team development, team building, enhancing players’ skills, and enjoying the spirit of the game.

Teams can potentially participate in approximately 40 to 50 games or more per season, including tournaments.

## **Tier II Post Season**

Teams at the U14, U16 and U18 levels that play during the season at the “AA” level are considered Tier II AA. This designation allows a team to apply for State Playoffs, National Playdowns and the National Championship Tournament. If a team wins the Tier II State Championship, they are required to advance to the USA Hockey National Championships.

Applications for the 2018-19 season are due by March 15th. The Director of Hockey will send in applications for all teams that have the potential to play at the AA level during the 2018-19 season.

## **Advanced Level Participation Policy**

USA Hockey and PAHL age limits for playing levels change on December 31st of each year. If a player’s birth date falls after December 31st then the player’s parents may elect to permit the player to play at the higher playing level. If that is the case, parents must follow the procedures laid out in the FAYHA Tryout Handbook regarding “Playing-UP.”

## **Game Ice Time Policy**

**Mites/Squirts** – Equitable playing time – EXCEPT for disciplinary reasons only

**Pee-Wee/Bantams** - Even strength: Equitable playing time during the course of the game. The only exception is the last two minutes of the first two periods and the last four minutes of the third period in a game with a goal differential of two or less goals.

**Midget** - Even Strength: Equitable playing time during the course of the game. The coach has the discretion to shorten the bench at any point that he sees fit. At this level, most teams are fairly even, skill wise, from top to bottom, therefore coaches should give pretty equitable ice time.

**Power Play/Penalty Kill:** At the coaches’ discretion, special power play and penalty kill units are allowed during the game. For development purposes, it is strongly encouraged that coaches utilize “other” players when there is a three goal lead.

**Note:** We will allow flexibility to the coaches with any first or second year hockey players that are not at the appropriate skill level. However, we expect the coach to honor the FAYHA ice time policy once the player has made the effort to improve and is capable of playing the game.

## **Equipment Policy**

Each participant is required to wear protective equipment for all games, warm-ups and practices. Required protective equipment includes gloves, shin pads, shoulder pads, elbow pads, padded hockey pants, protective cup, colored (non-clear) mouth guard, neck guard, HECC approved skates and HECC approved helmet with HECC approved facemask. All protective equipment must be designed specifically for ice hockey.

This policy will be followed for ALL practices and games in which FAYHA participates. There is a simple no tolerance rule to this policy: If the participant does not have all of the required equipment, the coach or coordinator will not allow the participant on the ice.

Ice Miners gear colors are navy and orange with white trim. White helmets are requested. It is not mandatory, except for game jerseys, for participants to wear gear with these colors, but it is strongly encouraged when purchasing new gear to follow this color scheme.

## **Extra Ice (Other Team Ice) Policy**

FAYHA registered participants may NOT participate in extra Ice Miner ice sessions outside of their published schedule within the FAYHA program.

Exceptions:

- A Coordinator/Coach may invite an extra goalie or skaters to their practice session in order to implement an effective practice.
- A Coordinator/Coach may want to have their own child on the ice with them while they are volunteering their time, if the child is younger than the skaters practicing and if the child is less than 10 years old and so long as the child does not disrupt practice for the skaters scheduled to practice.
- A participant (with Coordinator/Coach approval) may need to attend an alternative tryout/practice because of a schedule conflict.
- Coaches may bring older skaters on to their ice at their discretion as long as the purpose of their attendance enhances the practice in development or competition and does not detract from the ice time of the skaters at that level.

## **Outside Community Participation Policy**

Without Board approval, FAYHA registered participants may NOT participate on a USA Hockey registered team from an outside organization while registered and actively participating in the Fayette Area Youth Hockey Association program from October 15 through March 31. All transfer requests to participate on a USA Hockey registered team from an outside organization must be made through a recommendation from the Fayette Director of Hockey and Head Coach.



#### Guidelines:

- The participant must have completed their commitments to the FAYHA program.
- There must be a legitimate need from the outside organization to make a transfer request.
- The Coach or hockey director making the request must contact the Fayette Ice Miners Vice President.
- The FAYHA participant may not take a spot away from a participant from the outside organization.
- The Board will make the final decision based on the Director of Hockey and the Head Coach's recommendations.
- Outside organization must provide written documentation and agree to immediately transfer the Fayette participant back to Fayette per USA Hockey guidelines after the commitment to participate has been fulfilled.

Exemptions: PAHL, Mid-Am District and USA Hockey post season programs.

### **Coaches' Disciplinary Authority**

Coaches are expected to take appropriate actions to maintain discipline on their teams. This may include, for example, skating, pushups or sprints. However, any such disciplinary action must be reasonable, not demeaning and never taken to a point where the player's health is at risk. Abusive language towards players will not be tolerated. Coaches are not allowed to use any form of corporal punishment as part of a disciplinary action.

In addition, coaches may limit a player's ice time as a motivational/disciplinary tool, either for violations of team rules, repeated failures to follow directions or for lack of effort during practice or a game. The player will not be "Benched" based upon skill level or the attempt to win at all cost. (See "Game Ice Time" policy)

When a discipline action occurs, the coach will explain to the player how he/she failed to meet the coach's expectations and the impact that this will have on the player's ice time. The explanation shall be put in writing and shared with the player's parents, contain the input/response of the individual disciplined, and be submitted to the Director of Hockey and the Level Coordinator for record. The FAYHA Director of Hockey must approve any suspension that exceeds one game.

Repeated suspension of a player, even if less than an entire game is indicative of a problem and will be discussed with the player's parent(s). Use of ice time as a motivational tool, in accordance with this policy, is not a violation of the Fayette Area Youth Hockey Associations' Ice Time Policy.

## Concussion Policy

### Parental Involvement

Parents need to be involved whenever a player is injured. In order for that to happen, parents must know the signs and symptoms of a concussion, both on injury-date and post injury, and should be aware of possible resources for more information. FAYHA coaches have the final say about return to play in a game if the coach suspects a concussion. Exception: If the EMT rules that a player can not return to play, a coach or parent may not overrule the EMT's decision. Parents should ensure that their child is checked by an informed health care professional when a concussion is suspected. A informed health care professional's note of examination should be provided as written notification for return to play. If diagnosed, see the suggested return to play guidelines below.

### Player Safety

Young hockey players tend to believe they are invincible. It is important they understand how severe head injuries are, and that it is their job to properly protect themselves. Players should securely fasten their helmet and always wear their mouth guard properly. When skating, players should have correct body stance and keep their head up. This will help them balance themselves for contact and also be aware of their surroundings. Players must be able to communicate effectively with their coaches and parents. It is crucial that players are aware of the signs and symptoms of a concussion and to alert their coaches and parents if any arise during a game or practice.

### COACHES

If you suspect a player has a concussion, you should take the following steps:

- 1) Remove athlete from play, keep him/her supervised, and alert the athlete's parents of the players signs and symptoms.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform athlete's parents of FAYHA's suggested "Return to Play" guidelines.

### PARENTS

If you suspect your child has a concussion, you should take the following steps:

- 1) Remove athlete from play and alert their coaches of any prior concussions.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Review FAYHA's suggested "Return to Play" guidelines to ensure your child is healing their concussion properly.

### Return to play Guidelines

These guidelines are meant to act as a suggestion for players after they suffer a concussion. The length of each phase varies depending on the severity of the concussion, and should be decided based on consultation with a healthcare professional. Variables include past medical history, age, weight, severity of symptoms, return of symptoms, etc... There is no exact return to play timeline, however, it may vary from one-week to not being able to play again.

### **Phase #1: Head Injury Occurs**

Player should be taken out of play and be treated by an informed health care professional. Until cleared by an informed health care professional, players should refrain from any physical or brain intense activity. If cleared, they may return to play. If diagnosed with a concussion, complete these suggested guidelines.

### **Phase #2: Rest Period**

Concussed player should get plenty of rest and refrain from all physical and brain intense activity. Parents are urged to speak with the player's school to alert them to any possible side effects resulting from the concussion. Depending on the severity, players may want to refrain from exams, reading, computer, and video games.

### **End of Phase #2: Cleared by an Informed Healthcare Professional**

After completing phase #2, if players have been symptom free for 24 hours and cleared by an informed health care professional, the player should begin the return to play regiment below.

Players are suggested to complete each of the below phases for a minimum of 24 hours. Consult an informed health care professional and provide a copy of the examination note to the coach who will then give it to the FAYHA secretary.

### **Phase #3**

Light aerobic exercise (5-10 min) that does not drastically increase heart rate. Light walk is suggested. No weights, jumping, or skating.

### **Phase #4**

Add activity that increases heart rate & limited body and head movement. Light jog, brief run, and stationary bike are suggested.

### **Phase #5**

Heavy non-contact physical activity. Player is allowed back on the ice with no contact. Hard run or stationary bike is also suggested.

### **Phase #6**

Reintegrate back into full practices. If player is 100% symptom free, after phase #6 player may return to games.

\*Please consult an informed health care professional if the signs and symptoms continue throughout the return to play protocol.

## Parents Fact Sheet

### WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

**WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION? Signs Observed by Parents or Guardians** *If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

### Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

### WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

**1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

**2. Keep your child out of play.** Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

## Coaches Fact Sheet

### On-Bench Assessment

The following are ways to assess a player if you suspect a concussion. This is not a diagnostic tool, and the player should still be seen by a health care professional.

**MEMORY:** Ask the player questions they should know the answer to, such as date, period, opponent.

**FOCUS:** Talk with the player, are they focusing on the conversation? Able to speak with coherent sentences?

**PHYSICAL TEST:** Ask the player to touch their finger to their nose numerous times, is the player able to do this properly?

#### OBSERVED BY COACHING STAFF

1. Appears dazed or stunned
2. Is confused about assignment or position
3. Forgets general hockey plays (breakout, etc...)
4. Is unsure of game, score, or opponent
5. Moves clumsily
6. Answers questions slowly
7. Loses consciousness (even briefly)
8. Shows behavior or personality changes
9. Can't recall events prior to or after hit or fall

#### SYMPTOMS REPORTED BY ATHLETE

1. Headache or "pressure" in head
2. Nausea or vomiting
3. Balance problems or dizziness
4. Double or blurry vision
5. Sensitivity to light and/or noise
6. Feeling sluggish, hazy, foggy, or groggy
7. Concentration or memory problems
8. Confusion
9. Does not "feel right"

## Action Plan

**If you suspect a player has a concussion, you should take the following steps:**

- 1) Remove athlete from play, keep him/her supervised, and alert the athlete's parents of the player's signs and symptoms.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform athlete's parents of FAYHA's suggested "Return to Play" guidelines, and refer athlete's parents to the "Parents Fact Sheet".

### Sources:

Tearse, Hal. Concussion Guidelines.

Minnesota Hockey Center for Disease Control

# Pittsburgh Amateur Hockey League - Playoffs

## VIII. PLAYOFFS

### 1. SEASON CHAMPS:

- A. Season Champions will be recognized for 18U, 16U, 14U, 12U, and girls divisions 19U, 16U, 14U, and 12U.
- B. Season Champion teams will receive a PAHL Season Champion Banner and individual players will receive medals.
- C. The presentation of the season championship awards either immediately prior to the first playoff game/open division game, off the ice prior to the first playoff game or after the playoff game will be determined by the head coach. The head coach may also choose to waive a presentation and instead hand out the awards at another time.

### 2. PLAYOFFS – QUALIFYING TOURNAMENTS:

- A. All 18U, 16U, 14U, and 12U division teams, and all girls division 19U, 16U, 14U, and 12U teams must qualify for playoff participation by their performance and final standings in the PAHL regular season.
- B. The number of teams eligible to participate from each division will be as follows and will include approximately 40% of each division, with a minimum of 4 teams.

10 Teams or Less	Top 4 Make Playoffs
11 To 14 Teams	Top 6 Make Playoffs
15 or More Teams	Top 8 Make Playoffs

- C. The playoff seeding will be determined from the final PAHL regular season statistics and the higher seeded team in each game will be considered the “home” team.
- D. All divisions will follow a single elimination tournament format.
- E. All PAHL teams that have qualified for the PAHL playoffs must participate or a fine of \$1,000.00 will be assessed
- F. Playoff Champions will receive a PAHL Playoff Champion Banner and individual players will receive medals.
- G. Playoff Finalists (second place) will receive medals.

### 3. PLAYOFFS – OPEN DIVISION SEASON END TOURNAMENTS:

- A. All 10U division teams are eligible to enter the open division tournament for their divisions.
- B. Teams electing to attend the Open Division Season End Tournament (ODSET) will be required to register for the tournament and submit payment for their first game in advance.
- C. The tournament formats will be based on the number of teams attending and the most efficient round robin tournament game structure. The tournament seeding will be a random method. Awards will be given to 1st place, 2nd place, and “participants” – all players will receive an appropriate award.
- D. There will be no playoff/end of season tournament for mites.

#### **4. HOST ASSOCIATIONS:**

- A. Host associations / locations will be determined by the PAHL Executive Board after bids have been submitted for the playoff / ODSET divisions.
- B. The host association is responsible for the scheduling and all associated costs for the ice time, referees, EMTs, and security if required.
- C. The host association is responsible for contacting each PAHL team entered in the playoff tournament and informing them of their game times.
- D. Each host must choose a Playoff Director who is responsible for verifying team credentials, player eligibility, schedules, game results, etc.
- E. Each host must choose a Discipline Director who is responsible for resolving any minor discipline and/or rules violations at the playoff site; and resolving any major discipline and/or rules violations with the assistance of the PAHL Discipline Director or the PAHL Rules Director.
- F. All game misconducts and match penalties must be reported to the PAHL Discipline Director.

#### **5. PARTICIPATING TEAMS:**

- A. All teams participating in a playoff tournament must submit their team documents for review (see rule VII.7.A.) to the Playoff Director before their first game.
  - i. The Playoff director is empowered to determine the eligibility of any player, coach, or team.
  - ii. Protests can be heard following the “Protest Procedure” (telephone, faxes, and email will be used).
- B. All playoff teams will be charged an amount to be determined by the PAHL. All checks are to be made payable to the host association and paid prior to the start of each playoff game.
- C. All players must sign in before the start of each playoff game and be prepared to play 20 minutes ahead of the scheduled game time.

# FAYHA FUNDRAISING AND OFF ICE ACTIVITIES

## Fundraising

### **Golf Outing**

Time frame: Saturday June 2, 2018

Location: Duck Hollow Golf Club

Objective: Raise money and provide a day of fun for hockey parents and friends of hockey

Scope: Need gift baskets, donations, sponsorships (business, hole sponsors, player sponsors), and volunteers for different aspects of the event.

Committee: Led by Special Events Coordinator - Scott Humbert - [humbert@cvzoom.net](mailto:humbert@cvzoom.net)

### **Meat Ticket - Cow, Pig, Freezer**

Time frame: September 22, 2018

Objective: Raise funds to support hockey program

Scope: Each family will sell between 10-15 tickets

Committee: Led by Fundraising Coordinator- Lynn Bell - [fredlynnbell@gmail.com](mailto:fredlynnbell@gmail.com)

### **Black Friday Ticket**

Time frame: November 17, 2018

Objective: Raise funds to support hockey program

Scope: Each family will sell between 10-15 tickets

Committee: Led by Fundraising Coordinator - Lynn Bell - [fredlynnbell@gmail.com](mailto:fredlynnbell@gmail.com)

### **Meat Ticket - Cow, Pig, Freezer**

Time frame: January 2019

Objective: Raise funds to support hockey program

Scope: Each family will sell between 10-15 tickets

Committee: Led by Fundraising Coordinator- Lynn Bell - [fredlynnbell@gmail.com](mailto:fredlynnbell@gmail.com)

### **Spring Fling Ticket**

Time frame: February 2019

Objective: Raise funds to support hockey program

Scope: Each family will sell between 10-15 tickets

Committee: Led by Fundraising Coordinator- Lynn Bell - [fredlynnbell@gmail.com](mailto:fredlynnbell@gmail.com)

### **Comedy Shows**

Time frame: Two shows - Dates To Be Announced

Location: State Theater in Uniontown

Objective: Raise money and provide a day of fun for hockey parents and friends of hockey

Scope: Each family will sell two \$15 Tickets to each show (four tickets total). We receive \$5 from each ticket sold.

Committee: Led by Special Events Coordinator - Scott Humbert - [humbert@cvzoom.net](mailto:humbert@cvzoom.net)



## Marketing / Communications

### Website/Media

Time frame: August through July

Objective: Provide information to members and public

Scope: Acquire and post all information pertinent to the members and public

Committee: Led by Website/Media Coordinator - Kelly Moore - [kmoore31883@gmail.com](mailto:kmoore31883@gmail.com)

### Member Emails

Time frame: August through July

Objective: Provide timely communications to members

Scope: Acquire and distribute all information pertinent to the members. Respond or forward incoming emails

Committee: President Jeff Fleck - [iceminerspresident@gmail.com](mailto:iceminerspresident@gmail.com) / Vice President Jen O'Hern - [theoherns@atlanticbb.net](mailto:theoherns@atlanticbb.net)

## Meetings

### Board

Time frame: Monthly or Bi-Weekly; member meeting - at least one per year - TBD

Objective: To maintain and implement the mission and objectives of the Fayette Area Youth Hockey Association

Scope: Review, discuss and vote on the day-to-day business operations of the organization

Committee: Led by President Jeff Fleck - [iceminerspresident@gmail.com](mailto:iceminerspresident@gmail.com)

### Parent/Team

Time frame: August and January

Objective: Educate players and parents of various aspects of Fayette Area Youth Hockey Association

Scope: To let members voices be heard and to answer member questions

Committee: Head Coaches / VP Jen O'Hern - [theoherns@atlanticbb.net](mailto:theoherns@atlanticbb.net) / Treasurer Kim Fleck - [kimfleck66@gmail.com](mailto:kimfleck66@gmail.com) /  
Level Coordinators

### Discipline Committee

Time frame: As needed

Objective: To carry out and administer the provisions of the Discipline Policy

Scope: Review allegations, determine what infraction was violated, Issue punishment and report to board

Committee: Four people appointed by the President

### Level Coordinators

Time frame: First week of every month

Objective: Discuss any issues at each Level. Discuss progress of coaches and teams at each Level.

Committee: Director of Hockey - Jeff Fleck - [iceminerspresident@gmail.com](mailto:iceminerspresident@gmail.com)

### Head Coaches

Time frame: Monthly

Objective: To give reports on progression of team/players/assistant coaches. Review practice plans and team goals.

Committee: Director of Hockey - Jeff Fleck - [iceminerspresident@gmail.com](mailto:iceminerspresident@gmail.com)

### Hockey Committee

Time frame: When necessary

Objective: Discuss topics related to the FAYHA On-Ice Program and provide suggestions related to the on-ice curriculum,

Committee: Ad-Hoc - DoH, VP, Level Coordinators, Head Coaches, at least one Member from each level

## Coaches Application

Full Legal Name: \_\_\_\_\_ Street

Address \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone Number, Primary: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone Number Secondary: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Current USA Hockey Coaching Certification: None 1 2 3 4 5

Expiration Date: \_\_\_\_\_

Coaching Experience: (Circle all that apply)

Mini-Mite Mite Squirt PeeWee Bantam Midget High School or Higher

**Girls:** Level \_\_\_\_\_

Numbers of years Coaching Hockey: \_\_\_\_\_

Do you have a coaching resume: Yes No

What position are you applying for? \_\_\_\_\_

What level do you prefer to coach this upcoming season?

Mini-Mite Mite Squirt PeeWee Bantam Midget

Are you able to travel: Yes No

Highest Level of Hockey Played: \_\_\_\_\_

What special skills do you possess for this position?

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Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### FAYHA USE ONLY

Candidate Evaluation:	Comment: _____
Weak - 1 2 3 4 5 - Strong	_____
Seek applicant for position in future	_____
Yes or No	_____
Level Coached: _____	_____

## Fayette Area Youth Hockey Association Coaches Evaluation Form

Dear Parent,

Please take this opportunity to provide FAYHA with feedback regarding our current hockey coaches. This evaluation will help evaluate the coaching staff and provide both positive feedback and constructive criticism you may have for your team's coaches. Your input is extremely important to our program and will be kept anonymous. Please return this form to the address below by April 1, 2019. We encourage you to use the back of the page for any additional comments on your coach or the program that you would like to share with us.

Please return this form to the FAYHA office or mail to: FAYHA Ice Miners ATTN: Coaches Evaluation "Your Team Name"  
PO Box 123 Leisenring, PA 15455

Rating Scale:            Always = 1            Mostly = 2            Sometimes = 3            Never = 4

Coach Name:				
	Head Coach	Asst Coach	Asst Coach	Asst Coach
Communicates well w/parents				
Communicates well w/players				
Practices are run well				
Maintains control of players				
Effective at skill development				
Effective at game understanding				
Effective at relating to players				
Effective at motivating players				
Distributes playing time fairly				
Coach is reliable and prompt				
Coach is good role model				
Coach is positive				
Should FAYHA retain this coach for next season? <b>Yes or No</b>				

Did your child have FUN this season (Circle one):    yes    no    sometimes

Any additional comments: \_\_\_\_\_

2018-2019 Team: _____	Parent Name: _____	Player Name: _____
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*Please provide your name so the FAYHA Board may recognize this information to be legitimate. The Head Coach will get feedback from the Director of Hockey and/or the Vice President but evaluations will remain anonymous.*