

# **Annual Guide**

## **2018-2019 Season**



**Methuen Youth Hockey Association**

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## **TABLE OF CONTENTS**

SKILLS INFORMATION	3
GENERAL INFORMATION	4
TUITION POLICY	9
FUNDRAISING POLICY	12
PARENTS/MEMBERS RESPONSIBILITY POLICY	13
PLAYER CODE OF CONDUCT POLICY	16
COACHING CODE OF CONDUCT POLICY	19
MYHA PLAYER PLACEMENT PROCESS	22
MYHA PLAYER MOVEMENT PROCESS	23
BOARD MEMBERS AND COACHES	25

## **Skills Information**

Welcome to the 2018-2019 hockey season. We hope everyone had a great summer!

**Skills Sessions:** Skills will again be held primarily during the 1st half of the season, when fundamentals need to be stressed. Kelly Horan will provide the power skating skills clinic this season. Skill sessions will be held once a week for 12 consecutive weeks. Skill sessions run approximately 60 minutes per group. Specific times and dates of Skills will be announced in August.

Groups were divided up to try to balance the number of skaters per session, allowing for a better Instructor to Skater ratio. These sessions are included in your tuition and MYHA encourages all players to participate fully in Skills sessions. Players are expected to be on time and on the ice at these scheduled times.

**Goalie Skills:** GDS Goalies will run goalie skills clinics. Goalie clinics will be held at GDS Goalies' facilities in North Andover for 12 sessions. Specific times and dates will be announced in August. They are open to Peewees and Bantams goalies. For Mites and Squirts goalies, goalie skills will be provided during regular practice hour.

## **GENERAL INFORMATION**

### **PURPOSE**

Article II, section 1 of the MYHA Bylaws state that the purpose of the Methuen Youth Hockey Association is to promote the development of character and good sportsmanship in the youth of Methuen through hockey, to promote the game of hockey, and to hold and arrange hockey games.

MYHA is a non-profit organization organized under Massachusetts state law exclusively for charitable purposes.

Through the programs of MYHA the children of Methuen are given the opportunity to learn the game of hockey, to develop their skills through volunteer and professional instruction, and to play in games against teams of similar skill from other communities.

Although hockey is a competitive sport, all parents must remember that our organization exists for the enjoyment of our children and that teammates and opponents are all still children who need our support and understanding. Respect among teammates and opponents - including their parents and supporters - are of the utmost importance.

### **BOARD OF DIRECTORS**

The Board of Directors (BOD) is charged with the day-to-day management of the Association. There are nine board members; eight are elected at the Annual Meeting. The President, Vice-President, Treasurer, and Clerk are elected for two-year terms by the general membership; the four Age-Level Coordinators are elected for one-year terms by the general membership. The head coaches for the new season meet in May to elect the Head-of-Coaches.

The BOD appoints individuals to the following management positions as it deems necessary: USA Hockey/Mass Hockey Representative, Ice Manager, Valley League Coordinator, Concession Stand Manager, Webmaster, Clinic Director, and Fundraising Committee.

Any member of MYHA in good standing may run for any office subject to the provisions of the MYHA by-laws.

Anyone wishing to contact a Board member may send an email to [secretary@myha.com](mailto:secretary@myha.com) or visit the website ([www.myha.com](http://www.myha.com)) for a list of contact phone numbers, or a copy of the by-laws.

### **COACHES**

The current year's Board of Directors selects head coaches for the following season. The Head Coach is the person with the primary responsibility of running your child's team and teaching them the game of hockey. The Head Coach selects the Assistant Coaches, which are reviewable by the Board.

## **TEAM PARENTS**

Team Parents are selected by the Head Coach or elected by the parents on each team. The Team Parent helps the coaching staff with administrative duties including assisting the parents with any concerns or problems they may have. The Board of Directors encourages the Team Parent to attend any meetings to provide feedback to their families.

## **COMMUNICATION WITH MYHA BOARD**

Although it is expected that Board members have informal relationships with many members of the association, any official communication with the Board must follow the protocol established by the board.

Should a parent have an issue, concern, or complaint regarding their child and/or coach, the parent should first contact their Head Coach or Team Parent for assistance. The Team Parent or Head Coach will then contact the appropriate Age-Level Coordinator for assistance. If the parent feels they cannot approach the Head Coach or Team Parent, the Age-Level Coordinator may be contacted directly.

The role of the Age-Level Coordinator is to be the primary liaison between the teams/parents and the BOD. They assist parents and teams in solving any problems that arise and will help execute policy established by the Board. The Coordinators are available to assist the coaches with administrative duties when necessary.

Should a problem arise between a player/parent and a coach that cannot be resolved between the two, the Age-Level Coordinator will first discuss the issue with the Head-of-Coaches. The Head-of-Coaches will then discuss the matter with the coach and then again with the Coordinator. If necessary, the BOD will meet to discuss the issue and determine a resolution. The Head-of-Coaches will then contact the coach regarding the resolution while the Age-Level Coordinator contacts the parent/team parent.

Board members and coaches for the current year are listed in the last section.

## **GENERAL MEETINGS**

When necessary, the BOD of MYHA holds a meeting that is intended to provide an open forum for all members to attend. The President of MYHA chairs the meetings.

Time and location of each meeting will be communicated to our families

The meeting is a forum for the Board to present issues, policies, etc. to the membership and for the membership to raise and discuss issues of concern to them. Every member (in good standing) of MYHA has a right to speak and to make motions regarding any issue that concerns them. The Board asks for, and will enforce proper meeting decorum. Meeting minutes are posted on the website. Roberts Rules of Order are the model for all formal meetings of the organization.

## **ANNUAL MEETING**

The MYHA Bylaws stipulate that an Annual Meeting be held each March primarily for the purpose of holding elections for the BOD. The exact time and location of the meeting will be announced once the season has begun.

Prior to the Annual Meeting, a Nominating Committee of three MYHA members will be elected from those present at that meeting. Current Board members cannot be members of the Nominating Committee. However, a member of the Nominating Committee can run for office.

## **LEAGUES**

The Valley Hockey League is the primary league for all MYHA teams from Mite 1 – through Bantams and consists of a 35 game schedule. The Mite Development Teams will not participate in Valley Hockey League.

## **DISTRICT PLAYDOWNS**

USA Hockey, the national governing body of amateur ice hockey in the United States, has broken the country into small administrative regions. Although there is a New England region, Massachusetts is a separate region of its own. Within each region there are several districts. MYHA is in District 2 of the Mass region.

Playing in the District Playdowns is similar to playing in tournaments. The decision to participate (or not), and the responsibility for entering, playing in, and paying for the Playdowns, is with each specific team.

## **TOURNAMENTS**

Each year there are dozens of youth hockey tournaments held throughout Massachusetts, New England, New York, and Canada.

Teams have the opportunity to play in as many or as few tournaments as they like. Individual teams and the parents of the players on a team make the decision to play in a tournament. The parents (in addition to their MYHA tuition) incur tournament fees and travel expenses. The Head Coach is usually the person responsible for planning and organizing tournament play.

Tournaments are not run by, nor in any way are the responsibility of or part of the MYHA program, although teams are encouraged to play in them and may wear their MYHA uniforms. MYHA Tuition payments must be up-to-date in order to participate. Any tournament a team competes in must be approved by USA Hockey. It is the responsibility of the Head Coach to confirm that the tournament it will play in is sanctioned by USA Hockey. Insurance coverage by USA Hockey is not extended to non-USA hockey Sanctioned tournaments. The Head Coach of any team competing in a tournament outside of Massachusetts must apply to USA Hockey/Mass Hockey for a travel permit. The Head Coach should allow at least 30 days lead time for the issuance of the permit.

## **DISCIPLINE**

The specific codes of conduct for parents, players, and coaches are included in their entirety later in this guide.

All persons participating in MYHA programs are assumed to have read and understand the codes and to abide by them. The BOD intends to enforce all disciplinary rules including those established by the MHS rink and other rinks in which MYHA teams play. All disciplinary actions are reviewed and voted upon by the BOD.

## **ZERO TOLERANCE POLICY**

USA Hockey has notified all youth hockey associations and instructed all leagues to enforce the ZERO TOLERANCE POLICY regarding the conduct of parents and other spectators during USA Hockey sanctioned youth hockey games. The rule states:

On-ice officials will stop the game when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectator 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 any time;
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of 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.

## **BLUE AND WHITE POLICY**

Parents are asked to keep the "Blue & White" policy in mind whenever they are purchasing new equipment for their children. MYHA encourages its team members to have a unified team.

## **GOALTENDING EQUIPMENT**

MYHA offers \$500.00 tuition to Peewee and Bantam goalies to help offset the cost of equipment. To qualify, a player must be a dedicated goalie and not a part-time forward or defenseman. No discount is available for Mites or Squirts; however MYHA does provide loaner equipment to each team at Mite and Squirt levels to be used by any player on the team who wishes to play in goal. Equipment must be returned to the coach after each use.

## **SNOW DAYS**

The policy of most ice rinks is that if they are open, then the games or practices scheduled are played as scheduled, regardless of how bad the weather may be. It is best to contact your Head Coach or Team Parent regarding the status of games and practices on snowy days. The website and email system will also be used to announce snow closures.

**LEARN-TO-SKATE | LEARN-TO-PLAY CLINICS**

Full year clinics start in October. Registration forms are sent out to Methuen Public Schools, and are posted on the website. Mid-year registration is available in early January for a reduced price. Learn-to-Skate/Learn-To-Play will run on Saturday mornings: times TBD.

**WEB SITE**

<http://www.myha.com>

# TUITION POLICY

## MYHA 2018-2019 TUITION PER PLAYER

Mite 1:	\$1200
Mite Development:	\$450
Squirt\Peewee\Bantam:	\$1,600
Dedicated Goalie (Peewee\Bantam):	\$500
Midgets:	\$600
Learn-to-Skate (full year):	\$TBD
Learn-to-Play (full year):	\$TBD
USA Hockey registration:	\$48.00

USA Hockey Registration is the responsibility of the family and must be completed prior to participating in first practice or game sanctioned by MYHA.

## TUITION PAYMENT SCHEDULE

Statements are sent out over the summer by email.

- Deposit of \$50 is due at time of tryouts together with completed online registration form. The deposit is non-refundable and will apply to a players' tuition.

<b>BY MAY 1, 2018: TEAM ACCEPTANCE FEE - Uniforms will only be ordered for those who have provided this payment. This payment is nonrefundable.</b>
➤ For all Squirts through Bantams - \$550.00
➤ For Midget - \$300.00
➤ For Mite 1 - \$500
➤ For Mite Development - \$250.00
➤ For Goalies (Peewee & Bantam only) - \$300.00
<b>BY JULY 1, 2018:</b>
➤ For all Squirts through Bantams - \$500.00
➤ For Midget - \$200.00
➤ For Mite 1 - \$350.00.
➤ For Mite Development - \$200.00
➤ For Goalies (Peewee & Bantam only) - \$200.00
<b>BY SEPTEMBER 15, 2018</b>
➤ For all Squirts through Bantams - \$500.00
➤ For Mite 1 - \$350.00

A late fee of 5% has been instituted and will be assessed on any outstanding payment amounts after the above due dates, unless prior arrangements are made with MYHA Treasurer.

Full payment must be made by September 15, 2018 in order for a player to remain on the team roster, participate in tournaments and to participate in playoff games.

### **TUITION REFUND FOR PLAYERS LEAVING MYHA**

Any player leaving MYHA mid-season must send MYHA written notice of the decision to leave the program within 30 days of his/her termination date in order to be eligible for any refunds.

Refunds\credits are given according to the following schedule:

Registration fee (\$50) and team-acceptance fee (MAY 1, 2018 PAYMENT AMOUNT OUTLINED ABOVE) are non-refundable. Learn to Skate\Learn to Play Hockey tuitions are non-refundable.

If a player leaves after December 31st, no tuition is refundable.

For someone leaving the program, the refundable portion will be refunded at monthly rates (Full months only (7) or (3) for midget) based on the following table.

**Monthly Refund Table**

Mite 1	\$100.00
Mite Development	\$28.57
Dedicated Goalie	\$28.57
Squirt/Peewee/Bantam	\$142.86
Midgets	\$66.67

### **INJURED\SICK PLAYER CREDIT POLICY**

The official policy regarding partial tuition credit due to injury or illness is as follows: Should any player have to miss three or more consecutive weeks of hockey practices and games due to an injury or illness, they can request a credit of tuition for the portion of time missed. This request must be accompanied by a doctors' note describing the reason and the amount of time the player cannot participate in hockey (or sports). The player's coach should also make note of the first game or practice when this player returns to the team.

Credits are given according to the following schedule:

Registration fee (\$100) and team-acceptance fee are non-refundable;

For injuries/illness, the refundable portion will be credited at weekly rates (Full weeks only (30) – 15 weeks for Midget) based on the following table.

**Weekly Credit Table**

Mite 1	\$23.33
Mite Development	\$6.67
Dedicated Goalie	\$16.67
Squirt/Peewee/Bantam	\$33.33
Midgets	\$13.33

It should be noted that it is the parent's responsibility to request the injury/sickness credit and to provide the necessary documentation.

The Board reserves the right to change or eliminate this policy at any time.

**SPECIAL DISCOUNT POLICY**

For families with more than two skaters in the immediate family (brothers and sisters), the tuition for the third skater is half-price. Please note that family discount policy applies to the lowest tuition of the children in the family. The family discount doesn't apply to Learn to Skate, Learn to Play, Mite Development, full-time Pee wee and Bantam goalies and Midget.

The refund and injury credit policies (see above) will be half of the amount listed for the skater receiving the family discount.

# **FUNDRAISING POLICY**

## **TEAM FUNDRAISERS**

The BOD will not accept individual team fundraisers for the 2018-2019 season. All fundraising shall be under the stewardship of the MYHA Fundraising Committee and all proceeds after expenses shall be deposited in the MYHA accounts.

## **GENERAL FUNDRAISING**

MYHA may have a Fundraising Committee for the 2018-2019 season. We hope that every family will support and be actively involved in our Committee's efforts. In order to promote and advance our program for all our children fundraising is a very important aspect for all of us to be actively involved in. Please help us make this a great organization for all of our children.

## **MYHA SCHOLARSHIPS**

Each year MYHA may award scholarships to college-bound graduating high school students who have participated in the MYHA program. The Board each year reserves the right to approve funds for scholarships and the specific amount each year.

In any year MYHA issues scholarships, details and applications will be made available through the local high schools Guidance departments each spring. .

## **PARENTS/MEMBERS RESPONSIBILITY POLICY**

As a member of the Methuen Youth Hockey Association, the following are policies that you are required to follow.

### **PAYMENT OF TUITION**

Cost of tuition for the upcoming season is generally established in March/April prior to the start of the season. Payments due dates are set to allow MYHA to purchase uniforms and to pay for the costs of practice and game ice time as well as other expenses. See the Tuition Policy in this Guide for more information. Please remember, non-payment of tuition puts an unfair burden on all of our membership.

You will receive a team placement letter via email (or regular mail) around April 15<sup>th</sup>. You must register online in order to accept the team placement of your child and a nonrefundable deposit is due by date outlined above, so that uniforms can be ordered. Additional payments are then due July 1<sup>st</sup>, September 15<sup>th</sup>.

Full payment must be made prior to September 15<sup>th</sup> (or earlier see table outlined above). Players with an overdue balance may not participate in any MYHA activity, including that season's practices, games, playoffs, or the registration\tryouts for the following season.

Participation in any team tournament is voluntary and fees incurred are an extra cost that each family of the team is responsible for paying. Payment of tournament fees should be considered as secondary to tuition fees.

### **ATTENDANCE OF PRACTICES AND GAMES**

Attendance and general supervision of your child at any MYHA practice or game is required by a parent/guardian. It should be noted that our coaches are volunteers that are involved to teach your child the game of hockey. If you leave the premises during a practice or game you should provide a courtesy to the coach that you will not be present and contact information in case injury to your child should occur.

Parents are responsible to contact their Head Coach in a timely manner whenever their child will not be attending a practice or game. The more time you can give will allow your coach to make adjustments as needed. Individual coaches should give you their guidelines on how they are to be contacted. Coaches reserve the right to bench any player for a time not to exceed one (1) period for any skater who consistently misses practices.

Participation in any other MYHA team practice without the expressed consent of both Head Coaches is strictly prohibited under any circumstances. Do not allow your child to attend any practice that does not include his team.

Skills Sessions are an important part of your child's development and are considered a regular practice.

## **ZERO-TOLERANCE POLICY**

USA Hockey has established a zero-tolerance policy that allows hockey officials to remove players, coaches, parents, and fans from the rink when they become disorderly or unruly. It is the sole discretion of the referee to determine what is to be considered unruly. Parents are expected to show respect to all referees, opposing team players, parents, and coaches AT ALL TIMES. MYHA supports this Policy and expects its parents/spectators and coaches to respect this policy. If you are removed from a game you could be requested to attend a hearing as directed by the BOD. Please understand this sport is for your children and no parent should take the focus from the game or practice that your child is participating in.

## **VOLUNTEERISM**

Although not everyone has the time to volunteer, this organization runs solely on the efforts of those who do volunteer. Please remember this when it comes time for critical remarks. Remember positive constructive input that includes potential resolutions are encouraged and always welcome. Your participation as a volunteer in MYHA is very much desired by the Board of Directors. Please contact a Board member if you can offer some time to help the program.

## **PARENTS ON ICE**

No parents are allowed on the ice during practice unless they are registered with MYHA and USA Hockey as coaches, and then only with the consent of the Head Coach. All coaches and off-ice volunteers must be CORI'ed and must complete all recertification requirements established by USA Hockey and MA Hockey each year.

All participants, coaches, and players are required to wear HECC-approved helmets, with chin straps fastened, at all times when on the ice.

Parents of LTS/LTP kids are invited to help out as volunteers but all volunteers must have successfully completed a USAH Level 1 Coaching clinic and provided a CORI form to the BOD. Please contact the Clinic Director if you wish to volunteer.

## **YOUTH COACHES**

Any coach wanting to use a youth coach to assist on the ice should contact the Head-of-Coaches in order to obtain the list of requirements.

## **GAME TIMES AND SHIFTS**

Children learn and grow through the kind of focused repetition that comes in practice and skill sessions. Players learn to make greater efforts and push their limits in a low-stress, low-risk environment. This translates to greater effort and improved performance in games.

The focus of MYHA is to help players grow in character and ability over the course of a season. This cannot be effectively measured by a simple distillation of game time. Game times and shift times are the least important measurement of success that we can use to gauge the development of our players. Coaches must make every effort to give every child a fair and even number of

shifts in any game. Coaches should not intentionally be providing more ice time to some players than others during a game.

It is acknowledged by this BOD that when a game is tied or within a one goal differential, the last 2 minutes belongs to the coach to put the kids in the best position to win a game. All Players should strive to earn an opportunity to play in these circumstances and coaches should recognize more than the same 5 players each time when making such a determination. Parents are reminded to acknowledge this good-faith effort.

## **PLAYER CODE OF CONDUCT POLICY**

The following policy has been adopted by Methuen Youth Hockey Association to establish a standard discipline policy governing players' conduct. MYHA's main purpose is to promote the development of character and good sportsmanship in the youth of Methuen through hockey. As part of implementing this charter, it is important to define a clear set of rules and expectations governing players' behavior. The following policy is divided into three sections: 1) what the expectations are for sportsmanlike behavior from players, 2) what specific unsportsmanlike behavior will not be tolerated, and 3) what the consequences will be for player misconduct. This policy has been derived from USA Hockey discipline guidelines and the judgment of the MYHA board and coaches.

### **SPORTSMANLIKE BEHAVIOR**

All MYHA players must conduct themselves with sportsmanlike behavior at all times while attending MYHA sponsored events and while representing MYHA at practices, games and tournaments. The following items describe some of the key aspects of sportsmanlike behavior:

- Treating teammates, coaches, referees, and opponents with respect
- Paying attention to coaching staff instructions
- Trying their best at practices and games to improve themselves
- Offering positive encouragement to teammates
- Where possible, avoiding penalties in a game
- Respecting other players, coaches, referees, MYHA equipment, and ice-rink property
- Obeying USA Hockey/Valley League/MYHA rules

### **INFRACTIONS**

There are two categories of infractions that will not be tolerated in the MYHA program; 1) Major Infractions, and 2) Minor Infractions. The following list details specific infractions in each category. For major infractions, if either a player or his/her parent performs the violation listed, the respective major infraction penalty will be imposed on the player.

#### **Major Infractions:**

- Fighting with, or threatening, other players, coaches, or referees.
- Intentionally trying to injure other players, coaches, or referees with hands, sticks, pucks, or skates.
- Using foul/obscene/racial or sexual language directed at any other player, coach, or referee.
- Stealing from any player, coach, referee, or the association or rink
- Defacing any rink property at any time
- Talking disrespectfully to coaches or referees.
- Betting on the outcome of any game or intentionally trying to lose a game for monetary gain
- Intentionally violating league rules
- Spitting at any player, coach, or referee
- Bullying of any teammate or opponent

**Minor Infractions:**

- Making negative comments about teammates or their skating performance
- Disrupting any practice or game by:
  - Harassing, pushing, or taunting other players
  - Throwing sticks, gloves, snow
  - Fooling around with other players
  - Ignoring coaches or referees instructions
  - Talking while coach is giving instructions
  - Disrupting other teams practices

**PENALTIES**

The following penalties shall be imposed on players who incur one of the infractions listed above. The count of infractions is based on the total count during a hockey season (typically September through April).

**Major Infractions:**

- First Occurrence – player sits out one week of practices and games
- Second Occurrence – player and parents meet with BOD and explain why player should remain in the program. Player is suspended until meeting is held. BOD has right to suspend for remainder of season.

**Minor infractions:**

- First occurrence – player sits out 15 minutes of ongoing practice or one full period (12 minutes) of ongoing game. If less than 12 minutes remain in game, the remainder will be applied in the next game
- Second occurrence – player sits out remainder of a practice or game
- Third occurrence – player sits out one week of practices and games
- Fourth occurrence – player and parents meet with BOD and explain why player should remain in the program. Player suspended until meeting is held. BOD has right to suspend for remainder of season.

**AUTHORITY**

Any MYHA Board member or coach has the authority to register an infraction against a player who they have witnessed or become aware of by means of corroborative evidence.

Upon charging a player with an infraction, the MYHA Board member or coach need to notify either the MYHA President or Head-of-Coaches, in writing, for disposition. The MYHA Board will maintain a summary of player infractions for administration.

MYHA Board members and coaches need to apply the “Players Code of Conduct” policy in a realistic manner with discretion and be careful not to get overly technical in its interpretation. This policy is intended to establish a standard discipline policy governing players’ conduct. Parents of a player who has been charged with an infraction have the right to request a meeting with the MYHA Board to discuss the infraction with all parties.

**Notes**

Players and parents are advised that other responsible parties (such as Methuen Ice Rink and Valley League officials) have their own set of regulations, which may supersede or run in addition to the above MYHA policy.

Players are reminded that there is no stick playing in any rink area (lobby, locker rooms, restrooms, etc.) except on the ice. Player sticks may be confiscated.

## **COACHING CODE OF CONDUCT POLICY**

In a USA Hockey survey, the following are the top three reasons why children want to play hockey: 1) Thought it would be fun, 2) To learn/improve skills, and 3) Their friends play hockey.

The following are the top three reasons why children drop out of hockey:

- 1) Not getting to play, 2) Abusive coaching, and
- 3) Overemphasis on winning that creates stress and reduces fun.

This MYHA Coaching Code of Conduct philosophy was designed to provide guidance to coaches in managing a hockey team for the benefit of the children. All coaches need to realize that his team exists for the children, and not for winning the game itself. The following rules attempt to assure that each and every child has the right to experience the best coaching environment possible. Remember, a child will hardly remember the score of a game years later, but will certainly remember you – good or bad – so please strive to have the most favorable impression on every child you coach. As coaches, you are foremost responsible for providing a positive role model for children to follow. These guidelines detail the MYHA coaching philosophy:

### **SAFETY**

Coaches need to ensure the safety of each skater at all practices and games and in the locker room. Coaches should design and structure practices to minimize possible injury to skaters. Coaches need to teach skaters how to avoid injury during a game and ensure all required protective equipment is worn while on the ice.

Locker rooms and game benches **MUST** be supervised to ensure skaters are not exposed to danger. Coaches are responsible for each and every skater while they are under their supervision.

USA Hockey requires an adult who has been CORI'ed in the locker room at all times. It is the Head Coaches' responsibility to ensure that this policy is followed. If a team is found without adult supervision at the door of the locker room as long as there is one player in the room, the BOD reserves the right to take disciplinary action against the Head Coach of the team. It is required that the Head Coach enforces this rule.

### **DISCIPLINE**

Coaches reserve the right to bench any player for a time not to exceed one period for any skater who consistently is absent without notification from practice or games. Head Coaches should inform parents of the discipline in advance. Head Coaches are also allowed to reduce a skater's ice time in rare 'gross misconduct' circumstances of the skater.

Any action taken for excessive absenteeism or gross misconduct must be reported to the BOD by completing a discipline report and giving a copy to the Head-of-Coaches or Age-Level Coordinator. If it is determined necessary, the Board of Directors may bring the skater and his/her parents before the board to discuss the skaters conduct and determine the appropriate action or possible expulsion.

Coaches should conduct themselves in a mature, professional, sportsmanlike manner providing a good role model for skaters to follow in all types of circumstances. Coaches must prepare effective practice plans to ensure player development. Coaches need to place priority on team effort/cooperation and individual skill improvement – with less emphasis on the outcome of a game. There needs to be a healthy balance between having fun and striving to win.

Opponents are to be respected and complimented. Coaches need to show skaters how to deal with mistakes and learn from them to be better players. Coaches need to define and apply consistent and even application of the rules. No coach should yell at or use abusive language toward any game official, opposing coach or opponent player. If there is an issue with an official the Head Coach should report it to the Head of Coaches.

Overall, good role models need to demonstrate the following traits: self-control during all circumstances, appropriate balance between flexibility and discipline, dedication to the team, self-motivation to achieve team goals, creating a positive learning environment, and teaching and sharing knowledge of the game.

Coaches need to provide equal and positive encouragement to all skaters to reinforce proper skills, improve skaters' self-esteem, and help overcome negative attitudes skaters may have over skills they believe they can never accomplish. Coaches should never humiliate or negatively criticize his players. Constructive positive criticism should be handled one-on-one, and should be designed to show the skaters how to improve themselves. Remember, from the skater's point of view, practices and games are supposed to be a fun, rewarding activity.

Coaches need to maintain good communication with skaters, parents, and fellow coaches. Coaches need to keep the team, parents, and fellow coaches informed not only with the schedule of practices and games, but more importantly with the goals for practices, games and the over-all season. Coaches need to foster an open environment where skaters and parents feel that they can approach the coach with question or concerns.

Coaches are expected to be prepared for and attend team practices with drills designed to teach specific new skills and/or improve current skills of the skaters. Coaches are expected to be prepared for and attend team games with skaters positions/lines designed to complement and challenge skaters. Skaters are entitled to constructive practices and managed games that allow them the opportunity to improve themselves.

Coaches need to ensure all skaters participate in practice drills and game positions equally to provide each skater with the opportunities to fully develop their skating skills and hockey game knowledge. All skaters have the right to fully participate regardless of ability.

Participation by any non-rostered player specific to your team is strictly forbidden. Only the rostered skaters and coaches of the scheduled teams are permitted on the ice, unless granted permission by the Head-of-Coaches or President.

Coaches are expected to attend and support MYHA meetings, events, and fundraising activities. Coaches need to complete any paperwork in regards to their team in a timely and complete manner (team rosters, IMRs, game summary sheets, etc). Overall, coaches need to provide a good interface between the association and the team. While many Head Coaches are parents of players too, Head Coaches should recognize their role as a member of MYHA, and they should support the efforts of the organization and should understand that certain information is shared with them in trust and that trust is important for the effective promotion of this program. The Head Coach can delegate applicable tasks to Assistant Coaches and Team Parents to help with, but still need to ensure that these items are successfully accomplished.

Any coach suspended by a league must immediately notify the Head-of-Coaches or the President.

### **COACHING ELIGIBILITY**

Coaches need to be USA Hockey certified (patched) to the appropriate level. All new MYHA coaches who are not patched are expected to obtain the appropriate USA Hockey patches by December 31<sup>st</sup> of their first season coaching. In addition, all coaches are expected to complete their online USA Hockey Age-Specific Modules by the deadline provided by USA Hockey.

If any coach does not become patched during their first season as Head Coach he/she becomes ineligible to serve as a Head Coach until the season AFTER he becomes patched.

It is required that all Assistant Coaches attend the USA Hockey patching seminars. See your USA Hockey rulebook for the guidelines or consult with the Head of Coaches of MYHA.

All coaches and team parents are subject to Massachusetts CORI review as required by USA Hockey, MA Hockey and the City of Methuen.

Any coach who accepts a position for the following season outside of MYHA may be requested to immediately resign from their MYHA team.

### **THREE PENALTY RULE**

The coach of any player(s) who receives three penalties in any given game is required to sit that player for the remainder of the game after the third penalty. This will prevent that child from receiving a game suspension for too many penalties, which would force him/her to miss additional game time.

### **PLAYING INELIGIBLE PLAYERS**

It is the policy of MYHA to forbid the participation of ineligible players for any reason. The definition of an ineligible player includes (but is not limited to) a player with game suspensions, a player from a higher level playing for a lower level team, a non-rostered player, or any player suspended for non-payment of tuition. Any coach caught using an ineligible player will not have the benefit of league representation in any USA Hockey or MA Hockey hearing and will also risk an immediate suspension to be determined by the Board of Directors.

# **MYHA PLAYER PLACEMENT PROCESS**

## **PLAYER ATTENDS TRYOUT**

Active MYHA players are evaluated throughout the season by coaches. Players are evaluated by a group of individuals appointed by the Board of Directors. Tryout Evaluators will rate players on a series of skills, against their peers at tryouts. Along with the current year coach's evaluations, the tryout evaluations are reviewed and teams are compiled based on ratings. Head Coaches are then selected based on applications received. Head Coaches are provided with the overall information and may provide argument to Board of Directors for movement of players that are deemed "on the bubble". The intent of the rating system is to avoid movement of players that the evaluators and current coaches have rated low enough not to warrant a move during spring team selections.

Once approved, notification letters are sent to families with team assignment (mid-April). Families have until May 1<sup>st</sup> to accept or decline their team assignment.

## **PLAYER DOES NOT ATTEND TRYOUT**

Any player who does not attend the tryout is still able to join MYHA as long as roster spots at the player's age level are available. The player is automatically placed on the lowest team in their age group (based on birth year). Coaches evaluate players in practices and parity-round games and a player can be move to a higher team if his ability warrants the move, with approval of Head of Coaches and President.

Team placement is NOT guaranteed from one season to another. If a player is placed on a team and declines the placement, the spot may be given to another player. If prior to the season the first player reconsiders and wants to skate with MYHA, coaches and Coordinators decide their placement based on space availability at that point in time. There is no assurance to any player that he/she will be placed on original team, as space may be available for that player on original team.

## **PLAYER SEEKING PLACEMENT AFTER SEASON BEGINS**

Any player who does not attend the tryout and is seeking placement after the season begins may still be able to join MYHA as long as the following conditions are met:

- Roster spots at the player's age level are available
- Head coach of lowest team in their age group approves adding a player
- Board of Directors approves to add a player
- Request is made prior to November 1<sup>st</sup>

If placed, coaches evaluate player in practices and/or games and a player can be move to a higher team if his ability warrants the move, with approval of Head of Coaches and BOD.

# **MYHA PLAYER MOVEMENT PROCESS**

## **PERMANENT MOVES- BASED UPON SKILL**

Coach of the upper-level team goes to the lower-level team's games and practices to observe the players performance.

Coach of the receiving team and coach of the supplying team meet privately to evaluate player skills and determine which players should move and why. Both coaches shall have input to this process. This meeting and information is to be kept confidential and not be discussed with anyone. Neither players nor parents should be consulted at this point in the process. Both coaches review the proposed moves with the HOC and/or President and all should agree on the following aspects of the move:

- The move is correct and justifiable
- The reason why the specific player was selected
- The message to be communicated regarding the move

After the above agreement is reached, the supplying Head Coach will notify the player's parents of the move.

The deadline for permanent movement of players is October 1<sup>st</sup>.

For permanent player movements after October 1<sup>st</sup> both coaches must meet with the BOD to present extenuating circumstances. The Board will decide if the permanent move is to be allowed.

MYHA does not allow upper teams to 'borrow' a lower team's player for the purpose of 'seeing how they do'. Players can only be borrowed to fill-in for a player's absence or other legitimate reason. The Temporary Moves section below governs these cases.

No player will be moved permanently to any team that is above his/her birth-year age group (for example, Mite to Squirt).

## **TEMPORARY MOVES- BORROWING PLAYERS**

This process has been adopted because of occasions where many players were disappointed by mistaken expectations. In the past, once a skater had been asked to skate with an upper-level team and no reason was given, the player assumed he was going to be moved up to the upper-level team. It did not matter how many times the coach explained that this was not the case; the skater steadfastly assumed that they were being moved up when no reason for borrowing was given. When it turned out that the player was not moved up as expected, the player was left feeling disappointed.

MYHA implemented this process to specifically prevent this situation from reoccurring. A coach may only borrow a player if his team participation is expected to be less than 12 skaters. It is to be noted that a coach is not required at any time to borrow a player if he does not feel he will

need to. However, should a coach need to borrow, the following is meant to be a guideline to follow:

The coach of the upper team should call the lower team coach and explain that the upper team needs a substitute player and the reason why. There must be a legitimate need to borrow a player. The upper coach should specify a position that needs to be filled, not request player(s) by name. The lower team coach should suggest which players have the appropriate skill level. Emphasis should be placed on giving as many players as possible a chance to skate for an upper-level team.

Note – it is not recommended placing a player into a game situation too far above their skating capabilities.

The player's coach should call the selected player and 1) ask if they are available to skate for the game, 2) explain why a player is needed, and 3) state that they are only being borrowed for this one game. It is very important that the coach explain that the skater is filling in for an absent skater. This helps prevent any wrong impression that the skater is being evaluated for a permanent position on the upper level team.

After the game the upper-level team coach should thank the borrowed skater for helping out his team by filling in for the absent skater.

Please note: there is a Valley Hockey League rule regarding players playing on other teams: A player may play only six (6) games for the team above. If a player participates in a seventh (7<sup>th</sup>) game with that team above, he or she will not be allowed to play for the team below. To clarify, this does not mean that the player is automatically moved up, but that player is ineligible to remain on and play for the lower level team. Thus, coaches on BOTH teams MUST keep accurate count of player borrowing to prevent this automatic movement. Violation of this rule by the upper level Head Coach will result in immediate dismissal of the Head Coach of that team for the remainder of the season, and he/she shall be ineligible to coach in MYHA for the next season.

All coaches are **REQUIRED** to follow this process. This process can be changed by raising it for discussion at the MYHA monthly meeting and explaining any concerns with the process. The process can then be updated as governed by the MYHA Bylaws.

The above process describes player movements based on either skill assessment or normal player absences. Any other potential player movement (permanent or temporary) requires MYHA Board approval before any player movement is made.

## **2018-19 SEASON BOARD MEMBERS, COACHES AND APPOINTMENTS**

### **BOARD OF DIRECTORS**

Joe Boyden	President	president@myha.com
Brian Gentile	Vice-President	vp@myha.com
Jan Duffy	Clerk	clerk@myha.com
Lynn Sullivan	Treasurer	treasurer@myha.com
Troy Sweder	Head of Coaches	headofcoaches@myha.com
Keri Anderson	Mite Coordinator	mitecoordinator@myha.com
Lori Yirrell	Squirt Coordinator	squirtcoordinator@myha.com
Renee Doherty	Peewee Coordinator	peeweecoordinator@myha.com
Michelle Squatrito	Bantam Coordinator	bantamcoordinator@myha.com

### **HEAD COACHES**

Troy Sweder	Mite 1
Team Approach	Mite Development
Brian Gentile	Squirt 1
Aaron Poulin	Squirt 2
Tony O'Rourke	Peewee 1
Tim Marsh	Peewee 2
Jake Kennedy	Peewee 3
Peter Marino	Bantam 1
Eric Hasenstab	Midget 1
Tom Marchand	Midget White
David Simmons	Midget Blue

### **APPOINTED MYHA POSITIONS (NON-VOTING BOARD POSITIONS)**

Jen Worden	Valley League Rep
Jake Kennedy	Learn to Skate   Learn to Play Director
Brian Gentile	Webmaster
Jan Duffy/Mark Bonanno	Concession Stand Co-Mgrs
TBD	Ice Scheduler
TBD	Fundraising Committee Chairpersons