

TUPPER LAKE YOUTH HOCKEY

HANDBOOK

TUPPER LAKE YOUTH HOCKEY ASSOCIATION | P.O. BOX 632 TUPPER LAKE, NY 12986

Introduction

Welcome to the Tupper Lake Hockey Association.

The Tupper Lake Hockey Association provides boys and girls residing in the Tupper Lake Central School District & surrounding areas the opportunity to participate in the sport of youth hockey.

GOALS OF THE TUPPER LAKE HOCKEY ASSOCIATION

Our goal is to provide an organization and environment that allows youth hockey players an opportunity to grow as individuals and develop ice hockey skills by:

- Giving skaters the opportunity to participate in competitive hockey regardless of their skill level.
- Encouraging skaters to achieve individual and team goals through positive reinforcement.
- Providing practice and game facilities that are safe and always supervised by qualified coaches.
- Promoting the ideals of teamwork, sportsmanship, competition, and fair play in victory and defeat.
- Encouraging parent involvement and guidance in helping skaters achieve their individual and team goals.
- Teaching skaters the importance of practice time and proper equipment.



The Association's activities are carried out by a Board of Directors (the Board), and several committees. All activities are governed by the Association's by-laws as well as NYSAHA and USA Hockey. Members of the Board are elected by the membership, and committee members are appointed by the Board. The Board generally meets once a month, on the first Monday, with the meeting convening at 6:30 P.M. (this is subject to change). The Board meetings are typically held at the Tupper Lake Civic Center but may at times be moved to an alternate location. Parents/members are encouraged to attend any of the Board meetings but should first verify the date and time.



As a Tupper Lake Hockey Association member, you will be called upon to participate in the operation of the Association. Committee work includes coaching, fundraising, scheduling and tournaments to name a few. Parents/members are also needed to serve as team managers, coaches, jersey and equipment managers, scorekeepers, penalty box attendants, time clock operators, locker room attendants (once Safe sport training is completed), as well as board members. Please consider where you can contribute to the betterment of the Association. Your involvement will offer opportunities to meet other parents in the Association, and you will experience the satisfaction of providing the highest quality youth hockey program for all our skaters. The Tupper Lake Civic Center is operated by the Tupper Lake Central School District. The rink manager,

employed by the school district, oversees the day-to-day operations of the rink. The Tupper Lake Hockey Association will maintain a positive working environment with the school and rink manager.



YOUTH HOCKEY'S ORGANIZATIONAL FRAMEWORK

The Tupper Lake Hockey Association is a member of the North Section of New York State Amateur Hockey Association (NYSAHA), which governs youth hockey in New York State. We are a Tier III Association. NYSAHA is an affiliate of the USA Hockey Association. Each of these bodies has rules governing the sport of youth hockey.



TUPPER LAKE HOCKEY ASSOCIATION'S ORGANIZATIONAL STRUCTURE

Board of Directors

The Board of Directors is the governing body of Tupper Lake Youth Hockey Association. The Board consists of a President, Vice-President, Secretary, Treasurer, Fundraising Coordinator, On Ice Official Coordinator, Safe sport Coordinator and other duties that may be assigned by the Board to help run the operations of the Association. The board will also have a division representative for each age level. This includes Initiation, 6U Cross-Ice (Mini-Mites), 8U Cross-Ice (Mites), 10U (Squirts), 12U (Peewee), 14U (Bantam) and 16U, 18U (Midgets). Board members (except the Ice Scheduler, ACE Coordinator, Fundraising Coordinator, and Webmaster, who are appointed by the Board) are elected by the membership at the annual meeting of the Association, held between the months of March and May. They will serve for two years. The Executive Committee is represented by the President, Vice-President, Treasurer and Secretary.

PRESIDENT

The President shall preside at all meetings and have general supervision of all affairs of the Association. The President shall act as Agent of the Association.

IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall assist the President/Board as requested with duties and matters pertaining to the Board functions and duties, will be available for assistance, and counsel on Tupper Lake Hockey business. The Immediate Past-President shall also provide advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the association and will support the President and the Vice President on an as-needed basis.

VICE PRESIDENT

The Vice President shall perform all the duties of the President in the event of his/her absence or disability, and such other duties as the president shall prescribe.

SECRETARY

The Secretary shall keep a record of all the proceedings at the meeting of the membership and Directory, and safely and systematically keep all books, papers, records and documents belonging to the Association or in any way pertaining to the business thereof.

TREASURER

The treasurer shall keep and account for all monies, credits and property of any and every nature of the Association that come into his or her hands; keep an accurate account of all monies received and disbursed and of money and property on hand; and generally, keep all matters pertaining to his or her office as required by the Board of Directors. Unless otherwise provided by the By-Laws or the Board of Directors, he or she shall sign all checks, drafts and vouchers by or through which the monies of the Association are disbursed. The Treasurer shall also manage the building of the Association's annual budget.



REGISTRAR

The Registrar shall account for all skater registrations, including the USA Hockey registrations for both skaters and coaches. Any payments accompanying registration shall be accounted for and passed along to the Association Treasurer. In addition, the Registrar shall process paperwork for transferring skaters, and Association skaters born outside of the United States, for submission to NYSAHA and/or USA Hockey. The Registrar shall prepare official team rosters and submit them to NYSAHA prior to the deadline of December 31st, and distribute patches earned by players at the end of the season. All monies received, statements and inventories of monies received, and generally all matters pertaining to his or her office shall be reported to the Board of Directors.

AGE LEVEL DIRECTORS (ALDs) (BOARD APPOINTED)

The Age Level Directors consist of five to seven (5-7) appointed officials that serve one-year terms. Age Level Directors are responsible for addressing any issues that arise with players, coaches, parents or teams during the year at their level as a committee. Age Level Directors shall assist with the registration and needs of all skaters at their level. The Age-Level Director (ALD) is the communication link between the Board of Directors and the Team Manager, the Team Manager is the link for parents and coaches, to share and deliver information.

GAME SCHEDULER (BOARD/Coach APPOINTED)

The game scheduler shall be responsible for the scheduling of games, both home and away for a particular team. The Game Scheduler shall coordinate with the ice arena manager, age level directors, board members and coaches to develop game schedules. The Game Scheduler will communicate to parents/participants/coaches via the an application chosen by the Board and the Association website at www.tupperlakehockey.com .

ASSOCIATION COACHING AND EDUCATION (ACE) DIRECTOR (BOARD APPOINTED)

The ACE Director is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In their role, the Association Ace Director organizes and manages the CEP requirements, assists Tupper Lake Youth Hockey in the development of a well-trained coaching staff, promotes parent education, and provides clear goals and objective for player skill development.

FUNDRAISING COORDINATOR (BOARD APPOINTED)

The Fundraising Coordinator shall assist the organization with various organizational events. The Fundraising Coordinator will also facilitate and organize any and all fundraising events and efforts for the Association. Fundraising for the Association helps cover the cost of ice time and tournament monies, that are not fully covered by our low registration fees.

WEBMASTER (BOARD APPOINTED)

The Webmaster is responsible for the design and management of the Association's website and distribution of information to the Association membership. The Webmaster shall; create and administer pages on the website via the online site administration tools provided by the website host; manage website administrator accounts and privileges; work with the Registrar to ensure the accuracy of the website membership database information; work with the Registrar and Treasurer to facilitate online registration; and handles posting of association-related information in a timely fashion.



COMMITTEES, COORDINATORS, TEAM MANAGERS, AND COACHES

COACHES COMMITTEE

The Coaches Committee is comprised of senior coaches and is chaired by the Association Coaching and Education (ACE) Director. All coaches must be certified at the appropriate level through USA Hockey Coaches Education Program. The Committee meets to establish policy, conduct interviews for assigning coaches, and hold disciplinary hearings when necessary. Their recommendations for coaching assignments are submitted to the board for final approval. The Coaches Committee also sets player development skills standards, works to maintain a consistent coaching philosophy, and maintains a library for coaching manuals, drill books, videos, and on-line resources.

Coaches

The coaches direct the players at practices and games/scrimmages. Many of our coaches are parents of skaters, but there are also non-parent coaches on our staff. All of our coaches are unpaid volunteers. They are required to attend USA Hockey certification clinics to learn and develop coaching skills. Coaches are responsible for communicating team rules to skaters and parents.

TOURNAMENT COMMITTEE

The Tournament Committee organizes and operates Tupper Lake hosted tournaments at the Tupper Lake Civic Center. A tournament chair is appointed by the Board each year.

RENTAL EQUIPMENT MANAGER

The Rental Equipment Manager oversees the rental equipment inventory, distributing and collecting rental equipment, and collecting deposits and fees for rental equipment. The Rental Equipment Manager also makes recommendations to the Board when equipment needs to be purchased.

GOALIE EQUIPMENT MANAGER

The Goalie Equipment Manager oversees distributing and collecting the goaltending equipment within the Association.

TEAM MANAGERS

Team Managers (TM) are the parents who volunteer to assist the head coach in managing the activities of each team. The TM is responsible for distributing information to the skaters and their parents. Communication to the team is done through the Tupper Lake Hockey website, www.tupperlakehockey.com and an alternate APP type application selected at the beginning of each season. The TM may find another parent volunteer to manage or assist with tournament duties and other team duties. The TM is the communication link between the parents, the coaches and the Age-Level Director (ALD) for that level and the Board of Directors.



SKATE AGE LEVELS

The following age classification shall apply for the 2023-2024 season:

AGE	YEAR OF BIRTH	LEVEL
	2019	Learn to Skate
5 – 6	2018 – 2017	6U Cross Ice (Mini-Mite)
7 – 8	2016 - 2015	8U Cross Ice (Mite)
9 – 10	2014 - 2013	10U (Squirt)
11 – 12	2012 – 2011	12U (Peewee)
13 – 14	2010 – 2009	14U (Bantam)
15 – 18	2008 – 2005	16u-18U (Midget)



REGISTRATION

Registration forms can be found on Association's Website at www.tupperlakehockey.com or at an open enrollment event.

Fees for the season are as follows:

First year Learn to Skate – No Charge	
Mini-Mites	- \$175.00
Mites	- \$250.00
Squirts	- \$350.00
Peewees, Bantam, etc	- \$375.00
Family 1 st Member	
2 nd Member +	- full price (at highest level) ea additional 75% discount.

We allow dual rostered players, but not practice only participants. The player must be an active participant with TLYHA.

ALL of our players are expected to participate in Association Fundraising and volunteer for any events hosted. This is extremely important to keep registration costs low. We will be requiring all families to sell 10 50/50 tickets at the beginning of the season.

Tupper Lake Hockey has funding and scholarship opportunities available to assist families and skaters with the cost of playing hockey. Applications for scholarship can be requested by a request sent to tupperlakehockey@gmail.com. Once the application is returned it will be submitted to the board for review/approval. It is important that our Association not allow family financial challenges to be a reason for non-participation in this great game. The scholarship may only be requested once per player. The parent/guardian and player must be active participant in the association and participate in all fundraisers.

Payments: payments are expected in full at time of registration. (A charge of \$40 will be added to the amount due for any returned checks.) No skater is allowed on ice till registration and payment is completed.



CODE OF CONDUCT

The Tupper Lake Hockey Association promotes and enforces standards for acceptable behavior for all association members including parents, skaters and coaches. Each member is required to read, sign and submit a Code of Conduct form every season and agree to promote a positive experience and abide by the expectations of the association

as well as that of NYSASHA and USA Hockey at all games, practices and sanctioned events.

Questions or concerns regarding Code of Conduct Violations can be directed to the Age Level Director (ALD) at the level for which you have a concern or potential violation to report.

Please take an opportunity to review our Association Code of Conduct forms and familiarize yourself with our expectations for behaving during the season. Tupper Lake Hockey is a ZERO TOLERANCE Association.



EQUIPMENT

It is essential for the protection and safety of the skaters that they have properly fitted equipment. It is not necessary to buy new or the most expensive equipment, but it must be the right size to give proper protection. If you are not familiar with hockey equipment, please seek out people who are more knowledgeable about proper fitting of equipment. Suggested resources include MVP Spots, Play-It-Again Sports and other like facilities. There are also a variety of dealers on-line. You may also seek out the help of our Equipment Manager. The following equipment is necessary:

Athletic supporter with cup/pelvic protector, shin guards, hockey socks, hockey pants, elbow pads, shoulder pads, hockey practice jersey (game jersey's are not to be worn during practices), a HECC approved helmet and face mask that is not expired, hockey gloves, chest protector, 1 or 2 hockey sticks, hockey skates, mouth guard and a neck guard (neck guards are mandatory in our association). Game jersey's are supplied for Mites and under. Squirts and higher, jersey's can be purchased at the beginning of the season through our supplier for a limited time when the "store website" is active.



JERSEY NUMBERS

Please do not expect that your player will keep the same player number through Mites and into Squirts; at Mite level the Association will provide you a jersey to use, and numbers will change with the sizing. Upon reaching the Squirt Level (10u), skaters will be asked to purchase jerseys with a number, to maintain and keep track. We try to allow players to keep their numbers while moving up through Tupper Lake Hockey, if possible, however sometimes it is not possible.

Should there be jersey number conflict amongst multiple skaters at a level or on the same rostered team, Tupper Lake Hockey will employ the following "tie-breaker" rules to determine who will retain the number:

1. The skater with most seasons registered with the association or
2. If the skaters have been here for the same amount of years, it will be a coin toss conducted by the ALD of level with the disputed member.



FUNDRAISERS

The association conducts many fundraising activities to help families defray the costs of ice fees, tournament fees, allow the association to host fun events. Any fundraising ideas or suggestions can be brought to the fundraising coordinator(s).

All associations members are expected to participate and/or volunteer at our activity fundraisers.



SKATING AT A HIGHER AGE CLASSIFICATION

USA Hockey rules allow player to play up one age group. The Tupper Lake Hockey Association will allow a player to play up one age group, provided the following requirement are met before coming to the Board:

- notification is made prior to the coming season.
- player is only moving up one age classification
- player has coaches' recommendation for higher level.
- player parent/guardian approves of the moving up to the higher level.

The Board of Directors will determine if the move will adversely affect team sizes at either age classification. The Board will factor in the advice of ACE director.

This policy is primarily for players the have demonstrated exceptional skills and by play up they will have the opportunity to compete at a level of play that is appropriate for the skill level.

Please note that at no time would we consider a movement from Mites to Squirts. USA Hockey does not condone this under any circumstances due to multiple development factors.

Furthermore, the Tupper Lake Hockey Association, Board of Directors, will always consider the success of the entire organization when making decision regarding skater placement, coaching assignment, or any other decision as the operation of the Tupper Lake Hockey Association.