

**MEDFIELD
YOUTH HOCKEY
ASSOCIATION**

POLICY MANUAL

EFFECTIVE DATE: February 2017

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MYHA BOARD OF DIRECTORS

<u>Position</u>	<u>Name</u>
President	Gerard Walsh
Vice President	TBD
Director of Coaching	John Kelly
Treasurer	Steve Nee / Bill Cloutman
Secretary	Kelda Perachi
Ice Coordinator	Brock Coughlin
Skills Director	TBD
District 3 / USA Hockey Rep	Karen Vazquez
Valley League Rep	Marc Grzeskowiak
Learn to Play Hockey	TBD
Registrar	Mike Lyons
Fundraising	Scott Dolan
Communications / Website	Matt Koch
Equipment	Brian Breslin
Girls Hockey	Mike MacDonald / Chris Hollander

GENERAL OPERATING POLICIES

General Schedule

Team tryouts -- held during the months of March and or potentially April generally at the conclusion of the current hockey season. Teams will not be announced until all MYH teams have completed their current seasons.

League games – generally begin in early September.

Extra tournaments -- held on various weekends throughout the season, including various holiday weekends and school vacation weeks. Coaches and teams are generally responsible for coordinating tournaments.

Completion of league games – generally end of March but can run into April for some teams.

League playoffs/championships -- through mid-April.

Descriptions of Duties of Board Members

President, Vice President, Treasurer, Secretary and Registrar - the duties of the President, the Vice President, the Treasurer, the Secretary and Registrar are set forth in Article V of the MYHA By-Laws. The duties of the Registrar are divided between the USA Hockey Registrar and the MYH Registrar. The USA Hockey Registrar may also serve as the representative of MYH before District 3 of Massachusetts Hockey.

Director of Coaching - responsible for organizing and supervising: tryouts; selection of coaches; and education, patching and training of coaches.

Skills Director - responsible for coordinating player skills development, reviewing and engaging qualified programs and skills instructors.

Equipment Manager - responsible for purchasing, maintaining and replacing equipment including uniforms.

District 3 Representative - responsible for representing all MYHA teams in District 3 of the Massachusetts Hockey Association.

Ice Coordinator - responsible for procuring ice time at area rinks for MYHA; for scheduling practice times and posting the schedule to the website; and for scheduling time slots for State Playdown games for all teams.

Website/Communications Director – responsible for maintaining and updating the MYHA website and assists with internal and external communications including information posted on the website, team and parent communications, publicity and press notices.

Fundraising – responsible for all fundraising activities of the program

Amendment of Policies

These policies are subject to revision from time to time by vote of the Board of Directors at any Board meeting, provided that the proposed revisions have been presented in writing to Board Members at least 14 days prior to the meeting date, all in accordance with Article XI of the MYHA By-Laws.

POLICIES FOR PARENTS

New Registration Procedure

Registration for *new* players will be held during the late Winter / early Spring for the season beginning the following September. *Existing* players will be sent emails to initiate the registration process. Information regarding Registration will be posted on the MYHA website.

All players, new or existing are encouraged to register via the MYHA website. Electronic registration will be available via the website for a minimum of 30 days prior to tryouts. Players registering after electronic registration is closed will be subject to a late fee. The Board may extend the period for electronic registration at its discretion.

Players who fail to register electronically may register at the late sign-up session to be held at the beginning of tryouts. Players registering at tryouts rather than through the website *may* be subject to a late registration fee.

At the time of registration, both *new* and *existing* players will be required to pay a deposit which will be applied toward the player's tuition. If the player subsequently decides not to participate in the MYH program *for any reason whatsoever*, the deposit (and any late fee) will not be refundable.

Eligible Players

Prior to participating in any MYHA tryout, team practice, game or tournament, or being added to a team roster, a player must first complete **all** required paperwork, including registration forms, releases, waivers and other documents specified by the Director of Coaching or the Registrar. The player must also be current as to all financial obligations to MYHA.

Preparation of Players for Games and Practices; Inclement Weather; Uniforms

Parents are asked to ensure that their child arrives at the rink at least twenty (20) minutes prior to all games, and that their child is fully dressed and ready to play at least ten (10) minutes prior to game time. After their child is dressed, parents and all siblings are asked to leave the dressing room so that the coaches may finalize lineups and offer important, last minute tips to the players. While rules vary from league to league, teams can be required to take the ice up to fifteen (15) minutes *prior* to the scheduled game time.

If a child will not be able to attend a scheduled game, it is **critical** that the player or parent informs the coach **as early as possible**.

As our valuable practice time is limited, MYHA asks that parents ensure that their child is fully dressed and ready to take the ice *immediately* at the start of all scheduled practices. Players are expected to attend *every* practice except in cases where they have valid excuses. **Note:** Players who fail to attend a majority of scheduled practices (other than for reasons deemed valid, in advance, by the coach) may be "benched" during some or all of one or more games, after due warning and subject to the approval of the Director of Coaching.

Inclement Weather

We generally are required to pay for our practice ice on snow days, unless there is a declared state of emergency. Accordingly, parents and players should always assume that games and practices will be held in the event of inclement weather unless you hear otherwise from your coach or there is a declared state of emergency. Of course, the utmost concern at all times is safety for players, parents and coaches, so if you are at all concerned about safe driving conditions you should feel free not to attend a game or practice. As always, please try to notify your coach if you are unable to attend a game or practice.

In order to maximize each player's potential, parents should make sure that their child's skates are sharpened regularly (*i.e.* after each 3-4 hours of skating).

When buying new or replacement equipment, players are strongly encouraged to comply with Medfield hockey's uniform colors.

Encouragement of Players

In order to maximize each player's enjoyment of the game, parents are asked to follow the following guidelines that are derived from nationally respected hockey coaching experts:

1. Make sure that your child knows that he or she has your full support and appreciation of his or her efforts, irrespective of the outcome of each game.
2. Try to be honest with yourself about your child's athletic ability and opportunity to play advanced levels of hockey.
3. Be helpful and supportive, but avoid inundating your child with advice, pep talks and criticism.
4. Teach you child to enjoy the thrill of competition, of striving to improve his or her skills, and of overcoming difficulties, all within reasonable limits.
5. Avoid trying to live your life or your athletic dreams through your child. Remember that your child may have different athletic likes, dislikes and goals than his or her parents.
6. Do not compete with your child's coach. If your child is having difficulty with his or her coach, do not take sides with your child against the coach (serious issues should be addressed by a parent directly with the coach or the Director of Coaching). Try to help your child understand the need for rules and discipline and how to react to problems, criticism and failure.

Conduct During Games; Offering Instructions from Stands

During games, parents are strictly prohibited from yelling at referees, linesmen, opposing players, or coaches of either team -- this unsportsmanlike conduct reflects poorly on the team, the Town and, most importantly, on the parent's own child.

Spectators are encouraged to emphasize positive support to all players during games. Please do not "coach" from the stands by yelling instructions to your child or any other player -- this can interfere with the coach's plans and undermines the coach's authority.

League Rules

MYHA teams may participate in any league in the area. Accordingly, MYHA teams are subject to all rules and regulations of the applicable league, including the following:

1. The only people allowed on the bench are the head coach, up to three assistant coaches, and players who are correctly listed on the game roster. Injured players may join their teammates on the bench, but are required to wear their helmet and face mask.

2. The leagues do not cancel any scheduled games due to inclement weather such as snow, except for declared states of emergency. Games may be scheduled on *any* day during the season, except for Thanksgiving, Christmas and Easter. Teams that fail to have at least six (6) players dressed and ready to play five minutes before the scheduled game time must forfeit and are assessed a loss.
3. Players, their parents and the coaches are responsible for ensuring that players wear their correct number all season, act appropriately before, during and after games, including in the locker rooms.
4. Generally, in order to be eligible to participate in league playoff games, a player must have played in at least 15 league games (or at least 67% of scheduled games) for his or her *own* team. Due to the fact that some Bantams may play on their high school teams, they are only required to have played in at least 10 league games, provided that they do not play during December 1 through February 16.

Scheduling of Team Practices

The MYHA Ice Coordinator generally follows a standard rotation when scheduling ice times and rinks for all teams, with the exception that Mite and Squirt teams will not be scheduled for practices beginning at 8:00 p.m. or later (except on Friday nights). If parents have any questions as to their team's practice or game schedules, they are asked to contact their coach. Coaches may direct questions about practice schedules to the Ice Coordinator and questions about game schedules to the Applicable League Representative.

Prompt Payment of Tuition Bills

MYHA is required to pay a variety of significant bills throughout the season, including fees for ice time (for both practices and games), referees, special skills clinics, tournaments, insurance, etc. Many of these bills require that a substantial portion be prepaid at the beginning of each season.

In an effort to help parents bear the cost of hockey tuition, MYHA permits parents to make scheduled installment payments rather than require full payment of all tuition bills at the beginning of the season. However, it is critical that all tuition installments be paid **promptly** when due -- this enables MYHA to pay its expenses for running the hockey program and ensures that all parents are treated fairly. If payments are 30 or more days late, the player may be excluded from team games and practices until tuition payments are made.

If there are circumstances which make it difficult for a parent to make an installment payment when due, or if the tuition would prevent a child from playing hockey, the parent is encouraged to contact the MYHA Treasurer or Registrar as soon as possible -- all such conversations are kept confidential.

Comments and Grievances

If a parent has a comment or grievance with respect to any of the following matters, they are requested to consult with their child's coach or with the following MYHA Board members (see above for "Descriptions of Duties of Board Members" under General Operating Policies):

Practice, game and coaching matters -- Director of Coaching

Scheduling of team practices – Ice Coordinator

Scheduling of games – Their child's Coach

Financial matters -- Treasurer

Other policy matters -- President

Year-End Parent and Coaches Meeting

In accordance with MYHA's bylaws and Massachusetts Hockey's policies, the MYHA Board of Directors will hold an annual open public meeting which all players' parents and all coaches are encouraged to attend. At the meeting, the President and other Board members will provide general information about MYHA's activities and plans, provide financial commentary on the state of the program's finances, respond to parents' and coaches' questions and concerns, and discuss any pending By-Law amendments and nominees for election or reelection to the Board. Parents and coaches will be provided with an opportunity to present their views on any proposed By-Law amendments and on the nominees for Board membership, or to make additional nominations for Board membership.

POLICIES FOR COACHES

Patching Requirements for Coaches

We are **required** by Massachusetts Hockey (Mass Hockey) rules to have all coaches of all teams certified according to the Level of Certification established by USA Hockey. All coaches must achieve the required level of certification by December 31 of the current season. All Learn to Skate coaches must be Level I (Initiation) certified. All first year coaches of Mite teams must be Level II (Associate) certified. All second year Mite coaches and all other coaches (Squirt through Bantam) must be Level III (Intermediate) certified. Level III certifications are good for three years and then must be recertified, either online or by attending the Level III course again. If coaches have any questions as to schedules of patching courses, they are asked to contact the Director of Coaching, the Mass Hockey District 3 Representative or the USA Hockey Registrar.

To participate in practices and to be on the bench during games *all* coaches must be appropriately rostered on the team's official USA Hockey roster. All coaches are required to wear a helmet on the ice during practice.

Eligible Players

Prior to participating in any MYHA tryout, team practice, game or tournament, or being added to a team roster, a player must first complete **all** required paperwork, including registration forms, releases, waivers and other documents specified by the Director of Coaching or the Registrar. The player must also be current as to all financial obligations to MYHA.

Tryout Process

In order to participate in tryouts, a player must first register and complete **all** required paperwork as described above under "Eligible Players". In order to enable the tryout committee to make the best judgments as to team placements, players are expected to attend all tryout sessions.

If a player seeks to join a team after having missed some or all tryouts (with the exception of injuries, illnesses, etc. deemed to be valid by the Director of Coaching), he or she generally will not be permitted to join any team above the lowest level for his or her age group (*e.g.* the C team). However, if a player had played the prior year at a higher level (*e.g.* the Mite B team), he or she may be permitted, at the discretion of the Board and the Director of Coaching, to rejoin his or her former team. If this policy results in the placement of a player on a team clearly below his or her level, the Director of Coaching may move the player to a higher level at his/her discretion and in consultation with the MYHA Board of Directors.

Special Policy for Goalies (for the Squirt level and above):

1. Any properly registered player may tryout for the position of goaltender.
2. The player will be evaluated and chosen for a team by the selection committee based only on his or her goaltending abilities.
3. If the player decides to change positions prior to the completion of tryouts, he or she will be chosen for the highest possible team based on the player's non-goaltending abilities and will not play goaltender on that team (except in emergency situations).
4. Any player who ceases trying out for goaltender after completion of the tryout sessions will automatically be placed on the lowest possible team in their age group.

Team Composition

As a general rule, MYHA seeks to place fourteen (14) players, including the goalie, on each team. Additional players are added beginning with the lower level teams, but generally no team should have more than sixteen (16) players.

Coordination Among Coaches; Planning for Practices

Coaches should communicate in advance whenever they will not be able to attend a game or a practice -- this is critical to ensure proper game preparation and productive practices.

Coaches should plan out all practices in advance. Without proper planning, coaches cannot maximize the very short time they have with their players. Coaches should plan what they want to accomplish at each practice, what drills would be most beneficial, and how they can best use the 50 minutes of ice time each practice.

MYHA is fortunate to have some very knowledgeable people that are available to assist coaches. Please call the Skills Director or the Director of Coaching if you need help with drills or planning for practices.

Participants at Team Practices; Attendance

Please note that the only permitted participants at team practices are team players and coaches. Children of coaches, parents, siblings and players on other teams are not allowed on the ice, except in special circumstances approved in advance by the Director of Coaching.

If a player fails to attend at least 50% of a team's scheduled practices during any period of one month or more, the coach should warn the player and his or her parents that continued absences could result in the player being "benched" during the first period

of an upcoming game. The coach shall also discuss the situation with the Director of Coaching before benching any player. If absences continue following the warnings and the discussion with the Director of Coaching, the coach has the discretion to bench the player at the next game.

Player Ice Time During Games

All coaches are expected to provide equal ice time during games for all players -- this policy also requires that the normal player/line rotation shall not be altered in power play or shorthanded situations. We all enjoy winning, but developing the skills of *all* of our players and teaching them to love the game of hockey should be our primary goal. Coaches have the discretion to vary from this general policy during the last two (2) minutes of a close game, or with respect to players who fail to follow team or program rules.

Calling Up Players

Coaches are encouraged to call up players from lower level teams whenever possible. Note: When a team will have fewer than ten (10) players, in addition to the goalie, the coach is *required* to call up one or more players from lower level teams. With proper communication, we should be able to reward many of the players who are working hard, attending all team practices, listening to their coaches, etc. Coaches must insist that any player who will be unable to attend a game inform his coach 48 hours prior to game day; this will enable coaches to make arrangements to reward a player from a lower level.

The following procedure **must** be followed in the case of call-ups: the shorthanded coach must call the coach of the team directly below his team's level and ask that coach which of his players deserves to be rewarded. Coaches should not call lower-level players directly without first checking with the player's coach.

Please remember that under Mass Hockey rules a player may play up in not more than three games during the course of the season. If the player plays up in four or more games, he will no longer be permitted to play for his lower-level team. It is the responsibility of each coach to track his own players with regard to the number of times played-up.

League Rules

MYHA teams may participate in any league in the area and accordingly, MYHA teams are subject to all rules and regulations of the applicable league, including the following:

1. The only people allowed on the bench are the head coach, up to three assistant coaches, and players, all of whom must be correctly listed on the team's league roster. Injured players may join their teammates on the bench, but are required to wear their helmet and face mask. If additional coaching assistants are needed due to absence, the

only eligible assistants are head or assistant coaches who are listed on the league roster for other MYHA teams.

2. Any changes to the team roster during the season must be approved by the league. Coaches should contact the applicable MYHA League Representative *in advance* to request any such changes.

3. The leagues are very strict in requiring that coaches: properly list their players on game rosters, comply with the rules regarding the "calling up" of players, have players wear their correct numbers, control players' in the locker rooms, etc. -- coaches who do not comply with the league rules are subject to one-year suspensions by the league.

Care of Game Shirts

In order to keep our teams' game shirts looking their best and to extend the shirts' useful lives, our players are required to take due care of their game shirts. Lost or damaged shirts will be the responsibility of the player to replace.

Playdowns for State Tournaments

Massachusetts Hockey permits all teams at or above the Squirt level to compete for a placement in the annual State Tournament. All head coaches or one of their designated assistants of eligible Medfield teams **must** attend a mandatory meeting prior to the commencement of the playdown games for the State Tournament. MYHA pays the entrance fee for each Medfield team as well as the game fee (*i.e.* ice and referee fees). The District 3 Representative and/or the USA Hockey Registrar is responsible for handling all paperwork (such as submission of team rosters) necessary for team participation in state playdown tournaments. Coaches are asked not to duplicate the Registrar's efforts. If coaches have any questions as to their team's status, they are asked to contact the District 3 Representative. Note: A player must be on the official USA Hockey roster of his or her team, and have played in at least ten regular season games, in order to participate in the playdown segment of the State Tournament.

Outside Tournaments

All coaches are encouraged to make arrangements for their team to participate in one or two outside tournaments during the course of the season. If coaches have any questions as to schedules of outside tournaments, they are asked to contact the Director of Coaching. Note that some of the more popular tournaments during vacation weeks or in desirable locations require that teams reserve a spot in September.

The cost of participation in, and travel to, outside tournaments will be borne by the parents of the players attending the tournament. MYHA will support efforts to participate in tournaments by providing copies of the official team roster, when required.

Coaches of teams participating in outside tournaments are required to notify the League Representative for their team's league as soon as they have been accepted to the tournament. Notification is required to avoid conflicts with scheduled league games and possible forfeits.

MYHA Scholarships

Each year, MYHA offers the Peter Panciocco, the Doug Woodruff, and the Don Brown Scholarship Awards to deserving Medfield High School graduating seniors. The selection process for the Scholarships takes place in the following stages:

1. Early in the year, the High School Guidance Office verifies with the MYHA Board that the Scholarships will be awarded that Spring.
2. A Board member responds with a letter requesting that the Guidance Office furnish the Board with a listing of all graduating seniors who meet the eligibility criteria for each Scholarship, *i.e.* two years of Medfield High School hockey, two years of Medfield Youth Hockey, and excellence in sportsmanship, academics, and school/community service.
3. Don Brown Scholarships applicants are reviewed by the representatives of the Don Brown Fund and the Brown family who will recommend their selection to the Board.
4. At the February and or March meeting of the MYHA Board, the names of eligible candidates received from the Guidance Office are reviewed and are subject to additions and deletions. Any changes to the list should be reviewed with the Guidance Office.
5. The final list of eligible candidates is returned to the selection committee together with the name of the Board member who will present the Scholarships at graduation. The selection committee consists of the High School Principal, two Deans, Guidance Counselors and a Faculty representative.
6. The Scholarships should be presented at graduation by a Board.

Comments and Grievances

If a coach or parent has a comment or grievance with respect to any of the following matters, he is requested to consult with the following MYHA Board members (see above for "Descriptions of Duties of Board Members" under General Operating Policies):

Practice, game and coaching matters -- Director of Coaching

Scheduling of team practices – Ice Coordinator

Scheduling of games – Team's Coach

Referees – Start with MYHA League Representative and then the Director of Coaching or the President,

Other policy matters -- President