

LPYAA/SLPWHA

HOCKEY HANDBOOK

PLEASE TAKE THE TIME TO READ THIS HANDBOOK AND BECOME FAMILIAR WITH THE PHILOSOPHIES OF THE LPYAA/SLPWHA

WE ALL LOOK FORWARD TO A GREAT SEASON!



Contact Information can be found at:

LPYAA: www.lpyaa.net
SLPWHA: www.slpwha.org



The hockey handbook that follows has been a work in progress. All guidelines and policies were voted on by hockey committee members and approved by LPYAA/SLPWHA Boards. Guidelines and policies that are added or changed need to follow the same procedure.

LPYAA/SLPWHA HOCKEY PHILOSOPHY

The USA Hockey mission statement for its youth programs is as follows:

To provide an improved grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey.

LPYAA/SLPWHA follows USA Hockey's ADM and LTAD programs.

BUILDING BLOCKS OF ADM

PLAY

Playing the game is where kids learn that the game is, in its simplest form, fun. And if you can mix in age-appropriate training and practice with skills and athleticism introduction, kids will have even more fun. And to keep it fun, there should be a low priority placed on winning and losing and a high priority placed on just introducing the game to a young kid.

LOVE

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

EXCEL

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

LONG TERM ATHLETE DEVELOPMENT STEPS FOR LPYAA/SLPWHA

Hockey for Life - Training to Win – adulthood 19+ Junior (NCAA, NHL)

Training to Compete – early adulthood - Junior (NCAA)

Learning to Compete – early adulthood - 18 and under (Midgets)

Training to Train – late adolescence - 15–16 and under (Midgets) / 13–14 and under (Bantams)

Learning to Train – early adolescence - 12 and under (Pewees) / 10 and under (Squirts)

FUNDamentals – late childhood - 8 and under (Mites) / 6 and under (Mites)

Active Start – early childhood - 6 and under

LEARNING THE RIGHT WAY

If kids want to truly excel at hockey, they'll need to learn the right way to play the game. Which is to say less emphasis on stats and win/loss records and more focus on learning the technical aspects of the game. Fundamentals and building both physical and mental skills are crucial to success in hockey. These things can't be learned efficiently during a game — they have to be learned in practice. And practicing the right way is how kids will be able to unlock their limitless potential.

Lake Placid and Saranac Lake are small communities therefore it participates at the recognized “Tier 3” level as outlined by NYSAHA. The “Tier 3” level is known as the intermediate competitive level. It is intended to essentially offer a developmental level while providing a uniform competitive experience for smaller communities.

At this level, LPYAA/SLPWHA commits to offering well-qualified coaches who teach basic skills and team concepts to their respective teams. At LPYAA/SLPWHA “Tier 3” level there will be a stressed balance among enjoyment, teamwork, sportsmanship and winning.

If participation is high within one age bracket LPYAA/SLPWHA has the ability to develop a “recreational” level team in that category or seek out alternative solutions. The “recreational” level category is more relaxed in nature. It stresses development and enjoyment of the game. In USA Hockey it is “the backbone of youth hockey”. Game-wise the “recreational” level competition is either “in-house” or in nearby communities.

LPYAA/SLPWHA realizes that participation in hockey is the key to our program. Fostering participation and creating a hockey program that welcomes players will only make us stronger. It will not only make more young people experience sports' valuable lessons, but also push our whole program in directions that make us healthier.

LPYAA/SLPWHA recognizes USA Hockey and will always consider its recommendations regarding youth hockey.

As an affiliate of USA Hockey, the LPYAA/SLPWHA supports the following Codes of Conduct:

USA HOCKEY CODES OF CONDUCT

Parents Code of Conduct

- ◆ Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- ◆ Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- ◆ Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- ◆ Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- ◆ Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- ◆ Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- ◆ Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.

- ◆ If you enjoy the game, learn all you can about the game, and volunteer!

Players Code of Conduct

- ◆ Play for FUN!
- ◆ Work hard to improve your skills.
- ◆ Be a team player - get along with your teammates.
- ◆ Learn teamwork, sportsmanship and discipline.
- ◆ Be on time for practices and games.
- ◆ Learn the rules, and play by them. Always be a good sport.
- ◆ Respect your coach, your teammates, your parents, opponents and officials.
- ◆ Never argue with the official's decision.
- ◆ There will be no use of alcohol, tobacco, or vaping products.

Coaches Code of Conduct

- ◆ Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
- ◆ Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- ◆ Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- ◆ Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- ◆ Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- ◆ Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- ◆ Be concerned with the overall development of your players. Stress good health habits and clean living.
- ◆ There will be no use of alcohol, tobacco, or vaping products.
- ◆ To play the game is great; to love the game is greater.

Spectators Code of Conduct

- ◆ Display good sportsmanship. Always respect players, coaches and officials.
- ◆ Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- ◆ Cheer good plays of all participants; avoid booing opponents.
- ◆ Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- ◆ Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- ◆ Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- ◆ Support the referees and coaches by trusting their judgment and integrity.
- ◆ Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
- ◆ Respect locker rooms as private areas for players, coaches and officials.
- ◆ Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

Administrators Code of Conduct

- ◆ Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.
- ◆ Support programs that train and educate players, coaches, parents, officials and volunteers.
- ◆ Promote and publicize your programs; seek out financial support when possible.
- ◆ Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- ◆ Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- ◆ Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- ◆ Encourage coaches and officials to attend USA Hockey clinics, and advise your board members of the necessity for their training sessions.
- ◆ Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- ◆ Read and be familiar with the contents of the USA Hockey Annual Guide and Official Playing Rules.
- ◆ Develop other administrators to advance to positions in your association, perhaps even your own.

On-Ice Officials Code of Conduct

- ◆ Act in a professional and businesslike manner at all times and take your role seriously.
- ◆ Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- ◆ Know all playing rules, their interpretations and their proper application.
- ◆ Remember that officials are teachers. Set a good example.
- ◆ Make your calls with quiet confidence; never with arrogance.
- ◆ Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- ◆ Violence must never be tolerated.
- ◆ Be fair and impartial at all times.
- ◆ Answer all reasonable questions and requests.
- ◆ Adopt a "zero tolerance" attitude toward verbal or physical abuse.
- ◆ Never use foul or vulgar language when speaking with a player, coach or parent.
- ◆ Use honesty and integrity when answering questions.
- ◆ Admit your mistakes when you make them.
- ◆ Never openly criticize a coach, player or other official.
- ◆ Keep your emotions under control.
- ◆ Use only USA Hockey-approved officiating techniques and policies.
- ◆ Maintain your health through a physical conditioning program.
- ◆ Dedicate yourself to personal improvement and maintenance of officiating skills.
- ◆ Respect your supervisor and his/her critique of your performance.

LPYAA/SLPWHA Travel Policy

LPYAA/SLPWHA has some teams that travel regularly to play individual games, multiple games, or in tournaments. Our association also has other teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. LPYAA/SLPWHA 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 LPYAA/SLPWHA 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 coaches and/or volunteers of LPYAA/SLPWHA 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 a 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 a coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- 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 a coach or volunteer of LPYAA/SLPWHA 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 LPYAA/SLPWHA coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches and volunteers will often travel with the players.

- When possible, LPYAA/SLPWHHA 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 LPYAA/SLPWHHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- LPYAA/SLPWHHA will post specific travel itineraries when they become available. LPYAA/SLPWHHA will make efforts to provide adequate supervision through coaches but responsibility lies with the parent/guardian of each child.
- 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). However, under certain circumstances / emergencies, and with written parental consent, a coach may use their discretion in this regard.
- Because of the greater distances, coaches and volunteers will often travel with the players. No 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. 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.
- 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 shall at any time be under the influence of alcohol or drugs while performing their coaching 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 will help players and fellow coaches adhere to policy guidelines, including, without limitation, the Travel Policy and Locker Room 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

LPYAA/SLPWHA 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 LPYAA/SLPWHA 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. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

LPYAA/SLPWHA 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 LPYAA/SLPWHA goals. LPYAA/SLPWHA adheres to USA Hockey's SafeSport 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, LPYAA/SLPWHA 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 our home arenas, the Olympic Center and the Saranac Lake Civic Center, there are several locker rooms available for our program's use. Each of the locker rooms has its own restroom and shower area (or shares a restroom and shower area with one or more locker rooms). 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. LPYAA/SLPWHA 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

LPYAA/SLPWHA generally has 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.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups (generally squirt players and younger), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

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, LPYAA 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. On certain occasions it may be permissible to have team manager / coach collect phones.

LPYAA/SLPWHHA Social Media / Communication Policy

It is understood that activities such as but not limited to Facebook, Twitter, etc. are part of our society today. It is the recommendation of the LPYAA/SLPWHHA that all coaches, managers and team parents should not be "friends" on Facebook, etc. with players on the team (unless it is a team page and all parents have access). Also, any electronic communication such as but not limited to email, texting, etc. to any individual / player under the age of 18 must also have the parent cc'ed.

LPYAA/SLPWHHA Suggestion for Concussions

The LPYAA/SLPWHHA suggests that in the event that there is suspicion that a player has suffered a concussion that they follow the guidelines suggested by New York State Public High School Athletic Association which can be found at www.nysphsaa.org/safety/.

LPYAA/SLPWHA Player Disciplinary Process

Procedures: The following procedures are used to review allegations

1. Notice of an Issue:

Any Member may notify the President about an issue that he or she believes warrants the disciplinary intervention. Notice is to be provided by communicating through the Board President. The President will then contact the coaches involved. Other board members may be notified if deemed necessary. The president, coaches and other invited members will comprise the disciplinary committee.

2. Review Meeting:

The President will schedule the Notice for review within 7 days of receipt of the Notice. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed. At the Review Meeting the Committee will review the Notice and take one or more of the following actions:

- a. Determine that no violation has occurred and dismiss the matter;
- b. Determine that a violation of the Code has occurred;
- c. Determine that additional information needs to be collected to establish facts and make a determination; a second meeting should be scheduled in this case.

3. Penalty Meeting:

If the Committee determines that there is a violation of the Code, the Committee must hold a Penalty Meeting within 7 days of the Review Meeting to determine the Penalty.

- a. The parents of the player should receive a letter requesting their presence at a meeting. The letter should specify the time and date of the incident(s), as well as the behavior(s) of concern.
- b. Results and consequences of the penalty meeting will be shared with the Board at the next meeting and recorded. It will not be included in public minutes

Penalties. Terms and Conditions:

The following penalties can be issued:

1. Level 5 may result in termination of membership, indefinite suspension, or suspension up to 180 days.
 - a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
 - b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
 - c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
 - d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
 - e. Being involved with any activity that would warrant the summoning of law enforcement officials.

Any member receiving a Level 5 penalty must obtain approval from the Committee before returning to involvement within the Association.

1. Level 4, up to twenty-one (21) day suspension. Any other infraction may result in termination of membership.
 - a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
 - b. Defacing or damaging property belonging to any individual, team, association, or arena.
 - c. Entering the bench area during a game.

2. Level 3 up to ten (10) day suspension. Any other infraction may result in a termination of membership.
 - a. Throwing of any object onto the ice surface, into the player's area, or intentionally littering the rink or the locker room
 - b. Continued refusal to follow Level 1 behavioral plan.

3. Level 2, up to seven (7) day suspension.
 - a. Inciting other persons to become involved in any of the above listed activities.
 - b. Pounding or climbing on the glass.
 - c. Refusal to follow steps of Level 1 behavioral plan.

4. Level 1, written warning, and if necessary, a behavior modification plan.
 - a. Using profane and/or vulgar language or mannerisms.
 - b. Arguing with coach, or other officials.
 - c. Repeated violations of Code of Conduct.

5. Verbal Warning
 - a. An action that does not rise to a documented time related penalty and requires no further action. Repeated verbal warnings can lead to an action.
 - b. A combination of multiple lower level infractions may result in a higher-level disciplinary action. The Disciplinary Committee retains the right to make this determination.

The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

All team coaches at any time have the right and are encouraged to give players at any time (game or practice) a clearly heard and acknowledged VERBAL warning to violation of any Code of Conduct violation. Immediately upon second Code of Conduct violation by same player for same violation, the verbally warned player is to be asked to leave the ice, will be escorted by certified coach or screened escort accompanied by legal guardian to gather belongings and leave the rink. If this process happens more than twice within 15 (fifteen) calendar days, there following

will be a formal notice of a Disciplinary Committee with Scheduled Hearing to determine level of player suspension.

Role of the Hockey Committee

The Hockey Committee and its Positions:

The LPYAA/SLPWHA Hockey Committee assigns, evaluates and monitors coaches at all levels, throughout the season. Periodic reviews of each team and its coaches will take place during the season. The committee wants to insure that each program is being managed in accordance with the guidelines established by the LPYAA Board and written in the handbook. If necessary coaches will be given written reports that are designed to assist them in following the philosophical guidelines of the LPYAA/SLPWHA. The committee also needs to design the program in regards to “the numbers” within the program. This program should define the teams sponsored by LPYAA/SLPWHA for any given year. The program should be available for LPYAA/SLPWHA members in early fall.

The Meeting Coordinator will be responsible for organizing the scheduled meetings of the Hockey Committee. In doing so he/she will:

- * Create agenda for meetings with input from HC (mostly done from previous meetings)
- * Run meetings and oversee voting procedures.
- * Take requests from team liaisons as to add needed items to meeting agendas.
- * Communicate meeting times and locations.

The members of the LPYAA Hockey LPYAA/SLPWHA Hockey Committee serve as both “Parent Liaisons” and “Coaches Liaisons.” These representatives are available for parents or coaches to contact with questions or concerns about the LPYAA/SLPWHA. Any member of the Hockey Committee can represent a parent or coach and bring an issue to the attention of the full committee. Committee members communicate regularly by e-mail and meet regularly.

If at any time a parent or coach has an issue or concern that they would like to bring to the attention of the Hockey Committee they must do so in writing. The goal of the LPYAA/SLPWHA Hockey Committee is to: record the information accurately, respond in a timely fashion, and explain any response clearly.

The Hockey Committee will make every effort to use the LPYAA/SLPWHA websites as an information source. General meetings will also provide a chance for the Hockey Committee to present information. The LPYAA/SLPWHA Hockey Committee strongly encourages parents with children in the program to attend monthly meetings.

Number of Players per Team

The following criteria will be used as a gauge when considering the numbers of players signed up at each particular age level:

1-11 players = Low numbers. Attempts to increase numbers should be implemented.

12-20 players = Ideal numbers for Mites and Squirts. Pee Wee and above follow handbook section on “Philosophy on Pee Wee Boys’/ U-12 Girls Hockey and Higher”.

21+ players = High numbers. The Hockey Committee could consider alternative approaches or consider developing two teams with a particular group.

Selection of Coaches

Anyone wishing to coach a team in the LPYAA/SLPWHA must submit their completed application as per the guidelines outlined on the application. The LPYAA/SLPWHA coaching application can be found on the LPYAA/SLPWHA websites. In accordance with USA Hockey and NYSAHA guidelines all coaches must meet the following requirements to be eligible to coach:

“Anyone screened under NYSAHA rules or otherwise found to have been arrested and convicted of an offense involving alcohol, drugs, acts of violence or a sexually-related offense, absent extraordinary circumstances that indicate it should be dealt with otherwise, will not be allowed to participate with under age 18 participant members (“minors”) for a period as provided below, pursuant to NYSAHA screening rules in NYSAHA or USA Hockey. With respect to such offense, the period of suspension or expulsion, from the date of conviction, is as follows: (i) if convicted of a felony involving the endangerment of the welfare of a minor or a sexually-related felony involving a minor, a lifetime expulsion; (ii) if convicted of a felony, a suspension of 10 years; (iii) if convicted of a misdemeanor, a suspension of 5 years; and (iv) if convicted of any offense less than a misdemeanor, a suspension of 2 years. The Board, in its discretion, may enhance the penalty based on specific aggravating circumstances and may decrease the penalty based on specific mitigating circumstances. This rule shall be applied retroactively; shall be administered by the Board (or its appeals committee) on a case by case basis; and may be applied to modify or terminate expulsions or suspensions presently being served under the prior version of this rule upon a showing of specific circumstances and cause there for.”

Once selected all coaches must follow the USA Hockey rules and regulations regarding their helmet policy. It is noted below:

“All ice hockey coaches and instructors of registered USA Hockey youth/high school (except for those teams participating not in regular scheduled competition), disabled, girls/women’s 19 & under and below programs must wear an ice hockey helmet during all on-ice session, including practices, controlled scrimmages and coach and referee clinics (seminars). The helmet must be properly worn with the chinstrap properly attached. Failure to comply with this policy will result in the following discipline:

- *1st Offense: Written warning from association to coach within 10 days with a copy to the appropriate Section Vice-President.*
- *2nd Offense: 2 Game Suspension*
- *3rd (or subsequent) Offense: Immediate Suspension pending a hearing as per USA Hockey Bylaw 10, C (Suspension or Disciplinary Hearings/Domestic Competition)/(Non Playing Rules).”*

Number of Games & Practice to Game Ratio

LPYAA/SLPWHA Hockey realizes that there needs to be consistency when it comes to the number of games played by each team. This consistency needs to exist from year to year and from coach to coach. As a player progresses from level to level his/her game total should naturally increase. Coaches should also have some flexibility in creating an appropriate schedule for his/her team. Considering USA Hockey recommendations and objectives of our own program the following guidelines have been established for game totals:

Mite (8U)	10-20 events/Jamborees allowed
Squirt (10U)	25-35 games allowed

Peewee (12U)	30-40 games allowed
Bantam (14U)	35-45 games allowed

At the Squirt through Bantam levels there is leeway to add ONE Can/Am or CHE Tournament realizing that last minute offers do occur in Lake Placid. These game totals do NOT include post-season tournament play.

Coaches of high school aged players should also consider his/her players' involvement at that level and schedule accordingly.

LPYAA/SLPWHA Hockey realizes that the best development for young players comes with productive practices. It is an IDEAL that LPYAA/SLPWHA Hockey achieves a 3:1 practice to game ratio. USA Hockey advocates this as well. Offering more non-structured practice sessions may be one way to move toward this goal. Ideally teams should practice a minimum of 2 – 3 weeks before playing any games.

It is implied that all players will attend all practices unless other arrangements have been made with their respective coach. In an effort to ensure fairness and equality to all players on a team, players who miss significant practice time may have that reflected during games at the coaches' discretion.

Scheduling Games

If a team plays two games on either Saturday or Sunday they should not play on the other day. (Exception for tournaments)

It is recommended that schedulers give one weekend off during the year.

It is recommended that when scheduling long distance games (1.5-2 hr. trips) that whenever possible two games are scheduled. Also, it is recommended that travel between games on the same day be less than 60 miles.

“Wrap-Around” Team

At the midget (16U, 18U & 19U) levels there may be an option of a “wrap-around” team to exist under LPYAA/SLPWHA. The intent of a “wrap-around” team at this level is to provide players the opportunity to practice and play games before and after the high school hockey season. Any teams at this level should communicate with the Lake Placid High School coaches regarding their start date, end date and scheduling.

Regular Season Tournament Play

It is the policy of the LPYAA/SLPWHA to pay for two (2) regular season tournaments for each registered team.

Philosophy on Playing Time

The LPYAA/SLPWHA believes that all players have the right to participate in hockey. We believe that all players should play regularly in games. Regular shifts mean that players play in a normal rotation and do not sit on the bench during competition. There are certain instances that coaches have more leeway in issuing playing time.

Philosophy on Intermix Play

It is the philosophy of LPYAA/SLPWHA Youth Hockey that girls and boys should play together through squirt hockey. At the 14U/Bantams level it is sensible that girls and boys play on exclusive teams. Although, it is ideal that girls and boys play together through Peewee it could become necessary for the Hockey Committee to evaluate the overall needs of the association in regards to numbers and possibly change team scenarios.

Philosophy on Squirt/U10 and higher

It is the philosophy of Lake Placid Youth Hockey that at the Squirt/U10 level and higher, if the numbers warrant, teams should be divided by ability. At the Squirt/U10 age and higher it is appropriate to create team scenarios that challenge players at their level of play.

Monetary Assistance for State Bound Tournament Teams

The LPYAA/SLPWHA recognizes that players and their families who have committed to playing on a State Bound Tournament Team incur added costs at the end of the regular season. For any team going to the NYSAHA State Tournament a player's family may request assistance from the LPYAA/SLPWHA to help defray their cost of travel. Teams traveling a one (1) hour radius or less from Lake Placid do not qualify to receive assistance.

Player Movement from Level to Level

Philosophically LPYAA/SLPWHA Hockey discourages the movement of players from a younger age bracket to an older one. Players and parents considering such an option should be sure it makes sense both athletically and socially. When players and parents desire such a move the Hockey Committee will consider the following criteria:

1. Player's ability – The player moving up must be recognized as in the top third of the team in the next age bracket (the next team **MUST** be the highest level {i.e. tournament bound team} at that age level).
 - a. The Hockey Committee (with all involved coaches - add) will create the mechanism to determine the above status.
2. The Hockey Committee in a way they structure will determine social readiness.
 - a. The Hockey Committee will determine the social readiness of a player in a way they structure.

Procedure for player movement for the squirt (10U) and higher levels:

1. The parent, on behalf of the player, must given written notification by no earlier than August 1st and no later than November 15th. This letter should explain why the move is desired. This letter should be written to the Hockey Committee. Any player at the Peewee level (or a Squirt aged player looking to move to Peewee) must also submit a letter to the Committee. The letter should explain why this move would be beneficial to him/her.

2. The Hockey Committee will review the letter(s) and possibly consult coaches, the parents, and the player in question.
3. The Hockey Committee may then set up needed meetings with coaches, the parents, and the player in question.
4. The Hockey Committee will render its decision during this process to the parents and player in question as quickly as possible.

The LPYAA/SLPWHHA Hockey Committee reserves the right to request or prohibit player movement due to the number of players on the teams being affected. The Committee will consult such players and parents and have them consider such an option. The player and parents being solicited will need to follow the above procedures if they choose to accept the proposed move.

Practicing with Other Teams

Players are permitted to practice with teams at the equivalent level or the next level in certain instances. The guidelines for such instances are:

1. Must have permission from the LPYAA/SLPWHHA Hockey Committee
2. The player must have attended his/her last team practice.
3. The player must have permission to practice at the next level from his/her coach
4. The player must have permission from the coach of the higher-level team
5. Must chose primary team and secondary team

The practicing at the next level should be limited to 15 times during a season for any player in the association.

Players practicing with other teams are expected to be active participants.

It is important to note that coaches have leeway in making these decisions. Coaches should consider safety, their team needs and offering extra practices as rewards.

Post Season Teams Sponsored by LPYAA/SLPWHHA Youth Hockey

LPYAA/SLPWHHA Youth Hockey encourages the development of all its players within the context of its philosophies and the ideals advocated by USA Hockey. During certain seasons coaches may want to formulate post-season teams *comprised of its most developed players*. The goals of these teams should always be to further develop Lake Placid and Saranac Lake players and offer them a higher level of competition.

To assure that these teams are put together in a manner that is appropriate the following guidelines should be used:

1. Teams should be fairly picked
2. Teams should compete after the season only (usually after the International Tournament)
3. Post-season teams should play an appropriate schedule that should be clearly outlined to participants.
4. Additional costs for such teams should be clearly communicated to parents.
5. Ice time will be decided at the coaches' discretion.
6. Hockey Committee will select/approve coaches.
7. May not be involved if money is still owed to the Association

Procedure for creating such a team:

Post-season teams under the sponsorship of LPYAA/SLPWHA Youth Hockey must be accepted and approved by the Hockey Committee. A coach who would like to run such a team should submit a written request to the Hockey Committee indicating his/her desire to do so. In the letter the coach should state the reasons for formulating the team and outline as closely as possible how the team will operate and most importantly the type of practice and game schedule the team will play. This letter should be submitted no earlier than Feb 1st and no later than Feb 10th.

After reviewing the letter the Hockey Committee will communicate its decision to the respective coaches. The Hockey Committee will also outline the associations' financial commitment to the team as closely as it can.

The 6U and Mite Program

Young players in LPYAA/SLPWHA can expect to play in what is referred to as 6U. 6U is a learn to skate program where all players will learn the skills and play for fun. To be eligible for 6U a player must fit the following age requirements:

In 2018 – A player born in 2014 is eligible to start in LPYAA/SLPWHA.

In 2019 – A player born in 2015 is eligible to start in LPYAA/SLPWHA.

In 2020 – A player born in 2016 is eligible to start in LPYAA/SLPWHA.

(And so on...)

Players who advance their skills while in 6U could be moved to the mite program upon request. The mite program is more structured and does play organized games. Typically, the mite program consists of two specific birth years but depending on the player's ability and often when he/she starts 6U may be more suitable.

The criteria for considering a player a mite will be:

- 1) Ability
- 2) Time spent at the 6U level
- 3) Age

Regarding age—Any player in his/her last year of mite eligibility that has played a season(s) in 6U must play mite hockey.

Any player who starts hockey during his last year of mite eligibility may start in 6U but should be advanced to the mite program as soon as his/her skills are deemed sufficient.

Hockey Registration

Players wishing to register for the hockey season with LPYAA/SLPWHA may mail in their completed forms beginning August 1, 2018. For complete registration instructions please refer to the LPYAA LPYAA/SLPWHA websites, www.lpyaa.net and www.slpwha.org. LPYAA/SLPWHA will also hold registration on 2 or 3 separate occasions. These dates will be determined by the Hockey Committee.

All players must be registered by September 15, 2018 with the exception of 6U and Mite age players. At the 6U and Mite levels enrollment will be allowed through December 15th, 2018 in an effort to increase the

numbers of players. Extenuating circumstances (such as, but not limited to, a family moving into town, an individual wishing to try playing hockey for the first time, etc.) may present itself in which case the Hockey Committee reserves the right to allow a registration after the above mentioned cut-off dates.

LPYAA/SLPWHA Youth Hockey Grievance Procedure

Knowing when to communicate and how to communicate with both coaches and the organization is an important component of problem solving. Through this grievance procedure we are attempting to set a standard procedure by which parents, coaches as well as the organization can best address issues of concern.

When a parent has an issue he/she deems manageable, LPYAA/SLPWHA expects him/her to first talk to the coach of his/her child. This communication can only occur after the LPYAA/SLPWHA mandatory 24-hour waiting period. During these communications a third party (parent representatives) should also be present. Team representatives should schedule such requested meetings in a prompt manner.

If communication with the coach does not, in the opinion of the parent, suffice then LPYAA/SLPWHA parents have the right to file a formal grievance. The formal grievance procedure is outlined below.

If an LPYAA/SLPWHA parents feels an egregious action has occurred in any team setting that parent has a right to file a formal grievance without discussing the matter with a coach. Actions that could automatically bypass a coach could be illegal in nature, severe violations of NYS guidelines or USA Hockey's Code of Conduct.

Mandatory 24 hour cooling off period: A grievance may be presented to the LPYAA/SLPWHA only after 24 hours have expired after the incident in question. The objective of this cooling off period is to deter any person from acting in haste and enables the person or persons filing the grievance to opportunity to rethink and review the circumstances and details of the grievance before final submission to the LPYAA/SLPWHA. The wait period would apply to grievances such as Disputes-Disagreements with the coach, officer of LPYAA/SLPWHA, LPYAA/SLPWHA policy or procedure's, but not serious offensives such as Issues relating to sexual Abuse or the use of mood altering substances to include the use of alcohol. Those will be reported immediately.

How to File a Formal Grievance:

1. Grievant should first locate the proper grievance form in the sports handbook or on the LPYAA/SLPWHA website. The grievance should be filled out completely.
2. No formal grievance will be accepted from any person who:
 - a. Fails to observe the Associations mandatory 24-hour cooling off period prior to speaking to a board member about a grievance regarding Disputes-Disagreements.
 - b. Fails to file the written grievance within two weeks of the incident in question, except Issues related to sexual Abuse, Use of mood altering substances to include alcohol will be reported immediately as outlined in 3(a) of this policy below.

3. A valid formal grievance must be in writing, explain the nature of the grievance, the circumstances and indicate the specific provision of the bylaws and policies that was violated using the LPYAA/SLPWHA's Grievance Form (attached).
 - a. A valid grievance must be signed and submitted to any Officer of the LPYAA/SLPWHA as listed on the website. That member will submit the grievance to the 1st or 2nd Vice President of the LPYAA/SLPWHA.
 - b. The 1st or 2nd Vice President can attempt to resolve the grievance with the parties amicably and in the best interests of the Association.
 - c. If the matter is not resolved, the Vice President may refer the matter to the LPYAA/SLPWHA Boards. If the matter is referred to the LPYAA/SLPWHA Boards, the Vice President shall present their recommendation for resolving the matter to the LPYAA/SLPWHA Boards.
 - d. The LPYAA/SLPWHA Boards will decide what is in the best interests of the Association to resolve the matter in any manner approved by a majority of the members of the LPYAA/SLPWHA Boards.
 - e. For a grievance to be credible, details of the grievance are not to be discussed with anyone other than the party(ies) directly involved with resolving the grievance.
 - f. Decisions of the LPYAA/SLPWHA Boards are final and will be communicated in writing to the grieving party(ies). Issues relating to sexual abuse or the use of mood altering substances to include the use of alcohol will be reported to the North Section President immediately".
 - g. Rational- This particular issue falls into the jurisdiction of the Section, NYSAHA & USA Hockey

LPYAA/SLPWHA YOUTH HOCKEY

GRIEVANCE FORM

1. Date of Incident: _____

2. Approximate Time of Incident: _____

3. Location of Incident: _____

4. Teams/Clubs present: _____

5. Person/(s) Initiating Grievance: _____

6. Phone # of above: (home) _____ (cell) _____

7. E-mail address of above: _____

8. Person(s) Against Whom Grievance is Initiated:

9. Did the grievant wait the mandatory 24 hour wait period? Yes____ No____

10. Did the grievant try and resolve the conflict with the coach prior to filing this grievance?

Yes____ No____

11. How did you attempt to make a resolution?

12. Description of Incident (include specific Code of Conduct provision violated):

13. Witness(es):

14. Were the Police Called? No ____ Yes ____ If yes, explain

15. Other Pertinent Information:

16. Signature(s) of person(s) filing the grievance:

_____ Date: _____
_____ Date: _____

Lake Placid Fee Schedule

LPYAA registration fees for the 2018-2019 season:

First Child	\$150.00 + USA Hockey fee + 10 Raffle Tickets
Each Additional Child	\$120.00 + USA Hockey fee + 10 Raffle Tickets
First Year Initiation	USA Hockey fee only + 10 Raffle Tickets
First Time Player	USA Hockey fee only + 10 Raffle Tickets

Registration may be paid in full at sign up or in the following installments:

Schedule for installments:

1st installment @ sign-up \$75

2nd installment @ \$75 by November 15, 2018

All players must be paid in full by November 15th, 2018.

Effective the 2018-19 hockey season the LPYAA will waive the registration fee for all children of individuals that coached the previous hockey season. To qualify for such registration fee exemption the parent/coach must attend a minimum of 50% of the previous season's team's practices/games and complete all necessary coaching certification from the previous season. The Hockey Committee will submit a list at the end of the current hockey season to the Board to inform them if any coaches did not meet these requirements during the hockey season.

Please make all payments payable to LPYAA and mail to: LPYAA
P.O. Box 129
Lake Placid, NY 12946

For Scholarship Information/Financial Aid please contact Kim Clark at 518-572-1599 or kimclark.lpyaa@gmail.com. All information is kept confidential.

Saranac Lake Fee Schedule

Learn to Skate	Free
Mini Mite and Mite	Free – plus 10 Raffle Tickets and 10 Snack Bar Service Hours
Mini Mite League play	\$100.00 – plus 10 Raffle Tickets and 10 Snack Bar Service Hours
All other teams	\$300.00 – plus 10 Raffle Tickets and 10 Snack Bar Service Hours

Limit of 20 snack bar service hours per family
Unserved snack bar hours will be billed at \$15 an hour

Players rostered on the High School team will receive a \$100.00 refund for that season



USA HOCKEY PARTICIPANT CODE OF CONDUCT

NAME: _____

To be read and signed by you as a member of Team: _____

Participating in USA Hockey for the _____ season.

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated. Fighting will result in an appearance before a Discipline Committee.
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc) during all team functions.
7. Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

Signed: _____ Date: _____

LPYAA/SLPWHA

PARENT'S CODE OF CONDUCT

It is the intention of this Code of Conduct to promote fair play and respect for all participants within the LPYAA/SLPWHA. It is expected that all parents of hockey participants read and understand the Parent's Code of Conduct and to observe and follow all the principles contained within the Code throughout the season.

1. I will not force my child to participate in hockey. I will try to make it FUN!
2. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
3. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
4. I will never ridicule or yell at my child for making a mistake or losing a game.
5. I will remember that children learn by example. I will applaud good plays by both my child's team and their opponents. I will not be critical of, or embarrass any player, including opposition players.
6. I will never question the official's judgment or honesty in public. I recognize that officials are being developed in the same manner as players.
7. I will respect and show appreciation for the volunteers who give their time to hockey for my child.
8. I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans.
9. I will emphasize skill development and a serious approach to practices and explain how skill development will benefit my child.
10. I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.
11. I will insist that my child plays in a safe and healthy environment. I will support a sports environment that is free of alcohol, drugs, or tobacco and I will refrain from their use at all youth sports events.
12. I understand the benefits from participating in a team sport, the commitment, the discipline and the social skills learned and acquired.
13. I will remember that my child plays hockey for his or her enjoyment, not mine.

I have read and understand the LPYAA/SLPWHHA Parent Code of Conduct and agree to abide by its guidelines at all team activities.

PLAYER(S) NAME(S)

PARENT/GUARDIAN NAME (PRINT)

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN NAME (PRINT)

PARENT/GUARDIAN SIGNATURE

DATE

* Please keep the Code of Conduct for your reference and return just the signature page (one per family) to the LPYAA/SLPWHHA



Consent to treat/medical History form



This is to certify that on this date, I _____, as parent or guardian of _____, (athlete participant), or for myself as an adult participant, give my consent to USA Hockey and its medical representative to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury that could arise from participation in USA Hockey sanctioned events.

If said participant is covered by any insurance company, please complete the following:

Insurance Company: _____

Policy Number: _____

Parent/Guardian/Adult Participant Signature: _____

Date: _____

Excess accident insurance up to \$50,000, subject to deductibles, exclusions and certain limitations is provided to all USA Hockey registered team participants. For further details visit usahockey.com

EMERGENCY CONTACT:

Name: _____ Phone: _____

Address: _____

Physician's Name: _____ Phone: _____

Hospital of Choice: _____

Completion of Medical History information Below is optional

MEDICAL HISTORY:

If the answer to any of the following questions is yes, please describe the problem and its implications for proper first aid treatment on the back of this form.

- Head Injury Asthma Allergies
- (concussion, skull fracture) High blood pressure Diabetes

Fainting spells Kidney problems Other

Convulsions/epilepsy Hernia _____

Neck or back injury Heart murmur _____

Have you had (or do you currently have) any of the following?

Have you had a recent tetanus booster? Yes No If yes, when?

Are you currently taking any medications? Yes No If yes, please list all medications on back.

Has a doctor placed any restrictions on your activity? Yes No If yes, please explain on back or contact USA Hockey at (719) 576-USAH.

Hockey Committee Checklist

MAY

- Review handbook for modifications
- Put coaching application on website
- Replace websites previous years info
- Review previous year's numbers for next year

JUNE

- Bring handbook changes to board for approval
- Put coaching info in newspaper / on website
- Submit team projections for upcoming season
- Decide on Ice scheduler
- Scheduler meet w/Denny Allen for home slots
- Decide on projected teams for next year
- Get coaching applications to coaches
- Review jersey needs for upcoming season

JULY

- Choose team liaisons
- Organize registrations for the upcoming season
- Solicit / Collect coaches applications
- Potential for pre-season skills sessions
- Post Handbook on website
- Organize goalie clinics, skills clinics and off-ice programs

AUGUST

- Put projections and scenarios on website
- Slate coaches for upcoming season
- Submit coaches to Board for approval
- Get home ice slots to coaches/ schedulers
- List coaches, schedulers and liaisons on website

SEPTEMBER

- Organize first week of hockey (open hockey- clinic style)
- Communicate with soccer for first week of hockey

OCTOBER

- Collect and post teams schedule
- ACE director organize and run coaches meeting body of handbook – create
- Organize parent meeting / parent education

FEBRUARY

- Review post season teams and coaches applications

MARCH

- Season ending notes
- Inform Board of coaches attendance for upcoming season

ALL SEASON

- Take minutes at all meetings a forward to board
- Have a member at LPYAA monthly meeting to present report
- Liaisons track game totals and update committee
- Post practice times