



Title: Membership Guidelines and Policy

Document Number:	0001	Revision:	A: 12/30/18
Document Type:	Policy	Effective Date:	10/15/2018
Document Title:	Membership Guidelines and Policy		Approval Date:
Signed Approval:	Secretary	/s/ Stacey Belisle	10/02/2018
	President	/s/ Randy Wiederin	

1.0 Overview Section

1.1 Purpose:

The purpose of this policy is to provide guidelines and expectations for SYHA association members. It outlines expectations of SYHA members to remain in good standing including, but not limited to, work hours and conduct.

1.2 Scope:

This policy applies to all members of the association and people associated with the Somerset Youth Hockey Association.

1.3 Implementation:

Implementation is in accordance with *Effective by Date*.

1.4 Responsibilities:

Function Responsibility

Association Members (Parents/Volunteers)	To work volunteer hours and abide by aspects of this policy
Team Managers	Be aware of this policy and communicate its specifics to members on the team they are responsible for managing. Communicate the policy to the members of the team they are managing.
Coaches	Be familiar with this policy and work with the coaches committee and parent(s) to resolve issues
Employees	Be familiar with this policy and abide by its guidelines.
Board Members	Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve in a timely manner.

1.5 Rationale:

The purpose of this policy is to outline what constitutes membership with Somerset Youth Hockey Association and the responsibilities associated with said membership.

2.0 Definitions

Term Definition

None

3.0 General Policy Statement

The Somerset Youth Hockey Association is open to all parents, guardians, players, and coaches of the players within the boundaries of the Somerset School District. Anyone outside this jurisdiction may apply to the Board for membership. The SYHA does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or sexual orientation in the administration of its by-laws, policies and procedures.



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3.1 Procedure

3.1.1 Membership

Membership shall consist of individuals who abide by the SYHA Code of Conduct and meet any of the following:

- A. Participate in any hockey programs of the organization.
- B. Are parents or legal guardians representing hockey participants under the age of 19.
- C. Individuals elected to the Board of Directors.
- D. Are coaches and/or volunteers approved by the Board of Directors and registered with USA Hockey.

All Members who are parents or guardians of a player shall:

- A. Participate in a variety of duties that will benefit the organization.
- B. Act as a voting body for the purposes of electing the BOARD OF DIRECTORS.
- C. Remain current with all financial obligations to the organization.

Volunteer Hours

In order to keep our rink running successfully, members are required to complete a number of volunteer hours, depending on the level of play of their child. Junior Spartan families are required to complete 10 volunteer hours per session during the season. They are not required to complete off season hours. Squirts/U-10, PeeWee/U12, and Bantam/U14 are required to complete 25 in season volunteer hours and 20 off season volunteer hours.

If a volunteer shift is cancelled less than 24 hours prior to the start of the shift, or if there is a no show for the shift, the family will incur a \$55.00 fee. Said fee must be paid within 30 days from the date of the scheduled shift. If there are two or more shifts that are late cancellations (less than 24 hours notice) or no shows, that member shall be required to find alternative ways to fulfill their hours, or pay for their hours upfront.

Families are responsible to make sure the hours they work have been credited on the Completed Volunteer Hours Tracking Spreadsheet.

What counts for volunteer hours: concessions (mandatory 5 hours per family), designated rink projects (pre-approved), concerts, fundraising events (pre-approved), cleaning (pre-approved), working games – home and away (scorekeeper, time clock and penalty box), board positions, and coaching. Hours worked at your home tournament do not count for your volunteer hours requirement.

One hour of time will be given per game or practice for locker room monitor. If a Locker Room Monitor isn't available to supervise, it is acceptable for coaches to supervise, standing outside by the door.



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All Locker Room Monitors are required to complete Safe Sport through USA Hockey. One hour will be credited when the Certificate of Completion is submitted to the Secretary of the Association.

Head coaches and team managers will be credited both in and out of season hours.

Assistant coaches will be credited 25 in-season hours, but still must complete their 20 off season hours. If a assistant coach coaches for more than one team, they will also receive their off season hours, with the understanding they make every effort to make as many practices and games possible for each team they coach.

A maximum of 10 hours can be carried over from in season work to the required 20 hours off season requirement.

3.1.4 Code of Conduct

All members, coaches, players, Board members, and employees are required to sign a code of conduct and conduct themselves in such a manner that relates positively on the SYHA.

4.0 Document Information

4.1 Attachments

Code of Conduct

Parents Code of Conduct

4.2 Distribution:

Available to all of the following on the SYHA website:

Board of Directors

Coaches

Parents

Members

Employees

4.3 Description of Change

Revision A: revised volunteer hours carry over to off-season from 5 hours to 10 hours. Approved via email 12/30/18.

Revisions B: revised coaching credit to credit coaches who coach multiple teams.

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