

River City Youth Hockey Handbook

www.lacrossehockey.net

Revised: September 2011

AFFILIATION

River City Youth Hockey Association (RCYH) is affiliated with USA Hockey, Wisconsin Amateur Hockey Association (WAHA) and The Wisconsin-Minnesota Hockey League (WMHL).

STRUCTURE OF ORGANIZATION

Is defined in the By-Laws. and follows USA Hockey rules (see usahockey.com policies and procedures)

RIVER CITY YOUTH HOCKEY PHILOSOPHIES

2010-2011

It is the goal of River City Youth Hockey to offer a program that will provide opportunities for boys and girls to learn skills, good sportsmanship and the importance of teamwork and motivation necessary for a young person's maturity.

All athletes are constantly before the public and their conduct not only influences future participants, but also arouses scrutiny of their moral habits and those of River City Youth Hockey. YOU the athlete and PARENTS determine the success of River City Youth Hockey, along with the help and cooperation of the coaches.

The hockey player must accept the dedication and hard work that goes into a successful program. The hockey player must be willing to follow the rules of W.A.H.A., U.S.A. Hockey, WMHL and River City Youth Hockey.

EXPECTATIONS OF BEHAVIOR AND CONSEQUENCES

PLAYERS

Each player must respect coaches, competitors, officials, parents, fans and arena employees.

Discipline will result for any of the following:

1. Any instigator and or/fighting before, during or after games,
2. Any misuse of the stick, or use of the stick with intent to harm or injure another player,
3. Any use of alcoholic beverages or drugs while a member of River City Youth Hockey during the hockey season.
4. Any use of vulgarity in language, gestures or insinuations of any kind,
5. Any disrespect shown to any coach. Back talk or any other displays of disrespect will not be tolerated.
6. Any destruction of Green Island Ice Arena property and/or River City Youth Hockey property.

If any violation results while representing River City Youth Hockey as a hockey player, he or she will be suspended for:

1. One game for the first infraction,
2. Three games for the second infraction, plus appearance before the Association Board of Directors with parents and coach,
3. The entire season for the third infraction-upon review of the Association Board of Directors. Depending on the severity of the infraction, the Board of Directors has the discretion to initiate more severe disciplinary measures.

The head coach is responsible to enforce the rules. If he or she does not fulfill this responsibility, the President of the Association will intervene.

Any act of vandalism at home or away rinks while representing River City Youth Hockey will result in suspension for the remainder of the season

COACHING CODE OF ETHICS

COACHES

River City Youth Hockey fully adheres to and adopts all provisions of the USA Hockey Coaching Ethics Code. All coaches are required to follow this code. The General Principles and Ethical Standards must be adhered to in their entirety. These include, and are not limited to:

- ☐ ☐ Competence
- ☐ ☐ Integrity
- ☐ ☐ Professional Responsibility
- ☐ ☐ Respect of Participants and Dignity
- ☐ ☐ Concern for Others' Welfare
- ☐ ☐ Responsible Coaching

At the beginning of the season, coaches must sign a statement indicating that they have read and will comply with the USA Hockey Coaching Code of Ethics. For a full reading, refer to the USA Hockey Website at www.usahockey.com.

Coaches are expected to follow all association rules. This includes, but is not limited to:

1. Addressing player behavior issues and enforcing discipline as outlined above.
2. Managing behavior of assistants.
3. Following all safety rules, including assurance that all required player equipment is used.
4. Using only certified coaching assistants at the levels required by WAHA
5. Representing the Association in a positive manner and not creating discord with other teams or association members. The Parent Code of Conduct Rules also applies to coaches.
6. One member of the coaching staff or a designated adult is to be present in the locker room from the time players are required to be present at the practice/game until the last player leaves.* please see Appendix A USA Hockey Locker Room Supervision at the end of this document
7. Coaches are expected to be present at all scheduled games and practices, barring illness, family emergency or other activities as approved by the Coaching Director.

Failure to follow the Association rules will result in disciplinary proceedings as outlined below.

Matters of Coaching Discipline

All matters pertaining to coaches' misconduct are to be reported immediately to the Coaching Director and President. The Coaching Director and/or President will investigate the matter and gather information from all sides. He or she may also confer with the Board of Directors and has

the authority to issue warnings and temporary suspensions. If it is determined that the matter involves a severe violation of the USA Hockey Coaches' Code of Conduct or the Association's rules, the Coaching Director will refer the matter to the Board of Directors. The Board of Directors will convene to resolve the matter. Disciplinary decisions are final.

PARENT BEHAVIOR AND CONDUCT

Parents are expected to conduct themselves according to high standards of social and ethical behavior. This includes showing the utmost respect for board members, players, coaches, referees, opposing players and their coaches. River City Youth Hockey places high value on sportsmanship and integrity.

Parents are expected to lead by example.

At the beginning of the season, all parents and guardians that observe hockey must sign the Commitment to Uphold Parent/Guardian Code of Hockey form indicating their understanding of expected behavior and consequences for violations. Parents and Guardians are an important part of the overall hockey experience. River City Youth Hockey fully realizes that differences of opinion on a range of matters can exist. Parents are welcome to convey their thoughts and feelings; however, the Association insists that all parties do so in an adult manner. Consequences will exist for those that do not.

Matters of Parent Discipline

The team Parent Rep and/or Age Group Coordinator should initially handle parent behavior problems. The purpose is to address matters swiftly and before they escalate into larger problems. The age level representative will respond by gaining an understanding of the facts from all involved parties. Depending on the circumstances or severity of the issue, he or she may issue a warning to any involved party (with notice to and approval from the President) or can immediately refer more serious matters to the President. The President must then investigate the matter and assemble the Board of Directors for a presentation of the facts and determination of the remedy. Depending on the nature of the violation and if disputes exist, the alleged violator may be asked or can request to appear before the Board of Directors as part of the investigation. A member's level of cooperation during an investigation may be weighed in the Board of Director's ultimate decision. If during the investigation process the member would fail to cooperate it would be considered immediate cause to issue a penalty of the Board of Directors choosing. If the Board of Directors decides that an infraction has occurred, penalties can range from written warnings to expulsion from the Association. All disciplinary decisions are final.

Investigations and resulting decisions regarding disciplinary matters of players, coaches and members are to be handled in a swift and fair manner. In the interest of time, the President can appoint other Board of Directors to conduct surrounding investigations and meetings in order to facilitate a quick resolution.

RIVER CITY YOUTH HOCKEY POLICIES

SECTION A-PLAYER ELIGIBILITY AND REGISTRATION

Policy A-1: Registration & Fees

River City Youth Hockey shall hold two registrations in the fall of each year. The Vice President along with the other Executive Board members shall be in charge of this event. All members must register at one of the two registrations sponsored by RCYH. If there are reasons for not being able to attend, they must call the Vice President prior to the end of the 2nd Registration. Any new members moving into RCYH boundaries after teams are formed but prior to December 15 shall be placed on the lower team if there are two teams in the age level.

During the annual budget process, the Executive Board determines skater fees for the season. Fees need to be paid in full by tryouts in order for your child to be able to participate in tryouts. Any NSF (Non-Sufficient Fund) check received will be assessed a charge to cover the bank charge assessed. The charge is the responsibility of the account owner to cover. The association provides several opportunities for skaters to fundraise to reduce their registration/skater fees.

Policy A-2: Minimum Age Requirement

The minimum age to join the River City Youth Hockey Cross Ice Program is 4 years old by December 31st with at least one session of Learn to Skate.

Policy A-3: Birth Certificates

All RCYH skaters shall provide a copy of their birth certificate to the Association prior to the first game every year. Board of Directors will fill out the appropriate Birth Certificate affidavit provided by WAHA to verify the age of the skaters. No other documentation will be accepted. Parent Representatives should carry all birth certificate affidavits to all games and tournaments as necessary to check in with tournament directors for age verification.

The Vice President will communicate with Parent Representatives and/or Age Group Coordinators on who has not provided birth certificates and those skaters shall not be able to play in a game until provided.

Policy A-4: Concussions

In the event a child suffers a concussion or suspected concussion during a game, practice, or any type of RCYH event, it is the board's policy that the child be declared medically inactive, (see time frame below), for a minimum of 2 weeks before returning to any type of game, scrimmage or practice (dry land or on ice). The child may return to RCYH events such as practices and games sooner than the medically inactive period upon receipt of a written medical clearance signed by the administering doctor, clearing them to participate.

This recommendation is based on USA hockey's recommended policies regarding concussions and Gundersen Lutheran's impact testing guidelines that the high school's use. Also let it be known that while our coaches are NOT doctors they have been given first aid training, CPR training and training on concussions and the warning signs of concussions, and are directed by the coaching director to place any child suspected of a concussion medically inactive and not let them return to RCYH practices or games until checked out by a physician or the medically inactive time is served. The child may participate in going to games with the team as a show of support for the team, but may not participate in the game or practice. Subsequent concussions will result in the medically inactive period being 3 weeks for a second concussion and 4 weeks for a third concussion.

Medically inactive period time frame is as follows:

- 1st concussion – 2 weeks minimum
- 2nd concussion – 3 weeks minimum
- 3rd concussion – 4 weeks minimum

Policy A-5: Transfers from Other Associations

It is the goal of River City Youth Hockey to provide a quality youth hockey experience for skaters that reside in La Crosse. Our intention is not to release any player from our association to another association OR accept another player from a neighboring association except under the most unusual of circumstances. The Executive Board reserves the right to review requests, which must be submitted in writing to the President.

Policy A-6: Fee Refunds

Fees will be refunded only when a player is injured and cannot continue the season, and then only on a pro-rated basis. For example, if the regular season is 18 weeks long, and a player is injured at 12 weeks, their refund will be calculated by taking the 6 weeks they missed divided by 18 to get a 33% refund. If the skater fees were \$370.00 the refund would be \$122.10 ($\$370 \times .33$) Player families are responsible to notify the Treasurer to request refunds and must do so within 30 days of player resignation or will forfeit their refund.

All other requests for a refund must be submitted to the Executive Board in writing for approval.

SECTION B-TEAM FORMATION AND PLAY

Policy B-1: Team Tryouts

Prior to team formation the Executive Board along with the Coaching Director will develop a try-out format to use for evaluating the various age level players. This format may include skating and stick handling events as well as game condition scrimmage events. It is the expectation that unbiased, experienced evaluators be used to rate skaters. The evaluators must be approved by the Executive Board.

All skaters who choose to tryout, need to attend both tryout sessions to be a part of the tryout process. Skaters who miss tryouts due to an illness, need to have a written medical excuse. In this instance where the player is excused, the player's past performance may be worthy of consideration for the upper team. The Coaching Director must work with coaches who have prior experience with that skater to determine what team the skater should be on. The Coaching Director's recommendation needs to be submitted to the Executive Board for approval. If for any other reason a skater must miss tryouts, and is not excused by the Executive Board, the player would be placed on the lower team. All skaters that do not express an interest in trying out will be placed on the lower team.

Policy B-2: Team Formation & Numerical team Strength

Players will be divided into teams based on Board of Director approved numbers and levels. Teams numbers will try to be kept as low as possible to maximize the players play time

Policy B-3: Game Number Limit

The following is a maximum for the number of games to be played at the various age levels. This includes league, non-league, and tournament games (not including state tournament & play downs). This is an absolute limit on the number of games played. These game limits were developed so as to prevent an undue financial and time burden on families. It is the expectation of the association that each team stay within this game limit. If a team exceeds the limit it will cancel any remaining games. This does not mean that games would be played as a controlled scrimmage or the like. The definition of a game is where referees are on the ice and the score is kept. The definition of a controlled scrimmage is where no time or score is kept and coaches supervise play on ice. In the event there are compelling reasons to exceed game limits for any one team, a request must be submitted to and approved by the Board of Directors.

Level MIN GOAL MAX

Mite 15 20 20

Squirt 20 25 25

Pee Wee 30 35 35

Bantam 35 40 40

It is the responsibility of the Parent Representative to monitor and submit game totals/limits for all levels to the board on a routine basis. If it is determined that a team has games scheduled that would take it over the max, these games will be canceled by the Parent Rep, first non-league, then league games. If you want to schedule more games, you will need permission form the Executive Board.

Policy B-4: State Tournament Play

The highest WAHA classified team at each age level (Mite through Bantam) will enter the WAHA State Tournament. The Association will pay for the team entry fee for State Tournament play; this includes any play off fees. Coaches' expenses will be covered as stated under Policy C-3.

Policy B-5: Participation in Non-League Tournaments*League Teams*

It is the intent of the Association to provide each league team the opportunity to play in one home tournament. This may mean that more than one Association team may be participating in an individual tournament. It is expected that each team will participate in the weekend tournament. The Association will pay up to \$800 for teams to participate in away tournaments. (Not counting the State Tournament.) All other expenses are the responsibility of each team member / family. Coaches' expenses will be covered as stated under Policy C-3. If any team wishes to enter any additional tournaments over and above the Association sponsored tournaments and the state tournament, all expenses incurred will be the responsibility of each team member/family. This includes the team entry fee (divided evenly by number of player participants) and non-parent coaches' expenses. These additional tournament games will apply to a team's game count. The money for any additional tournaments must be collected from the parents before the Association books the tournament.

Policy B-6: Cancellation of WMHL League Games

In 2010 , the WMHL ruled that league games can only be canceled if one of the teams will be attending a league teams tournament. If a game is canceled outside of the above rule, associations will be charged a \$40 cancellation fee. Coaches and/or Team Reps cannot cancel a league game unless approved by the Executive Board.

Policy B-7: Fair Playing Time

River City Youth Hockey strives for equal playing time to the fullest extent possible; however, the dynamics of each game may impact a precise playing time distribution. While it is advantageous to change shifts (lines) in an evenly timed manner, game conditions such as field of play, play stoppage, penalty situations, player match-ups and opponent strategy can all impact a coach's decision. Coaches are expected to treat players fairly with respect to playing time, i.e., as equal as possible given game conditions. There may however, be other occasions where a player plays less time in one game, only to be balanced by playing more time in other games. Coaches are also given discretion to adjust playing time in other situations as follows:

- On power plays
- On penalty kills
- In state play-down and tournament situations
- When player discipline issues exist
- During the last two minutes of each period in a league game when the score is close.
- Player injury or illness including convalescent period which may affect player ability to skate normal shift rotations

At times parents tend to focus on their own skater's playing time without regard to the conditions noted above. If after carefully considering all conditions, a chronic playing time shortage is noted, the matter can be addressed with the team's Parent Representative. However, always keep in mind the discretion that coaches are given as noted above. There is a 24 hour cooling down period before any parent can approach a Coach in regards to a concern. A parent's first concern should go to the Parent Representative of the team, then to the Age Group Representative if need be.

Policy B-8 Roster-up of players

There may be times when a player from a lower age level will be asked to play up to a higher age level for a limited number of games due to a shortage of numbers on a team. This situation is to be avoided to the extent possible when teams are initially formed. A player's primary commitment is always to his /her own age level team first. However, when it cannot be avoided, a roster-up situation is created. Skate-ups will be utilized under the following conditions:

- a. A team can not form two full lines.
- b. Upper level players are sidelined for injuries, illness or disciplinary actions

All requests for players to be rostered up must be brought up through the upper level Coach or the Executive Board, not the parents or skater. Skate-ups are not allowed without the specific approval of their parents, coaches at both levels and the Executive Board. Coaches are encouraged to clearly define the expectations to the parents and the skater who is skating up. In order to determine which skater goes up, coaches from both levels will evaluate the more senior players during practices and/or games. USA Hockey and WAHA rules indicate that a player must be listed on the official roster, and must participate in 5 games with the team, in order to be considered part of the team for State tournament play. Players who are asked to roster-up must

therefore participate in 5 games with the older age level team. Efforts should be made by coaches to ensure these players participate in the required 5 games. Participation in a game is considered to be playing one shift of the game. These rostered-up players should only be utilized if necessary due to a significant shortage of players due to illness, injury, or other absence. Rostered players may practice with the upper team as proposed by the upper level coach and approved by the lower level coach and skater's parents only during the week where a known need is communicated. No exceptions to the above rules unless approved by the Executive Board.

SECTION C-COACHING POLICIES

Policy C-1: Coaches' Certification

The Association adopts the recommendation of USA Hockey and WAHA rules on Coaching Certification and Ethics. A CERTIFIED HEAD COACH OR ASSISTANT COACH will be on the bench at all play-off and state tournament games. Non-Certified coaches cannot be on the bench at games or on the ice at practices unless approved by the Executive Board. Any volunteer coaches will need to have USA Hockey membership to be on the ice. The Association expects the following certifications:

League Teams

It is required that every coach obtains at a minimum USA Hockey Level One certification the first year of coaching. Under current USA Hockey rules, any certification (Levels 1-3) is good for a two-year period. It is recommended that coaches work toward obtaining additional certification levels. A coach is responsible to obtain proper certification for the level of play that is coached. River City Youth Hockey also requires current certification in CPR and First Aid for all traveling team coaches that are on the bench with players.

Policy C-2: Reimbursement of Coaching Expenses

COACHES FEES FOR INSURANCE/CLINICS

1. RCYH pays for insurance fees to USA Hockey for all head coaches and two assistant coaches per team. RCYH does not pay for Coaches Clinics.
2. All additional parent helpers are required to pay their own insurance fees or they will not be allowed on the ice.
3. RCYH will cover hotel fees for non-parent coaches for only one away tournament and for a state tournament
4. RCYH does have coaching salaries that are determined at the beginning of each fiscal year. Typically there is a \$1500 budget per team for coaching salaries.

Policy C-3: Criteria for Selecting Coaches

It is the intent of these Rules and Regulations to ensure the best possible coaches for River City Youth Hockey Association. It is our goal to establish a comfortable position for both the coaches and the Board of Directors. It is not our intent with these rules and regulations to restrict the coaches' involvement or the Board of Director's controls. For all coaching positions, the Executive Board, working collaboratively with the Coaching Director will actively pursue and consider coaching candidates. Coaches who are interested in coaching with RCYH will be required to fill out a coaching application. The Coaching Director will make coaching recommendations to the Executive Board, the Executive Board will appoint the final coaching selection. When selecting coaches the following criteria need to be considered:

QUALIFICATIONS OF COACHES

1. A Head Coach must be at least 18 years of age.
2. A Head Coach must be able to commit to the time, finances, and responsibility needed to coach the team.
3. A Head Coach must be able to teach competency in skating, hockey skills, teaching techniques, strategies, and skills in communication with skaters and parents and at the appropriate levels
4. A Head Coach must be certified by USA Hockey. Each must keep his/her certification up to date. Coaches and Assistant Coaches are encouraged to attend one clinic per season.
5. All Coaches and coaches helpers must have filled out the USA Individual Insurance form prior to going on the ice.
6. Years and type of coaching experience will be considered during the selection process
- 7.. River City Youth Hockey discourages head coaches from coaching nearly the same group of players over three consecutive years. They may however, coach more than two years at the same age level.
8. While River City Youth Hockey discourages parents from coaching their own children above the Pee Wee level, where needs exist, the Executive Board will approve parent coaches at this level.
9. A Head Coach must complete a written practice plan for each practice with organization to optimize use of ½ ice and full ice sheets of ice as scheduled by the Ice Coordinator.
- 10 A Head coach or designated staff will provide weekly dry land sessions using written practice plans to the extent facilities are available.
11. All Coaches and Asst. Coaches and volunteers over 18 will be required to pass a WAHA background check

The Board of Directors reserves the right to review the performance of selected coaches with recommended improvements when necessary. Based upon the review of the individual's performance, the Board of Directors may elect to remove the coach from his or her position.

SECTION D-SUPPORTING POLICIES

Policy D-1: Referee Clinics

The members of the Association are encouraged to participate and serve as referees. To further referee education the association will reimburse any USA/WHOA Referee Clinic fees incurred at the season's end providing the referee served the Association for a minimum of 5 games.

Policy D-2: Equipment

This policy is meant to outline what type of equipment River City Youth Hockey will provide or make available to our skaters. All equipment not outlined in this policy is the responsibility of the skater. All skaters must wear equipment required by USA Hockey.

Game Jerseys

For all league teams the Association will provide both a home and away jersey. These jerseys are only for use during games and taking official team pictures. Uses at special events can occur with Executive Board approval. It is the responsibility of the skater to keep the jerseys clean and in good condition. In the event of a lost or maliciously damaged jersey the skater (parent) will be responsible for covering the cost or replacing the jersey. Jerseys are to be placed on a hanger when not in use during a game and not stored in the player's hockey bag. It is

recommended that all jerseys be transported in a garment type bag so as to protect them from damage and soiling.

Goalie Equipment

The Association owns goalie equipment such as blockers, chest protectors and gloves for use by our goalies. To encourage skaters to play goalie, no deposit or rental charge is assessed. The equipment is to be turned in at the end of the season at the designated equipment collection time. A skater may check out goalie equipment for use in summer ice hockey leagues and camps. Association equipment is not to be used for non ice hockey activities such as roller hockey unless approved by RCYH. Users are responsible for the care and safe return of all goalie equipment or they will be assessed a replacement charge. Goalie sticks and helmets at the Pee Wee level and above will be the skaters responsibility.

Policy D-3: Service Hours

As a non-profit organization, there are numerous activities that require support of the association families. Performing these activities using labor from association families allows the association to control its costs and provide a quality program. The association is looking for the support of each family in performing the service hour requirement.

Each family is required to perform **a minimum of twenty five hours of which 13 are in concessions**. There are many opportunities to earn service hours. These jobs will be posted online or made available to you from your team parent rep. These are reserved on a first come, first served basis. Completion and online submittal of all service hours worked is the responsibility of each individual family. **THE RESPONSIBLE FAMILY WILL BE BILLED \$10.00 PER HOUR FOR WORK NOT PERFORMED.**

Examples of ways to earn service hours:

- Concessions
- Year End Banquet
- Score keeper - home games (1hr Mite thru Bantam)
- Announcer - home games (1 hr Mite thru Bantam)
- Scoreboard/Clock - home games (1 hr Mite thru Bantam)
- Penalty Box/2 people - home games (1 hr Mite thru Bantam)
- Tournament Director Assistant
- Board Positions
- Miscellaneous Rink Improvement
- Attend Membership Meetings (1 credit hr per meeting Sept-March)

Service hours are to be submitted online through the RCYH Association home page. In the upper right hand corner is a link to "Submit Online Service Hours". Complete the online form completely and submit. Please submit all hours as they are worked. Do not wait until the end of the season. A running total for each family will be posted online or emailed to families on a regular basis.

A service hour check deposit will be collected at registration. Service hours need to be completed by the end of the season.

Policy D-4: Home Tournaments/Away Tournaments

Hours worked for each skater's home tournament are NOT counted towards the fulfillment of the 25 service hour requirements. The Age Group Coordinators will be responsible for assigning individuals to work at each age level game in the home tournament. This includes all games in the home tournament, not only RCYH games. If you do not work your required hours for a tournament, your child will not play. Exceptions to this rule will be made on a case by case basis by the Executive Board and all requests for this need to be submitted through the team rep. Any fundraising for an individual team at the home tournament needs to be approved by the Executive Board.

Teams will be given \$800 each for away tournaments. Any expense incurred above the \$800 will be at the expense of the families on the team.

Policy D-5: Inclement Weather

Green Island Ice Arena will only close if the roads are impassable due to inclement weather. Please check with RCYH President of any possible cancellations or our website home page at www.lacrossehockey.net

Policy D-6: Board Meetings

Board meetings are open to all members in good standing. The Board meetings are set by the RCYH President and are held on the 3rd Wednesday of every month at 7pm. RCYH website lists the location of the meetings. Requests to appear on the agenda along with the subject matter must be submitted to the Secretary of River City Youth Hockey at least one week prior to the meeting. The President reserves the right to waive the one week notice if the issue is more urgent. To ensure efficiency and handling at the most appropriate level, certain matters may be referred for resolution to a specific board member or a committee rather than be heard at a Board meeting. Periodically, there may be sensitive and confidential issues discussed at Board meetings. A parent may wish to air a complaint in private or there may be a disciplinary matter. Therefore, children are not permitted at Board meetings unless requested to appear. Depending on the sensitivity of the issue, the matter may also be moved to closed session.

Board members are expected to attend the majority of Board meetings or could face disciplinary action and/or removal from the board.

Board Members & Team Reps will be required to pass a WAHA background check in order to serve the association.

Policy D-7: Grievance Policy and Procedure

Policy

It is recognized that from time to time there will be conflicts and / or disagreements within RCYH. RCYH encourages resolution of such issues at the level where these decisions are made. In the event there has been adequate discussion and problem solving at that level, the Executive Board has adopted a method for resolution. Executive Board action on an issue is final. If in the opinion of the Executive Board an issue brought to the Executive Board has not had adequate discussion and alternative solutions have not been explored the Executive Board can refuse to consider the matter and will refer the issue back to the grievant. Timelines are provided to encourage timely resolution. In the event the timelines are not followed, the Executive Board reserves the right to refuse consideration of the grievance.

Scope of the Grievance Procedure

The grievance procedure can be accessed in matters of policy interpretation, player team assignment and in matters involving player, parent or coach conduct. In cases of misconduct where the Executive Board is already involved in a disciplinary matter, Expectations of Behavior (pages 2-6 of this policy manual) will take effect and supersede the grievance process. Grievant can be anyone directly affected by the policies of RCYH including parents, coaches and referees. Disagreements concerning the operations of RCYH are not subjects of the grievance procedure. The Board invites parents to become involved to improve these matters. Matters addressed by WAHA will not be the subjects of this process.

Procedure

In the event there is a disagreement or dispute, the grievant (parents will represent their children) is encouraged to discuss and resolve this with the Parent Representative and/or Age Group Coordinate and / or head coach. In the event this informal discussion does not resolve the issue and the grievant still wants to appeal the decision, the grievant will reduce the complaint in writing stating the facts, with at least one solution or remedy, and send this to the Age Group Coordinator. This letter must be sent to the Age Group Coordinator within fifteen (15) days of the action that led to the disagreement. The Age Group Coordinator will consult with appropriate people in the organization (Executive Board members) and issue a written response within five days of the receipt of the written grievance. A copy of that response should be sent to the Secretary of the Board and the Board President. If the grievant is not satisfied with the response, he or she will forward the written grievance to the Secretary of the Board within five days of receiving the Age Group Coordinator's response. Within thirty days, the Executive Board will meet and make a decision. The Board President will call the grievant with the Executive Board's decision and follow up with a letter to the grievant within five days of the Executive Board's decision. The Board's decision on the matter is final and binding. Nothing obligates the Executive Board to provide any communication to anyone inside or outside the organization except those directly involved.

Policy D-8 Bring a Friend

Any current RCYH family that brings a new skater to the association will receive a \$75 credit. This credit can be in the form of a check, credit toward next years fees, or a reduction in service hours to be worked. The skater can not have skated for RCYH previously.

Policy D-9 Fundraising

Raffle Tickets

This is one of the major fundraisers for RCYH. Each hockey family (squirt through bantam) is required to sell 25, \$10 raffle tickets. A deposit of \$250 is required at registration. These are distributed to each family member at the beginning of the season. Drawings are held in January/February/March.

During the course of the season, there will be other fundraisers that members will be asked to participate in. RCYH also has an ongoing magazine store open on our web page where you can order magazine subscriptions and portions of the profit go to our organization.

Policy D-10 Fee Credit

In past years, the association has helped to organize some opportunities for families to work at various events or sell products and earn credit which can then be used in reducing their skater

fees. These opportunities are usually sent out by email to current families. If you are not currently a member of the association but plan to be in the coming year, please contact the vice president to get on the mailing list.

Appendix A:

USA Hockey Locker Room Supervision:

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

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

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

Teams, leagues and local hockey associations shall also comply with the USA Hockey Coed locker room policy set out below:

Our recommendations, made in conjunction with the Girls'/Women's Section, the Coaching Education Program and the Officiating Program, are as follows:

NOTE: Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines:

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pre- game meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

NOTE: Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.

Failing to establish some type of similar procedure, or failure to seriously consider the privacy issues will likely lead to complaints and/or lawsuits. By being proactive on this issue, everyone

[coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising.

Lastly, reinforce to all players, coaches, officials, volunteers and parents that your organizations are going to take this issue seriously. It is not acceptable under USA Hockey's By-Laws – Policies on Physical and Sexual Abuse – for members to be observing the opposite gender while they dress or undress. Members and volunteers who violate USA Hockey's policies, or who violate the privacy rights of others, could be subject to appropriate discipline.