**TEAM MANAGER COPY**

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# 2023-24

**Nederland Youth Hockey**

**Association Handbook**

**Policies and Procedures for**

**Players, Parents and**

**Coaches**

Dec 1, 2016

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## Introduction

Welcome to the Nederland Youth Hockey Association. We’ve written this handbook to help parents and players alike learn about youth hockey in the Nederland-Gilpin area. Please consider this a living document – it is meant to help YOU understand our organization and our hockey community.

We are greatly indebted to the Gunnison Valley Hockey Association and Glenwood Springs Hockey Associations for allowing us to adapt and reuse parts of their own player handbooks.

**Brief History of Hockey in the Peak to**

**Peak Area**

Nederland Youth Hockey started in the backyard ice rink of David Scully in 1997. After four years and thousands of hours of making ice and coaching kids at the Scully rink, David passed the program on in 2000. Many of the kids that started as Kindergarteners under Coach Scully are now in college and still enjoying hockey. Fortunately, Coach Scully is still a part of our program and considered the Father of NYH.

In 2000, under the enthusiastic leadership of Tommy Olive, the Youth Hockey program was moved to Dirk Larson's pond off Cold Springs Road. The Larson pond was a great location due to its early Thanksgiving ice and protection from the wind and sun. This small quaint pond nurtured the love of hockey for many families.

As the program grew so did the issues with neighbors and a need for larger ice. NYH was moved to Mud Lake in 2002, and Steve Durkee & Tim Murphy began coaching and organizing NYH. With the expanded ice at Mud Lake the youth hockey program was able to start hosting home and away games with the Gilpin Country High Country Youth Hockey Program (directed by David Scully) and other teams from the YMCA of Boulder Valley. Although Mud Lake is and was a very special place for pond hockey and NYH for many years, the limited access, parking issues and manual labor involved in clearing snow and making ice was overwhelming and limiting the growth of the program.

For the 2003-04 season the program was moved to the new Durkee rink off of Magnolia Road. Although this rink was small and challenged by wind and sun, the team had many days of hockey fun developing new skills. The kids were enjoying and learning to play the puck off short dasher boards. The tradition of home & away games with Gilpin County continued. Although the Durkee rink was great fun, it was just too small for the growing skaters and program and NYH moved back to the expansive ice of Mud Lake for the next three years.

It was during those three years that R.I.N.K. (Recreational Ice for Nederland Kids) was formed and the Nederland Ice Rink was put into motion. It was clear that Nederland Youth Hockey was growing and moving in the right direction and that it would need a formal home and an ice rink to take the next steps. With the guidance of Garry Sanfacon (grant writer & project manager) and Tim Murphy (director & construction manager) the Town of Nederland Ice Rink came to fruition. With the amazing grass roots support of the local hockey community, Nederland Youth Hockey moved into its new unrefrigerated, outdoor rink in December of 2007.

At the start of the 2010-11 ice season, NYH was accepted to the Colorado Amateur Hockey Association. The informally organized NYHA incorporated, formed a board of directors, built a new website, wrote this document and started moving down the path of more formal hockey. In 2010-11, the Squirts and Peewees became CAHA- certified and played many home and away games against other CAHA teams.

**We are grateful to the parents, players, coaches, organizers and the community for helping us get so far!**

**Nederland Youth Hockey Association Mission Statement**

The NYHA is incorporated with the mission of:

1. Promoting, organizing and teaching hockey to the boys and girls of Nederland, Colorado and surrounding mountain areas and communities;
2. Reducing barriers of entry to the sport of hockey for the youth of Nederland, Colorado and surrounding areas and communities; and
3. Fostering a positive relationship with our local ice facility for the conduct of youth hockey.

NYHA is evolving as an organization and intends to offer more competitive hockey opportunities such as tournament and league play to its members. We also intend to maintain the fun, family atmosphere that has made the first few years of hockey at the Nederland Rink so

special.

**R e l a t i o n s h i p w i t h t h e Nederland Rink**

The NYHA’s home ice is located at the Nederland Ice Rink, in Nederland, Colorado. The ice rink is uncovered, unrefrigerated, outdoor natural ice, providing a “pond hockey” type of experience in a forested area. The rink is volunteer run, and volunteer organized with strong communities of recreational skaters, curlers, and hockey players of all ages.

The NYHA works in cooperation with RINK on all improvements to the physical facility at which its teams practice and play games in Nederland. Budgetary control of these projects rests with RINK and the Rink Manager. The NYHA Director of Hockey provides NYHA recommendations to RINK

## Our Organization

**Organization of**

**NYHA**

The Nederland Youth Hockey Association is an official Federal 501(c)3 organization in good standing. That means your cash and goods donations are deductible.

The NYHA follows rules set out in Articles of Incorporation, and its Bylaws. These two documents are freely available to all – please ask for a copy, or download a copy from our website. The NYHA also follows general policies and procedures as set out here.

**B o a r d o f**

**Directors**

The NYHA is operated by a Board of Directors. The director positions are currently as follows:

President

Scott Geels

Secretary

Danielle Petrovic

 Danielle.petrovic@bvsd.org 303-588-3472

Registrar

Danielle Petrovic

Treasurer Scott Geels

scott.geels@bvsd.org

Hockey Director

Kevin Hertzfeld

khertzfeld@hotmail.com League Coordinator Matt Collins anathema1mc@gmail.com

All Board members have general responsibilities, which include:

1. Serve the entire NYHA membership fairly, without prejudice for your own children or friends.
2. Take the initiative when accepting a director position to understand your responsibilities and the time frames in which your work needs to be done.
3. Understand the impact of your decisions.
4. Attend NYHA Board meetings.
5. Be prepared with your committee updates for each Board meeting.
6. Be supportive of other Board members and Board decisions. A more specific job description for each position is below.

### President

The NYHA President is responsible for facilitating the monthly board meeting. He/she (or a designate) provides the meeting agenda to board members at least two days in advance of the meeting. The president is responsible for overseeing the general operation of NYHA, assisting the officers and directors in their functions, and representing NYHA at CAHA, USA Hockey, or other association related activities. The President will also preside at the Annual Meeting.

### Treasurer

The NYHA Treasurer is responsible for tracking and reporting the financial health of the organization. He/she creates an annual budget for NYHA and presents it to the board by May 30 of each year for the following hockey season. The treasurer handles all financial transactions for the association, including the timely payment of bills, the proper deposit of funds, and the allocation of monies for specific board-approved projects. The treasurer works with team managers to determine delinquent player fees, and the treasurer is responsible for collecting these fees. The Treasurer also files any documents required by the IRS and the Colorado Secretary of State.

### Registr ar

The registrar takes all hockey registrations, payment and assigns players to their appropriate teams. He/she recruits team managers and works with them to help players obtain necessary equipment and jerseys, and to create and present team rosters with contact information to coaches and the Director of Hockey. The registrar compiles information packets for parents, and makes sure they are complete with all necessary USA Hockey registrations, and other documents required. Note: if player fees are not paid in full by the beginning of the hockey season, that player is not in good standing and will be not be allowed on the ice. The Treasurer, not the registrar, is responsible for collecting unpaid fees. Managers will notify parents of delinquent fees, and will turn collection over to the Treasurer. The Registrar, in combination with the team managers and coaches, is responsible for parent education.

### Secreta ry

The NYHA Secretary provides minutes to each board meeting within three days after the meeting takes place. The secretary keeps track of voting in all board decisions. He/ she is responsible for publishing notice of the annual meeting at least 14 days in advance of the meeting. This includes an email message to the membership and general public-at-large via the friends and supporters email list

### H o c k e y Director

The NYHA Hockey Director is responsible for the day-to-day management of the association. The hockey director recruits, assigns and manages all coaches, and assists the League

Coordinator with game and practice schedules. The Hockey Director is the Coaching Education Coordinator and responsible for getting coaches through the USA Hockey coaching track. The hockey director is the ACE coordinator for the organization. He or she ensures a consistent coaching style and progression from our youngest teams to our oldest. The hockey director’s ultimate job is to ensure that the hockey experience for all participants, parents, referees, coaches and spectators is excellent, and that our behavior as an organization is above reproach. He or she is tasked with establishing, perpetuating and communicating a consistent program ethic across all levels.

### V o l u n t e e r Director

The NYHA Volunteer Director oversees volunteer activities related to the overall successful operation of the hockey association. He/she takes leadership in fundraising by creating a committee dedicated to this purpose. This committee is responsible for creating all annual fundraising activities to be determined by the committee. These funds may be used to provide scholarships to players who need assistance, purchase equipment required by coaches, players and/or the rink manager to improve the hockey training capacity of the program, and to supplement additional fees required for road trips, tournaments, etc. In this role the volunteer director must be clear about the rules and limitations of fund usage by a non-profit.

### L e a g u e Coordinator

The League Coordinator is responsible for scheduling ice times, scheduling games and tournaments, and assigning referees to games. He or she is also tasked with promoting the eventual formation of a new league with other like-minded mountain programs.

### R I N K Liaison

The Liaison to the Nederland RINK is responsible for attending RINK Board meetings and representing all youth hockey interests with respect to the facility or the management thereof. This is a big job with a short description.

### Te c h n o l o g y Director

The Technology Director takes care of anything relating to the website, including management of content, community-wide announcements, and anything else required for to sustain and enhance NYHA's web presence.

**B e c o m i n g a Director**

Are you interested in becoming a Director of NYHA? The first step is to show up at the Board’s regular meetings, see how things work, and express your interest. These meetings are open to all. If there is a vacant position, the Board has the power to immediately fill it through a simple majority vote. If you are particularly enthusiastic about something, the Board can create a new Directorship, committee, or volunteer group to get you started. Being a Director is a lot of work, but it can be very rewarding to help steer youth hockey in the mountains.

Board terms last until the Annual Meeting, when all members get a chance to elect new board members, or re- elect existing one. The Bylaws describe how to remove a Board Member.

**Board of Director**

**Meetings**

The Board of Directors generally meets once a month, sometimes biweekly in the few months before the start of the season. Meetings are public and open to all, although only the Board of Directors may vote on resolutions. The Board of Directors may or may not, upon vote, allow public comment on items for resolution. A member may request an item to be placed on the regular agenda by contacting the NYHA President at least 5 days before the meeting.

Meeting minutes of all board meetings are available upon request, with the exception of certain executive meetings. These executive meetings generally involve specific parent, player or coaching grievances and remain confidential to protect those involved.

All members, coaches, players, team managers, officials, and voluneeers must register with USA Hockey.

**Membership in**

**NYHA**

When you sign up for a youth hockey program, $10 of your fee goes towards NYHA membership. This helps pay for coaching certification and education, NYHA equipment, registration expenses, community outreach, parent educational materials and scholarships for players.

You are a member if you are in good standing and you:

1. Are a Player, with up-to-date registration
2. Are the designated parent or guardian of a registered Player
3. Are the Team Manager for a NYHA team
4. Are a head, assistant, or student coach for a NYHA team
5. Are on the Board of Directors
6. Are a member of the general public (no hockey involvement required) and pay $10

Members of NYHA are deemed in “good standing” if they are registered, their dues are current and they are not under any disciplinary sanctions. In order to be of good standing membership dues must be paid in the full

amount by the registration deadline, unless other arrangements have been made with the Secretary/Registrar. Because of their extensive volunteer commitments, the NYHA fee is waived for official Team Manager, Coaches, and the Board of Directors.

As a member, you have the right to attend Board Meetings, speak during open discussion sessions at Board

Meetings, be elected into a board position, and vote during the

Annual Meeting.

If not otherwise renewed, membership lasts from the point of confirmation of good standing by the Registrar, to the registration deadline of the next season.

All players joining NYHA from another associaion will be required to provide a financial release from their previous organization.

**N Y H A**

**Affiliations**

The NYHA is formally affiliated and holds a franchise agreement with the Colorado Hockey Association (“CAHA”). CAHA is the recognized Colorado state affiliate of USA Hockey, which governs all amateur hockey in the United States. As affiliates of CAHA, we follow, enforce and abide by all USA Hockey and CAHA’s rules and regulations, including age classifications, playing rules, level classifications, etc. and many more. Please visit CAHA’s website at www.co.hockey/caha for complete information about CAHA. All coaches, players, and teams shall be registered with USA Hockey and CAHA. Each coach, manager, and board member that has contact with players must register with CAHA each season and provide a copy to the Board President. Additionally, Parents that are members are subject to fines and/or suspensions for violations of USA Hockey or CAHA policies.

All of our teams are CAHA affiliated. CAHA- affiliate teams receive additional insurance through USA Hockey. This insurance is the major component of the approximately $66 per player registration fee charged by USA Hockey and CAHA. 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 (usahockey.com), click “About", and then click "Insurance" to be taken to the “Insurance and Risk Management” page.

All all board members, coaches, certain volunteers, and certain players will maintain current SafeSport and Screening.

**A n n u a l Meeting**

Once a year, the NYHA board will call an annual meeting of all members. We will email notice of this meeting this to our entire membership list, as well as our entire friends and supporter lists (consisting of all past emails plus interested members of the public – contact us to get on this list if you are not).

At the Annual Meeting, we will set goals, review our financial status, take suggestions, and generally try to make improvements to NYHA experience in general. As well, we will elect members to fill any open Board Member positions, and may also take a general vote of the membership for major issues. All members in good standing may cast votes, including a proxy vote if you are unable to attend.

If you wish to be on the ballot, please let the NYHA know at least 15 days before the meeting. Although the NYHA has procedures for voting, the reality is that we are DESPERATE for enthusiastic volunteers. If there are several good candidates for a single position, the NYHA will do its best to make room for everyone to help and participate.

**Websit**

**e**

The NYHA cannot afford to mail out hard copies of any documents to members. Instead, we encourage you to visit our website at http://www.NedHockey.com. There you will find our official Articles of Incorporation, Bylaws, NYHA Handbook, Scholarship Policy, Abuse Policy, Whistleblower Policy, Conflict of Interest Policy, and another other policies and/or official documents. You can also find the year end financials. Feel free to download your personal

copy.

Note that our Handbook is a living document that continually changes to reflect current policy, so please make sure you have the most recent copy as noted in the version on the cover page.

**Financ**

**es**

The financial health of NYHA is the responsibility of the Board of Directors. The NYHA Treasurer, in coordination with the Registrar and team managers, collects all fees, maintains all budgets, balances the books, provides quarterly financial data to the Board of Directors, and deposits all funds and pays all balances from the NYHA bank account.

Any funds generated through fundraising specifically for NYHA will go directly into the NYHA account. These funds are to be used solely for the purpose of furthering the strength of youth hockey in Nederland. Any income generated from tournament play organized by NHYA is to be placed in the general fund of NYHA and allocated to projects and/or teams on an as-needed

basis.

At the start of the season, the NYHA, under direction of the Treasurer and with approval of the Board, will allocate team-specific funds based on expected travel & coaching, registration, and age. This formula and yearly rationale will be placed in the NYHA minutes and subject to NYHA Conflict of Interest Policies. In general, money will be allocated slightly preferentially to teams with: older age groups, age groups with large numbers of players, past fundraising efforts, and age groups able to field an actual team (sufficient players, a goalie). All age groups, except the Mighty Mites, will receive some budget. This budget does not have to be spent. **Note that this budget will be used to fund team-specific registration, such as CEP training and USA Hockey registration.**

Should an individual team conduct its own fundraising activities above and beyond budget replacement, by default funds will flow into the NYHA general fund, unless explicitly approved in advance by the NYHA Board. Direct payment for expenses (tournaments, etc) is not considered fundraising.

Expenses incurred outside a team budget without prior approval will not be reimbursed. **The Treasurer will not write checks for teams beyond their budget once that budget has been exhausted**. Each team is responsible, via fundraising, to replace any budget used. **The Treasurer may decide not to approve expenses if he or she believes there is no reasonable plan to fundraise to replace the budget.**

Individual teams may not keep a separate bank account, but must place all funds within the general NYHA account. Fundraising activities must be approved by the board of directors and comply with non-profit fundraising guidelines. Should any funds be left after the season has ended they will be added to the NYHA general operations account.

Board of Directors members, coaches, and managers may qualify for expense reimbursements if they are conducting NYHA business. These expenses must be submitted to the board and are subject to availability of funds and board approval. If there is any question as to the potential reimbursement of an expense, advance approval from the board may be sought. The expectation should be that: NO REIMBURSEMENT will be available.

NYHA will follow the financial guidelines outlined in the CAHA Policies and Procedures, and will strictly follow IRS 501(c)3 guidelines for 1099 forms and remuneration.

The Treasurer presents a quarterly report on finances at Board Meetings. Please attend if you are interested in the current financial health of NYHA.

**Hockey**

## Programs

**Available Hockey**

**Programs**

The NYHA attempts to offer the following programs each year. All programs are tentative and not guaranteed, as they are dependent on available coaching and number of participants. We cannot emphasize this enough – if you want to guarantee your child can play, please get involved. **We may not be able to offer all levels each year**.

8U: 2015 or younger

10U: 2013 and 2014

 12U: 2011 and 2012

14U: 2010 and 2009

18U: 2005 to 2008

Our mites will practice as a group but may be broken into two groups, beginner and intermediate, for competition. Advanced 6-year-old skaters may be invited up to mite beginner. The Mite program introduces the player to basic fundamentals, team play, and the rules and strategy of the game. At the Mites Level, participants may participate in “friendly” scrimmages at local rinks, as well as entertaining guest teams at the Nederland Rink for half ice games.

The NYHA supports and will try to implement USA Hockey’s new “American Development Model” (ADM) of teaching. The ADM encourages younger levels to develop fun and love of the game through smaller cross-ice games where **everyone touches the puck more**. You can find out more about the ADM at http://www.admkids.com.

**Squirts, Peewee, Bantam, and Midgets**

Once a player reaches the hockey levels of Squirts, Pee Wee, Bantam, or the Midget level, it will be considered a competitive sport, within our mountain traditions of inclusion, fun, and fairness. In addition to our usual season of practices and internal scrimmages at the Nederland Rink, teams will have the opportunity to play other local teams (either home or away) and participate in more organized and sanctioned tournaments. It is a goal of the NYHA to bring more youth teams from other areas up to experience our tradition of outdoor ice,

**AMERICAN DEVELOPMENT MODEL (ADM)**

The NYHA is committed to USA

Hockey’s new ADM for hockey teaching. The general idea is to get kids playing and loving the game of hockey before pushing them to excel. It promotes smaller, cross-ice games for the younger kids so that everyone gets to touch the puck more.

**PLAY**

Playing the game is where kids learn that the game is, in its simplest form, fun. And if you can mix in age-

**ICE FEES**

As part of your registration, you pay an ice fee to the Nederland Rink. This is a **SEASONS PASS** to the Rink, and allows your player to do a lot more than play hockey through NYHA.

The Rink offers recreational skating, all-ages stick and puck, and lots of other opportunities to have fun on the ice. Your kid could skate with NYHA, and then stick around right after for free

at the start of the

season and present options for entering NYHA teams in sanctioned local tournaments**. To ensure no parent is forced to bear unexpected costs, travel and entry in any tournament is always optional.** The NYHA hopes to initiate fundraising to reduce the costs of travel and tournaments so that

appropriate training and practice with skills and athleticism introduction, kids will have even more fun. And to keep it fun, there should be a low priority placed on winning and losing and a high priority placed on just introducing the game to a young kid.

**LOVE**

Once a kid learns to play the game and begins to develop skills and athleticism, hockey starts to tak e priority among other activities. Skills become more refined, their physical and mental makeup is stronger and the friendships they developed early on continue to grow. The games become more important and hockey in general becomes a bigger part of their life.

in the future all may participate. In any given season, games and tournaments are not necessarily guaranteed, since scheduling is often a very difficult problem.

Competition at any given level may change from year-to-year based on **parental interest**, our coaching resources and the number of kids in the program. For example, in 2010-11, we did not have enough Bantams or Midgets to play other teams.

At all levels below Midget, levels, NYHA promotes equitable playing time for all participants. At the Midget level, playing time may be earned according to ability, attendance and enthusiasm. NYHA 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

**EXCEL**

Now that they play and love the game, a higher premium is placed on excelling at it. Tougher competition and more of a focus on mastering skills play an increased role in their development. Hockey starts to take a larger priority over other activities. But, above all, the game is still fun and the friendships that were forged back in Mites are as strong as ever.

You can find more information at

Admkids.org

and defensive tactics) and play appropriate lines which best meet the immediate needs.

Coaching philosophy may change with the growth of NYHA and the level of play. 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.

**Checking and Body Contact**

The NYHA home rink facility is not currently safe for the checking or body contact aspect of the game of hockey that is taught to age levels Bantam and older. The lack of practice in body contact makes it unsafe for our teams to compete against teams that have had this practice. As a result, no age group will participate in any body contact or in any game that allows body contact.

**Player Move-up Policy**

It is NYHA 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 NYHA 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 NYHA 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. Upon approval of the Hockey Directory, players may double-register in certain circumstances. Doubleregistered players will only pay a single registration fee. Players cannot play down.

## Registration and Payment

**Registration Fees and Payment Schedule:**

The fees for the NYHA season are detailed in the registration packet and sent out via email before the registration period. These fees are age specific and reflect annual increases or decreases based on operational costs and association fees. The registration package is quite detailed.

Facility rental for regular team practices is covered by the membership fees. Additional practice and or recreational ice time must be purchased separately according to the rink rental rate. The rink manager will coordinate these extra times and fees with the team manager and/or coach.

All players on CAHA-affiliated teamsmust register separately with USA Hockey before registering with NYHA. CAHA will be discussed in detail at your first parent meeting. The NYHA website also has a detailed explanation.

It is the responsibility of the parent / player to have their association fees paid in full by the registration deadlines, and NYHA reserves the right to remove a player from league play if these fees are not paid in full by the established date.

In addition to paying the registration fees, parents will need to sign a Waiver of Liability and Consent to Treat section, included in the registration packet. Parents of players on CAHAaffiliated teams (all but the Mighty Mites) will need to provide proof of age. These supporting documents are mandatory, and you will not be considered registered until all documents are received. Players will also not be allowed to register within NYHA for annual play until all prior year debts or outstanding league fees are paid in full.

In years past, Ned Rink has offered full family season passes to team coaches and team managers. This practice will continue as long as is financially viable for all parties.

**Equipment Credit for**

**Goalies**

Goalies at the Squirt level and above are expected to purchase their own goalie gear, including leg pads, chest protector, blocker glove, catcher glove, jock, and helmet. Each team above the Mites will be given 2 $60 goalie credits, to applied as a refund at the end of the year. These credits are designed to defray the often-expensive cost of upgrading goalie gear. Coaches will assign these credits to one or more goalies, on a discretionary basis,

related to equipment upgrades and playing time. The Board will provide some end-of-year oversight and advice.

If a team only has only one goalie that meets these criteria, he or she can receive all $120. The NYHA Board realizes the goalies have often been overlooked in the past. It is our mission to work on improving goalie coaching and the financial incentives to play this often complicated position. The credits are a small step towards that, and the best we can do at the moment. For Mites and below, there will be no credits, since we're assuming no dedicated goalies.

**Refund Policy**

The registration fees are generally broken up into an “ice” portion and an NYHA portion. The ice fee is paid to the Nederland Ice Rink, and refunds fall under the jurisdiction of the RINK. The NYHA portion primarily goes to jerseys and registration costs. Because these costs are generally incurred at the start of the season, this portion is **non- refundable.**

If a player is injured within the first month of the season and is unable to continue play, 50% of the registration fees will be refunded upon request of the parent and provision of a valid doctor’s note. If the player is injured within the second month, 25% of the registration fees will be refunded.

**Financial Aid**

Registrants may request financial assistance by submitting an 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

**SAVE MONEY ON GEAR**

Hand-me-down gear is a great way to go. There is a LOT of used gear floating around out there. But how to find it?

**NedMamas.com** – Website for local Ned/Gilpin parents. Lots of postings, great advice & gear swapping.

**Nedrink.com** – The Nederland Rink has a limited set of equipment they rent out.

**Play It Again Sports** – South Boulder used gear store.

**Craigslist.Org** – Lots of used gear here, might need to drive to Boulder/Denver.

**Other Parents** – Ask around at the NedRink, especially parents of older kids that might have outgrown gear.

**The NYHA Board**. – Tried everything above? Contact us. We might be able to help or give advice.

NYHA will take necessary and reasonable precautions to protect the privacy of applicants. The NYHA does not currently have money to offer full scholarships, but may be able to waive certain fees. Please check the website under “NYHA Policies” for a full scholarship policy, including application procedure.

**F a m i l y**

**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.

## Equipment Rules

As part of your registration fee, NYHA provides all players with a home jersey. Travelling teams will also be required to purchase an away jersey. The NYHA game jersey will be worn for all games or as specified by the Coach. The NYHA colors are white and green, and green and yellow. Jerseys may be worn for consecutive seasons as long as the jersey is free of rips, tears and is generally in good condition.

**Required Participant**

**Equipment**

NYHA requires all players to wear the following gear at all time on the ice:

· League approved helmet, with facemask, chin and mask straps.

· Mouth guards (Squirt level and above). Protects against collision impact.

· Jock/cup or girls pelvic protector

(jillstrap)

· Shin guards – hockey type, with full kneepad. No soccer shinpads.

· Hockey socks – usually thick woolly socks that go over the shin guards and hold them in place.

· Shoulder pads · Elbow pads

· Hockey

gloves

· Breezers (hockey pants) with a tailbone pad.

· Skates. No figure skates, as these have toe picks that can be dangerous in a pile-up.

The NYHA has a number of complete gear packages available. Talk to the team manager if you are unsure about gear. Never use an unapproved helmet!

In addition to the required safety gear, there are some other pieces of useful gear.

· Hockey stick – wood or composite.

· Hockey jersey – included in the team fee, but don’t forget it.

· Non-cotton shirt/underthings - IMPORTANT! Make sure your child is warm out there. A cotton t-shirt, worn under hockey gear, will quickly get soaked and suck away body heat. Jeans are equally bad. A much better alternative would be polypro, polyester, wool, or nylon long underwear and/or shirt, all of which maintain body heat much better.

· Skate guards

· Water bottle filled with warm water to prevent your bottle from freezing.

· Polypro or non-cotton headwear for under the helmet. Keep the ears warm!

· Snack.

**GOALIE GEAR**

The goalie position can be exciting, rewarding – and confusing for parents. If you are the parent of a goalie or goalie- wanna-be, please contact us and we’ll get you started. We have handouts on how to put on gear, etc.

Once your child gets off the ice, they will start cooling down immediately, even in the heated dressing room. We encourage:

· A warm dry hat - for afterwards. The polypro hat worn under the helmet will be wet by then. · A warm coat - for afterwards.

If you are unfamiliar with the gear needed, how to put it on, or have any questions, please contact NYHA or a

Team Manager and we will be happy to help you. Please do this before the season starts!

**R e q u i r e d G o a l i e Equipment**

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

· League approved helmet, with face mask, chin and mask straps or goalie helmet with neck deflector · Mouth guards

· Chest protector

· Neck protector (optional)

· Catch glove

· Goalie stick

· Blocker glove

· Athletic supporter/pelvic protector

· Leg pads

The NYHA gives a Goalie equipment credit, described on Page 11.

Goalie equipment may be checked out to an individual NYHA goalie at the Mite, Squirt and

PeeWee levels and will be coordinated by the Equipment Manager. All goalies checking out NYHA gear will be required to **return the gear at the end of each game or practice**. You cannot keep the gear for the season. Goalies may use NYHA goalie for clinics, camps, etc. however the gear must be checked out through the NYHA Equipment Manager.

## Coaching Information

The NYHA 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. All coaches are accountable to the Director of Hockey, and NYHA Board of Directors.

As much as is possible, each team will be assigned a single head coach and at least one assistant coach, as decided by the Director of Hockey with support from the Board of Directors. 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 NYHA and USA Hockey standards.

Head coaches must be at least 18 years of age. Assistant or student coaches may be 13 years or older. Coaches are expected to be pillars of integrity and good character. There is no more important position within NYHA than that of coach. **Our coaches will be selected as much on character as on hockey knowledge.**

Ideally, a Coach should be able to demonstrate competency in skating, hockey skills, teaching techniques, strategies, and skills in communicating with parents and players. Coaches responsibilities include but are not limited to: planning, organizing, and implementing practices; directing assistant coaches and working with the team manager; teaching fundamentals of youth hockey as instructed by NYHA; being fair and impartial to all players; to encourage and foster player and parent involvement; schedule and conduct all necessary team meetings as required by NYHA; attend all league meetings and trainings as required by NYHA; and to learn and follow league rules, policies, and procedures.

Coaches are expected to attend all practices and games of their respective teams; this generally includes no less than one practice and one game per week during the season which runs from November to February.

**Coaching Education Required Levels**

All coaches must have at least Level 1 and an appropriate online, age-specific module. This is a change from the past when Level 3 was required for Peewee, etc. Please see the USAHockey website, or even better – contact us and we’ll help you through the entire process.

It must be clearly understood that coaching education requirements must be monitored by the Directors of NYHA and will be 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 that do not meet this requirement will be removed from their coaching duties.

**Certification of**

**Coaches**

Coaches involved in NYHA must be registered members of USA Hockey and CAHA, and are responsible for keeping their coaching certification up to date and current year to year. 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.

All Coaches must register with CAHA and USA Hockey and submit to a criminal background check during the application process. This is performed by USA Hockey and strictly confidential – NYHA members do not know any details.

CAHA-certified teams will register one head coach and up to three assistant coaches per team. Only certified and registered coaches will be allowed on the ice during practices. This will be strictly enforced because of the USA Hockey insurance terms.

**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**

All NYHA ice hockey coaches and instructors must properly wear an ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and coach and referee clinics.

**Communications between Coaches and Players**

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 NYHA 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.

**Coaches Reimbursement Policy**

The NYHA will attempt to reimburse the following expenses, subject to available funds:

a) CEP program expenses, including online & in-class training b) 50% of the coach’s jacket, up to $25 c) Rink family season pass d) USA Hockey membership.

The NYHA will only reimburse you for CEP & USA Hockey if you request it – contact the Treasurer with your receipts.

NYHA does not have money for any reimbursement of any travel expenses. As we grow and fundraise, we hope to change that and allow Coaches to reimburse the following expenses, following these general guidelines.

· IMPORTANT NOTE: **NO TRAVEL REIMBURSEMENTS of any kind this year.** The following policy is just a future goal.

All expenses that are eligible for reimbursement are 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 within the reimbursement policy for the association. Coaches and Assistant Coaches with players on the team will only be eligible for 50% of their hotel and meal expenses for reimbursement.

We encourage that coaches seek the less expensive manner in travel, hotel and meals when traveling with their level of play. Examples of this include: coaches and assistant coaches traveling together in the same vehicle of travel with a parent, coaches of the same sex share hotel room to limit hotel expenses, hotels that provide a free breakfast with the cost of the room. 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 NYHA Reimbursement Form, within a

72 hour window following travel, to the Board of Directors, for approval. All expenses must be supported by detailed receipts of meals and expenses.

Coaches are limited to a maximum $20 a day for meal reimbursement. Alcoholic beverages are not reimbursable within NYHA, and these must be on detailed receipts and subtracted from the total. Mileage to and from away games and one approved tournament is reimbursed at .37 a mile for gas, for non-parent coaches. Mileage to and from practice is not reimbursable by the association.

Rooms will be reserved for up to 2 coaches per team on out-of-town trips. The Director of Hockey will negotiate exceptions.

## Team Manager Information

Team Managers play an essential role in keeping everything running. If you are a parent – contact your team manager FIRST for scheduling changes, weather issues, questions, comments, concerns and pretty much everything else.

**T e a m M a n a g e r**

**Responsibilities**

The team manager is the liaison between the NYHA Board and the team. **Communication** is the team manager’s principle responsibility.

1. 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.
2. Adopt and share with parents and players, codes of conduct and pertinent content within the association handbook.
3. Assist coaches as the liaison between parents, board and governing league communications, including registration needs.
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.

**KEEPING IN TOUCH**

We have a Facebook page and a website to help with communications. Please also let the Team Manager know if:

· If your email changes

· If you don’t read your email very often and would prefer us to contact you a different way

· You have an idea for a better way for us to communicate with parents

1. Communicate all tournament needs. Work directly with tournament committee and coaches to ensure all needs are met.
2. Participate and recruit volunteers for all fundraising aspects at team level.
3. 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).
4. Recruitment and assignment of game penalty box / score sheet / clock operators for games and tournaments.
5. Review and distribution of score sheets to game officials. Team managers must have rosters accurately listed on all score sheets prior to game starts.
6. Arrange snack schedule for games and parent participation.
7. Assist coach in parent meeting.
8. 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).
9. Ensure parents have registered with CAHA and are educated on USA Hockey parent’s code of conduct,

heads up hockey and other association requirements.

1. Assist coach in arrangements of additional scheduling of games outside of the regular season, such as scrimmages, tournaments.
2. Assist coaches on locker room needs, policy and overall conduct of players where required.

Wow – that’s a lot of responsibilities. The Team Manager keeps everything running smoothly. Treat them with kindness and respect.

**Team Manager Reimbursement Policy**

The NYHA will attempt to reimburse the following expenses, subject to available funds: a) USA Hockey registration b) Rink family season pass

The NYHA will only reimburse you for USA Hockey registration you request it – contact the Treasurer with your receipts.

## Code of Conduct Information

NYHA has adopted the following codes of conduct for Players, Parents, Coaches and Board Members. These codes of conduct are in line with USA Hockey and CAHA codes of conduct. All players, and all 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 NYHA 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 conflict resolution.

**NYHA Player Code of**

**Conduct**

1. Players will conduct themselves in a respectful manner in locker rooms, on buses, during games, and any activities associated with their participation in NYHA.
2. Swearing, using foul language, or being disrespectful to anyone during a game or practice will result in disciplinary action.
3. Fighting during practice or during a game will result in disciplinary action.
4. Players will wear full equipment at every practice, as specified with NYHA and USA Hockey guidelines.
5. When the whistle is blown during practice, play stops immediately and attention is directed toward the coach.
6. The coaches do all of the coaching. Players discuss respectfully with but they never argue with the coach.
7. Stealing will not be tolerated. Stealing will result in suspension from the team.
8. Players will at all times demonstrate good sportsmanship, win or lose.
9. Action for these offenses will be regulated according to the guidelines established by

NYHA, CAHA andUSA HOCKEY.

1. 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.

**DON’T BE THE CRAZY HOCKEY**

**PARENT**

We understand how emotional you can get when your kid is involved. But nobody wins if you are screaming and banging on the boards.

If you tend to get too emotionally involved in the action on the ice, relax and take a step back. Nederland Hockey has a long tradition of parents hanging out at the Rink, chatting, bonding and building community. Bring hot chocolate, cookies, and catch up with your neighbors. Your kids are too busy skating and having fun to notice you’re only partially watching them.

**NYHA Parents Code of Conduct**

Parents are expected to acknowledge this code of conduct 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 Coach may be arranged through the Team Manager, to discuss the issue.
2. If problems persist, or are not resolved by the Director, then please follow the conflict resolution guidelines outlined on Page 24
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 to encourage and support good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other events.
5. Parents are to place the emotional and physical wellbeing 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.
6. 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.
7. 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 NYHA activities for all family members. Encouraging others to retaliate also violates this policy.
8. 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.
9. 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.
10. Parents must equip their player properly so they can participate in all practices, scrimmages and games.
11. Parents should keep abreast of all information pertinent to their player’s team and ask questions of team managers, not coaches directly.
12. If possible, parents should notify the head coach or team manager in advance when their player cannot make a scrimmage or game, stating the reason.
13. Parents will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.

**Helpful Hints for Parents of Hockey**

**Players**

1. Support and respect your child and their team. Mistakes are part of the learning process for everyone. Always be positive and provide guidance through difficult times.
2. Be completely honest with yourself about your child’s athletic capability, level of skill, competitive attitude and sportsmanship.
3. Do not compare your child to other players on the team. Compare them only to their own potential and what they want from the game.
4. Through this great game of ice hockey, help teach your child to enjoy the thrill of competition and sportsmanship. Help them develop a healthy, competitive attitude towards striving to always be at their best and to be proud of their accomplishments
5. Exercise and practice good sportsmanship and proper competitive attitude at all times yourself. Cheer for all of the players on the ice and the good plays for both teams.
6. Never yell or scream at your player, coach, referee or any other participant of the game or practice. Remember, it is their game, not yours, and everyone involved is trying their best.
7. If you must criticize, do it in private, not in public and please use the complaint resolution procedures. You can be very influential on your child’s attitude towards their coach, teammates and even the game itself. Do not assume they feel the same way or want the same things you do. Remember, it is their game.

**NYHA Coaching Code of Conduct Statement**

NYHA 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 NYHA encourages its coaches to adhere to the NYHA Coach’s Code of Conduct and all USA Hockey codes of conduct and instructions.

**NYHA Coach’s Code Of Conduct**

All coaches within NYHA will embrace all rules and regulations within USA Hockey and CAHA. 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 NYHA 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 Hockey Director is in charge of game arrangements and cancellations. Work through this NYHA Board member.
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. For away games, 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.
12. For home games, coaches, or a team manager, must be present within close proximity of the dressing room to supervise, while the players are dressing in the locker room. One of the team managers, assistant coaches or coach must be present within close proximity at the pre-set time that the players are required to dress.
13. 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.
14. 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.
15. Coaches must be at all games and practices. If a coach is unable to attend, they must arrange for a proper substitute coach that holds the appropriate coaching certification.
16. 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).
17. 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.
18. 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.
19. Coaches will show good sportsmanship at all times.
20. Coaches will use discretion to keep practices and games in good proportion.
21. Coaches are required to play all players as equitably as possible.
22. Coaches are encouraged to develop several power play and penalty kill lines not limiting to one line of either. Coaches are to follow the same conflict resolution policy as parents and players within NYHA for resolving player, parent and other issues, as well as immediately informing the Director of Hockey.

## NYHA Complaint Resolution Procedure

NYHA is committed to creating a positive hockey experience for our young athletes and their parents. Even with good and open communication conflicts may arise. Although we strive to make these instances rare, we know they will happen. The NYHA philosophy is primarily to allow those closest to a problem to attempt to resolve it prior to getting the NYHA Board involved. The complaint resolution procedure is as follows:

1. Attempt to solve the problem directly with the player’s team manager.
2. If unable to resolve the problem, follow the 24-hour rule. A parent who wishes to speak directly to the head coach regarding their child’s lack of ice time or other similar issue must wait a minimum of 24 hours following a game or scrimmage before contacting the coach to discuss their concerns.
3. Contact your team manager again. The team manager will work to resolve the issue with the Hockey Director and the coaches. If the team manager is unable to resolve your complaint, he or she will contact the President of the NYHA Board.
4. The President will bring the issue to the balance of the NYHA Board for discussion. The individual with a complaint will have an opportunity to present their issues directly to the NYHA Board. All decisions of the NYHA Board will be final. The NYHA Board may choose not to become involved in a given situation unless this procedure has been followed.

Comments, questions and concerns regarding: players, managers, or coaches of other teams; referees; NYHA or other associations, or other leagues; CAHA; or USA Hockey, shall be directed first to the appropriate team manager. After that, the appropriate chain of command will be the Director of Hockey, and then the NYHA Board.

Only those persons explicitly authorized to do so by Board of Directors shall contact/ communicate with referees, other teams, other associations, CAHA, or USA Hockey on behalf of NYHA.

Failure to observe the procedures outlined herein may be considered misconduct.

## Misconduct and Conflict Resolution

NYHA will follow the USA Hockey Zero Tolerance Policy with respect to conduct by a player, coach, parent or guardian that is detrimental to a rewarding hockey experience. The procedure for reviewing complaints of such conduct, for handling conflict, and the penalties for violation of this policy are as follows:

**Conflict**. Conflict may occur between members, and between members and nonmembers. Conflict may or may not involve misconduct. In all cases, a member or team manager who is involved in or aware of a conflict involving another member should notify the Director of Hockey, who in turn should notify the Board upon becoming aware of a conflict. The Board will determine whether the conflict involves misconduct and whether sanctions will be imposed under the NYHA Misconduct Policy.

Guidelines for resolving conflict are listed below:

· Any conflict involving a NYHA member and a non-member will be handled under the appropriate NYHA, USA Hockey and/or league rule(s).

· Conflict between members will be handled at the lowest level possible, but should always be reported to the Team Manager. Conflict will normally be resolved as follows:

Conflict Between..

Resolved By Parents Team Manager and Head Coach Parent and Team Manager

Head Coach Parent and Coach

Team Manager Coach and Manager

Director of Hockey Coach and Coach

Board of Directors

All others conflicts will be resolved by the NYHA Board of Directors.

**Misconduct:** The Vice President of the Board of Directors oversees all disciplinary actions concerning coaches, players, referees, and spectators. He/she will decide the severity of the discipline in conjunction with the President of the Board, Director of Hockey, the team coach, and the team manager. Parties directly involved with the incident may be called upon as witnesses.

1. Inappropriate spectator behavior (i.e. behavior that is detrimental to a rewarding hockey experience) includes, without limitation, the following:
	1. Giving instruction or otherwise attempting to coach your child or other players from the stands during the course of a game. Cheering is encouraged.
	2. Pounding on the glass or throwing things onto the ice to express your displeasure.
	3. Making disparaging comments to, shouting at, taunting, arguing with or making physical contact with a parent, manager, coach, player, referee, linesman, or office official during the course of a game or as they leave the ice or the arena.
	4. Approaching or entering the player’s bench area or the scorer’s area during a game without proper authorization.
	5. Entering or attempting to enter the referee’s locker room or the players’ locker room before, during or after a game without proper authorization.
	6. Entering the arena while intoxicated.
2. In the event the Board determines that a player, coach, family member of a player or coach, or guest of a player or coach has engaged in behavior that is detrimental to a rewarding hockey experience, the Board may: issue a verbal warning and/or send a letter notifying the person and/or member family that it is in violation of NYHA’s misconduct policy, and inform them that they and/or the member family may be subject to sanction if such behavior is continued, or; the Board may sanction the offending person or the member family as provided below.
3. If the behavior of a player, coach, parent or guardian, family member or guest generates a second complaint and if, after providing such person with an opportunity to appear before the Board, the Board forms an opinion that the actions of such person warrant a second censure by the Board, said person shall be referred to the Board of Directors of the Nederland Rink as a candidate for restriction from entering Nederland Ice Rink during any NYHA event for a period of 30 days, or; the board may immediately sanction the offending person or the member family as provided herein below. If necessary, a committee will be formed, normally chaired by the Vice President, to investigate the complaint.
4. If the actions of the player, coach, parent or guardian require a third censure or a violation of the 30-day restriction occurs, the player, coach, parent or guardian will be referred to the Board of Directors of the Nederland Rink, as a candidate for restriction from entering the Nederland Ice Rink during any NYHA event for a period of one year. In addition, the membership of the family of the player, coach, parent or guardian may be suspended, at the discretion of the Board.
5. Any member family that has a player, coach, parent or guardian under suspension or restriction at the end of the hockey season may not be considered a member in good standing for the following season. After the end of the season, the Board shall review the circumstances of the suspension or restriction and make a determination as to whether the player(s) in such family shall be eligible to return for the following season.
6. In the event the Board determines that the conduct in question involved a deliberate attempt by a player, coach, parent or guardian to physically harm another person, or involved other behavior of an outrageous, dangerous or violent nature, the Board may, in its discretion, forego the procedure outlined herein above and immediately implement such sanctions, including restriction, suspension or termination of the player or member family, as it deems reasonably necessary to protect the interests of NYHA and its membership. The Board shall review any action taken pursuant to this paragraph after the person in question has been given an opportunity to appear before the Board at a regular Board meeting.
7. Any punishment meted out by the NYHA Board pursuant to this Policy shall be separate from and in addition to any sanction issued by any coach for violation of written team rules, or any sanction issued by any referee, CAHA or USA Hockey.

### **Conflict of Interest Policy**

Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization’s (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
3. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
4. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
5. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. Article III – Procedures

1. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest

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1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain: a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussions and votes relating to the

transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member’s compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member’s compensation.

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1. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

 All Board Member are required to sign acknowledgment of Conflict of Interest policy.

**Whistleblower Policy**

A whistleblower as defined by this policy is a NYHA/CAHA member, volunteer, executive committee member, or board member of NYHA/CAHA who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the NYHA/CAHA Treasurer and President who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegation. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation

in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the NYHA/ CAHA Treasurer and President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Members or volunteer with any questions regarding this policy should contact the NYHA/ CAHA President.

**Player Release Policy**

**•NYHA Player Release Policy**

**ARTICLE I**

PURPOSE

The purposes of this player release policy are for NYHA (the “Organization”) to ensure that players within the organization are allowed to participate in Tournament Teams provided they follow the requirements mandated the association and by the NYHA. This player release policy shall supersede all prior player release policies which may have been adopted by the Organization.

**ARTICLE II**

POLICY

**Section 1.** General Guidelines. Players shall be prohibited from being rostered on more than one (1) team during the current season, except as noted in the NYHA RULES AND REGULATIONS Revised August 30, 2012 Section

V. http://www.pointstreaksites.com/view/cdyhl/documents

1. Players may double roster on single CAHA approved tournament teams with the association and coach’s permission.
2. Player and Parent are required to complete all releases, even if for a specific time period, before participating with another program, including by not limited to tryouts, tournament play, etc.

**Section 2.** The following releases are required as noted in Section 1, B. **Notification formats for tournament teams.**

**Tournament Team affirmation**

The (team name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an independent / Tournament Team sanctioned by (sponsoring association)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ association requests the (player’s

association)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ association allow (first name)\_\_\_\_\_\_\_\_\_\_\_ (last name)\_\_\_\_\_\_\_\_\_\_\_\_\_ be allowed to participate and practice as defined below with the above named team. Player is expected meet with our team for practice on the following times. (Spell out practice expectations), we expect to apply and play in the following tournaments. (Spell out tournament and dates). We further understand and expect the above named player‘s top priority in hockey is to play for his / her association’s league team including any tournaments they are attending. If there is any potential conflict, player will be told to play for his/ her league team in all circumstances. This tournament team experience is designed to enhance and enrich player’s

experiences above and beyond his / her league team. Conflicts would include playing for league team and then playing for tournament team in the same 72 hour time period. We further understand we are required to request and get a specific release to play in each tournament within 21 days of tournament date player is expected to play in. Invitation by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Coach ( CEP # and Level) \_\_\_\_\_\_\_\_\_ Approved by Sponsoring Association \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ **Parents Pledge/ Request**

I/ we the parents of player (first & last name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request (hockey association) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allow (my/our)( son/daughter) be allowed to participate as a member of (Team Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ team for the \_\_\_\_\_\_\_\_\_\_ season, I/we pledge our player’s first priority is to the (association) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ league team in all cases of direct or potential conflict. Further we understand and agree should our player not make his league team the top(first) priority , he/she is subject to benching for up to two games for the first violation and 3 games for the second violation at the league teams coach’s discretion. Further, violations will result in immediate suspension from practices and games until a disciplinary / conflict resolution hearing is held by (association)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Maximum suspension is 30 days without a hearing. Hearing may suspend a player for up to a year. I further understand should my son/daughter be injured when participating in any activities or traveling to/from any activates related to the tournament team no refunds will be issued his/her League Team Association. Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_ /\_\_\_\_\_\_/\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Player Pledge/ Request:**

I (first & last name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request my parent’s permission, my League team’s

Head Coach’s permission and my league Team’s Association permission to participate on the (team name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ season. I understand being allowed to participate on the (team name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a privilege allowing me to enhance and enrich my hockey experience, granted to me by my League Team Coach, Teammates , and Association . I pledge to my League Team Coach, Teammates and Association my first ( top) priority is participation in all League Team activities no matter my desire to play or attend a (tournament Team Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ team activity. I will not play for the (tournament team) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if there is any potential conflict meaning my League Team and Tournament team play within 72 hours. I will always meet or exceed my League Teams expectations of me, by exhibiting excellent behavior, team leadership on

and off the ice and support for my teammates in all I do. Should I fail to abide by my pledge, I will apologize to my teammates in an appropriate fashion, expect to be benched for games at the discretion of my head League Team Coach, or suspended from the team and all team activities. Further I will seek an individual release within 21 days of tournament date for each tournament I wish to participate in from my head coach and Hockey Director/ Association President.

Player Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Parent Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Other Policies

The NYHA follows and abides by a strict no physical, emotional or verbal abuse policy, as dictated by CAHA. An official copy of this policy may be found on our website under “About NYHA->NYHA Policies”.

An official copy of our Scholarship policy may be found on our website under “About NYHA>NYHA Policies”.

## Online Resources

The game of hockey can be confusing. Here are a few websites you can visit to find out more. The game grows in fun and excitement the more you know.

**http://www.nedhockey.com** - The home of the NYHA. Schedules & webcam. **http://www.nedrink.org** - The local Nederland Rink. Skate sharpening.

**http://www.usahockey.com** – The governing body for hockey in the US. Education, certification, lots of resources. In particular, check out the “Parents” tab.

**http://co.hockey/caha**- Colorado Amateur Hockey Association – The governing body for hockey in Colorado. Information on CO Tournaments

**http://www.admkids.org** - The American Development Model. Check out the Red, White & Blue section under

“Coaches” for great information on getting kids to love hockey.

**http://www.onegoal.com** - Good resource for beginner hockey players and beginning hockey parents.

**http://www.playitagainsports.com/users/play\_it\_again\_sports/documents/Hockey\_FitGuide.pdf** - Play It

Again Sports hockey equipment fitting and sizing guide.

**http://www.rocketskate.net** – Local hockey shop with excellent skate sharpening.

## Last Words

A few last thoughts from the Board of Directors…

The world of Youth Hockey can be confusing. One of the best ways to learn how to be a good hockey parent is to become a hockey player yourself! The Nederland Rink offers many learn to skate courses, beginner hockey, women’s hockey, and lots and lots of encouragement. Our community hockey tradition, dating back to Mud Lake, has always been one of encouragement and inclusion. Don’t worry about your skills – just get out there and whack a puck around. You’ll suddenly understand why your kids are so excited about heading to the Rink on a chilly January morning.

Don’t be the hockey parent in the stands – be the hockey parent on the ice! Make your kids watch YOU play for once.

Finally – **Thank You**. Thanks for supporting youth hockey, for getting yourself organized and out to the rink so that your kids can make great memories. So that your kids can get exercise, make friends, laugh, and go to bed happy and exhausted. It’s all worth it.

Photo by Tim Murphy.