

TROY ALBANY HOCKEY ASSOCIATION

HANDBOOK

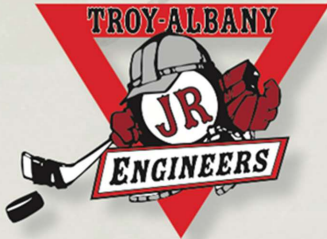
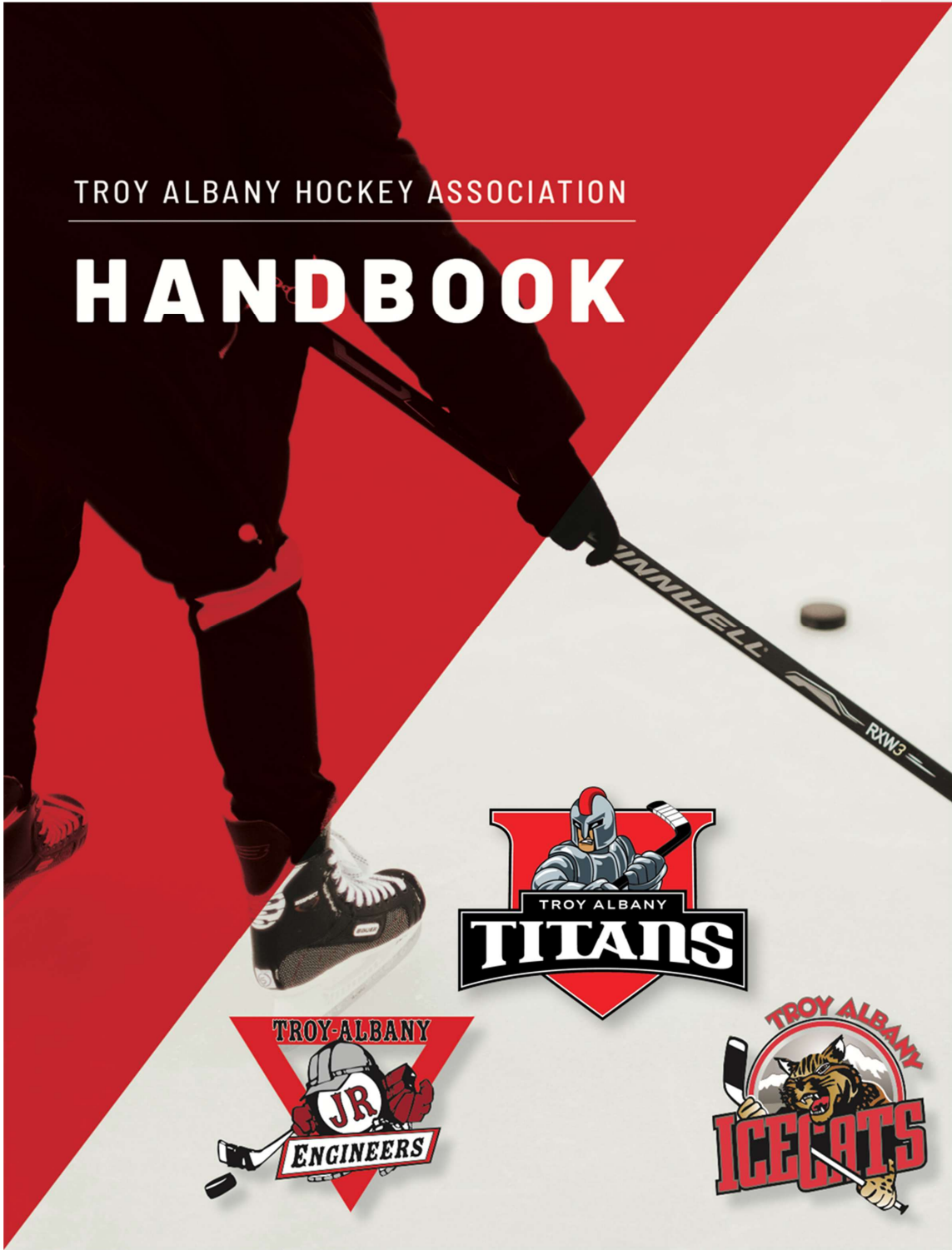


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PART I: GENERAL INFORMATION

ABOUT THE TROY ALBANY HOCKEY ASSOCIATION

MISSION

The mission of the Troy Albany Hockey Association (TAHA) is to provide the best opportunities for the progressive development of all young hockey players in the Capital Region of New York.

ORGANIZATIONAL STRUCTURE

The Troy Albany Hockey Association (TAHA) is a Tier I USA Hockey Tournament Bound youth organization. We provide complete instructional programs for boys and girls ages 3 to 19 years old with several levels of competitive play to accommodate a wide range of skills and commitment levels.

HISTORY

The Troy Albany Hockey Association (TAHA) was formed in 2008 through the merger of the Capital Youth Hockey Association, and the predecessor Troy Albany Youth Hockey Association.

The Capital Youth Hockey Association (CYHA) was initially organized as the Albany Jay Cees, later officially changing to Capital Youth Hockey Association. Twelve founding members, including Ned Harkness, organized the Troy Albany Youth Hockey Association (TAHA) in 1949 as the Troy Pee Wee Hockey Association. In 1973, Frear Park Arena was built as an outdoor skating facility and eventually enclosed. In 1983, the now Troy Youth Hockey Association continued to expand and merged its youth program with that of Albany Academy, becoming Troy Academy Youth Hockey Association. During the 1990's, additional rinks were built in the area, including Conway Ice Arena at Hudson Valley Community College, the Albany County Hockey Training Facility near Albany International Airport and the Knickerbacker Arena in Troy.

Use of the "Troy Albany Hockey Association" (TAHA) name was started with the merged association in 2008 to differentiate the new association from the predecessor Troy Albany Youth Hockey Association, and because the name is more comprehensive of the member constituency at the time of the merger. Due to the TAHA holding the older USA Hockey charter (one of the oldest in the country), however, the legal entity name remains Troy Albany Youth Hockey Association.

VENUES

The official home of TAHA is Frear Park Ice Arena in Troy, which is operated and maintained by the Association through an agreement with the City of Troy. Other rinks in the area are also used to meet the demand of the Association, including the Albany County Hockey Facility in Albany, the Houston Field House on the campus of Rensselaer Polytechnic Institute in Troy and the Knickerbacker Arena in Troy, among others.

NAMES, LOGOS AND COLORS

Troy Albany Titans, Troy Albany Engineer (except the “Jr. Puck-Man” logo), and Troy Albany Ice Cats logos are trademarked and the property of the association and shall not be used for the profit or financial gain of any member, director or officer. The “Jr. Puck-Man” logo is the property of Rensselaer Polytechnic Institute (RPI) and is used with permission from RPI. Any use of any TAHA logos must have prior approval.

The official colors of TAHA are red, black and white.

TRYOUTS

The TAHA Tryout Policy changes frequently to accommodate the year-to-year requirements and Recruiting Policies of USA Hockey and NYSAHA. Please refer to the TAHA websites to find the most recent version of the TAHA Tryout Policy.

Notification of tryouts for the various age groups will be advertised via the website and social media prior to tryout date(s).

THE PLAYER

INJURY RISK

Playing hockey, like most sports, involves risk of bodily injury. All members are expected to understand these risks, accept these risks and assume these risks. All members agree to hold harmless TAHA and its Board of Directors, coaches, instructors, volunteers and other participants from any and all claims. USA Hockey provides the insurance coverage available to players, coaches and volunteers who are registered with USA Hockey and properly rostered within the Association.

In the event of an injury, please contact the TAHA Registrar for an injury claim form.

Please refer to the TAHA Return to Play Protocol located on the website in the Forms section or by following this link: [Return to Play Protocol](#)

USA HOCKEY PLAYER COMMITMENT FORM

The USA Hockey Player Commitment Form that all families sign as part of their registration with TAHA is a SIGNIFICANT DOCUMENT! This document is binding of your financial obligation to TAHA.

First, the commitment form is a contract obligating the family to pay TAHA for their fair share of administrative and ice expenses for a team for which their player is registered. TAHA, like all hockey associations, must contractually obligate families to pay their fair share of expenses in order to be sure teams can be fielded without a loss.

Second, with regard typically to travel teams, the commitment form represents a player’s family’s pledge to share in the expenses of a team, if any, beyond administrative and ice expenses, i.e., through assessments (See Section Part I, Section III.E. of this handbook for more discussion on fees to expect for player participation on a TAHA team). In this regard, the

commitment form is meant to forestall team shopping in which a player tries out for a team, makes the team and then either: doesn't register and tries out for a team in another association, or abandons the team for a team in another association after registering.

TAHA understands a family's desire to find the best situation for their player. However, players and their families that decide to team shop should be mindful of the following:

Please let the association know if you are not sure your player is going to be able to commit to a team you are trying out for. While TAHA cannot guarantee that a spot will be held for someone or hold off announcing a team roster after tryouts, knowing there is a possibility that someone will not commit allows all concerned to make educated decisions. Most notably, the impact on the next-in-line player can be addressed. Further, the player's teammates and coach, and most notably, the parents on the team can more readily determine assessment and other costs.

It is emphasized that TAHA will NOT breach its commitment to the other players and their families on the team and simply issue a refund - there are financial consequences for abandoning a team (see Refund Policy).

PLAYER REGISTRATION

Registration is required and will be considered complete when all forms and fees are in the possession of the TAHA Registrar. As per USA Hockey, NYSAHA, and TAHA requirements, no one will be allowed on the ice (coach, player, helper) until all registration fees are paid and forms submitted. Form requirements may vary dependent upon whether you are a player, coach or on-ice assistant, see below for more information.

Registration fees for the upcoming season will be established by the TAHA Board at their regular Board meeting prior to registration. Notification will appear on the TAHA website.

Prior to roster placement and subsequent approval, a verification and affirmation of each player's birth certificate and citizenship must be completed by a USAH District/Associate Registrar. This applies to all participants. The TAHA Registrar will submit the necessary documents to the USAH Registrar to complete the process.

Players that are citizens of another country may be eligible if they meet certain criteria. First, players who are citizens of another country must reside in the U.S. with a parent and will need to provide documentation. For players who are citizens of another country and are residing in the U.S. without a parent, the player must hold an Alien Registration Receipt Card or Permanent Resident Card or an F. Academic Student classification visa or J. Exchange Alien visa.

PLAYER REGISTRATION

A USA Hockey Registration Number allows the player to be added to USA Hockey rosters, and in case of injury during a USA Hockey event, allows for some insurance coverage. USA Hockey Registration can be completed on-line at the following location: [USA Hockey Membership](#). Each year players need an updated USA Hockey Registration Number to register online at www.troyalbanyyouthhockey.com.

PLAYER TRANSFERRING FROM ANOTHER ORGANIZATION

A player coming from another organization, needs a [Player Release Form](#), which needs to be signed by the Player's previous Organization's President and a USA Hockey Registration Number ([USA Hockey Membership](#)) to register on-line at www.troyalbanyouthhockey.com.

CROSS ROSTERING PLAYERS

- A. Between TAHA Teams – players that would like to cross roster to another TAHA team must obtain board and/or TAHA President's approval and approval from both head coaches. Once approved, the player will be required to pay the HIGHER of the two registration fees for the season, in addition to a registration fee for the 2nd team – this fee will be determined based on the expected level of participation on the team. The team that was registered for first remains the player's primary team and obligation. The cross-roster team engagement should not interfere with primary team commitments. Cross-rostering players will also be expected to participate in a prorated portion of fund raising or fee assessments for the added team.
- B. From another Association to TAHA - players that would like to cross roster to TAHA from another association must obtain board and/or TAHA President's approval and approval from both head coaches. Once approved, the player may be required to pay some portion of registration fees and a pro-rated portion of team assessments. The cross-roster team engagement should not interfere with primary team commitments. A cross roster agreement between associations will be required to be in place PRIOR to participating in any team activities.
- C. From TAHA to another Association - players that would like to cross roster to another Association from TAHA must obtain board and/or TAHA President's approval and approval from both head coaches. The cross-roster team engagement should not interfere with primary team commitments. A cross roster agreement between associations will be required to be in place PRIOR to participating in any team activities.

Commented [JW1]: Cheryl, should we change this language since there is now a nominal fee for those playing on girls and co-ed teams?

EQUIPMENT

TAHA requires each player to wear the protective equipment in accordance with USA Hockey Rulebook and the New York State Amateur Hockey Association Guidebook.

THE PLAYER'S EQUIPMENT

Per USA Hockey Rulebook, Rule 304, Protective Equipment, the TAHA Player shall wear the following equipment: gloves, shin pads, shoulder pads, elbow pads, padded hockey pants, and protective cup. It is recommended that all protective equipment be designed specifically for ice hockey. All players, including goalkeepers, in all age classifications, are required to properly wear a HECC approved helmet as designed by the manufacturer and with no alterations and chin strap properly fastened. (Note) HECC certification includes an expiration date on the sticker and a helmet that has an expiration date that has expired is no longer considered certified. The player may not wear a helmet that does not have a valid and current certification sticker.

USA Hockey mandates that all players and on-ice officials under the age of 18 must wear a commercially designed neck laceration protector (neck guard) during all games and practices.

All players, including goalkeepers, in all age classifications below Adults, are required to wear a facemask certified by HECC, plus any chin protection that accompanies the facemask. (Note) Any helmet or facemask that is altered except as permitted in USA Hockey Rulebook, Rule 304(c) shall be deemed to be illegal equipment and shall not be allowed to be used in a game. The player, or such equipment, shall be removed from the game until corrected. (This shall include helmets from which a part has been cut or removed, facemasks from which the chin-cup has been removed or any other such alterations from the original manufacturing specifications.)

TAHA requires all players, including goalkeepers, in the 10 & under through Youth 18 & under (including High School) and Girls 19 & under age classifications are required to wear a colored (non-clear) internal mouthpiece that covers all the remaining teeth of one jaw, customarily the upper. It is strongly recommended, in all classifications, that all players wear a mouthpiece form fitted by a dentist.

GOALTENDING EQUIPMENT

TAHA provides a limited number of Association-owned goaltender equipment sets predominately for use at ACIM and Squirt "C" Travel levels. Association-owned goaltender equipment may include a neck guard/clavicle protector, body armor, chest protector, leg pads, a catcher glove, blocker, and a goaltender stick. Most goaltenders within the Association purchase their own equipment, which may include the above, equipment plus: a goaltender athletic supporter/cup, pants, a goaltender helmet, and goaltender skates.

UNIFORMS

Jerseys shall be worn for TAHA sanctioned events only. TAHA sanctioned events include home and away games and team events such as TAHA night at RPI Hockey Games and Team Fundraising Events.

Sponsor names and sponsor logos are prohibited from jerseys but may be worn on helmets. It is preferred, but not mandatory, that players wear black pants, a black or white helmet and matching socks purchased through the organization for games – individual teams may have more strict requirements for matching pant shells, helmets and warmup gear.

Junior Engineers and Titan families shall purchase home and away jerseys for the players and will be replaced at their discretion and expense. If a new jersey design is released, it is required that all players wear the new and updated design. Note jersey orders need to take place by the order deadline which is usually in early summer.

Ice Cats jerseys will be provided and must be returned at the end of each season.

CODE OF CONDUCT

TAHA Players must sign the USA Hockey Code of Conduct to participate in TAHA and USA Hockey Events, the Code of Conduct states:

Commented [JW2]: I remember a conversation about this, is this accurate?

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

NOTE: Any violations of TAHA, NYSAHA or USA Hockey Code of Conducts will be subject to the hearing process defined by the governing body.

THE PARENT

EXPECTATIONS

As a parent in TAHA, it is expected that you will support your player(s) and our organization by: insuring that players arrive at practices and games on time, meeting coach's expectations, volunteering for a position on your team, and volunteering in support of TAHA. It is up to the coaches to determine attendance and arrival times, please be sure to have a clear understanding of them, as well as any consequences to ice time.

It is required that all monies owed to TAHA be paid in full at the time payment is requested unless other arrangements have been made in writing and approved by the Treasurer and Registrar. This includes but is not limited to: registration fees and any assessments. A player will not be permitted to skate until these payments are made.

TAHA may run tournaments during the season. These tournaments generate funds to support overall operating expenses of the TAHA organization. Participating families are required to work slots during these tournaments, which may include but are not limited to: timekeeper, penalty box, fundraising and souvenirs.

USA HOCKEY PARENT CODE OF CONDUCT

- Do not force your children to participate in sports but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.

- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell at or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them. If you enjoy the game, learn all you can about hockey - and volunteer.

USA HOCKEY SPECTATOR CODE OF CONDUCT

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; do not boo opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the surface can cause injury to players and officials.
- Do not lean over or pound on the glass or fence; the glass and fence surrounding the surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game - win or lose.
- Recognize good effort, teamwork and sportsmanship.

VOLUNTEER

As a not-for-profit organization, TAHA is able to continue to operate to provide quality programs for children, solely by the dedication of volunteers. Volunteer participation of all TAHA members in tasks related to the efficient operations of the Association is critical.

Help TAHA continue in its pursuit of excellence at all levels... volunteer for the benefit of your own as well as other children enrolled in our programs.

Please contact your player's coach or a Board Member to learn about volunteer opportunities!

FINANCIAL OBLIGATIONS

Financial obligations to TAHA and team to which a player is assigned include the following:

1. TAHA registration fees - these fees are established at the time of registration, and cover planned administrative, organizational, ice time fees, and general equipment/infrastructure repairs for the upcoming season for which you are registering your child with TAHA. These fees are paid to TAHA directly at the time of registration and/or through the established TAHA registration payment policies (Registration fees for the upcoming season will be established by the TAHA Board at a regular Board meeting prior to registration opening. Notification will appear on all TAHA websites).
2. Team Assessment Fees - these fees are team specific, above and beyond the TAHA registration fees. Team Assessment Fees may include but not be limited to: individual game referee costs, tournament entry fees, organized team events (e.g., team dinners, parties, etc.), additional ice time or training services, and/or other team-specific activities that incur costs for the players and parents. Team Assessment Fees are requested of each parent via the respective team managers, and vary from team to team depending on games, schedules, and events decided upon by each individual team. Team Assessment Fees are arranged directly between the team managers and the team parents, and are not paid to the TAHA organization. Team Assessment Fees may be offset by team fundraising (see Part II, Section 1.B of this handbook regarding fundraising rules and policies). If a player participates on multiple teams it is expected that they will participate in covering the necessary Team Assessment Fees for both teams.

Your player(s) and your own participation in TAHA is based upon your financial account remaining in good standing. Participation in TAHA may be limited if your financial account is not in good standing. To bind a player to TAHA, a Commitment Form is signed at the conclusion of Tryouts for the upcoming season. To release a player from TAHA, a Player Release is provided for those financial accounts that are in good standing at the end of a season.

THE PLAYER RELEASE

A Player Release is a document that provides the option of transfer of one player from one organization to another. The Player Release must be signed by the TAHA President, if a TAHA Player is requesting a transfer to another organization.

All requests for player releases (with or without refund requests) must be submitted to the TAHA President using the New York State Amateur Hockey Association "Player Release" form. All release forms must be submitted in writing and sent via mail to the TAHA mailing address or email to the President.

NYSAHA rules allow TAHA to take up to 10 days to respond to a request for release. Please plan accordingly. In some instances, it may take 10 days to ensure no balance is due and no commitment to a TAHA team exists (see below). Do NOT expect the registrar or President to act on any release requests with less than 10 days notice, even if a player is not going to be allowed to try out because of the delay.

TAHA reserves the right to deny releases. In particular, releases will typically be denied where:

- a. NYSAHA rules prevent issuance of the release, prior to completion of the appropriate state tournament or national tournaments for ages 12u and older.
- b. a balance is due to the association (release available upon payment in full);
- c. a player is a resigning player that has decided not to continue to participate for the remainder of the current season and no extenuating circumstances exist (see Refund Policy; release available after season is over and payment in full of any balance); or
- d. a player has registered and/or signed a commitment form to participate on a team and no extenuating circumstances exist (see Refund Policy).

One example of extenuating circumstance for which a release may be granted under c) and d) is where a player's family is moving out of the Troy Albany area (75 miles or more) and any balance due is paid in full.

TAHA members have the right to appeal a denied release request. Appeals must be in writing and addressed to the TAHA Board. Members may also request to speak at a general Board meeting in support of their written appeal. After considering all information presented during the appeal process, the TAHA Board will render a decision in a timely manner in writing.

THE TEAM OFFICERS

Team Staffing Roles include: Head Coach, Assistant Coaches Team Manager and Team Scheduler

- The coaching staff should have the following qualifications:
 - Good communication skills.
 - Good teaching skills.
 - Understanding of hockey fundamentals and how to teach them.
 - Coaching certification and education commensurate with USA Hockey minimum requirements.
 - USA Hockey Membership Registration for the current hockey season
 - NYSAHA Background Screening Confirmation Code
 - SafeSport Certification

COACH

- Coaching responsibilities include:
 - Be familiar with all rules and regulations of USA Hockey, NYSAHA, and TAHA.
 - Provide required credentials and roster information to ADM Coaches Coordinator and Registrar.
 - Identify a first assistant coach who can regularly participate in practices and games and to assume head coaching duties when the Head Coach is not available.

- Ensure that a coach (with proper credentials) be on the ice at all times with the players.
- Plan and structure all practices to maximize ice usage.
- Hold a player-parent meeting at the beginning of the season, and additional meetings as needed.
- Identify a Team Manager and Team Game Scheduler as well as other team duties needed for a successful season.
- Disseminate all pertinent Association information to team players, parents, and coaching staff.
- Ensure that all team coaching staff have the appropriate forms filled out and submitted to the Registrar.
- Attend regularly scheduled Association "All Coaches Meetings."
- Follow all USA Hockey and TAHA guidelines for international travel (including Canada).
- Promptly notify the Coaching Coordinator of any Gross or Match penalties against team players or coaches and assure that said player or coach not attend any team activities until a Disciplinary Hearing is held.
- Ensure that Game Misconduct penalties against any team player or coach be served accordingly at the next scheduled game.
- Ensure that team players, parents and coaches adhere to the TAHA Code of Conduct and USA Hockey Code of Conduct at all times.
- Report to the Level Director any damage caused to the ice surface or facility during team ice time, or any other time damage is discovered.
- Ensure that team parents, families, and spectators remain in the areas designated for spectator use. Spectators are not allowed in the bench area except those who have reported to the Head Coach and have been designated specific assignments for that practice.
- Ensure that bench area and locker rooms are clean following team ice times.
- Ensure that expectations for the team in terms of travel, number of games and playing time are communicated to all families and players.
- **Ensure that a credentialed and responsible adult is present in every locker room having players in it at all times per USA Hockey regulations.**
- Enforce Board decisions, rules and regulations regarding player non-participation for non-payment of fees and being uninsured, i.e., no USA Hockey registration.

TEAM MANAGER

Each Team Manager will be the interface between the Level Directors, Board Members and the parents of the team he/she represents. Each Team Manager will be responsible for communicating information that affects his/her team to all team parents. Each Team Manager will be responsible for communicating any pertinent information to the Board concerning his/her team's activities.

- Team Manager responsibilities include:
 - Securing a checking account in the team's name for the collection and distribution of all team monies. Can be a separate position as Team Treasurer.
 - Collecting money from the parents as required (fund-raising, referee fees, tournaments, etc.) and maintaining all required books.
 - Ensuring funds are available and payment is made to referees at each home game.
 - Provide the team parents with a Team Financial Report periodically.
 - Creating a team directory to be distributed to all parents (i.e., parent names, phone numbers, email addresses, etc.) including a phone tree for such issues as inclement weather.
 - Reviewing the initial official USA hockey roster of players as well as informing the Registrar of any roster related issues/changes throughout the year.
 - Scheduling of all overnight out of town team activities, including but not limited to tournament applications, fees, meals and travel arrangements.
 - Contacting the appropriate Level Director to pass on any concerns, problems or suggestions to be included in a monthly Level Director report the Board.
 - Assist with team communications and web page updates as necessary.
 - Coordinate all game volunteers for Penalty boxes, Scoresheet, Timeclock and Locker Room Monitor duties.
 - Collect scoresheets and ensure completion.
 - For tournament bound teams, serve as primary point of contact for NYSAHA Tournament functions and prepare credentials book.
 - If applicable, at the end of the season, collect each player's jersey set and provide a written inventory of these jerseys to the Equipment Manager. Inventory should include player name and assigned number.

TEAM SCHEDULER

Each Scheduler will be the interface between the Head Coach, Master Ice Scheduler and the parents of the team he/she represents. Each Team Game Scheduler will be responsible for contacting teams from other organizations to secure home and away series games with the game slots allocated to his/her team for the season.

- Team Scheduler responsibilities include:
 - Work with the Head Coach to understand and develop freedoms and restraints in the scheduling of team games that fit both the Head Coach's vision as well as team members.
 - Provide team parents a copy of the current practice/game schedule including any revised versions as necessary.
 - Update websites with schedule and changes throughout the season.
 - Maintain regular communication with the Master Ice Scheduler and Referee Scheduler to keep him/her updated with any game additions, cancellations, or changes. (Failure to notify the Referee Scheduler in a timely fashion regarding a

cancellation/change will require that referee payment for that game slot be the responsibility of the team. Further failure to notify the Master Ice Scheduler in a timely fashion regarding cancellation/change may require that the ice time slot costs be the responsibility of the team.)

- Work with other TAHA team schedulers in the trading of any practice/game slots throughout the season due to tournaments, etc. (Both Team Schedulers MUST contact the Master Ice Scheduler PRIOR to the exchange of practice or game slots to allow for the tacking and updating of the Master Ice Schedule and to ensure the correct referees are secured for games.)
- Notify the Master Ice Scheduler as soon as possible if scheduled ice will not be used to allow the Scheduler the opportunity to find others that can use the ice or return it to the ice provider.
- Work with the Head Coach to identify potential tournaments that the team is interested in attending and work with the Team Manager to enter these tournaments (i.e. applications, deposits, hotels, etc.)
- Communicate with families regarding game and/or practice moves, postponements and/or cancellations.
- Be compliant within guidelines of TAHA Ice Policy.

USA HOCKEY ZERO TOLERANCE POLICY

INTRODUCTION

The USA Hockey Board of Directors has developed a Zero Tolerance Policy regarding the verbal abuse of officials and inappropriate spectator behavior. Verbal abuse of officials is the first step leading to physical abuse of officials. This Zero Tolerance Policy has been unanimously endorsed by the Youth, Junior, and Senior Councils, the District Referees-In-Chief, and the Coaching Education Program Directors for immediate implementation have unanimously endorsed this Zero Tolerance Policy.

To make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Board of Directors has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. These points were written and implemented to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.

WHAT IS ZERO TOLERANCE?

- **Player** - A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:
 - Openly disputes or argues about any decision by an Official.
 - Uses obscene or vulgar language, including swearing, in a boisterous manner to anyone at any time, even if it is not directed at any particular person.

- Visually demonstrates any sign of dissatisfaction with any Official's decision, in a manner that openly embarrasses the Official and/or challenges his judgment.
- Any time that any player persists in any of these actions, he/she shall be assessed a Misconduct Penalty. A Game Misconduct shall result if such player behavior continues.
- **Coaches** - A Bench Minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:
 - Openly disputes or argues about any decision by an Official.
 - Uses obscene or vulgar language in a boisterous manner to anyone at any time.
 - Visually displays any sign of dissatisfaction with an Official's decision, in a manner that openly embarrasses the Official and/or challenges his judgment. This includes standing on the boards or standing in the bench doorway with the intent of inciting the Officials, players, or spectators.
 - Any time that a Coach persists in any of these actions, he/she shall be assessed a Game Misconduct Penalty.
- **Officials** - Officials must apply these guidelines in a realistic manner and must be careful not to get overly technical in their enforcement. This policy is designed to eliminate direct confrontations with Officials while still allowing players and coaches an avenue to communicate in a calm and reasonable fashion.
 - Officials are required to conduct themselves in a businesslike, sportsmanlike, and non- vindictive manner at all times. The actions of an Official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.
 - On ice officials are ambassadors of the game and shall always conduct themselves with this responsibility in mind.
- **Spectators** - On-ice officials will stop the game when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or participants of the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators 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:
 - Using obscene or vulgar language in a boisterous manner to anyone at any time.
 - Taunting players, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.
 - Throwing any object in the spectators viewing area, players' bench, penalty box, or the on-ice surface, that in any manner creates a safety hazard.
 - Any violators will be escorted from the facility and not allowed to return until the next day.

PART II: POLICIES, RULES, AND PROCEDURES

I. FINANCE

A. TAHA FINANCIAL INFORMATION

Troy Albany Hockey Association is a not-for-profit organization that is run by volunteers. We are heavily dependent upon revenue from our various volunteer led activities. Participation by all parents in the Association's volunteer efforts is crucial to TAHA's financial success and, in turn, in keeping registration costs to a minimum for each child.

In the event that the annual membership dues and other income of TAHA shall be insufficient to meet the expenses of conducting the activities of TAHA, the Board may authorize the levying of additional fees, assessments of dues upon the members of TAHA. All such additional fees or dues shall apply equally to all members of TAHA or to specific members based upon the discretion of the Board on a case-by-case basis. All questions regarding TAHA financial matters may be directed to the Treasurer and/or Finance Committee.

Please note: your participation in the TAHA program is based upon your account remaining in good standing. Participation may be limited if your account is not in good standing.

SPONSORSHIPS AND FUNDRAISING

Association Sponsorships - Monetary support through area businesses in the form of association or league sponsorships help to defray the costs of player registration. Sponsors may be highlighted on the website, in tournament programs and, where possible, in TAHA rinks. It is the responsibility of each person or team that obtains a sponsor to ensure that all sponsors obtained are submitted to the proper TAHA members (i.e., webmaster and Vice-President of Fundraising) to ensure appropriate recognition.

Team Sponsorships - Each team may pursue their own sponsorships with EXCEPTION to the Red List, please see the explanation below. Each team is not a non-profit entity by itself. Consequently, if a sponsor wants to claim a tax deduction, checks may be made payable to TAHA, after which TAHA will reimburse the team. Contact the TAHA Treasurer for more information.

Additional fundraising may be necessary in some cases. In these cases, the Board will announce the details of the fundraising events to the TAHA community. Any member who so chooses not to participate in the announced fundraising events may be assessed an additional fee which shall be equal to, but shall not exceed, the amount TAHA would have realized had the member participated in the fundraising events. Payment of such fee shall exclude the member from any obligation to participate in fundraising events.

The RED LIST: Is maintained and available on the TAHA website for review by the members.

The purpose of a Red List is to afford TAHA members the greatest monetary donations and contributions from large market corporations that support the Capital Region, as they are only allowed one tax deduction per tax identification number. These corporations are unable to be solicited for donations by a member or a team, unless for such purpose to be an organizational sponsor. This can be coordinated with the Vice President of Fundraising. If a member secures an

organizational sponsor (at the Silver or higher level), a 20% donation of net proceeds to the team of their choice will be made by TAHA (i.e. 20% of donation after fees and cost of signage).

FINANCIAL ASSISTANCE FOR PLAYERS

One form of financial assistance that may be extended by the Board, in exceptional and rare occasions, is a payment plan with a fixed term. It is emphasized that the Board attempts to minimize the number of payment plans as much as possible due to the administrative burdens of tracking the plans' payments.

A request for a payment plan may be requested from the Registrar. Failure to make timely payments on a payment plan may result in a requirement to immediately and fully pay for the player, or loss of player privileges to participate. All payment plan requests will be confidentially reviewed by the Finance Committee. If approved, the Finance Committee will recommend that the payment plan be extended to the family without disclosing the family name or financial information to the Board other than as necessary. The family requesting the payment plan recognizes that some minimal disclosure of the financial need is required for the Board to qualify the family for the plan, and that certain non-Board members such as the Registrar and Accountant, will need to be knowledgeable of the arrangement in order to implement the assistance.

SCHOLARSHIPS

TAHA is committed to providing the opportunity for young athletes to participate in youth hockey at all levels. The Board of Directors has created a scholarship program in honor of Rich Scammell, a dedicated TAHA member of our organization for over 30 years. The Scammell Scholarship is for dedicated TAHA families that demonstrate the need for financial assistance. Applications will be posted on the TAHA website prior to the start of the season and will be reviewed by the Finance Committee in confidentiality.

CONFLICTS OF INTEREST, FINANCIAL RESPONSIBILITY, RECORD KEEPING

All members are expected to act in the best interest of the Association to avoid conflicts of interest of any sort. In terms of finances, the Association and its participant teams are reliant on fundraising, and the generosity of others. All members have a duty to avoid double dealing such as receiving kickbacks for referring TAHA business to an entity (e.g., hotels, vendors such as printers, sponsors, tournaments, etc.), converting TAHA or participant team funds for use outside of their intended use, etc. Any member found to have committed any illegal act relative to finances will be prosecuted to the full extent of the law. Each member in charge of monies, e.g., team manager and coaches, is expected to maintain appropriate financial records.

TEAM ACCOUNTS

TAHA does not provide or oversee individual team accounts. Donations and/or sponsorships earmarked for a team should be made out to TAHA with instructions indicating for what team they are for. TAHA will then direct those funds to the appropriate Team Manager. Team managers shall provide periodic statements/reports of team finances. At the beginning of each year, each team should decide what will happen with left over money, e.g., spend it, refund to

families - not to exceed registration fee, donate to a next year team (understanding their player may not be on team) or donate to TAHA.

It should be noted that the TAHA Board may request to see team financial details at any point during the season or up to three seasons later. Financial reports provided by the team should also be sent to the TAHA Treasurer periodically throughout the season. If there are any financial concerns from the team or the Association the issue will be looked at closely to ensure no fraud was committed.

REFUND POLICY

All requests for refunds (with or without release requests) must be made in writing and submitted to the Board and will be considered on a case-by-case basis. All requests for refunds will be considered for approval by the Board at the first Board meeting following the receipt of the written request. It should be noted that the refunds discussed in this section apply solely to the TAHA registration fees, uniforms (jerseys and socks) are not subject to a refund and individual team assessments may still apply and will be determined at the discretion of the team coach and manager. If a refund is granted TAHA has up to thirty days from the time of the decision to make the refund.

AFTER REGISTRATION, ACCEPTED PRO-RATED REFUND SITUATIONS:

The Board will approve a prorated refund on a case-by-case basis if the request is received prior to December 31 of the current season and is based on one or more of the following:

- Season ending injury to the player prior to December 31st. A written opinion of a medical doctor stating the specific injury, limitations and length of time injury prohibits play will be required for the Board to consider a prorated refund.
- Player leaving area; Player and his/her family are moving from the Troy/Albany area (over 75 miles) during the hockey season.
- NO REFUND WILL BE GRANTED for any other circumstances, the player must pay all money due prior to any release being considered.
- All refund decisions are subject to board approval.

Commented [JW3]: Is there something magic about 12/31. I think we give refunds even if someone misses part of a season (not season ending).

PLAYER MOVEMENT POLICY

Players may not move between TAHA teams without Board approval.

Player Move-Up Policy – Any player move up will be assessed and decision by the board will be based on applicable NYSAHA and USA Hockey rules.

INCLEMENT WEATHER

During the hockey season, inclement weather is always a possibility. TAHA is not responsible for any liability relative to transportation to and from games or practices. All Team Managers shall establish a communication plan to alert parent/players of any postponements and cancellations of games and/or practices due to inclement weather.

VIDEOTAPING OF PLAYERS

TAHA will not use or distribute players photos or videos without parent consent (obtained during registration process).

PLEASE NOTE: Practices and games are subject to recording and broadcast using the LiveBarn cameras in Frear Park and other rinks.

Everyone should be aware that their actions may be captured by the LiveBarn Cameras.

USA HOCKEY COACHING ETHICS CODE

INTRODUCTION - This USA Coaching Ethics Code intends to provide standards of ethical conduct for coaches involved with USA Hockey and its member organizations. It provides General Principles and Ethical Standards which cover many situations encountered by coaches, with its principle goals the welfare and protection of participants with whom coaches work. Coaches will respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices.

GENERAL PRINCIPLES

COMPETENCE - Coaches will maintain a standard of excellence with regard to education and information related to coaching and make an on-going effort to maintain competence in the skills they use.

INTEGRITY - Coaches will exercise integrity in the practice of coaching and be honest, fair and respectful of others.

PROFESSIONAL RESPONSIBILITY - Coaches will uphold professional standards, clarify professional roles and obligations, accept appropriate responsibility for behavior and adapt methods to the needs of participants.

RESPECT FOR PARTICIPANTS - Coaches will respect the fundamental rights, welfare, dignity, values, opinions and worth of all participants and will be aware of cultural and individual differences including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socio-economic status.

CONCERN FOR PARTICIPANTS - Coaches will be sensitive to different roles and responsibilities of all participants and not exploit or mislead them.

RESPONSIBLE COACHING - Coaches will be aware of ethical responsibilities to society and the community in which they work and live as well as comply with the law and encourage the development of policies which serve the interest of the sport and USA Hockey.

ETHICAL STANDARDS

APPLICABILITY OF THE ETHICS CODE - Although many aspects of personal behavior and private activities may seem far removed from the official duties of coaching, Coaches will be sensitive to their positions as role models for participants and will consistently obey the standards of the Code.

DISCRIMINATION - Coaches will not engage in or condone discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status or any other basis prescribed by law.

SEXUAL HARASSMENT - Coaches will not engage in sexual harassment which includes but is not necessarily limited to sexual solicitation, unwelcome physical advances and verbal or non-verbal conduct. Coaches will not deny any participants the right to participate in any activity based upon their having made or there being the subject of a sexual harassment claim.

HAZING/BULLYING - Coaches will not engage in or condone behavior which is harassing, harmful or demeaning to participants.

PERSONAL PROBLEMS AND CONFLICTS - Coaches will recognize a personal problem may harm participants. Coaches have an obligation to take reasonable steps to prevent impaired performance by recognizing a personal problem and seeking assistance for it.

AVOIDING HARM - Coaches will take reasonable steps to avoid harm being caused to participants whether it be physical, verbal or through electronic/social media.

MISUSE OF INFLUENCE - Coaches will guard against the misuse of influence and understand any action or judgment may have an effect on participants.

OUTSIDE RELATIONSHIPS - Coaches will refrain from entering into personal, professional, financial or other relationships with anyone if such a relationship may impair objectivity, interfere with properly performing coaching functions or directly or indirectly exploit or harm participants. Coaches will refrain from taking on obligations if a pre-existing relationship may create a conflict of interest.

EXPLOITATION - Coaches will not exploit or have a sexual or intimate relationship with participants.

STATEMENTS - Coaches will not make a statement which is deceptive, false, fraudulent or misleading.

COMMUNICATION WITH PARTICIPANTS - To avoid any misunderstanding with participants, coaches will discuss the nature and course of training with them and answer any questions they may have.

RELATIONSHIP INVOLVING COACHES, PARTICIPANTS AND PARENTS - Coaches will clarify the role of each party and any service provided relative to a relationship with participants and parents.

ALCOHOL, DRUGS AND TOBACCO - Coaches will refrain from using and discourage the availability or use of alcohol, tobacco or performance enhancing or recreational drugs in conjunction with, including travelling to or from, any USA Hockey competition, training or practice session and prohibit the use of alcohol, tobacco or performance enhancing or recreational drugs by participants.

GAMBLING - Coaches will refrain from and prohibit gambling of any kind in conjunction with, including travelling to or from, any USA Hockey competition, training or practice session.

PORNOGRAPHY - Coaches will refrain from and prohibit the use of pornographic or sexually explicit material in conjunction with any USA Hockey competition, including travel to or from any USA Hockey competition, training or practice session.

RECRUITING - Coaches will not recruit a participant who is already a member of another USA Hockey team. Direct contact by a coach or his/her staff or indirect contact through an agent or parent during the playing season with a participant who is a member of another USA Hockey team is considered tampering and is prohibited.

EVALUATING PARTICIPANTS - Coaches will evaluate participants on actual ability, attitude and performance and in a manner consistent with the Code.

RESOLVING ISSUES

FAMILIARITY WITH CODE - Coaches will be familiar with the Code. Lack of awareness or misunderstanding of general principles or ethical standards included in the Code will not excuse violations of the Code.

CONFRONTING ISSUES - Coaches will consult with other coaches when they are uncertain if a particular situation or course of action violates the Code.

ORGANIZATIONAL CONFLICTS - Coaches will clarify the nature of any conflict between the demands of an organization and the Code, make known their commitment to the Code and seek to resolve the conflict in a way which adheres to the Code.

REPORTING VIOLATIONS - Coaches will inform participants of any perceived violation of the Code and their right to report any violation to the President or other appropriate designee of their association and complete an Ethical Violation Form provided by the association. Any violation of the Code shall be addressed via the process explained in USA Hockey Bylaw 10 and referred to the appropriate law enforcement agency as required.

COOPERATION WITH INVESTIGATIONS, PROCEEDINGS AND RESOLUTIONS - Coaches will cooperate with any investigation, proceeding or resolution related to a perceived violation of the Code as mandated by USA Hockey or any of its member organizations. Failure to cooperate is a violation of the Code.

ACKNOWLEDGEMENT - Coaches acknowledge the USA Hockey Coaching Ethics Code is administered under the authority of USA Hockey and its member organizations. Any violation of the Code subjects the violating coach(es) to the disciplinary processes of USA Hockey and its member organizations.

USA HOCKEY SAFE SPORT PROGRAM

USA Hockey is committed to creating a safe and positive environment for its participant's physical, emotional, and social development and ensuring it promotes an environment free from abuse and misconduct.

All members of USA Hockey with frequent or normal interaction with players will be required to complete Safe Sport Training and submit the completion certificate to the Registrar by September 15th of each season.

TAHA LOCKER ROOM POLICY

The TAHA Locker Room Policy can be found on the TAHA website in the forms section or by following this link: [Locker Room Policy](#)

GRIEVANCE PROCEDURES

TAHA is an organization that proudly serves a large number of members that fall into one or more of the following categories: player, parent, coach, volunteer, team manager, referee, or other. Due to the size of TAHA and the diversity of its members, TAHA recognizes that from time to time certain incidents may occur that result in a dispute, disagreement, or misunderstanding (hereinafter, referred to as a "Grievance") among members.

In the event of a Grievance, TAHA strongly encourages its members to try and peacefully resolve the Grievance among themselves. However, in the event that self-resolution is not possible, TAHA desires to assist its members in resolving the Grievance in an orderly, fair and consistent manner. In order to accomplish that objective, TAHA adopted and relies upon the following Grievance Procedures. The Grievance Procedures give members a forum for having their Grievances heard and resolved in an orderly manner.

The Grievance Procedures are a series of escalating steps. Members desiring to file a Grievance must adhere to these procedures, in proper order, so that Grievances may be resolved fairly and consistently. Failure to follow these steps may result in an invalid Grievance that may not be reviewed. The specific steps are as follows:

COOLING OFF PERIOD

Before the formal Grievance process can be initiated, the aggrieved Member ("Complainant") must wait until at least twenty-four (24) hours (the "Cooling Off Period") after the incident occurred that prompted the desire to file a Grievance (the "Grievance Incident"). After the Cooling Off Period passes, the Complainant may start the formal Grievance process. TAHA implemented the requirement that the Cooling Off Period must pass before the formal Grievance process can be initiated not to make it difficult to initiate a Grievance, but to discourage frivolous Grievances from being initiated since TAHA expects Members to file a Grievance only under serious and/or difficult circumstances.

After the Cooling Off Period has passed, Complainant is encouraged to discuss the Grievance Incident with another member, such as a coach, team manager, parent, or even the adverse

party to the Grievance, to determine if a resolution of the Grievance is possible without the need for filing a Grievance. If the Grievance Incident pertains to a coach, the Complainant is STRONGLY encouraged to discuss the Grievance Incident with the coach prior to the next step.

GRIEVANCE SUBMISSION FORM

If Complainant does not wish to discuss the Grievance Incident with another as suggested above, or, if Complainant discusses the Grievance Incident with another and there is not a satisfactory resolution of the Grievance Incident and Complainant still wishes to pursue a Grievance, then Complainant must complete a TAHA Grievance Submission Form (the "Submission Form"). The Submission Form can be downloaded from the TAHA Websites. Once Complainant completes the Submission Form, then the Submission Form must be emailed to the appropriate TAHA Grievance Entity (TGE):

1. for AAA, the AAA committee, which will appoint at least one independent reviewer;
2. for the Ice Cats, the Ice Cats committee, which will appoint at least one independent reviewer; or
3. for all other programs, to the appropriate Level Director, see Appendix B for list (if no level director exists for your level, the BOD will appoint a board member to act as one).

Complainant must properly file the Submission Form within fifteen (15) days after the Grievance Incident occurs, or the Grievance may not be reviewed. The requirement that the Grievance must be in writing using the Submission Form is not to make it difficult to initiate a Grievance, but rather to make sure that each Grievance is carefully documented and understood by those that review the Grievance.

INVESTIGATION

Upon receipt of the Submission Form, the appropriate TGE will confirm receipt of the Submission Form with Complainant. If the TGE has a conflict of interest, e.g., the Level Director for the level of interest is a coach on the team in question or the individual being grieved against, then another TGE may be appointed by the TAHA President. Then, the appropriate TGE will review the Submission Form and conduct an investigation of the Grievance to the extent that the TGE deems necessary, in order for the TGE to fully understand the Grievance described in the Submission Form. Upon completing that investigation, the TGE may: (i) independently try and resolve the Grievance in any manner that the TGE believes is in the best interest of all parties involved with the Grievance; and/or (ii) the TGE may decide to forward the Grievance to the TAHA Board for review. The TGE shall inform Complainant, any other parties involved in the Grievance, and the TAHA President of the TGE's course of action.

DECISION/RESOLUTION

If the TGE makes an independent decision/resolution regarding the Grievance, then that decision/resolution will be communicated to Complainant and any other parties involved in the Grievance and will also be reported to the TAHA President. The Grievance will then be deemed closed. However, if Complainant is not satisfied with the decision/resolution of the TGE, then

Complainant may appeal the TGE's decision/resolution by completing the TAHA Grievance Appeal Form (the "Appeal Form") and emailing the Appeal Form to the TAHA President. The Appeal Form is Appendix E of this Handbook. Complainant's appeal must be filed as described in the previous sentence within ten (10) days after the TGE communicates the decision/resolution to Complainant. If Complainant fails to file a timely Appeal Form, then the TAHA President may, in his or her discretion, decide that the TGE's decision/resolution will stand without reviewing or considering the Appeal Form.

APPEAL

Upon receipt of a timely filed Appeal Form, the TAHA President, upon completing an investigation to the extent the President believes is necessary and appropriate, will make a decision to: (i) support the decision/resolution of the TGE; or (ii) to forward the Appeal Form to the Board to be reviewed by and decided upon by the Board. If the Board decides to support the decision/resolution of the TGE, then that decision/resolution will be considered final and not subject to any further appeal. The TAHA President will communicate the decision to the Complainant and to other interested parties, whether or not involved in the Grievance, within a reasonable timeframe after the Board makes that decision.

BOARD AUTHORITY

The Board has the authority to make decisions/resolutions with respect to any Grievance referred to the Board and the authority to communicate those decisions/resolutions to Complainant and to any other parties involved in the Grievance.

BOARD INVESTIGATION, DECISION, AND RESOLUTION

Upon being referred a Grievance, the Board may conduct investigations and carry out other fact finding procedures as the Board believes is appropriate in order to gain as much information about the Grievance as the Board believes is necessary in order to make an appropriate decision/resolution regarding the Grievance. Once the Board completes its investigation, the Board will make a decision/resolution regarding the Grievance and will communicate that decision/resolution to the Complainant and other parties involved in the Grievance and to the President. The President may then disseminate the decision/resolution of the Board to other Members that the President believes should be made aware of the decision/resolution. Any decision/resolution of the Board is final and is not subject to further appeal through TAHA.

GRIEVANCE TIMEFRAME

All Grievances will be dealt with in a reasonably timely manner. However, the Grievance Procedures purposely do not provide specific timeframes or deadlines for resolving Grievances by the TGE, the President, or by the Board in order to provide them with flexibility as they carry out their respective responsibilities under these Grievance Procedures.

CONCLUSION

The Grievance Procedures were written to provide for a "loose" governing structure with respect to responding to a Grievance so that the TGE, the TAHA President and the Board enjoy

as much flexibility as reasonably possible to deal with a variety of Grievances that will arise from time to time. Should a member have any questions regarding the Grievance Procedures, please contact the appropriate TGE. Finally, additional information regarding the structure and procedures of the Board are set forth in the TAHA By-Laws that are available on the TAHA website.

Appendix D: Troy Albany Hockey Association Grievance Submission Form

Email to: info@troyalbanyyouthhockey.com, ATTN: President

Day & Date of Incident: _____ Time: _____ AM/PM

Location: _____

You are a: Skater Parent Head Coach
 Assist. Coach Referee Spectator Other: _____

Describe Incident [Please attach additional pages if necessary]:

Others who may have witnessed the Incident: _____

Name Printed Signature Date

Address: _____

Phone: (Day) (____) _____ (Evening) (____) _____

E-Mail Address: _____

The following is for use by TAHA

Grievance # _____

Date Received: _____ How Received: _____

Action(s) Taken: _____

Outcome/Resolution: _____

Notes Regarding Incident: _____

Appendix E: Troy Albany Hockey Association Grievance Appeal Form

Email to: info@troyalbanyyouthhockey.com, ATTN: President

Grievance Number Assigned to Grievance Submission Claim Form: _____

Date that the resolution/decision regarding
the Grievance was communicated to you: _____

Describe reason or reasons you are appealing the decision/resolution [attach additional pages
if necessary]:

The following is for use by TAHA

Grievance # _____

Date Received: _____ How Received: _____

Action(s) Taken: _____

Outcome/Resolution: _____

Notes Regarding Appeal: _____

