

Havre Youth Hockey Association



2023-2024 Handbook

Dear Parents,

Whether you are new to the Havre Youth Hockey Association (HYHA), or have long been involved with HYHA, we believe the information contained in this Member Handbook will be invaluable. The purpose of this Member Handbook is to familiarize you with the policies, procedures, expectations, and guidelines of HYHA. It is our hope that your son or daughter will enjoy their hockey experience. Since you are an integral part of that experience, we want you to have as much information as possible regarding our program.

HYHA is proud of the dedication and hard work of our volunteer coaches, team managers, tournament directors, Board members, and hockey parents. We also know that as good as our organization may be, we need input and suggestions. Please feel free to contact a Board member with your feedback regarding the Member Handbook or any aspect of HYHA.

Thank you for being a part of The Havre Youth Hockey tradition!!!!

Sincerely,
Amanda M Hamilton
406-262-4847
2023-2024 HYHA President

MISSION STATEMENT

Havre Youth Hockey Association's (HYHA) goal is to provide a safe, healthy and structured environment to improve and enhance the growth and development of athletes and coaches through the use of quality hockey programs operated by our association.

Following USA Hockey Guidelines HYHA strives to:

- ✓ Create a safe and healthy environment for all. Provide qualified adult leadership at all levels
- ✓ Give a fair and equal opportunity for all to participate in our sport
- ✓ Provide an opportunity for all new players who wish to play hockey
- ✓ Provide an opportunity to learn basic skills without an over-emphasis on winning
- ✓ Encourage fair play, integrity, fairness and respect
- ✓ Provide a fair and equal opportunity to participate regardless of ability level for house league play
- ✓ Provide opportunity for those who qualify to advance into a more competitive environment through travel teams

In order to accomplish the mission of HYHA, everyone must abide by the rules. Thus, our coaches, referees and parents are asked to set a guideline for the players from the Players' Code of Conduct and Responsibilities. Fighting, profanity or abusive language, spitting, unauthorized possession of another's belongings, extreme unsportsmanlike conduct, or intentional attempts to injure another person by players, coaches, referees, or parents will not be tolerated. Anyone who disregards these rules will be subject to immediate disciplinary action.

How HYHA Works

HYHA is a 501(c)(3) nonprofit organization. HYHA is administered and governed by an elected Board of Directors. The Board develops policies and procedures to provide direction for the overall benefit of the association. **Montana Amateur Hockey Association (MAHA) is the governing body of all amateur youth hockey associations in the state of Montana, including Havre Youth Hockey Association.**

The current Board of Directors includes:

President: Amanda Hamilton

Vice President: Cody McLain

Secretary: Kayla Stoner

Treasurer: Kaare Engebretson

Board Member: Karl Rutledge (expires 2024)

Board Member: Andy Hanson (expires 2026)

Board Member: Steve Steinmetz (expires 2026)

Board Member: Jared Boyce (expires 2025)

Board Member: Chad Cole (expires 2025)

Registrar: Jessica Harkin

SafeSport Coordinator: Angela Toldness

MAHA Rep: Dominique Preputin

Rink Manager: Shawn Preputin

HYHA BOARD AND DIRECTORS MEETINGS

The frequency, place and time of the Board of Directors shall be determined pursuant to the bylaws and on an as- needed basis by the Board of Directors. It is intended that meetings be held at least once per month. General members are encouraged to attend meetings. Meetings are to be held on the second Wednesday of the months, September through May and the second Sunday of the months, June through August. Approved minutes of meetings of the Board of Directors shall be available to all members by the Board.

HYHA FINANCIAL POLICY

HYHA's financial dealings; including expenditures and revenue collection, capital projects, service contracts, grants and awards shall be the domain of the standing Board of Directors and if necessary, their appointed representatives. In general, the HYHA board shall work to keep the association financially sound by not overextending one season's obligations to adversely influence or debit the next season. HYHA's annual fiscal (financial) year shall be from July 1st to June 30th. Record, bookkeeping and operational processes shall be maintained to keep HYHA compliant with that fiscal year and with the IRS codes governing non-profit status, including annual filings. Fundraising conducted by specific teams shall be approved by the board of directors who may ask for an accounting of the funds raised and request control of the fund's distribution.

MANDATORY SEASON OPENING MEETING FOR PARENTS

The board will set a mandatory meeting for member teams of HYHA and their parent and guardian, before or during the first week of practice of the new season. The purpose of this meeting is to outline in clear detail expectations and responsibilities of coaches, managers, parents and players.

Hockey is a team sport requiring players to practice together to learn teamwork and commitment. Expectations include that players 9 years and older will attend all practices and games except in cases of illness or injury or family emergency. Excused absences require parents and player to meet with the coach in advance of the absence. Coaches may set policies where players may not play in one to three periods of a game as a result of missing practice, being late for practice or otherwise disrespecting the coach or teammates. Manager, head coach and/or team captain will be notified of absences before practice in cases of illness or family emergency.

SEASON DURATION

The ice hockey season will commence when the ice is ready for use (September/October) and will conclude in March when the final game has concluded.

TEAMS/ DIVISIONS

Player classifications are made pursuant to the rules of USA Hockey and MAHA. The Teams are listed and the ages on those teams go by year of birth listed with USA Hockey.

HYHA is a member of MAHA (Montana Amateur Hockey Association) and an affiliate of USA Hockey.

Consequently, we are bound by their rules and regulations as well as the parameters it sets for our association. Termites 6U (six years old and younger), Mites 8U (ages 7-8), Squirts 10U (ages 9-10), Pee Wee 12U (ages 11-12), Bantam 14U (ages 13-14), High School (enrolled in HS), 14U Girls and 19U Girls. (any other classifications allowed by MAHA and/or USA Hockey.) **All participants are expected to participate with their own age group as defined by USA Hockey.** If a player falls within the parameters of multiple age classifications HYHA may make a determination in the best interest of all involved as to which age group is the best fit for the player as well as the association."

6U & 8U

8U (eight years old and younger) program conforms to the guidance provided by USA Hockey. Players play 4 vs. 4 or 5 vs. 5, in a cross-ice or half ice setting with lighter weight (light Blue) pucks. Smaller nets are used, and games are played either with or without goalies. Use of small areas causes players to become more involved with the game. Touches on the puck increase greatly, building skills and confidence while also reducing frustration felt on a full ice surface. Our U6 program emphasizes fun and ice time over competitive games and HYHA discourages travel. However, if there is sufficient interest, travel to tournaments maybe arranged and is open to all interested.

10U

Ages 9-10. The Squirt level provides a no-checking league where positioning and team play are further enhanced. Players are challenged to skate faster, harder and cleaner. Players often discover preferred positions and comfort level. Following USAH recommendations, our Squirt teams will seek to arrange a 16-20 festival format game schedule.

12U

Ages 11-12. Players at this level learn how to be a physical player while continuing with a no-checking game and to develop shooting skills. Team first attitude, off ice expectations and representation of the Association take on a great meaning for all players. Following USAH recommendations, our Peewee teams will seek to arrange a 16-20 festival format game schedule.

14U

Ages 13-14. Bantam players fine-tune their positions while developing physical and learning to check legally and take a check. Bantams are safely pushed to their limits in an environment that encourages team play and constructs bonds that carry into their high school career. Following USAH recommendations, our Bantam teams will seek to arrange a 16-20 festival format game schedule.

High School

Players at this level to continue to find tune their positions and skills. They may also begin to prepare to play at a higher level of the game if they desire. They continue to develop their skills individually and as a team. They are mentors and role models for the younger players in the Association.

14U & 19U Girls

HYHA will designate teams for girls of 14U age and 19U as enrollment in these programs permit. HYHA encourages girls to play youth hockey with boys. Girls will participate in the Montana Girls state championship.

GAME/ TOURNAMENT PLAY

All players 9 years and older, and coaches, are expected to participate in all games and practices except in cases of illness or family emergency. Coaches must be notified of any Player absences. If the team is enrolled in MAHA League, all players and coaches are expected to participate in MAHA

League games and League play offs. The Board expects each player and coach within the Association to honor his/her commitment with his/her HYHA team. Any other team or group commitments should be secondary.

UNIFORM COLORS/ LOGOS

The HYHA Board has adopted blue, white, and yellow with the Ice Hawk logo (which appears on this cover) to represent HYHA. No other jerseys will represent our Association unless directly distributed by HYHA. **At 12U and up, jerseys are available to be ordered through HYHA. Please place your orders through our email at ice_hawks@outlook.com. Each set will cost \$170.00, which will include 2 jerseys, 2 sets of socks, and name and numbers. If a single jersey is needed, they will cost \$60.00. 6U, 8U and 10U jerseys are supplied by HYHA. 10U jerseys are the property of HYHA and are required to be turned in at the end of the season.**

EQUIPMENT

The Board of Directors has adopted a policy mandating the use of all standard hockey safety equipment as required by USA Hockey.

Rental gear is available on a first come first serve basis. 6U and first-time players take precedence. Postdated checks will be held if gear is not returned at the end of the season.

FEE SCHEDULE

The Board of Directors of HYHA set fees on a yearly (season) basis and can change from season to season. Fees are published during the registration process.

2023-2024

Registration Fees

6U	\$215
8U	\$270
10U	\$470
12U	\$550
14U	\$625
HS	\$680

14U/19U GIRLS (only)	\$215
College Student (with ID)	\$130
Adult	\$270
1st year player and House league	\$195

** 1st year player/house \$195.00 regardless of age group

TRAVEL EXPENSES FOR STATE MEETINGS

The Board of Directors can approve payment for gasoline, food and lodging expenses incurred by members of the Board incident to their attending meetings of leagues in which HYHA participates.

TRAVEL EXPENSES FOR COACHES WITHOUT CHILDREN IN HYHA

The Board has approved to assist with the travel expenses of coaches who do not have a child on the team they are coaching. The intent is to defray costs of travel to games during the regular season.

ON ICE OFFICIALS REIMBURSEMENT

Official reimbursements are conducted wholly through the HYHA Head Referee from their own account. Funds are transferred to the Referee account when asked by the head Referee for a transfer. The Referee banking account checks can only be signed by the Head Referee for HYHA, the account is reconciled by the Board Treasurer and any discrepancies found are the responsibility of the Head Referee.

RESPONSIBILITIES OF ...

Board of Director: responsibilities can be found in the HYHA By-Laws.

Registrar: The HYHA Registrar is responsible for player registration and compiling team rosters in accordance with the rules set by USA Hockey. The Registrar works with MAHA to ensure all HYHA teams are properly certified within the deadlines established by USA Hockey. The HYHA Registrar maintains current membership lists for HYHA. Registrars will use the USA Hockey Portal system to enter all the data required for players, coaches and team managers and send that data to the Montana State Registrar. When the properly stamped rosters are received back from the Montana State Registrar, the local registrar will make sure each team manager has a copy of these approved roster which must be in the Team Binder and available for inspection for each and every game whether it is a league, exhibition or tournament game.

Safe Sport Coordinator:

Serve as HYHA's initial contact person to receive reports (phone calls, emails, etc.) from victims or witnesses of suspected abuse, misconduct, or other disciplinary violations. Confirm and certify that

coaches, officials, and volunteers are compliant with the help of the HYHA coach-in-chief and registrar. Monitor all HYHA disciplinary proceedings and report the results and other information to MAHA. Provide guidance to HYHA on investigations and disciplinary proceedings. Monitor the HYHA's compliance with the USA Hockey and MAHA Safe Sport Program and disciplinary Policies.

MAHA Representative: represents HYHA interests at all MAHA meetings, to attend all required MAHA meetings and reports back to the Board after these meetings (including teleconferences), will vote for the betterment of HYHA first then the state organization.

HYHA Coach in Chief: Liaison with the HYHA Executive Board and Coaching Committee for the selection of coaches for the various divisions within our association. Provide existing coaches with accurate deadlines for needed clinics, training and/or certifications needed for the hockey year. Coordinate with existing and new coaches on clinics available within the district. Provide coaching materials to coaches and assist coaches with problems and solutions.

Coach:

- All coaches are required by USA hockey, MAHA and HYHA to be background checked every two years and Sage sport certified annually.
- Maintain a positive attitude toward referees, parents, players, and other coaches, including language use.
- Refrain from use of tobacco products in the presence of players.
- Coaches are prohibited from using alcoholic beverages anytime that they are responsible for the direction, coaching or supervision of his/her players. A coach who arrives intoxicated for any practice or game will be asked to leave and will be subject to disciplinary action.

All individuals interested in a coaching position should display good communication skills, understanding of hockey fundamentals and good teaching skills. All coaches are required to attend a coaches' meeting, and USA Hockey coaching clinic (if card is due) to obtain full coaching credit. All coaches must register online with USA Hockey and pay appropriate fees.

Responsibilities include, but may not be limited to:

- All coaches must meet current USA Hockey coaching criteria and be familiar with all rules and regulations of USA Hockey and HYHA.
 - All coaches are required by USA Hockey, MAHA and HYHA to be background checked every 2 years and Safe sport certified annually.
- All coaches will receive a copy of their USA Hockey roster from the Registrar in accordance with USA Hockey guidelines. Any changes to the team must be made immediately known to the Registrar and will generate a supplement roster. Roster changes cannot be made after December 15 of the current hockey year.
 - Final rosters are set in accordance with USA hockey guidelines and failure to comply with roster procedures will result in the team being declared ineligible for any further play.

Head coaches or team managers must always retain the following (games and practice):

1. OFFICIAL Team roster
2. Player medical information and release form
3. USA Hockey rules

4. Discipline Guidelines
5. First Aid Kit (or access to a kit)
6. Player/Parent/Coach signed Code of Conduct forms
7. Proof of Coach Certification

- All coaches must have a clear understanding of USA Hockey rules and HYHA rules, including Zero Tolerance. Furthermore, the coaches must read and sign the Coach's Code of Conduct and include this with their application. Fighting off or on the ice, including locker room boxing, will not be condoned, or tolerated by any coach for any reason. To do so constitutes a breach of the Coach's Code of Conduct and warrants appropriate action by the Disciplinary Committee (or at the direction of the SafeSport Coordinator) including the possibility of dismissal from their coaching position.
- Coaches, or at least one other responsible screened adult appointed by the coach, must be present to always provide supervision while players are in the locker room. No forms of horseplay are permitted in the locker room and must be actively discouraged by the coaches.
- All coaches must ensure that there is always a coach with proper credentials on the ice with players.
- All coaches must attend mandatory coach's meetings called by the Coach in Chief. Assistant coaches are encouraged to attend.
- Travel coaches must adhere to MAHA guidelines for turning in score sheets and must provide copies of all league games and tournaments to the HYHA Coach in Chief to provide documentation for player discipline and/or recognition. Payment of any fines levied for late score sheets by any organization of which HYHA is affiliated, will be the ultimate responsibility of the team in violation.
- At all games (home and away) the Head Coach, must be the last person to leave the facility. It is the responsibility of the Head Coach to clear the locker room before leaving. No player shall be left at the rink without the Head Coach present. If the parent(s) of player(s) are watching the next game played or watching others, the Head coach may leave the facility.
- All game score sheets must contain in legible writing, the game coach's name and must be signed by that coach.
- Coaches must promptly notify the Coach in Chief of any Major penalties against players or coaches by the end of the next working day.
- **Coaches must ensure that game misconduct penalties, incurred by player or coach be served accordingly by USA Hockey rules.**
- Coaches must plan and structure all practices to maximize ice usage.
- Coaches must hold a player-parent meeting at the beginning of the season and additional meetings as needed. This will be done to disseminate all pertinent association information to players, parents, and coaching staff. Parents must understand that they are also bound by the rules of Zero Tolerance, including inappropriate language or action toward coaches or parents. Anyone who engages in continued inappropriate language or action toward coaches or other parents will not be permitted to enter the rink until the SafeSport Coordinator reviews the situation.

Team Manager:

The team manager has an important role within HYHA, including a fiduciary duty to the organization. Each Team Manager will receive a Team binder with the responsibilities and job duties

of the Team Manager. The Team Manager is required to be listed on official rosters per MAHA and needs to be safe sport certified and background checked.

REGISTRATION PROCESS

Registration, for the upcoming season, will be no later than September 15th. Registration dates will be announced each year by August 31st and registration will be completed by September 3rd, 2023, TBD each year to allow for timely MAHA declaration submissions. For all leagues, an on-line version of registration option available on the Havre Ice Hawks website www.havreicehawks.com. Any player registration received after September 3rd will be reviewed by the BOD on a case-by-case basis. If allowed to process with the registration a \$50 late fee will apply.

Players and coaches must complete ALL required registration forms before they will be allowed on the ice. These forms include HYHA registration forms, HYHA Policy Forms, Code of Conduct, Waiver of Liability, Dibs Acknowledgement Form, Consent to Treat, and USA hockey on-line registration.

Each player will be required to turn in a copy of a CERTIFIED birth certificate the first time they register with HYHA. The Registrar will keep birth certificates on file from year to year. If the Registrar does not have a copy of the player's birth certificate, the player is required to turn in a copy before they can be on the ice.

All payments must be made at the time of initial registration either in full or pursuant to an established payment schedule. Additionally, a check post-dated for June 1 of the following year for each player's volunteer fee must be turned in.

All players from all teams (including players less than 6 years of age excluding players only taking part in the Instructional Programs) and coaches will register on-line with USA Hockey. This will ensure that the personal data is correct and complete. The confirmation page and number will be turned in with HYHA registration as proof of USA Hockey registration. The Registrar will not accept registration without this USA Hockey registration confirmation form, including the bar code. All skaters will register in the age division according to their birth year.

BIRTH CERTIFICATE POLICY

USA Hockey and HYHA require that each player provide an **ORIGINAL** of a government issued birth certificate or passport prior to registration. In addition, players who are not United States citizens are required to provide a copy of their Visa. Birth certificates and Visa copies will be maintained by the registrar. Copies of these documents **MUST** be received prior to practice or the player will not be allowed on the ice (as per USA Hockey rules and regulations).

REQUIRED EQUIPMENT

Each player will need a pair of hockey skates, a helmet with a facemask, a hockey stick, shin pads, supporter and cup (boys) or abdomen protector (girls), elbow pads, shoulder pads, hockey breezers and hockey gloves, and mouthguards.

Practice/game jerseys and socks are provided to 8U & 6U players. The helmet and gloves are the most important protective items. Good quality, properly sized skates make learning to skate easier.

Helmets need to HECC approved.

POINT SYSTEM/FUNDRAISING POLICY

To ensure the success of the HYHA, the family of each player is required to fulfill a preset number of support hours (POINTS) during each hockey season. League service is essential to our program success. League service is volunteer time that replaces what HYHA would otherwise have to hire an employee and thus keeping registration fees low. Service POINTS may be completed/donated by extended family and friends if necessary. Every family must write a separate check for this amount and provide it at registration. If you have multiple players in your family, the required amount of league service hours for your oldest child is what must be completed.

League Requirements

8 years and under are required to give 20 POINTS or \$900 buyout option- No points required. Squirt through high school divisions is required to give 40 POINTS or \$900 buyout option-no points required.

First Time Players and House League-of any age:

Option 1: \$195 registration fee with 20 POINTS and a \$300 postdated transaction.

Option 2: \$195 registration fee with \$900 buyout option.

6U:

Option 1: \$215 registration fee with 20 POINTS and a \$300 postdated transaction.

Option 2: \$215 registration fee with \$900 buyout option.

*Parents that chose points will be divided evenly amongst the older age groups to provide more options for volunteering.

U-8:

Option 1: \$270 registration fee with 20 POINTS and a \$300 postdated transaction.

Option 2: \$270 registration fee with \$900 buyout option.

*Parents that chose to volunteer will be divided evenly amongst the older age groups to provide more options for volunteering.

Squirts:

Option 1: \$470 registration fee with 40 POINTS and a \$600 postdated transaction.

Option 2: \$470 registration fee with \$900 buyout option.

Pewees:

Option 1: \$550 registration fee with 40 POINTS and a \$600 postdated transaction.

Option 2: \$550 registration fee with \$900 buyout option.

Bantams

Option 1: \$625 registration fee with 40 POINTS and a \$600 postdated transaction.

Option 2: \$725 registration fee with \$900 buyout option.

High School

Option 1: \$680 registration fee with 40 POINTS and a \$600 postdated transaction.

Option 2: \$680 registration fee with \$900 buyout option.

Girls only

\$215 registration fee and 20 POINTS

Families with multiple children will have the option to either volunteer 50 points with a postdated transaction, or no hours and pay \$900 extra at time of registration. .

*****Families with rental gear will not get money back until gear is returned at the end of the season***

Opportunities for volunteer hours include but are not limited to: Concession stand work, score and penalty booths, Helping with annual Banquet, emptying garbage's, cleaning bathrooms, locker rooms and under bleachers, locker room monitor, helping with construction and work parties, team manager, donations, etc. Being a Certified registered coach, must attend 90% of scheduled practices and games. Shoveling snow and miscellaneous **Board approved** building projects around the rink, all count towards hours.

Each family has the opportunity to choose from any or all of the options. A player's pre-dated fundraising check will be destroyed once fundraising amount has been met.

Other Options:

1. Cash Calendar Tickets
2. **Selling items for different fundraising events.**
3. **Donation of alcohol** for tournaments 1 bottle = 0.5 hours
4. **Selling of Banquet Tickets** 5 tickets = 2 hours

There may be other opportunities throughout the season please watch for emails or information posted at the rink. (Only opportunities approved by the HYHA will be counted) If you have an item or donation to go towards your volunteer hours, you will need to contact a Board Member for approval of number of hours, team managers or coaches cannot approve hours.

A POINT can be scheduled and documented in dibs on our website at www.havreicehawks.com
If there is not a dib for you to claim for a specific option, please contact your team manager to have that dib entered onto the website for you to claim.

INSURANCE

USA Hockey does provide some **limited** excess accident coverage, catastrophic coverage, and general liability coverage for officially registered players, referees, and coaches while participating

in or attending a USA Hockey sanctioned activity. The coverage also extends to volunteers of USA Hockey while acting within the scope of their direct responsibilities on behalf of USA Hockey. The insurance coverage is only one of the many benefits of your membership with USA Hockey. See USA Hockey Insurance Handbook at USA Hockey's website, www.usahockey.com for additional details relating to insurance coverage and filing claims. For more information, contact the HYHA Registrar or the MAHA Risk Manager.

CONCUSSION POLICY

The start of the 2019/2020 season, any athlete held out for concussion evaluation who has been diagnosed with a concussion must provide a written Return to Play form from a qualified medical provider allowing them to return to any training, practice, or game activity with no restrictions. The parent(s) must sign the form and the coach must also sign the form to acknowledge that they received it. (It then needs to be placed in the team binder)

A concussion is a serious brain injury. A concussion can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Concussions can range from mild to severe and disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear.

A sports concussion management program must be incorporated within each affiliate. All USA Hockey programs should follow this protocol as a minimum standard and conform to them. individual state concussion statutes.

The standard of care for current medical practice and the law in most states requires that any athletes with a suspected Sports Related Concussion (SRC) is immediately removed from play.

Michael Stuart MD, Alan Ashare MD, Kevin Margarucci ATC

The standard of care for current medical practice and the law in most states requires that any athlete with a suspected Sports Related Concussion (SRC) is immediately removed from play.

1. A Sports Related Concussion is a traumatic brain injury- *there is no such thing as a minor brain injury*.
2. A player does not have to be "knocked-out" to have a SRC- *less than 10% of players actually lose consciousness*.
3. A SRC can result from a blow to head, neck *or body*.
4. SRCs often occur to players who don't have or just released the puck, from open-ice hits, unanticipated hits and illegal collisions.
5. The **youth** hockey player's brain is *more susceptible* to SRC.
6. In addition, the SRC in a young athlete may be *harder* to diagnosis, takes *longer* to recover, is *more likely* to have a recurrence, which can be associated with serious long-term effects.
7. The strongest predictor of slower recovery from a concussion is the severity of a person's **initial symptoms** *in the first day or 2* after the injury.

8. Treatment is individualized and it is impossible to predict when the athlete will be allowed to return to play- *there is no standard timetable*.
9. Baseline or pre-season neuropsychological testing is not mandatory but may be helpful for return-to-play decision making when an athlete feels normal.
10. The use of helmet-based or other **sensor systems** to diagnose or assess SRC cannot be supported at this time.

A player with **any symptoms/signs** or a **worrisome mechanism of injury** has a SRC until proven otherwise:

“When in doubt, sit them out”

Remember these steps:

1. Remove immediately from play (training, practice or game)
2. Inform the player’s coach/parents
3. Refer the athlete to a qualified health-care professional
4. Initial treatment requires physical and cognitive rest
5. The athlete begins a graded exertion and schoolwork protocol.
6. Medical clearance is required for return to play

Diagnosis

Players, coaches, officials, parents and health care providers should be able to recognize the symptoms and signs of a sport related concussion. (refer to the attached **Concussion Recognition Tool 5**)

Symptoms

- Headache
- Nausea
- Poor balance
- Dizziness
- Double vision
- Blurred vision
- Poor concentration
- Impaired memory
- Light Sensitivity
- Noise Sensitivity
- Sluggish
- Foggy
- Groggy
- Confusion

Signs

- Appears dazed or stunned
- Confused about assignment

- Moves clumsily
- Answers slowly
- Behavior or personality changes
- Unsure of score or opponent
- Can't recall events after the injury
- Can't recall events before the injury

Management Protocol

1. If the player is unresponsive- call for help & dial 911

2. If the athlete is *not breathing*: start CPR

- ✓ DO NOT move the athlete
- ✓ DO NOT remove the helmet
- ✓ DO NOT rush the evaluation

3. Assume a neck injury *until proven otherwise*

- ✓ DO NOT have the athlete sit up or skate off until you have determined:
 - no neck pain
 - no pain, numbness or tingling
 - no midline neck tenderness
 - normal muscle strength
 - normal sensation to light touch

4. If the athlete is conscious & responsive without symptoms or signs of a neck injury...

- help the player off the ice to the locker room
- perform an evaluation
- do not leave them alone

5. Evaluate the player in the locker room: **SCAT5** or other sideline assessment tools

- Ask about concussion **symptoms** (How do you feel?)
- Examine for **signs**
- Verify **orientation** (What day is it? What is the score? Who are we playing?)
- Check **immediate memory** (Repeat a list of 5 words)
- Test **concentration** (List the months in reverse order)
- Test **balance** (have the players stand on both legs, one leg and one foot in front of the other with their eyes closed for 20 seconds)
- Check **delayed recall** (repeat the previous 5 words after 5-10 minutes)

→ If a healthcare provider is not available, the player should be safely removed from practice or play and urgent referral to a physician arranged.

6. A player with any symptoms or signs, disorientation, impaired memory, concentration, balance or recall has a SRC and should not be allowed to return to play on the day of injury.

7. The player should not be left alone after the injury, and serial monitoring for deterioration is essential over the initial few hours after injury. If any of the signs or symptoms listed below develop or worsen: go to the **hospital emergency department** or dial **911**.

- Severe throbbing headache
- Dizziness or loss of coordination
- Ringing in the ears (tinnitus)
- Blurred or double vision
- Unequal pupil size
- No pupil reaction to light
- Nausea and/or vomiting
- Slurred speech
- Convulsions or tremors
- Sleepiness or grogginess
- Clear fluid running from the nose and/or ears
- Numbness or paralysis (partial or complete)
- Difficulty in being aroused

8. An athlete who is *symptomatic* after a concussion initially requires **physical** and **cognitive rest**.

- A concussed athlete **should not** participate in physical activity, return to school, play video games or text message if he or she is having symptoms at rest.
- Concussion symptoms & signs *evolve over time*- the severity of the injury and estimated time to return to play are unpredictable.

9. A qualified health care provider guides the athlete through **Graduated Return-to-School** and **Graduated Return-to-Sport** strategies

Graduated Return-to-Sport Strategy

STAGE	AIM	ACTIVITY	GOAL OF EACH STEP
1	Symptom limited activity	Daily activities that do not provide symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training.	Increase heart rate
3	Sport specific exercise	Running or skating drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills, passing drills. May start progressive resistance training	Exercise, coordination and increase thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal Game Play	

- After a brief period of rest (24–48 hours after injury), patients can be encouraged to become gradually and progressively more active as long as these activities do not bring on or worsen their symptoms.
- There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step.
- Resistance training should be added only in the later stages (stage 3 or 4 at the earliest).

Graduated Return-to-School Strategy

STAGE	AIM	ACTIVITY	GOAL OF EACH STEP
1	Daily activities at home that do not give child symptoms	Typical activities of the child during the day as long as they do not increase symptoms. Start with 5-15 min at a time	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction to schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

- If symptoms are persistent (more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

Symptoms may include one or more of the following:

Headache	Nausea or vomiting	Neck pain
Balance problems or dizziness		Blurred, double, or fuzzy vision
Sensitivity to light or noise		Feeling sluggish or slowed down
Feeling foggy or groggy		Drowsiness
Change in sleep patterns	Amnesia	Fatigue or low energy
Sadness	Nervousness or anxiety	Irritability
More emotional	Confusion	Concentration or memory problems

Signs observed by teammates, parents and coaches include:

Appears dazed, Vacant facial expression
 Confused about assignment
 Forgets plays, Is unsure of game, score, or opponent
 Answers questions slowly, Slurred speech, Shows behavior or personality changes
 Can't recall events prior to or after hit
 Seizures or convulsions
 Any change in behavior or personality
 Loss of consciousness

In order to reduce the risk of long-term disability following concussions, the following steps should take place.

1. Athletes, parents, and coaches will be educated on concussions and their risk.

2. Any athlete that is suspected of suffering from a concussion during practice or games should be removed from play immediately and will not be allowed to return to competition the same day. An athlete displaying any signs or symptoms suggestive of a concussion must be assumed to be suffering from a concussion.
3. Athletes must be evaluated by a primary care provider (MD, DO, PA, NP) prior to return to play. Athletes cannot be cleared by the emergency room.

All concussions need to be evaluated by a healthcare provider before the athlete is allowed to return to play.

Following diagnosis of concussion, the following steps need to take place to be sure that the athlete is safely returned to play.

1. Cognitive rest is important. Exposure to loud noises, bright lights, computers, video games, television, and phones may worsen the symptoms of concussion. It is important that the athlete rest and limit school, work, and social interactions until symptoms improve.
2. A concussion treatment plan should be established with appropriate healthcare provider, parents, teachers, and coaches.
3. The following criteria must be reached prior to return to play.
 - a. Symptom-free at rest
 - b. Symptom-free with cognitive exertion
 - c. Symptom-free with physical activity
4. Once the athlete is cleared to return to sport, a progressive physical activity program must be used. Each step must take place on a separate day.
 - a. Step 1 - moderate aerobic exercise, 50% participation in practice, sport specific drills. No contact.
 - b. Step 2 - noncontact training drills in full uniform at about 75% exertion.
 - c. Step 3 - full contact practice at 100% exertion.
 - d. Step 4 - return to full competition and games.
 - e. If a student athlete has any return of symptoms during this progression they must stop and will be reevaluated by a healthcare provider prior to returning to step one in this progression.
5. This progression of return to play criteria will likely take one week or longer. The older an athlete is, the quicker the return to competition. It is common for athletes under 10 years of age to take more than one month before it is safe for them to return.

*****At no time shall the return to play steps be skipped or shortened*****

CONCUSSION RECOGNITION TOOL 5[®]

To help identify concussion in children, adolescents and adults



FIFA[®]

Supported by



FEI

RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/ burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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Safe Sport Policies - Reporting Procedures – Discipline Policy

This is only a sampling of the safe sport policies, see USA Hockey Safe Sport Handbook for all policies and procedures.

The safety of its participants is of paramount importance to USA Hockey. USA Hockey Safe Sport is the organization's program related to off and on ice safety. USA Hockey has long had systems in place to protect its participants from physical abuse (bullying/hazing/harassments), sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Bullying, Hazing, Sexual Abuse, Screening Background check program, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey Safe Sport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse. The handbook can be found at www.usahockey.com

In addition to Policies, the Safe Sport Handbook includes the available and required Training of USA Hockey and its Member Programs' employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey's Screening and Background Check Program; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and its Member Programs should Respond to allegations of abuse and misconduct; and how USA Hockey and its Member Programs will Monitor and Supervise the SafeSport Program to help ensure its effectiveness. By combining all of these elements into a comprehensive SafeSport Program, USA Hockey intends to create the safest possible environment for participation in hockey.

TRAVEL POLICY

HYHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

Local travel occurs when HYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including,

but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- The employees, coaches, and/or volunteers of HYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of HYHA, or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when HYHA, or one of its teams' sponsors, coordinates or arranges for travel so that our teams can compete locally and regionally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, HYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within HYHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- HYHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. HYHA will make efforts to provide adequate supervision through coaches and other adult chaperones. HYHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance

with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.

- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

HYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in HYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to HYHA's goals. HYHA adheres to USA Hockey's Safe Sport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, HYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At the HYHA Ice Dome, there are 5 locker rooms available for our program's use. Locker rooms 1/2, and 3/4 have shower rooms. There is a separate Girls/Women's Locker room. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. HYHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

HYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Monitor will conduct a sweep of the locker rooms and changing areas before players arrive. When the coach(es) are not inside the locker rooms, a minimum of one locker room monitor (of which has been approved/screened) will be posted **inside** the locker rooms and changing areas during periods of use. Monitor may be posted outside the locker room only if the locker room door is open "**all the way**". Only participants (coaches and players), approved/screened team personnel and approved/screened immediate family members are permitted in the locker room. **** if there is more than one locker room used, each locker room is to have its own monitor. For example, there are girls on the team and they use their locker room, the team is required to have a monitor in with the Girls and one in the Boys.** Team personnel will also secure the locker room appropriately during times when the team is on the ice. A Locker room monitor will be required at all practices and all games, if monitor is not physically in the locker room the door is to be all the way open.

Player Behavior

- Locker rooms and showers should be used by same aged peers when possible. No mixed gender allowed.
- The showers are for showering only. No horseplay, urinating on others, physical contact, sexual activity or other forms of misconduct is allowed. **18U players are to only use shower room 3 / 4 during the week (practices). They are not allowed to walk around the lobby in a towel at any time, or go to shower room 1 / 2 as there are younger players and parents in these locker rooms getting ready.**
- No bullying, hazing, harassment, fighting, locker boxing.
- Players are not permitted to touch other player's genital area or their own in a way that will make others uncomfortable.
- Video recording devices including voice, still camera, video or phone cameras are prohibited.
- No pornographic materials are permitted in the locker room.
- Nudity is to be kept to a minimum. After showering players are asked to dress quickly.
- No drugs, alcohol or other illegal substances are allowed.
- No physical contact between players in a sexual nature is allowed.
- The locker room is not a place to criticize or humiliate teammates.
- Shower and changing at the club/organization are optional.
- No displays of affection

Coaches Behavior

- If a coach needs to speak to an individual player in the locker room, the door must remain open or another coach or parent must be present.
- Coaches are required to have a separate place to change . Coaches are never to be nude among players.

Parents in Locker Rooms

It is HYHA policy through the USA Hockey Safe Sport Program, that a minimum of 1 MAHA **screened/Safe Sport certified** adult be present at all times when players are in the locker room, including games and practices, away and home games. If the door is **completely** propped open, adults can be **ONE** (1) arm's length away. At the 14U/older age groups, same sex monitors are required

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, HYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If

separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, **are not permitted** to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. A locker room may have 1 phone be used to play music, but once the music starts, they phone is not to be used or picked up looked at or moved until it is time to turn the music off or needed to turn volume down.

Prohibited Conduct and Reporting

HYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in HYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. [Reports can also be made directly to the state SafeSport Director \(mthockey.com\)](https://www.mthockey.com) or to [USA Hockey \(usahockey.com/safesport\)](https://www.usahockey.com/safesport).

ELECTRONIC COMMUNICATIONS GUIDELINES

HYHA understands that social media is a popular communication tool for players, parents and coaches. HYHA is also aware that social media is a venue where inappropriate behavior and misconduct can occur. The risk associated with social media include inappropriate access, sharing personal information, bullying, unwanted and unsupervised contact between adults and children, receiving unwanted material, online grooming for sexual abuse or actual unlawful sexual exploitation.

Failure to comply with HYHA SafeSport Program or USA Hockey SafeSport Program guidelines can result in disciplinary action. HYHA has a zero-tolerance rule when it comes to player safety and preventing abuse and misconduct. Social media sites should not be used to abuse or criticize the organization, team(s), members or players.

Texting, Email and Similar Electronic Communications

If it is necessary for a coach or staff member to send a direct text message or email to a player, the following guidelines must be followed:

- A parent (or guardian) **must** be copied
- It must be signed so it is clear as to whom or what organization is sending the message. Just using the number or email address for identification is not sufficient.
- It should be non-personal and for the purpose of communicating information about team activities

- It should never include or contain offensive, sexual or inappropriate language or photos
- The time of day and the number of messages sent should be considered
- Records should be kept of every coach's current cell number and email accounts

When a player feels the need to text or email a coach or staff member, the following guidelines must be followed:

- A parent (or guardian) **must** be copied
- It should be sent only with information regarding the organization or team or club activities

Social Media (Facebook, Myspace, Snapchat, Twitter, Blogs and Similar Sites)

- **Coaches are not to have contact with players on any social media site.**
- Players are **never** to post pictures of other club members or players that can be hurtful or embarrassing or without their permission.
- Players and parents can "friend" an official team Facebook page, and coaches can communicate to players through the site. The communication must be open, transparent and professional in nature and for the purpose of communicating information about the team or club activities.

HAZING, BULLYING AND SEXUAL HARASSMENT GUIDELINES

HYHA feels strongly that hazing, bullying, sexual harassment, initiation rituals and physical punishments are not permitted within the organization. **Any form of misconduct by the team, coach or an individual in attempt to bond or take action against another individual or group of individuals, which result in abuse, harassment, intimidation or any form of degradation is not allowed by any player, coach, volunteer or member of HYHA.**

Player and coaches are also **required** to follow the USA Hockey Hazing and Bullying Guidelines.

HYHA is committed to offering an environment that is free of intimidation and abuse and has **zero tolerance** for misconduct. HYHA requires all members to report any of the following behaviors.

Hazing

Hazing can be defined as any actions, whether physical, sexual, verbal, mental, emotional or psychological which subjects another person or group, voluntary or involuntary, with a result that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing, or intimidating the person who may be younger, weaker or have less power. These behaviors are prohibited by players, coaches, parents or any member or associate of HYHA.

The following are examples of, but not limited to, misconduct that is prohibited by HYHA.

Hazing Behaviors

- Forcing the consumption of alcohol, drugs or other substances

- Shaving of body parts
- Any activity that is illegal, perverse, or publicly indecent
- Vandalism of any property or forced participation in pranks
- Dietary restrictions, sleep deprivation or creation of excess fatigue or other unhealthy behaviors
- Deprivation of sleep or disturbing individuals during normal sleep hours, creating of excessive fatigue
- Calisthenics intended as a physically abusive exercise
- Physical abuse of any kind (paddling, whipping or beating)
- Mentally abusive or demeaning behavior
- Forced tattooing, branding or public stunts
- Road trips, kidnapping, drop offs or any other such activity
- Subjecting a member to cruel and unusual psychological conditions
- Morally degrading or humiliating games or activities
- Verbal or cruel harassment including yelling and screaming
- Participation in sexual rituals or assaults and/or required nudity or contact
- Deception or threat contrived to convince the new member that he/she will not be permitted to join
- Required songs, chants, yelling or screaming
- Activities that promote or encourage the violation of state laws and club policy

Hazing does not include challenging team workouts or assigning team duties to specific players.

Bullying

Bullying can occur when there is an imbalance of power and the person who is older, larger, stronger or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has the intent or goal to cause harm (i.e. the act is not accidental) and the action is usually repetitious.

Bullying Behaviors

- Physical pushing, kicking, hitting, pinching, slapping, punching, etc...
- Name calling, sarcasm, spreading rumors, persistent teasing and emotional torment through ridicule, humiliation and/or the continual ignoring of individuals
- Racial taunts, graffiti, gestures
- Sexual comments and/or suggestions
- Unwanted physical contact
- Socially spreading rumors
- Leaving players out of group activities, telling them they are unwanted
- Cyber bullying; using the internet, email, texting, mobile phones, social media or other digital technologies to do harm to others

Sexual Harassment

Sexual Harassment is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile work or learning environment.

Sexual Harassment Behaviors

- Written or verbal abuse threats, physical contact, sexually graphic literature, sexual advances, demands for sexual favors
- Sexually oriented comments, jokes, lewd comments or sexual innuendoes, taunts about a player's body or dress
- Intimidating sexual remarks
- Physical contact, fondling, pinching or kissing
- Offensive phone calls or photos and/or bullying on the basis of sex
- Sexual violence such as sexual assault, rape, and sexual coercion

A BETTER UNDERSTANDING AND MORE INDEPTH OF THE SAFESPORT PROGRAM CAN BE FOUND:

USA Hockey Safe Sport Manual. [PLEASE READ THE MAHA SAFESPORT POLICY GUIDELINES AND VIOLATION FINES AND SUSPENSIONS REGARDING LOCKERROOM MONITORING, IN THE MAHA ANNUAL GUIDE.](#)

DISCIPLINARY POLICY

(STANDARDS OF CONDUCT)

Report Procedures

The prime criterion in the resolution of any issue within the HYHA is what is best for the respective player, his/her team, and what is in the best overall interest of HYHA. A parent or guardian of a current HYHA member, or a current coach in the HYHA program, or a current member of the HYHA Board of Directors may **file an incident report to the HYHA SafeSport Coordinator (SSC)**.

Any report related to, or initiated because of on-ice or team related activities concerning parents/guardians, players, or coaches the SSC will first direct the concerns to the head coach. (Unless the coach is the named party, the incident would be directed to the Coaching Director) Anonymous reports will not be acted upon.

It is the belief of the SSC that most disputes are minor if dealt with in a prompt and open fashion, and the best manner in which to dissolve a dispute is for the parties to meet, discuss, and attempt to resolve the dispute. It is suggested that before any report is presented to the SSC, a one day cooling off period should be observed, so that the report is based upon thoughtful contemplation rather than emotions. It is recommended that when meeting to discuss the report it should be a neutral time and place. Incident Reports should not be presented during or immediately after a game or practice, or within earshot of players, parents, or legal guardians.

Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc... should be first addressed to the coach or team manager.

If the report cannot be resolved by the coach and/or the SSC alone, the SSC will then schedule a meeting with the SSC's designated committee (consisting of one non-participating coach, one nonparticipating parent (from a different team), HYHA Board President, Coach in Chief and the SSC). The reporting/reported parties may introduce relevant evidence and testimony (in person or in writing) in support of their respective positions. Violations will be examined per the Disciplinary Policy and disciplinary actions will be handed down.

Following the meeting the SSC's committee shall issue a decision within 5 days, with direction of the Standard of Conduct (Disciplinary policy) of HYHA.

Expected Conduct

Every player, parent, coach, Board member, Team Manager and others associated with HYHA are expected to conduct themselves at home and on the road in a manner that reflects favorably on

HYHA. Relatives and friends of players, parents and coaches are expected to conduct themselves in a manner that reflects well on the players and the Association.

PROHIBITED CONDUCT: Prohibited conduct shall include, **but not limited** to the following:

VIOLATIONS:

- **Swearing**- This includes the inappropriate use of profanity, vulgarity or ethnic slurs, on or off the ice.
- **Bullying & Unnecessary Roughness/Fighting**- This includes inappropriate use of physical force between players, coaches or parents and another person or persons during practice, play, or Tournaments. This includes belligerent physical contact with another person while at home or on the road. HYHA AND MAHA have a **zero tolerance** policy for fighting on the ice or otherwise and all HYHA members determined to be guilty of fighting will be disciplined regardless of penalties assigned during the game.
- **Verbal Abuse**- Verbal abuse, harassment or intimidation of players, coaches, referees, team managers, board members, volunteers of HYHA by a player, parents, relatives, friends, coaches or officials of HYHA will be considered unacceptable. Arguing with Officials, Coaches and Board Members- This includes inappropriate verbal disagreement with coaches, officials and Board Members by players, coaches, parents, relatives or friends.
- **Physical Abuse**- Physical abuse of players, coaches, referees, team managers, volunteers or other officials of HYHA will be considered unacceptable behavior of the highest order.
- **Property Damage**
- **Possession and/or use of alcohol, tobacco or drugs**
- **Theft & Vandalism**
- **Disruptive Behavior**- This includes any inappropriate rough housing, game playing, or other activity considered to be disruptive to others while at home or on the road. It also includes practice and game situations.

DISCIPLINARY ACTION: The Board of Directors and Disciplinary Committee, having a ZERO tolerance policy in effect, have determined that the following disciplinary procedures will apply in cases of violations.

Any action given, as a result of the infraction, will be issued on a “Case by Case” basis by the severity of the incident.

1. A minimum of a player sitting out of the next scheduled game.
2. A minimum of the player getting suspended for two games and one practice.
3. A minimum of the player getting suspended for all practices and games for a two-week period.
4. Further offenses can and will result in expulsion of the player from HYHA.

** In **addition to** any action handed down by the Disciplinary Committee, the coach has the option of denying the player access to the locker room for a period of one week, if the action was bullying in the locker room. **

Any Theft or Vandalism violations: Players found to be responsible for or a party to property damage or vandalism at the HYHA ice rink, any other ice rink facility or at any team activity under the auspices of the HYHA (including out of town tournaments) will be subject to suspension from HYHA and will be responsible for reimbursement of damages. This included damage and/or theft of property owned by other players, coaches, or parents/spectators.

SPECIAL DISCIPLINE

The physical/sexual abuse of a player, coach, referee, parent, volunteer, team manager, board member or other official of the association will result in immediate termination of the involved player for the remainder of the season. In instances where a coach, referee, or official of the association is involved, that member's position and duties will be terminated for the remainder of the season. A sixty (60) day probationary period will apply for the following season.

SPECIAL PROCEDURES

The following procedures will be adhered to in the case of the suspension or termination of players, coaches, or referees. In the case of a violation for which termination was mandated as above, a review of the circumstances and confirmation of the disciplinary action shall be made by the board. Proper procedure for a hearing will be afforded as indicated. The decision of the board is final. In the case of a suspension or termination, no return of fees will be made. In instances where full payment of fees has not been made, the fees must be paid prior to accepting the suspended or terminated party for continued participation. Any party on probation will be considered to have committed a second major violation.

RETRIBUTION FOR FILING AN INCIDENT REPORT

HYHA will not tolerate any retribution by a player, coach, parent/guardian, team manager, employee or Director against another player, coach, parent/guardian, team manager, employee or Director based upon a party raising issues or filing an incident report. Such retribution shall be grounds for disciplinary action, including without limitation, dismissal of the coach, team manager, employee or director and suspension of a player coach or parent/guardian.

CONFLICTS OF INTEREST

If any person that is to participate in hearings and making decision with respect to a specific incident report has a conflict of interest, or a perceived conflict of interest, in connection with such report, that person shall be replaced with another Director or a HYHA member at large. Replacements shall be appointed by the highest ranking executive member without a conflict or perceived conflict.

Appeal Process

Any aggrieved party may appeal the committee's decision. The appeal must be in writing and submitted to the SafeSport Coordinator who will then take it to the HYHA Board of Directors. A special meeting will be called, the Board of Directors will follow the USA Hockey Bylaw 10 procedures and hear a report from the SSC and then discuss, consider, and decide on the appeal at such meeting. The Board may or may not have the meeting open to the parties.

Expectations of Parents and Players

HYHA has high expectations of its parents and players when it comes to their conduct during the hockey season. The following pages outline the code of conduct for each.

Parent's

Your child's participation in the hockey program will require a significant contribution of your time and effort; however, your child's obligations to hockey are secondary to family and school activities and responsibilities. The parent can contribute many things to support their child, team and program.

The following are the expectations that each HYHA parent has with this association. Parents are expected to fully read and comply with these expectations.

Rules for Parents

- Parents should make sure that all fees and assessments are paid on time as dictated by their players' team manager and/or board. Parents must turn in all necessary forms promptly.
- Parents must equip their player properly so they can participate in all practices, scrimmages and games.
- Parents should keep abreast of all information pertinent to their player's team.
- Parents must notify the head coach in advance when their player cannot make a practice or game, stating the reason.
- Parents will encourage good sportsmanship through their actions, by demonstrating positive support for all players, parents, coaches and officials, at every game and practice.
- Parents will promote the emotional and physical well-being of all the skaters, ahead of any personal desire to win, or any personal reflected glory. This includes, but is not limited to, providing support for coaches, officials and all others, to provide a positive experience.
- Parents need to remember that the game is for the players and not for the parents and win or lose, will appreciate the efforts of all players and coaching staff.
- Parents will treat all other parents; players, coaches and officials with respect, regarding attitude, language and mannerisms.
- Parents will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.
- Parents will agree to abide by the SafeSport policy set forth by the HYHA for items of concern.
- Parents are not allowed to physically, emotionally or psychologically abuse any other parent, player, coach, game official or directors.

Parent's Responsibilities

- Get their player to practices, games and scrimmages at prescribed times.
- Be understanding and supportive of the times and numbers of practices and games.
- Be encouraging, not critical of their player, coach and team.
- Offer to help whenever you can.
- Support your child win or lose.
- Compliment and encourage. Let the coach handle the coaching and criticism. Leave the “coaching” to the coach.
- Support your coaches. Remember that they have many children for whom they are responsible.
- Don't compare your child with other players. Be honest with yourself about his/her capabilities.
- Regard each player on the team as your own.
- Keep negative comments to yourself.
- Teach your child to have fun and enjoy competition. Help him/her develop a healthy, competitive attitude towards winning and losing.
- Personally, make sure your player has transportation to and from games, practices, and tournaments. Hockey is a time consuming and financially demanding sport: Carefully consider these demands before committing your player to the season.
- Maintain self-control and exemplify good sportsmanship, refrain from criticism of officials, coaches, and other parents or coaches.
- Remember that you, as well as your team, represent HYHA.
- Remember, the locker room is for the players and coaches.
- Support the philosophies and policies of the HYHA. □ Remember that hockey is a game, not a career.

Player's

Rules for Players

- All players are expected to attend all scheduled games and practices unless they have notified the head coach. If not properly notified, the coach may impose penalties.
- Only rostered players are allowed on the on the ice or bench during practices and games.
- Players are not allowed to verbally, physically or psychologically abuse any other player, coach, parent, game official or director. All players will treat each other, parents, coaches and officials with respect and dignity, regarding language, attitude, behavior and mannerisms.
- No player under the age of 18 will be on any HYHA related ice without helmet, facemask and mouth guard.
- All players on the players' bench and penalty bench must wear helmet and face mask while in those bench areas.
- All players will respect the property and equipment used at any sports facility, both home and away.

- All players will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.
- All players will treat other players, coaches, officials, parents and spectators with respect, regardless of race, color, creed, sex or ability.
- All players will refrain from any form of “hazing” or the “initiation” of other players regardless of how insignificant it may seem.
- All players will agree to abide by the ZERO TOLERANCE & SafeSport policies set forth by the HYHA for items of concern.

Player’s Responsibilities

Play clean hockey only.

- Come to each game or practice ready to play and should give their complete attention to the coach.
- Have pride and confidence in yourself and work hard in practices and games.
- Be a competitor, perform up to your ability and contribute to team unity.
- Compliment teammates and let the coaches handle criticism.
- Show respect towards opposing coaches, players and referees.
- Demonstrate good conduct on and off the ice.
- Participation in all games and practices is expected. Players unable to attend a game or practice must notify the coach in advance. Excessive unexcused absences from practice MAY result in a player sitting out for a portion of a game(s).
- Use proper equipment; keep it clean and in good repair.
- A responsible attitude towards your health—be aware of and adhere to the HYHA policy on drinking, smoking and drugs.
- Maintain good school habits, grades, and attendance. Remember that hockey is a game and keep it in perspective with school and family activities and responsibilities.

APPENDIX

HECC STICKER MEMORANDUM

FLOW CHART OF PROCEDURES FOR COMPLAINTS/INCIDENTS

MEMORANDUM

September 26, 2013

RULE 304(c) Protective Equipment - Enforcement Guidelines

In June 2013, the USA Hockey Board of Directors passed rule changes that will evolve our game through the 2013-17 seasons. Among the changes is a strong theme of player safety and prevention of injuries. One such change was a NOTE added to Rule 304(c) related to helmets that acknowledges that HECC stickers now include an expiration date that de-certifies the helmet if the date has passed. This added language has created additional confusion in regards to the mandate that all youth players are wearing a properly certified HECC helmet -- the following information will clarify the expectations as it relates to enforcement.

USA Hockey has mandated for over 30 years that youth players wear a HECC approved helmet and the added NOTE to Rule 304(c) does not change the rule. However, the NOTE does draw attention to, and create awareness, that HECC has recently added an expiration date to the sticker and designates that any helmet that has outlasted this date is no longer considered HECC certified and is ineligible for use in USA Hockey sanctioned games where HECC approved helmets are required. The purpose of the expiration date is to acknowledge that time and use may have an effect on the protective qualities of the helmet that would prevent it from continuing to meet the minimum standards of protection. HECC has established the 6 and ½ year lifespan of the certification to coincide with the length of time that the helmet maintains its necessary protective qualities.

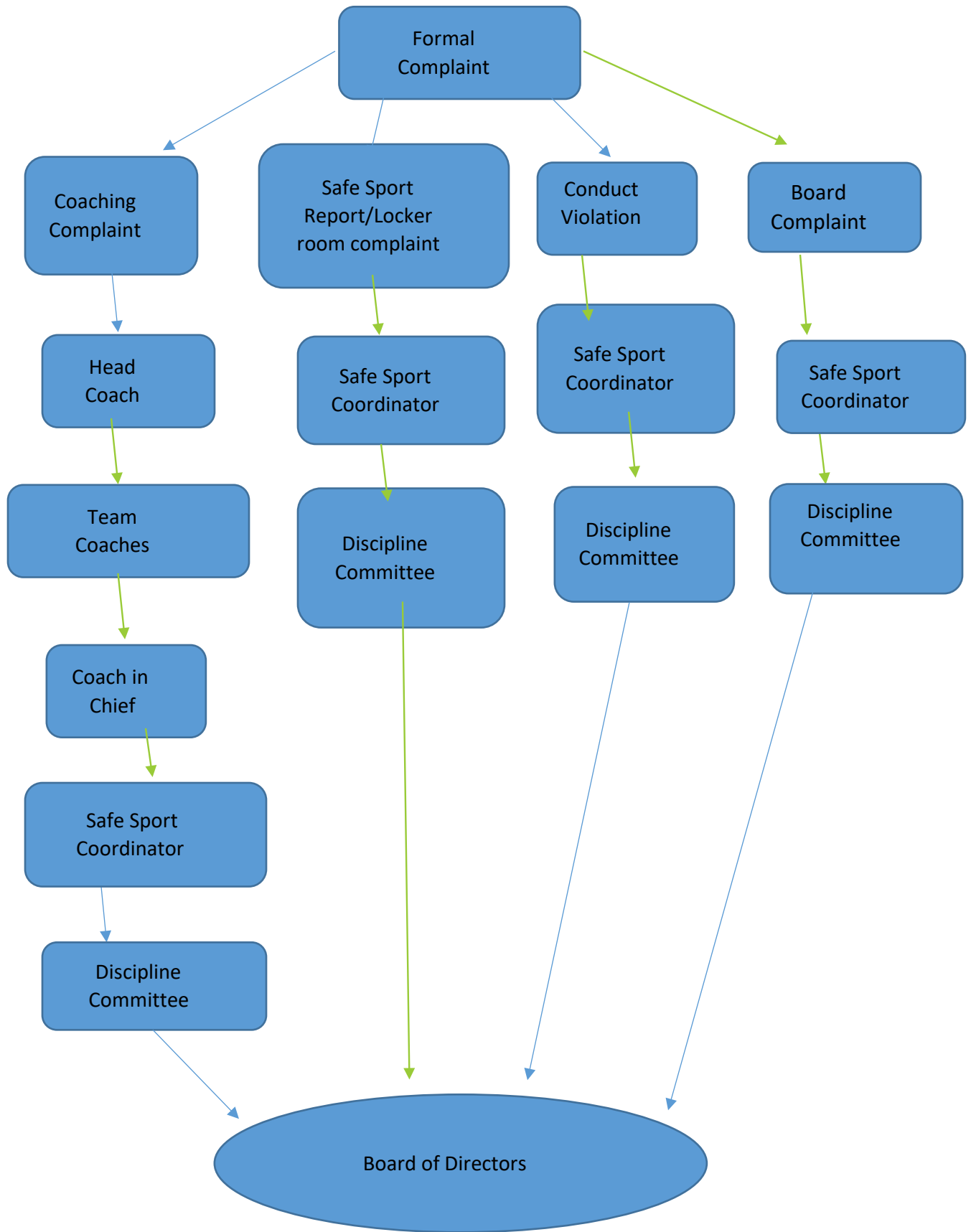
While the HECC standards are critical to player safety, the spirit and intent of the rule has not changed in regards to enforcement by officials. A player's participation in a game should not depend on whether the HECC Sticker is in place or missing from his/her helmet. The guidelines the USA Hockey Officiating Program encourages its officials to follow are outlined in the *Officials Rules and Casebook* in addition to the following key points:

- Are all the components of the helmet in place (ear pieces, face-mask J-clips, etc.)?
- Is the helmet free of excessive wear and in good condition?
- Does the helmet look similar to models worn by other players?
- Is the helmet worn properly (fit, chin-strap buckled, etc.)?

If the official can answer these questions with a "yes" then the helmet is likely safe and legal for play and the game does not need a long delay to complete this check. If in doubt, the presence of the current HECC sticker, with valid expiration date, along with the good condition of the helmet, will be the final indicator as to the eligibility for use in USA Hockey sanctioned games. Provided the official(s) have performed this due diligence, it is important to acknowledge that **USA Hockey firmly places the responsibility on the individual player to wear the proper protective equipment in the manner in which it was intended.**

The USA Hockey Playing Rules will always promote fair play, skill development, and above all player safety. A firm understanding and application of the "spirit and intent" of all the playing rules by all on-ice officials will assist in creating a positive environment for all participants.

Flow Chart of Complaint Policy



My signature indicates that I have received a current Havre Youth Hockey Handbook via hardcopy or electronic format. I am aware that the information in this handbook outlines my family's obligations and requirements as members of the Havre Youth Hockey Association.

*It is **MY** responsibility to educate myself on the contents here in.*

Signature

Date

Printed LAST name