



**San Diego Saints Ice Hockey  
Program & Association**

**CODE OF CONDUCT**

## **Coaches/Volunteers Code of Conduct**

- All Saints coaches should read and be familiar with the USA Hockey Coaching Code of Ethics booklet.
- All coaches and volunteers will adhere to the Rules and Regulations of USA Hockey as well as our local affiliates.
- All coaches and volunteers are required to maintain the appropriate credentialing to coach – season to season
- All coaches and volunteers MUST successfully complete Safe Sport Training and keep it current.
- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of the players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players, publicly; learn to be a more effective communicator and coach.
- Be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents.
- Be concerned with the overall development of your players.

## **Parents Code of Conduct**

- Do not force your children to participate in sports but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.

- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort both in victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice -- it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey -- and volunteer.
- Saints Hockey Club has a no-tolerance rule concerning abuse of coaches, teammates, officials, parents or opponents. We realize games are important, but don't get carried away. Please do not put the board in a position to have to discipline you or your child.

## **Players Code of Conduct Guide**

- Play for FUN.
- Work hard to improve your skills.
- Be a team player -- get along with your teammates. Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport. Be a GREAT TEAMMATE.
- Respect your teammates, your parents, opponents, and officials.
- Never argue with an officials decision.

## **Spectators Code of Conduct**

\* CLASS - SOPHISTICATION – HUMBLENESS ...

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

## **ADDITIONAL PLAYER, PARENT, COACH, AND SPECTATOR CONDUCT GUIDLINES**

Players, parents, coaches and spectators are required to maintain a sportsmanlike atmosphere before, during and after all Junior Saints Hockey Association events, and to adhere to USA Hockey's Zero Tolerance Policy (below).

### **The following actions are specifically prohibited:**

- 1) verbal or physical abuse of a player, coach, official, parent or spectator on the ice, in the locker room, or in common areas
- 2) objectionable or offensive behavior, including obscene or vulgar language or gestures

- 3) no one should taunt players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence
  - 4) making sounds which can be mistaken for those of the game officials
  - 5) damaging property: violators will be held accountable for damages and consequences as dictated by local authorities, and will be referred to the Saints Hockey Club Rules and Disciplinary Committee
- Only authorized coaches/volunteers are allowed to enter the bench/ dressing room area(s).
  - On-ice officials have the authority to suspend game play, remove disruptive participants, and assess penalties when inappropriate behavior occurs.
  - League parents are not allowed in the locker room except when permitted by the coach.
- \* *The Saints Hockey Club reserves the right to suspend a player, if necessary, for repeated or dangerous misconduct by the players' parent.***

## **GENERAL GAME PHILOSOPHY**

Saints Hockey Club's philosophy is to allow coaches to develop their teams and utilize players according to their philosophy of hockey, while satisfying general guidelines, as follows:

*\* Parents should keep in mind that it is not possible for coaches to keep track of the exact number of shifts and minutes of ice time afforded each player during a game.*

1. Saints Travel Teams - due to the more competitive nature of the game at these levels, will have more flexibility in the use of players and distribution of ice time. Every effort will be made to provide fair and reasonable ice time to each player during each game, particularly at the B and BB levels.
2. On AAA, AA and A teams, coaches will have discretion to choose the players that best fit game situations. Every effort will be made to provide the appropriate game ice to each player. Equal shifts and ice time are not guaranteed at these levels.
3. At all levels, coaches may withhold game ice time from players for disciplinary reasons (i.e. disruptive behavior, conduct which could lead to injury, or as a teaching tool). Unexcused absences at practices and games may also result in loss of ice time.

## **SAINTS HOCKEY CLUB - CORE VALUES**

The following core values of USA Hockey are adopted by the Saints Hockey Club to guide the association's members in their planning, programming and play, now and in the future.

**Sportsmanship** -- Foremost is to learn a sense of fair play. Become humble in victory, gracious in defeat, and foster friendship with teammates and opponents alike.

**Respect for the individual** -- Treat all others as you expect to be treated.

**Integrity** -- Foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

**Pursuit of excellence at the individual, team and organizational levels** -- Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

**Enjoyment** -- It is important for the hockey experience to be fun, satisfying and rewarding for all participants.

**Teamwork** -- We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

## **THE ORGANIZATION'S PURPOSE**

The Saints Hockey Club's primarily exists to operate a youth/adolescent ice hockey program for the Greater San Diego District, as defined by SCAHA and CAHA.

### **The SAINTS HOCKEY CLUB'S purpose:**

- develop character, sportsmanship and physical fitness among its participants
- promote, encourage and improve the standard of amateur ice hockey
- provide an environment for instruction of hockey-related skills and concepts
- provide multilevel, recreational-to-competitive opportunities to play hockey with the intent of instilling the ideals of fair play, respect, honesty and teamwork.

## **RESPONSIBILITIES OF TEAM MANAGER**

All teams are required to have a Team Manager. The Team Manager will be one of the parents, stepparent(s) or guardians of the skaters rostered on that team. Team Managers provide a vital communication link between the Saints Hockey Club and the parents. The Team Manager's point of contact with the Saints Hockey Club is the Director of Coaches/ Director of Hockey. The Team Manager serves as the team's coordinator for events such as team voting, tournaments, pictures, etc.

Team Managers will represent their respective team(s) as a member on our board of directors committee from the beginning to the end of each regular season.

If a Team Manager is deemed unfit or is unable to maintain their responsibilities to either their team, the Saints Hockey Club, or both - he/she will be removed from their position by the Director of Coaches / Director of Hockey.

### **Team Manager Responsibilities:**

- 1) Promptly reports any violation of the Saints Hockey Association's code of conduct by a coach, player, parent, or spectator to the Director of Coaches / Director of Hockey for the Saints Hockey Club as specified in these guidelines.
- 2) Coordinates and obtains officials for practice exhibition games and tournament games.
- 3) Distributes and collects Saints Hockey Club jerseys and paraphernalia for their team.
- 4) Distributes Saints Hockey Club information such as ice schedules, fundraisers, picture schedules, etc.
- 5) Assists their team in selecting timekeepers and scorekeepers for ALL home games.
- 6) Organizes a phone tree or phone committee and email list to aid coaches in quick distribution of information (i.e. canceled practices or extra games).
- 7) Obtains travel permits for league teams when traveling to a destination beyond SCAHA/ CAHA jurisdiction.
- 8) Collects and manages team funds necessary for tournaments, travel permits, year-end parties, pin exchanges, etc. This includes the travel fee immediately payable by each player upon team placement.
- 9) Organizes the team for team pictures.

- 10) Organizes any "off ice activities" for the players and/or parents, (i.e. year-end banquet.)
- 11) Collects information related to awards.
- 12) Writes articles for the newsletter, as requested. Year-end articles usually include team statistics, individual statistics, season anecdotes, tournament information and season travels.

## **SAINTS TRAVEL TEAMS**

Players who are placed on Mite, Squirt, PeeWee, Bantam, or Midget travel teams pay an individual travel team fee immediately upon placement, which are collected and managed by the Team Manager.

It is possible, that over the course of the season, the actual travel expenses and fees will exceed the amount initially collected for this fund. The team remains responsible for these costs.

Players who seek placement on Saints teams must be willing and able to travel to out-of-town tournaments with their teams, as dictated by the team parents and Saints Hockey Club policy. In order to be considered NON-SCAHA event, the game(s) must be a non-regular season game. Any League Game played at another SCAHA /CAHA venue is considered travel, UNLESS OTHERWISE MENTIONED or CONFIRMED PREVIOUS TO THE GAME BEING PLAYED.

Promptly upon team formation, the Team Manager or Coach will call a parent meeting for the purpose of making tournament selections. Since many out-of-town tournaments fill up, or have submission deadlines prior to team formation, Saints Hockey Club coaches are authorized to register their teams before the first parent meeting. For events that require travel "out of state" a team meeting is required before a commitment is made. Once the team is in a minimum of 2/3 agreement – then the team can move forward with registering the team.

Ordinarily, travel decisions are reached by a majority vote of team parents conducted by secret ballot. If the trip is over 300 miles, a 2/3 majority vote of the entire team's parents is required. All out-of-town games and tournaments must be approved by the Head Coach and voted on by the parents. If the Coach chooses not to travel, he designates a substitute coach with the Director of Coach's approval.

If the full team does not travel, the team is allowed to add players in order to complete the roster for that trip only, ONLY once being approved by the Director of Coaches/ Director of Hockey. This must be done under USA Hockey guidelines, and can not be done at the sole discretion of the Coach or parents. Substitute players must pay their share of tournament expenses.

Players that chose not to participate in team events/tournament will not be provided releases to play in other events during the same time.

At the AAA, AA level, A level, BB level, and B Level teams will travel to tournaments and other exhibition game ONLY once a team member vote has been held. The only exception is when the coach has approved additional travel and all parents vote unanimously to exceed the limit. In the case of non-unanimous votes, a majority of the team can travel at their own expense. Players not traveling need not bear any expenses.

*Parent coaches are not reimbursed for their travel expenses. Non-parent coaches are reimbursed by the team for actual expenses incurred, including gas, midsize car rental (if traveling by air/train), airfare, and hotel. Meal expenses will not be reimbursed.*

Coaches will be reimbursed as if traveling by the means common to the majority of the team. Should the Coach choose to fly when the team drives, the Team Manager will compute a reasonable expense equivalent for driving.

## **TRAVELING AWAY TO EVENTS/TOURNAMENTS**

Players that chose to participate in events that require travel to events outside of set league schedule(s) – tournaments are required to abide by the Rules and Regulations of the tournament and our Club Policies and Procedures as they pertain to Code of Conduct, travel requirements/chaperones/ chaperoned players. This refers also to all Saints coaches and volunteers.

Coaches and volunteers are asked to complete Safe Sport Training – as per the direction of USA Hockey.

Players that are being asked to be chaperoned – must complete the USA Hockey Waiver of Liability and Indemnification form before leaving. (Refer to Appendix A)

Players that are being asked to be chaperoned – must complete the USA Hockey Consent to Treat form (Refer to Appendix B).

On special occasions - Some teams may create specialized team protocol/authorizations forms on a situational basis – only with the approval of the Director of Coaches and/or Executive Director.

- When possible, The San Diego Saints Hockey Club will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within The San Diego Saints Hockey Club or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- The San Diego Saints Hockey Club will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team

travel chaperones. The San Diego Saints Hockey Club will make efforts to provide adequate supervision through coaches and other adult chaperones. The San Diego Saints Hockey Club will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players. Unless the player is related to the parent.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Should a player/parent violate any team rules and regulations that are outlined by the San Diego Saints Hockey Club and USA Hockey or should the player/parent be deemed overly inappropriate – the player/parent will be sent home immediately at the cost of the family/guardian. The player/parent will be required to pay their portion of trip's budget.

## **DISCIPLINARY RULES & PROCEDURES**

The Saints Hockey Club is a self-governing organization and will attempt to internally resolve all concerns and disputes among its members, parents, players, coaches and officials. To facilitate the efficient resolution of issues and disputes, these procedures must be followed:

- 1) **Coaching Matters** -- All matters involving coaches, the conduct of coaches at games or practices, issues regarding the usage of players or ice time, must first be referred to the Director of Coaches - for consideration and possible action.
- 2) **Non-Coaching Matters** -- All other matters involving the conduct of members, players, parents, or officials of the Saints Hockey Association must be referred to both the Director of Coaches and the Rules and Disciplinary Committee. Such matters will be brought to the Saints Hockey Club Disciplinary Committee for consideration and possible action.

- 3) If the Director of Coaches, or the Team Manager part of the issue or a party to the dispute, the matter must be referred to both the President and the Board of Directors for the Saints Hockey Club.
- 4) If, after referring a Coaching or Non-Coaching matter to the proper authority as set forth above, the member, parent, player, coach or official still feels the matter has not been resolved, they may make a written appeal to the Saints Hockey Club's Board of Directors for resolution of the matter. The decision of the Board will be final.
- 5) Any further arbitration the parties feel is necessary is available through USA Hockey pursuant to USA Hockey By-Laws, Article F.

**Team Managers ARE REQUIRED to contact and report any instances to the Director of Coaches / Director of Hockey under the following circumstances:**

- 1) When a player, parent or coach has been ejected from a game on more than one occasion;
- 2) When a player, parent or coach violates the rules of conduct;
- 3) Where significant discipline has been imposed on a player by the team's coach;
- 4) When discipline previously assessed against a player by the team's coach has not caused that player's conduct to improve;
- 5) Whenever the Team Manager deems a referral appropriate.

Team Managers may personally contact the Director of Coaches / Director of Hockey. The Director of Coaches keeps the Saints Hockey Club regularly informed of disciplinary action taken by the coaches against players, or by himself against a coach.

## **SAINTS HOCKEY CLUB DISCIPLINARY COMMITTEE**

The Saints Hockey Club's Disciplinary Committee is appointed by the Saints Board of Directors, approved by the Board, and remains intact throughout the season. This committee is chaired by the Saints Board of Directors and meets as necessary. During these meetings, the committee privately hears the argument at hand. The Saints Board of Directors will appoint a committee member prior to the hearing, to inquire about the incident, and to invite any witnesses (other than the accused) to enlighten the committee. If the accused pleads "no contest", he must still appear before the committee.

The Saints Board of Directors and/or the Saints Board of Directors Committee is authorized to investigate and assess discipline whether or not a matter has been brought directly to the Saints Board of Directors attention by means of a formal complaint or report.

**A majority vote of the Disciplinary Committee is required to dictate one of four actions:**

- 1) Dismissal of the issue
- 2) Probation (this is not an option if the individual is before the committee for the second offense of the same nature)
- 3) Suspension and length of suspension, commensurate with infraction
- 4) Recommended expulsion by the Board of Directors (only in extreme cases, multiple disciplinary actions, or non-payment.)

Whenever possible and appropriate, discipline will be progressive, however the Saints Hockey Club may assess any level of discipline deemed appropriate in a particular situation. A recommendation for expulsion requires a review of the incident by the Saints Hockey Club Board of Directors. A two-thirds vote of a quorum of the Directors present of the Saints Hockey Club Board of Directors will be required to expel a member.

After the Disciplinary Committee reaches a decision, a letter entitled "notice of disciplinary action" is issued from the Saints Board of Directors to the last known address of the individual being disciplined, informing him of the decision reached. Ordinarily, the decision of the

Disciplinary Committee is effective immediately, even if an appeal is subsequently filed. (Expulsion requires a hearing of the Board and therefore, cannot be immediate. See above.)

## **APPEAL PROCESS**

Appeal of Disciplinary Committee-imposed discipline is not automatic. Those wishing to appeal discipline imposed against them must file a written Request for Appeal with the Director of Hockey/ Director of Coaches and the Saints Board of Discipline and Review within five (5) days of the date of the notice of disciplinary action letter, requesting a meeting before the Saints Hockey Association Board of Directors.

The board will meet with the appellant within ten (10) days of the receipt of the request for appeal, provided that this time limit can be extended by the board at its discretion. This meeting will be informal, and the board may receive whatever information it deems helpful or relevant.

Thereafter, the Board will make its final decision. Discipline held in abeyance pending appeal will take effect immediately upon the issuance of a Board decision in favor of discipline. At the time of its final decision, the full Board may revise or modify discipline previously recommended or assessed by itself, the Director of Coaches, or the Saints Hockey Club Discipline and Review Committee.

Further appeal is allowed through the SCAHA Rules and Disciplinary Committee.

The Disciplinary Committee has the right to suspend any player, parent or coach from attending SCAHA/CAHA functions for violations of Saints Hockey Club By-Laws, rules and regulations, or policy. All coaches, team managers and parents are strongly urged to address problems or complaints as soon as possible.

## **PROHIBITED CONDUCT AND REPORTING**

The San Diego Saints 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 The San Diego Saints Hockey Club may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.



**Appendix B**



**USA Hockey  
Consent To Treat/Medical History Form**



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

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

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Parent/Guardian/Adult Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Excess accident insurance up to \$50,000, subject to deductibles, exclusions and certain limitations, is provided to all USA Hockey registered team participants. For further details visit usahockey.com or contact USA Hockey at (719) 576-USAH.

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Hospital of Choice: \_\_\_\_\_

**COMPLETION OF MEDICAL HISTORY INFORMATION BELOW IS OPTIONAL**

**MEDICAL HISTORY**

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Head Injury<br><i>(concussion, skull fracture)</i> | <input type="checkbox"/> Asthma              | <input type="checkbox"/> Allergies _____ |
| <input type="checkbox"/> Fainting spells                                    | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Diabetes        |
| <input type="checkbox"/> Convulsions/epilepsy                               | <input type="checkbox"/> Kidney problems     | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Neck or back injury                                | <input type="checkbox"/> Hernia              | _____                                    |
|   | <input type="checkbox"/> Heart murmur        | _____                                    |

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

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

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

Has a doctor placed any restrictions on your activity?  Yes  No If yes, please explain on back.



# 2021-22 Code of Conduct Agreement

After reviewing this document, I agree to uphold the Rules and Regulations stipulated to the best of my ability. Should, I not be able to uphold these Rules and Regulations I agree to face the consequences of my actions – possible expulsion from the San Diego Saints Hockey Program.

Should you have any questions or concerns, please feel free to contact Jason Galea – Executive Director.

\_\_\_\_\_ (Parent / Guardian) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Parent / Guardian) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Player) \_\_\_\_\_ (Date)