

# PARK CITY ICE MINERS YOUTH HOCKEY

## POLICIES AND PROCEDURES

*revised March 2013*

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## **I. GENERAL INFORMATION**

Mission Statement The Summit and Wasatch Counties Amateur Hockey Association is dedicated to providing a positive learning experience as we challenge our players to grow in every aspect of the game. It is our goal to develop character, sportsmanship in all players, coaches and parents, and physical fitness among the youth in the northern Utah area; promote, encourage, and improve the standard of amateur ice hockey; associate with other ice hockey associations; expand the game of hockey on the Wasatch Back through public awareness and development of as many youths as possible; and to perform or participate in other activities that will aid in reaching these objectives.

Summit and Wasatch Counties Amateur Hockey Association Summit and Wasatch Counties Amateur Hockey Association is a non-profit organization operating youth hockey programs for the benefit of people in Summit and Wasatch County area. The home rink is the Park City Ice Arena in Park City, Utah. The Team name is the Park City Ice Miners (PCIM).

PCIM is affiliated with and operates under the guidelines of USA Hockey and the Utah State Amateur Hockey Association ("UAHA"). Games are conducted according to the rules of USA Hockey and UAHA.

PCIM will participate in select-level out-of-state tournaments and individual games, the Utah Recreational League ("URL") and in other games and tournaments in the Intermountain West at the discretion of the Board of Directors, Coaches and Parents.

## **III. PLAYERS AND PARENTS**

### **1. Player Eligibility**

- a. Any youth who resides in Summit or Wasatch County. Non-residents of Summit or Wasatch County will be accepted on a space-available basis at the discretion of the Board upon request of the parent or guardian.
- b. Players must have written consent of their parents or guardians to participate.
- c. Players must meet the age requirements for each age division as established by USA Hockey.

### **2. Player Registration**

- a. All players must complete all registration materials and submit to the PCIM prior to participating.
- c. PCIM youth members may not participate in/or on any other youth hockey association (dual association/team registration) during the regular season of the PCIM, except by consent of the Board.

### **3. Annual Player Fees**

- a. Player fees are determined each year by the board. b. All players are required to pay all the declared fees for their division.
- c. Registration fees are required to be paid in full by the date determined by the Board at the start of each season. Alternate methods for payment shall be reviewed by the Board on a case by case basis.
- e. In cases of hardship, payment of fees may be reduced or eliminated as determined by the Board. All such cases will be handled on a case by case basis and under the strictest confidence without minute coverage.
- f. Some activities such as select team tryouts, skills and drills, etc. may have an additional charge.
- g. Refunds must be requested in writing to the Board and are granted at the discretion of the Board.
- h. PCIM reserves the right to dismiss any child whose behavior is deemed detrimental to the group or program without a refund.
- i. A player whose fee is not paid on the designated payment dates will not be permitted to participate in games or practices with his/her team until the fees are paid unless other payment arrangements have been made with the Board.

#### 4. Player Accommodations

All female players will have designated an adequate area in which to dress. Coaches and managers will ensure a "gender neutral" environment for all team meetings and discussions. "Gender neutral" is defined as: Fully clothed, excluding gloves, helmets, and skates. All coaches and players will follow USA Hockey Guidelines (Annual Guide) in preventing gender harassment and discrimination.

#### 5. Appearance

- a. All players shall wear team jerseys that are approved by the Board. Changes to the jerseys are not allowed such as adding logos, patches, etc. except for those that are explicitly approved by the Board.
- b. Coaches shall wear PCIM coaching uniforms.
- c. Player and coaching attire shall be set by the Head Coach of each team.

#### 6. Safety Equipment

- a. All players are required to wear any and all safety equipment required by USA Hockey for all practices and games. No exceptions will be made.
- b. Mouthguards are required for all players, and neckguards strongly recommended.
- c. Athletic supporters are recommended for all PCIM players.
- d. Players must wear helmets at all times when on the ice or on the bench during the play of a game or practice.

#### 7. Player Movement between Age Divisions

- a. All players must play in their age division (mite, squirt, etc.) as defined by the regulations of USA Hockey during a playing season, unless special permission is granted by the Board.

- i. Playing "Down": Players wishing to play "down" a division will only be allowed for valid medical reasons with Board approval upon written request. Requests must be in writing from the player's parent or guardians and a qualified medical doctor stating the reason. Final approval will be granted only upon written approval of the USA Hockey District Registrar.

- . bix. Any member of the Board who has a child applying for movement within this policy must abstain from voting for any player movement petition within that playing year.

#### 9. Player Conduct

- a. While representing the organization during all PCIM functions including home and away games, practices, fund raising activities, etc., all players will refrain from violence, profanity, and illegal

activities, and will abide by rules of USA Hockey, and PCIM.

b. Good sportsmanship is required by all players who represent PCIM. Players are expected to abide by the rules of PCIM, and USA Hockey.

c. Any player who is found with alcohol, tobacco, or any controlled substance that is not prescribed by his/her physician while involved in a PCIM activity will automatically be suspended until a hearing can be held by the Disciplinary Committee.

d. All players must respect the property and facilities of the Park City Ice Arena and the facilities of other hockey associations and refrain from willful or intentional destruction of property and/or facilities.

e. If PCIM equipment is not returned to a coach or designated person, the player will not be eligible to participate next season until the matter is cleared.

f. Any player found to be responsible for the theft of PCIM or personal property or damage to such property while under the direction and supervision of PCIM may be removed from participation in PCIM and held financially responsible for any and all losses.

g. Failure to abide by these rules may result in suspension or dismissal from PCIM.

h. Each player must abide by the PCIM Player Code of Conduct

#### 10. Parent Conduct and Responsibilities

a. Any parent or guardian who has been legally convicted in a court of law of sexual or physical abuse of a child will not be allowed to attend any PCIM sponsored event at the Park City Ice Arena or elsewhere where children are present (e.g. practice, game, fundraiser) unless their child is participating. The parent or guardian shall have the right to attend their child's event without harassment, but shall not be left alone with children at any time, and shall leave the event when their child's participation has ended.

b. At all PCIM home and away games, practices, and events, parents of players registered with PCIM shall act in a manner that is conducive to the goals and objectives of PCIM.

c. During both home and away games, parents shall show courteous respect to the game officials and their decisions. Parents should be ever mindful that their actions, and those of their children, are a reflection of our entire Association.

d. Parents are expected to volunteer their efforts and resources for the benefit of all PCIM players and the PCIM Association. This includes participation in PCIM events, tournaments, fund raising activities, and the concession stand. Parents are also expected to volunteer to fill as off-ice officials (penalty box, scorekeeper, timekeeper and announcer).

e. Parents are expected to provide encouragement and support for their team coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the coaches who give their time and skills for the benefit of all players.

f. Inappropriate language or actions may result in expulsion from an arena or, in the extreme, from all activities of PCIM.

g. All parents must abide by the PCIM Parent Code of Conduct (.

h. Any parent found to be responsible for the theft of PCIM or personal property or services may be removed from official organization and team functions and/or held financially responsible for any and all losses, and if deemed appropriate, at the discretion of the Board, the child of such parent may be removed from participation in PCIM.

i. Cowbells and air horns are not permitted at any PCIM home game.

## IV. COACHES & MANAGERS

#### 11. Coaching Eligibility

a. Any person who has been legally convicted in a court of law of sexual or physical abuse of a child will not be allowed to coach for PCIM. The Board will not knowingly appoint such a person to a coaching position or any other position within the organization where said person may come into contact with any children of the members of PCIM.

b. All coaches and assistant coaches and must abide by the rules of PCIM, and USA Hockey.

## 12. Coaches Selection Procedure

a. The following is the process to be utilized by the PCIM Board of Directors in selecting Head Coaches:

i. The Board will review all Head Coaching applications. Applications will be provided to each Board member in advance of the meeting in which coaches are to be selected.

ii. No coach will be considered for a coaching position unless he/she has submitted a complete coaches application.

iii. The Board will review all applicants and discuss their respective coaching attributes. Applicants will be reviewed based on various criteria including but not limited to (not necessarily in order of priority):

(1) Hockey knowledge;

(2) Coaching experience;

(3) Ability to interact with children;

(4) Ability to interact with parents;

(5) How the applicant has represented the organization in the past;

(6) Level of support and cooperation the applicant has shown towards the organization and the Board in the past.

. The Board may, in its sole discretion, interview any or all candidates for coaching positions. When a member of the Board is being considered against another applicant for a head coach position, the Board applicant will not be present during the interview (if one is held) or any discussion among the Board of the non-Board applicant.

. All coaches must submit to a background check. A Background Check Application must be submitted to the following web site: <http://publicsafety.utah.gov/bci/>

. vi. The initial coach selection process will be for head coaches only. Applicants not selected as Head Coaches will be considered for assistant coaching positions.

. vii. The Board will review all applicants per the above and then vote for a head coach at each level.

. b. Assistant Coaches will be selected by the Head Coach and the Board.

. i. Assistant coaches must also submit a complete coaches application.

. ii. All potential assistant coaches will go through the background check described above.

. iii. Assistant coaches will not be assigned until after Head Coaches are selected.

. c. d. The matters discussed by the Board regarding the selection of coaches will be deemed confidential and will not be disclosed to third parties.

. e. All votes cast during the coaches selection process will be by secret ballot, unless otherwise agreed to by the Board.

## 13. Coaching Certification

a. Coaches and assistant coaches must be knowledgeable about the rules and regulations governing amateur ice hockey and must be certified as designated by the USA Coaching Achievement.

b. All coaches must have the necessary coaching credentials as required by USA Hockey for coaching their division

## 14. Coaches Conduct

a. The position of coach is an important one and carries with it the responsibility to portray a proper role model for all players within PCIM.

b. Coaches are responsible for the equal development of all players on their teams.

c. Coaches must conduct themselves in a sportsmanlike manner at all times.

d. Coaches must not use abusive, threatening, or demeaning language or actions during games, practices, or other PCIM events.

e. Coaches must refrain from name calling, profanity, and/or humiliating players.

f. Corporal punishment of a player or inappropriate physical contact with a player by a coach or any other member of PCIM is prohibited by PCIM.

g. Physical or verbal abuse of a player by a coach will not be tolerated and may be grounds for

dismissal following an investigation and hearing.

h. Coaches shall refrain from screaming at or criticizing referees.

i. No coach shall consume alcoholic beverages immediately before a scheduled game or practice.

j. All coaches must comply with the PCIM Coaches Code of Conduct

k. All coaches must comply with USA Hockey Code of Ethics.

l. Coaches found to be in violation of the PCIM Coaches Code of Conduct or USA Hockey Code of Ethics shall be subject to penalty up to and including dismissal.

m. Coaches who become aware of violations of the codes of conduct by players or parents should notify the Board as soon as possible.

n. Any coach removed from a game should verbally notify the Board within 48 hours and provide a copy of the game sheet, as well as a written explanation of what occurred during the subject game.

#### 15. Coaches Responsibilities

a. Head coaches and the Board are responsible for the selection of their assistant coaches and a team manager. Assistant coaches must complete a PCIM coaching application form to be eligible to be an assistant coach.

b. Coaches and assistant coaches are responsible for the equal development for all players on their teams to the best of the coaches' and players' abilities.

c. Coaches and assistant coaches must maintain discipline for their players during games and practices – both on the ice and in the locker room. The head coach is responsible to maintain a presence in the locker room at all times. Coaches should ensure that all players (boys and girls) are entitled to use the team locker room provided proper attire is maintained. For all practice sessions and games held at any rink, coaches or managers should inspect the locker room upon arrival and report any damage to rink personnel. The head coach must ensure that there is appropriate conduct in the locker room and supervision at all times. Coaches or managers shall not leave the facility after practices or games until the locker room has been inspected and all debris has been picked up. Any damage discovered shall be reported immediately to the Ice Rink.

d. A coach has complete authority to remove any player from the ice during a game or practice who is acting in a manner that jeopardizes the safety of any other player, who is acting in an unsportsmanlike manner, or who refuses to follow the directions of the coaching staff. For minor infractions, a Coach may also:

i. Require a player to sit on the bench for an amount of time deemed appropriate, or

ii. Skate additional drills, or

iii. Do "push-ups".

e. A coach must be present at all times when players are on the ice – either for a game or practice.

f. The Board must ensure that all assistant coaches have completed a PCIM coach's application, are registered as an assistant coach for the team and with USA Hockey prior to going out on the ice.

g. Only coaches registered with USA Hockey and named on a PCIM team roster for the current year shall be allowed on the bench during a game. All coaches and assistant coaches shall have the appropriate USA Hockey certification level for the team they are coaching.

h. Under no circumstances does a coach have the authority to permanently remove a player from the team without Board approval.

i. All coaches should attend all PCIM coaching clinics and meetings.

j. Head coaches are responsible to ensure that all PCIM equipment is returned to the organization.

k. Helmets are required for coaches while on the ice.

#### 16. Playing Time

Coaches and assistant coaches of ALL teams must allow all players substantially equal ice time in both games and practices using the following guidelines:

- All players will be given substantially equal ice time during the game, with the exception of man-up or man-down situations.
- Towards the end of the game, coaches may use their discretion in order to attempt to win the game.

- Coaches shall not bench or sit players in order to “shorten” the bench. Sitting or benching a player shall be used as a disciplinary measure only or in case of injury.
- It is understood that ice time during games will never be exactly the same for all players. Given penalties and specific game situations, ice time for players will vary. Coaches will try to reward players who show good work ethic, attitude, sportsmanship, and respect and not simply who are the most skilled players.

## 17. Managers Responsibilities

a. Managers assume an important role in assisting the Head Coach with administrative matters necessary to run a hockey team. Every team should have a team manager. The responsibilities of the team manager shall include:

- Act as the teams administrative liaison with the Board of Directors.
  - Maintain player documentation binder for all teams. Information to be included in the binder includes consent to treat form, waiver of liability form, copy of signed roster, copy of all USA IMR and coaching cards
  - Schedule team parents to fill off-ice official positions (penalty box, announcer, timekeeper and scorekeeper) for every home game.
    - Ensuring, in the event an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and the necessary Consent-to-Treat and Medical Information forms are available for the attending physician.
    - The head coach may assign other responsibilities to the manager at his/her discretion.
- b. The team manager may solicit assistant manager(s) from parents or guardians of players on the team.

## **V. DIRECTOR OF HOCKEY (if applicable)**

### 1. Responsibilities

- Report on the status of the Program at Board meetings.
- Act as a liaison between the Board and division coaches and parents.
- Coordinate with coaches at beginning of season. Meet with coaches to select assistant coaches, teams, etc.
- Coordinate the drafting or selection of teams when applicable.
- Distribute tournament or other information to coaches.
- Pursuant to Policies and Procedures, try to resolve any complaints or grievances brought by parents or coaches.
- Assist the tournament director, as needed, in running any local tournaments.
- Meet periodically with coaches to review status of season, etc.
- Follow-up with parents of any child who leaves the PCIM program.
- Coordinate with other organizations regarding the particular program.

## **VI. TEAM SELECTION**

### 1. Select Teams

- The existence of a select team within a division will be determined by the Board of Directors
- Non-refundable select team try-out ice fees must be paid at the first day of the try-out.
- Select team try-outs will be scheduled by PCIM prior to team selection.
- Players who try-out must attend both of the try-out sessions. If unforeseen circumstances prevent the player from attending a try-out, the parent or guardian must contact the Head Coach or Director to make other arrangements. Other arrangements are solely at the discretion of the Head Coach or Director.
- The Select Team will be chosen by the Head Coach and Director utilizing all the information from the evaluations. Players will be selected based on skill level, good work ethic, attitude, sportsmanship, and respect
- No select teams will be held over from one year to another.

## 2. House/URL Teams

- a. House/URL Teams will be created at each level. The number of teams at each level will be determined by the number of available players. All players including select players are eligible to play on House/URL Teams.
- c. Team selection shall be done by the Head Coaches and Director following the creation of the Select teams.
- d. Assignment of players including Select Team players to House/URL teams may be subject to rules of the URL League.

## 3. Transfer Players

- a. Before playing for PCIM, any player transferring into PCIM must have a release from his/her previous hockey association.

## 4. Dual Rostering

- a. Dual rostering may be permitted in certain situations, such as having an adequate number of players to field a competitive team for a game, provided that the two Head Coaches and Director are involved.
- b. Dual rostering must also follow the rules and regulations of UAHA and URL.

## **VII. PRACTICE AND HOME GAME ICE SCHEDULES**

### 1. General

- a. The Board of Directors will determine the number of practice ice and game ice slots to be allocated to each division and team at the beginning of each season based upon the number of ice slots made available by the Ice Rink.
- b. The scheduling (day and time) of practice and game ice slots will be done in an as equitable manner as possible, and will not favor any one team or division over another. Every attempt to prepare a schedule that minimizes conflicts and is as convenient as possible for all involved will be made.
- c. If a coach has to cancel a game or practice for any reason, the coach should contact the Director or scheduler in order to arrange for the ice to be used by another team, if possible. Refunds or substitute ice will not be granted for cancellations.
- d. If a coach has to cancel an away game, for any reason, the coach must make every effort to contact the opposing team coach or manager. The coach should contact the PCIM Scheduler if assistance is needed.
- e. Practice and game ice schedules will be maintained on PCIM's web site at <http://www.pciceminers.org>.
- f. Additional games solicited by coaches or other teams, need to be coordinated with the Scheduler and Director.

### 2. Practice Ice Slots

- a. Practice ice slots will be set at the beginning of the season if possible. In general, all levels will have two practices per week and select teams will have a third practice per week. Practices may be full ice or half ice practices.

### 3. Game Ice Slots

- a. As a general rule, each team will be assigned the same number of game slots. The number of game slots depend a lot on the number of teams registered in the URL.

## **VII. PLAYER DISCIPLINE**

1. Coaches have the responsibility for player discipline any time his/her team is together for games, practices, and other PCIM team events.
2. Discipline problems should be documented in writing for each incident requiring disciplinary measures.
3. At the point which a coach feels that a player has become a habitual discipline problem, the player

will be referred to the Director or Board

4. After meeting with the player, his/her parents or guardians, and the coach, the Director may refer the player to the Disciplinary Committee.

a. The Disciplinary Committee will meet with the player, his/her parents or guardians, and the coach; then determine the proper course of action for the player.

b. The decision of any the Disciplinary Committee may be appealed to the Board of Directors (in a closed session) for review. The decision of the Board of Directors is final.

## **X. GRIEVANCES**

### **1. Definition**

a. A grievance is defined as any conflict or disagreement between parents or guardians of a player and that player's coach or a league official that cannot be satisfactorily settled between those involved.

b. Procedure for Mediation between Coaches and Parents/Guardians:

i. Any disagreement or conflict with a coach should first be addressed between the parties involved in a spirit of cooperation and in a civil manner.

ii. If no agreement can be reached, then the situation should be presented in writing to the Director or Board for mediation. If confidentiality is requested, the Director or Board should try to accommodate the request if possible.

iii. If the Director cannot resolve the situation, the subject should be addressed to the Board of Directors in writing. The Board will convene a/the Disciplinary Committee as soon as possible.

. The Committee will meet with each party individually who wishes to meet and then will meet in closed session to review the situation and determine what course of action to take.

. A written response from the Committee will be issued to those involved.

. vi. The decision of the Committee may be appealed to the Board of Directors in writing. The Board will convene as soon as possible.

. vii. The Board will meet with each party individually who wishes to meet and then will meet in closed session to review the situation and determine what course of action to take.

. viii. A written response from the Committee will be issued to those involved.

. ix. The resulting decision of the Board is final.

. c. Procedure for Mediation Between Parents/Guardians and/or Coaches and League Officials

i. Any incident between a parent/guardian and/or coach and a league official should be reported to the Director or Board in writing as soon as possible.

ii. The Director or Board will then take whatever action is necessary to investigate the situation and report to the Board for whatever action is necessary.

iii. No direct confrontation, including verbal abuse, should occur between a parent, guardian, or coach and a league official or referee.

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