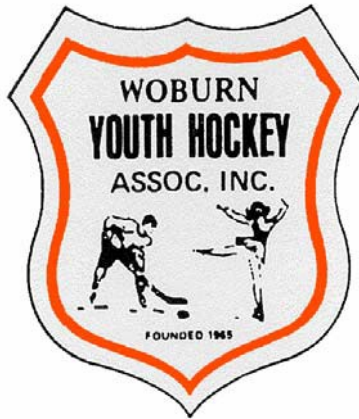


WOBURN YOUTH HOCKEY



RULES AND POLICIES MANUAL

Revised January, 2016

Table of Contents

1.0 EQUAL ICE TIME POLICY..... 1

2.0 DISCIPLINE POLICY 2

3.0 APPOINTMENT OF COACHES 4

4.0 AWARDS POLICY 5

5.0 LEAGUE PLAYOFF POLICY 5

6.0 RESIDENCY POLICY 5

7.0 ACCIDENT/RETURNING TO PLAY FROM INJURY POLICY 6

8.0 SUBSTITUTION OF ABSENT PLAYERS 6

9.0 TRYOUT POLICY 8

10.0 FUND RAISING POLICY 11

11.0 BILLING POLICIES..... 12

12.0 CREDIT & REIMBURSEMENT POLICY 14

13.0 NECK PROTECTION POLICY 14

14.0 EQUIPMENT POLICY 15

ATTACHMENT A – GAME INCIDENT FORM..... 16

1.0 EQUAL ICE TIME POLICY

- 1.1 During League (Middlesex, Valley, Dual State, City) games, regular tournaments (Garden City, Cranberry, Cherry Tree, etc.) and Canadian Exchange games, all players will receive equal ice time until the final two minutes of the third period or any subsequent overtime periods.
- 1.2 During District Playdown, State Tournament, Regional Tournament, and National Tournament games, the equal ice time rule will be suspended for the entire third period and any subsequent overtime periods.
- 1.3 The equal ice time rule may be waived due to disciplinary reasons, illness, injury or other absence.
- 1.4 Goaltenders must see equal ice time over a two or three game period. However, coaches are not allowed to designate one goaltender to play in one league and the other to play in the other.
- 1.5 City League is to have equal ice time at all times during Tournament and regular Season games. This will include 3rd periods and any O.T. periods. This is if a team has enough players for 2 lines so there will be no need for double shifting.

2.0 DISCIPLINE POLICY

- 2.1 Any time a player or coach receives a game, gross or match misconduct penalty, the head coach of the team is responsible for filing an Incident Report (Attachment A) with the Chairman of the Coaches & Discipline Committee within 48 hours of the incident.

Form to be submitted to coaches_discipline@woburnyouthhockey.org and/or a hard copy placed in the Chairman of the Coaches & Discipline Committee mail box located in the office at the O'Brien Rink. Blank copies of the form are available in the office of the O'Brien Rink.

- 2.2 Any player or coach who receives more than one game, gross or match misconduct penalty in the same season will be called to a hearing in front of the Coaches & Discipline Committee.
- 2.3 Any other incidents brought to the attention of the Board of Directors may be investigated by the Coaches & Discipline Committee.
- 2.4 All decisions of the Coaches & Discipline Committee may be appealed to the Board of Directors.
- 2.5 Any player, coach, parent or other member of WYH who conducts themselves in any manner detrimental to the policies of this organization shall be subject to a suspension to be determined by the Board of Directors.
- 2.6 Complaints about team coaches will be brought to the attention of the WYH Coach's & Discipline Committee. If the WYH Coach's & Discipline Committee is unable to rectify the complaint, it may then be brought to the Board of Directors. All complaints shall either be in writing and signed or presented in person before the Board of Directors.
- 2.7 ALL members of the association are obligated to watch for safety violations at games, practices or any WYH event, and to notify the coaching staff, board members, skating rink staff etc. of any infractions.
- 2.8 Any coach who forgets he/she is coaching young boys/girls and loses control during or after a game/practice will receive a suspension. Any parent acting in the same manner may cause their son/daughter to be suspended from the program or other punishment levied as determined by the Coaches & Discipline Committee. Suspended coaches or players will not be allowed to participate in any WYH activity for a period of time so determined by the Board of Directors.

Coaches and parents should realize that the control of the players is their own responsibility.

- 2.9 Parents assume all responsibility for any damage caused by their child during any WYH activity.

Any malicious behavior could result in suspension and or dismissal from the program.

- 2.10 WYH players with other recreational commitments including other hockey or sports teams must make arrangements with their coach regarding missing games and practices. Excessive, unexcused absences are subject to disciplinary action.

Section 5, under Mass Hockey rules will be adhered to by WYH. However, on the first occasion of a WYH player missing a Woburn game due to a conflict with another team, the player may receive up to and not to exceed a 1 game suspension. On the second occasion, the player may receive additional discipline which will not exceed a 3 game suspension. On the third occasion the player will be subject to further disciplinary action at the discretion of the disciplinary committee and or the board of directors. These actions are at the discretion of the team head coach and must be reported to the Disciplinary Committee. An exception to this rule will be players participating in the annual Lake Placid/Can Am tournament. Additionally, this rule does not apply when there is a conflict between a WYH make-up game and a Select game.

Any and all punishment will be distributed equally to all offenders

- 2.11 Discipline regarding the conduct of players shall be left to the discretion of the Team Coaches but will be limited to a maximum of a one game suspension for each offense. Any further action will require approval of the WYH BOARD OF DIRECTORS.

If the next game for that team is in another league and the second game is in the league where the penalty was received, the player will service the suspension two consecutive games.

If scheduling does not permit serving the penalty the next two consecutive games, the player will serve the suspension the next USA sanctioned game for that team, and the next game within the league that the penalty was received.

If that team participates in only one league, the player will serve the suspension during the next two consecutive games for that team.

"That team" implies the team roster as submitted to the league(s) in which that team participates. Submitting a separate roster to participate in a non-state tournament or participation in a select team is a different team. Suspensions must be served with the team in which the penalty was received.

- 2.12 WYH will hold the conduct of our youth to the highest standard of conduct, including USA Hockey, Massachusetts Hockey, League Rules as well as those adopted by WYH.

The Head Coach and the Players Representative will determine the highest standard at the beginning of each season. Coaches are required to follow the standards as communicated.

3.0 APPOINTMENT OF COACHES

- 3.1 All coaches are appointed for one season.
- 3.2 All applicants must complete a Coaching Application Form and a CORI form.
- 3.3 All head coach applicants will be interviewed by the Coaches Committee.
- 3.4 The Coaches Committee will make recommendations to the Board of Directors. The Board must approve all coaching positions.
- 3.5 All Coaches shall complete all U.S.A. Hockey and Mass Hockey requirements by December 31. Any Coach that does not complete these requirements will be removed from the bench until all requirements have been met.

Coaches that fail to complete all requirements will not be allowed to coach the following season until such time all requirements have been complete and documentation presented with a completed coaches application and CORI form.

All fees associated with completing the coaching requirements are reimbursable by written request to the Coaches & Discipline Chairperson.

- 3.6 As required by USA/Mass Hockey, spring Tryout Coaches must complete all paper work by September 1st.
- 3.7 Coaches may be listed on multiple rosters however only be allowed to be the head coach of one team per season.
- 3.8 Coaches may allow other WYH Players onto their own practice ice at his/her discretion.

4.0 AWARDS POLICY

- 4.1 Any team that wins either league, District 9, or makes the State Finals will be presented awards at the annual awards night banquet. Woburn Youth Hockey reserves the right to host (2) awards night banquets based upon the number of participants.
- 4.2 Any team that makes the State Finals will be awarded jackets. The stipend allotted for jackets must be approved by the Board of Directors.
- 4.3 The awards night committee may present any other awards deemed appropriate (i.e. good sport awards, etc.)

5.0 LEAGUE PLAYOFF POLICY

- 5.1 Woburn Youth Hockey Coaches that do not want their team to participate in League Playoffs, do not have to. The Coaches must submit in writing by Feb 1 to the appropriate League Coordinator that they do not wish to participate in the League Playoffs. The League Coordinator will forward the Request to the proper League.

6.0 RESIDENCY POLICY

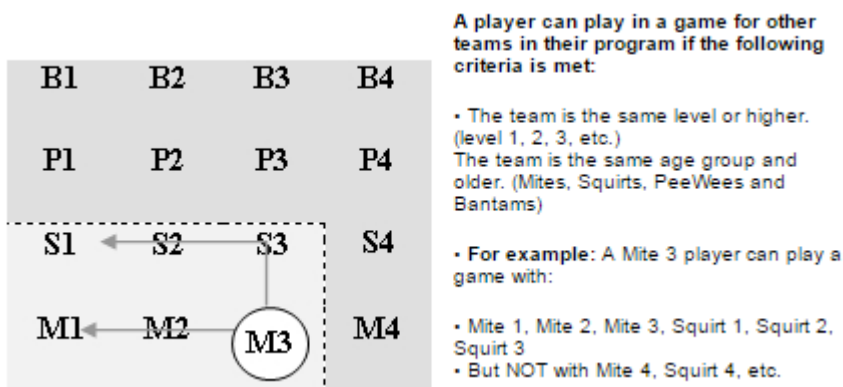
- 6.1 All registrants must be residents of the City of Woburn giving their correct age and address.
- 6.2 Any non-resident that starts in the WYH learn to skate program or cross ice program may continue to participate in WYH. These non-residents must obtain releases from their hometown program each year.
- 6.3 Anyone moving out of town will be allowed to continue to participate in Woburn Youth Hockey. If at any time a non-resident leaves the Program, any further participation is subject to the approval of the Board of Directors.
- 6.4 Non-residents may participate on a WYH team if there are no other WYH players to fill the roster. This will be determined by the BOD.

7.0 ACCIDENT/RETURNING TO PLAY FROM INJURY POLICY

- 7.1 Any time an injury occurs to a Woburn Youth Hockey player or coach during a game or practice, the head coach of the team is responsible for filing an incident report with the president within 48 hours of the accident.
- 7.2 Any player who is returning to skate from injury (hockey related or any other cause) that required a visit to an emergency room or Doctor's office must have a release form prepared and signed by a doctor. This form must be given to the coach and forwarded to a member of the Board of Directors before the player is permitted to skate in a game or practice.

8.0 SUBSTITUTION OF ABSENT PLAYERS

- 8.1 It is expected that the opportunity for substitution be offered equally among eligible and capable players.
- 8.2 When players are absent, a team may play with less than a full roster. This is the coach's decision.
- 8.3 However, whenever a coach decides to use a player from another team, in the absence of one of his own players, he must attempt to contact the coach and the division coordinator of the other team before contacting any player from that team. Players shall not be approached if that player's team has a conflicting game. Any player that agrees to play as a substitute player with a conflicting game will be removed from consideration for future substitution for the remainder of the season.
- 8.4 The player must be selected from the next lower level team within the same age bracket (Example: Pee Wee I must select from Pee Wee II, etc.). In the event the selected player is not interested or not available to play, the opportunity to play must be offered to each player on that roster. If there is still no one available, the selection must then be made from the next lower level in that age bracket (Pee Wee III, etc.) before proceeding to a lower age bracket (Squirt I). A coach may not select a player from a lower level with a higher team seed. ie a Pee Wee II may not select from the Squirt I team. Refer to diagram below.



A player can play on teams **up** and to the **left ONLY**. Any player movement outside the above criteria requires permission from the Valley League office.

8.5 Only registered Woburn Youth Hockey player(s) may be asked to substitute.

8.6 All players of the lower level team shall be given the same opportunity to play. After getting permission from the lower level coach, the coach requesting the substitution must present the opportunity to play to the entire roster unless requesting a goalie.

Example: if player A previously substituted for the higher level team, then players B through Z will be asked to substitute prior to asking player A. If no other player is available to substitute then player A can be asked.

In the case of an emergency, i.e. the game will be forfeited without the substitute; this process may be completed after the game is complete. However, at no time shall a player be asked to substitute if there is a conflicting game.

8.7 City League players are not allowed to participate in any travel team games or practices without permission of the City League level director. Permission is to be obtained **BEFORE** the player participates. In the event permission is not granted the player will be excluded from future consideration.

8.8 In the event a player substitutes for a team more than six (6) times, and by rule is required to be added to the roster of that team, the full tuition of both teams shall be paid in full prior to the roster adjustment. During this time the player will not be allowed to participate in any on ice activities for either team.

Example: Player A is rostered at the beginning of the season for the 3 team and substitutes for the 2 team. The total number of substations requires player A to be rostered to the 2 team, the tuition will be the total of the full season tuition for the 2 team and the 3 team.

8.9 Any coach who knowingly exceeds the amount of times a player can substitute (six(6) times), causing a roster change, is subject to disciplinary action by the Coaches & Disciplinary Committee.

9.0 TRYOUT POLICY

- 9.1 No players can tryout that have not registered and paid their registration fee. All registrations are subject to approval by the Board of Directors.
- 9.2 The President of Woburn Youth Hockey may designate any committee or persons whom he/she feels will be of help in running the tryouts.
- 9.3 The In-House/City League Director will designate the In-House/City League coaches for grading during tryout sessions. The travel team coaches are encouraged to help with the grading of the players although their own tryouts have been completed.
- 9.4 The Tryout Committee will select internal and external evaluators. The internal evaluators will consist of Head Coaches of that level and selected coaches or Board Members from within the program.
- 9.5 External evaluators will be selected from outside programs of which a Board Member or Committee member is familiar. The purpose of the external evaluators is to insert complete objectivity in to the numerical evaluation process.
- 9.6 All evaluators are subject to approval by the Board of Directors.
- 9.7 All players will tryout during the allotted time schedule, whether the player will eventually be selected for a travel team or an In House/City League team. Time schedules for tryouts will be published on the Woburn Youth Hockey website at www.woburnyouthhockey.org. All tryouts will be at the O'Brien Rink and all players must report in full hockey equipment.
- 9.8 All players trying out will be given tryout jerseys with numbers. Players with jersey that already have numbers on them should wear them inside out to make it easier for evaluators to read the tryout number. Players will keep the same number throughout tryouts and return them at the end of each session.
- 9.9 Tryouts will consist of 3 sessions for each level, Mites through Midgets, these sessions will be graded by the evaluators.
- 9.10 For Girls teams, evaluations will be conducted by the team coaches. Depending on the number of players registered, team placement will be determined by the coach's evaluations.
- 9.11 Tryouts will consist of both skill sessions and controlled scrimmage sessions. Skills sessions will include skills established by the Tryout Committee. These skills

include but are not limited to Forward Starts- Acceleration- Forward and Backwards Skating – Balance – Crossovers - Stopping – Turning- Shooting and Stickhandling. Controlled scrimmages will help show a player’s knowledge of position and game situational play.

- 9.12 The number of goals a player scores during a scrimmage sessions does not necessarily mean that he/she will get a higher score for situational play. Scores are based on overall knowledge of the game. Factors such as puck control, passing, shooting, back and fore-checking, aggressiveness to the puck, ability to anticipate the play, maintain position and stay on-sides all contribute to their scoring. Encouraging your child to “just get goals” may not increase their score.
- 9.13 All players trying out will receive a numerical grade which will then be tabulated.
- 9.14 Evaluators will provide their tryout grading sheets to the Tryout Committee at the completion of each session. Nightly scores will not be posted by WYH and all scores will be tabulated at the completion of tryouts for commencement of the team selection process.
- 9.15 **It is strongly recommended to make all 3 tryout sessions.** Any player missing one of the three tryout sessions will be placed accordingly by acquired numerical score. Any player with a valid excuse will be evaluated in the fall by the coaches of the appropriate level and placed on a team subject to approval by the Board of Directors.
- 9.16 Any player without a valid excuse will be placed on the lowest level team. **Excused absences are as follows:**
- Medical Reasons: If sick during tryouts you must notify the Tryout Committee Chairman and provide a Doctor’s note.
 - Planned Vacation: You must notify the Tryout Committee Chairman ahead of tryouts and vacation. Notification after tryouts will not be an excused absence.

Attending tryouts for teams other than Woburn Youth Hockey **is not** considered an excused absence.

9.17 **Team Selection-**

At the conclusion of the 3rd tryout session, all team selections for that division will be completed. The Tryout Committee Director will be responsible for compiling the evaluators grading and providing a list to the Head Coaches as a basis for their player selections. Head Coaches will be approved by the Board of Directors and be in place prior to tryouts.

All rosters must be approved by the Board of Directors prior to posting on the website or at the rink.

9.18 **Roster Sizes-**

The ideal WYH Roster sizes will be no more than 15 skaters and 2 goalies. The minimum roster size will consist of no less than 10 skaters and 1 goalie. Based on the number of players attending tryouts, the number of teams will be determined by the Tryout Committee and approved by the Board of Directors. This number could change depending on the numbers at commitment meetings.

Example: There could be sufficient numbers for 3 squirt teams at the time of team selections, based on these selections or other factors, some players choose to go elsewhere thus making 3 teams impossible. Two larger teams would then be created.

9.19 Any 2nd year player within their age bracket can be moved up or down as a result of their tryout. No player is guaranteed to retain their current level for the following season.

Example: a player is a squirt 1 this year and will be a squirt again next year. At tryouts, that player has a poor showing and numerically falls on the 3 team. That player will remain on the 3 team.

9.20 Any goalie that makes a team and commits to that team as goalie may not decide to skate out and still remain on that team. If the decision is later made to skate out, that player will be placed on the lowest level team.

9.21 If a Goalie decides after the first tryout that he/she does not want to be a goalie, than the player may skate out at the next two sessions and be placed as a skater according to their numerical score.

9.22 A Parent or Guardian of siblings who make different teams within the same level may request to have both siblings play together on the lower level of the two teams.

10.0 FUND RAISING POLICY

- 10.1 Any fund raising by Woburn Youth Hockey participants, their parents or coaching staffs on behalf of Woburn Youth Hockey or its teams must be approved by the Board of Directors.
- 10.2 Any fund raising by other organizations on Woburn Youth Hockey premises must be approved by the Board of Directors.
- 10.3 The approval request must be submitted in writing and contain the following Information:
 - Team
 - Type of fund raising
 - Purpose - Event and specify how the funds will be used
 - Individual responsible
- 10.4 Approval of the request must be received before the initiation of the activity.
- 10.5 The amount of money raised and the responsible individual following the event must provide its disbursement to the Board of Directors.

11.0 BILLING POLICIES

11.1 The Board of Directors shall approve a Flat Fee Schedule for each division. This Flat Fee Schedule shall be the basis for payment in Woburn Youth Hockey for that season.

11.2 REGISTRATION and REGISTRATION FEES

Dates for registration and any tryout/registration fees for Woburn Youth Hockey will be identified in the February timeframe.

Any registration fee is non-refundable (\$100 is non-refundable if a registered player chooses not to tryout).

Anyone requesting to register after the scheduled registration period and prior to the 2nd hour of tryouts must pay an additional \$25 late fee. The late fee is not applicable towards the Flat Fee Schedule.

Registration will be closed at the end of tryouts. Registration will not close for the Mite City League, WYH Learn to Skate Clinic, and WYH Challenger. New residents of Woburn may register for WYH no later than September 15. All registrations will be subject to the approval of the Board of Directors.

All registered skaters are required to obtain, at their own expense, a valid U.S.A Hockey registration number. This number is valid for one season. Any player without a valid U.S.A. registration number by September 1st will not be allowed to participate until proof of registration is received.

After registration is closed, any new resident may apply Subject to the approval of the Board of Directors. A \$100 fee for the roster change may be required in addition to any fees collected to date for the team.

All outstanding WYH fees must be paid in full prior to new registration as outlined in section 11.4 Outstanding Balances.

11.3 FLAT FEE PAYMENTS

Payments for Woburn Youth Hockey Flat Fee are as follows:

A total of \$500 will be collected prior to August 1 for all travel teams. City League, Learn to Skate and Midget bills must be paid in full prior to the start of the season.

After Team Commitment Meetings these payments are non-refundable and non-transferable. Appeals for refunds must be made to the Board of Directors.

Fees are set based on the estimated number of skaters at the time of the commitment meetings. Bills will not be adjusted once the fees are approved by the Board of Directors based on the number of committed skaters.

Final payment due by November 1st. If full payment is not made by November 1st, then the account will be considered in arrears. If arrangements have not been made with the Treasurer, the family that their youth will not be allowed to continue to participate in any Woburn Youth Hockey activities.

WYH Board of Directors may create a financial incentive program to ensure funds are collected by Nov 1 at its discretion.

11.4 Outstanding Balances

Any child that has an outstanding balance at the time of registrations will not be allowed to register.

The family of a child with an outstanding balance will be allowed to register siblings in the program, however, the sibling invoice of \$500 must be paid by commitment meeting and the full invoice must be paid in full by August 1.

Parents and the child with the outstanding balance may not participate in any WYH on ice activities (such as coaching or siblings skating practice).

Any child with an outstanding balance may be reported to MA Hockey as a member not in good standing with WYH for at the discretion of the BOD. The list of players not in good standing will be maintained until arrangements are made with WYH to be removed from the list.

12.0 CREDIT & REIMBURSEMENT POLICY

- 12.1 Credit and/or reimbursements will not be issued to Woburn Youth Hockey participants for program missed. If at anytime a participant leaves the Woburn Youth Hockey Program for any reason, credits and/or reimbursements will be subject to the approval of the Board of Directors. All credits and/or reimbursement requests must fill out the credit request form before and consideration of credit be issued by the Board of Directors.
- 12.2 In regards to a Woburn Youth Hockey full season player who will play for his/her respective high school varsity hockey team as a freshman, that player will receive a 25% reimbursement provided the following criteria have been met:
- Any WYH outstanding payments and Registration Fees have been paid (See 11.2)
 - 1st and 2nd Flat Fee Payment has been paid. (See 11.3)
 - Final Flat Fee Payments have been made by November 1 of the current season (See 11.3)
 -
- If any of the above criteria have not been satisfied, no credits or reimbursements will be issued to the player.
- 12.3 In case of extended injury or illness, which restricts a player from participating, credits and reimbursements are subject to the approval of the Board of Directors less administrative costs, provided the player has met the same fiscal responsibilities outlined in 12.2.
- 12.4 Woburn Youth Hockey reserves the right to change and/or remove specific programs due to limited registration. If a program is canceled by WYH due to low registration credits/reimbursements will be issued for all prepaid programs.

13.0 NECK PROTECTION POLICY

- 13.1 Neck protection is strongly recommended for all players, from clinic through Midgets.

14.0 EQUIPMENT POLICY

14.1 All Equipment will be the responsibility of Committee Chairperson.

14.2 All Woburn Youth Hockey issued equipment must be returned by the end of Spring Tryouts unless prior arrangements have been made.

ATTACHMENT A - GAME INCIDENT FORM

ATTACHMENT B - CREDIT REQUEST FORM