

# Glenwood Springs Youth Hockey Association

## Members Handbook

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## General and Administrative Information

This handbook is published for the members of the Glenwood Springs Youth Hockey Association providing a reference to various aspects of the association and its operation. This handbook provides a framework for players, parents, coaches and board members for all aspects of the program.

## Philosophy Statement

Glenwood Springs Youth Hockey Association will provide an opportunity for youth in the vicinity of the Roaring Fork Valley to participate in a recreational and competitive hockey program. This program will promote sportsmanship and team play, and will work to build self-esteem and character. Glenwood Youth Hockey will field a team in each age division at which it can be competitive.

## Organization

### *The Board of Directors*

The Board of Directors administers and manages all Glenwood Springs Youth Hockey Association (GSYHA) programs, procedures, and activities. The GSYHA board meets once a month. A member may request an item to be placed on the agenda by contacting the GSYHA President or Secretary. This can be done by calling or emailing the President or Secretary at least a week in advance of the meeting.

Meeting minutes of all board meetings will be posted to the association web site at the end of each month, with the exception of executive meetings that include parent / player / coaching grievances meetings which will remain party specific and confidential to those involved. We are always seeking volunteers to keep the club moving forward, please volunteer by contacting one of the board members.

### Board of Directors Responsibilities

- Serve the entire GSYHA membership fairly, without prejudice for your own children or friends.
- Take the initiative when accepting a director position to understand your responsibilities and the time frames in which your work needs to be done.
- Understand the impact of your decisions.
- Attend GSYHA Board meetings.
- Be prepared with your committee updates for each Board meeting.
- Be supportive of other Board members and Board decisions.
- GSYHA Board members are subject to formal background checks.

### BOARD OF DIRECTORS

The current Board of Directors with contact information can be found at [www.grizzlyhockey.com/about/bod.html](http://www.grizzlyhockey.com/about/bod.html)

Please feel free to email any board member with questions or concerns.

## ***Director of Hockey***

The Director of Hockey is a paid position within GSYHA. Responsibilities (not limited to):

- Plan, organize, execute periodic skills workshops for players, parents, and coaches.
- Develop and evaluate practice sessions, providing feedback to coaches.
- Communicate with the District ACE Director, USA Hockey and other state associations on all issues related to coaching, and player development.
- Ensure GSYHA is promoting age-specific skill development.
- Participate in fundraising efforts.
- Establish and maintain a resource center for players, parents, and coaches.
- Ensure certification requirements are met with GSYHA coaches.
- Administer parent education programs, update Handbook.
- Participate in fundraising efforts and secure sponsors.
- Administer on-line registration.
- Develop recruiting campaign/ activities to increase membership.
- Provide assistance to coaches and managers for scheduling scrimmages.
- Develop feedback mechanism for coaches and parents, concerning player development.

## **General Information Regarding GSYHA**

### ***Member Handbook and Membership Responsibility***

The Member Handbook and its contents, policies and procedures are developed and approved by the GSYHA Board of Directors. Any changes or modifications require GSYHA Board of Directors approval. Parents, Players and Coaches must be aware and engage the handbook for reference purposes. Individual members are responsible to hold knowledge of the contents of this handbook and the policies and procedures.

### ***Support Our Sponsors***

The GSYHA relies on its team sponsors to provide a source of income to our hockey program. These sponsors provide support and income that reduces registration fees. It is imperative that we recognize these sponsors for their contribution to our youth and the GSYHA program. Please acknowledge them by patronizing their business, and let them know that you appreciate their support.

### ***GSYHA Affiliates***

The GSYHA is formally affiliated and holds a franchise agreement with the Colorado Hockey Association ("CAHA"). GSYHA will abide by and act in strict accordance with the Articles of Incorporation, Bylaws, Rules and Regulations, and playing rules of USA Hockey and CAHA. All Coaches, Players and Teams shall be registered with USA Hockey and CAHA to participate. CAHA is the recognized state affiliate of USA Hockey, which governs all amateur hockey in the United States. Many of the rules that we enforce, such as age classifications, playing rules, level classifications, etc. are established by either USA Hockey or CAHA. GSYHA plays association teams and league games within the Continental Divide Youth Hockey League (CDYHL), and GSYHA acknowledges and embraces the policies and rules of these affiliates, we encourage all members of GSYHA to reference these affiliate's web sites and understand the rules and policy of these affiliates which are engaged and followed by GSYHA.

USA HOCKEY [www.usahockey.com](http://www.usahockey.com)

CAHA <http://www.coloradoamateurhockey.org>

CDYHL [www.cdyhl.com](http://www.cdyhl.com)

RMVHL

## ***Insurance***

The Glenwood Springs Youth Hockey Association annual budget provides for USA Hockey Insurance Coverage for registered coaches per team and all registered players. This insurance is the major component of the registration fee charged by USA Hockey.

This coverage is for injury during hockey activities and "kicks in" after a significant deductible, as prescribed by the USA Hockey insurance policy, has been expended.

Specific and detailed information on USA Hockey Insurance coverage can be found at the USA Hockey web site: [http://www.usahockey.com/risk/main\\_site/main/home/](http://www.usahockey.com/risk/main_site/main/home/)

## ***Volunteers***

As with most youth programs, the adults that manage the program, assist with occasional activities, coach or act as team managers are all volunteers. Volunteers are extremely important to GSYHA. Without volunteers, there would be no GSYHA! If you wish to volunteer with GSYHA please contact a board member to start the process, as we are always looking for additional assistance.

## ***Membership***

According to the GSYHA By-laws, membership is granted when a parent or legal guardian registers a child with the GSYHA for the upcoming hockey season. Adults without a registered child in the program may be granted membership with approval of the Board of Directors. For example, this is done for our non-parent coaches. As a member, you have the right to attend monthly board meetings, speak during open discussion sessions at board meetings, be elected into a board position and vote at the board election held each year. You are also required to stay current with your financial obligation to the GSYHA and to participate in all required fundraising activities. You are expected to abide by the rules of the GSYHA, CAHA, and USA Hockey.

## ***Registration Fees and Payment Schedule:***

The fees for the GSYHA season are detailed within the registration documents posted on our web site at the beginning of each season. These fees are age specific and reflect annual increases or decreases based on operational costs and association fees. All registration details are outlined within the registration packet and forms.

It is the responsibility of the parent / player to have their association fees paid in full by the established date within the registration forms, and GSYHA reserves the right to remove a player from league play if these fees are not paid in full by the established date. These fees include all fundraising sale proceeds, base league fees and jersey fees.

Players will not be allowed to register within GSYHA for annual play until all prior year debts or outstanding league fees are paid in full, as these league fees will not be forgiven from prior years.

## ***Fees for Goalies***

Full time goalies will pay ½ tuition from the stated fees for the level they play. If a goalie decides not to continue playing the position during the season the full fee will be assessed.

## ***Refund Policy***

The GSYHA adopted a formal refund policy that will be applied in all cases when a registered participant wishes to withdraw from the program. This policy will be applied equitably across all cases of withdrawal from the GSYHA and at all levels. This policy was adopted with consideration that the GSYHA incurs costs almost immediately after a child is registered. Many of these costs

are not refundable to the GSYHA by the district, or USA Hockey, and as such, we cannot refund them to the participant. Once a decision to withdraw is made, it is the member's responsibility to immediately notify the President and follow up with a written request for a refund if they feel one is due. The President, Vice President, Registrar and Treasurer will review the written policy and determine what, if any, refund will be allowed. Injuries are a part of the game of hockey and generally are not allowable reasons for withdrawing from the program and requesting a refund. If a player incurs a season ending injury, the parent of the player may approach the President who will present the issue to the GSYHA board to determine the most appropriate course of action.

### ***Financial Aid***

Registrants may request financial assistance by submitting application to the Board of Directors. Financial assistance shall be based on need and subject to approval by the Board of Directors. Applicants may be required to provide proof of income and other personal information. GSYHA will take necessary and reasonable precautions to protect the privacy of applicants.

### ***Family Catastrophe***

The Board of Directors reserves the right to suspend all of the above requirements of fees of any member in the event that a catastrophe befalls a person or persons, e.g. the death of a close family relative during the course of the season.

### ***Fundraising***

The GSYHA has been involved in fundraising every year of its existence. In the past, the membership has raised funds to reduce the cost of hockey. Registration fees cover only a portion of the expenses incurred over the course of a season. These expenses include, but may not be limited to: membership fees to USA Hockey, the Colorado Amateur Hockey Association, and to Continental Divide Youth Hockey League, team jerseys, repairs, referees, practice and game ice time, locker rooms, rink personnel, meeting rooms, tournament fees, coaches travel expenses, training and certification of coaching staff, and uniforms. We are also required to purchase USA Hockey insurance for coaches and the Board.

The main objective of the fundraising efforts is to help defray ice time costs. The GSYHA Board continuously studies the best ways to utilize fundraising dollars. **All members of the GSYHA are expected to participate in required fund raising activities!** Some of these activities are per family and some may be per player. Team specific fundraising may be used by individual teams as well as overall association financial needs.

### ***Fall Fundraiser***

As a means to give everyone an opportunity to keep expenses as low as possible, we ask for everyone's participation in the fall fundraiser.

With little effort players can make a significant reduction to their fees, greatly pleasing their parents!

## **Hockey Operations and Development Information**

### ***Age Definitions for Levels of Play***

8-and-Under (Mite)

10-and-Under (Squirt)

12-and-Under (Pee Wee)  
14-and-Under (Bantam)  
18-and-Under (Midget)

Level is determined by the player's age as of December 31 of the current season.

### ***Skill Sets***

GSYHA believes that all players and coaches who aspire to have a successful experience in hockey should have personal goals to acquire each set of skills at each level of participation within GSYHA.

Knowledge of these specific skill progressions will help players and coaches understand the scope of skills and abilities that are required in hockey. Coaches will receive a skill set for their respective age group. Parents may obtain a skill set from the website.

### ***Participation Levels***

#### **Recreational**

Full season recreational sessions are offered each season. The recreational program is designed for youth who wish to play non-competitive, non-travel hockey. A girls recreation team is being implemented by the GSYHA to provide girls from 9 to 19 an avenue to develop hockey skills.

#### **Development**

Mite and IP (Initiation Program) are development levels, age 8 and under, for the competitive program. The Initiation Program develops fundamental skating skills. The Mite program introduces the player to the rules and strategy of the game. IP players do not participate in organized hockey games with other teams. Mites participate in jamborees with other teams and occasional scrimmages as may be arranged with other teams. Travel is optional at the Mite level, determined by parent interest.

It is recommended that new players over the age of 8 register at their appropriate age level in the Competitive program (Squirt, Pee wee, Bantam, and Midget).

#### **Competitive**

##### Squirt, Pee wee, Bantam and Midget

Once a player reaches travel hockey levels of Squirt, Pee Wee, Bantam, or the Midget level, it will be considered a competitive sport. GSYHA promotes equitable playing time for all participants. As levels progress, playing time may be earned according to ability, attendance and enthusiasm. GSYHA coaches will have the discretion to manage the players' bench in the best interest of the team.

Coaches will develop defensive and offensive lines in games to best meet the level of play. Coaches will instruct all players on penalty plays (offensive and defensive tactics) and play appropriate lines which best meet the immediate needs.

Coaching philosophy may change with the growth of GSYHA and the level of play (A, B, or C). Skill and safety of the players are determining factors in coaches' decisions on competitive play.

Coaches will enforce disciplinary action within games if players are not adhering to instructions or are not following the player's code of conduct during games or practices.

## ***Player Move-up Policy***

It is GSYHA policy that players should play on teams as defined by USA Hockey age groups and classifications. While some players may be more advanced at a particular age than others, the GSYHA agrees with USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through the age levels and classifications. The GSYHA also recognizes situations may arise beyond the normal scope of USA Hockey's recommendations. The Director of Hockey will contact the player's parents, when the Director feels a move-up will best benefit the player and the program.

## ***Double Rostering***

The Director of Hockey will contact the player's parents when the Director feels that double rostering will best benefit the player and the program.

## ***Conflicts***

It is possible that conditions may be present which a member feels are unfair or unjust. This situation may be with a particular coach, team, player, parent or the association in general. If the concern is with a team-related situation, one should first attempt to resolve the issue informally by speaking with the Team Manager. If not resolved, the issue should be discussed with the Hockey Director (s). It is required that this be done after the situation and perspective have been considered for at least 24 hours. If however this informal discussion with the Hockey Director (s) does not resolve the matter, one has the option to follow the formal Conflict Resolution process as outlined below.

### Conflict Resolution

If the conflict is with the association, Hockey Directors, coaches, players or teams you should approach the Hockey Director to start the Conflict Resolution process. Any request for a Conflict Resolution should be submitted in writing to the Hockey Director. If the issue cannot be resolved with the Hockey Director (s), it will then be taken to the Conflict Resolution Committee.

### Conflict Resolution Committee

The Conflict Resolution Committee consists of the following: Board President or designee, Hockey Director (s), a Coach, and a neutral board member.

The Conflict Resolution Committee will serve as a way for parents and players to have their issues heard. Individuals on both sides of an issue will have 10 minutes each to state their side of the situation with an additional 5 minutes to respond. The Committee will consider the information presented and attempt to resolve the issue. If the matter is still not resolved, individuals may escalate the conflict to the District, CAHA and finally the USA Hockey levels, in that order.

### Conflict of Interest Policy

The USA Hockey Conflict of interest policy as defined in the USA Hockey Annual Guide has been adopted by the GSYHA. Board members shall provide written acknowledgement of the conflict of interest policy.

## ***Coaching Information***

GSYHA expects all coaches to use the USA Hockey Web site and tools available to coaches within the USA Hockey Coaching Certification Program to facilitate on ice training. All coaches within GSYHA are to follow and embrace USA Hockey individual levels of skill development for the level of coaching they have been entrusted with. All coaches are accountable to the Director of Hockey, and GSYHA board of directors.

## ***Glenwood Springs Youth Hockey Association Coaches Role***

The GSYHA recruits and develops volunteer coaches whose role is to help players get the most out of their participation in ice hockey. Coaches will set a positive role model and example for the players. Coaches are encouraged to participate in training programs designed for coaches, including the required Coaching Education Program clinics offered by USA Hockey. Attending coaching meetings and ongoing coaching education is encouraged at all levels.

Each team will be assigned a single head coach and at least one assistant coach. While each coach may share equally in the duties required to run the team, the final responsibility for the team belongs to the head coach. Responsibilities must be met via the assistant coaches and team managers. Head Coaches are to ensure that all coaches, team managers and players adhere to GSYHA and USA Hockey standards.

Coaches should develop relationships with all players and not show favoritism to specific players so that they can teach, lead, protect and care for them. Coaches must also develop relationships with parents in order to provide a fruitful and enjoyable experience for everyone. Coaches and parents should develop a working relationship that will help the player achieve his or her maximum benefit from playing ice hockey.

The on-ice conduct of a hockey team is frequently a reflection of the coach's attitude toward the game. Excessively penalized play, unnecessary roughness, verbal abuse of officials and opponents and toleration of profanity will be considered a product of the coach's approach to the game. Coaches will share responsibility with the parents and players for players' actions during games and practices and while in any ice facility. Travel coaches also share responsibility with parents and players for the conduct of their players when they travel for GSYHA competition.

Good coaches are good communicators. The coach must make sure that all players and parents are aware of the practice/game schedule. The coach should be able to clearly communicate practice and game objectives to players. Coaches will listen to concerns expressed by players and parents in order to maximize the hockey experience for all involved whenever possible.

## ***Communications between Coaches and Officials***

Coaches and officials have more in common than most people think, especially at the younger levels of hockey. They both are teachers of the game and their communication with each other will go a long way in creating a positive atmosphere. Officials will communicate with coaches who are behaving in a non-threatening manner. Oftentimes, a coach may simply need a brief explanation of the rule or a reminder as to the proper interpretation. Officials who honor these requests from coaches are establishing a mutual level of respect that benefits everyone involved.

Some coaches are assessed penalties because they perform in an abusive or threatening way. Screaming at the official from across the ice, berating an official for a judgment call or standing on the dasher boards are all threatening situations that officials are instructed to penalize. These confrontational situations do not portray a positive image and often will lead to very little constructive communication with the official.

Coaches who remain calm and word their questions or concerns in a non-confrontational manner will more than likely receive an acceptable response from the official. For example, a coach who asks the official, "What did you see when our player was tripped on that last rush?" should receive an honest explanation from the official. In the meantime, the coach who screams, "That was a trip. Why didn't you call it?" will only create a confrontational environment that is not beneficial to their players or the bench.

## **Coaching Education Required Levels**

USA Hockey requires all coaches be certified at the proper level to participate within GSYHA and/or affiliates. It must be clearly understood that coaching education requirements must be monitored by the Director of GSYHA and enforced. All coaches (head and assistant) must have the USA Hockey Coaching Education Program card by December 31 of the calendar year of the season they are coaching; coaches without fulfillment of this will result in removal from their duties as coach.

### ***Certification of Coaches***

Coaches involved in GSYHA are responsible for keeping their coaching certification up to date and current year to year. GSYHA is not responsible for keeping coaches current and available to coach within our program. The Directors will enforce and check coaching certification annually. If there are discrepancies within USA Hockey records, it is the responsibility of the coach to investigate and resolve these errors prior to the season starting.

### **Evidence of Level**

Proof of coaching education level will be verified by a USA Hockey Coaching Education card with an appropriate dated sticker. This card must be carried by all coaches for all USA Hockey games. Before the start of each game and in the presence of the referee, each coach must present their card to one another for verification of coaching education level. If a coach cannot produce their current and up to date USA Hockey Coaching Education Card prior to the start of the first period, it must be noted on the official game score sheet and signed by the opposing coach. Coaches must stay current and provide proof of your current coaching certificates to the Director of Hockey annually prior to the start of each season.

### ***Coaches Helmet Policy***

During the 2006 Annual Congress, USA Hockey's board of directors passed new legislation mandating that all coaches and instructors wear helmets during on-ice sessions. The complete legislation, effective at the start of the 2006-07 season, reads as follows:

All ice hockey coaches and instructors of registered USA Hockey Youth/High School, Disabled, Girls'/Women's 19 & Under and below programs must properly wear an ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and coach and referee clinics (seminars).

"Every year there are injuries to coaches that could have been prevented by wearing a helmet," USA Hockey President Ron DeGregorio said of the change in policy. "This legislation represents a positive step forward for the safety of our coaches."

USA Hockey is committed to making the sport of ice hockey as safe as it can possibly be, and is constantly working on ways to make the sport safer.

### ***Coaching Skill Development***

GSYHA embraces USA Hockey's age specific manuals and criteria for coaching and player development. Coaches within the organization will use these materials for their levels of coaching. Manuals may be accessed via the USA Hockey Web Site, under coaching CEP Materials.

#### **AREAS OF SKILL PROGRESSIONS**

- Knowledge
- Goal Setting
- Individual Hockey Skills
- Team Play
- Nutrition

- Fitness and Training
- Injury Prevention
- Sports Psychology
- Character Development and Life Skills

## **Practice Policy**

Practice time must be efficient, and the coaches must respect the oncoming team's ice time as well, using the last 5 minutes of practice to remove players and equipment from the ice. If coaches agree to no resurface, this must be communicated to the arena ice tech prior to coming on the ice.

## **Practices**

Practices are the most important element of any youth hockey development program. Practices are where individual skills are honed, competition is transformed into sportsmanship and hard work leads to success and self-confidence. Remember to have fun during your practices. Treat each player equally and provide each child the same opportunity to develop his/her skills and self-esteem.

Ice utilization is extremely important to the GSYHA program because of the limited availability of ice time. We must get the most out of every minute we are on the ice. Practices should be planned and written out before you go on the ice. Discussing your plan with Assistant Coaches and players prior to entering the ice will also optimize your ice time. Practice the USA HOCKEY six Ps: Proper Positive Planning Prevents Poor Performance.

Two teams of the same age group often share practice ice. It is imperative that the coaching staffs of both teams jointly develop and implement drills that effectively utilize the entire ice surface. Working together to plan and run full ice drills will significantly enhance the effectiveness of your practices. A good practice consists of a 5 minute warm up, 20 minutes of individual skill development, 15 minutes of competitive drills, 10 minutes of team skills and the last 10 minutes- fun and games.

Provide accurate and positive feedback to players. Accurate feedback is needed for our skaters to develop their knowledge, skills, and abilities. Positive feedback gets the player's attention. A successful practice must ensure Safety First. Effective communication, clear and concise drill explanation, good demonstration (seeing is better than hearing), and accurate and positive feedback are the keys to a successful practice.

Coaches are role models. Set the example. Be early for games and practices, greet your players, and be enthusiastic and **dress like a coach**. If you are into it, the kids will be into it... "A child doesn't care how much you know until he knows how much you care."

## ***Coaches Reimbursement Policy***

Coaches within GSYHA will follow the GSYHA Expense Policy for reimbursement of expenses. The Head Coach and one Assistant Coach are eligible for reimbursement for away games and one designated tournament a year. Additional expenses must be approved by the Board of Directors prior to submittal.

Coaches without players in the program are eligible for full reimbursement of expenses as detailed by the reimbursement policy for the association.

Coaches and Assistant Coaches with players on the team are eligible for 50% of their hotel and meal allowance, but shall not be reimbursed for automobile mileage.

Expenses must be submitted within 7 days of incurrence to be eligible for reimbursement.

Coaches are encouraged to share expenses. Examples include riding with a parent and sharing hotel rooms with other same-sex coaches. Coaches should not share hotel rooms with players or parents due to possible conflicts.

All expenses including meals, hotels, and mileage, must be submitted on a GSYHA Expense Form found on the website within one week of travel. The expense form is to be submitted to the Treasurer. All expenses must be supported by detailed receipts where required in the GSYHA Expense Policy.

Mileage to and from practice is not reimbursable by the association.

The GSYHA Board of Directors will set the Expense Policy prior to the hockey season.

### ***Team Manager Responsibilities***

The team manager is the liaison between the GSYHA Board and the team. Communication is the team manager's principle responsibility. Ensuring that coaches, players, and parents know what is going on well in advance will make for an enjoyable winter.

Coaches will be responsible for this relationship with their team manager. Team managers should possess computer and organizational skills, as well as a solid understanding of the tasks outlined below.

1. Adopt and share with parents and players, codes of conduct and pertinent content within the association handbook.
2. Assist coaches as the liaison between parents, board and governing league communications, including registration needs.
3. Distribute and collect all game jerseys, at both the start and end of seasonal play, including collections of jersey deposits.
4. Assist in conflict resolutions.
5. Keep the coaches informed on parent, player and association communication.
6. Distribution of parent communication from the Directors, board and coaches.
7. Communicate all tournament needs. Work directly with tournament committee and coaches to ensure all needs are met.
8. Participate and recruit volunteers for all fundraising aspects at team level.
9. Organize and keep current binder of team files with all current and required information (players, parents, and coaches code of conduct acknowledgement forms, registrations forms, team roster and contact information, birth certificate copies, player emergency contact information, medical history, releases, other specified needs).
10. Recruitment and assignment of game penalty box / score sheet / clock operators for games and tournaments.
11. Review and distribution of score sheets to game officials. Team managers must have rosters accurately listed on all score sheets prior to game starts.
12. Arrange snack schedule for games and parent participation.
13. Assist coach in parent meeting.
14. Assist or designate parent to assist in away game needs, and communicate this information to the parents, and coaches (hotel needs on overnight stays, team designated meals, coaches rules for curfew, arrival times and arena directions).
15. Ensure parents have registered with CAHA and are educated on USA Hockey parent's code of conduct, heads up hockey and other association requirements.
16. Assist coach in arrangements of additional scheduling of games outside of the regular season, such as scrimmages, tournaments.
17. Assist coaches on locker room needs, policy and overall conduct of players where required.

## ***Equipment Rules***

Keeping the cost of hockey in check includes being responsible for your team issued GSYHA hockey equipment. GSYHA provides all players with a home and away jerseys. All players are responsible for buying their own games socks that match their home and away jerseys. The game jerseys are the property of the GSYHA and need to be returned at the conclusion of each hockey season. A \$100.00 deposit will be taken for all jerseys and held until the end of the season and returned to you if the jerseys are **turned in no later than one week after the last game of the season, neatly folded and cleaned.**

The following guidelines are to be observed:

1. Parents will be responsible for washing, minor repairs and upkeep of the game uniform. You are expected to return the game jerseys washed and in relatively the same condition as when they were issued to you. The returning of jerseys applies to all teams.
2. The GSYHA game jersey will be worn for all games or as specified by the Coach.
3. Game socks should only be worn for games.
4. Name placards are not required by the GSYHA and their use is up to each individual team.
5. Players are required to transport/carry their GSYHA team game jerseys on a hanger, **not** stuffed in hockey bags, in order to minimize wear and tear.
6. Jerseys, and team equipment (i.e. pucks, medical kits, water bottles, etc) will be distributed and collected by the Team Manager to be given to the Equipment Coordinator each season.

### Use and Care of Team Jerseys

1. Turn jersey inside out and wash with cold water only.
2. Do not place jersey in dryer, hang to dry.
3. Team jersey must be stored on hanger – not in players bag.
4. If a jersey is cut during a game the Team Manager must be advised immediately so that the player will not be charged.

## **Required Participant Equipment**

The required equipment to be worn at all GSYHA ice times is:

1. League approved helmet, with facemask, chin and mask straps.
2. Mouth guards (Squirt level and above)
3. Shoulder pads
4. Elbow pads
5. Shin guards
6. Gloves
7. Breezers (pants)
8. Skates
9. It is recommended that Mites and IPs wear all equipment listed above except mouth guards, yet it is a good idea to start the players out in full gear so they can grow as the game grows. It is required that everyone wears helmets with face masks with fully functional chin and mask straps.

## **Required Goalie Equipment**

All goalies from Mites on up, are required to wear the following equipment at all GSYHA ice times:

1. League approved helmet, with face mask, chin and mask straps or goalie helmet with neck deflector
2. Mouth guards
3. Chest protector
4. Neck protector (optional)
5. Catch glove

6. Goalie stick
7. Blocker glove
8. Athletic supporter/pelvic protector
9. Leg pads

Goalie equipment (leg pads/chest protector/catch glove/blocker glove) will be made available to players interested in the Goalie position at the Mite and Squirt Levels. Check with the team manager for this information.

Goalie equipment may be checked out to an individual GSYHA goalie at the Mite and Squirt levels and will be coordinated by the Equipment Manager. All goalies checking out GSYHA gear will be required to pay a damage deposit of \$200.00. All GSYHA issued goalie gear must be returned at the end of each season. Goalies may use GSYHA goalie for clinics, camps, etc. however the gear must be checked out through the GSYHA Equipment Manager

## **Colors**

GSYHA colors are purple, silver, white and black.

## **Codes of Conduct**

### ***USA Hockey Zero Tolerance Policy***

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials, and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during, and after all USA Hockey-sanctioned games.

On-ice officials will stop the game when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time
- Taunting of players, coaches, officials, or other spectators by means of obscene or vulgar language baiting, ridiculing, threat of physical violence, or physical violence.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

USA Hockey References:

Parents and Players are encouraged to use the USA hockey web site to become better hockey parents, players and fans of the game. We expect our coaches and volunteers staff to stay current with all USA Hockey mandates and other affiliates that govern our sport. The following are mandatory resources for all members of GSYHA and all are USA Hockey recommended. The following are all available on USA Hockey web site, under youth players and coaches library, please take the time to review and educate yourself and your players.

1. New Standard of Play rules / explanations and video
2. Now HEAR this
3. Parent Education PowerPoint Presentation
4. Relax, It's Just A Game
5. Heads Up Hockey

## ***Code of Conduct Information***

GSYHA has adopted the following codes of conduct for Players, Parents, and Coaches. These codes of conduct are in line with USA Hockey, CAHA, and CDYHL codes of conduct.

All players, parents and coaches will sign a Code of Conduct at the time of registration agreeing to abide by certain standards of conduct based on USA Hockey, CAHA and GSYHA guidelines. The Code of Conduct outlines in general terms a minimum standard of behavior. Players, parents and coaches are expected to have an understanding of their obligations. If they are unsure, they should discuss any questions with their coach or their team manager. Failure to conform to the standards of the Code of Conduct will be a cause for action by the Conflict Resolution Committee. The code of conduct can be found on the website.

## ***GSYHA Player Code of Conduct***

1. There will be no use or possession of tobacco, alcohol or drugs by any Hockey player. Penalties are enforced per LOCAL LAW ENFORCEMENT through GSYHA reporting.
2. Players will personally contact team manager or coach if they are going to miss a practice or a game. Unexcused absences will result in disciplinary action from the coaching staff.
3. Swearing, using foul language, or being disrespectful to anyone during a game or practice will result in disciplinary action.
4. Fighting during practice or during a game will result in disciplinary action.
5. Players that have problems or questions about a coach will speak to a coach directly in a scheduled time set by the coach, with the team manager or Hockey Director present. If the problem cannot be resolved within this set meeting the player may engage in the Conflict Resolution Committee with the Hockey Director.
6. Players will wear full equipment at every practice, as specified with GSYHA and USA Hockey guidelines.
7. When the whistle is blown during practice, play stops immediately and attention is directed toward the coach.
8. The coaches do all of the coaching. Players discuss respectfully with but they never argue with the coach.
9. Players are to leave the ice immediately after practice, change quickly and remove all their equipment from the locker rooms. Respect for the facility in which we practice and play games is a key factor to our association's reputation. Vandalism is to be reported immediately to any GSYHA board member.
10. The team locker rooms are for the use of the team on the ice. All others are to keep out. The locker rooms are to be left clean.
11. Stealing will not be tolerated. Stealing will result in suspension from the team.
12. Players will at all times demonstrate good sportsmanship, win or lose.
13. Action for these offenses will be regulated according to the guidelines established by GSYHA, CDYHL, and CAHA AND USA HOCKEY.
14. These are minimum requirements. Individual coaches may wish to enforce additional rules of conduct, which will be issued to players and parents at the parent/ coaches meeting at the start of each season of play.

### **Substance Abuse**

GSYHA enforces the same policy as CAHA and/or USA HOCKEY regarding the use and possession of mood altering chemicals by players. Mood altering chemicals includes tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug, except as prescribed by a physician.

### Consequences for Players

1. Verbal Warning, Suspension at Director's discretion / Parent notification
2. Written warning, Game suspensions/Parent, law enforcement notification
3. Removal from association/Parent and local law enforcement notification

### Reporting

1. Team Head Coach
2. Hockey Directors

### ***GSYHA Parents Code of Conduct***

The following is a copy of the agreement that each GSYHA parent has with this association. Parents are expected to acknowledge this code of conduct by signing a similar form at the beginning of the season. Parents must attend the Parent / Coaches meeting prior to the start of the season or their child will not be allowed to continue in seasonal games. If you cannot make the scheduled parent / coaches meeting you must arrange to meet with the coach and become informed on his / her expectations during the season ahead.

1. Parents will wait 24 hours prior to speaking with a coach, concerning conflicts and issues during practice or games. After the 24-hour period, a meeting with the Hockey Director may be arranged through the Team Manager, to discuss the issue.
2. If problems persist, or are not resolved by the Director, then a formal Conflict Resolution Committee may be requested. Please follow process outlined in the handbook.
3. Parents are not to approach the rink area behind the player's benches, during games, practices, or scrimmages, this is a distraction not only to your player, but also to the entire team. This is a zero tolerance policy.
4. Parents are not to engage players through or over the glass. Once a player is on the ice, during games, scrimmages, or practices they are the responsibility of the coaching staff and your interaction of additional coaching, or discipline should stop. This behavior is distracting not only to your player, but also to the entire team, and can become a point of embarrassment to your player. Coaches will file grievances through the board if parents are not respecting this rule. There are circumstances where a coach may engage your assistance in a situation of injury, or need of clarification on subjects. Coaches will initiate this interaction.
5. Parents are to encourage and support good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other events.
6. Parents are to place the emotional and physical well being of their child ahead of any personal desire to win. The game is for the players and not for the parents. Win or lose, the efforts of all players, coaches, and officials will be applauded.
7. Parents will cover the player's code of conduct with their players and will ask their child to treat other players, coaches, fans and officials with respect, regardless of race, sex, creed, or ability.
8. Parents will treat all other parents, players, coaches and officials with respect, regarding attitude, language and mannerisms. Retaliation, reprisal, or any harassing behaviors directed at players, parents, coaches or referees and/or any family members is prohibited. Such behavior shall be considered a serious violation of conduct and will result in immediate revocation of privileges to participate in the GSYHA activities for all family members. Encouraging others to retaliate also violates this policy.
9. Parents are not allowed in the locker room at any time prior to or after a game. Coaches and Team managers will acknowledge admittance to locker rooms, for the purpose of supervision, and dressing players at the Squirt level and below. Locker room time between coaches and players is essential for preparation prior to games, and reflection on games following play. Coaches have the support of the board to enforce this respectable time period

prior to, and following games. USA Hockey enforces the CBI background check for all staff in locker rooms and we must comply.

10. Parents should make sure that all fees and assessments are paid on time, and all necessary forms turned in, as required with registration, and by their players' team manager and/or board.
11. Parents must equip their player properly so they can participate in all practices, scrimmages and games.
12. Parents should keep abreast of all information pertinent to their player's team and ask questions of team managers, not coaches directly.
13. Parents should notify the head coach or team manager in advance when their player cannot make a scrimmage or game, stating the reason.
14. Parents will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.

#### Guidelines for Parents

1. Parents should get their player to practices, games and scrimmages at prescribed times.
2. Parents should be understanding and supportive of the times and numbers of practices, scrimmages and games.
3. Parents should be encouraging, not critical of their player, coach and team.
4. Parents should, as much as possible, be available to assist in the association and team functions as requested.

#### Consequences for Parents

1. Verbal warning
2. Written warning
3. Games suspensions
4. Removal

### ***Coaching Code of Conduct Statement***

GSYHA coaches are volunteers who are not compensated for their time and effort. They are nevertheless expected to remember that they are entrusted with the minds and hearts of children and young adults who want to learn to play hockey and have fun. The game they are coaching is for the players, the kids, and not for them or for the parents or spectators. With this in mind the GSYHA encourages its coaches to adhere to the GSYHA Coach's Code of Conduct and all USA Hockey codes of conduct and instructions.

### ***GSYHA Coach's Code of Conduct***

All coaches within GSYHA will embrace all rules and regulations within USA Hockey, CAHA, and the CDYHL. Coaches will be responsible for keeping up with rule changes, policy changes and USA Hockey regulations in order to communicate these to their players.

1. All coaches will uniformly impose proper action to players as established in the USA Hockey rules.
2. Notify GSYHA Director of Hockey, team managers of any actions or suspension, or incidents within their level of responsibility.
3. Never show favoritism or prejudice. Give each player an adequate amount of your attention rather than an exclusive few.
4. Never be vulgar or use profanity. Keep control of your emotions. The team reacts and learns from a coach's behavior. Never "put down" a player, a position, another coach, or an opposing team. Teach respect for the opposition. Avoid yelling, hollering and screaming.
5. Insist on good sportsmanship and team unity.

6. Better players have the capacity to learn faster. Use them to help the others improve their skills.
7. When problems arise, take them to the team managers and Directors. Do not discuss a team related difficulty with anyone except thus directly involved. Never argue or fight. Keep Cool.
8. The scheduling committee is in charge of game arrangements and cancellations. Work through these committees.
9. All coaches will refrain from using liquor, beer, tobacco or narcotics in any player atmosphere.
10. The team manager and Director of Hockey, not the coaches, should handle parental problems, setting the stage for formal meetings with coaches only at the coach's agreement.
11. Coaches, or a team manager, must be present to supervise, while the players are dressing in the locker room. One of the team managers, assistant coaches or coach must be present at the pre-set time that the players are required to dress. Coaches are responsible for control and discipline of players, and will go over schedules and game plans before going on the ice and following game play.
12. The head coach from each level will be required to submit a list of rules for their team to the Director of Hockey prior to the first practice. The rules are to be within the coaching guidelines and are with Board approval. Each player will receive a copy at the first practice. All coaches must conduct player and parent meetings at the start of the season and inform all parents and players the policies and rules for their individual level of play for the season ahead. It will be the responsibility of every coach to ensure parents are aware of all policies. If they miss the meeting, this must be conducted one on one, from the coach and team manager to the parent.
13. Coaches must be at all games and practices or arrange for a proper substitute, that holds the appropriate coaching certification.
14. Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench. (Except as prescribed by a physician).
15. Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is three.
16. Only rostered team members and coaches or assistant coaches or helpers whom hold USA Hockey Certification of the appropriate level will be allowed on the ice during games, scrimmages and practices unless other arrangements have been made with the Director of Hockey.
17. Coaches will show good sportsmanship at all times.
18. Coaches main objectives will be to teach hockey and follow the guidelines within the GSYHA Coaching handbook.
19. Coaches will use discretion to keep practices and games in good proportion.
20. Coaches are required to play all players as equitably as possible.
21. Coaches are encouraged to develop several power play and penalty kill lines not limiting to one line of either.
22. Coaches are to follow the same conflict resolution policy as parents and players within GSYHA for resolving player, parent and other issues, as well as immediately informing the Director of Hockey.

#### Consequences for Coaches

1. Verbal warning
2. Written warning
3. Game suspensions
4. Removal from coaching and/or the Association and reported to USA Hockey coaching board

## Sexual and Physical Abuse

The GSYHA has adopted the sexual and physical abuse policies as set forth in the USA Hockey Annual Guide. Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of the GSYHA.

## Whistleblower Policy

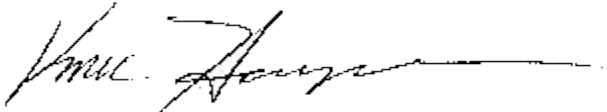
The GSYHA has adopted a whistle blower policy. This policy may be found on the GSYHA website at <http://www.grizzlyhockey.com/>. This policy enforces the right of a member, volunteer, committee member or board member to report an activity that he or she considers to be illegal or dishonest to one or more other parties.

This Handbook is hereby amended by majority vote of a quorum on this 8<sup>th</sup> day of September, 2011.

ATTEST:



Joe Bair, President



Kirk Huyser, Treasurer