

**Keene Youth Hockey Club  
Policies and Procedures  
Updated 2/17/2026**

<https://www.usahockey.com/>  
<https://www.keenehockey.org/>

**Article 1: General Policies of KYHC**

At all times, Keene Youth Hockey Club strives to abide by all rules and provisions of USA Hockey, the New England District and the New Hampshire Amateur Hockey Association and/or any other USA Hockey affiliates. Their rules and provisions are available online.

**Article 2: Programs**

KYHC may enter teams into competition at the USA Hockey appropriate age levels, from 8U-18U. Teams compete in a league (usually NHAHA) that includes a regular season and tournament (for teams that qualify) plus invitational tournaments. Travel is throughout the state (or specific league's geographic area). Games/scrimmages are played both home and away throughout New England. The regular season generally starts from the Tuesday after Labor Day and runs through mid-March. Granite State League or NHAHA includes associations throughout New Hampshire. The league has tiers of play at each level based on the teams' relative competitiveness. GSL or NHAHA is KYHC's primary league.

**Article 3: Tournaments**

As mentioned above, travel teams that qualify, based on regular season standings, are entered into their respective league's state tournament. KYHC pays the entry fee for the tournament. Families are responsible to pay for travel, lodging and other expenses. In some cases, teams that win respective league state tournaments advance to regional and, perhaps, national tournaments. Teams that qualify for State, Regional, Sectional and/or National tournaments MUST attend. In addition, teams may attend additional invitational tournaments. Which tournament to attend is a decision made by the coaches. KYHC will cover the entry fee for the invitational Tournaments up to a dollar amount determined by KYHC Board of Directors, based on the season's approved budget. Any fees outside of the annual budgeted amount will need to be paid for by the players' families.

**Article 4: Registration**

To register your child, please visit the KYHC Website Registration Link. Also, before your child can participate on the ice, they will need to be registered with USA Hockey. The registration fee will also need to be paid at the time of registration.

**Article 5: Evaluations**

First and foremost, it is expected for all 10U-14U players to fully participate in the evaluation process. To register for evaluations, the player's family must be in good standing with the club (no outstanding debt and all paperwork and evaluation fees turned in as requested). Mandatory evaluations will be in March for the following season for the age-appropriate team. All interested players must register and pay a \$250 non-refundable evaluation fee due in advance to KYHC, which is applied toward the following season's tuition if the player commits. There will be no less than two on-ice evaluations per age level (more may be added based on number of registrants). Registration is also required through USA Hockey on an annual basis prior to first scheduled ice time. Players are not allowed on the ice until KYHC has received their USA Hockey Registration. The fee for this is paid by the member. Players will be evaluated by unbiased, anonymous evaluators, based off of a points system.

Players who do not evaluate for extenuating circumstances, examples such as a player being new to the area, will be automatically placed on the lowest-level age-appropriate team or be recommended as a development player to start the season, once a \$250 payment has been applied.

Players who were injured at the time of evaluations and late registrants, who did not participate in evaluations, will receive an on ice evaluation at the start of the next season and be placed on a team.

Players who do not display prerequisite skills outlined by USA Hockey's skill progressions manual are not guaranteed placement on a team. However, these players may be offered a development player position at a discounted price. Development players will participate in one skills practice a week at their age-appropriate level. Communication between the coaching committee and evaluators will determine if the prerequisite skills are met during the evaluation process. This will be communicated to the families, by the coaching director. Please see USA Hockey skill progressions for youth hockey on their website for more information.

#### **Article 6: Previous Coaches' Written Evaluation**

All players from KYHC will be evaluated on an ongoing basis by their coaches. These evaluations will be used to rank the players based on skill, effort, coachability and potential. In the case of players who are new to the club, efforts will be made to get input from previous coaches.

#### **Article 7: Player Placement**

KYHC makes every effort to place players on the most appropriate teams. A committee, led by the Coaching Director and made up of coaches at the applicable age levels, will oversee player placement. Placement will be announced on the KYHC website as soon as possible after the on-ice evaluations-ideally immediately-but no later than 2 weeks after the evaluations have been completed. Once placed on a team, a commitment window will open from April 1st to April 10th. During that timeframe, the players can accept the placement by registering their USA Hockey number and a \$250 commitment fee, which will be credited toward their tuition. If, after 10 days, the player has not made a commitment to the club, KYHC will drop the player from the roster and offer the spot to another player.

Variations from these stated player placement and player movement policies must have the approval of the Board of Directors. Mandatory evaluations for age-appropriate teams (10U-14U), excludes 8U and under. 8U will be separately evaluated under the 8U director in the Fall. There will be no petitioning for players to play at an age level outside of their age group. This aligns with USA Hockey standards. KYHC will pick the team based on evaluations then select the coaches.

It is the belief of the KYHC Board of Directors that players should be assigned to teams at their age level based on USA Hockey guidelines. USA Hockey rules do not permit players to play in an age group younger than that in which they are eligible, so on travel teams, "playing down" is not an option.

### **Article 8: Team Size and Composition**

Composition of teams will be determined by Board's best projection of demand, based on the number of registrants at the time of evaluations. Teams may be added or disbanded at any point. In season, teams will consist of a number of players as outlined by NHAHA and USA Hockey. At no time should teams at the same age level have a numerical discrepancy of greater than three players.

### **Article 9: Tuition**

Tuition is set annually by the Board of Directors. Changes in tuition are based on modifications to our programs and/or changes in costs. Tuition invoices are sent to members via email through Sports Engine. Once placed on a team, a player has 10 days to accept the placement in the form of a \$250 Non-Refundable Commitment fee. This fee is applied toward tuition. If the commitment fee is not received by its due date, the player will be dropped from the team and the position will be offered to another player. Recurring tuition invoices will occur shortly after the commitment fee is collected. Any families with outstanding tuition for any player(s) will not be allowed to register or evaluate any players for the following season until all outstanding tuition is paid. Any discrepancies will be referred to the KYHC Treasurer. All players participating in practices and games are required to pay full tuition. There is no alternate player tuition discount.

All 10U through 14U players are required to have the tuition paid in full no later than October 15th. Players that have not fully paid tuition by October 15th will not be permitted to participate in any KYHC activities until they comply. 16U/18U players are required to have the tuition paid in full no later than September 1st. Players that have not fully paid tuition by September 1st will not be permitted to participate in any KYHC activities until they comply.

### **Article 10: Tuition Refunds**

Once a player has paid the commitment fee, they are considered members of the team for the following season and will not be granted releases to other clubs unless tuition is paid in full. Extenuating circumstances may be brought to the Board in writing and will be considered on a case-by-case basis. Due to seasonal planning deadlines, tuition is not refundable. Refunds may be requested in the case of serious injury or other rare circumstances, by making a formal written request to the KYHC Treasurer, which will address these requests on a case-by-case basis. No refunds will be given to any player who has been suspended.

Only players who are unable to participate in all hockey activities (practices and games) for a minimum of 8 consecutive weeks are eligible by request for a refund. All requests for refunds due to illness and injury must be accompanied by a signed doctor's note which indicates how long the player will be unable to participate. The President, Treasurer and Registrar make up the Finance Committee. The President may appoint another board member to fill in for a finance committee member in the case of any conflicts of interest or a perceived bias.

The actual refund will be calculated once the player returns to playing. If the illness ~~of~~ **or** injury is season-ending, the refund will be calculated upon submission of the doctor's note verifying that the injury will prohibit the player from playing for the remainder of the season.

**Article 11: Financial Aid**

Families who may be experiencing financial hardship should reach out to the KYHC Treasurer, in writing, for financial aid consideration. Full scholarships will not be considered. Financial aid will be at the Board's discretion.

**Article 12: Payment Plans**

Members, 10U and up, will receive a monthly invoice through Sports Engine until their balance is paid in full. Members are encouraged to make payments each month. Members who pay their tuition in full before August 31st will receive a 5% discount.

8U members will pay the full amount of the session at the beginning of each session. Any concerns regarding tuition payments should be directed to the treasurer in writing.

**Article 13: Second and Third Player Policy**

- First Player: Full Tuition
- Second Player: 20% Discount
- Third and Beyond: 50% Discount

To receive the discount, please reach out to the treasurer with the player's names.

**Article 14: Goaltenders**

Tuition discount for up to two named goaltenders on any 12U, 14U and 16U/18U team will be evaluated and set annually by KYHC Board per the annual budget. The discount will be applied upon commitment to the players annual tuition invoice.

**Article 15: Equipment Requirements**

In order to participate in on-ice activities, KYHC players must wear approved hockey equipment, conforming to all USA Hockey requirements.

**Article 16: Player Ice Time Allocation**

The amount of ice time each player receives in a game is at the discretion of the head coach. It is understood that the head coach will be as fair and reasonable as possible in allocating ice time among players during games. Key factors that coaches consider in allocating ice time include: game situation, player effort, disciplinary problems, attendance and illness/injury. Head coaches are expected to rotate players, evenly, throughout the game. Additionally, attendance at practice is also critical in the coach's decisions about game situations and preparation. The coaching director will address any player time grievances as outlined below (see article 17).

**Article 17: Communication and Grievances**

Open and honest communication is paramount to the growth and success of the Keene Youth Hockey Club. Members of the Board of Directors are available to address any concerns or questions you may have about the program. Our coaches make themselves readily available to their players for issues they need to discuss.

Open and honest communication is paramount to the growth and success of the Keene Youth Hockey Club. Members of the Board of Directors are available to address any concerns or questions you may have about the program. Our coaches make themselves readily available to their players for issues they need to discuss.

The Board recognizes that from time-to-time issues do arise that need to be addressed to avoid future problems or conflicts. If there is a complaint, a member should wait to

communicate the complaint until 24 hours after it arises to ensure clear and level headed communication. The following procedure will be followed:

Step 1: Following the 24 hour policy, parents should feel free to contact the coach directly with concerns that they have, however parents absolutely should not approach the coach immediately before or after a practice or game unless there is a medical issue that must be addressed immediately. It is best that parents email the coach with concerns, so that the coach may consider the situation and respond in a thoughtful way, to avoid further misunderstandings or potential confrontations. Grievances regarding positions, linemates and game strategy should be emailed to the coach and coaching director to open the dialogue.

Step 2: If an issue still has not been resolved satisfactorily, parents should file a complaint with the coaching director. The complaint should be in writing to avoid any confusion about the issues. The coaching director will facilitate a meeting between all the interested parties, so that a resolution can hopefully be reached.

Step 3: If there is still no satisfactory resolution, the parents should file a written complaint with the Board of Directors, who will investigate and address the issue. Coming before the Board of Directors is the last step in the grievance process. Therefore, the decision of the Board must be accepted as final. Members who feel they have been wronged by Keene Youth Hockey Club should consult USA Hockey's Annual Guidebook, to consider other options that may be available to them.

#### **Article 18: Discipline**

As an affiliate member of USA Hockey, Keene Youth Hockey Club takes its relationship with USA Hockey and our affiliated leagues (NHAHA) very seriously and makes every effort to adhere to all of their prescribed policies. Incidents that violate policies, members' rights or are detrimental to the game are viewed unfavorably and are acted on expeditiously. KYHC follows discipline and dispute resolution procedures prescribed by the New England District and takes appropriate action against those who violate the Codes of Conduct or any other KYHC policies. Sanctions may include suspension or expulsion from the Keene Youth Hockey Club. Please refer to the USA Hockey Codes of Conduct and the Keene Youth Hockey Club Player Disciplinary Rubric below. Additionally, all spectators and family members attending any KYHC events are expected to adhere to the USA Hockey Codes of Conduct. A Code of Conduct pledges document will be signed annually by all players, coaches, and parents/guardians of a player. Any violation of the Code of Conduct will be reviewed by the Board and may result in removal from a team/club. (relocated from article 24)

Head Coaches are expected to carry out the first level of player discipline that may arise. Should the player infraction(s) exceed the coaches ability to intervene, the infraction(s) will be brought forth to the Board where a 2-3 board member disciplinary committee will be assembled to address the concerns brought forth using the Keene Youth Hockey Club Disciplinary Rubric as a guide.

#### **Article 19: Substance Use and Distribution Policy**

The Keene Youth Hockey Club does not condone the use or distribution of performance enhancing substances, legal or illegal. This includes substances that are perceived to enhance performance such as caffeine, smelling salts, or other substances. These types of

substances will not be administered, provided, or distributed by any KYHC coach, board member, or player. Violation of this policy will result in disciplinary action up to and including dismissal from the Keene Youth Hockey Club.

**Article 20: Becoming a Board Member**

Any person who shows interest in joining the board should write a letter of interest to the president.

**Article 21: Board Committees**

The Board will assemble the following committees, as necessary, throughout the year:

**Finance Committee**

The finance committee will be responsible for creating the annual budget and support the treasurer throughout the season as financial scenarios arise.

**Fundraising Committee**

A fundraising committee may be assembled to explore fundraising opportunities.

**Coaching Committee**

A coaching committee, made up of the Board Coaching Director, a minimum of one head coach from each age level and the Girls' Development Coordinator, will meet pre-season, mid-season, and post-season to discuss programming needs.

- a. Recruits and interviews prospective coaches.
- b. Outlines expectations, qualifications and skill sets for Head and Assistant Coaches for the following season.
- c. Schedule and arrange tryouts evaluations, assembles evaluation data, and recommend teams for the upcoming season, including roster limits.
- d. Reviews requests and recommendations to move a player between divisions based on team needs, skill level and preparedness of the player.
- e. Coaching Committee will bring feedback and concerns to the Executive Board

**Governance Committee**

At least once a year a governance committee will assemble to review and update policies and by laws. Throughout the year, the committee will be recruiting and onboarding prospective and new board members.

**Girls' Development Committee**

The girls' development committee will seek opportunities for scrimmages and games, collaborate with other organizations for networking opportunities, and continue to work on expanding the girls' programming.

## Ordering Committee

The vice president may assemble a committee of up to three (3) board members to assist in ordering of jerseys, apparel, and equipment.

## **Article 22: Financial Policy**

All income shall be placed in a common association treasury. Disbursements of funds shall be authorized by the Board of Directors of the association.

### 1. Fiscal Management

a. The Finance Committee shall prepare and the Board shall adopt prior to March 1, an estimated annual budget for the upcoming hockey season.

Included in this Annual Budget shall be the following:

The estimated cost of operating the Organization for the hockey season and the projected revenues, including an estimated annual tuition payment for each player participating in the Organization's Programs and a proposed fundraising goal.

b. The President and the Treasurer have the power to expend the Organization's funds, provided such expenditures are consistent with the Annual Budget and other motions approved by the Board. The Treasurer shall report on expenditures made by the Organization to the Board at each regularly scheduled Board meeting.

c. The books and accounts of the Organization shall be kept under the direction of the Treasurer. At the request of any Director, the Treasurer shall produce for review the books and financial records of the Organization within seven days of the request.

d. At the close of each Fiscal Year, the books and records of the Organization shall be examined, reviewed and, if requested by majority of the Board, audited by an independent audit by a certified public accountant of the Board's choosing.

e. The President of the Organization shall require the Treasurer to annually prepare a full and correct statement of the financial affairs of the Organization for the preceding Hockey Season, which upon completion shall be submitted to the Board and thereupon placed in the official records.

### 2. Tuition Collections

a. Estimated tuition amounts will be established and communicated by March 1st on the Organization's website.

b. Final tuition amounts, and schedules will be established by the Board of Directors following the receipt of ice contract cost and league costs for the upcoming season. If the amounts or schedule differ from the preliminary figures, these changes will be communicated by the Board of Directors to the members

## **Article 23: Teams, Coaches, and Volunteers**

### 1. Certifications and Background Checks

a. KYHC Coaches, Team Managers and on-ice practice volunteers will have a background check and Safesport Screening in accordance with USA Hockey requirements. All rostered KYHC Coaches will complete training and obtain certification for their respective positions in accordance with USA Hockey requirements.

b. KYHC Coaches, Team Managers and all Volunteers must be USA Hockey SafeSport Certified.

### 2. Coaching

a. All KYHC Head Coaches will be recommended by the Coaching Director and approved by the Board of Directors prior to the beginning of the season. All assistant coaches will be selected by head coaches (maximum of 3 assistant coaches per team) and approved by the coaching director.

b. Any interested prospective coach will write to the coaching director to express interest in coaching in the club. The coaching director will then engage in conversation with the prospective coach to see if it's a good match for the program.

## **Article 24: Locker Room Policy**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to Keene Youth Hockey Club's goals. Keene Youth Hockey Club 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, Keene Youth Hockey Club has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Keene Ice there are four locker rooms available for our program's use. Each of the locker rooms share a restroom and shower area with another locker room. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. Upon arrival at game and practice locations, coaches or designee will inspect locker rooms and facilities for safety, damage, and any other areas of concern and immediately report any concerns to the facility's management. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

## Locker Room Monitoring

Keene Youth Hockey Club has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

## Parents in Locker Rooms

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

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

## Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, Keene Youth Hockey Club will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. Coaches will ensure the locker room is clear before the next gender enters to get dressed. There will be a SafeSport certified locker room monitor for each gender during times of dressing. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

## Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Prohibited Conduct and Reporting Keene Youth Hockey Club 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 Keene Youth Hockey Club 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 violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

Keene Youth Hockey Club Player Disciplinary Rubric		
Level 1	Players are participating in practices and games appropriately and adhering to all KYHC and USA Hockey Codes of Conducts.	No disciplinary action is needed.
Level 2	Players are displaying and needing redirection on the following behaviors: <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Increased Minor and Major Penalties in Game Play</li> <li>• Ongoing Verbal Conflict with Teammates</li> <li>• Insubordination</li> <li>• Cell Phone Use in Locker Room</li> </ul>	<ul style="list-style-type: none"> <li>• The first response is for the head coach to have a meeting with the player and parents to remind the player of practice and game expectations.</li> <li>• If the behavior continues, the coach may implement benching a player for shifts, periods, or up to one full game.</li> <li>• Should the behavior continue on, there will be a meeting with the player, coach, family, and coaching director or disciplinary committee to establish further consequences up to a 3 game suspension.</li> </ul>
Level 3	Players are displaying and needing redirection on the following behaviors: <ul style="list-style-type: none"> <li>• Locker room theft, bullying, harassment, or hazing.</li> <li>• Racial Slurs Corroborated by a Witness or Heard on Auto/Video Recording Devices</li> <li>• Destruction of Property</li> </ul>	First Offense: <ul style="list-style-type: none"> <li>• Automatic player, parent, coach, and board disciplinary meeting regarding the infraction.</li> <li>• SafeSport Report and Investigation</li> <li>• Automatic suspension ranging from 3 games to 30 days depending on the infraction.</li> </ul>

		<p>Second Offense:</p> <ul style="list-style-type: none"> <li>● Review of incident by board disciplinary committee.</li> <li>● Automatic player, parent, coach, and board disciplinary meeting regarding the infraction.</li> <li>● Extended player suspension or expulsion will be considered.</li> </ul>
<p>Level 4</p>	<p>Players are displaying and needing redirection on the following behaviors:</p> <ul style="list-style-type: none"> <li>● Physical or Sexual Assault towards anyone including but not limited to: players, coaches, referees (includes game play, and on/off ice altercations).</li> <li>● Substance Use (see article 19 of KYHC policies).</li> </ul>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>● SafeSport Report and Investigation</li> <li>● Review of incident by board disciplinary committee.</li> <li>● Extended player suspension or expulsion will be considered.</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>● Expulsion from Keene Youth Hockey Club</li> </ul>

\*Behaviors not mentioned in the above rubric will be brought to the Board discipline committee for review and an action plan will be created on an individual basis.