



**Pioneer Valley Youth Hockey Association  
Information Handbook**

**2014-2015**

**TABLE OF CONTENTS**

**Welcome to Pioneer Valley Youth Hockey ..... page 2**

**Pioneer Valley Youth Hockey Association Board of Directors ..... page 2**

**Pioneer Valley’s Mission ..... page 3**

**“What Programs does Pioneer Valley Offer?” ..... .page 3**

**Other Association Activities ..... page 3**

**Scheduling Ice Time..... page 3**

**“Zero Tolerance Policy.”..... page 4**

**Team Representatives .....page 4**

**“What about Injuries and Physical Contact?” .....page 4**

**Pioneer Valley Youth Hockey Association Evaluations ..... page 5**

**Age Classifications for the 2014-15 Season ..... page 7**

**By-Laws - Pioneer Valley Youth Hockey Association ..... page 7**

**Rules and Regulations ..... page 13**

**Policies ..... page 14**

**Appendix: forms:**

**Code of Conduct ..... page 17**

**Photo Policy .....page 18**

**Acknowledgment .....page 18**

**Sponsors .....page 19**

# Welcome to Pioneer Valley Youth Hockey Association

Since 1982 Pioneer Valley Youth Hockey has been providing thousands of children the opportunity to learn and enjoy the game of hockey. During those years, some of these children have enjoyed stellar careers throughout their high school and college years, and a few have even played in the professional ranks. What all this means is that with a love and passion for hockey, there are no limitations. With encouragement and understanding, children will find their own way.

The Board of Directors at Pioneer Valley has put together this handbook to help both the new parents, as well as the returning Pioneer Valley families to better understand why and how things are done here. While you are reading this, please keep in mind the thousands of volunteer hours it takes to make an organization such as this one run smoothly. Learn as much as you can about Pioneer Valley and the people around you. And along the way, you too may find a place where you can add your support or perhaps offer new ideas. Your suggestions and help are always welcome! We hope that you find this Handbook useful and informative now and also as the season progresses. Please refer to it whenever you have any concerns or questions. Also, if you have any ideas that would improve this Handbook, please feel free to contact any board member.

Let us all enjoy the hockey season!!!

<http://www.pioneervalleyhockey.org>

## PIONEER VALLEY YOUTH HOCKEY ASSOCIATION 2014-2015 Board of Directors

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## **Pioneer Valley's Mission**

Pioneer Valley Youth Hockey Association is a non-profit organization that was created to give the children from Agawam, Chicopee, Granby, Holyoke, South Hadley, and West Springfield an opportunity to play organized youth hockey. Pioneer Valley offers skating and ice hockey instruction for children of all ages and skill levels. There are instructional programs for the very beginning skater and advanced programs for the more skilled hockey player. The primary objective of Pioneer Valley Youth Hockey is to encourage the enjoyment and learning, and the mastering of basic skills in inappropriate environment. Pioneer Valley is committed to setting standards that improve your child's hockey skills. We try to instill individual and team pride, discipline, sportsmanship, and character. Both the beginner and the advanced hockey players gain the technique and tactics needed to play the game, and realize a positive attitude about his/her teammates and opponents.

### **“What Programs does Pioneer Valley Offer?”**

Pioneer Valley Youth Hockey Registers all of its players and teams with USA Hockey, Inc. and offers an approved Learn to Skate program, a Novice program, and Youth Hockey.

#### **Learn to Skate Program**

The suggested minimum age for the Learn to Skate program is 4 years old. For your child's protection, all skaters must wear a helmet and gloves to participate. Be sure to register early as registrations are accepted on a space available basis.

#### **Novice Skate Program**

This program is designed for the first time skater who may not be quite ready to play at the Mite level. The maximum age allowed for the Novice Skate Program is 7 years old. Most games are held at Olympia Rink 3 in West Springfield. You will need to bring a copy of your child's birth certificate to registration.

## **Youth Hockey**

Skaters are group according to age and skill level. Evaluations are performed in the spring of each season to determine which skill level the participant will be placed within his/her age level. This is to ensure that each skater is appropriately challenged to match his/her individual abilities. The different divisions are Mite (5-8), Squirt (9-10), PeeWee (11-12), Bantam (13-14), and Midget (15-17).

### **Other Association Activities**

During the season, Pioneer Valley holds various association activities as a way to get our families from different teams together. It is also a great opportunity for new members to meet seasoned Pioneer Valley families! We presently have Christmas parties for the kids, an annual golf tournament, as well as an end of season banquet for all to enjoy. We are excited to introduce Lightning Pride this year and have many activities planned to get everyone involved. Any suggestions for upcoming events are appreciated and welcome anytime. Watch your newsletters for information on this year's events!

### **Scheduling Ice Time**

“6 a.m. practice on a Saturday morning! Is that ice scheduler crazy???”

This seems to be the response of many parents whenever a new schedule comes out. Hopefully, the following will explain why we have the schedules we do.

First of all, Pioneer Valley rents ice time mainly from Fitzpatrick Arena. Additional ice may be purchased at other local rinks. This ice time is shared with figure skaters and high schools, as well as open skating for the general public. Depending upon how many teams we have, between 15 and 22 hours of ice time are needed each week in order to give every team in Pioneer Valley at least two practices per week. Keep in mind also that all hockey associations have early ice times on weekends. This, unfortunately, is just the nature of the game.

Secondly, when scheduling weekend practices, every effort is made to rotate the early morning practices so that the same team doesn't always end up with 7 a.m. practices. Regarding evening practices, every effort is made to schedule children who are

Mite-age and younger, the earlier evening times, preferably before 8 p.m.

When Pioneer Valley begins its game schedule, all games are scheduled by the Greater Springfield Junior Amateur Hockey League, commonly known as GSL. The GSL includes Amherst, Brattleboro, Enfield, Franklin County, Holy Name, Ludlow, Nonotuck Valley, Pioneer Valley, Springfield Capitals, Westfield, and WTM hockey associations. The ice coordinators from each association receive the master ice schedule from GSL just prior to the start of the evaluation season, which begins late September.

After the evaluation season is completed, GSL holds a meeting to discuss the results of the evaluation season and determine if any teams need to be moved to a different division. For example, a “C” team which goes undefeated in the evaluation season and out-scores its opponents by a wide margin will be asked to move to the “B” division. Likewise, the opposite also holds true. All this is done to maintain equality with the divisions and also to insure competitive games. Again, the GSL schedule does not come out until all the evaluation games are played. Then the full season is scheduled. It is, however, the nature of the game, and all associations are faced with the same schedule timing. Lastly, the majority of our ice time seems to fall on the weekends, which means there will be times when teams will have a practice and a game on the same day. Unfortunately, this is unavoidable as we are paying for the ice whether it’s scheduled or not. With the understanding of how schedules are completed, we hope that it is also understood that every team shares not only the early weekend practices, but also in the “doubling up” on the weekends. From both a scheduler and a hockey parent’s point of view, we assure you that all efforts are made to keep the same day practice and game schedules to a minimum! The job of ice scheduler is the least appreciated job at Pioneer Valley and is open to any ambitious, thick-skinned, sleep-deprived individual.

## **USA Hockey “Zero Tolerance Policy”**

### **Intention of Proposal:**

To require parents/spectators to maintain a sportsmanlike and educational atmosphere before, during, and after all USA Hockey sanctioned games.

## **Parents/Spectators:**

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator’s viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language in a boisterous manner to anyone at anytime.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, and banging on the glass, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, player’s bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

## **Team Representatives**

Every team at Pioneer Valley will have one team representative. The job of a team rep is to act as a liaison between the parents and the Board of Directors. It is recommended that the team rep attend the monthly Board of Director’s meeting. Throughout the year, information on fundraisers, tournaments or special events will need to be given to all of the teams. It is the job of the team reps to make this happen. Also, team reps, along with coaches and parents, help decide which tournaments that team will attend and which hotels to stay at if necessary. Team reps may also voice any questions or concerns for the team at board meetings, as can any parent.

The Team Rep also handles each team’s finances. They not only collect and keep track of all incoming money, but they also are responsible for paying referees and timekeepers. They will be in constant contact with the treasurer of Pioneer Valley.

## **“What about Injuries and Physical Contact?”**

Pioneer Valley has established some guidelines that ensure the safety of the sport. Some of these are:

- Despite our best efforts to maintain a safe environment, injuries do occur. Some injuries may require medical attention. For this reason, parents are encouraged to attend practices as well as games.
- The participants are grouped according to age and skill level.
- Special hockey equipment is mandatory and no player is allowed on the ice without his/her approved equipment.
- Each ice hockey game has two referees and checking is not allowed until the player reaches the 13-14 Bantam division.
- Parents will provide the necessary information needed to handle an emergency if one should arise.
- All coaches are CPR and First Aid Certified.

## **Pioneer Valley Youth Hockey Association Evaluations**

It is the Board of Directors intent to place each child in their proper ability level to allow each player to gain the most from their hockey experience.

### **1. Registration**

All players must register at the registration table before entering the locker room. Players must register and attend at least 2 sessions of evaluations to be considered for the upper level team. Players unable to attend at least 2 of the sessions must contact the coaches committee at least one week before the evaluation session is to take place to schedule a try out. Players will be assigned a color and number that they will keep throughout the sessions.

### **2. Position Declarations**

All players at Squirt level and higher must declare if they are going to tryout for Goalie or Skater. A player may only try out for either Goalie or Skater, and that is the position they will play for the entire season, unless circumstances warrant a change, during the season. Any player looking to change from skater to goalie or vice versa must do so through the Head Coach of their team, who must get approval from the Board prior to implementing the

change. This shall be for permanent changes. Prior approval is not necessary for a temporary 'fill-in' change.

All 'skaters' will be evaluated primarily on their ability to execute specific skills that are consistent among all positions. Therefore, players will not need to declare themselves a 'Wing' or a Defenseman, etc. for the evaluations.

### **3. Team Selections**

Team selections will be as follows:

\*\*Prior to the tryouts beginning, the Board of Directors will attempt to identify the Head Coach of the upper team for each level. If the Head Coach has a child playing at that level, the child shall be evaluated with all other players, and the FINAL decision of the Head Coach of the upper team shall be made at the conclusion of the tryouts. (Note: This is for Head Coaches of the upper team only. Assistant Coaches for each team will be chosen by the Head Coaches, and must be approved by the Board, after the selection of the teams.)

\*\*All registered skaters will tryout together at each age group (i.e. all Mites together, all Squirts together, etc.)

\*\* Squirts thru bantams will have four (4) and mites two (2) ice sessions, which may include the following:

- \*Skating drills (both forward and backward)
- \*Passing drills
- \*Shooting drills
- \*Puck control drills (stick handling)
- \*3 on 3 half ice scrimmages
- \*4 on 4 scrimmages
- \*5 on 5 full ice scrimmage

\*\*Upon 'signing in' at the first tryout, each player will be randomly given a 'pinney' jersey with a number on it, which shall be their number for the duration of the tryouts. The evaluators will be given a list of colors and numbers (i.e. Black, #21) to evaluate. The evaluators will not have access to the names of any of the players trying out.

\*\*There shall be no less than 3 and no more than 7 evaluators at each practice. Evaluators will be chosen by the Board and will primarily come from Coaches of other levels from within the PVYHA organization (e.g. Bantam Coaches may evaluate Mites or Squirts,

etc, but they will not be allowed to evaluate Bantams). Evaluation assignments will come from the Board and the Director of Coaches of PVYHA.

\*\*Players will be graded on a scale of 1-8 (Goalies 1-10) in several aspects of the game, (such as skating forward & backward, puck control, 'hockey sense', etc). All evaluator's scores will be tallied and all players' scores will be calculated uniformly to determine final rankings.

\*\*In the event that the scoring does not clearly identify a candidate to move on, and a decision must be made between two or more skaters, priority will be given to any older player, returning to play at the same level they played at in the previous year (Major vs. Minor).

\*\*If, after the older players are chosen, a decision still must be made, the evaluators at that age level shall collaborate with the Head Coach chosen by the Board at that age level, and the PVYHA President (or another Board member designated by the President) to arrive at a recommendation.

\*\*If still unable to finalize a decision, the Head Coach of the upper team at that level, as chosen by the Board, shall choose which player(s) will play on the upper team.

\*\*All team selections will be based on the skater's performance during the tryouts. Just because a player was on the "A" team last year *does not guarantee* them a spot on the "A" team this season.

\*\*Based on knowledge learned from previous years, this year PVYHA has decided to place fewer players on the 1 team and more players on the 2 and/or 3 teams. In the fall, the Board will adjust the players' placement as necessary once we know the total number of players and teams at each level. This will allow us more flexibility in the number of teams we will have. The spring evaluation scores will be used to help determine which player(s) will be moved to an upper team.

## 4. Goalies

All players must be declaring at the time of tryouts if they are trying out for Goalie or Skater. Once a skater has declared what they are trying out for, they will be expected to attend all of the tryouts for their age level as whatever they declared (either a

skater or goalie). Depending on the number of Goalies trying out in each age division, there may be a special Goalie tryout, or separate goalie evaluator, to help determine the ranking of the Goalies.

If there are enough Goalies trying out in a division, Squirts through Bantams, each team will receive 2 goaltenders. Goaltenders will play the entire season at that position. If there are 2 goaltenders on a team, they will share equal net time in all of the practices and the games. Games may be split or a "play one – sit one" rotation can be used. This will be a decision that can be left to the Coach and the goaltenders to work out. On occasion a goaltender may be allowed to skate out at the discretion of the Coach. At no time may a Coach replace a goaltender with a skater from the team, unless the goaltender is unavailable, has asked to skate out, or is injured and cannot play.

At the Mite level, it is encouraged that all teams give every player who wants a chance to play goaltender the opportunity to do so.

## 5. Parent Involvement

In order to provide a fair and stress free environment for all skaters trying out, we ask that you please refrain from being a distraction to the skaters or the evaluators during the evaluations. We ask that all parents please take a seat in the stands in the areas that will be marked for the parents. We ask that you please keep away from the glass and the player's boxes during all skates. Tryouts can be an extremely stressful time for your skater and you can actually help your player more by providing a supportive environment. Remember that hockey has to be fun or your player will not want to play.

We appreciate your patience and support at this difficult time of year. As with any important task of this size, there are bound to be glitches and we will work to correct them in the fairest possible way. Our goal is to provide all of the Pioneer Valley Youth Hockey Players a fair and balanced evaluation for the 2014-2015 hockey season.

## 6. Notifications of team placement

Once the Board of Directors has tallied all of the scores and split the teams, the results will be posted on the PVYHA website by pinney color and number.

Remember, based on the new policy of announcing a lower number of players on the 1 team and more on the 2 and 3 teams, does not mean that a player not listed on the 1 team on the website won't be placed there in the Fall. If you have questions about the placement of your son or daughter, please do not contact the coaches. It is the Board of Director's that have the final vote on the placement. Please contact a board member with your question. Remember, the placement of players is chosen placed on the evaluation process and scores.

## 7. Questions on placement of players

If you have questions about the placement of your son or daughter, please do not contact the coaches. They do not have the results or scores from the evaluations. It is the Board of Director's that have the final vote on the placement. Please contact a board member with your question. We will be glad to discuss the results for your son or daughter. Remember, the placement of players is chosen placed on the evaluation scores and the process stated in this document. Our goal is to put the best players on the upper team to make our teams the most competitive.

## Age Classifications for the 2014-2015 Season

Date of Birth	Age Category	Age Division
1996	18 Years	Midget
1997	17 Years	Midget
1998	16 Years	Midget
1999	15 Years	Midget
2000	14 Years	Bantam
2001	13 Years	Bantam
2002	12 Years	Pee Wee
2003	11 Years	Pee Wee
2004	10 Years	Squirt
2005	9 Years	Squirt
2006 & younger	8 Years	Mite

## By-Laws of Pioneer Valley Youth Hockey Association, Inc. (Revised 6/1/2012)

### ARTICLE I

#### NAME

The name of the Organization shall be: Pioneer Valley Youth Hockey Association, Inc. and it shall be referred to in these Bylaws as the Association.

### ARTICLE II

#### PURPOSES

The purposes for which the Association is formed are set forth in its Articles of Organization as from time to time amended. Articles of Organization are available upon request from the Board of Directors.

The Association shall abide by USA Hockey and Massachusetts Hockey By-Laws, Rules, Regulation and Policies and Procedures.

### ARTICLE III

#### MEMBERSHIP AND DUES

1. Any person interested in the objectives of the Association, and willing to uphold its basic policies and subscribe to its Constitution and Bylaws may become a member upon proper registration and payment of dues with the Association.
  - a. All members will be required to properly fill out an application or registration form at the beginning of each season.
  - b. All new members will be required to supply their child's birth certificate with the registration.
  - c. Except in the case of suspension, expulsion, or other disciplinary action imposed by operation of the USA Hockey playing rules, disciplinary actions shall only be taken after a hearing conducted in accordance with Article XIV of the Massachusetts Hockey Bylaws for the reasons set forth therein.



- d. A family shall be assessed a registration fee for each youth participating. All members shall be required to participate in mandatory fundraising activities as determined by the Board of Directors.
  - e. A parent or guardian of each child and said child shall be required to abide by the code of conduct. See Exhibit B attached hereto and incorporated herein.
2. The Association may conduct an open enrollment of members.
  3. Only members in good standing of the Association shall be entitled to participate in meetings of the Association.
  4. The Board of Directors may designate certain persons or groups as associate members, sponsors, contributors, advisors, or friends of the Association or such other title as they deem appropriate. Such persons or groups shall have rights, privileges and responsibilities as the Directors may designate and except as the Directors shall otherwise determine, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.
  5. The annual dues for membership and other fees shall be established by the Board of Directors and may be changed from time to time as they deem necessary.
  6. By-Laws and/or Rules and Regulations, including methods of becoming an Officer or Director, method of selecting coaches, definition of membership and voting rights and a list of current Officers and Directors will be made available to all parents, coaches, players and other members of the association.

**ARTICLE IV**

**BOARD OF DIRECTORS, OFFICERS AND THEIR ELECTION**

1. BOARD OF DIRECTORS
  - a. The Board of Directors shall consist of not less than five or more than fourteen (14) members of the Association. Each position on the Board of Directors shall be designated by a number, one

through fourteen (14). Beginning with the election to be held in March, elections for the even numbered positions on the Board of Directors shall be held on even numbered years and the elections for the odd numbered positions on the Board of Directors shall be held on odd numbered years. Members of the Board of Directors shall serve for a two-year term. No less than 20% of the Board of Directors will be made up of individuals who have children actively skating in the association. The members of the Board of Directors shall serve until the election and qualification of their successors.

- b. The Board of Directors shall have responsibility and authority for the general management of the affairs of the Association and without limiting the generality of foregoing, shall (a) transact all business in the intervals between meetings of the Association and such other business as may be referred to it by the Association; (b) create standing committees; (c) approve the plans of work of the standing committees; and (d) present a report at the regular meetings of the Association.

2. ELECTION OF BOARD OF DIRECTORS

- a. The first election of members of the Board of Directors shall be held at the Association's monthly meeting during the month of March. Thereafter, an election for positions with terms expiring the following April and / or open positions on the Board of Directors shall be held at the Association's monthly meeting during the month of March. The Board of Directors shall be elected by those present and voting. The voting membership shall consist of each adult member of the Association and one parent or guardian of each player in good financial standing with the Association shall have one vote per player in good standing. A majority vote of those present and voting shall be required for election of each director. New directors will take office at the conclusion of the monthly meeting in April.
- b. There shall be a nominating committee, composed of three members, selected by the President at a regular meeting at least one month prior to the election.
- c. The nominating committee shall nominate all eligible persons for each Board of Directors position to be filled and report its nominees at

the annual meeting at which time additional nominations may be made from the floor.

- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to the Board of Directors.  
All nominees must be in financial good standing with the Association and must be present or send a letter of verification to the meeting.

### 3. OFFICERS

- a. The officers of the Association shall consist of a President, Vice President, Recording Secretary, Player Registrar, and Treasurer.
- b. The officers of the Association shall be elected by and from the Board of Directors at its first meeting following the annual meeting. He/she shall assume official duties upon election by the Board of Directors and may be reelected to that office. The positions of President, Treasurer, and Collector shall be filled by a Board Member who has served on the board for a minimum of one year.
- c. Officers shall be held to a two term limit of their position unless running unopposed with the exception of Treasurer which will have no set term limit.

### 4. REMOVAL / VACANCIES

- a. In addition to any disciplinary action(s) authorized herein, any board member missing 3 meetings without prior notification to the President shall be called before the Board of Directors to discuss said member's commitment to the Association and may be removed from the Board of Directors by a 2/3 vote of the Board of Directors.
- b. A vacancy occurring on the Board of Directors shall be filled by majority vote of the Board of Directors. If no one is willing to fill said vacancy, the seat will not be filled.

## ARTICLE V

### MEETINGS OF THE CORPORATION

1. A general membership meeting of the Association shall be held on the 3rd Tuesday of March, or at another time designated by the

Board of Directors, at a place to be announced by the Board of Directors to coincide with the elections of members to the Board of Directors. Seven days notice shall be given of a change of date or location. A written financial report for the most recent year ending shall be presented to its members.

2. All meetings of the membership and the Board of Directors shall be conducted under Roberts Rules of Order. Also, Roberts Rules of Order shall be the default document, when applicable, if our Constitution or Bylaws fail to address a particular situation.
3. Regular meetings of the Board of Directors will be held at least monthly during the year and are open to all members of the Association. Special meetings of the Board of Directors may be called by the President or by any three members of the Board. The meeting times to be fixed by the Board. The location of each meeting shall be announced at each prior meeting and the date, time and location of each meeting shall be posted on the Association website.
4. A quorum of the Board of Directors shall consist of more than half of the members of the Board of Directors (excluding any vacancies). A simple majority vote of those members present and voting shall be required for all actions, unless otherwise stated.

## ARTICLE VI

### DUTIES OF OFFICERS

1. **President.** The President shall:
  - a. Preside at all meetings of the Association and the Board of Directors at which he or she may be present;
  - b. Coordinate the business of the Association for the benefit of the entire Association and not for the benefit of a single team or person;
  - c. Determine whether a quorum exists at each meeting of the Board of Directors;
  - d. Have no vote on the business coming before the Board of Directors except in the case of a tie vote of the other members of the Board of Directors;
  - e. Execute policies set by the Board of Directors;

- f. Call no less than one meeting per month of the Board of Directors. In the absence of the Recording Secretary, it shall be the President's responsibility to make the time and place of each meeting known to all Directors;
  - g. Serve ex-officio as a member of all standing committees, excluding the nominating committee, and coordinate and determine the jurisdiction of each standing committee;
  - h. The President shall appoint a Chairperson for all committees from the Board of Directors. The exception shall be with the chair of the coaches committee who will be chosen by the coaches committee and not the president.
- 2. Vice President.** The Vice President shall:
- a. Preside at any and all meetings in the President's absence;
  - b. Serve as the District 6 Massachusetts Hockey representative for the Association.
- 3. Recording Secretary.** The Recording Secretary shall:
- a. Keep and maintain the records of the Association, including the minutes of all meetings of the Association and the Board of Directors and present said minutes at the next meeting of the Board of Directors and/or the Association for approval;
  - b. With the President, publicize all meetings of the Association and the Board of Directors;
  - c. Upon the request of any officer or director, handle any Association correspondence.
  - d. In the absence of the Secretary, the President shall assign a Board member to record the minutes.
- 4. Treasurer.** The Treasurer shall:
- a. Have custody of all of the general funds of the Association; keeping a full and accurate account of receipts and expenditures; deposit all monies of the Association in an approved bank or trust company and make disbursements in accordance with the approved budget, as authorized by the Association, the Board of Directors, or special committees.
  - b. Be responsible for presenting the books to an accountant at the end of the season for preparation of tax forms and the yearly review.
  - c. Receive all revenues; write checks for all disbursements. Except for payment of ice times and officials, disbursements above the sum of \$150.00 shall be approved by a majority vote of the Board of Directors.
  - d. The Treasurer shall serve as Chairperson of a budget committee that will consist of two other members, one of which may be a Board member. The Treasurer shall also give the year end report at the Annual Meeting in March.
- 5. Player Registrar.** The Player Registrar shall:
- a. Be responsible for the annual membership registration and all records necessary to maintain up-to-date files pertaining to membership;
  - b. Keep official rosters of all teams and the membership list of the Pioneer Valley Youth Hockey Association; supply rosters and necessary forms for USA Hockey, Massachusetts Hockey, and the Greater Springfield League as mandated by said organizations.
  - c. Be responsible for registering skaters, coaches, managers, and Board members with USA Hockey, Mass Hockey, and the Greater Springfield Hockey League (GSHL). Once teams are created, rosters must be sent to the appropriate GSHL and/or USA Hockey representative.
  - d. Be responsible for submitting team rosters and all other required paperwork to the Mass Hockey District 6 Registrar.

## ARTICLE VII

### OTHER POSITIONS

The Board of Directors shall appoint one of its members, or any other member of the Association, to serve in the following key positions:

- 1. Ice Coordinator.** The Ice Coordinator shall be responsible for scheduling all of the Association's ice time. The Ice Coordinator shall work with the President and Treasurer to

determine what shall be required for ice time for an up-coming hockey season based on numbers of skaters and financial considerations. The Ice Coordinator shall to the best of his/her ability; ensure that ice is distributed equally and fairly. The Ice Coordinator shall also be responsible for

working with the GSHL for the scheduling of league games. The Ice Coordinator will work with Head Coaches to schedule scrimmage games as requested.

2. **Equipment Manager.** The Equipment Manager shall be responsible for storage, inventory and control of all Association equipment. The Equipment Manager shall be responsible for distributing all necessary Association equipment to the teams. The teams will be responsible for all assigned equipment until it is returned to the Equipment Manager. The Equipment Manager shall maintain a record of each piece of equipment with the dates and names of who the equipment is assigned to and when it is to be returned. The Equipment Manager shall upon approval of the Board of Directors purchase equipment as needed or as necessary. The Equipment Manager shall be responsible for the storage of shirts, and to ensure that a sampling of different size shirts is available for registrations for the purpose of fitting the participants.

3. **ACE Coordinator.** The ACE Coordinator shall be responsible for:

ensuring that the Association is promoting age specific skill development in all of their programs; encouraging coaches of the association to implement the USA Hockey Skill Development and Cross-Ice programs; communicate certification requirements to association coaches and ensure compliance with USA Hockey & Affiliate certification levels; deliver Parent Education programs to the association; plan, organize and execute periodic skills workshops for coaches, players and parents; communicate with the District ACE Administrator and USA Hockey on all issues related to coaching at the local association level; communicate USA Hockey's Player Development opportunities to players, parents and coaches; establish and maintain a resource center for coaches, players and parents that would include all available USA Hockey materials; evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches; and assist the Player Registrar in ensuring that all coaches

complete and return to the Player Registrar any and all required forms.

4. **Team Rep Coordinator.** The Team Rep Coordinator shall be the liaison between the Board of Directors and the Team Reps. The Team Rep Coordinator will ensure that the Team Reps are filtering information back to the parents and are in fact consulting the parents as to their views on issues and matters of the Association. In the event a Team Rep is not performing their duties and responsibilities, then the Team Rep Coordinator will bring a recommendation back to the Board of Directors for discussion and disposition.
5. **Public Relations Director.** The Public Relations Director shall be responsible for disseminating all Association news and announcements to the public, through publication in local newspapers, websites and/or community access channels and through association newsletters
6. **Webmaster.** The Webmaster shall be responsible for maintaining and updating the Association website.
7. **District 6 Rep.** The District 6 Rep shall attend all monthly meetings scheduled by Mass Hockey District 6 and act on behalf of the Association.
8. **GSHL Rep.** The GSHL Rep required to attend monthly meetings scheduled by the GSHL and act on behalf of the Association.
9. **Collector.** The position of Collector shall be appointed by the Treasurer with approval from the Board. The collector shall be responsible for collecting all monies from each association member as designated by the Treasurer. Keep accurate records of what each player pays and what he/she owes; inform the Treasurer if a player is behind on payments for more than two (2) consecutive ice times; payments will be accepted on a monthly basis. Disciplinary action will be determined by the board only upon direction of the Treasurer and supported by the Collector. Parents maintain the right to inspect the Collector's records pertaining to their own child.
9. **Learn to Skate (LTS) Coordinator.** The LTS Coordinator will be responsible for the organization of the Association's Learn to Skate

and Learn to Play programs. They are responsible for disseminating information to prospective participants for publication and distribution through the associations Public Relations Director, organizing and appointing "Bench Parents" to support participants during sessions, maintaining a First Aid Kit for sessions, screening potential coaches and forwarding the necessary coaching and participant registration documents to the Registrar.

## ARTICLE VIII

### STANDING AND SPECIAL COMMITTEES

1. The Board of Directors may create standing committees as it deems necessary to promote the purposes and carry out the work of the

Corporation. Said committees shall be appointed by the President and approved by the Board of Directors. All committees shall consist of a minimum of two (2) members with no more than five (5) members; one (1) member must be board members.

2. The Chairman of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the prior consent of the Board of Directors.
3. There shall be a standing Evaluation Committee. The Evaluation Committee will be responsible for reporting to the Board of Directors at the February meeting their detailed written evaluation policy for conducting evaluations for the up-coming hockey season. The Board of Directors shall approve or amend the evaluation policy. The Board of Directors will also review the results of the evaluation and subsequently assign skaters to their respective teams based on the criteria set in the written evaluation policy.
4. There shall be a standing Fundraising Committee. The Fundraising Committee will oversee development and implementations of a Fundraising Plan; which will identify and solicit funds from external sources for support.
5. There shall be a standing Coaching Committee. The Coaching Committee shall be responsible for the review of all coaches selection, training, regulation and oversight of the coaches for all of

the Corporation's programs Learn-to-Skate, Novice, Mite, Squirt, PeeWee, Bantam, and Midget.

6. The Board of Directors may create ad hoc committees with such powers and duties as the Board may determine. The chair of said committees shall be appointed by the President and approved by the Board of Directors. These committees may be dissolved at the discretion of the board.

## ARTICLE IX

### MISCELLANEOUS PROVISIONS

1. **Fiscal Year.** Except as from time to time otherwise determined by the Board of Directors, the fiscal year of the Association shall be the twelve months ending the last day of May.
2. **Seal.** The seal of the Association shall, subject to alteration by the Directors, bear its name, the word "Massachusetts" and the year of its incorporation.
3. **Execution of Instruments.** All deeds, leases, transfers, contracts, bonds, notes and other obligations authorized to be executed by an officer of the Association on its behalf shall be signed by the President and the Treasurer or the Vice president and the Treasurer except as the Board of Directors may generally or in particular cases otherwise determine.
4. **Indemnification of Officers, Directors, and Agents.** The Association shall indemnify any Directors, Officers, or Agents (including any former Director, Officer, or Agent) of the Association against all expenses actually incurred by him in connection with any claim asserted against him or in connection with any action, suit or proceeding, civil or criminal, in which he may be involved as a party by reason of his having been such Director, Officer or Agent or by reason of any action alleged to have taken or omitted by him in such capacity, except that no indemnification shall be provided for any such person with respect to any matter as to which he shall have been adjudicated in any proceedings not to have acted in good faith in the reasonable belief that his action was in the best interests of the Association, and provided that, with respect to any claim, action, suit, or

proceeding which is settled without such adjudication, the Corporation shall have found that such person has acted in good faith as aforesaid and that such indemnification is permissible under the law, and provided further that such indemnification may include payment by the Corporation of such expenses incurred in advance of final disposition of such action, suit, or proceeding upon receipt of an under-taking by the person indemnified to repay such payment if he shall be adjudicated to be not entitled to indemnification there under.

#### **ARTICLE X**

#### **RULES AND REGULATIONS OF THE ASSOCIATION**

The Board of Directors shall establish a set of rules and regulations. These rules and regulations shall be enforced by the Board of Directors and may be amended, repealed, or added to by a 2/3 vote of the Board of Directors at a regular or special board meeting, or by a 2/3 vote of members at the Annual Meeting provided a quorum exists. Such changes shall become effective the following season. Exceptions to the rules and regulations may be made by a 2/3 majority vote of the Board of Directors at a regular scheduled or special meeting. All families of the

Association shall receive a current copy of the rules and regulations at the time of registration.

#### **ARTICLE XI**

#### **AMENDMENTS**

Except as otherwise required by law, the Constitution and/or By-Laws of the Association may be amended or altered in whole or in part by a two-thirds majority vote of the Board of Directors, if such amendment(s) or alteration(s) have been submitted in writing to each of the member of the Board of Directors, at least 14 days prior to the Board meeting at which such amendments are to be considered.

#### **ARTICLE XII**

#### **FINANCIAL AUTHORIZATION AND LIABILITY**

1. The President, Treasurer and/or Player Registrar shall be authorized to sign checks for the Association. All receivables and/or other income shall be paid to the Treasurer.
2. The financial books of the Association shall be reviewed by a qualified person within 90 days of the close of the fiscal year.
3. The Association shall not be responsible or held liable for any injuries or loss sustained by individuals participating in its programs. Each parent or legal guardian will be required to sign waivers for such, at the time of registration, or the child will not be allowed to take the ice until so done.
4. Failure of a parent or legal guardian to maintain the financial responsibility requires as a participant of the Association shall result in the removal of the participant from further activity with the Association, including removal from the ice, until the financial obligation has been met and/or rectified.

## **Policies**

### **Independent Games**

Pioneer Valley Youth Hockey Association has established a policy to provide funds for independent games. We started this policy in order to allow our players the opportunity to experience playing teams they would normally not play in their regular season. This allows our players to experience a different style of play and broaden their experiences. We have found this helps the players in their development as a team and as an individual player.

With this said, we will cover the cost of three home independent games, ice and referee costs. This should generate, for each team, six independent games. The teams should play one home and one away game for three separate teams that would not normally be played.

### **Tournament Policy**

Pioneer Valley Youth Hockey Association allows up to \$1000 per team for one tournament. If teams wish to participate in more than one tournament, it is up to that team to fund their other tournaments. Money not used in the first tournament will be forfeited over to Pioneer Valley Youth Hockey Association. For example; if a team chooses to participate in more than one tournament and said tournament is \$700, the remaining \$300 will not be used towards the second tournament.

Team's first tournaments plus fees must be given to the treasurer. After this is completed, the treasurer will provide the tournament with the check to pay for the entrance fee.

Please remember this may be revoked at any time, due to the financial stability of the organization in any given year.

### **Payment Policy**

Pioneer Valley Youth Hockey Association has put together a payment policy. All payments are due by the 15<sup>th</sup> of every month with the first payment commencing September and last payment in March. Please note: if a player's payments are behind more than a month, said player will not be allowed to participate in practices or games until either the payments are up to date or payment arrangements have been made with the collector.

Each year when the fees for the upcoming season have been voted on they will be presented to all

player families prior to the season beginning. This will be done via our website.

Remember, all payments may be mailed, completed through online banking or by utilizing the PayPal option located on our website, please note, if utilizing the PayPal option, there will be a processing fee collected by PayPal. Please do not give any payments to your team representative or any board member; this is to prevent any payments from being misplaced. If any other arrangements need to be made, please contact the collector.

### **Ice Fees for Three or more Players in a Family Policy**

If a family in the organization has three or more players participating, in the current season, they may be eligible to receive a discount. This discount, if applicable, would be 50% off the third or additional players' ice bill.

The discount does not apply to Midget or goalies in any age division. This is due to the fact that the above ice fees are already at a discounted rate. Therefore all of the players must be a Novice, Mite Squirt, Pee Wee or Bantam.

Please be aware this policy can be revoked by the board at any time.

### **Coaches & Assistant Coaches Policy**

General Guidelines:

1. All members of the coaching staff will come under the jurisdiction of the Board of Directors and/or the coaches committee.
2. It is required that all members of the Pioneer Valley Youth Hockey Association coaching staff will conduct themselves in such a manner on and off the ice, that will gain and maintain the respect of the players and the adults that they come in contact with.
3. Any coaches' treatment of Pioneer Valley Youth Hockey Association members, league or game officials should be conducted in a manner which will be a good example to his players. If criticism cannot be avoided, it will be done in private.
4. The paramount objective of our program shall always be the basis for all coaching endeavors. These objectives shall be to teach basic hockey skills, to stress team achievements rather than individual

achievements and to emphasize sportsmanship and physical fitness. It is important that the winning and losing of games NOT become foremost!

#### Specific Duties:

1. Coaches shall familiarize themselves with the Pioneer Valley Youth Hockey Association, the Greater Springfield League, Massachusetts Hockey, and USA Hockey game rules. It shall be his or her duty to follow and direct his or her players to follow these rules and regulations at all times.
2. To be a teacher and leader with respect for the techniques of hockey and the principles of good sportsmanship.
3. To provide each player with an equitable opportunity and share of ice. It shall NEVER be the coaches' practice to play those with stronger capabilities to the detriment of those who may not be as talented. "Equal ice time" is recognized as hard to define and harder to administer; however, it must be a target to achieve and must not be purposely disregarded. The last two minutes of a game will be handled at the discretion of the coach.
4. Each coach shall have latitude as to his or her particular mechanics of coaching. It shall be his or her duty, however to instruct within the general objectives and guidelines provided by the Pioneer Valley Youth Hockey Association.
5. He or She shall be responsible for maintaining Pioneer Valley Youth Hockey uniforms and equipment properly and see that players not deface the property of the various rinks they play in.
6. To attend all scheduled games and practices or provide qualified coverage and supervision in the event of his or her absence. He or She shall be present in the locker room one-half hour before a game or practice and remain until the last player leaves the locker room.
7. Each coach shall be responsible for maintaining game sheets which are strictly within the eligibility rules of the Greater Springfield League, Massachusetts Hockey, and USA Hockey.
8. The coach shall recommend to the Head of the Equipment Committee any purchases of needed equipment.
9. No parent shall be allowed to work with the team unless asked to do so by the coach.

10. A coach should do his or her best to inspire all team members to participate in all team functions.

11. It will be the coaches' responsibility to maintain order in the locker room.

#### Rights of Coaches

1. Coaches shall have the right to discipline his or her players. This discipline can take the form of benching or one-game suspensions. Any rule infractions, disrespect, degrading of other players, indifferent play or attitude will be subject to the coaches' disciplinary action. Any coach may strongly recommend extended suspension of a player to the Board of Directors if he or she feels such action is warranted.
2. Each coach shall have the right to be heard by the Board of Directors either through the Team Representative or directly at a meeting of the Board of Directors.
3. He or She shall have the right to expect minimal parental interference in the conduct of his or her endeavors.

#### **Locker Room Policy**

USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of USA Hockey and USA Hockey InLine that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.



All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

**Massachusetts Hockey Fair Play and Respect  
Program  
PARENT'S CODE OF CONDUCT**

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

1. I will not force my child to participate in hockey. I will try to make it FUN!
2. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
3. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
4. I will never ridicule or yell at my child for making a mistake or losing a game.
5. I will remember that children learn by example. I will applaud good plays by both my child's team and their opponents. I will not be critical of, or embarrass any player, including opposition players.
6. I will never question the official's judgment or honesty in public. I recognize that officials are being developed in the same manner as players.
7. I will respect and show appreciation for the volunteers who give their time to hockey for my child.
8. I will never yell, taunt, threaten or inflict physical violence upon any player, coach, official or spectator at any youth hockey activity. I will refrain from the use of abusive or vulgar language, racial, ethnic or gender-related slurs at any time at the rink or any youth hockey function. I will support all efforts to remove verbal and physical abuse from youth hockey games.
9. I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans.
10. I will emphasize skill development and a serious approach to practices and explain how skill development will benefit my child.

11. I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.
12. I will not throw objects of any kind on the ice, or lean over and pound on the glass.
13. I will communicate all and any concerns regarding inappropriate behavior to the Team Manager, Coach, ACE (Association Coaching Education) Coordinator or local youth hockey association representative.
14. I will insist that my child plays in a safe and healthy environment.
15. I will support a sports environment that is free of alcohol, drugs or tobacco and I will refrain from their use at all youth sports events.
16. I understand the benefits from participating in a team sport, the commitment, the discipline and the social skills learned and acquired.
17. I will remember that my child plays hockey for his or her enjoyment, not mine.

**I have read and understand the above Code of Conduct, and agree to abide by its guidelines at all team and league activities. I understand that if I do not follow this Code of Conduct, I may be asked to leave the league activity (such as a game or practice) or I may be asked to withdraw my child from the league.**

**Massachusetts Hockey Parent's Code of  
Conduct [www.masshockey.com](http://www.masshockey.com)  
USA HOCKEY PARTICIPANT CODE OF  
CONDUCT 2013-2014 Hockey Season**

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated.
5. There will be no drinking, smoking, chewing of tobacco, or use of illegal substances at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during any team function.
7. I understand that players or team officials who cannot abide by these rules or who violates them will be subject to further disciplinary action.

## PERMISSION TO USE PHOTOGRAPH

### **Subject: Hockey Player Image, Photographed or Video Taped**

I grant to Pioneer Valley Youth Hockey Association, its representatives and employees the right to take photographs of me or my child and my property in connection with the above-identified subject. I authorize Pioneer Valley Youth Hockey Association, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Pioneer Valley Youth Hockey Association may use such photographs of me or my child with or without my name and for any lawful purpose, including for example, such purposes as publicity, illustration, advertising, and Web content.

## ACKNOWLEDGMENT

I hereby acknowledge receipt of the Pioneer Valley Youth Hockey Association Handbook this

— \_\_\_\_\_ day of \_\_\_\_\_, 2014.

P Parent/Guardian Signature \_\_\_\_\_

C Child's/Children's Name \_\_\_\_\_

L Level: \_\_\_\_\_

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

P Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

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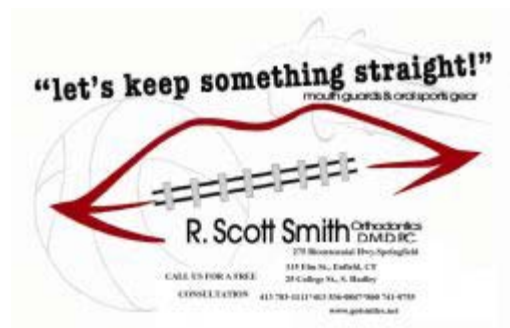
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