

Schenectady Youth Hockey Association Handbook



SYHA Handbook
March 3, 2020
V18

Contents

INTRODUCTION.....	4
ABOUT SCHENECTADY YOUTH HOCKEY.....	4
SYHA MISSION STATEMENT.....	4
SYHA FINANCIAL INFORMATION.....	5
BOARD OF DIRECTORS.....	5
COMMUNICATIONS.....	12
HOCKEY PROGRAM REGISTRATION.....	12
HOCKEY PROGRAM DESCRIPTIONS.....	12
SCHOLARSHIPS.....	14
COACHING INFORMATION.....	14
PLAYER AWARDS.....	16
COACHES AWARD.....	17
SYHA POLICIES.....	18
POLICY 01 – REGISTRATION FEES.....	18
POLICY 02 – PLAYER RELEASES.....	18
POLICY 03 – EXECUTIVE COMMITTEE.....	18
POLICY 04 – DISCIPLINARY COMMITTEE.....	19
POLICY 05 – RINK MANAGEMENT COMMITTEE.....	19
POLICY 06 – FINANCE COMMITTEE.....	20
POLICY 07 – COACH SELECTION COMMITTEE.....	20
POLICY 08 – SCHOLARSHIP COMMITTEE.....	21
POLICY 09 – TRYOUTS.....	21
POLICY 10 – USA HOCKEY REGISTRATION.....	23
POLICY 11 – REQUIRED PLAYER / PARENT FORMS.....	23
POLICY 12 – CONDUCT / ZERO TOLERANCE.....	23
POLICY 13 – PLAYER DISCIPLINE.....	24
POLICY 14 – ABUSE AND MISCONDUCT.....	25
POLICY 15 – ALCOHOL AND DRUG USE.....	25
POLICY 16 – BACKGROUND SCREENING POLICY / SAFESPORT TRAINING.....	26
POLICY 17 – SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS.....	27
POLICY 18 – RECRUITING.....	28
POLICY 19 – PLAYING ABOVE & BELOW AGE LEVEL.....	28
POLICY 20 – STUDENT COACHES.....	29
POLICY 21 – USA HOCKEY ROSTERED TEAM.....	29
POLICY 22 – COACHING REQUIREMENTS.....	29
POLICY 23 – COACHING COMPENSATION.....	30
POLICY 24 – REIMBURSEMENT FOR COACHING CERTIFICATIONS.....	30

POLICY 25 – LOCKER ROOMS	30
POLICY 26 – INJURY / ACCIDENT REPORTING	32
POLICY 27 – REFUNDS / INJURY CREDIT (“Refund Policy”).....	32
POLICY 28 – RETURN AFTER INJURY / CONCUSSION	33
POLICY 29 – CONFLICTS OF INTEREST	34
POLICY 30 – GRIEVANCE / COMPLAINT PROCEDURES.....	35
POLICY 31 – TAX I.D. NUMBER.....	36
POLICY 32 – USE OF SYHA LOGO.....	36
POLICY 33 – FUNDRAISING	36
POLICY 34 – SPONSORSHIP	36
POLICY 35 – PLAYER EQUIPMENT	38
POLICY 36 – COACHING EQUIPMENT	38
POLICY 37 – RINK BEHAVIOR.....	39
POLICY 38 – GAME JERSEYS & JERSEY NUMBERS	40
POLICY 39 – PROCUREMENT OF GOODS AND SERVICES	40
POLICY 40 – EMERGENCY ACTION PLAN.....	40
POLICY 41 – GAMES & PRACTICE CANCELLATIONS	42
POLICY 42 – OFF-ICE OFFICIALS (GAME TIMEKEEPER, OFFICIAL SCORER, PENALTY BOX ATTENDANTS) .	42
POLICY 43 – PLAYING ONLY USA HOCKEY REGISTERED TEAMS.....	43
POLICY 44 – INTERNATIONAL TRAVEL	43
POLICY 45 – LOCAL & OVERNIGHT TRAVEL.....	43
POLICY 46 – BILLETING.....	45
POLICY 47 – PICTURE/VIDEO USE DISCLAIMER.....	46
APPENDIX.....	47
APPENDIX A – SYHA LOGO IMAGE	47
APPENDIX B – FINANCE COMMITTEE CHARTER	48
ACRONYMS & DEFINITIONS	50
VERSION HISTORY	51

INTRODUCTION

This handbook is designed to provide all members with information regarding our programs, policies, and procedures that govern the operation of SYHA. It is the responsibility of all members (i.e., players, parents, and coaches) to thoroughly review the contents of this handbook. Failure on the part of all members to thoroughly review all sections shall be no excuse for failing to know the policies and procedures that affect them as members. Questions regarding the contents of this handbook may be directed to any member of the Board.

ABOUT SCHENECTADY YOUTH HOCKEY

SYHA was initially organized as the Tri-City Youth Hockey Association in the late 1960's. In the early 1970's the name of the association was changed to Schenectady to reflect the home area of the majority of its members. The official home arena of SYHA is the Schenectady County Recreational Facility (SCRF), although other rinks around the area may be utilized to meet the ever-increasing demand for ice time.

SYHA is member of USA Hockey through its membership in the NYSAHA North Section and is designated as a Tier II organization. The association governed by its By-Laws which is managed by its Board Members with the objective to execute on its Mission Statement: "to provide a fun, safe and properly supervised atmosphere for hockey instruction that emphasizes skill development and also promotes the establishment of value-based life lessons on the part of its players, including the importance of hard work, dedication to goals, good sportsmanship, and discipline."

In the fall of 2014, SYHA was named a USA Hockey Model Association for its commitment and implementation of the American Development Model (ADM). The ADM is designed to provide age-appropriate, age-specific skill development to offer the best possible competition and training environment for its players.

SYHA MISSION STATEMENT

The Mission of the Schenectady Youth Hockey Association ("SYHA") is to provide a fun, safe and properly supervised atmosphere for hockey instruction that emphasizes skill development and also promotes the establishment of value-based life lessons on the part of its players, including the importance of hard work, dedication to goals, good sportsmanship and discipline. The SYHA seeks to accomplish this mission by ensuring that its players have a fun positive and developmentally appropriate learning environment from its entry level programs through its most advanced programs. SYHA strongly believes in the benefit of our children participating in organized sports, realizing that it can best accomplish its over-arching goals of helping its players be the best hockey players they can be by encouraging them to participate in a number of different sports throughout the year. We believe that participation in properly coached sports helps to build self-esteem, promote teamwork, develop the body as well as the mind, and is an important part of a healthy development process. We strive to find coaches who not only provide sound, age-appropriate hockey instruction but also who serve as educators and provide good role models for our young players, encouraging each player to be the best they can be in hockey and in life. We discourage as an association undue emphasis on a team's wins and losses and/or excessive competitiveness on the part of its coaches; in contrast, we seek to foster the development of the skills of all players. The ultimate goal of the SYHA is to provide

an opportunity for young people of all backgrounds to participate in and enjoy the sport of hockey in a positive and wholesome environment and hopefully carry the love of the sport into their adult lives.

SYHA FINANCIAL INFORMATION

SYHA is a non-profit 501(c)3 organization run by volunteers. Registration fees are the largest source of revenue for the organization, while ice rental and equipment purchases are the largest expenditures. The Board aims to efficiently manage costs, thereby keeping registration costs to a minimum. In the event that the annual revenue is insufficient to meet expenses, the Board may authorize an additional assessment of dues. All such assessments shall apply equally to all members of SYHA or to specific members based upon the discretion of the Board on a case-by-case basis. All questions regarding SYHA financial matters may be directed to the SYHA Treasurer.

BOARD OF DIRECTORS

The Board is comprised of volunteers who are elected to one-year terms by members of SYHA. Board members receive no preferential treatment of any kind by serving on the Board. Additional information on the Board positions can be found in SYHA's By-Laws (By-Laws are posted to the SYHA website).

Members are free to contact any Board member with any questions. A current list of Board members and their contact information is on the SYHA website.

By-Laws

SYHA and the Board are governed by the SYHA By-Laws. The By-Laws are located on the SYHA website.

Board Meetings

The Board meets once per month, twelve months of the year. All SYHA members are welcome to attend the Board meetings. Members should advise the SYHA Secretary at least five days prior to the scheduled Board meeting in order to be placed on the agenda. SYHA members addressing the Board will be granted five minutes at the beginning of the meeting.

Nomination and Election of Board Members

Any member in good standing¹ may self-nominate or nominate another for a Board position. All nominees will be reviewed by the existing Board and must be approved for nomination by Board vote. Only those receiving a majority of votes will be placed on the ballot. The Board nomination and voting process is described in the SYHA By-Laws.

¹ A member in good standing is defined as an adult 18 or over who has met all of SYHA obligations.

Board Positions

I. Officers

1) **President**

- a. Oversees and is responsible for all aspects of the Association;
- b. Presides over all Board meetings;
- c. Chairs the Executive, Disciplinary; and Rink Management Committees;
- d. Member of Tryout and Coach Selection Committees; and
- e. Attends all NYSAHA and Northern Zone meetings as a representative of the SYHA and is the communication link to the Northern Zone President.

2) **Vice President of Hockey Operations**

- a. Oversees and is responsible for all hockey operations of the Association;
- b. The following Board positions report to the VP of Hockey Operations: ACE Director, ADM Coordinator, Player Development Director, AA Coordinator, and all Division Directors;
- c. Works closely with the Player Development Director and ACE to help ensure coaching is in alignment with SYHA's player development program;
- d. Attends all NYSAHA and Northern Zone meetings;
- e. Reports to the President
- f. Chairs the Coach Selection and Tryout Committee; and
- g. Member of Executive Committee.

3) **Administrative Vice President**

- a. Oversees and is responsible for all administrative aspects of the Association;
- b. The following Board positions report to the Administrative VP: Secretary, Registrar, Equipment Manager, Master Ice Scheduler, and Treasurer;
- c. Stands in for the President if the event he or she is absent, incapacitated and/or the position is temporarily vacant
- d. Attends all NYSAHA and Northern Zone meetings;
- e. Manages all aspects of Tech Valley League on behalf of SYHA;
- f. Attends TVHL meetings & relays information back to SYHA Team Managers & Schedulers;
- g. Reports to the President; and
- h. Member of Executive Committee.

4) **Secretary**

- a. Takes minutes at all Board meetings and is the official repository for all SYHA corporate documents;
- b. Responsible for communications to entire Association;
- c. In charge of all Association and USA Hockey awards (Morrison, Moody and USA patches);
- d. May be asked to attend Committee meetings to take minutes;
- e. Reports to the Administrative Vice President; and
- f. Member of the Executive Committee.

5) **Treasurer**

- a. Oversees and is responsible for all financial aspects of the Association – bookkeeping, tax filings, prepares annual association budget, supervises cash

management and deposits, turns over required financial records for annual audits, accounts for fundraising donations, etc;

- b. Prepares a written financial and budget report for each Board meeting;
- c. Reports to the Administrative Vice President;
- d. Member of the Executive Committee; and
- e. Chairs the Finance Committee.

II. Non-Officers

6) Director of Entry Level Programs

- a. Oversees the early-age programs (e.g., Intro to Hockey, Mini-Mites);
- b. Responsible for all communication to division;
- c. Liaison between the Board the Entry Level Program Administrator;
- d. Work closely with the Entry Level Program Administrator;
- e. Oversee the Try Hockey For Free Program;
- f. Ensure that we are doing what we should be doing to attract, develop, and keep our young players;
- g. Collaborate with the Player Development Director to promote parent education emphasizing the importance of skills over competition; and
- h. Reports to the Administrative Vice President.

7) Player Development Director

- a. Assesses strengths and deficiencies of our player skills across all levels of the Association;
- b. Implement season plans for each division (e.g., the make-up of full -ice & half-ice practices, number and nature of small area games, off-ice training);
- c. Works with the ACE Director to develop a comprehensive player development program for SYHA players and seek to upgrade the overall performance of SYHA players by improving the quality of coaching and skill development through our own in-house coach improvement program, and also seek to attract quality coaches from outside the SYHA to coach here;
- d. Coordination with the Union men & women's hockey coaching staff to provide additional coach & skill development programs for our SYHA coaches and players;
- e. Responsible for off-season programming;
- f. Collaborate with the Director of Entry Level Programs to make sure that the level of instruction at the lower levels adequately prepares our players for the more advanced levels of hockey;
- g. Reports to the Vice President of Hockey Operations; and
- h. Member of the Coach Selection and Tryout Committees.

8) Registrar

- a. Coordinates preparation and distribution of annual registrations and works closely with NYSAHA Registrar;
- b. Prepares and submits official team rosters for approval in a timely manner;
- c. Tracks, records and reports all member registration fees and payments, and passes revenues collected and necessary registration information on to Treasurer;
- d. Files list of members not in good financial standing with NYSAHA at year end;
- e. Attends all NYSAHA and Northern Zone Registrar meetings; and

- f. Reports to the Administrative Vice President;
- 9) **ACE Director (Association Coaching Education)**
- a. Responsible for maintaining records of coach certification levels and screening forms for Association coaches;
 - b. Recruiting and evaluating all coaches in the association;
 - c. Oversees the recruitment, screening, selection, certification and evaluation of all coaches for the association; to develop (with the guidance and input from the coaches committee
 - d. Train our coaches through an in-house coach improvement training program;
 - e. Work with Head Coaches to design appropriate tryouts and practice plans;
 - f. Official SafeSport Coordinator;
 - g. Reports to the Vice President of Hockey Operations; and
 - h. Member of Coach Selection Committee and Tryout Committee.
- 10) **Master Ice Scheduler**
- a. Set up ice schedule for entire season in accordance with season plans;
 - b. Oversees all official schedules, works directly with CDIHOA;
 - c. Obtains any ice time needed outside of SCRF;
 - d. Works with other Board members to obtain supplemental ice time for SYHA clinics, camps, tournaments, tryouts, etc.; and
 - e. Reports to the Administrative Vice President.
- 11) **Equipment Manager**
- a. Responsible ordering jerseys;
 - b. Coordinates and tracks jersey numbers;
 - c. Inventories, allocates, organizes, and collects all Association goalie gear, pucks, score sheets, and medical kits; and
 - d. Reports to the Administrative Vice President.
- 12) **ADM Coordinator**
- a. Deliver parent education programs on ADM to SYHA;
 - b. Organize and develop workshop clinics for coaches, where ADM is explained and practices are demonstrated (To be coordinated with ACE);
 - c. Participate and provide ADM specific guidance for the player selection process and team tryouts;
 - d. Meet individually with coaches to review practice plans to ensure that they are appropriate at each age level and are consistent with ADM principles;
 - e. Evaluate practice sessions and provide feedback to coaches to improve the coaching capability of SYHA coaches;
 - f. Actively participate in Board meetings to report progress with ADM compliance and help address organizational issues related to ADM;
 - g. Promote appropriate off-ice training at each age level;
 - h. Maintain communication with the USA Hockey ADM Regional Manager and involve him/her as appropriate;
 - i. Conduct an end of year review and planning meeting for the upcoming season in conjunction with USA Hockey Regional manager to develop plans for future improvements;
 - j. Conduct periodic meetings with all head coaches during the season to help monitor ADM compliance progress and help address issues and questions; and
 - k. Reports to the Vice President of Hockey Operations.

- 13) **AA Coordinator**
 - a. Communicate long term vision and objectives for SYHA AA Travel Hockey as well as our plan for achieving those objectives;
 - b. Educate parents and coaches on the expectations of the AA program;
 - c. Participate and assist in the AA coach selection process;
 - d. Participate and assist in the AA team selection process (Tryouts); and
 - e. Reports to the Vice President of Hockey Operations.

- 14) **8u Director**
 - a. Oversee all aspects of Division
 - b. Liaison between Board of Directors and division coaches, parents, and players;
 - c. Responsible for all communication to division;
 - d. Member of Disciplinary Committee for issues involving own division;
 - e. Oversees coaches, team reps, off-ice officials, etc.;
 - f. Recruit coaches for division, if needed; and
 - g. Reports to the Vice President of Hockey Operations.

- 15) **10u Director**
 - a. Oversee all aspects of Division
 - b. Liaison between Board of Directors and division coaches, parents, and players;
 - c. Responsible for all communication to division;
 - d. Oversees coaches, team reps, off-ice officials, etc.;
 - e. Member of Disciplinary Committee for issues involving own division;
 - f. Member of Tryout and Coach Selection Committees (only to be present for division that he/she is director of);
 - g. Coordinates and supervises divisional tryouts, with the assistance of the Tryout Committee;
 - h. Recruit coaches for division, if needed;
 - i. Responsible for in-house 10u Tournament; and
 - j. Reports to the Vice President of Hockey Operations.

- 16) **12u Director**
 - a. Oversee all aspects of Division
 - b. Liaison between Board of Directors and division coaches, parents, and players;
 - c. Responsible for all communication to division;
 - d. Oversees coaches, team reps, off-ice officials, etc.;
 - e. Member of Disciplinary Committee for issues involving own division;
 - f. Member of Tryout and Coach Selection Committees (only to be present for division that he/she is director of);
 - g. Coordinates and supervises divisional tryouts, with the assistance of the Tryout Committee;
 - h. Recruit coaches for division, if needed;
 - i. Responsible for in-house 12u Tournament; and
 - j. Reports to the Vice President of Hockey Operations.

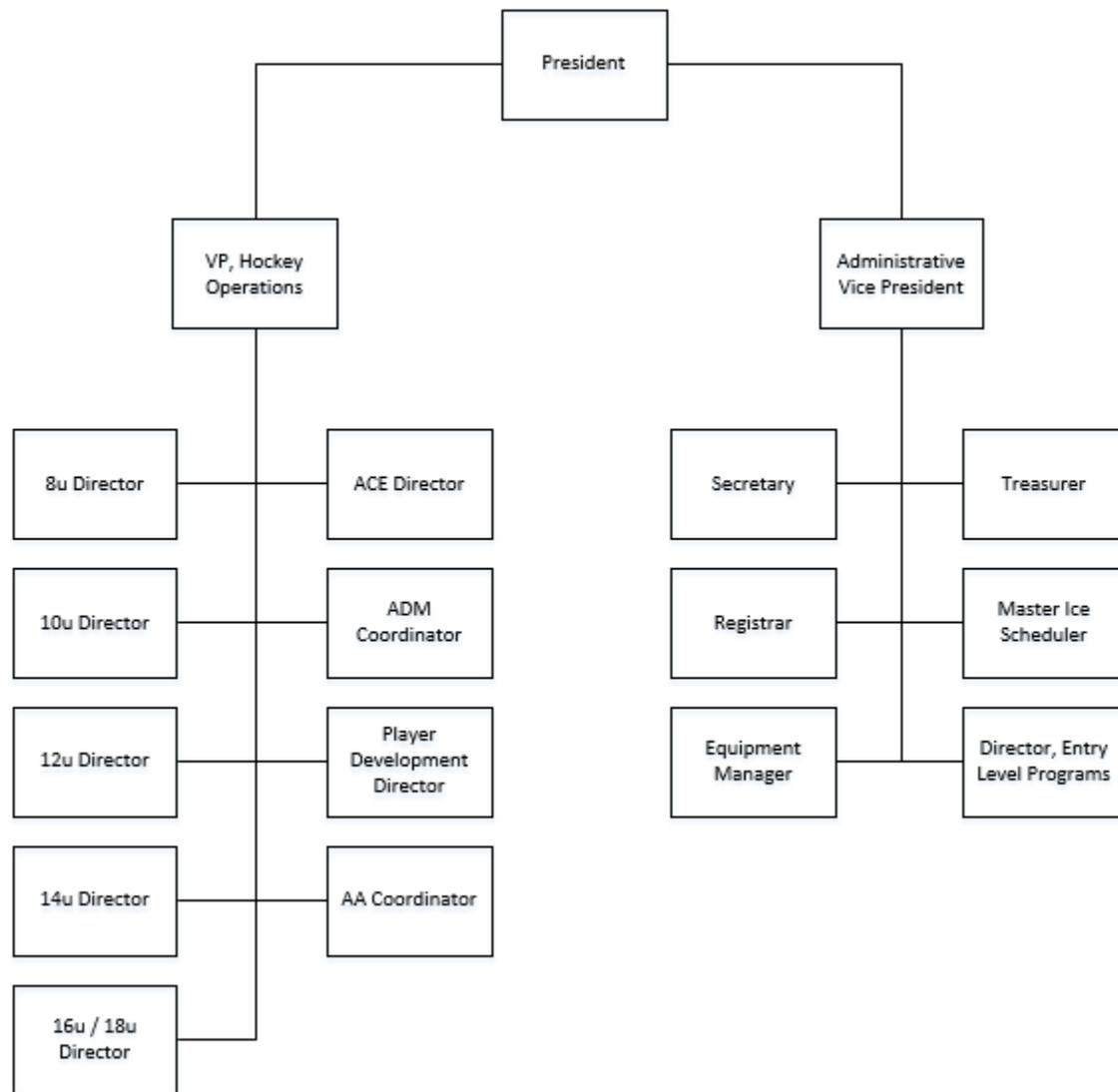
- 17) **14u Director**
 - a. Oversee all aspects of Division
 - b. Liaison between Board of Directors and division coaches, parents, and players;
 - c. Responsible for all communication to division;
 - d. Oversees coaches, team reps, off-ice officials, etc.;

- e. Member of Disciplinary Committee for issues involving own division;
 - f. Member of Tryout and Coach Selection Committees (only to be present for division that he/she is director of);
 - g. Coordinates and supervises divisional tryouts, with the assistance of the Tryout Committee;
 - h. Recruit coaches for division, if needed;
 - i. Responsible for in-house 14u Tournament; and
 - j. Reports to the Vice President of Hockey Operations.
- 18) **16u/18u Director**
- a. Oversee all aspects of Division
 - b. Liaison between Board of Directors and division coaches, parents, and players;
 - c. Responsible for all communication to division;
 - d. Oversees coaches, team reps, off-ice officials, etc.;
 - e. Member of Disciplinary Committee for issues involving own division;
 - f. Member of Tryout and Coach Selection Committees (only to be present for division that he/she is director of);
 - g. Coordinates and supervises divisional tryouts, with the assistance of the Tryout Committee;
 - h. Recruit coaches for division, if needed;
 - i. Responsible for in-house 16u/18u Tournament; and
 - j. Reports to the Vice President of Hockey Operations.

III. Non-Board Support Positions

- 19) **Sponsorship Director**
- 20) **Apparel Coordinator**
- 21) **Tournament Director**
- 22) **Fundraising / Raffle Ticket Sale Coordinator**
- 23) **Team Pictures Coordinator**
- 24) **Annual Banquet Coordinator**
- 25) **Open Day Coordinator**

ORGANIZATION CHART - BOARD OF DIRECTORS



COMMUNICATIONS

SYHA Email Distribution List

Important information from SYHA will be communicated via email using email addresses provided during registration. Email address changes should be done through the SYHA website (SportsEngine portal).

Facebook

SYHA may post SYHA event information and announcements on the SYHA Facebook page. Search Facebook for “Schenectady Youth Hockey Association” or “SYHA”.

Team Schedule and Scores

Team schedules and scores are posted on the SYHA Website.

Division Directors, Team Managers and Coaches

Important information regarding your team is also communicated through the Division Director, Team Manager, and coaches. Player and parents are responsible for attending meetings called by any of these representatives.

Fundraising Communications

Teams will be allowed to send one announcement per fundraiser through the SYHA email distribution list and the SYHA Facebook page. *See Policy 32 – Fundraising Policy for additional information.*

HOCKEY PROGRAM REGISTRATION

Hockey program registrations will be done through the SYHA website. Questions regarding registration should be directed to the SYHA Registrar. The SYHA Registrar's contact information is posted on the SYHA website.

HOCKEY PROGRAM DESCRIPTIONS

SYHA is a model USA Hockey ADM Association. Our programs place emphasis on the development of hockey skills through the practice of repetitive drills. It is the belief of SYHA that children must first master a level of skating proficiency prior to entering a game situation. Hockey is an extremely complex sport integrating physical coordination with the ability to think, anticipate and react. SYHA's programs are designed to teach and enhance skills needed to ultimately play competitively in a game situation. Our programs include initiation, recreational and competitive level structures.

Program Descriptions

- **Learn to Skate** - Designed to meet the skating needs of the beginning skater. Basic skating skills will be taught.
- **Introduction to Hockey** - Designed to meet the skating and hockey needs of the beginning player. Basic skating and hockey skills will be taught. Fun, physical development and sociable environment are stressed.

- **Mini-Mites** – Consists of youths ages 5 and 6 years old, before December 31, in the year the season starts.
- **8 & Under** – Consists of youths ages 7 and 8, before December 31, in the year the season starts.
- **Recreational Program** – Consists of youths between the ages of 9 & 13, before December 31, in the year the season starts. Encourages internal or "house league" play and limited play with other Association teams. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation, and fellowship. Concepts such as passing, backchecking, offensive, and defensive play are introduced and developed as the year progresses. Skill development and team concepts are stressed rather than winning. An effort will be made to achieve team parity. Players outside of these age ranges that wish to participate in this program must be approved by the Board of Directors on a case-by-case basis.

New York State Hockey Rostered Team Descriptions

- **10 & Under** – Consists of youths 10 years old and under, before December 31, in the year the season starts. 9 to 10 years of age.
- **12 & Under** – Consists of youths 12 years old and under, before December 31, in the year the season starts. 11 to 12 years of age.
- **14 & Under** – Consists of youths 14 years old and, before December 31, in the year the season starts. 13 to 14 years of age.
- **16 & Under** – Consists of youths 16 years old and under, before December 31, in the year the season starts. 15 to 16 years of age.
- **18 & Under** – Consists of youths 18 years old and, before December 31, in the year the season starts. 17 to 18 years of age.

Competitive Hockey Team Classifications

- **"AA" / "A" Level Competitive**
 - Coaches teach advanced level skill development for players who have the desire and the ability to compete at the "A" level
 - Players are selected for "A" level teams as a result of a competitive try-out
 - Offered at the 10u through 14u levels;
 - "AA" designation is dependent on the level skill for a given year.
 - Approximately 80 1-hour practice sessions (approximately 20 of which is with a professional skating coach)
 - 2-3 hours per week of off-ice training
 - 45 or more games a season; Travel includes both local and away games which could involve travel time of 2 or more hours
- **"B" Level Competitive**
 - Teaching emphasis is on intermediate to higher level skill development

- Players are selected for "B" level teams as a result of an evaluation
 - Offered at the 10u through 14u levels
 - Approximately 80 1-hour practice sessions (approximately 20 of which is with a professional skating coach)
 - 1-2 hours per week of off-ice training
 - 30 or more games a season; Travel includes both local and away games which could involve travel time of 2 or more hours
- **"C" Level Competitive**
 - Teaching emphasis is developmental based upon progressive skill development
 - Players are selected for "B" level teams as a result of an evaluation
 - Offered at the 10u and 12u levels
 - Approximately 80 1-hour practice sessions (approximately 20 of which is with a professional skating coach)
 - 1-2 hours per week of off-ice training
 - 30 or more games a season; Travel includes both local and away games which could involve travel time of 2 or more hours

Practice and Game Times

Every attempt is made to secure reasonable ice times for all teams. Players are expected to arrive 30-60 minutes prior to games and practices. Arrival times will be established by the head coach. Early arrival allows for sufficient time to get dressed prior to a game, allows for "chalk talks" or briefings by the coach, and allows for player warm-ups. Early arrival also allows for occasions where start times may be earlier than anticipated due to acceleration in the rink ice schedule. A late player is a distraction and proves disruptive to the rest of the team, therefore, promptness is emphasized.

SCHOLARSHIPS

SYHA may offer scholarships to players through donations from private donors. Current scholarship information is available at on the SYHA Website (<https://www.schenectadyouthockey.com/scholarship>).

COACHING INFORMATION

Selection of Coaches

SYHA employs many different means of identifying qualified coaches: a) Parents of players enrolled in our programs; b) Advertisements in local papers; c) Contacts with area hockey leagues; d) Contacts with external hockey sources; and e) Contacts within our Association.

SYHA is committed to attracting the most qualified candidate to coach players at all levels. SYHA looks for individuals who possess not only personal hockey experience and qualifications but also those individuals who possess important leadership qualities. We also seek individuals who are good teachers, who are dedicated, who truly care about the welfare, development and well-being of each individual player as well as the development of the team as a whole, who are fair and honest, who are able to control their emotions, who have a sense of humor, who have

positive attitudes and who have a good balance between winning and losing. In the screening of coaching candidates, we place emphasis on all of the aforementioned attributes and seek volunteers who exhibit all of these characteristics.

Expectations of Coaches

All coaches should assist players with progressive improvement of their individual skills, with maximizing their individual potential, and with developing a passion for the game. The following concepts apply to all coaches at all levels:

- Be teachers first: the subject matter is individual, team skills, as well as the game of hockey.
- Set a good example for players and parents by being a good role model.
- Balance sportsmanship and winning.
- Show respect to other coaches, parents, players, opponents, spectators, officials, and the property of others.
- Language will be appropriate for a youth hockey environment and not be vulgar, obscene, or inappropriate. Gestures of a similar nature will not be directed at anyone.
- Focus on teaching skills in a logical progression: simple, complex, application to the game. Correct errors during drills.
- Conduct practices that build skills and reinforce teaching methods.
- Build players' confidence and self-esteem by rotating demonstrators among all players.
- Treat players with respect and achieve a good balance between recognition and criticism. Players should be appropriately recognized in public and criticized in private wherever possible.
- Provide equal access to recognition. Statistics should not be used as a means for reward or punishment.
- Have a reasonable disciplinary policy for players, appropriate to the age level of the player.
- Communicate disciplinary policy to both parents and players at the start of the season.
- Consistently implement the discipline policy.
- At the competitive level, coaches should be creating an environment where all players grow.
- At the competitive level, coaches must understand the benefit of a balanced lineup in relation to overall team play, morale, self-esteem and confidence. There should be a fair approach to playing time.
- It is mandatory that all coaches (including assistants) have a valid USA Hockey Coaching Card at the appropriate level for the team.
- All coaches under the age of 18 must wear a HECC approved helmet with full cage or shield.
- Coaches are expected to attend scheduled coaches meetings.
- Coaches are expected to uphold the policies of SYHA.
- Head coaches must have a parents meeting to discuss discipline, attendance, coaching approach, playing time, team goals, etc.
- Head coaches should conduct parent meetings during the season to further communications.

Head Coach Selection

The Head Coach will be selected by the Coach Selection Committee. *See Policy 07 – Coach Selection Committee for additional information.*

Assistant Coach Selection

The Head Coach will choose assistant coaches after team selection is finalized. The only exception will be when the Board or Coach Selection Committee has determined that an individual is not a suitable candidate for an assistant coaching position.

PLAYER AWARDS

SYHA presents awards to players at the Annual General Membership Meeting. It should be noted that although the recipients of these awards are selected by team coaches, these are Association awards, chosen according to specific Association guidelines. These awards were initiated with the specific purpose of highlighting sportsmanship qualities, which the Association believes best define youth hockey: leadership, unselfishness, dedication to team play, motivation and extraordinary effort. They are intended for the “unsung heroes” of the game, not for those highly skilled players who receive recognition and reward throughout the season in the form of goals scored, points accumulated, applause, attention and MVP awards. It is the Association's intent that these awards be highly coveted and a distinctive honor. In that regard, only one of each award will be given per team. No player should receive more than one of these while within the same Division (10u, 12u etc.). Information covering past year's recipients will be maintained by the SYHA Secretary and will be available to the Coaches selection committee, which will be responsible for the selection approval.

The Charlie Morrison Award is awarded to one player who exhibits leadership qualities and is supportive of his teammates whether the team experiences a win or loss. This player is always highly motivated and consistently exhibits effort in both practices and games. This player sets a good example for the rest of his teammates, is a good listener and puts into motion, directives given to him by the coach. This player does not have to be the best player on the team but is one who continually tries to improve his level of play through effort.

The Bryan A. Moody Defenseman Award was established by Diane Moody in memory of her husband (former Coach of one of our 14u C teams), is awarded to one player who exhibits continual and consistent effort in challenging his opponents. This player is one who always unselfishly promotes plays that will benefit his team and who exhibits support of his teammates in all game situations. This player promotes good sportsmanship as well as good will among teammates and opponents. A good listener, this player puts into action, constructive suggestions made by the coach for the improvement of his individual play. This player exerts considerable effort both in practice and game situations and is continually trying to improve his defensive techniques.

The Difference Maker is awarded to a player of any position who consistently had a positive impact on the team's performance throughout the season. This player stands out as one who changes the momentum of games and elevates the level of the game through his or her execution of offensive and/or defensive skills. This is a player who not only competes, but competes for the team with a team-first attitude, disciplined play, and a tremendous work ethic in games and practices.

SYHA Player Awards

- ***Zero Club Award*** - Awarded to a goaltender playing a complete game without allowing a goal.
- ***Hat Trick Award*** - Awarded to the player scoring three goals in a game.
- ***Playmaker Award*** - Awarded to a player registering three assists in a game.

COACHES AWARD

SYHA presents an award to a coach at the Annual General Membership Meeting.

The Todd Templeton Coaches Award is presented to one coach that exhibits the characteristics that best portrays SYHA's mission.

The Todd Templeton Coaches Award is award to a coach that is:

- A good role model
- Demonstrates exceptional involvement to SYHA, their team, parents, and players
- Exhibits commitment and service beyond the normal expectations of a coach
- Emphasizes skill development, teaches the fundamentals of the game and follows Fair Play
- Works diligently to teach age-appropriate fundamental skills in a way that makes sense to their players
- Embodies good sportsmanship while providing a positive youth hockey experience
- Places an emphasis on teaching their players lessons such as teamwork, sportsmanship, leadership and respect that go far beyond the wins and loss they experience
- Shows passion for the game that they strive to share every time their team hits the ice
- Shows respect for coaches, parents, players, opponents, spectators, and officials.

SYHA POLICIES

POLICY 01 – REGISTRATION FEES

SYHA shall be governed by a strict **No Pay, No Play policy**. Any player with an outstanding balance more than 15 days past due will not be allowed to participate in team activities (i.e., games, practices, dry land training) until their account is paid up to date. No player may register who owes from the previous year.

Goalie Discount

Goalies shall receive a registration discount of \$400. Discount is subject to change based on the Board of Directors' discretion.

Family Discount

The first registration for any family shall be billed at 100%. A discount of \$75 will be given for each additional child.

POLICY 02 – PLAYER RELEASES

All requests for releases must be submitted to the Board using the New York State Amateur Hockey Association "Player Release" form (*Form is available on the USA Hockey Website*). SYHA reserves the right to deny releases. No waivers will be considered unless the family has met all financial obligations. SYHA members have the right to appeal a denied release request. Appeals must be in writing and addressed to the Board. After considering all information presented during the appeal process, the Board will render a decision in a timely manner in writing. A minimum of 7-days will be required to process a player release.

POLICY 03 – EXECUTIVE COMMITTEE

Overview

An Executive Committee has the authority to make executive decisions concerning daily operations, as needed.

Membership

The Executive Committee will be comprised of five members:

- President (Chairperson)
- Vice President of Hockey Operations
- Administrative Vice President
- Treasurer
- Another Board Member (based on majority vote by the full Board)

Reporting

The Executive Committee will provide periodic updates to the Board.

POLICY 04 – DISCIPLINARY COMMITTEE

Overview

A Disciplinary Committee will be formed by the Board whenever the need arises. The Disciplinary Committee will investigate any policy violations and impose disciplinary actions. The Board will review and discuss any actions taken by the Disciplinary Committee at their next Board meeting. Any member of the disciplinary committee should reclude themselves based on any perceived or actual conflicts of interest.

When an allegation of sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment, hazing are made against a player, employee, volunteer, referee, independent contractor, SYHA may immediately suspend the accused individual and/or immediately remove that individual from contact with any children in the program until the allegation has been investigated. This shall apply whether or not the allegation involves an incident during a hockey program or event.

Membership

The Disciplinary Committee will be comprised of four members:

- President (Chairperson)
- Appropriate Division Director
- Two other Board Members

Reporting

The Disciplinary Committee will provide periodic updates to the Board.

POLICY 05 – RINK MANAGEMENT COMMITTEE

Overview

The Rink Management Committee is intended to independently oversee, manage, and direct the operations of SCRF for the benefit of all ice users seeking to use such facility, and for the recreational benefits of the great Schenectady County area, under general direction of the Board. *See SYHA By-Laws for full description.*

Membership

The Rink Management Committee will be comprised of seven members with one year terms (except as noted below):

- President (Chairperson)
- Three (3) current SYHA Board Members
- Three (3) members that are not on the Board (3-year terms)

Reporting

The Rink Management Committee will provide periodic updates to the Board.

POLICY 06 – FINANCE COMMITTEE

Overview

The role of the Finance Committee is primarily to provide financial oversight for the Association. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. *See Finance Committee Charter in Appendix B for additional information.*

Membership

The Finance Management Committee will be comprised of three Board members with one-year terms:

- Treasurer (Chairperson)
- Registrar
- One other Board member

At least one member of the Finance Committee should have a “Finance” background

Reporting

The Finance Committee will provide periodic updates to the Board.

POLICY 07 – COACH SELECTION COMMITTEE

Overview

It is the responsibility of the Coaches Selection Committee to establish selection criteria, seek out qualified applicants and identify and interview qualified head coaching candidates for all SYHA teams. After all interviews have been conducted, the Coaches Selection Committee will discuss their impressions and, based upon the attributes described in this manual and matching an individual’s philosophy with that of SYHA regarding A, B, and C teams, will present to the Board their recommendations for final Board approval.

Membership

The Coach Selection Committee will be made up of five to seven members. Committee Chairperson and members will be elected by Board vote. Members may include non-Board members as deemed appropriate by the Board.

Reporting

The Coach Selection Committee will provide periodic updates to the Board.

POLICY 08 – SCHOLARSHIP COMMITTEE

Overview

SYHA may offer scholarships to players through donations from private donors.

The SYHA Board of Directors will form a Scholarship Committee to evaluate the scholarship applicants. The Scholarship Committee will recommended use of scholarship funds to the SYHA Board of Directors. The SYHA Board of Directors will approve all disbursements from the Scholarship Fund.

Membership

The Scholarship Committee will be made up of three individuals from the Board.

Reporting

The Scholarship Committee will provide report to the Board.

POLICY 09 – TRYOUTS

TRYOUT COMMITTEE

Overview

It is the responsibility of the Tryout Committee is to establish the policies and procedures for the all tryouts.

Membership

The Tryout Committee will be made up of five to seven members. Chairperson and Committee members will be elected by Board vote. Members may include non-Board members as deemed appropriate by the Board.

Reporting

The Tryout Committee will provide periodic updates to the Board.

AA TRYOUTS

Objective

SYHA has developed an evaluation process for tryouts which is intended to place players on teams matching the individual skills and competitive level of each child. Great care has been taken to ensure that the process is as fair, impartial, and that coaches are able to accurately assess the skills and abilities of each player.

Evaluators

1. **Independent (Objective) Evaluators** – There will be at least three (3) independent evaluators at each division to perform objective player evaluations and provide input to the Head Coaches. Independent evaluators are selected based on their hockey

experience and knowledge, as well as an ability to assess hockey skills. They will not have children in the tryout process at the level that they are evaluating.

2. **Head Coach (Subjective) Evaluations** – The Head Coach is ultimately responsible for selecting players for their team. The Head Coach will select players with input from the independent evaluators, Player Development Director, and ACE Director.

Process

1. SYHA conducts open and competitive tryouts. Players are not guaranteed a position based on their previous year's team.
2. Tryouts are overseen by the Division Director, with assistance from the SYHA President, Vice President of Hockey Operations, Player Development Director, and ACE Director. ACE Director, with help from SYHA coaches, will oversee the on-ice portion of the tryouts.
3. Tryouts will be open to the public. However, in order to permit the evaluators to have a full range of access to see the players, portions of the rink will be restricted from spectators.
4. Players and parents, shall abide by the USA Hockey Code of Conduct and Parent Code of Conduct.
5. There is a \$45 nonrefundable fee for tryouts (*fee is subject to change by the SYHA Board of Directors*).
6. Players must provide a valid USA Hockey registration.
7. Players must provide a signed player release if coming from a USA Hockey sanctioned youth hockey association other than SYHA.
8. No players will be permitted to tryout unless all financial obligations to SYHA have been satisfied.
9. Players must check in before each tryout session and be at the rink at least 45 prior to the start of tryouts.
10. Tryouts will consist of up to three sessions of on ice drills and/or scrimmages. These on ice-drills and/or scrimmages will be the basis for evaluating each player's ability for the level of competition. At any point after the first day evaluation, a player may be released from further tryout. Notifications will be made by Division Directors.
11. Every effort will be made to shield the identity of the players from the evaluators so that an objective tryout process is maintained. Each player will be assigned a jersey or a pinny with a number. The jersey or pinny must be worn by the player during the entire tryout process (at each session). No player may trade numbers with another player. Player should not wear a jersey with their name on it.
12. Players unable to tryout due to medical reasons must notify the appropriate Division Director in writing prior to the beginning of tryouts. If a player is unable to complete the tryouts due to medical reasons, the Division Director must be notified immediately. The Tryout Committee will review each situation independently and decide on a placement for the player. Consideration will be given to the following: 1) Ability of player in the past; 2) Consultation with past coaches; and 3) Severity of disability and probability of return for the upcoming season.
13. The Division Director will try to accommodate a legitimate scheduling conflict. Notice of conflict must be given at least 48 hours prior to first scheduled tryout session. A conflict with another sport will typically not constitute an excused absence.

Non-AA Teams

The Head Coaches for non-AA teams are responsible for selecting the teams during a 2-3 day evaluation period at the beginning of the hockey season. Head Coaches request guidance from Player Development Director, ACE Director, Divisional Directors, and other coaches. Players

may be cut from non-AA teams during or after the evaluation period.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the *Policy 04* of this handbook.

POLICY 10 – USA HOCKEY REGISTRATION

All players and coaches must have a current registration with USA Hockey. USA Hockey provides insurance coverage to our players and coaches. USA Hockey registration opens on August 1 and expires July 31 of the following year.

Players and coaches will not be allowed to participate in tryouts, practices, games, or dry land practices without a current USA Hockey registration.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the *Policy 04* of this handbook.

POLICY 11 – REQUIRED PLAYER / PARENT FORMS

The following forms must be submitted before a player is allowed to participate in tryouts, practices, games, or dry land practices:

- USA Hockey Registration (*see Policy 10 - USA Hockey Registration Policy for additional information*)
- Participant Code of Conduct (*see Policy 12 - Conduct / Zero Tolerance Policy for additional information*)
- Consent to Treat / Medical History Form
- Player Commitment Form (after assigned to a team)

Parent(s) / Guardian(s) must submit the Parent Code of Conduct before players are allowed to participate in tryouts, practices, or games. (*see Policy 12 - Conduct / Zero Tolerance Policy for additional information*)

Forms are available on the SYHA Website (www.schenectadyyouthhockey.com/forms)

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the *Policy 04* of this handbook.

POLICY 12 – CONDUCT / ZERO TOLERANCE

It is the Board's expectation that everyone associated with the SYHA program will conduct themselves in a dignified and respectful manner at all times. SYHA will not tolerate inappropriate language or actions from players, coaches, or parents.

SYHA follows the USA Hockey Zero Tolerance Policy (see *USA Hockey Annual Guide for additional information*). This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. In an effort to provide an atmosphere conducive to learning, it is critical that all players and parents / guardians conduct themselves in an appropriate manner showing respect on and off the ice for their teammates, coaches, parents, opponents, referees, and property.

Players shall submit the Participant Code of Conduct prior to tryouts and/or evaluations. Parents shall submit the Parent Code of Conduct prior to tryout and/or evaluations. Players will not be allowed to participate in tryouts, practices, games, or dry land practices without completed Participant Code of Conduct and Parent Code of Conduct forms.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 13 – PLAYER DISCIPLINE

Learning to abide by training, practice and game rules teaches discipline. A good rule for a coach to follow is to be fair but firm. Coaches are ultimately responsible for insuring that players engage in safe and appropriate conduct in both practice and game situations. Additionally, coaches are responsible, along with parents to enforce the rules established by SYHA. Disciplinary action may be anticipated when players violate any Code of Conduct rules as established by SYHA, USA Hockey, or NYSAHA rules. **Discipline of a player or players may be anticipated, up to and including suspension of play, for those players violating rules including but not limited to the following:**

- Demonstration of a lack of respect for coaches, parents, teammates, opponents, spectators, and officials.
- Use of vulgar, obscene and inappropriate language (including swearing) and the use of obscene and inappropriate gestures directed at anyone.
- Failure to abide by the express wishes and directions of the coach including failure to pay attention and accept constructive advice and instruction directly leading to the alteration of the player's behavior either on or off the ice.
- Failure to play as a team player.
- Failure to respect the belongings of others.
- Failure to follow rink rules.
- Failure to follow rules governing behavior in hotels.
- Failure to adhere to a coach's imposed curfew or rules.
- Consistent failure to be on time for practices or games without a valid excuse.
- Failure to attend practices and games without notification of the coach or a designee and without a valid excuse.
- Failure to follow the SYHA uniform and equipment policy.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 14 – ABUSE AND MISCONDUCT

SYHA and USA Hockey have **ZERO TOLERANCE** for abuse and misconduct (See *USA Hockey Annual Guide for additional information*). SYHA and USA Hockey prohibit: sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment, and hazing.

SYHA 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 SYHA 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 of any actual or suspected physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing should be reported to USA Hockey at: 1) www.usahockey.com; 2) Email USA Hockey at SafeSport@usahockey.org; or 3) Call USA Hockey at 1-800-888-4656.

Cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of USA Hockey Member Programs must also report to the appropriate law enforcement authorities.

When an allegation of sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment, hazing are made against a player, employee, volunteer, referee, independent contractor, SYHA may immediately suspend the accused individual and/or immediately remove that individual from contact with any children in the program until the allegation has been investigated. This shall apply whether or not the allegation involves an incident during a hockey program or event.

The SYHA ACE is the official SafeSport Coordinator.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 15 – ALCOHOL AND DRUG USE

SYHA and USA Hockey prohibits use of alcohol or drugs during participation in its programs as follows:

- Zero tolerance for possession or use of drugs by any participant² unless participant is currently under a doctor's care and the medication is required for treatment of an illness or injury;
- Zero tolerance for providing or condoning the use of alcohol or drugs to a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;
- Zero tolerance for being under the influence of alcohol or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and
- Abuse of alcohol by a participant while participating at a USA Hockey event other than that prohibited by #3 above.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

² "Participant" shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.

POLICY 16 – BACKGROUND SCREENING POLICY / SAFESPORT TRAINING

NYSAHA Screening-SafeSport Policy, includes:

USA Hockey / NYSAHA SafeSport Policy mandates that all association volunteers / coaches (over the age of 18) who have regular, routine or frequent access to youth participants within your association must be screened prior to these volunteers having such access. These volunteers include:

- Members of the Association Board of Directors
- Program Administrators
- Coaches
- Team Managers
- Officials
- Locker room monitors
- Team drivers
- Travel chaperones
- Anyone with regular, routine or frequent access to youth participants.

The completion of the USA Hockey SafeSport training program is also required of these positions. Screening and SafeSport verifications are valid for two seasons.

It is mandatory that that screening and SafeSport training be completed prior to participation within a NYSAHA association.

In compliance with NYSAHA Screening-SafeSport Policy, SYHA requires:

- All Board Members, Coaches, and Team Managers to have an approved background check and have a valid SafeSport certification. Coaches will not be allowed to participate in tryouts, practices, games, or dry land practices without an approved background check and valid SafeSport certification.

Board Members must complete a background check and SafeSport certification within 30 days of being elected.

Team Managers must complete a background check and SafeSport certification before September 30 of the current season or within 30 days of accepting the Team Manager position.

Background checks and SafeSport certifications are valid for two (2) years. Board Members, Coaches, and Team Managers must renew background checks and SafeSport certifications within these timeframes.

SYHA will reimburse Board Members, Coaches, and Team Managers for the cost of background check. SafeSport certifications are free.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 17 – SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Communications involving minor participants should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct.

All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication **must** also copy or include the player's parents.

Social Media

Coaches are prohibited from having players joined to their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to players through the site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Players, parents, and coaches shall never posted any inappropriate, demeaning, or disrespectful statements regarding SYHA activities. Example include, but is not limited to, negative statements regarding other players, officials, parents, family members, other teams and their fans, rink employees, and Board members.

Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant must include a copy to parents.

Request To Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor player that their child not be contacted by any form of electronic communication by coaches or other adults, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor not be tolerated and are considered violations of USA Hockey's SafeSport Program.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 18 – RECRUITING

USA Hockey and New York State Amateur Hockey Association (NYSAHA) rules forbid any of our members, including parents, players, and coaches, to recruit members from any other Association. Recruitment by any of our member participants will result in SYHA being sanctioned by these governing bodies and loss of our tournament bound status. SYHA and its members are forbidden to recruit players from any other hockey association.

NYSAHA Guidelines E.4.e

“Recruitment - Associations, through their Participant Members or other component persons (whether or not affiliated with the Association), are prohibited from soliciting or otherwise contacting youth, girls or high school players from another Association, such as by offering contracts, holding tryouts, development camps, programs or other activities, or otherwise engage in conduct that would appear to suggest that such a player who has not been released change his or her affiliation with their current Association (such activities to be known as “Recruitment”). It shall be evidence of Recruitment if after such player and Association have executed a commitment and the player has not been released by obtaining a Player/Financial Release, that the player is contacted by another Association in the above prohibited manner. Any written and signed complaint regarding Recruitment shall be directed to the respective Section President, who will investigate and make a full report to the NYS Hockey Board of Directors, which will take action as deemed necessary and appropriate.”

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 19 – PLAYING ABOVE & BELOW AGE LEVEL

Games

SYHA does not permit players to play games above or below his/her age level.

Practices

With approval of the ACE Director, a player may periodically practice with another team (mostly for professional skating and goalie training). In accordance with USA Hockey and NYSAHA rules, 8u players cannot not practice “up”.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 20 – STUDENT COACHES

All student coaching requests should be reviewed and approved by the ACE Director. SYHA abides by the USA Hockey Student Coach Policy as detailed below.

USA Hockey Student Coach Regulations

A player between the ages of 13 and 17 who is currently properly registered with USA Hockey may serve as a student coach under the following conditions:

- Must attend a training session conducted by the local hockey association. Student coaches are not eligible to attend a CEP certification clinic for certification. They may audit a clinic but they do not receive certification credit, nor are they required to pay for the clinic. He/she will need to contact the instructor directly as he/she will not be able to register online due to the age restriction in place.
- Does NOT need a background check or SafeSport until the age of 18.
- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs, and in the locker room.
- May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a STUDENT COACH).
- May not act as the head coach or an assistant coach during practices or games.
- May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- Must wear a helmet with full face shield, gloves, and skates while on the ice. Must wear helmet during games while on the bench.
- May only work with players at least one full playing age level down (e.g., a 14U age player may act as a STUDENT COACH at the 12U, 10U or 8U level).
- The organization that is using the STUDENT COACH must provide a form indicating on what team he/she is participating as a student coach, and, if applicable, what team he/she is properly registered/rostered as a player.
- Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

POLICY 21 – USA HOCKEY ROSTERED TEAM

Any player representing SYHA need to be a USA Hockey rostered team.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 22 – COACHING REQUIREMENTS

To be eligible for coaching, coaches must:

- Register as a member of USA Hockey
- Complete the NYSAHA background screening
- Complete the USA Hockey SafeSport Training (required every two years)
- Complete the required certification clinic(s)
- Complete the online age-specific module(s) for the age level of play being coached

Coaches will not be allowed to participate in tryouts, practices, games, or dry land practices without meeting the above USA Hockey requirements.

SYHA will not provide reimbursement of expenses for travel, food, and lodging to attend the clinic.

All coaching questions, including certification questions, should be directed to the ACE Director.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 23 – COACHING COMPENSATION

Non-parent coaches will be compensated \$2,000. 50% will be paid on December 31 and the remaining 50% will be paid at the end of the hockey season, no later than March 31. All non-parent coaches and compensation shall be approved by the Board, Coach Selection Committee, and ACE Director. Parent coaches shall not be compensated.

POLICY 24 – REIMBURSEMENT FOR COACHING CERTIFICATIONS

SYHA will reimburse coaches for background screening, certification clinics, and online age-specific module(s). All reimbursable coaching costs must be pre-approved by the ACE Director.

POLICY 25 – LOCKER ROOMS

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 SYHA's mission. SYHA 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, SYHA 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.

Locker Room Assignments

Locker rooms will be assigned and posted at the rink. Teams shall only use their assigned locker rooms.

Locker Room Supervision

It is the policy of USA Hockey and SYHA to have one responsible individual with USA Hockey registration, background screening, and SafeSport certification directly monitoring the locker room whenever it is occupied by players. Under *no* circumstances will players of any age be left unattended in any locker room (both home and away). Ultimately, it is the Head Coach's responsibility to ensure that the locker room is monitored by a SafeSport certified adult. The Head Coach should make the appropriate accommodations to ensure the locker room is appropriately supervised.

Locker Room Behavior

The following behavior is prohibited in all locker rooms at all times:

- Running
- Horseplay
- Rough Housing
- Throwing equipment / garbage / ice from skates
- Ball playing
- Wrestling or boxing even when protective equipment is worn.
- No hockey sticks in locker rooms. Sticks are either lined up along a wall or placed in a receptacle specifically designated for hockey sticks.
- Misuse of lavatory facilities.

Locker Room Cleanliness

Failure to keep locker rooms free from debris including used hockey tape, wrappers, cups etc. Pounding, kicking or any misuse of lockers or benches or other locker room fixtures or any behavior demonstrating a lack of respect for the personal belongings of others can result in disciplinary review.

Destruction/Damage to Locker Room Facilities

Teams will be held financially responsible for any damage to locker rooms including but not limited to being held directly financially responsible for the loss, damage and/or destruction of another player's personal belongings or equipment as a result of the inappropriate actions of individuals occupying locker room facilities both home and away.

Co-Ed Teams

Most 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, male and female players shall 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, players shall use the bathrooms to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that it is the most reasonable way to accommodate and respect all of our players.

Minimum Attire Policy

In order to accommodate both female and male privacy rights in the locker rooms, SYHA has adopted a minimum attire policy at all times.

All players should be required to arrive at the rink or change in a separate area so that prior to entering the locker room they are wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing). All members of the team must have this minimum attire before entering a co-ed locker room so that no player has the opportunity to see players of the opposite gender in a state of dress/undress.

Parents and Siblings in Locker Rooms

Except for players at the younger age groups (Learn to Skate, Introduction to Hockey, Mini-Mites, 8u), we discourage parents and siblings 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/her discretion prohibit parents from a locker room.

Electronic Devices

Cell phones are not allowed in locker rooms

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.

No devices should be used to show video or images in the locker room unless a coach is using it for play review, etc.

Reporting

Reports of any actual or suspected physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing should be reported to USA Hockey at: 1) www.usahockey.com; 2) Email USA Hockey at SafeSport@usahockey.org; or 3) Call USA Hockey at 1-800-888-4656.

Any locker room issues not related to reports not actual or suspected physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing should be reported to Coaches, Division Directors, or the Board.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 26 – INJURY / ACCIDENT REPORTING

All injuries / accidents that occur during official SYHA events (i.e., team meetings, training, practices, games) must be reported to the appropriate Division Director and SYHA President as soon as possible. The SYHA accident/injury reporting form must be submitted. The form is available at www.schenectadyouthhockey.com/forms.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 27 – REFUNDS / INJURY CREDIT (“Refund Policy”)

Registration fees are reimbursable any time before tryouts being. Once the player's age group tryouts begin, the SYHA refund policy takes effect.

Refund Requests

All requests for refunds must be made in writing to the Board. All requests will be considered for approval by the Board at the first Board meeting following the receipt of the written request.

The Board will consider refund requests made because of:

- Injury to the player that, in the written opinion of a medical doctor, prohibits the player from participating in hockey for a period of at least 8 weeks.
- Player and his/her family are moving from the Capital area (over 75 miles) during the hockey season.

Refund Calculation

The refund amount will be equal to the pro rata shares of the weeks remaining in the season, divided by the total number of weeks in the season, times the registration fee, reduced by \$50.

$$\left(\frac{\text{Weeks Remaining in Season}}{\text{Total Weeks in Season}} \times \text{Registration Fees} \right) - \$50 = \text{Refund \$}$$

Refunds typically take thirty (30) days to process after Board approval.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 28 – RETURN AFTER INJURY / CONCUSSION**Medical Injury**

After any injury requiring medical attention, players shall be required to provide a physician's release stating that the player is able to return to any training, practice or game activity with no restrictions.

Concussion

Per the USA Hockey Concussion Management Program, beginning with the 2019-20 season, any athlete held out for concussion evaluation or 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 must sign the form and the coach must also sign the form acknowledging that they received it. The form must be maintained with the team coach or manager. SYHA's interpretation of a medical provided is a physician. The Return to Play form is available at www.schenectadyyouthhockey.com/forms.

Reporting

In accordance with SYHA Policy 26, all medical injuries, including concussions, are to be reported immediately to the appropriate Division Director and SYHA President. Additionally, the SYHA accident/injury reporting form must also be submitted. The accident/injury reporting form is available at www.schenectadyyouthhockey.com/forms.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 29 – CONFLICTS OF INTEREST

This Conflict of Interest Policy governs the activities of the Board. Questions about the policy should be directed to the President or Treasurer. It is the duty of all Board members to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to the Board, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist SYHA in managing conflicts of interest and situations that may result in the appearance of a conflict.

What is a conflict of interest?

A conflict of interest arises when a Board member has a personal interest that conflicts with the interests of SYHA or arises in situations where a Board member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at SYHA, which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the SYHA’s decision-making process. Both results are damaging to the SYHA and are to be avoided.

Example #1: a person in a position of authority over SYHA may benefit financially from a transaction between SYHA and the Board member; or others closely associated with the Board member may be affected financially. Family members, or their businesses/employers, or other persons or the businesses/employers of persons with whom the Board member is closely associated, could benefit from similar transactions.

Example #2: A conflict of interest could be a direct or indirect *financial interest* such as those described above, or a *personal interest* such as the situation where a Board member of the SYHA is also a Board member of another nonprofit or for-profit entity in the community with which SYHA collaborates or conducts business.

Who might be affected by this policy?

Typically persons who are affected by a conflict of interest policy are Board members, coaches and volunteers. In some cases a major donor could also be in a conflict situation. SYHA takes a broad view of conflicts and the Board is urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

Disclosure of Conflicts

Prior to initial election and annually thereafter each Board member will disclose, to the best of the Board members knowledge, their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses/employers and other organizations or those of family members as well as other nonprofit organizations. The Board is also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Board members should disclose to the Board as soon as the

person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

Procedures to manage conflicts

For each interest disclosed, the full Board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full Board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision- makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision- makers with needed information.
- In some cases the person with the conflict may be asked to reclude him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons
- The fact that a conflict was managed and the outcome will be documented in the minutes of Board meetings if the conflict was related to a Board member, and reported by the President, Treasurer or other appropriate Board member if the conflict was related to a coach or volunteer.
- The President or Treasurer will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board as appropriate, whether discovered before or after the transaction has occurred.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 30 – GRIEVANCE / COMPLAINT PROCEDURES

The following grievance / complaint process must be followed in all matters:

1. Mandatory 24 Hour “cooling off” period from any incident before any action is taken.
2. Attempt will be made to resolve issue with coach in a setting that is agreeable to the coach.
3. If the issue is not resolved after (2), attempt will be made to resolve the Issue with the Division Director.
4. If the issue is not resolved after (3), attempt will be made to resolve the issues with the Board. A formal Grievance / Complaint Submission Form must be submitted to the SYHA board (www.schenectadyouthhockey.com/forms).

Board decisions regarding grievances / complaints are final.

POLICY 31 – TAX I.D. NUMBER

The Tax I.D. number assigned to SYHA as an entity shall not to be used in individual team fundraising or purchasing.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 32 – USE OF SYHA LOGO

The SYHA Logo shall not be used by any person, including current or former SYHA members, without written pre-approval from SYHA. This includes electronic (e.g., use in emails, website, blogs, Facebook) and printed means (e.g., documents, banners, flags, t-shirts, sweatshirts, blankets, hats).

Requests to use the SYHA logo must be submitted in writing to SYHA using a form on the SYHA Website (www.schenectadyouthockey.com/forms). Requests may be approved by any member of the Executive Board. Certain requests may need to go the Board for approval. In that case, a majority vote will decide if the request is approved. Requestors will be notified of the any decision via email.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 33 – FUNDRAISING

Fundraising is the responsibility of individual teams. Fundraising can be used to offset any team expenses, including tournament fees and referee fees. Fundraising activities should be appropriate and portray the Association in a positive fashion. Teams are allowed to send one announcement per fundraising campaign through the SYHA email distribution list or the SYHA Facebook page.

Requests for email distributions or Facebook postings must be submitted in writing to SYHA using a form on the SYHA Website (www.schenectadyouthockey.com/forms). Requests may be approved by any member of the Executive Board. Certain requests may need to go the entire Board for approval. In that case, a majority vote will decide if the request is approved. Requestors will be notified of the any decision via email.

POLICY 34 – SPONSORSHIP

Any individual, group, business, or company can make a tax deductible donation to SYHA. In return, they receive:

- Receipt for their tax deductible donation
- Advertising related to the level of their donation (see Donation Levels section)
- Optional Sponsorship Perks (see Donation Levels Section)

Sponsorship Period

November 1st through October 31st of the following year.

- Any Sponsors that come on new November 1 through March 31 are considered part of the current year.
- Any sponsors that come on April 1 through October 31 are considered part of the next year.

Donation Levels

Level	Description	Cost
1	Listing on our Website Sponsor page with an active link and in all SYHA tournament Programs.	\$100
2	10 public skating passes + Level 1 Benefits	\$250
3	Dasher Board Decal (up to 6' x 3') promoting your business at the rink (SCRF) + Level 1 and Level 2 Benefits	\$500
4	4 Union College Men's Hockey Home Game Tickets + Level 1 through Level 3 Benefits.	\$750
5	Zamboni advertisement (SCRF) + Level 1 through Level 4 Benefits	\$1,000
6	Zamboni Wrap** (subject to availability) + Level 1 through Level 4 Benefits (**Small area of Zamboni must remain free for the Todd Templeton Memorial)	\$5,000
7	E-services Add On - to any level includes: a) Monthly e-mail (you provide, we send) to our membership promoting your business and b) as well as scrolling ad on our website with an active link to your website.	\$1,000 add-on

Values and benefits associated with these levels can be changed by the board as needed.

Team Sponsorship

Any sponsor can designate their donation to support a specific team for a specific season. The team will receive half of the remaining balance of a particular donation after any expenses associated with the rewards are addressed. The sponsor has the ability to waive any and all rewards to enable the team to receive get more of the donation directly. The team will receive the entire value of the reward costs directly.

Example – Sponsor Level 2 = \$250.

1. A sponsor makes this donation and specifies a specific team to support. They also want to collect all rewards (skating passes\$40 expense). The \$250 -\$40 leaves \$210 balance, 50/50 split Association/Team, so the Association receives \$105 and the Team receives \$105.
2. A sponsor makes this donation, specifies a specific team to support and waives the skate passes, which cost \$40. The Association collects \$105, and the team gets \$145.

In-Kind Donation

Any sponsor can make an “In kind” donation directly to a team without donating to the association. Note that this donation can only be accepted by the team with the following stipulations:

- The donation **MUST** be made out to the team manager in the team manger's name. (Any donations received as "In-kind" in the associations name will be split by the association and the team)
- The team can utilize 100% of the donation in whatever way they deem necessary.
- The team cannot advertise the individual or business on any publications bearing the Schenectady Youth Hockey Association Logo, Name or Team Name.
- The business **Will Not** be provided with a tax deductible donation receipt.

POLICY 35 – PLAYER EQUIPMENT

It is the responsibility of the parent to purchase all equipment. SYHA provides a limited number of Association-owned goaltender equipment predominately for use at the Mite and 8u levels.

In order to ensure safety, players shall wear the following equipment:

Skaters

Hockey helmet with cage/mask*
Mouth guard
Shoulder pads
Hockey shorts
Chest protector
Elbow pads
Hockey gloves
Shin pads
Hockey skates
Protective cup / Pelvic protector
Hockey stick
Neck protector

Goalies

Goalie helmet with cage*
Neck protector
Glove and blocker
Chest and arm pads
Goalie skates
Protective cup / Pelvic protector
Goalie pads
Goalie stick
Mouth guard

* Helmets must not be expired and have a valid HECC sticker affixed. Helmet must have chinstraps properly fastened.

Coaches must have helmets while on the ice.

Student coaches must wear helmets with face masks while on the ice.

Injured players or players not playing and sitting on the bench must wear helmet with face mask

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 36 – COACHING EQUIPMENT

First Aid Kits

First aid kits will be issued to each Head Coach by the Equipment Manager at the beginning of hockey season. It is mandatory that first aid kits are brought to every practice and every home/away game. If needed, a re-supply of the items in the first aid kit may be obtained from the Equipment Manager. At the end of the season, all first aid kits must be returned to the

Equipment Manager. Under no circumstances shall any medication be dispensed to players by any person other than the player's parent or guardian.

Score Sheets

Team Managers are generally responsible for obtaining score sheets from the Equipment Manager. Any surplus of sheets should be returned to the Equipment Manager at the end of the season.

Pucks

The Equipment Manager will issue a supply of pucks to each Head Coach at the beginning of the season for pre-game warmup purposes. All pucks are expected to be returned to the Equipment Manager at the end of the hockey season. For Mite Level play, blue pucks (slightly lighter in weight) will be used during practices and game play.

Water Bottles

Team water bottles are not provided by the Association. Funds should be collected by the team.

POLICY 37 – RINK BEHAVIOR

Rink Rules

All players, siblings and parents shall obey all the rules specifically outlined at the rink including but not limited to the following:

- At no time shall players at any level be left unattended in locker rooms.
- At no time shall players, siblings, or others engage in any horseplay in the rink including running or similar activity.
- At no time shall children be permitted to play in the parking lot.
- At no time shall parents, players, siblings or others pound on the glass or boards.
- At no time shall parents, players, siblings or others fail to obey the rink facility staff or those designated to enforce appropriate rink behavior including but not limited to: Team Managers, Level Directors, Coaches, or Board Members.
- At no time shall players, siblings or others use hockey sticks off the ice in the rink, lobby or locker room area of the rink, except for players participating in dry land training under direct supervisor of a coach.
- At no time shall any player at any level be permitted on the ice without full equipment required by USA Hockey guidelines and the guidelines for equipment established by SYHA. Rules regarding the wearing of full equipment will be strictly enforced by all SYHA Level Directors and coaches. *There will be no exceptions.*
- At no time shall players go out on the ice when the Zamboni doors are open, nor shall any player go out on the ice prior to the designated start time of practices and games without the permission of the coach of the team and/or the permission of the Division Coordinator.
- At no time shall players from another division team go out on the ice prior to another team vacating the ice.
- At no time shall coaches allow any player to remain on the ice after the ending of that team's ice slot.
- Parents should not leave their children unattended at the rink.
- Please respect the office facilities of the rink staff.

Destruction/Damage of Rink Property

Teams or individuals will be held directly responsible for any damage to rink facilities/equipment as a result of inappropriate behavior by team members at rink facilities both home and away.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 38 – GAME JERSEYS & JERSEY NUMBERS

Players are responsible for purchasing one home jersey and one away jersey. Jerseys can be purchased during the annual registration process. Mid-year jersey purchases can be coordinated through the Equipment Manager. Jersey costs will be set by the Board of Directors.

SYHA expects jersey styles are be carried over from year to year. That mean that players will only need to purchase a new jersey if they are deemed unacceptable to represent SYHA or no longer fit correctly.

Players are responsible for maintaining their game jerseys in a clean and respectable manner. Normal wear can be expected during games. Players will be responsible for purchasing replacement jerseys if a jersey becomes damaged or deemed unacceptable to represent SYHA.

Jersey Numbers – Players with an odd year birth year must select an odd number (e.g., 2006 birth year can select 2, 4, 6, 8). Players with an even birth year must select an even number (e.g., 2007 birth year can select 3, 5, 7, 9). Jersey number requests are collected during the annual registration process. Jersey numbers will be carried over from year to year, unless otherwise requested from a player. Game jersey numbers will be assigned based on a first-come-first-serve basis based on registration (i.e., the first player registered will get first choice of an available number). A player can choose a new number based on availability.

Goalie Numbers - Goalie numbers will be reserved for goalies (e.g., 1, 30, 31). Goalie numbers will also be assigned on a first-come-first-serve basis based on registration.

POLICY 39 – PROCUREMENT OF GOODS AND SERVICES

All individuals purchasing goods and services using SYHA funds are expected to procure those goods and services at the lowest price. For purchases under \$250, individuals are expected compare prices of multiple vendors to ensure that the lowest price is obtained. For purchases greater than \$250, individuals are **required** to obtain a minimum of 3 quotes. The quotes should be submitted to the Treasurer when requesting payment or reimbursement.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 40 – EMERGENCY ACTION PLAN

Safety is the first priority at all times during SYHA events. While every precaution should be taken to prevent injuries and accidents, we must also be prepared to react in the event of an

emergency. This policy addresses specific actions to be taken when players, officials, and coaches are injured.

An adult such as a coach, official, available medical personnel in close proximity of the injured party should act as the Person in Charge and perform the following duties:

- 1) Take control and assess the situation when coming into contact with the injured person.
- 2) Instruct the person to lay still.
- 3) Instruct bystanders stay clear of the area and leave all equipment in place.
- 4) Do not move the injured person and leave all protective equipment in place.
- 5) Evaluate the injury and situation. Inquire if there is any on-site medical providers that can provide assistance in evaluating the injury.
- 6) Once you have determined the severity of the injury, decide whether additional medical personal attention and ambulance is needed.
- 7) If you are certain that additional medical attention or ambulance is not necessary, decide on what actions are needed to move the player to a safe location.
- 8) If additional medical attention or ambulance is needed, appoint a Call Person (preferably an adult) to call 911.
- 9) Once the 911 call has been placed, observe the player carefully for any changes in condition and try to calm and reassure the player until the medical professionals arrive.

The adult making the 911 call should:

- 1) State to the dispatcher that there is a medical emergency.
- 2) Give the location of the facility and specific injury location (e.g., on ice rink).
- 3) State what type of emergency it is and give the dispatcher a brief explanation of the injury (e.g., is the player conscious? Is the player bleeding? Is the player breathing normally?).
- 4) Ask the dispatcher when the emergency personnel should arrive on site.
- 5) Give the dispatcher the telephone number from which you are calling in the event that they need to call back for more information.
- 6) Report back to the person in charge to confirm that the call for emergency help has been placed, and give them the estimated arrival for emergency assistance.

Another adult should serve as a Control Person to:

- 1) Ensure that bystanders stay clear of the Person in Charge and the injured player.
- 2) Ensure a proper room is available to attend to the injured player if requested by the Person in Charge or emergency personnel (e.g., locker room).
- 3) Ensure that the route for emergency personnel is clear.
- 4) Seek trained medical personnel in the facility to assist in evaluation and care.
- 5) If a parent of legal guardian is not available, work with the team coach and manager to contact the legal guardian
- 6) Record the names of all participants, including players, coaches, and referees
- 7) When practical, contact an SYHA Board Member and report accidents / injuries using the SYHA accident / injury reporting form (www.schenectadyouthockey.com/forms).

POLICY 41 – GAMES & PRACTICE CANCELLATIONS

Safety is the first priority at all times. Games and practices may be cancelled due to harsh weather or other emergencies.

Games and practices may be cancelled at the discretion of the Head Coach. Head Coaches or a team representative designated by the Head Coach is responsible for communicating game and practice cancellations to the team.

Typically, games and practices will be held unless a rink is closed. Schenectady County is responsible for closing SCRF. Typically, SCRF closes when Schenectady County declares a State of Emergency (e.g., snow emergency). Schenectady County emergency information can be viewed on the Schenectady County website (<https://www.schenectadycounty.com/>). Union College is responsible for closing Messa Rink. Any other third-party provider used by SYHA (e.g., training facility) will be closed by the management of that facility.

POLICY 42 – OFF-ICE OFFICIALS (GAME TIMEKEEPER, OFFICIAL SCORER, PENALTY BOX ATTENDANTS)

Game timekeepers, official scorers, and penalty box attendants are considered off-ice officials. Off-ice officials are considered an extension of the on-ice officiating team. In order for the game to run smoothly, a good group of off-ice officials are necessary to assist the on-ice crew.

Off-ice officials are expected to:

- Act in a professional and businesslike manner at all times and take your role seriously; Do not taunt or disturb fans, players, coaches, or officials
- Be fair and impartial at all times
- Never use foul or vulgar language
- Show honesty and integrity
- Keep your emotions under control
- Not yell at players, coaches, or officials
- Respect players, coaches, and officials
- Never question of ruling of the on-ice officials

SYHA teams are **required** to provide a game timekeeper, official scorer, and home penalty box attendant for all home games. Visiting teams are **required** to provide their own penalty box attendant.

Age Requirements

Penalty box attendants **must** be at least 14 years old (individuals over 18 years old are highly recommended). Individuals under the age of 18 must wear a helmet if the penalty box is not enclosed on all four sides by 6-foot glass or walls.

The scorekeeper and clock operators for games must be at least 18 years old.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 43 – PLAYING ONLY USA HOCKEY REGISTERED TEAMS

SYHA teams can only play games with other USA Hockey teams. SYHA teams can only play in USA Hockey sanctioned tournaments. Teams must make sure that tournaments are USA Hockey sanctioned. Exception: Teams can play Hockey Canada teams after obtaining a USAH/Hockey Canada travel permit from the SYHA registrar. Canadian tournaments must be Hockey Canada sanctioned tournaments.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 44 – INTERNATIONAL TRAVEL

Teams may travel to Canada to play in USA Hockey Canada sanctioned games and tournaments. A USAH/Hockey Canada travel permit must be obtained from the SYHA registrar. The SYHA registrar will obtain a travel permit from the USAH District or Associate Registrar in our area. Travel permits request should be made at minimum 14 days prior to travel, 30 – 40 days in advance is ideal. Team cannot play any NON-Hockey Canada sanctioned games or tournaments.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 45 – LOCAL & OVERNIGHT TRAVEL

A significant portion of USA Hockey participation involves overnight travel for youth teams to games and tournaments. Minor players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player to player misconduct. During travel, players may be away from their families and support networks, and the setting – unfamiliar locker rooms, automobiles, and hotel rooms – is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor players will be supervised between and during travel to and from practice and competitions. Adherence to travel policies helps to reduce the opportunities for misconduct.

Local Travel

- SYHA will not sponsor, coordinate, or arrange local travel
- Parents of minor player are responsible for making all local travel arrangements.
- Employees, coaches, and/or volunteers shall not drive alone with an unrelated minor and should only drive with at least two other players or another adult at all times, unless otherwise agreed to in writing by the minor'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, for example, picking up or dropping off the players in groups.
- 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.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer 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.

Organization/Team Travel

- 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 or unless the parent or guardian of the minor player is also sharing the same hotel room (e.g., two adults, one or both of whom is a coach, and their children, share a hotel room).
- It is strongly recommended that a parent consent be obtain for any minor player that will travel without his or her parents.
- 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, 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.
- The team shall provide adequate supervision through coaches and other adult chaperones (for example, a recommended number would include at least one coach or adult chaperone for every five to eight players). If a team is composed of both male and female players, then it is recommended that chaperones are arranged of the same gender.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Regular monitoring and curfew checks should be made of each room by at least two properly screened adults. All coaches, staff, volunteers and chaperones travelling with a team shall be familiar with the SafeSport Program Handbook to monitor compliance with all SafeSport Policies.
- 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.
- All players shall 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 shall be permitted and encouraged to do so.
- The team shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a player is required while the player is traveling without his/her parents, reasonable attempts to notify the player's parents will be made before any action is taken.
- 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.

Upon proof of a violation of SYHA and USA Hockey's policies regarding travel, the offender will be subject to appropriate disciplinary action.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 46 – BILLETING

It is recognized that some youth and junior hockey players do leave home to play hockey in a location away from their parents. In those circumstances, the organization or team typically arranges for the player to live with a host or billet family. Having youth players live outside their homes increases risk for abuse and misconduct to occur. All organizations and teams that arrange for players to live with billet families shall have written policies and procedures in place to govern the arrangement. All billeting policies and procedures shall meet the following requirements:

- No more than two players should be housed with any one billet family (at the Junior level, there may be exceptions to the number of players permitted in one billet home if approved by the USA Hockey Junior Council).
- All adults living in the household of the billet family shall be screened in accordance with the USA Hockey Screening Policy prior to the player moving in with the family.
- It is strongly recommended that all billet families be two-parent homes. However, single parent billet families may be acceptable, but the organization or team shall take additional reasonable steps to regularly monitor the billeting arrangement and its compliance with the USA Hockey SafeSport Policies.
- All adults living in the household of the billet family shall have completed training in compliance with the Education and Awareness Training Policy prior to the player moving in with the family.
- Billet families and the player and player's parents shall all sign an agreement with the organization and/ or team that they will comply with the rules and regulations for the billeting arrangement and the USA Hockey SafeSport Policies.
- Based upon the requirements of the jurisdiction, the player's parents shall sign and provide a power of attorney and/or guardianship (as necessary by applicable state law) to the billet family adults to allow for them to make emergency medical and schooling decisions.
- Each team shall have a billet coordinator who shall be responsible for overseeing compliance with the Billeting Policy and all other USA Hockey SafeSport Policies.
- The team shall have a mandatory curfew for all billeted players. The host family may have an earlier curfew.
- Players shall agree to comply with the house rules of the billet families, including curfews, chores/cleaning, telephone usage, etc. Complaints about unusual rules shall be addressed with the team billet coordinator.
- Players shall not stay overnight at any other home except with the permission of the player's parents and advance notification to the billet family and team billet coordinator.
- Players are not to drive billet family vehicles without automobile liability insurance as required by applicable state law, and documentation and approval of the billet family.
- The organization's/team's billeting policy shall include requirements that the billet family maintain appropriate homeowners/renters insurance.
- Players staying with a billet family shall be permitted to make regular check-in phone calls to parents.

- Team personnel and billets shall allow for any unscheduled check-in phone calls initiated by either the player or parents.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

POLICY 47 – PICTURE/VIDEO USE DISCLAIMER

Schenectady Youth Hockey Association (SYHA) reserves the right to use any photograph/video taken at any event sponsored by SYHA, without the expressed written permission of those included within the photograph/video. SYHA may use the photograph/video in publications or other media material produced, used or contracted by SYHA including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

A person attending a SYHA event who does not wish to have their image recorded for distribution should make their wishes known to the photographer, and/or the event organizers, in writing of his/her intentions and include a photograph. SYHA will use the photo for identification purposes and will hold it in confidence.

By participating in a SYHA event or by failing to notify SYHA, in writing, your desire to not have your photograph used by SYHA, you are agreeing to release, defend, hold harmless and indemnify SYHA from any and all claims involving the use of your picture or likeness.

Any person or organization not affiliated with SYHA may not use, copy, alter or modify SYHA photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized designee from SYHA.

Violations of this policy will be investigated by the SYHA Disciplinary Committee as described in the Policy 04 of this handbook.

APPENDIX

APPENDIX A – SYHA LOGO IMAGE



APPENDIX B – FINANCE COMMITTEE CHARTER



Schenectady Youth Hockey Association Finance Committee Charter

Role of the Committee

The role of the Finance Committee is primarily to provide financial oversight for the Association. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Structure

The Board of Directors nominates and votes on the Chairman and committee members, all of whom must be on the Board of Directors. The committee is nominally comprised of three members, one of which shall be the Chairperson.

Oversight Responsibilities

1. Review monthly the balance sheet and income statement of the Association
2. Review monthly a system-generated report of any refunds issued through the electronic registration system.
3. Review actions taken to recover outstanding accounts receivable items and authorize write-offs to those items deemed non-collectable. Report the results of those decisions to the Board of Directors.
4. The President should normally sign checks written to the Treasurer. The Finance Committee should review all checks written to the Treasurer.
5. Annually review and take actions as appropriate to update authorized signatories on all Association financial vehicles.
6. Meet periodically to review Chapter financial activities make appropriate recommendations to the Board of Governors.
7. Review the results of the external audits. Ensure that appropriate actions are taken to resolve issues resulting from this audit. Report results to the Board of Directors.
8. Ensure required tax information is prepared and filed by the required date.

Budgeting and Financial Planning

1. Review the annual operating budget developed by the Treasurer.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals.
5. Present all financial goals and proposals to the Board of Directors for approval.

Internal Controls and Accountability Policies

1. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.

ACRONYMS & DEFINITIONS

ACE – Vice President of Association Coaching Education

ADM – American Development Model

Board – Board of Directors

CDIHOA – Capital District Ice Hockey Officials Association

NYSAHA – New York State Amateur Hockey Association

SCRf – Schenectady County Recreational Facility

SYHA – Schenectady Youth Hockey Association

VERSION HISTORY

Date (Board Approval)	Version	Comments
11/5/17	V2	Existing manual converted to new format; Added new content
12/18/17	V3	Update sponsorship based on approved program
2/28/18	V4	Change TVHL Liaison position to AA Coordinator / TVHL Liaison. Add AA Coordinator responsibilities.
3/7/18	V5	Add Emergency Action Plan Policy. Update ages for entry level programs.
4/13/18	V6	Update Tryout Policy. Update Board position descriptions. Removed Game Jersey Appendix
6/10/18	V7	Create Vice President of Hockey Operations; Remove Executive Vice President; Modify Committee memberships; Add Organizational Chart; Update Jersey Policy for buy-your-own-jersey program; Add Game & Practice cancellation policy.
9/19/18	V8	Added Policy on Off-Ice Officials; Updated Social Media Policy.
10/3/18	V9	Update to Screening Policy
10/11/18	V10	Add references to Google Forms for postings and logo use requests. Updated tryout policy. Updated team definitions.
10/19/18	V11	Formatting updates
11/9/18	V12	Update locker room policy. Add travel policy in accordance with USA Hockey. Add billet policy in accordance with USA Hockey.
3/4/19	V13	Update list of officers
3/13/19	V14	Update for Administrative VP; Change TVHL / AA Coordinator to AA Coordinator; Update Organizational Chart; Add recruiting policy.
7/18/19	V15	Update for 2019-20 USA Hockey Concussion Management Program revisions.
10/8/19	V16	Noted that the ACE is the official SafeSport Coordinator; Add the AA Coordinator to the Coach Selection Committee and the Tryout Committee.
1/28/20	V17	Add Picture/Video Use Disclaimer
3/3/20	V18	Updates to Tryout Committee and Coach Selection Committee members.