



PENINSULA YOUTH HOCKEY ASSOCIATION HANDBOOK

The Peninsula Youth Hockey Association (PYHA) is a non-profit, volunteer-run organization designed to provide developmental programs for aspiring hockey players to learn basic skills for the sport in a healthy, competitive environment. We believe that mastering the fundamental skills and playing hockey in a safe and fun environment are essential to the development of a life-long love of the sport.

This handbook is designed to define the expectations of our players, further elaborate on the rules of the organization, and provide guidelines for items that are otherwise institutional knowledge. It is not an exhaustive list of club rules and expectations and will be updated as needed by the Board.

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CODE OF CONDUCT

All players, parents, volunteers, and coaches agree to our EVHL Code of Conduct as part of their condition of participation. By signing the Code of Conduct at registration, all Prowl are agreeing to the following:

- I will not use foul or obscene language or gestures, or commit disrespectful acts towards coaches, game officials, other members, spectators or our opponents.
- I will not be insubordinate to ANY coach, official or volunteer (e.g. refuse to participate in drills, fail to leave the ice when directed, disrespectfully argues a call or coaching decisions, etc.)
- I will conduct myself on and off the ice in a respectful manner
- I will notify the coach(es) or team manager as far in advance as possible if I will miss a game or practice.
- I will not fight.
- I will not steal, destroy, or deface property or equipment.
- I will not drink or possess alcohol, tobacco or illegal substances in the rink, locker room, parking lot or during any EVHL or team-sponsored event.
- I will endeavor to help my fellow members adhere to the Code of Conduct.

ZERO TOLERANCE FOR FIGHTING

PYHA is part of the EVHL – a non-fighting league. If fighting does occur, the parties involved will be dealt with per the USA Hockey rules, the EVHL rules, and the PYHA Club Rules and will be brought before the disciplinary committee. Ultimately the punishment will be at the discretion of the committee, however fighting will result in a minimum 30-day suspension from all Prowl activities.

MISCONDUCT PENALTY AT THE END OF A GAME

If a player receives a major penalty at the end of a game, the policy of the Prowl is that that player will serve the penalty at the beginning of the next league game. All major penalties issued at the end of a game will be reported immediately to the Board. A coach can appeal to the Board to have the requirement to serve the penalty at the beginning of the next game waived. The coach will need to explain the circumstances behind the penalty and provide their opinion for why the penalty should not be served.



CHECKING

The EVHL is a non-checking, limited contact league. PYHA will make an effort to provide opportunities for older athletes who are interested in playing at a higher level to learn how to give and take a check in a safe way. Any training provided does not give the athletes the right to use the skill in House games.

MANDATORY GEAR

Each player is personally responsible to wear protective equipment for all games, warm-ups and practices. Such equipment includes gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads, neck guards, mouthguards, and helmets with cages (see more detailed information on head protective gear below). All protective equipment must be designed specifically for ice hockey.

Head/Neck Protective Equipment

Neck guards

EVHL players at all age levels are required to wear neck guards or a certified neck guard shirt while on the ice. Failure to comply will result in the player being ruled off the ice.

Mouthguards

All players and goalkeepers must wear an internal mouthpiece during games, warm-ups, practices and clinics. Players not wearing a mouthguard will be asked to leave the ice. If you are missing your mouthguard when you arrive at the rink, please see a coach or manager.

Helmets

In accordance with USA Hockey Section 3, rule 304c, all players, including goalkeepers, are required to properly wear a HECC approved helmet as designed by the manufacturer and with no alterations and chin strap fastened properly. HECC certification includes an expiration date on the sticker and a helmet that has an expiration date that has expired is no longer considered certified. The player may not wear a helmet that does not have a valid and current certification sticker. The helmet must also include a cage. Failure to comply will result in the player being ruled off the ice.



PLAYERS/YOUTH ON THE BENCH, PENALTY BOX, OR SCOREKEEPER AREA

At the coach's discretion, a player/child who is not currently playing in a game or practice may be on the bench, in the penalty box, or in the scorekeeper area provided they wear a HECC certified helmet and cage. The only caveat to this rule is that players who are suspended are not allowed on the bench, penalty box, or scorekeeper area, regardless of gear.

LOCKER ROOM MONITORS

PYHA adheres to the USA Hockey guidelines for locker room monitoring by having a volunteer who has undergone a background check and SafeSport training in the vicinity of the locker rooms. Locker room monitors will not be assigned to be in the locker room. We encourage you to talk to your children about appropriate behavior in the locker rooms and remind them to adhere to the Code of Conduct policy.

TOURNAMENTS

We encourage our coaches and team managers to proactively seek out skill-appropriate tournaments for their teams to participate in during holiday breaks in our House Hockey schedule. This is a great way to provide players who are not in Select to experience competition against teams outside our league. Teams must consult with the PYHA Board in advance of registering for a tournament so we can supply rosters, help coordinate payment, and approve the tournament and players. If players other than Prowl House athletes will be participating in the tournament, the board will require proper release forms to be filled out.

NUMBER OF PRACTICES & GAMES

The House season promises 42 practices and 14 games plus playoffs for the U10 and older age groups. U8 will have a 14 games and 42 practices as well.



COACHING REQUIREMENTS

To become a coach for PYHA, you will need to do the following:

- 1) **USA Hockey Registration.** The first step in preparing to coach or continuing as a coach in a new season is to register as an "Adult Player / Coach" with USA Hockey. USA Hockey registrations expire each year on August 31st. Players (both youth and adult) and all coaches must obtain a new registration when beginning a new hockey season. The USA Hockey season begins September 1st of each year.
- 2) **SafeSport Training.** The safety of all PYHA participants is of paramount importance. USA Hockey SafeSport is the organization's program related to the safety and well-being of all PYHA members. USA Hockey Safesport training is valid for two seasons. **Coaches must have a current Safesport training certification before they can interact with the players in a coaching capacity.**
- 3) **Background Check.** All coaches must undergo a background check. PVAHA Background Screenings are valid for two seasons.
- 4) **USA Hockey Coaches Education Program (CEP).** All Coaches involved with PYHA activities must meet USA Hockey coaching certification requirements. Persons new to coaching will need to complete a USA Hockey Level 1 coaching clinic. Coaches previously certified will need to complete the next level coaching clinic or coaching recertification program. Coaches will then need to complete the USA Hockey Age Specific modules. These modules apply to the specific age groups the coach will be involved with. Keep in mind, some of our teams may have two age modules due to age make up of rosters. The deadline for completion of all coaching certification requirements is December 31st of each calendar year. Individuals who do not complete the requirements by December 31st will not be permitted to continue coaching for the remainder of the season.

TEAM MANAGERS

The team manager is responsible for the following:

- 1) Communicating with the families about game times, practices, and otherwise disseminating information.
- 2) Ensuring there is a scorekeeper and scoreboard operator for each home game and a penalty box supervisor for every game.
- 3) Preparing the scoresheets before the home games and ensuring the sheet is filled out prior to an away game.
- 4) Uploading game stats to the team web page and providing the Hockey Admin with the final scoresheet after each game.
- 5) Coordinating team get-togethers, coach's gifts and parents vs kids game



Team managers are selected by the coaches and approved by the board. The team manager will need to get a USA Hockey volunteer number, undergo a background check, and complete SafeSport training.

PLAYING UP / PLAYING DOWN

PYHA programming adheres to USA Hockey's American Development Model (ADM) of training. This means, among other things, that drills, practices, and skills are designed for age-specific groups and can be scaled to each player's ability through station work and small area games. USA Hockey does not allow U8 players to ever play up. It is at the club's discretion if players will be allowed to play up at the older age groups.

For a U10 or older player to move up, the player will be evaluated by the coach of the team within his/her age group, the coach of the older team and the Director of Hockey. Their recommendations will be taken to the board for approval. Because we adhere to ADM, it is very rare that a player will be allowed to play up.

Players may play down – at the discretion of the coaches and the Director of Hockey with board approval – if playing in his/her current age group poses a safety risk or developmental issue.

SOCIAL MEDIA

The Facebook site, "Peninsula Youth Hockey Association" (@PYHAProwl) is the public page, used by the board for recruiting and public facing notices. Anyone can like and follow. Don't post to this or tag it unless you intend for the posting to be viewed by the public. Because it is used largely for marketing/promotion, friend requests are largely ignored.

The Facebook Group "Peninsula Prowl Parents and Boosters" is a private group - you can request to join, and we will approve parents and family. This group is intended for you to share game photos, comments, etc. with other Prowl friends - it is NOT public. It is monitored, and we expect all participants to abide by the Prowl Code of Conduct in all postings.

If you would like a Facebook page for your team, we will create a similar closed group and grant administrative privileges to team managers and coaches. Please make any requests for this through your team managers to the membership committee.

If you're an Instagram user - that is much simpler - one Instagram page: PYHA_Prowl.

We currently do not have an official Twitter presence.



The board or official committees are the only groups that can create a social media presence for the Prowl. Any presence set up without prior approval will be shut down.

JERSEYS, JERSEY NUMBERS, AND SOCKS

Jersey orders are no longer done in bulk – you can order on your own directly from the prowlhockey.com website. That said, you need to make sure you have an approved assigned number. If your child is new and has not played previously or you are not sure of what number he/she is email the VP of Hockey Administration (hockeyadmin@prowlhockey.com) to learn what numbers are available/what your child's number was. We do have sizing jerseys at the rink and can do a fitting anytime by appointment (or request).

Prowl socks are the Boston Bruins pattern, and can be found online from multiple sources, or at the Iceplex Pro Shop. The Prowl does not offer a separate ordering site for socks.

PAYMENT REQUIREMENTS & EXPECTATIONS

PYHA offers a payment plan for the season. It is expected that credit card information will be up-to-date and automatic payments will be made on time. That said, anyone who has not paid in full by December 31 will not be allowed back on the ice after Christmas break.

For athletes who are participating in our Learn to Play/Hockey U programs and are ready to join the season after the start date may do so prior to December 31.

MUSIC

Music may be played during games from the scorekeeper's box. Music aired must not contain explicit lyrics. Airing explicit lyrics will be treated as a Code of Conduct violation. Music will not be played during practices, except at the request of the coach. If a game official, coach or rink official asks that the music be turned down or off, this request must be followed.

Let the Music Play – How to Operate the Music Box in 4 Easy Steps

1. Before going to the scorekeeper box; go check at the front office to be sure the music is turned on and up (unless of course you just heard someone playing music).
2. The box you will hook up to your music is located in the score keeper box.



3. If you have an iPhone with no aux jack; you will need to bring your connector to make it work.
4. Just plug in the aux jack to your phone or device you are using to play music and use the knob that it is connected to that line to turn volume up and down.

INCLEMENT WEATHER

The general rule of thumb is if the rink is open, we will have practice/games. That said, please use your best judgement. If you are not comfortable driving in the inclement weather, please stay home. If you aren't going to make it to practice or a game due to weather, please let your coach or manager know. If we do plan to cancel practice or a game, we will do our best to notify you as early as possible.



SCOREBOARD OPERATING INSTRUCTIONS

Getting Started:

1. Turn on scoreboard using the rocker switch on the back of the control panel.
2. On the keypad, arrow down to "Hockey" then select "Enter" (it may take up to a minute to appear on the panel)
3. To automatically set all periods to 15 minutes, select the arrow next to "Menu"
 - a. Use arrows to highlight "Per Len" number
 - b. Use +/- key to set to 15
 - c. Select "Save All"
 - d. Then select "To Game"

To Set Warm-Up Time (prior to game beginning) on Master Clock

1. Use arrows under Start/Stop button to highlight time at top of scoreboard control console
2. Press numbers to set time. For example, for 3 minutes push 3 0 0 and then press enter
3. Use arrows to highlight period number. Enter "0" for the warm-up period
4. Push Start/Stop button when the last player comes onto the ice to warm up
5. When the horn sounds at the end of the warm-up period, "Cancel Intermission" will appear at bottom of display. Press any arrow below "Cancel Intermission" and the period number should advance to "1"

To Set Period Time on Master Clock (if default time is not 15 minutes)

1. Use arrows under Start/Stop button to highlight time at top of scoreboard control console
2. Press numbers to set time. For example, for 15 minutes, push 1 5 0 0 and then press "Enter"
3. Check the scoreboard to make sure it is correct
*Press "Clear" to remove cursor/highlight at any time from the scoreboard console control

Starting and Stopping Clock During Games

1. To start the clock counting down (when puck is dropped by the official) push "Start/Stop" button.
2. To stop the clock (when a whistle is blown by the official) push the "Start/Stop" button

Intermission Between Periods

1. Intermission will automatically come up on scoreboard when period ends. Default is 1 minute.



2. "Push Start/Stop" button to begin the clock countdown when all players have skated back to their respective benches at the end of the period.
3. When 1 minute has expired, the horn will automatically sound and the main scoreboard will appear, advancing to the next period.
 - a. If the period does not change automatically, refer to "To Set Period on Master Clock" section of this document and follow the instructions to set the period.
4. To change the intermission time, highlight time with arrows, input desired time and press "Enter."
5. To start or stop the intermission time, simply hit the "Start/Stop" button.
6. To cancel intermission, push any of the "up arrow" buttons beneath the words "Cancel Intermission" on the control pad. This will send you back to the main clock.

How to Enter a Score/Goal

wait for the official to say it is a goal before adding it to the scoreboard

1. For a Home team goal, press "Home Score"
2. For a Guest/Away team goal, press "Guest Score"

How to Enter a Shot on Goal

A shot is defined as a puck that would have gone in the net had the goalie not been there/stopped it. If it goes in the net, it is considered a shot.

1. For a Home team shot on goal, press arrow under "Home Shots" on the console
2. For a Guest/Away team shot on goal, press arrow under "Guest Shots" on the console

How to Enter a Penalty

1. Push the Start/Stop button on the clock to stop the clock (you cannot enter a penalty while the clock is running)
 - a. Press "PNLTY Clock" arrow on the right side of the screen
 - b. Press "Add" – a small box with the PLR/Penalty will appear. The player's number (PLR) that committed the penalty does not have to be entered. Even if you do, it will not appear on the master scoreboard. If you enter the number, make sure to press "Enter" once done.
 - c. To enter the penalty time, use arrows and move the cursor to the time "0:00" under the word "Penalty" in the small box. Enter time; the default is 2:00
 - d. Select arrow under "Home" or "Guest" (whomever committed the penalty)
 - e. Press "Main Board" to return to the scoreboard
2. If a second penalty occurs, enter the same as the first.
3. If both teams take a penalty at the same time, select add to both "Home" and "Guest."



To Cancel a Penalty

1. Select "PNLTY Clock" using the arrow to the right of the screen
2. Arrow to highlight time on penalty to be cancelled
3. Press arrow below cancel
4. Press arrow by "Main Board" to return to the main scoreboard

How to Enter a Timeout

see warning below

1. Press arrow under "Home T/O" or "Guest T/O" depending on which team called it. The default time is 1:00
2. Press start/stop

Warning: Once you have selected a Home or Guest T/O you cannot cancel it. The clock must run out before you can get back to the main scoreboard screen. You can, however, shorten the time by stopping the clock using the "Start/Stop" button, highlighting the time using the arrows and entering a shorter amount of time (for example, 2 seconds), then pushing "Start/Stop" and waiting for the horn to sound.

What to Do if the Scoreboard Freezes

1. Make note of the time remaining in the period and turn the rocker switch off, wait a few seconds and then turn it on again.
2. When the main menu appears, arrow down to "Recover Game" option and select "Enter" This should put the scoreboard back to how it was before it froze. If this does not work, you will have to re-enter all of the information for the scoreboard manually using the scoresheet and the time.