

Shrewsbury Youth Hockey Association

Constitution & Bylaws



CONSTITUTION & BYLAWS OF

Shrewsbury Youth Hockey Association

P.O. Box 214
Shrewsbury, Massachusetts 01545

Revised
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Shrewsbury Youth Hockey Association

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ARTICLE I – NAME

The organization shall be known as the Shrewsbury Youth Hockey Association, INC. (SYHA). The organization will maintain a web site at <http://www.syha.net>

ARTICLE II – PURPOSE AND OBJECTIVE

Shrewsbury Youth Hockey Association is a not for profit, tax exempt Massachusetts corporation established pursuant to the provisions of G.L. chapter 180 and section 501 (c) (3) of the Internal Revenue Code, respectively, whose purposes and objectives are:

- To develop and encourage sportsmanship between all players for the betterment of their physical and social well-being;
- To encourage good citizenship and respect in an environment that will build healthy bodies and strong minds;
- To educate and train players, coaches, managers, administrators, and parents;
- To foster, advance, develop and encourage participation in the sport of hockey in Shrewsbury, Ma.;
- To serve as the affiliate association of MASS Hockey pursuant to the terms of its Affiliate Agreement with MASS Hockey in the Commonwealth of Massachusetts;
- To be guided by MASS Hockey and USA Hockey core values of sportsmanship, respect for the individual, integrity, pursuit of excellence at the individual, team and organizational levels, enjoyment, loyalty and teamwork;
- To do any and all acts necessary and desirable to further the foregoing purposes and objectives.
- Shrewsbury Youth Hockey Association, an affiliate association of MASS Hockey and USA Hockey, shall abide by and act in accord with the Articles of Incorporation, By-laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MASS Hockey and USA Hockey and such documents and/or decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Shrewsbury Youth Hockey Association.

ARTICLE III – MEMBERSHIP

Any person residing in the Town of Shrewsbury or a contiguous town is eligible for membership. A player living outside of Shrewsbury with a USA Hockey and MASS Hockey release is also eligible for membership upon approval by the SYHA Board of Directors. The approval of USA Hockey and MASS Hockey District 7 Registrar may also be required for non-resident players.

A "Full Association" membership is extended to any parent(s), guardian(s), Coach or Volunteer who has a child registered to play hockey or actively supports SYHA by involvement or financially supports a registered player, coaches and any other volunteers in that program in the process for nomination and election of directors. All "Full Association" members are eligible to vote at annual or special elections and hold official positions in SYHA.

An "Associate" membership is extended to anyone having a skater involved in a non-hockey program offered by SYHA or involved with helping in SYHA matters, such as fundraisers, function helpers, etc., and sponsors with lump sum donations. These members will be eligible for participation in all social functions and fund raising activities.

“Associate” members are not eligible to vote, but may hold committee positions. The SHYA Board of Directors, by a majority vote, may waive the voting restriction in unusual circumstances.

Membership in the hockey program shall be House League and Competitive Hockey; i.e. Mites, Squirts, Peewees, Bantams and Midgets, etc.

The Board of Directors shall establish membership in all other programs. Membership may be terminated resignation, or by a majority vote of the board of Directors.

ARTICLE IV – DUES AND REGISTRATION FEES

Dues and Fees shall be established and fixed annually by a majority vote of the SYHA Board of Directors. Such fees and payment schedules shall be published annually. Members are expected to make payments in accordance with the published schedule. Failure to do so may result in the loss of ice privileges for that member’s skater. Skaters must be paid in full by August 15th of the upcoming season.

SYHA will secure and submit Individual Membership Registration Forms (IMRs) for all members and prepare team rosters for all teams. SYHA will pay the required fees as established by USA Hockey and MASS Hockey and as set out in the Fee Section of the MASS Hockey Rules and Regulations.

In hardship situations, individuals may request financial assistance to pay on a schedule set up by the Treasurer and the President. Individuals must make the request in writing by letter to the Treasurer explaining the circumstance of the hardship. The Treasurer shall maintain the anonymity of the individual making the request.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors (Board) shall consist of the President, Vice President, Treasurer, Secretary, and 9 Directors-at-large.

A minimum of 5 directors will be elected to the Board each year at the annual meeting.

Election Year	3 Year Term - A Term Seats						2 Year Term - B Term Seats						
	Seat 1	Seat 2	Seat 3	Seat 4	Seat 5	Seat 6	Seat 7	Seat 8	Seat 9	Seat 10	Seat 11	Seat 12	Seat 13
2004	2006	2006	2005	2005	2007	2007	2006	2006	2006	2006	2005	2005	2005
2005	2006	2006	2008	2008	2007	2007	2006	2006	2006	2006	2007	2007	2007
2006	2009	2009	2008	2008	2007	2007	2008	2008	2008	2008	2007	2007	2007
2007	2009	2009	2008	2008	2009	2009	2008	2008	2008	2008	2009	2009	2009

Election Year	Positions Open	Term Type	Turnover	Notes
2004 - 2005	2 x 3 Year Positions 4 x 2 Year Positions	A - Term B - Term	46%	Every Even Year
2005 - 2006	2 x 3 Year Positions 3 x 2 Year Positions	A - Term B - Term	38%	Every Odd Year
2006 - 2007	2 x 3 Year Positions 4 x 2 Year Positions	A - Term B - Term	46%	Every Even Year
2007 - 2008	2 x 3 Year Positions 3 x 2 Year Positions	A - Term B - Term	38%	Every Odd Year

Explanation of Election Chart

- All high lighted entries are election years for those seats;
- All A seats are 3 year terms;
- All B seats are 2 year terms;

Every year two 3 Year Positions are up for election;
Every even year four 2 Year Positions are up for election;
Every odd year three 2 Year Positions;

In the event that a Director does not complete his or her term, the remainder of the term shall be added as a position to the standard ballot. Terms with 2 years remaining shall be placed on the ballot in position with the 2-year terms and the 1-year term(s) shall be moved down in position. In the event of a tie, existing Board members will vote with secret ballot.

Each "Full Association" member shall be allowed a number of votes equal to the number of positions on the ballot. Members shall be allowed to apply only one vote per candidate.

Following the annual meeting, a special meeting shall be held to elect officers and appoint standing committee members for the ensuing year (see ARTICLE VI). The election of the President shall be through a nomination process (Candidates must declare their interest in being President for the nomination to be valid). Names of nominees shall be voted upon by all present using a secret ballot. The nominee with the most votes will be the elected President. The elected President shall act as Chair and coordinate the election or appointment of the Vice Chairman, other remaining officers, committee members and committee chairpersons. Every year the Board of Directors will elect new officers, directors and committee positions.

The Vice President will assume the office of President as Interim President in those situations where the President is unable or unwilling to fulfill the duties of his office. Upon confirmation by a majority of the SYHA Board of Directors the Vice President will complete the current term of office as President.

The Chairman (the Chair) shall preside over all regular, annual and special meetings. The Vice Chairman shall preside when the Chairman is not present or when he or she temporarily relinquishes the Chair. In the absence of both the Chairman and Vice Chairman, a member of the Board elected by a majority of Board members present at the meeting shall preside as Chairman for that session.

If any vacancy occurs in the Board of Directors prior to January 1, it will be filled by the runners-up at the previous order of votes received. They shall serve until the next annual meeting. Alternatively, with a two-thirds vote of the Board members present, the vacancy can be retained and the duties associated with vacant position shall be dispersed among the remaining Board members until the next annual meeting.

If for any reason the number of members of the Board falls below 9, a special election shall be called to fill the vacant positions, by a majority vote of the Association members present until the next annual meeting.

If any director fails to perform his or her duties, as defined in ARTICLE VI, the Board of Directors may discipline, suspend, or remove the subject director.

ARTICLE VI – OFFICERS RESPONSIBILITIES AND DUTIES

All board members are expected to understand and follow the Constitution and Bylaws of SYHA. All Board members are also expected to keep current with their responsibilities and duties as officers and directors, and keep the Board informed as to the status of these duties at Board meetings. When unable to attend Board meetings, members shall inform the President in advance of their anticipated absence and provide a status update for presentation at the meeting. When unable to attend league or other meetings, directors are responsible to attend such meetings and shall make arrangements to have another Board member take their place.

With approval from the Board, any officer or director may appoint an assistant to help in his or her duties.

It is the responsibility of each Board member to assess his or her needs as an officer or director for input into the SYHA budget. Members will be held accountable to stay within their budget allowance once the

budget is approved. After approval, the budget may be amended as needed by a two-thirds vote of the Board.

It shall be the Chair's responsibility to conduct meetings in accordance with Robert's Rules of Order. The Chair shall maintain a position of impartiality in all debated matters. The Chairman may be the President or any other member of the Board, elected by the Board for this purpose. If the Chairman wishes to present a position or make a motion, he or she shall temporarily relinquish the Chair to the Vice Chairman. The Sergeant at Arms will enforce Roberts Rules at all meetings.

The President shall be the Chief Executive Officer of the Association. He or she shall be an ex officio member of all committees. The President may be the Chairman but shall hold no other position as officer or director. The president shall monitor the progress of the tasks of all officers and committees and assign additional duties as needed to assure timely completion of Association business. He or she shall, if required by law, see that the financial records of the Association are annually audited as required by Massachusetts's general laws. The President (along with the Treasurer) shall sign all written contracts and obligations of the Association, which must have approval of the Board of Directors to be legal and binding.

The Vice President shall be vested with the powers, and shall perform the duties of the President in the absence of the latter.

The Treasurer is responsible for the accounting and budgeting of the Association. The Treasurer shall (with input from each officer and director) prepare a written budget at the beginning of each season for Board approval. Written updates on budget status shall be provided at each regular and Annual Board meeting. The Treasurer shall receive and disperse all funds and assure the receipt of all registration fees and program payments. The Treasurer shall annually advise the Board of Directors the numbers, but not the identity, of hardship waivers granted. He or she shall also advise the Board of the total dollar value of all assistance granted. The Treasurer (along with the President) shall sign all written contracts and obligations of the Association, which must have approval of the Board of Directors to be legal and binding.

The Secretary shall keep all meeting minutes and maintain all Association and Member records. He or she shall prepare an agenda for all meetings, shall forward it to the officers and directors prior to meetings.

The Director of Coaches shall develop and coordinate all competitive hockey programs. He or she shall supervise the independent business of each program. The director shall also be the chairman of the Coaching Committee and oversee the coaches. A minimum of three coaches meetings shall be held during each season. He or she shall also select, instruct and schedule officials for SYHA functions. He or she will also be the organizations ACE Coordinator

The Director of Learn to Skate shall direct, develop and coordinate this program with the intention of encouraging those interested to enter the other programs offered by SYHA.

The Director of Ice & Scheduling shall be responsible for purchasing and scheduling of practice ice and for publishing game schedules.

The Director of Team Managers shall be responsible for the coordination and duties of team managers.

The Director of USA Hockey and MASS Hockey shall represent SYHA at USA Hockey and MASS Hockey meetings and assure USA Hockey and MASS Hockey requirements are integrated with SYHA activities. Attendance at USA Hockey and MASS Hockey meetings by the director (or an alternate) is mandatory.

The League Directors shall represent SYHA at league meetings, and coordinate SYHA and league activities. Attendance at league meetings by the director (or an alternate) is mandatory.

The Director of Equipment shall purchase all SYHA equipment, as authorized by the Board, and maintain such equipment. It shall be his or her responsibility to identify and issue this equipment to the appropriate SYHA individuals. A written inventory shall be prepared at the end of each season to account for each item of equipment. An end of season assessment of equipment needs for the next season shall also be prepared.

The Director of Fund Raising is responsible to develop ideas for fund raising programs and implement programs approved by the board.

SYHA Board Positions and Brief Descriptions

A 1 position is a season long position that requires a lot of attention each month.

A 2 position is a season long position that requires less attention than a 1.

A 3 position is a position that is performed once or twice and requires a lot of attention.

A 4 position is a season long position that requires little attention each month.

We request the board members take at least a #1 position and split up evenly the 2, 3 and 4's.

President	1	Direct meetings, agendas, direct and manage situations as arise, direct discussions.
Vice-President	4	Take the place of the President if absent or resigns.
Treasurer	1	Pay invoices, keep records of all transactions, prepare taxes, monthly reporting, and billing.
Recording Secretary	2	Prepare meetings, take minutes during meetings and distribute in a timely manner.
Registrar	1	Keep tracks of all registered players electronically. Keep track of payments and forward checks to Treasurer. Work with Treasurer on outstanding collections.
Sergeant at Arms	4	Exercises proper parliamentary procedures during meetings.

Directors

House League	1	Register, organize and train players, coaches, and parents in the fundamentals of ice hockey. League runs for 17 weeks every Saturday and Sunday per season.
Scheduling	1	Organize practice and game schedules for all teams. Send schedules to all coaches. Resolve conflicts between teams and rink management.
Coaches	1	Preside over the Coaching Committee. Recommend coach selections to the board. Hold coach meeting to communication policies and rules and updates. Insure parents and coaches are communicating to resolve situations. This position is also the ACE Coordinator.
Website	1	Manages website, takes care of updates, postings and communications.
Tryouts	1	Chair a committee of 4 or more people to organize and discuss procedures for tryouts. Present to the board. Find volunteers for evaluators and administrative duties. Organize the ice times and days for the tryouts. As a Committee discuss the team selections and bring recommendations to the board.
Fund Raising	1	Organizes committee to raise funds through corporate contributions and league wide functions.
Merchandising	2	Form a committee to sell and market SYHA marketing goods.
Learn to Skate	2	Register players and oversee operations conducted by outside training Company.
Team Managers	2	Recruit, organize and train parent managers for each team. Hold manager meetings to keep team informed and well communicated.
Skills	2	Chair a committee of about 3. Evaluate outside training companies for our different age groups. Present to the board.
Communications	2	Work with Web Director, Team Managers and media to promote our organization.
Tom Hill	2	Monthly meetings in Fitchburg. Organize scorekeepers and referees for home games.
NYHL	4	Monthly meetings at New England Sports Center
AYHL	4	Monthly meetings at Northstar Arena

Summer Clinic	3	Chair a committee Distribute flyers. Register players. Find volunteers. Oversee outside training company.
Awards	3	Organize with a committee for Charlie Hale and Ron Lemire awards. Organize committee for Charlie Hale and Ron Lemire awards as set forth in Appendix A Section 4 and Appendix A Section 5.
Equipment	3	Organize, distribute and retrieve Jerseys. Keep an inventory of all equipment. Purchase needed equipment with yearly budget. Insure all coaches and players have safe equipment.
USA / MASS Hockey	4	Attend USA and MASS Hockey meetings monthly. Insure proper paperwork and payment is forwarded for insurance.
Tournaments	4	Chair a committee of about 4. Organize all tournaments including but not limited to Haunted Shootout, Bean Pot and State Play downs. Collect fees.
Mites	4	Communication between Mite players, Coaches, Parents and the Board
Squirts	4	Communication between Squirt players, Coaches, Parents and the Board
Pee Wees	4	Communication between Pee Wee players, Coaches, Parents and the Board
Bantams	4	Communication between Bantam players, Coaches, Parents and the Board
Midgets	4	Communication between Midget players, Coaches, Parents and the Board

Committees

Fundraising	1	Chair a committee of about 3 people. Communicate to all current and future sponsors. Generate ideas for fundraisers and present to the board.
Summer Clinic	3	Chair a committee Distribute flyers. Register players. Find volunteers. Oversee outside training company.
Annual Banquet	3	Chair a committee of about 3. Organize the times and dates of the supper. Communicate to the Association. Organize the cooks, the raffles, volunteers and the clean up
Nominating	3	Discuss our philosophy and positions with the nominees usually all Board members search for nominee.
Pee Wee Awards	3	Chair a committee of about 4. Interview coaches, parents and players. Observe player games. Choose most deserving for the award and present to the board.
Zero Tolerance	3	Selected by the President to reside over Zero Tolerance issues.
Coaches Game	3	Coordinate end of year event for Coaches and Families.

ARTICLE VII – MEETINGS

A quorum of Board members for the annual, regular meetings and any special meeting shall be at least 50% of the current Board members. SYHA will ensure that membership and voting powers of its governing body shall consist of not less than 20% of voting members who have children actively skating in the association and/or program.

The annual meeting for “Full Association” members shall be announced prior to May 1st and shall be held between May 1st and May 31st of that year for the purpose of electing the Board of Directors, receiving reports of the progress of programs, a written financial report for the most recent year ending shall be presented to its members and for the transaction of such other business as may come before the meeting.

A quorum of “Full Association” members for the annual meeting shall consist of a number equal to at least 20% of the number of players registered in the competitive hockey program.

Each “Full Association” member shall receive notification of the date of the annual meeting by mail and be posted on the SYHA web site.

Regular (closed) Meetings of the Board will be held monthly, if possible, at a time and place to be determined by the current Board.

Open Meetings shall be held no less than 4 times per year, which will be open to all members of the association.

SYHA shall make copies of By-Laws and/or Constitution, Rules/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 available to all parents, coaches, players and other members of the association.

The agenda for the annual and regular meetings will be given to each Board member prior to the meeting, if possible, and be acted on before the introduction of new business.

Urgent matters, which cannot wait until a regular Board meeting shall be reported to the President or in his/her absence, the Vice President. Matters, which require immediate action by the Board, shall be handled either by special Board meeting or by the most effective communication available.

Special meetings of the Board may be called by the President, or any three members of the Board. Special meetings may be held only after direct notification of each member of the Board by the person or persons requesting such a meeting have been made.

Communication polls shall be conducted by the President or Vice President and shall include all available members of the Board. An attempt shall be made to contact all members, but no action shall be taken unless a quorum of members is contacted. No action shall be taken if any of the members contacted express the desire to hear debate on the issue(s) at a meeting. A summary of the issue(s) and voting results shall be documented in the minutes of the next regular Board meeting.

ARTICLE VIII – COMMITTEES

The Board of Directors shall appoint committees to serve the needs of the Board. The purpose, responsibilities, membership and chairperson shall be set at the time of committee appointment. Each committee shall include at least one member of the Board who will be the chairperson. The committee shall report on its progress at each subsequent Board meeting. The report shall be in enough detail to keep the Board informed of the committee's intent and any significant developments.

At a minimum, the Board shall appoint the following standing committees:

A Nominating Committee shall be appointed for the purpose of providing a list of candidates for election to the next season's Board of Directors. The committee shall be responsible for determining recruitment needs and for soliciting applicants from the membership in time for the annual meeting. All applicants' names will appear on the ballot.

A Tryout Committee shall be appointed for the purpose of organizing and implementing competitive hockey tryouts. The committee shall be responsible for conducting tryouts in accordance with the established tryout policy and procedures.

A Coaching Committee shall be appointed for the purpose of selecting coaches for competitive hockey. The committee shall be responsible for conducting coach selections in accordance with the established coach selection policy and procedures. The Director of Coaches shall be the chairperson.

A Hardship Committee shall be appointed for the purpose of reviewing membership requests for financial assistance. The committee shall be comprised of three Board members including the President and Treasurer, and a third member selected from the Board by the President. The committee shall be responsible to determine if financial assistance is appropriate and shall make a recommendation for Board approval. The identity of the requesting parties shall be confined to the committee members.

Other committees, such as those which may be identified in the Appendix, may also be appointed as the need arises.

ARTICLE IX – APPENDIX

It is the intended that the Appendix sections of the Constitution and Bylaws include policies or guidelines which support the activities of the Association with a higher degree of flexibility than is allowed in the basic Articles of the Constitution and Bylaws.

ARTICLE X – AMENDMENTS

The Constitution and Bylaws may be amended, repealed or altered in whole or in part by a two-thirds vote of the Full Association members present at the annual meeting or at a Special meeting called for this purpose. Proposed amendments or additions shall be presented, in writing, to the Board of Directors who will make their recommendation to the Association at the next regular or annual meeting.

The Board of Directors may, with a two-thirds vote, add, modify, repeal, or alter any of the Appendix sections of the Constitution and Bylaws.

APPENDIX A – RULES AND REGULATIONS

Section 1 – Board of Directors

1. The agenda at the regular meetings shall be as follows
 - a. Call meeting to Order
 - b. Roll call
 - c. Approval of the Minutes of the previous meeting and reading of any Communications
 - d. Reports of Officers, Directors, and Standing Committee Chairpersons
 - e. Unfinished business of previous meeting
 - f. New business
 - g. Adjournment
2. Meetings shall be conducted by the Chair in accordance with Robert's Rules of Order. Discussion shall take place only after a motion has been introduced. To introduce a motion a member must address the chair, and be recognized by the chair. The member then introduces the motion and another member must second the motion. The chair then states the motion and calls for discussion.
3. Disciplinary action may be taken against any Board member who fails to perform his or her duties or who has more than 4 unexcused absences from regularly scheduled meetings in any one year. The Board of Directors may discipline, suspend, or remove the subject Board member only after:
 - a. Initiation by majority of the Board of Directors at a meeting providing there is a quorum.
 - b. Notification to the subject Board member at least 2 weeks in advance, via registered mail, outlining the charges and possible disposition to be considered.
 - c. Providing an opportunity to the subject Board member to be present as an observer during the discussion phase of the Board meeting.
 - d. Providing an opportunity to the subject Board member to challenge, questions, or otherwise defend himself before the Board.
 - e. A two-thirds vote of the Board members present, upon the close of the discussion phase of the meeting.
4. Board members shall make themselves available to all members of the Association, and shall bring before the Board of Directors the concerns of those members.
5. Any Full Association or Associate member of SYHA may request to appear before the Board, via communication, at the next regular monthly meeting, or have a special meeting called to discuss matters pertinent to SYHA. Such requests must be made through the President preferably in writing. Requests shall be granted as soon as an agreeable date can be arrived at between the Board and the Party concerned.
6. The Board of Directors may request the presence of any person to attend a Board meeting to discuss matters pertinent to SYHA.
7. The Board of Directors shall strive to provide equal skating opportunities for each and every member of all teams within SYHA.

Section 2 – Coach / Parent Relations

1. A Coach at his or her discretion may exclude parents from locker rooms a maximum of 15 minutes before a game and a maximum of 5 minutes after a game.
2. Parent and Coach discussions will be confined to an agreed upon time by Coach and parents, and not carried out after games or by telephone to the Coaches home at any time. The recommended time for these conferences is after the team's regularly scheduled practices.
3. If either the Coach or parent is dissatisfied with the outcome of the discussion, the parent and/or the Coach shall notify the Director of Coaches, who shall review the case and make a decision.
4. Any Coach or member may appeal a disputed case to the Board of Directors only after the Director of the Program has reviewed the case and made a recommendation to the Board, and only if the dissatisfied person has written an e-mail stating his complaint. This e-mail should be made to the President of the Board two weeks before the requested meeting date. The President shall establish a mutually agreed meeting date between the grieved member and the Board to discuss and review all facts. The Board's decision will be made and concerned parties will be notified. The Board may reject the appeal if the proper channels have been observed.

Section 3 – Player / Team Placement

1. It is the intent of SYHA to classify all participants in all programs according to age, size and ability consistent, as much as possible, with standard hockey program classifications. In those instances where this policy is modified, the participant's parents must be consulted.
2. Classification by age of participants involved in competitive hockey must be consistent with standard USA Hockey and MASS Hockey classifications. Exceptions to this provision must be made within USA Hockey and MASS Hockey rules.
3. Skaters with exceptional ability may be required to skate a minimum of one year in their own age group, whereupon they would be eligible to skate at the next level of competition if authority is granted by, approval of MASS Hockey, a two-thirds vote of the Board of Directors, and approval of the player's parents is received.
4. Where there is more than one team in any age group the first team will be designated as the "A" or "1" team. The subsequent teams will be designated the "B" and "C" teams. Where there are more than three teams, the "Open" designation shall be used in conjunction with the "A" "B" or "C" designation to identify additional teams in order as follows: "A", "Open", "B", "B – Open", "C" "C-Open". Whereas teams are pooled they shall be designated as "Blue", "Gold".
5. Within an age group, player placement will be determined by tryouts conducted in accordance with the SYHA Tryout Policy and Procedures. All players must tryout and be placed in accordance with tryout results. Players returning for second or third season at a give age group shall not be automatically placed at their last season level (as a minimum level placement).
6. Whenever possible, teams above mite level (except for the Midget level) shall not consist of more than 20 players.
7. U.S. Hockey and Mass. Hockey rules will be used in House League play.
8. Any player entering SYHA after tryouts will be placed at the lowest level and evaluated in order to be picked for the next higher level team. However, if deemed equal to any previously registered player, the previously registered players are to be considered first unless otherwise voted by the Board.

Section 4 – Charles Hale Award

1. The Charles Hale award shall be “awarded to the player in SYHA who not only shows exceptional hockey ability, but whose attitude and conduct both on and off the ice, exemplifies the highest ideals of sportsmanship and who shows respect and cooperation to his/her fellow players and Coaches”.
2. There shall be only one award, unless there is a tie in voting – open to any 2nd year Pee Wee player on the PeeWee 1 Team.
3. A committee will be selected before December 1st of each season.
4. Committee will have a minimum of 3 Board members that, if possible have no interests at the PeeWee level.
5. Committee members Committee members must interview parents, Coaches and players to determine attitude and conduct.
6. Award is to be chosen, purchased, and available for presentation at the Annual Awards Banquet.

Section 5 – Ron Lemire Award

1. Named for Ron Lemire a man who volunteered his time to SYHA for 18 consecutive years. He held every position on the Board of Directors at one time or another showing his dedication by example. He was committed to making SYHA a youth program that all children could enjoy, and promoted Sportsmanship and fair play to the highest level.
2. This annual award is to be awarded to a player from each Pee Wee team, (Except the Pee Wee I Team), who defines the words commitment and dedication, and whom exhibits Sportsmanship to the highest standards.
3. The player can be either a second year or first year Pee Wee. And can win this award more than once.
4. The player shall be committed to SYHA and their respective team at all practices, games and team functions.
5. The player shall be dedicated to upholding all rules and regulations set forth by SYHA, their respective team and Coaches.
6. The player shall show the utmost respect and sportsmanship, both on and off the ice, to his/her fellow players, opposing players, Coaches, parents and officials.
7. The player must represent SYHA and the town of Shrewsbury to the highest regard.
8. The Selection Process.
 - a. One Board member shall be assigned to each PeeWee team to implement the selection process. This member shall have no children and/or ties with the team.
 - b. The process shall be as follows:
 - i. The recipient shall be selected via secret ballot.
 - ii. The selection process shall be performed no later than the end of February.
 - iii. The BOD member shall go to a practice and administer the ballot procedure.
 - iv. Each players vote shall count once.
 - v. Each Coaches vote counts as two. (Note not more than 4 Coaches can vote)

- vi. In case of a tie, the assigned Board member, must watch two practices and two games. Have dialog with the Coaches and interviews with the players would be a plus.
 - vii. Ballots must be kept secret by the assigned BOD member.
 - viii. All of the Ballots must be turned in to the President by March 1st. The President will announce the recipients at the March BOD meeting.
 - ix. The BOD will vote to accept the recipients as a matter of procedure.
- c. The Trophy or Plaques will be presented at the Annual Awards Banquet.

APPENDIX B – BUDGET OUTLINE

Section 1 – Operating Budget – Revenue

Revenue			Budgeted	Subtotal	Total
Registration Fees					\$ -
<i>Competitive Programs</i>	Players	Fees		\$ -	
MITE	0	\$ -	\$ -		
SQUIRT	0	\$ -	\$ -		
PEEWEE	0	\$ -	\$ -		
BANTAM	0	\$ -	\$ -		
MIDGET HALF	0	\$ -	\$ -		
MIDGET FULL	0	\$ -	\$ -		
<i>Development Programs</i>				\$ -	
HOUSE LEAGUE	0	\$ -	\$ -		
LTS Session I	0	\$ -	\$ -		
LTS Session II	0	\$ -	\$ -		
LTS Session III	0	\$ -	\$ -		
<i>Skills Development</i>				\$ -	
Summer Skills Session 1	0	\$ -	\$ -		
Summer Skills Session 2	0	\$ -	\$ -		
Fund Raising					\$ -
<i>Sponsorships</i>				\$ -	
Corporate Team Sponsorships	0	\$ -	\$ -		
<i>House League</i>				\$ -	
Candy Sales	0	\$ -	\$ -		
Coffee Sales			\$ -		
<i>Fund Rasing Events</i>				\$ -	
Calendar Raffle	0	\$ -	\$ -		
Haunted Shootout	0	\$ -	\$ -		
<i>Competitive Program Awards Banquet</i>				\$ -	
Raffle and Prizes	0	\$ -	\$ -		
Other Revenue					\$ -
<i>Bank Income</i>	0	\$ -	\$ -		
<i>Tryout Fees</i>	0	\$ -	\$ -		
<i>Player Owned Jerseys</i>	0	\$ -	\$ -		
<i>Coaches Game</i>	0	\$ -	\$ -		
<i>House League Awards Breakfast</i>	0	\$ -	\$ -		
<i>Competitive Program Awards Banquet Fee</i>	0	\$ -	\$ -		
Total Revenue					\$ -

Section 2 – Operating Budget – Expenses Page A

Expenses			Budgeted		Subtotal	Total
Ice						\$ -
<i>Practice Ice</i>					\$ -	
FMC - Lake Ave	0	\$ -	\$ -			
FMC - Navin	0	\$ -	\$ -			
Holy Cross	0	\$ -	\$ -			
New England Sports Center	0	\$ -	\$ -			
Centrum	0	\$ -	\$ -			
<i>Skills Development</i>					\$ -	
Summer Ice Clinic	0	\$ -	\$ -			
League Fees						\$ -
<i>Northstar - AYHL</i>					\$ -	
AYHL (Northstar) Mite	0	\$ -	\$ -			
AYHL (Northstar) Squirt	0	\$ -	\$ -			
AYHL (Northstar) PW	0	\$ -	\$ -			
AYHL (Northstar) Banatam	0	\$ -	\$ -			
<i>New England Sports Center - NYHL</i>					\$ -	
NYHL (NE Sports) Mite	0	\$ -	\$ -			
NYHL (NE Sports) Squirt	0	\$ -	\$ -			
NYHL (NE Sports) PW	0	\$ -	\$ -			
NYHL (NE Sports) Bantam	0	\$ -	\$ -			
NYHL (NE Sports) Midget Half	0	\$ -	\$ -			
NYHL (NE Sports) Midget Full	0	\$ -	\$ -			
<i>Tom Hill</i>					\$ -	
Tom Hill - Bantam 4	0	\$ -	\$ -			
Tom Hill - Squirt 4	0	\$ -	\$ -			
<i>Cross Ice Development</i>					\$ -	
Mite 4 Prep	0	\$ -	\$ -			
Insurance						\$ -
<i>IMRS</i>					\$ -	
Competitive Players	0	\$ -	\$ -			
Development Players	0	\$ -	\$ -			
Competitive Coachers	0	\$ -	\$ -			
Development Coaches	0	\$ -	\$ -			
<i>Other Insurance</i>					\$ -	
Directors Insurance	0	\$ -	\$ -			

Section 3 – Operating Budget – Expenses Page B

Equipment					\$ -
<i>Jerseys</i>					\$ -
Competitive Players	0	\$ -	\$ -		
House League	0	\$ -	\$ -		
<i>Miscellaneous</i>					\$ -
Pucks	0	\$ -	\$ -		
Medical Kits	0	\$ -	\$ -		
Goalie Equipment	0	\$ -	\$ -		
Administration					\$ -
<i>Office Administration</i>					\$ -
Postage / Copies / Web	0	\$ -	\$ -		
Donations	0	\$ -	\$ -		
Taxes - Audit Fees	0	\$ -	\$ -		
<i>Reimbursable Expenses</i>					\$ -
Coaches Patching / Expenses	0	\$ -	\$ -		
Reimbursements / Financial Assistance					\$ -
Assistance (3 or more children)	0	\$ -	\$ -		
Refunds 2.5% of Players	0	\$ -	\$ -		
Activities					\$ -
<i>Activities</i>					\$ -
Coaches Game	0	\$ -	\$ -		
<i>House League</i>					\$ -
Awards Breakfast	0	\$ -	\$ -		
Trophies	0	\$ -	\$ -		
Coaches Gifts	0	\$ -	\$ -		
<i>Learn to Skate</i>					\$ -
Instructional Group	0	\$ -	\$ -		
Awards	0	\$ -	\$ -		
<i>Tournaments</i>					\$ -
Hunted Shoot Out	0	\$ -	\$ -		
Central Mass Bean Pot Tournament	0	\$ -	\$ -		
<i>Competitive Program Awards Banquet</i>					\$ -
Hall & Meal	0	\$ -	\$ -		
Raffle Prizes and Tickets	0	\$ -	\$ -		
Awards / Trophies	0	\$ -	\$ -		
<i>Skills</i>					\$ -
On Ice Skills Development	0	\$ -	\$ -		
Off Ice Skills Development	0	\$ -	\$ -		
<i>Tryout Fees</i>					\$ -
Professional Tryouts	0	\$ -	\$ -		
Total Expenses					\$ -

APPENDIX C – RULES OF CONDUCT

Section 1 – Player Attendance

1. All practice sessions and games will carry mandatory attendance. Repeated unexcused absences may result in disciplinary action.

Section 2 – Excused Practice or Game

1. Any player will be excused from a practice or game only upon previous approval from the head Coach and only if the excuse is felt to be a valid one.
2. Any rostered Coach on players' team may be contacted in regard to being excused. Excuses heard by word of mouth from friends or teammates are not acceptable.
3. Coaches should be contacted by the players as far in advance as possible.
4. If a situation arises where the player does not contact the Coach prior to missing a practice or game, he/she should contact the Coach after the event as soon as possible.

Section 3 – Players Conduct

1. Players are expected to play with the thought that they are representing not only themselves, but the whole team and the Shrewsbury Youth Hockey Association. Attitude is expected to be to the benefit of the organization at all times. Any action or attitude which is felt to be detrimental to the organization may result in disciplinary action.
2. The players must remember that they are under the jurisdiction of the Coaches while at the skating facilities. Any decision made by the Coaches, on or off the ice, must be respected as final.
3. All players will be held responsible for all of their actions while at the skating facilities, both on and off the ice. All facilities such as locker rooms, lavatories, vending machines, etc., are to be treated properly. Anyone who defaces property will be held responsible. All personnel at skating facilities will be treated with respect and their decisions will be accepted as final.
4. Fighting and un-sportsman-like conduct is forbidden. Any player called by an official for "fighting" or "deliberate intent to injure" or a game misconduct will be immediately removed from the game and will be suspended for 3 games, one of which must be in the league in which the incident occurred. While serving the suspension, the player must attend the games and sit on the bench. Appropriate protective equipment must be worn while in the bench area.
5. Obscene, racial, and abusive remarks and gestures are strictly forbidden. Such remarks and gestures will not be made to any teammate, Coach, opponent, official, or fan before, during, or after any game, SYHA adheres to and up holds the "Zero Tolerance Act."

Section 4 – Parents Conduct

1. Parents will be held accountable for their conduct. Situations arising in which parents are determined to be "out of control" may result in the players' suspension. The parent shall be notified of the potential for such action prior to taking any action against the player.

Section 5 – Coaches Conduct

1. Coaches must conduct themselves in a manner which is directed toward building player self confidence and self esteem. Criticism and instruction shall be positive in nature. No obscene,

abusive or demeaning comments are to made to any player(s), parent(s) or official(s) at any time or any place. No favoritism may be displayed either in a positive or negative way.

Section 6 – Disciplinary Action

1. Players and their parents must realize that the only means available by which disciplinary action can be taken against a player is to deny the privilege of playing in scheduled games, practices and SYHA activities.
2. Any violation of the rules stated above may result in a game suspension. Repeat violations may lead to dismissal from the team. In these cases, no moneys will be refunded.
3. Excused practices and/or games are permitted as stated in Section 2. Each member is responsible for the ice time payment whether present or not. Anyone in excess of 2 weeks in arrears may not be allowed to take the ice.
4. Strict enforcement of the Rules of Conduct is mandatory by all Coaches. The Coach shall advise the Director of Competitive Hockey, Coaches and Officials whenever disciplinary action is taken. In situations where Coaches have not enforced these rules, the Board of Directors may intervene to enforce them.

APPENDIX D – TRYOUT POLICY

Section 1 – Purpose

1. Youth hockey players should be placed at a competitive level that is equal to their ability. To ensure a fair and objective tryout and therefore, proper placement for all participants, a set of rules must be established and followed. This procedure establishes the tryout policies and the steps needed to organize and carry out the policies.

Section 2 – Responsibilities

1. The SYHA Board of Directors is responsible for administering this policy and procedure. All changes to this policy and/or the procedures must be motioned to and voted on by the SYHA Board. Any proposed changes by the Association must be entertained, discussed, motioned and voted on by the SYHA Board. All proposed changes to the policy and/or procedures must be submitted to the SYHA Board in writing.
2. Members of the Association should volunteer to help the SYHA Board administer a fair tryout. Tryouts are time consuming for the people who work them and require a lot of planning and organization if they are to be conducted properly.

Section 3 – Chairperson and Committee

1. A tryout chairperson will be selected from the SYHA board by the July meeting. It is the responsibility of the chairperson to form a tryout committee. The committee will consist of a minimum of 4 persons, and must include at least 2 members from the Board, with the remainder consisting of anyone from the SYHA Board or the Association.
2. The approximate time frame (i.e. third week in March) for the season's tryout will be set at the December board meeting prior to the tryout allowing the committee ample time to plan and organize all the tryout activities.

Section 4 – Scheduling

1. The SYHA Board will schedule Tryouts with three main objectives in producing the Master Tryout Schedule:
 - a. Minimize disruptions in game schedules
 - b. In dual game / tryout days schedule tryouts before games
 - c. Keep tryout times age appropriate per USA Hockey and MASS Hockey Guidelines

Section 5 – Tryout Process

1. At the discretion of the SYHA Board, the process of evaluating the players can be conducted by an outside agency or internally using an evaluation staff. At any time deemed necessary, the Tryout Committee can set forth and determine the best course of action for they Tryout process and recommend to the Board that process. The Board, with a majority vote can accept or deny the process presented.
2. The following is an outline of the tryout process.
 - a. The players will be separated by for each level (Mite, Squirt, Peewee, Bantam) into 4 groups
 - b. The Mites and Squirts will not be trying out by position.

- c. The Bantams and Peewees will be trying out by position.
- d. Each group will be on the ice for 3-evaluation sessions – having the opportunity to skate against all the other players at that level once.
- e. Each player will be evaluated on the following 6 areas: Skating, Passing, Shooting, Stick Handling, Positional Situation Play and Game Situation (scrimmage).
- f. When the players (2 groups) take the ice they will be separated into 4 groups. Each group will be sent to a station where they will be evaluated. The evaluators will be on the ice at each station and will instruct the players on which skill they will perform. Each player will be required to perform a number of skills at each station. The evaluator will score each player as they perform the skill requested.
- g. Once they have been evaluated (approx. 8 minutes per station) they will move to the next station. Each evaluator will be evaluating 1 skill for the entire tryout process.
- h. The Game Situation (approx. 18 minutes) will evaluate players in a game situation environment. In the game situation it is important to note that all aspects of game situations will be evaluated including position, passing and all around team play. Please emphasize to your children that puck hogging; out of position play and end-to-end rushes are not good examples of team play and overall good hockey skills.
- i. The Evaluators will evaluate the players on a predetermined scale and provide the Tryout Committee with the individual scores of each skater.

Section 6 – Placement Process

1. Once the raw scores are received from the Evaluators, the Tryout Committee will review the scores along with the Coaches' player evaluations to determine the final tryout order of the players. The Tryout Committee will present to the Board of Directors with the recommended placements. Once the Board of Directors determines team sizes, they will be responsible for placing the skaters on the teams. There is no guarantee that a player will place at the same level that he/she played at the previous season.

APPENDIX E – COACH SELECTION POLICY

Section 1 – Coaching Committee

1. The Board of Directors shall appoint a Coaching Committee including at least 3 Board members and the Director of Coaches to select Coaches for each team.

Section 2 – Selection Process

2. It is the intent of the Coaching Committee to select the best possible Coach for each team within SYHA. Criteria as, experience, knowledge of the game, attitude, commitment, etc. shall be the basis of selection.
3. Coach selection must be based on the criteria stated above. Consideration of the Coach and Player relationship shall be made only if, based on past performance, it is determined it would be adverse to one or more elements of the selection criteria or to Players or Coaches conduct (refer to APPENDIX C Section 3 and Section 5).
4. The Director of Coaches and the Coaching Committee after team selections shall interview all head-Coaching candidates.
5. Election to the position of SYHA Board member shall not bar the appointment of any individual to the position of SYHA Head Coach.

APPENDIX F – COACHES MANUAL

Section 1 – Introduction

1. The Board of Directors of the Shrewsbury Youth Hockey Association (SYHA) believes that quality Coaching is the backbone of a successful program.
2. In an effort to continue and advance the success of our program, we are providing our Shrewsbury Youth Hockey Coaches Manual to each of our Coaches. This manual covers a wide variety of issues and should help our Coaches in a number of ways by clearly stating the philosophies of our association, as well as rules, guidelines, and suggestions.
3. Please use this manual in conjunction with the USA Hockey Mass Hockey Coach’s manual, which you have received (or will receive at your Patching Clinic).

Section 2 – Philosophy

1. The Shrewsbury Youth Hockey Association exists to help children develop into good citizens and good sports through participation in Youth Hockey.
2. It is the philosophy of the SYHA that all players on a team are provided with equal playing time in every game. Each player, particularly those involved in the House League, Mites, and Squirts, should be provided the opportunity to develop his/her hockey skills in a variety of positions. The Board recognizes that circumstances (such as discipline problems, physical size or abilities, etc.) may dictate otherwise, but these should be the exception rather than the rule.
3. The Board is aware that this philosophy in the short term may result in an increased number of losses by our teams, but firmly believes that in the long term, this philosophy will result in a more complete hockey player at the upper levels, which will result in improved individual and team performance.

Section 3 – Coaches Patching

1. Coaches and Assistant Coaches are required under the USA Hockey and MASS Hockey rules to obtain the following Coaches patches:
 - Learn to Skate Initiation Level
 - House League Initiation Level
 - Mites Associates Level
 - Squirts and Pee Wee Intermediate Level
 - Bantams and Midgets Intermediate Level
 - Midgets National Bound Intermediate Level
2. If funding permits, SYHA will reimburse Coaches for any registration fees incurred for attendance at any of these clinics required to obtain these patches. SYHA recommends all Coaches become patched at the highest level possible. SYHA also recommends Coaches take a patching refresher every two years at their highest level.

Section 4 – Assistant Coaches

1. The Board of Directors feels that our Association's objectives are best met when we have qualified Coaching.

2. Therefore, your selection of Assistant Coaches is very important. In selecting assistants, you should look for these strengths in your staff-
 - Knowledge of hockey and the ability to teach.
 - "Children Skills" and the ability to understand, motivate, instruct and enjoy our skaters.
 - Planning and organizational skills: To assist in planning short and long term objectives and in keeping all (skaters and parent) involved and informed.
 - Maximum of 3 Assistants are allowed.

Section 5 – Scheduling

1. Coaches will receive notification of games scheduled from the League Directors and Director of Scheduling. Coaches, please note that the Director of Ice & Scheduling often does not receive schedules until the last week of the month and provides them to the Coaches as soon as possible after their receipt. This fact should also be explained to your team parents early on, to prevent misunderstanding during the season.

Section 6 – Planning

1. Use of the USA Hockey and MASS Hockey Manual is strongly recommended. Appropriate objectives and drills should be established and announced beforehand.
2. Chalk talk with players is recommended after each practice.
3. Stretching exercises should be taught and practiced before each practice and each game.
4. Coaches should feel free to take every opportunity to help develop our skaters as good citizens and as responsible people. Discussions on personal conduct, responsibilities, personal care of equipment, hygiene, etc. all are appropriate.

Section 7 – Equipment

1. It is important that Coaches take the subject of equipment seriously. Unfortunately, most skaters and many parents pay little or no attention to their equipment once it has been purchased. As a Coach, your responsibility for equipment falls into three areas.
2. The first is to advise and give direction as to appropriate equipment, its proper use, and its proper fit.
3. The second area is proper care of equipment. This includes instructing players how to store and clean their equipment between practices and games, the importance of removing equipment from a hockey bag and hanging it up to dry and air out between uses. The importance of frequent skate sharpening must be emphasized. Players should be reminded to tighten helmet screws on a regular basis. Tethered Mouth guards are required at all competitive levels and recommended for all levels, neck guards are strongly recommended for all players.
4. Third, the Coach should always make visual inspections of player's equipment for the purpose of noticing equipment which is not being used properly, not in proper condition, or not the right size.
5. House League Coaches, in particular, should adhere to these guidelines as good habits are developed at early ages, and most parents just entering hockey have very limited knowledge of the sport and its equipment.

Section 8 – Parent / Coach Communications

1. Any discussions between parents and Coaches should be handled in a mature manner. A parent wishing to speak to a Coach should ask to speak with him/her after a practice, in private. Parents

must not confront a Coach during a practice, a game or in the locker room unless a safety issue is involved. Parents are not to call a Coach at home to discuss their problems.

2. Coaches are requested to report unresolved disputes with parents to the Director of Competitive Hockey, Coaches and Officials. Coaches should explain to the team's parents his or her specific procedure for communication.

Section 9 – Parents Meeting

1. Youth hockey has the longest season, by far, of any youth sport. Because of the length of the program, and the frequency of games and practices, we believe that good communication with parents is important. We recommend that a parents' meeting be held and if so, as early as possible in the season. The parents' meeting should be run by the Head Coach, with assistance as appropriate from Assistant Coaches. A member of the Board of Directors (preferably the Director of Coaches) is available to attend this meeting, if you so desire.
2. The objectives of the first team meeting might be:
 - Introduce the Coaching staff
 - Introduce players and parents
 - State objectives for the season
 - Present the Shrewsbury Youth Hockey Association philosophy
 - Explain the ground rules for the season
 - Answer parents' questions
3. Included on the agenda should be the following:
 - The schedule
 - Arrival time and departure for practices and games
 - Attendance requirements, and notification of absence
 - Equipment
 - Ice Time
 - Positional Play
 - Discipline
 - Parent/Coach disagreements - set protocol for communication
 - Attitudes
 - Any other topics which you deem appropriate
4. Additional team meetings are to be held at the discretion of the head Coach. Remember that most parents have been sitting in the stands freezing through the season, enjoy and appreciate some communication from the Coach.

Section 10 – People on the Ice

1. No one is allowed to be on the ice during your team's ice time other than registered members of your team, and Coaches. Brothers or sisters of your teammates are not allowed on the ice during your practice time. This is mandatory! Note, no one but players and Coaches are insured.

Section 11 – Attendance / Notification of Absence

1. Section 1 of the Rules of Conduct states that attendance at practices and games are mandatory. We all recognize that situations will arise which may prevent a player from attending a practice or game.

Courtesy would dictate that the Coach be advised at least 24 hours in advance of any absence. This will allow the Coach to obtain a replacement player if one is needed.

2. We suggest that Coaches keep attendance records for practices and games. (You will often be surprised at what you learn).

Section 12 – Tournament Play

1. On occasion, our Association, or specific team in our Association, may receive invitations to participate in tournaments. Additionally, there are some tournaments which are open for general application. The cost for tournaments is not included in the dues and registration fees of SYHA, unless otherwise noted at the annual meeting.

Section 13 – Communication

1. Coaches should assist team manager in providing positive material on their team for the SYHA official web site. Negative comments regarding particular players or Association problems do not belong in team reports, and will not be published. This is an opportunity to improve team morale and highlight the progress of all players, by name, at least once during the year.

Section 14 – Jerseys

1. Each player will be issued a SYHA shirt, with his last name on it. House League shirts do not have player's names. The Coaches are to collect each shirt after each game. Shirts are for games only and may not be worn at any other time. Shirt bags will be issued to the Coaches and shall be used. Unless a vote by the Association mandates player purchased/player owned shirts and socks.

Section 15 – Players Patches

1. Players are eligible to be awarded USA Hockey and MASS Hockey patches as follows:
 - Hat Trick, three or more goals in one game
 - Play maker: three or more assists in one game
 - Zero Club: Awarded to a goal tender who earns a shutout
2. A player is eligible for one patch from each category per season. In other words, a player who scores more than one Hat Trick in a season is awarded one Hat Trick patch. However, the same player may also earn a Play maker patch and/or a Zero club patch.
3. In order for the skater to receive his patch, it is required that his Coach prepares the necessary paperwork and submits it to USA Hockey and MASS Hockey, as per the form. Forms are available from our USA Hockey and MASS Hockey website. If you do not prepare the proper paperwork for your player's patches they will not receive a patch.

Section 16 – Non-Payment of Fees

1. Each participant in SYHA is expected to pay the required fees as established by the Board of Directors. Coaches will be advised by a member of the Board of any player on his team who is behind in their payments. After a vote of the Board, a player will be notified by the Board that he/she may not skate, until all past due fees are paid. The Coach will be advised that the player is not to participate in SYHA activities until his/her fees are paid. The Coach is not asked to attempt to collect this money, but merely to police the decisions of the Board.
2. If a financial hardship exists, the parent is to be reminded that a Hardship Committee exists and that arrangements can be made by contacting the Treasurer of the Board to pay over time. If any family

has 3 or more children in the competitive program they may apply for a 10% reduction in the total fee and also apply to extend their payments until October 31st.

Section 17 – Incident Reports

1. In order to improve communications and minimize problems, an incident report must be submitted for any significant incident, using our "Incident Report" form, which is attached.

Section 18 – Fighting / Game Misconducts

1. "Deliberate intent to injure" and game misconduct penalties require a 3 game suspension under SYHA rules. Activities of this type by participants in the SYHA program will not be tolerated and these penalties will be strictly enforced. This should be emphasized to players early and often by all Coaches.

Section 19 – Injuries

1. Injuries are a part of any physical activity, and parents should understand this. Injuries should be brought to the attention of the Board by means of SYHA incident report as soon as possible after injury.
2. First Aid Kits are provided to all Coaches.
3. Medical releases for all players will be provided to each Coach. Have medical releases readily available at all games and practices.

Section 20 – Movement of Players

1. Once team assignments have been made, the permanent movement of a player from one team to another may be made only with the approval of the Board of Directors and the parents of the player in question. Any discussion of permanent reassignment must be held with the Board prior to any discussion with parents. Any fees incurred by move-ups are to be paid by the parents of the participating player.
2. The Board is aware that certain unusual circumstances may require the temporary assignment of a player to another team to insure sufficient players to satisfactorily participate in a game. Any Coach who wishes to call up a player under these circumstances must obtain the approval of The Director of Coaches and the parents.
3. All temporary movement of players will be in accordance with USA Hockey and MASS Hockey rules and the rules of participating league.
4. Coaches should be aware that USA Hockey and MASS Hockey rules require that a player skating at a higher level the fourth time shall be required to remain at that level. If this occurs after November 15, that player will be ineligible for any state or district tournaments.
5. Under no circumstances will an SYHA player participate in any activity using a name other than his own. The penalty for a violation of this rule is banishment of the entire SYHA from the offended league.

Section 21 – Appeals

1. The decision to appeal the results of any game will be made by the Coach. Coaches should notify the Director of Coaches of any appeals or hearing associated with their team.

Section 22 – Referees

1. If it becomes necessary to obtain referees for any game (usually a make-up game), the Coach should contact Director of Coaches as soon as the game is scheduled to allow as much time as possible to obtain officials.

Section 23 – Forfeits

1. Failure to achieve the minimum number of skaters either by an SYHA team or an opponent should be brought to the attention of the Director of Scheduling.

Section 24 – Our Reputation

1. Players, Coaches, and parents serve as representatives of the Shrewsbury Youth Hockey Association and the Town of Shrewsbury. Behavior and activities which are detrimental to our reputation will not be tolerated. Good sportsmanship is expected and required at all times.

Section 25 – Conclusion

1. This Coaches Manual is designed to make your job easier by providing some basic guidelines and by hopefully eliminating some surprises. As the years go by, this manual will be refined and improved. We very much value your thoughts on this manual. We need to know what additional information should be provided, what information can be eliminated, and what information you would change.

Section 26 – A Vote of Thanks

1. The Board of Directors and the parents of your team members sincerely appreciate the time and effort you have put into this program. Good Coaching is the foundation of a strong association.
2. The Board of Directors is willing to do all that is necessary to support you in your Coaching role.

APPENDIX G – EQUIPMENT

Section 1 – Equipment Overview

1. The Director of Equipment shall be responsible for the inventory, distribution and collection of all SYHA hockey equipment including but not limited to pucks, puck buckets, medical supply packs, team jerseys, team jersey bags, and goalie equipment.
2. SYHA shall provide to Players and Coaches but not limited to pucks, puck buckets, medical supply packs, team jerseys, team jersey bags, and when ever possible goalie equipment.

Section 2 – Purchasing Equipment

1. The Director of Equipment shall be responsible for purchasing and repairing any equipment. The Director of Equipment shall adhere to their budget unless the Board of Directors approves additional funding.

APPENDIX H – SCHEDULE (CALENDAR) OF EVENTS

MAY

- Annual Meeting
- Officer Elections & Committee Selections
- Registration

JUNE

- Plan Summer Clinic
- Plan Fall Ice
- Start Coach Selection

JULY

- Complete Registration

AUGUST

- Coach Selection
- Summer Clinic
- Competitive Hockey Starts
- Plan Fundraising

SEPTEMBER

- Approve Fundraising
- School Flyers - House League & Learn To Skate

OCTOBER

- Start House League & Learn to Skate
- Begin Fundraising

NOVEMBER

- House League & Learn To Skate Start

DECEMBER

- Calendar Raffle
- Determine Tryout Process

JANUARY

- Review Appendixes for potential changes

FEBRUARY

- Select Tryout Evaluation company if necessary

MARCH

- Awards Banquet
- Try Outs

APRIL

- Notice of Annual Meeting
- Competitive Coaches Game
- Preliminary Tryout
- Set Fees/Dues for Next Season