

**CENTRAL VERMONT SKATING
ASSOCIATION**



PARENT GUIDE BOOK

2019-2020

Board of Directors Welcome

Welcome to the 2019-2020 season of the Central Vermont Skating Association (CVSA)! The Board of Directors welcomes returning players and families, along with the many new players and families. The purpose of this parent handbook is to make this year the best it can be with CVSA by offering information about our programs. Board of Directors hope that this handbook begins as a first point of contact for any questions that families may have during the season.

Based on the survey that was completed at the end of the 2018-2019 hockey season, it was clear to us that communication from the board to the families needed to be improved. As a result of the survey from CVSA families, the CVSA Board of Directors has made this one of their main goals to improve on for the 2019-2020 season. The communication will be flowing through different channels throughout the season (i.e. direct communication from the board of directors, individual team parent coordinators, social media, etc.). This handbook is the 1st step to address this concern.

The Board of Directors reminds all families to remember that CVSA is an all-volunteer based organization ranging from the elected officials, board of directors, coaches, team coordinators and referees. It takes a village to keep the Association running effectively so that all players and families can enjoy the hockey season. During the year, there will be various times where you will be asked to volunteer. Areas where volunteers are needed consist of coaches, locker room monitors, concession stand volunteers, game day volunteers (i.e. penalty boxes, score keepers, clock duties, and puck throwers), and various fundraising events. For further information on the volunteer requirements please see information provided later in this handbook.

Thank you for your commitment to hockey – we know that this sport can be time consuming. If you are a new parent to hockey, you might be wondering what should I expect and what is expected of me. As a hockey parent, please remember that this is for the kids (parents get to have fun too!) and they are here to have FUN.

- We ask all families to always be supportive and positive to both your own child and the others on the team (this can go a long way – we understand kids are going to make mistakes, but always look for the positives in the mistakes).
- We ask all families to be proactive by volunteering for events and different duties – this will make your experience with the association better – friendships from hockey end up becoming like a second family that last a lifetime.
- We ask all families to let the coaches be the coaches, nothing is more confusing to a child on the ice hearing a parent trying to “coach” from the bleachers.
- We expect all families to always be respectful to other families.
- Lastly, we ask families to focus on the process and not the overall outcome.

On behalf of each individual child in our Association, the Board of Directors wishes to express our appreciation in advance to each family for volunteering their time. It is the parents and coaches’ dedication and hard work that will make this season rewarding and memorable for the children. Thank you for all you do on the ice and off. We are looking forward to a great season!!

Sincerely,

Members of the Central Vermont Skating Association Board of Directors

Mission Statement

CVSA's mission is to promote, supervise and assist in the development of youth skating and hockey programs by providing the best possible experience for all participants, including their spectators. The cornerstone of this experience is advanced through discipline. CVSA continually strives to meet the highest levels of citizenship, sportsmanship, teamwork, physical well-being, and mutual respect from others.

About the Central Vermont Skating Association

The Central Vermont Skating Association (CVSA) is a non-profit corporation serving the Central Vermont Community since 1974. Our players reside in surrounding Central Vermont Communities including Barre, Berlin, Calais, East Montpelier, Marshfield, Middlesex, Montpelier and Northfield. All players must be US Citizens or as approved by the Board of Directors to be able to participate in CVSA.

CVSA consists of a Board of Directors comprised of nine (9) voting members, including 4 elected officers (i.e. President, Vice President, Treasurer and Secretary). There are also three appointed officials within the Board of Directors (Registrar, Coaching Director and Scheduler). The officers each serve a one year term. The bylaws of the association are available on our website and available upon request. CVSA is an affiliate USA Hockey and the Vermont State Amateur Hockey Association (VSAHA). USA Hockey is the governing body of amateur hockey in the US from local youth hockey associations right up through the US Olympic Team.

CVSA offers programs to children ages 3 – 14. Programs range from Intro to Hockey to competitive level travel programs. CVSA's home rink is Central Vermont Memorial Civic Center, located at 268 Gallison Hill Road, Montpelier, VT. Our Association now has over 100 registered participants. The association is primarily funded by the player registration fees. The association subsidizes the cost for the individual players through the various fundraising efforts done throughout the year, especially the concession stand, which helps make the program affordable to all players and families.

Board of Director Information

Voting Members:

Officers:

Brian Amones	President	President@cvsahockey.org
Jason Merrill	Vice President and State Representative	
Melissa Rogers	Treasurer	Treasurer@cvsahockey.org
Beth Aiken	Secretary	

Members:

Laura Lafaille	Registrar	Registrar@cvsahockey.org
Darci Coleman-Graves	Safe Sport Coordinator	dlgraves73@gmail.com
Renee Grzankowski	Concession Stand Liaison	
Tyson Leno	Parent Coordinator Rep	
Spencer Pryce	Information Technology	

Appointed Positions (non-voting positions):

Jamie Bolduc	Coaching Director	
Alex Rob	Scheduler	Scheduler@cvsahockey.org
Stewart Robertson	Referee Coordinator	

Board meetings are held on the second (2nd) Thursday of every month at 6:00 p.m. in the upstairs conference room at Central Vermont Memorial Civic Center. Board meetings are subject to change by the Board of Directors, due to holidays or schedule conflicts. Board meetings are open to the general public. If you have anything that you would like to discuss and present to the board, please contact the Board President to be added to the agenda.

CVSA Programs

Intro to Hockey: This program is designed to meet the needs of beginning hockey players ages 3 and up. Basic skating and hockey skills are taught in a noncompetitive environment. Physical skill development and FUN are stressed at this level. Participants will skate in 2 one hour sessions per week for approximately 10 weeks (Wednesday night and Saturday mornings). At this level your registration fee includes a free starter hockey bag (for the 1st time CVSA registration), which includes a helmet and all protective pads for NEW skaters who have never attended intro hockey prior. The only items you will need to provide are the skates, hockey socks, jersey and a stick.

House Mites (approximately ages 5-7): This program is designed to provide opportunities to play for enjoyment, further development and team sportsmanship. Skill development and team concepts are stressed rather than competition. Participants will skate in 2 one hour sessions per week for approximately 18 weeks (Wednesday night and Saturday mornings). Players at this level will have the opportunity to play in several jamborees during the year with other local associations. Games at this level are non-competitive.

Travel Mites (approximately ages 6-8): This program is designed to provide further skill development with an element of travel and consistent games. The format for this level of play is “Cross Ice”, which will work on furthering skill development, promote fun, and increase interest in youth hockey throughout Vermont without having a competitive skating emphasis and focus more on player development. Participants will skate in 2 one hour practice sessions a week (Tuesdays and Thursdays) and play in regular games on both days on the weekends. The season begins the first Tuesday in October, with games beginning the first weekend in November and the season concluding the middle of February. The game format will be 4 vs. 4. All players will have a chance to try out being a goalie using CVSA equipment. Games at this level are non-competitive.

Squirts (ages 9-10): This program is designed to provide an opportunity for higher level skill development for players who have the desire to participate in a competitive level of hockey. At this level teamwork and sportsmanship are emphasized with a balance of winning. Players at this level will be required to travel for competition with other teams within the Vermont State Amateur Hockey Association. These areas include rinks located anywhere within the state from Highgate to Manchester. Participants will skate in 2 one hour practice sessions each week (Tuesdays and Thursdays) and play in regular games on both days on the weekends. Games at this level are competitive and score will be kept to determine playoff standings at the conclusion of the season. The season begins the first Tuesday of October, with games beginning the first weekend in November and the regular season concluding the first week in February and Playoffs beginning at the end of the regular season. The season will conclude no later than the first weekend in March.

Peewees (ages 11-12): This program is designed to provide an opportunity for higher level skill development for players who have the desire to participate in a competitive level of hockey. At this level teamwork and sportsmanship are emphasized with a balance of winning. Players at this level will be required to travel for competition with other teams within the Vermont State Amateur Hockey Association. These areas include rinks located anywhere within the state from Highgate to Manchester. Participants will skate in 2 one hour practice sessions each week (Tuesdays and Thursdays) and play in regular games on both days on the weekends. Games at this level are competitive and score will be kept to determine playoff standings at the conclusion of the season. The season begins the first Tuesday of October, with games beginning the first weekend in November and the regular season concluding the first week in February and Playoffs beginning at the end of the regular season. The season will conclude no later than the first weekend in March.

Bantams (ages 13-14): This program is designed to provide an opportunity for higher level skill development for players who have the desire to participate in a competitive level of hockey. At this level teamwork and sportsmanship are emphasized with a balance of winning. Players at this level will be required to travel for competition with other teams within the Vermont State Amateur Hockey Association. These areas include rinks located anywhere within the state from Highgate to Manchester. Participants will skate in 2 one hour practice sessions each week (Tuesdays and Thursdays) and play in regular games on both days on the weekends. Games at this level are competitive and score will be kept to determine playoff standings at the conclusion of the season. The season begins the first Tuesday of October, with games beginning the first weekend in November and the regular season concluding the first week in February and Playoffs beginning at the end of the regular season. The season will conclude no later than the first weekend in March.

Required Equipment

All players are required to have the following equipment to participate in all practices and games:

- Helmet
- Mouth Guard (required for travel mites and up – recommended at house mite level)
- Neck Guard (required for travel mites and up)
- Shoulder Pads
- Elbow Pads
- Hockey Gloves
- Hockey Pants
- Jock Strap (male) or Pelvic Protector (female)
- Shin Pads
- Hockey Socks (recommended for all levels, but required at Travel and above – you can get the game socks at Thygesen's – game socks are red and white)
- Skates
- Stick
- Hockey Bag
- Water bottle

Some recommended additional items to keep on hand (not required):

- Hockey Tape
- Clear Hockey Tape
- Helmet Repair Kit
- Hockey Wax
- Odor remover (this equipment can get quite smelly) 😊

Registration Fees

CVSA Board of Directors establishes the annual player registration costs by July 1st each year. The registration costs help to cover actual team costs including practice ice, home game ice, referees, insurance and general administration. Registration fees are subsidized each year by the annual fundraising efforts, which include but not limited to: (1) Calcutta, (2) Concession Stand, (3) Corn Hole Tournament, (4) Donations and other various events held throughout the year. Registration costs for the 2019-2020 season are as follows:

Intro to Hockey: \$100

House Mites: \$225

Travel Mites: \$540

Squirts: \$580

Pewees: \$600

Bantams: \$635

Registration fees are due in full by paying online or via check or credit card. Fees are required to be paid in full by the first practice of the season. If a family is not able to make full payment by the start of the season, a payment plan can be established at the discretion of the Board of Directors. If players have an outstanding balance from a prior year, they will NOT be allowed to skate in the new season until the past due balance has been paid in full. If you are at the second-year Bantam level and have an outstanding balance as of February 1st, you will potentially not be able participate in the State Tournament until the balance is paid in full.

Players transferring from another organization must have a signed release at registration. The latest possible registration for Travel Teams is October 8th. No player is allowed on the ice until all registration documents are complete and approved by the VSAHA registrar. If you need guidance on how to complete the forms, please contact a board member.

Tryout Process

CVSA 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. CVSA utilizes individual evaluators from outside the association to objectively evaluate each of the players whenever possible. When needed, an evaluator may be selected within the association as long as that person has no “ties” to the team he/she is evaluating.

Each player is given the opportunity to perform at their highest level, to compete for a position on each team for which they are eligible. CVSA adheres to an open tryout process at all levels (beginning at the Squirt Level). A player is not guaranteed a position on their previous year’s team. If a player is unable to tryout due to injury or other absence, then their placement will be determined on a case-by-case basis. If a player does not tryout, then that player will be automatically placed on the “B” team.

The Coaching Director of CVSA manages tryouts. If the Coaching Director has a conflict the Board will appoint a replacement. The Coaching Director will be required to attend the entire tryout process to provide oversight. The Coaching Director will select a “Head Tryout” coach and assistants for each age group to run tryouts. The Coaching Director will develop drills and guidelines to be used during tryouts.

There will be 3 independent evaluators chosen by the Coaching Director. They will be chosen for their experience and knowledge of ice hockey. The independent evaluators that are chosen will be required to participate throughout the process. They will do this on a volunteer basis.

Players are identified by numbers only. At no time, will evaluators have access to player’s names. During tryouts, all non-participants, including family members, need to clear the benches by the ice, benches by the locker rooms, as well as the locker rooms. Coaches will be available in the locker rooms to assist younger players in getting dressed. Tryouts can be viewed from the spectator bleachers or the snack bar area.

Process:

The tryout process involves 2 warm-up sessions and 2 tryout sessions. Tryout session 1 consists of drills that emphasize forward and backward skating, passing and shooting. Players are evaluated the entire time they are on the ice. Session 2 consists of a scrimmage where skaters are applying those skills and drills from the previous session. Scrimmage teams are balanced to provide the greatest opportunity for players to display their skills. Drills are weighed more heavily at the lower levels and scrimmages are weighed more heavily at the higher levels.

Evaluator’s rankings will be turned over to the Coaching Director after each tryout session and will be kept confidential. After the 2nd session, rankings will be combined with other evaluators to determine the final ranking. Jersey numbers are placed in ranking order and teams are formed. Once teams are formed players’ names will be attached to the numbers. If skaters are “on the bubble” evaluators will discuss, as a group, the individual skater’s skills and abilities and make a final decision as to where to place him/her. No one, under any circumstances, is allowed in the evaluation room for any reason except for the Coaching Director, evaluators and prior year coaches if input is required.

Team Selection will be based on:

1. Skill level and game ability of the skater based on drills and scrimmages during tryouts.
2. Input from the skater's prior year's coaches and the other qualified evaluators when a player's ability appears to be near or borderline between 2 levels of a team. At no time, shall a coach be permitted entrance into the evaluation room if their child's placement is being discussed.
3. Preference will be given to second year skater over a first-year skater, when a choice cannot be clearly made on skills and ability.

Determination of a player placement is made after the tryout process occurs. Unless there are unusual circumstances, final team selections will be made after the final tryout for each age group. The final team rosters will be posted on the CVSA website and parents will be notified within 24 hours of the last tryout session.

Appeal process:

A player's parent may appeal a player placement to the Board of Directors. Disagreeing with the Committee's evaluation of the player's talent and skills is not a basis for appeal. Appeals of placement must focus on facts that relate to that placement, and not conjecture.

Grievances or complaints regarding tryouts should be made in writing and sent to the CVSA Board of Directors, PO Box 1055, Montpelier, VT 05602 or email to the CVSA President at president@cvsahockey.org within 5 days of team rosters being announced. The President, Coaching Director or other Board Members will contact the grievant to schedule a time for the Board to hear the complaint if appropriate.

LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport, CVSA has created the following policy for members to follow. The safety and protection of our participants is of utmost importance to the Board of Directors, so that we create and maintain a safe, clean and enjoyable environment for all CVSA members and participants. CVSA adheres to the USA Hockey's Safe Sport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. CVSA has a zero-tolerance policy to any of the above. This policy covers any CVSA events, including games, practices and fundraising events.

To help prevent abuse and misconduct from occurring in our locker rooms, CVSA has adopted a policy that incorporates locker room supervision, clothes-changing rules for mixed gender teams and overall proper behavior of players.

Supervision in Locker Room

It is the policy of CVSA to have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants, (*coaches and players*) and family members are permitted in the locker room and to supervise the conduct in the locker room. Designated Team Parents and coaches are responsible for conducting a sweep of the locker rooms and changing areas before and as players arrive, and a coach and designated Team Parent must be present inside the locker room during period of use. Only approved coaches and Team Parents are permitted in the locker rooms for ages 10U and up.

Any individual meetings with a CVSA participant and a coach, parent coordinator (or someone other than the parent) in a locker room shall require another responsible adult be with the coach/parent coordinator/parent monitor at all times. Further, responsible adults must personally monitor the locker room environment at all times while participants are present.

Parents in Locker Room

Except for players at the younger age groups (8U and under) we discourage parents from entering locker room unless it is truly necessary. If a player needs assistance with his/her uniform or gear, if the player is or may be injured or a player's special needs warrants assistance, then we ask parents to let the coach(es) or Team Parent designated know beforehand that he/she will be helping the player.

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 independently. In circumstances where parents are permitted in the locker room, coaches may ask that the parents leave for a short time before or after the game so that coaches may address the players without distraction.

Mixed Gender Teams and Locker Room Use

Our teams have both male and female players. It is important that the privacy and dignity of all our players are given consideration and that appropriate arrangements are made. On our mixed gender teams, all players will be required to either arrive at the rink wearing their hockey base layers or shorts and shirts over their undergarments. No players in a mixed gender locker room will be permitted to undress down to their undergarments before or after the game unless they are in a closed bathroom.

In accordance with the USA Hockey Safe Sport program, CVSA will apply the policies from the locker room protocol as stated in the 2019-2020 current USA Hockey annual guide. At home, CVSA has determined that our teams will share one locker room whenever possible (option E below). In the case of away games where separate facilities are not available we will ask coaches and monitors to apply the C or D policies below:

C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.

D. Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

E. If sharing one locker room, have a minimum attire policy. 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.

CVSA has determined that there should be a coach or parent of the gender using the changing area/locker room when that gender is changing.
(Preceding paragraph added December 2016)

Cell Phones and Other Technology Devices

Use of a cell phone and/or other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted in the locker rooms. The use of cell phones can be distracting for players and interfere with coaching and player conversations. In addition, the opportunity for inappropriate locker room photos exists, and may cause harm to those that were not prepared for photos to be taken and/or shared. The supervising parent or coach will ask that cell phones be kept out of the locker room or concealed where they are not used or heard. CVSA requests that video games are not used in the locker room at practices and games. Please keep these games in the snack area, viewing area or in the car.

Prohibited Conduct and Reporting

CVSA follows a zero-tolerance policy and prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey Safe Sport Handbook. Participants, employees or volunteers of CVSA hockey may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct that violates the USA Hockey Safe Sport Policies.

Food and Drink in the Locker Room

At times players, coaches and their families will have food or drink in the locker room prior or post games and practices. CVSA would like to continue a positive relationship with the Central Vermont Memorial Civic Center, and encourages respect for all rink property. Therefore, CVSA asks that members be sure to leave their locker room area clean and bring all food and waste out of the locker room when they leave. This is also a case where the locker supervisor can play a role and help monitor.

The implementation of these above stated policies requires and deserve the assistance of all players, coaches, parents and volunteers. Thank you for supporting the safety and well-being of all players and their families.

Jersey's

CVSA will provide game day jerseys to all players at the house mite and above levels. At the House Mite level, the players will receive a black jersey that will be used for the jamborees that occur in the second half of the season. The travel mite and above level, will receive two game day jersey's (one red and one black). The jersey's will be distributed by the parent coordinator at each individual level. The parent coordinator will try to accommodate each players requested number, however, veteran players get first choice and sizes will determine how appropriate the number selection is. If a coach sees a player on the ice the day of a game and the jersey looks too big and someone else has a jersey that is too small, the coach reserves the right to switch those player's jersey's.

Jerseys are expected to be kept in good condition for the entire season. To ensure that this does happen, it is recommended that the jerseys be kept on hangers while traveling to games (the best option would be to buy a garment bag to keep them in if possible). The jerseys should be washed frequently throughout the season to avoid odors (the best way to wash the jersey to protect the logo is to wash it inside out).

All players are to bring both game jerseys to each game. The color that will be worn that day will be determined once at the rink.

REMINDER TO ALL PLAYERS – JERSEY'S ARE TO ONLY BE WORN FOR GAME DAY AND NOT DURING PRACTICES. There may be times during the season where permission will be given to wear the game day jersey for an off-ice team event.

At the end of the season, both jerseys are required to be turned into your team's parent coordinator. The jersey's must be washed prior to being returned. Your team parent coordinator will coordinate the drop off spot and time at the end of the season.

If the jerseys are not turned in at the end of the season, there will be a fee of \$100.

PICTURES

At the beginning of the season, there will be a chance for all players at the intro to hockey through the bantam level to have professional pictures done. The pictures consist of off-ice and on ice pictures. The off-ice pictures are of the individual players. The on-ice pictures are individual player pictures and a team picture. The pictures occur during one of your practices at the beginning of the season.

The CVSA Board of Directors will provide additional information on the pictures and the dates.

There is no requirement to purchase any pictures or to have your child participate in the individual pictures. This is just an opportunity to get some great gift ideas and for the kids to have some fun.

Volunteers

CVSA is a non-profit organization that exists for the benefit of youth hockey. The organization relies on 100% volunteer commitment from the Board of Directors, the coaches and of course the CVSA families. There are opportunities to volunteer for game day needs, as well as on the broader level, including fundraising. These events help keep the Association's costs down, which in turn gets pushed out to the CVSA families through lower registration fees

There are many ways to volunteer at CVSA:

- Operational Volunteers: Board members, Committee work, Parent Coordinators, Coaches, etc.
- Game Day Volunteers: Clock, scorekeeper, and staffing the penalty box. Additionally, the concession stand needs to be staffed for all games. The proceeds from the concession stand play a vital role in keeping registration fees low. Please see the Concession Stand Policy for more family shift expectations.
- Fund raising: Every year, about 50% of the money required to operate CVSA comes from registrations and the remainder is raised through volunteer fund raising. Fund raising for the association is the only way to keep hockey affordable. We expect CVSA families to assist with planning and executing on fund raising events to benefit the CVSA hockey program. Each year, the CVSA Board of Directors develops a series of fund raising activities. We encourage all families to participate to help keep costs under control. Past programs include: CVSA Calcutta, the Enforcers game and the Corn Hole Tournament.

As stated above, hosting a regular home season game requires many mandatory roles and duties be filled (with the exception of referees, as they will be assigned by the Scheduler). In addition to concession coverage, parents/guardians will be required to help cover game day duties on a rotating basis. Duties are typically on a volunteer sign up basis, however can be assigned by Parent Coordinator, if necessary. All parents/guardians will be expected to participate in their assigned game day duty, unless alternative arrangements are made. Below are a set of requirements per level.

In House Mites	Travel Mites (8U)	Squirt (10U) to Bantam (14U)
Parent Coordinator	Parent Coordinator	Parent Coordinator
Clock – home games	Clock – home games	Clock – home games
Puck Throwers – home games	Puck Throwers- home games	Penalty Box (x2) – home games
Concession Stand – 2 shifts/ family	Concession Stand – 8 shifts/ family	Score Keeper
	Locker Room Monitor	Concession – 8 shifts / family
		Locker Room Monitor

Additional volunteer opportunities include, but are not limited to:

- Fund raising events as scheduled
- CVSA Calcutta
 - **Each family is expected to sell 1 Calcutta ticket.** For every additional Calcutta ticket sold, your name will be put into a raffle to receive an additional ball. **This is new for the 2019-2020 season.**
- Year End Celebration – planning, set up, cooking, clean up

- Sub-Committee Board Initiatives as needed (IT, fund raising, program marketing, etc.).

Further information on each volunteer position noted above for game day/season requirements:

Parent Coordinator: This individual will be the point of contact between the coaches and parents at each level. The parent coordinator will receive a binder at the beginning of the season with player information, parent contact information, and emergency medical paperwork in case of injury. At the squirt level and above an approved roster, game sheets, game labels, and a game verification sheet are added to the binder. The Parent Coordinator Representative will give a training to the parent coordinators prior to the first game. For home game day events, the Parent Coordinator will be required to schedule someone to run the clock, penalty box and score sheet (at the travel levels) and to run clock and puck throwers (at the two mite levels). This position will also be required to hand out jerseys and account for all jerseys at the end of the year along with making weekly communications to all families and coordinating off ice bonding events for their team, Calcutta basket for the team and year end team celebrations. This position will also be the point of contact for the families to reach out to if they have any concerns or issues. It is requested though that all families wait 24 hours after an instance to make contact (we call this the 24 hour rule).

Clock: At the house mite and travel mite level the person running the clock hits the buzzer every minute and a half to make the player shifts. At the Squirt level and above it means running the clock (which includes stopping play upon the referee's whistle, adding time to the clock for penalties and maintaining the score). There are specific instructions at the clock area, and a training will be provided to all families prior to the first game to make volunteers familiar with the use of the clock.

Puck Throwers: These are used only at the house and travel mite level. Puck throwers will be required for all home games. Normally there will be a minimum of 3 puck throwers required for home games. Puck throwers need to have level 1 coach training completed unless they are an older sibling within the association. Puck throwers are on the ice for each cross-ice game to keep it moving quickly by just making sure that the puck in kept in bounds.

Penalty Box: For each home game at the Squirt and above level, 2 individuals will be needed to occupy each of the penalty boxes. The duty includes opening and closing the penalty box door upon each penalty and ensuring the player is released in time at the end of each penalty.

Score Keeper: For each home game at the Squirt and above level a score keeper will needed to maintain the score for the games. In each of the parent coordinator books there will be specific instructions provided on how to complete the game sheet. VSAHA has published the following link on their website with a tutorial on how to complete a game sheet appropriately (<https://www.youtube.com/watch?reload=9&v=WWWJYall39g>).

Locker Room Monitor: This individual will be required at the travel mite level and above. It will be recommended that 4-5 parents from each team signs up as a locker room monitor to rotate the position. For this position, you will be overseeing the locker room. This position will be responsible for keeping kids on task while in the locker room and reporting any acts of misconduct to coaches and/or board of directors.

For the 2019-2020 hockey season, there are some new requirements. All volunteers that are in direct contact with players will be required to complete a safe sport training and background check. The individuals that will be required to do this safe sport training will be the parent coordinators, coaches, board members, and locker room monitors. Both requirements can be done via the VSAHA website. For further information on these requirements please contact Darci Graves-Coleman (contact information is above).

Concession Stand

The revenue generated from the concession stand is passed on to every family in the CVSA Hockey Association, through a reduction in registration fees. Due to the amount of volunteer hours needed to run it, CVSA has a **mandatory** participation procedure.

For each family enrolled in CVSA, a family member must work **8 shifts** in the concession stand throughout the season, for the following levels: Travel Mites (8U), Squirts (10U), Pee wee (12U) and Bantam (14U).

For In-House Mite families, you are required to work **2 shifts**.

There are ample opportunities to meet these requirements. Shifts worked for any of the following will count to your concession requirement: CVSA home games, U32 high school games, tournaments as hosted, Sled Hockey tournaments, Broomball tournaments, Kris Kemp tournament and other fundraising events as hosted. All shift durations are 1.5 hours. There will be 3 individuals scheduled for CVSA home games and 4 individuals scheduled for U-32 games. No one under the age of 15 is allowed in the concession stand.

There are cleaning shifts that need to be completed on a weekly basis during the hockey season. There is a maximum of 2 cleaning shifts per family that will go toward your concession stand requirements. There is a detailed checklist of cleaning duties listed in the concession area and can be found in the drawer near the register. For the cleaning shifts, only 1 person is allowed to sign up at a time for a shift.

It is each families' responsibility to document the shifts worked. There is a box in the concession stand to document, via an index card per player/family, the dates and times worked. This is the tool we will use to reconcile shifts worked. In the event, you are signed up for a home game that gets canceled, you will still get credit for that shift. Be sure to document it on your player's card.

New this year: all scheduling of concession shifts will be completed via the Dibs system located on our website (specific instructions on how to use the system will be communicated with families once the season starts). This allows equal opportunity for sign up versus a paper sign up at the rink. Once you sign up and commit to a concession shift, you are responsible for that shift. If you cannot work it, then **you** must find a replacement. If your replacement doesn't show up, you will be charged for the shift as if you didn't work it.

Failure to participate in the appropriate # of shifts will result in having to pay a fee at the end of the year. **The concession fees must be paid in full prior to the start of the next hockey season.**

In advance of the season, if you feel you cannot work the shifts required, you may choose to pay for your concession stand shifts at registration. Opting out of the concession stand work requirement will be charged at \$75.00 per shift. If you cannot meet this obligation, please contact a CVSA Board Member. The CVSA Board will consider extenuating circumstances and consider alternative volunteer arrangements on a case by case basis.

Please note that this concession fee is **NOT** considered a penalty or a fine. As each family enters the Association, it is understood they will help volunteer for the concession stand or they will opt out and pay the opt out fee. The concession stand is a significant source of income for CVSA on an annual basis (based on prior year information it has accounted for 25% of the overall CVSA profits). Without the proceeds from the concession stand, fees will increase. Due to the success of the concession stand among other fundraising events, we have been able to keep registration fees the same for several years, despite an increase costs in ice rental, referee costs, insurance and a decrease in number of individuals participating in CVSA due to competition and an overall decline in children in the area.

With decrease in enrollment at CVSA, there has not been an offsetting decrease in the number of games, whether it be CVSA, high school, or special events. Once we hit the second half of the season, we start to see the highest amount of games, but the fewest amount of families signing up to volunteer, which leads to situations where we as an Association cannot open the concession stand. Each time that the concession stand is not open, that is a lost revenue opportunity. The consequence of that occurring is less revenue in a given year. Coupled with the reduced income from registrations because of fewer players, we could see a significant impact of CVSA's ability to buy ice for games and practice. So please be prepared to help volunteer your time throughout the entire season for the concession stand to ensure we can get the optimal profits from the concession stand.

The Concession stand is the best place for families to get to know each other within the Association. When you get 3-4 individuals in the concession stand for a shift it always turns into FUN and yes at times stressful (but the stress only lasts for just a few minutes) ☺.

New for the 2019-2020 CVSA will be accepting credit cards in the concession stand. The concession stand this year will also have a new point of sale system (Square). This is to make the concession stand run more smoothly and efficiently by having all prices electronically.

The Concession Stand Coordinator for the 2019-2020 season is Jill Drury and the Board Liaison for the Concession Stand is Renee Grzankowski. Prior to the start of the season they will be providing a training session to all families who are interested or new to the duties on various tasks of the concession stand.

CVSA HOCKEY PLAYER CODE OF CONDUCT

Consistent with our mission, participation in youth hockey for CVSA is meant to be an enjoyable experience for all. It is the intention of this policy to promote **Fair Play** and **Respect** for all participants within the Central Vermont Skating Association (CVSA). It is expected that all players of CVSA read and understand the Player's Code of Conduct and continue to observe and follow all the principles contained within this code throughout the year. Your participation in CVSA is your agreement to follow this Code of Conduct.

Each player agrees to adhere to the following principles for the season:

- Play for FUN.
- Work hard at each practice and game to improve your skills.
- Be a **TEAM** player – get along with all your teammates.
- Learn teamwork, sportsmanship and discipline.
- Come PREPARED (whether it be a practice or a game). Make sure you have all your equipment. Also, make sure that you are prepared by eating well and are receiving adequate sleep.
- Learn the rules of the game and play by them. Always be a good sport.
- Respect your coach, teammates, parents, opponents and officials.
- Always hold yourself accountable when representing your team at all times (this includes off ice team events, practices and games).
- Never argue with an official's decision.

Just as hockey has major and minor penalties with separate series of consequences, so does our Code of Conduct policy.

MAJOR VIOLATION

CVSA will hold a Zero Tolerance Policy for the following behaviors:

- The use of alcohol, tobacco products (including, but not limited to cigarettes, e-cigarettes, dip, chew, vaping, etc.), all illegal substances and drugs, and legal substances used in a way to get high, has **NO PLACE IN HOCKEY**. The use of any of these items whether at a CVSA activity or not, is prohibited. Each player is a representative of CVSA and use of these substances will not be tolerated – no exceptions.
- Endangering others or creating safety hazards by throwing objects haphazardly on or outside the playing surface or bench area.
- Violent or overly aggressive play where the obvious intent is to injure or harm another player.
- Use of vulgar or profane language, racial, ethnic or gender-related slurs or comments, toward teammates, coaches, officials, opponents or spectators.
- Acts of vandalism at home or away rinks will result in suspension for the remainder of the year.

CONSEQUENCES

Reporting of a violation is everyone's responsibility. Reports with as much information as possible shall be made to a member of the Board of Directors. The report, at a minimum, should include the following:

- Date approximate time, and location of the incident;
- Name or jersey number of the alleged violator;
- Name or jersey number of any victim/recipient of the prohibited behavior.
- Any other witnesses to the prohibited behavior.
- Any other information or details that may be helpful.

The report should be made as soon as possible after the violation.

The Board of Directors will receive this information and directly or through a sub-committee, investigate the allegation. The results of the investigation will be discussed with the full Board. Upon a finding of a major violation, the Board will issue the following consequences:

First Infraction:

- One full game suspension (this will include practices leading up to the game).

Second Infraction:

- An appearance before a committee of the Board of Directors by the player, player's parents, coach and any others involved.
- This committee will decide the level of discipline to be assessed based on this review.
- A two-game suspension (this will include practices leading up to the games) at a minimum will be issued.

Third Infraction:

- An appearance before a committee of the Board of Directors by the player, player's parents, coach and any others involved.
- The Committee of the Board of Directors has the option to select the discipline and may recommend a suspension for the remainder of the season.

The Board of Directors reserves the right to change the above hierarchy of consequences and tailor the consequences to the severity of the incident. Such change may be by unanimous consent only. This means if the Board finds an egregious violation, they may proceed to multiple game suspension or dismissal from the team.

MINOR VIOLATION

A violation of any of the principles listed above, which does not rise to the severity of a major violation, is a minor violation. Examples would include unsportsmanlike behavior at a game by arguing with a referee or degradation of an opposing team's player.

CONSEQUENCES

Reporting of these violations should be made to the player's head coach or the team's parent coordinator, who shall in turn forward the information to the head coach. The head coach shall be responsible for any investigation necessary to determine the veracity of the report. The head coach may enlist the help of the Coaching Director at any time for assistance with investigation.

Upon a finding of a minor violation, the head coach will issue the following consequences:

First Infraction:

- Verbal warning to the player and player's parent or guardian. The head coach shall inform the player and the player's parent/guardian as soon as practicable (while observing CVSA and SafeSport policies and procedures in regards to meetings with players).
- The head coach shall make a report of each violation of the Player Code of Conduct by reporting the following information to the Coaching Director within 24 hours of the violation:
 - Date approximate time, and location of the incident;
 - Name or jersey number of the alleged violator;
 - Name or jersey number of any victim/recipient of the prohibited behavior.
 - Any other witnesses to the prohibited behavior.
 - Any other information or details that may be helpful.
 - Report of the meeting with the player and player's parent/guardian.

Second and Subsequent Infraction:

- The head coach is authorized to take any immediate actions as necessary to promote sportsmanlike behavior, and the good reputation of CVSA.
- After the incident, the head coach shall report to the Coaching Director with the information listed above.
- The Coaching Director shall bring the information to the Board for decision on consequences.
- The Board shall issue consequences commensurate with the violation, including, but not limited to, suspensions, private apologies to those involved, public apologies to those involved, community service or other remedial activities, or ultimately, dismissal from the team and team activities.

CVSA Hockey Parent's Code of Conduct

It is the intention of this compact to promote Fair Play and Respect for all participants within CVSA. It is expected that all parents of CVSA participants read and understand the Parent's Code of Conduct and continue to observe and follow all the principles contained within this code throughout the year.

1. Parents are encouraged to attend practices and games and be vocal in their encouragement of their child. Don't single out individual players for critical comments. Hockey is a team sport.
2. Refrain from "coaching" from the stands or bleachers. This does not help the team or any players on the ice.
3. Your attitude and your conduct towards the other team's fans should not be reproach. Keep it friendly and respectful!
4. Your child's on-ice and off-ice attitude will reflect how you, the parent, act. Try to maintain a positive attitude about your child's team and his/her progress.
5. Parents should not approach the player's bench and talk with the coaches or players during a game
6. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility, violence or vulgar language.
7. I will remember that children learn by example. I will applaud good plays both by my child's team and their opponent's. I will not be critical of, or embarrass any player, including opposition players.
8. Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
9. I will respect and show appreciation for the volunteers who give their time to hockey for my child. This includes coaches and the Board of Directors.
10. I will never yell, taunt, threaten or inflict physical violence upon any player, coach, official or spectator at any youth hockey activity. I will refrain from the use of abusive or vulgar language, racial, ethnic or gender related slurs at any time at the rink or any youth hockey function. I will support all efforts to remove verbal and physical abuse from youth hockey games.
11. I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy of plans.
12. I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills etc.) so that I may best support my child's development in the game.
13. I will communicate all and any concerns regarding inappropriate behavior to the Coach, Parent Coordinator or Coaching Director.
14. I will remember that my child plays hockey for his or her enjoyment, not mine.
15. Transportation to and from the local rink and "away" games is the responsibility of the parents.
16. Hockey is a team sport. Coaches and the CVSA Board of Directors have the authority to discipline players for late arrival, missing a game or practice, or unsportsmanlike conduct.