

**Guidelines**  
**Auburn Hockey Club**  
(Revised 2011-2012)

The purpose of the Guidebook is to outline the structure and policies of the Auburn Hockey Club. Guidelines are subject to change as needed by a majority vote of the board of directors.

Auburn Hockey is governed in accordance with the Constitution and by-laws of the organization and in accordance with USA Hockey.

All members of the Auburn Hockey Club must abide by the guidelines set forth. This includes all matters related to supervision, transportation and all rules and direction of the Auburn Hockey Club determined by the Board of Directors.

Auburn Hockey rents ice from the City of Auburn at Casey Park ice arena on a season by season basis for games, tournaments and practices. The cost of ice and the ice times allotted will be negotiated prior to each season by the Board of Directors or its designee, with the authorized representative(s), of the City of Auburn Recreation Department or its designee. Auburn Hockey will be responsible for paying for only approved ice times. Teams may rent additional ice if available at their own cost and coordinated through the clubs scheduler. Auburn Hockey will be responsible for supervision of its members and their conduct during any of its approved functions, practices, games and tournaments. Any intentional or reckless act which causes damage to Casey Park, the club will hold the member responsible for whatever the cost the damage may incur.

**Mission Statement**

**The Auburn Hockey Club will promote good sportsmanship, respect, discipline, self-esteem and fun at all levels and members while enhancing skills to accommodate the full spectrum of player's ability.**

### Playing Divisions

Auburn Hockey will register teams in accordance with USA Hockey's age division breakdown as long as there are an acceptable number of players in each of the divisions registering. Numbers of players on each team registered will be determined by the Board of Directors.

### Player Movement

Players must register in their appropriate age division, unless there is prior approval from the Board of Directors. Players may not, under any circumstances, play in a division under their age group.

As for the 8 and under division players will be placed on the proper team within the division based on their ability and development. This will be decided by agreement of the parents with the recommendations of the 8 and under Coordinator and the coach or coaches within the division.

Any player in the organization whose parents for whatever reason would like to have their child play at a higher level than their proper age group must submit their request and reasons why in writing to the President of the Organization prior to the clubs travel tryouts.

No requests for player movement of any kind will be accepted after the selections of the travel teams, unless a special circumstance arises such as player injury/illness.

All requests will be addressed by the Board of Directors in a timely fashion and the outcome of the requests will be answered to the parents of the player in writing after discussion and a majority vote of the Board.

The following is the criteria the Board will follow when deciding on a player movement request: Input of the players coach from the previous season, Input from the coach of the present division and input from the coach of the division requested to move up to. Also considered will be the affect the request will have on all divisions concerned. Additionally considered will be the player's current ability, potential for development, along with the maturity to compete at a higher level.

If a request is submitted for the purpose of trying out for a travel team and the player is not selected then that player will be placed on the house team of the division requested. If there is no house team for that division then the player will be placed back into the division they came from. If that division has a travel team then the selection committee will determine if the players ability, based on the tryout is that of which he could play on the lower divisions travel team then that player will be considered for the travel team of that division. If the committee deems that the player's ability does not warrant being on that divisions travel team then the player will be placed on the house team of the lover division if there is a team.

### Registration

Registration dates for each season will be posted on the clubs website along with being published in the newsletter. The club's registrar will determine the payment formant based on approval of the Board of Directors. No player will be allowed to participate in any way unless they are properly registered and approved to participate by the Clubs Registrar.

Registration fees will be determined prior to each season by the Board of Directors and posted on the website and also published in the newsletter.

### Raffle tickets

Incorporated into registration fees will be \$50 for the cost of ten raffle tickets. The tickets will be given to the parent(s), at registration and since they are pre paid the parent(s), keep the money for the tickets once sold and turn in only the stubs to their team manager, any board member or drop them in the clubs drop box at the rink.

### Hardship

The Auburn Hockey Club will provide an equal opportunity to amateur athletes, coaches, managers, any team official or administrator, to participate in amateur athletics without discrimination on the basis of race, color, religion, age, sex or national origin.

Registration is required of all members and financial obligations must be met by the date(s), set by the registrar as approved by the Board of Directors. The Board may allow *Hardship* considerations. These situations may occur where the registration fees required create a financial burden for the family of the player(s).

Any member(s), wanting to request a hardship consideration must submit in writing to either the President of the Board or the clubs Registrar, stating their reason(s), for the request and how it creates a financial burden. All requests will be kept strictly confidential by the Board of Directors. The President or Registrar will notify the requester immediately upon a decision being made. All requests will be determined on a case by case basis.

### Skating ability

All first year skaters that are older than eight (8), years old must first be evaluated by the coaching coordinator prior to participating with his/her appropriate age team. All first year players that are 8 or under must start out in the Initiation program and only move up within the division during the season after being evaluated and approved by the 8 and under coordinator and the coaches concerned within the division. Players are allowed to practice with other teams, but solely at the discretion of the head coach of that team.

### Team structure & selection

Auburn Hockey Club is designated by USA Hockey as a Tier II B youth hockey organization. This designation can only be changed by approval of Central Section New York District USA Hockey. All requests for designation changes must be submitted to the section President prior to either of the sections bi-annual meetings. Cut off dates for agenda items will be determined by the central section President and sent to all organizations in the information packet sent to each clubs President.

At this time Auburn Hockey participates in both the travel division of USA Hockey and the Central New York Snowbelt league for designated house teams. Auburn Hockey reserves the right to field independent teams as the need arises, as determined by the Board of Directors.

### Team definitions

The travel division is designated for those players within a division that are more developed and skilled. If needed, a tryout will be conducted to determine who is placed on the travel teams of each division. Tryouts will be coordinated by the clubs Coaching Coordinator in a manner of his or her design as approved by the Board of Directors. At minimum the Coaching Coordinator will select based on Board approval a committee for the purpose of travel player selection. The Board of Directors will be responsible for informing the Coaching Coordinator of the number of players and goalies his committee can select on each travel team in each division.

The Snowbelt league (house) is chartered under USA Hockey and has the right to modify or add any rule of USA Hockey with proper approval of USA Hockey. The Snowbelt league is a competitive developmental league that provides within its bylaws equal ice time for all players during one of its sponsored games or tournaments. There is no tryout required to participate. If there are a sufficient number of players to have more than one house team within a division than the Board of Directors will determine how to distribute the players on these house teams.

It is the intent of Auburn Hockey to have as close to an equal number of players on both its travel and house teams within any given division as possible. Any variation to this practice must be approved by the Board of Directors. Available players will dictate team size. Further it is the intent of Auburn Hockey to provide a safe and conducive atmosphere for the development of all its participants.

### Scheduling

The Auburn Hockey Club scheduler (or designee), will be responsible for the scheduling and posting all practices and games. The scheduler will also be responsible for filling out and submitting sanction forms for all of the clubs tournaments. It is the responsibility of all head coaches and or managers to inform the scheduler of any tournaments they plan on attending as soon as possible in order to denote changes to the schedule and reschedule any mandatory Q games. Only the head coach or team manager is authorized to contact the club scheduler for any reason. The scheduler will also be responsible for posting locker room assignments on the daily practice schedule.

### Team tournaments

All fees for any teams Sectional or Jam tournaments will be paid by the organization. If a team advances past Sectional play a request can be made to the Board of Directors through any board member for financial assistance. Any fees associated with recreational or other tournaments a team decides to attend during the course of the season, will be the responsibility of the team members. If the club cannot provide a home tournament for any of its teams the club will pay an amount equal to what the club would charge for a tournament in that division, to that team for the purpose of attending an away tournament.

### Unscheduled available ice

Any ice time that appears to be available and not being used can be requested for use by any head coach. The head coach or manager(s) will contact the clubs scheduler and confirm that the ice is still available. If the ice is available the scheduler will schedule the ice for that team and post a revision on the website and at the rink. The cost of the extra ice time, (and officials if necessary), will be the responsibility of the team that requests the ice time unless, the change is due to securing a makeup practice or game.

### Auburn High School

The Auburn Hockey Club has no control over the Auburn high schools practice or game schedule. The high schools schedule is approved by the city and the high school has preference over the Auburn Hockey Club in matters of scheduling ice time. If the high school team needs to use pre scheduled Auburn Hockey Club ice, the clubs scheduler will revise the clubs schedule in a fair manner and make every effort to treat all teams as equal as possible based on the guidance of the Board of Directors.

### Holiday break

During the Christmas break the City of Auburn has expanded public skating hours. During this time ice use will be ran on a modified schedule. The scheduler will provide to head coaches what times are available during the break. Head coaches must coordinate with the scheduler at least three (3) weeks in advance on how the limited ice time will be used.

### Equipment

The Club's appointed equipment manager, or designee based on approval of the Board of Directors will be the only person(s), authorized to use club funds to purchase any equipment. As for goalie equipment, the Auburn Hockey Club provides the following to be used for club scheduled events for the 10 and under and below divisions only: leg pads, chest protector, glove and blocker. Goalie helmets and skates may be made available based on approval of the Board of Directors. Any requests for goalie equipment above the 10 and under division will be taken on a case by case basis.

The clubs equipment manager will be responsible for the distribution and accountability of all club equipment. The equipment manager will also be responsible for maintaining an itemized record of all club equipment available and distributed. This record is to be available to all board members, and a written or verbal report is to be given at the board's monthly meetings.

Club owned equipment can be used for non club sponsored functions such as clinics or summer leagues based on approval of the Board of Directors. The Board of Directors will assess a rental fee for any club equipment used for any non club sponsored event.

It will be the responsibility of the player and parent(s) to maintain club equipment in a serviceable condition.

#### Initiation equipment

The club will provide rental equipment to all registered Initiation program players. This equipment will include: helmet, shoulder pads, elbow pads, gloves, jersey, pants, shin pads and an equipment bag. Socks, skates and sticks, (once use is required), are to be provided by the parent(s). The equipment manager and or designee(s) will be responsible for the issuing and turn-in of all rental equipment. The equipment manager will be responsible for the accountability of all rental equipment and maintain a record of all equipment issued with contact information for those who received equipment. Other 8 and under registered players may also rent equipment if there is any available after all Initiation players have been outfitted. The equipment manager will be responsible for keeping an inventory of equipment to be issued to eligible new players during the season.

#### Rental fees

Any fees, reimbursements and payment schedules for club rental equipment will be determined by the Board of Directors on a yearly basis. If a request is made to keep club equipment beyond the season the Board of Directors reserves the right to approve this request and access an additional rental fee.

#### Uniforms

The only authorized playing jersey of the Auburn Hockey Club is the standard Colorado Avalanche youth replica jerseys that are in use at this time. The Organization will provide a vendor to stock and make ready both home and away playing jerseys for its members at a negotiated price. Members are allowed to purchase playing jerseys from another vendor but the jersey must match the ones supplied by the Clubs vendor. Club logos will be held in stock by the clubs vendor and applied to playing jerseys upon request. There will be no additional cost for the logos; the member will only be responsible for the cost of applying the logos to the jerseys. The clubs vendor will also keep in stock the present authorized home and away playing socks for purchase by members. Members may purchase socks from another vendor but they must match the socks offered by the clubs vendor as directed by the Board of Directors. The wearing of a retro or other type jersey for any game or tournament must be approved in advance by the Board of Directors. The Auburn Hockey Club recommends that helmets be either white or maroon, pants black and gloves predominantly black. If a player is not wearing these colors then members are urged to conform to the above color standards when equipment is replaced.

### Jersey numbers

A member of the Board of Directors or designee will be responsible for assigning and keeping a record of all jersey numbers. No number can be placed on any club playing jersey until the board member or designee authorizes such after checking the record to ensure that there is no number conflict on any team. A member can request a certain jersey number and if available will be awarded that number.

### On Ice activity

All USA Hockey mandatory playing equipment will be worn by all players during any on ice activity. It is recommended that official playing jerseys not be used for practices unless requested by the head coach or designee.

### Mouth guards

Per USA Hockey it is mandatory for all competing in the peewee division and above to have a mouth guard as part of their mandatory equipment. USA Hockey recommends a colored mouth piece.

### Neck guards

Neck guards are not mandatory per USA Hockey but USA Hockey and the club highly recommends the use of neck guards by all participants. The Board of Directors reserves the right to make the wearing of neck guards mandatory for all club members.

### Coaching equipment

Helmets with serviceable chin straps are mandatory for all on ice team officials. Chin straps are to be secured. Any club person or youth volunteer under the age of 18 must also wear full equipment anytime they are assisting in any on ice activity.

### Insurance & medical coverage

Upon registering with USA Hockey all players, coaches and on ice officials receive through USA Hockey limited medical coverage. This coverage does not replace any existing medical coverage a family might have. Upon request the Board of Directors can obtain information on the type of benefit and coverage that USA Hockey provides.

### Team officials and supervision

Per USA Hockey all coaches, managers or any team official must be registered with USA Hockey. This includes a mandatory screening process to determine if all meet the criteria set forth by USA Hockey. Information on qualifications can be found on the USA Hockey website or in the USA Hockey rules and regulations manual. The clubs ACE Coordinator in conjunction with the clubs Registrar will be the responsible party's for properly registering and submitting screening information on all team officials as directed by USA Hockey.

Per USA Hockey cell phones with picture taking capabilities are strictly forbidden in any and all locker rooms during a USA Hockey sanctioned event. Further per USA Hockey there is to be a registered team official in locker rooms at all times while players are present.

#### Coaching applicants

Prior to the start of any season but as soon as possible after the conclusion of a season the clubs Coaching Coordinator and /or Ace Coordinator(s), will make available and distribute applications for the purpose of selecting coaches for the upcoming season.

All coaching selections are contingent on being approved through the USA Hockey coach's mandatory screening process. No applicant will be considered unless they presently hold the proper USA Hockey coaching certification level or will have by December 31<sup>st</sup> of the upcoming season.

#### Head coaching selections

At a Board meeting prior to the start of any season per the President of the Board, the Board of Directors will select Head coaches for the upcoming season. All applicants for Head coaching positions will be reviewed and considered by the Board. The Board after discussion and majority vote will select the Head coaches for the upcoming season. If there are multiple applicants for the same position then the President of the Board or Designee will make arrangements for the Board to interview these applicants.

The Board of Directors reserves the right to interview any applicant prior to being considered for approval by the Board. The clubs Coaching and/or ACE Coordinator(s) will be the responsible party(s) for presenting the applications and recommendations to the Board and submitting screening information to USA Hockey.

#### Assistant coaches

Upon being selected as a Head coach an applicant will be afforded the opportunity of selecting his own coaching staff. The Head coach must select assistants that meet USA Hockey's requirements. All assistant coaches must submit a coaching application and be approved by the Board of Directors prior to joining the coaching staff.

The clubs Registrar will be responsible for registering all coaches with USA Hockey. The clubs Coaching and/or ACE Coordinator(s) will be responsible for submitting all assistant coaches information to USA Hockey for proper screening.

#### Practice helpers

Head coaches may also be afforded the use of practice helper's other than registered assistant coaches. Any registered coach from any other team may upon request from a Head coach assist with any practice. If a helper is not a registered coach and under the age of 18 then a Student volunteer form must be submitted to the Coaching and/or ACE Coordinator(s) prior to assisting at any practice, these forms can be made available by request.

Any helper that does not meet the above criteria must be approved by the Coaching and/or ACE Coordinator(s) prior to assisting in a practice.

#### Team managers

The Head coach of each team will select a team manager. The team manager will assist the Head coach in off ice matters including but not limited to parent meetings, tournament planning, game results reporting. Team managers must meet all criteria put forth by USA Hockey and be registered with USA Hockey through the clubs Registrar.

The Clubs Manager Representative will be the contact person for the team managers and will as soon as possible meet with them and explain and give advice on how to perform their duties.

#### Attendance

If a player is going to be absent for any practice, game or tournament, the player, parent or legal guardian will be responsible to inform the Head coach or designee of the absence as soon as possible. All Head coaches are allowed to have their own team attendance policies contingent on review by the Board of Directors.

#### Team discipline

Head coaches have the right to implement team disciplinary rules contingent on approval of the Board of Directors. Any issues or concerns with a team's disciplinary rules can be expressed to the Head coach and or team Manager. The Board of Directors urges all to resolve any team issues at the team level. If a member feels the need they may express their concerns to the Grievance Chairman or any committee member in order to seek a resolution.

#### Inappropriate conduct

All members of the Board of Directors that witness any "incident/action", during any club event either home or away involving inappropriate conduct by a player, team official or club member that reflects negatively on the club are required to notify the Board. Further, all participants involved in the incident/action are subject to disciplinary action as voted on by the Board of Directors.

#### Fighting penalties

Any player that receives a major, misconduct or game misconduct penalty for fighting will be immediately suspended from any and all on ice participation. Within twenty four (24), hours the teams Head coach or designee will inform the President of the organization and or the Grievance/Disciplinary chairperson of the incident and provide a copy of the game score sheet.

As soon as possible the Grievance/Disciplinary chairperson or designee will schedule a meeting with the offending player, player's parent(s), and Head coach to discuss the penalty and interview the offending player about the incident and how the penalty occurred. This is a mandatory meeting for the offending player and the offending player will not be allowed to participate with his/her team until the meeting has occurred, unless otherwise notified by the President of the Board of Directors or Designee.

After the meeting the Grievance/Disciplinary committee will discuss the penalty and take into consideration the circumstances surrounding the penalty and the on ice officials report if any other than the game score sheet. The committee will then make a recommendation to the Board of Directors to either add or not add any additional sanctions. After discussion and vote on the recommendation the Board will inform all concerned parties of its decision. The Board cannot change any existing sanctions of USA Hockey but reserves the right to add any sanction(s), it deems appropriate.

**Note:** Any player receiving a 2<sup>nd</sup> penalty for fighting during any one season will automatically be suspended for thirty (30), days. A member can appeal this suspension to the Grievance/Disciplinary chairperson. Appeals must be submitted in a timely fashion.

#### Uncovered occurrences

The Board of Directors reserves the right to manage. Therefore, any occurrence that might arise and is not covered in these guidelines the President of the Board will schedule a meeting of the Board to discuss and resolve these occurrences as the Board deems fit.

## Grievance procedure

If a member has any disagreement with or disapproves of any methods that a team official uses, he/she is to follow the procedure outlined below:

**A.** Step 1- Calmly communicate your concern(s) to the team manager.

Step 2- Team manager must try diligently to rectify the problem with the team official.

Step 3- If the manager is unsuccessful; the concerned party should contact the clubs Coaching/Ace coordinator(s), to discuss and hopefully resolve the issue.

Step 4- Should the issue remain unresolved, the concerned party is to submit in writing their concerns to the Grievance/Disciplinary chairperson for review by the committee to seek a resolution. The Committee will review the grievance and recommend to the Board what action(s), if any, the Board should take concerning the issue.

**B.** Step 1- Submission of the grievance must be in written form. It must indicate the exact nature of the grievance, the acts complained of, what acts occurred and the remedy sought, and (this information will focus grievance hearing and confine discussion to the issue at hand).

Step 2- Grievance Hearing

- a), The Grievance Committee will review the facts presented.
- b). The Committee will interview all parties involved in the issue.
- c). The Committee will interview any other parties it deems necessary.
- d). The Committee will review any documents or procedures necessary.

Step 3- The following process and procedure will be used to evaluate, and if necessary, adjust the grievance:

- a). Grievance Committee will meet (after hearing) to formulate a recommendation to the Board.
- b). The President of the Board will schedule a meeting of the Board to discuss and vote on the recommendations of the Grievance Committee.
- c). The grievant will receive a written response of the Board's decision in a timely manner.