



Lyons Township Hockey Club  
Policy Handbook

[www.lthockey.net](http://www.lthockey.net)

*Updated September 2025*

## MISSION

To provide students at Lyons Township High School with the opportunity to play high school ice hockey. The Lyons Township Hockey Club strives to organize quality ice hockey, at a level consistent with the player's ability to:

- Promote good health and physical fitness
- Teach fair play and good sportsmanship
- Achieve academic excellence
- Promote team unity
- Develop each player's skills and understanding of the game
- Promote the sport of ice hockey in our high school and community

## DEFINITIONS

### 1. Definitions and abbreviations for the purpose of this document

- A. The Lyons Township Hockey Club will herein be referred to as LTHC
- B. The LTHC Board of Directors will herein be referred to as the Board
- C. The Amateur Hockey Association of Illinois will herein be referred to as AHAI
- D. A Player is defined as an officially rostered member of a LTHC hockey team
- E. A Member is defined as the parent or legal guardian of a LTHC Player

### 2. Introduction

The Lyons Township Hockey Club Policy Handbook sets forth the basic policies of the LTHC. The underlying goal of these policies is to give the best possible experience to the greatest number of student athletes. We hope that our teams will win their share of games, but it is more important that the Players have fun, develop hockey skills and learn the rewards of teamwork, dedicated effort, and sportsmanship. Questions about these policies should be directed to either the President or Chair of the Rules & Ethics Committee.

### 3. Zero Tolerance Policy

LTHC adopts and adheres to the Zero Tolerance Policy as defined by USA Hockey, AHAI, and the Illinois West Hockey League. The policy applies to all players, coaches, and spectators equally on and off the ice. The expectation is that every member of the LTHC community will always act in a respectful and sportsmanlike manner. The complete Zero Tolerance Policy can be found on USA Hockey/AHAI/IL West web sites:

<https://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>

<https://www.ahai.org/page/show/223726-policies>

[https://media.hometeamsonline.com/photos/hockey/ILLINOISWESTHOCKEY/ILWestZeroTolerancePolicy\\_07.18.19.pdf](https://media.hometeamsonline.com/photos/hockey/ILLINOISWESTHOCKEY/ILWestZeroTolerancePolicy_07.18.19.pdf)

Anyone found in violation of the Zero Tolerance Policy may be required to appear before the LTHC Rules & Ethics Committee and may face disciplinary action in accordance with the 3 Strike Policy as described in section 11.5. Any Player or minor found in violation of Zero Tolerance Policy may appear before the committee with their parent or legal guardian.

#### **4. LTHC Player's Code of Conduct (PCC):**

Every Player in the LTHC is expected to follow the highest standards of sportsmanship and courtesy at all times. Coaches have the authority to administer immediate disciplinary action to the offending Player(s) if there is an immediate danger to the LTHC or any Player and/or shall notify the Chair of the Rules & Ethics Committee on any violations of the PCC. Any member of the LTHC may report such violations to the Chair of the Rules & Ethics Committee as well.

The Rules & Ethics Committee will review the offense and may impose additional disciplinary action regardless of the consequences to the team. It is of utmost importance for LTHC to develop our Players into young adults known for their competitiveness and sportsmanship on and off the ice. Players do have an avenue to express their concerns about decisions that have been made by their coach(s) and the Hockey Director. The first avenue is to discuss with the Hockey Director. Players also have the right to submit to the Rules & Ethics Committee either written or oral concerns (either directly or through their parents) about decisions and request further explanation. The Board will not overlook a violation of the PCC regardless of the circumstances, nor will it act in response to any Player who violates this PCC when the request is made in an inappropriate manner.

#### **Rules of Player Code of Conduct**

1. Players will not possess or use alcoholic beverages
2. Players will not possess or use drugs, controlled substances or drug paraphernalia
3. Players will not possess or use tobacco, chewing tobacco, e-cigs or vapor devices
4. Players who receive a penalty will skate directly to the penalty box and won't lash out to officials no matter what the call is; coaches will handle all matters pertaining to officiating
5. Players will not be involved in the theft or willful destruction of any property
6. Players will not use social media in an inappropriate manner
7. Players will not participate in any type of abuse
8. Players will not participate in bullying, threats, harassment, or discrimination
9. Players will not participate in hazing
10. Players will strive to achieve academic excellence
11. Players will respect coaches and the Hockey Director

#### **5. LTHC discipline policy**

##### **A. Purpose**

The purpose of this section is to establish methods and procedures for ensuring that all rules and PCC established by the LTHC as well as other governing bodies as outlined below.

##### **B. Scope**

This policy shall apply to all LTHC Members and Players.

## **C. Policy Definition**

- 1) The following shall guide all Members and Players of LTHC regarding conduct which LTHC considers to be unacceptable.
- 2) Violation of the USA Hockey, AHAI, the Illinois West Hockey League Zero Tolerance Policy
- 3) Excessive minor and major penalties during a game(s)
- 4) Violation of any provision of the LTHC Player Code of Conduct
- 5) Member misbehavior or referee expulsion from LTHC games

## **D. Rules & Ethics Committee**

The President shall appoint a Rules & Ethics Committee to apply and enforce the discipline policy related to the PCC or violations as outlined in Section C.

### 1) Composition

The Rules & Ethics Committee is composed of three LTHC Members. The Rules & Ethics Chairperson, an additional Board Member, and a Member at Large of the LTHC.

### 2) Recommendation

The committee shall act in accordance with the discipline policy and make a recommendation to the Board for action(s) to be taken against any Member or Player.

### 3) Procedures

Applications of this policy shall be in accordance with the following provisions.

### 4) Citation

A Member of LTHC may be cited for a violation of this policy by any other Member of the LTHC or by any member of the coaching staff (paid or volunteer). Such citation, addressed to the President, shall be in writing and made within 7 days of the alleged violation and shall specify the date, place and form of the violation.

Disciplinary action against a Player by any league operating under affiliation with USA Hockey or AHAI shall automatically invoke the application of this policy.

### 5) Hearing

Upon notification of a violation, the Chair of the Rules & Ethics Committee shall determine with its committee members whether the violation warrants a hearing or if it should be referred to the Hockey Director for resolution. If it is determined that a hearing is warranted, the Committee shall convene a hearing at a time, date and place to be determined by the Chairperson. The purpose of the hearing shall be to determine the relevant facts and whether a violation of this policy has occurred. All parties to the allegation shall be notified of the hearing and shall have the right to be heard before the Rules & Ethics Committee.

### 6) Determination

Upon conclusion of the hearing, the Rules & Ethics Committee shall determine if a violation of this policy has occurred. If, by a majority vote, the Rules & Ethics Committee determines that a violation has, in fact, occurred, it shall forward a recommendation for sanction to the LTHC Board for approval.

7) Notification

Upon action by the Board against any Member or Player of LTHC, that Member or Player shall be notified immediately and in writing.

8) Infractions and Sanctions

The following shall guide all Members and Players of the LTHC with regard to conduct which the LTHC considers to be unacceptable.

9) Written Reprimand

The following conduct may result in a written reprimand from the Board:

- Violation of the USA Hockey, AHAI, and Illinois West Hockey League Zero Tolerance policy
- Exceeding three minor penalties during a single game
- Receiving a game misconduct penalty during one game
- Excessive and blatant violations of the PCC.

10) Probation

The following conduct may result in probation for a period of time to be determined by the Board:

- Receipt of a written reprimand in accordance with section 9a of this policy twice during any 60-day period.
- Exceeding four minor penalties during one game
- Continued excessive and blatant violations of the PCC

11) Suspension of Ice Privileges

The following conduct may result in a suspension of ice privileges for a period of time to be determined by the Board:

- Failure to respond to a notice of hearing in accordance with section 9b of this policy.
- Receiving a game misconduct penalty twice during any 60-day period.
- Ongoing violations of the PCC or severity of the breach of the PCC
- Endangerment of any Player or Member of the LTHC

12) Forfeiture of fees

If, as a result of the application of this policy, a Player loses ice time, no adjustment or refund of LTHC fees will be made.

**All consequences are at the discretion of the LTHC Rules & Ethics Committee, however all minimum consequences mandated by Illinois West Hockey League, AHAI, and USA Hockey will be strictly enforced. LTHC reserves the right to adopt tougher sanctions depending on the nature of the infraction.**

## **6. LTHC Coaches Rules**

The following are rules pertaining to all Players for practices and games. For each infraction listed below, Coaches may provide the Player with a verbal warning. If the behavior continues, the Coach or the Hockey Director will issue a written warning to the player with a copy to their parent/guardian. If the issue is not resolved, the Hockey Director may make a recommendation to the Board of Directors for the player to be suspended.

### **A. Players must arrive at practice and games on time and ready to play**

If a Player is going to be late, the Player should notify the coach. Players should bring a hockey stick(s), water, and equipment required by USA Hockey, AHAI, II West, and the LTHC. appropriate gear, etc. so they are ready for every practice and game. The required game uniform includes the LTHC jersey, game socks, mouth guards, neck guards, pant shells, and royal blue helmet and gloves. Players should arrive one hour before games, unless otherwise notified.

**B. Attendance at all practices is mandatory. Players may request excused absences from the Coach in advance of the practice.** Players should make requests as early as possible to give the Coaches sufficient time to adjust their practice plan.

**C. Focused participation is required at all practices, off-ice conditioning, video reviews, and organized coaches' meetings.**

**D. Players should be coachable**

All Players should be ready to learn and apply on the ice. Players should respect the coaches and do their best to follow directions and practice plans. Players that have concerns or suggestions for improvement may talk to the coaches privately..

**E. Pre-Game Dress Code**

All Players will be required to wear any of the following as directed by the Coaches, e.g. LTHC team jacket, training pants, and warm-up shoes.

**F. Locker room and Ice Facility Conduct**

Each Player is responsible for cleaning their area of the locker room. If a facility that is used by the LTHC has been left unsatisfactory prior to our use, notify a coach or manager immediately.

**G. Family responsibilities, personal health, and academics shall receive higher priority than hockey**

A Player's family, health, and schooling are of the utmost importance and take priority over hockey. Players should allow themselves sufficient time to recover from the injury (physician's note required to return to play). Academic success is of paramount importance to the club, and players are expected to learn to manage their time as part of their overall development.

**H. Prioritization of LTHC over other Extracurricular Activities**

Players who participate in other activities and anticipate ongoing conflicts should discuss them in advance with their Coach and the Hockey Director. Accommodations may be made after mutual agreement.

**I. Benching**

Coaches have the latitude to bench Players for infractions in practice or during a game when there is egregious behavior that stands uncorrected or endangers the Player or other Players or may reflect poorly on the LTHC. The Hockey Director will notify the Board Chair and communicate with the Player's parent or guardian.

**J. Behave with class, discipline, and dignity**

Players are expected to behave with class, discipline, and dignity at all times including practices, games, and trips. Players represent more than just themselves; they also represent their parents, the coaches, their teammates, LTHC, and Lyons Township High School

**IMPORTANT: Additional team rules and guidelines may be issued by the coaching staff and reviewed with Players at any time.**

## 7. Members Code of Conduct

Proper conduct, respect of others and the facilities are mandatory at all times. All hockey leagues and rinks have different policies regarding conduct. AHAI and the Illinois West Hockey League have the expectation of respectful conduct from parents and family and they hold individuals and clubs accountable for their behavior. If a parent's conduct is considered inappropriate, the parent will be told to leave the facility and other consequences may occur following LTHC, IL West, AHAI and USA Hockey policy.

## 8. Member Commitments

### A. Financial Commitment

Each Member is responsible for all fees as stated in the Financial Agreement fee schedule.

- For the Fall season, all fees and expenses must be paid on time per the fee schedule and paid in full by December 15<sup>th</sup> of the current year. For the Spring season, all fees and expenses must be paid as determined by the registrar.
- If fees are not paid by these dates, the Player will NOT be eligible to participate in any further LTHC activities, including playoffs and tournaments. The Player may be suspended by AHAI for not meeting their financial obligation.
- Payments can be made in three ways:
  - i. During the online registration process via credit card, or ACH payments. On-line processing fees will apply. The full processing fee will be collected with the first on-line payment.
  - ii. During the on-line registration process choose to pay off-line. Submit payment with registration receipt and a check for the full amount payable to LTHC.
  - iii. During the on-line registration process choose to pay off-line. Submit payment with registration receipt and checks: initial payment, and 3 post dated according to the payment schedule reflected on the signed financial commitment letter.
  - iv. During the on-line registration process, choose to pay off-line. Submit each payment separately according to the payment schedule reflected on the signed financial commitment letter.
- If a Member needs to arrange for an extended payment plan, a request must be made in writing to the Treasurer and the President of the Board before the last payment is due.

**Returned checks will result in a charge of \$30. The full season's ice fee payment is due even if a player cannot participate due to suspension, injury, parent/legal guardian discipline or should the Player decide to leave the organization.**

### B. Injury Policy

All Players who have met the financial requirements of LTHC and are in good standing per the LTHC Bylaws, will be given consideration by the Board for a refund if an injury keeps a player from practicing and playing for seven or more consecutive weeks. The refund considered would be prorated based on the total number of weeks missed in relation to the total number of weeks of practice and regular season games (normally 27-28 weeks). A physician's letter is required. Any refund considered by the Board would be issued following the conclusion of the regular season.

### C. Players playing on another hockey team outside LTHC or other activity

No discounts are available for double rostered (player is who also rostered to another Club) per AHAI rules and regulations section 2.6.

No discounts are available for players who will miss practices or games due to other activities or suspensions.

#### **D. Hardship Policy**

The Club would like to provide opportunities to help Members who are experiencing financial challenges and need assistance to partially cover fees for participation. The Board of the LTHC hereby establishes a Hardship Assistance Policy.

To implement the policy, the Board of the LTHC shall identify an annual amount that may be used to assist Members experiencing financial hardships. Members requesting assistance must submit an application (see below). Eligibility and availability of funds are limited, and each application is considered on a case-by-case basis. Decisions are not based on talent or achievement of the player. Further approval for one season does not carry-over to a subsequent season.

Reduced player fees will be considered based on the following criteria:

- Availability of Funds
- Financial need of the parent(s) and/or player applicant
- Extenuating personal circumstances of the parent(s) and/or player applicant
- Previous receipt of assistance (the Club cannot commit to year over year support)

In addition to the application form, additional information may be further requested to document the stated need.

If the Board of Directors votes to approve, an offer of assistance will be presented along with a payment agreement letter which will confirm the agreed upon payment amount and timelines for the submission of payments. **Late payments without advance communication will lead to the player's immediate exclusion from participation in all LTHC related activities until payments are current, including practices and tournaments.** Continued delinquency may be subject to other actions regarding membership with LTHC.

To request financial hardship assistance, please fill out the form below, sign and submit the form and documents to the President of the Board. All information is kept confidential within the LTHC Board. If you have questions, please contact the President or Vice President of the Board.

#### **9. Social Media Policy**

All Players and their family members shall refrain from participating in any form of electronic cyber communications that are deemed by LTHC to be negative, threatening, harassing, derogatory, defaming or otherwise interpreted as cyber harassment. Per the USA Hockey/AHAI SafeSport manual:

“...All electronic communication of any kind between coach and Player, including social media, must be non personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes. Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey/AHAI Program will not be tolerated and are considered violations of USA Hockey/AHAI's SafeSport Program.”

In this era of social media, LTHC believes its Players and Members need to be held to the highest standard of integrity. Participation in negative, or defamatory online chat room discussions, and/or tweets by any Player or their family members will not be tolerated. Violations may be reported to law enforcement with formal criminal complaints to follow. Any Player, coach, Member, or spectator who exhibits behavior in violation of the Social Media Policy will be required to appear before the Rules & Ethics Committee. The Rules & Ethics Committee will examine the reported infraction/complaint and may assess sanctions against the Player, coach, Member, or spectator as outlined in Section 5. Before issuing any sanction, the Rules & Ethics Committee will consult with the LTHC President.

**Players or Members will not comment in any negative way on Facebook, Instagram, Twitter, SnapChat, GroupMe, texting or any social media in regard to any activity regarding LTHC. No one will negatively comment about games, practices, other teams, referees, coaches, etc.**

#### **10. Photo Image Acknowledgement**

As in any Public Forum, Your Child/ Player may occasionally appear in photographs and video taken by members of the LTHC, LTHC families, or other individuals authorized by the LTHC. LTHC may use these pictures, without identifying a Child/Player by name, specifically but not limited to publications, the LTHC Facebook page, and the LTHC website. No prior notice shall be given prior to LTHC's use of a photograph or video of an unnamed child/ player taken during participation in any hockey related activity. Consent will be implied unless the parent/guardian notifies LTHC in writing and circumstances allow.

#### **11. USA Hockey SafeSport Program**

As detailed in USA Hockey's SafeSport Handbook, available at USAHockey.com, the following behaviors are expressly prohibited and will be dealt with in a very serious manner including expulsion from the LTHC

- a. Sexual abuse
- b. Physical abuse
- c. Emotional abuse
- d. Bullying, threats, harassment, or discrimination
- e. Hazing

#### **12. 48-Hour Rule**

LTHC subscribes to a 48 Hour Rule with regard to the reporting of a complaint or issue of concern (does not apply to criminal activity or imminent danger). Please keep the intent of this rule in mind. The intent is not to discourage discussion, but to impose a period to allow emotions to cool and to allow a civil conversation to occur.

- A. There should not be contact with the coaching staff regarding an issue of concern before, during or after a hockey game, practice, or other event for a 48-hour period following the occurrence of an issue of concern.
- B. Should there be an issue of concern after the 48-hour period has passed, the Member shall contact the Chair of the Player & Club Development Committee to schedule a meeting with the Hockey Director, Coach(es), which may be documented and attended by the Team Manager or other members of the coaching staff. The meeting shall be confidential. These documents shall be maintained by the coach and the Player & Club Development Board Member for future reference should the need arise. Should the matter be unresolved after the Player & Club Development

Board Member and coaches meetings, then the Rules & Ethics Committee shall be notified and will schedule a meeting or respond in writing based on the complaint content. The Rules & Ethics Committee can be notified by any of its members or by submitting an incident report.

- C. A violation of this rule constitutes a violation of LTHC's Zero Tolerance Policy, and any Player, Coach, Member, or spectator who violates this rule will be required to appear before the Rules & Ethics Committee. The Rules & Ethics Committee will examine the reported infraction/complaint and may assess sanctions against the Player, coach, Member, or spectator in accordance with Section 5.

### **13. Fundraising and Volunteering**

LTHC is a non-for-profit, self-funding organization. LTHC has a policy whereby each Player's family needs to contribute 10 hours of volunteer hours or donate \$300 to the Club. The Board and the team managers will keep track of the hours worked throughout the season. Family members will be given every opportunity to assist in completion of the hours.

The Club encourages each Member to assist in its fundraising and volunteer efforts, which ultimately benefits each Member with financial support. Not only does it benefit the Members financially, it also advertises LTHC. Fundraising programs may include, but are not limited to candy sales, car washes, donation drives, golf outings, raffles, or any other program designed by the Board. Each Player is required to participate in the club fundraisers. Some programs may require mandatory participation of all LTHC Members.

The success of the Club depends on the effort put forth by volunteers. There are a number of opportunities during the season, which will be discussed at the annual beginning of the season meeting each September, but not limited to the following:

- Fundraising Committee
- Homecoming Float
- Men in Black Ceremony
- LTHS Secret Santa Program
- Winter Classic Game
- Holec Scholarship Committee
- Senior Night
- End of Season Banquet
- Social Committee
- Photography and Videography
- Team Manager
- Alumni Game
- Golf Outing and other events as needed

### **14. Useful links**

USA Hockey SafeSport: <https://www.usahockey.com/safesportprogram> USA Player Safety:

<https://www.usahockey.com/playersafety> USA Players & Parents: <https://www.usahockey.com/playersafety>  
USA Educational Material:  
<https://www.usahockey.com/page/show/927613-officials-education-materials> Inside AHAI:  
<https://www.ahai.org/page/show/220850-inside-ahai>

## **Confirmation of Review of LTHC Policy Handbook**

I, \_\_\_\_\_ have read the Policy Handbook and  
(PRINT PLAYER'S NAME)

understand and agree to the rules set forth in this document by the LTHC.

\_\_\_\_\_  
(PLAYER'S SIGNATURE)

DATE: \_\_\_\_\_

I, \_\_\_\_\_ have read the Policy Handbook and  
(PRINT PARENT/GUARDIAN NAME)

understand and agree to the rules set forth in this document by the LTHC.

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

DATE: \_\_\_\_\_

Player and Parent/Guardian must sign above and return this page to a LTHC Board Member.

This document is required and must be received in order to participate in all activities.

# FINANCIAL HARDSHIP REQUEST

Parent's Name:

Player's Name:

We hereby apply for a reduced fee to be applied toward LTHC fees for the player listed above for the current season. I understand that hardship awards are based on availability of funds and application criteria. Should the above player leave the club or cease playing for any reason, the hardship award will be canceled. I further understand that any falsified information on this application will render any agreement null and void.

I understand that payment plans under the Hardship Assistance Policy must be adhered to and that the Player will be barred from participating in all activities if payments are not received under the agreed-upon installment plan.

I understand that applying for a reduced fee does not automatically result in receiving an approval.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach a signed letter explaining:

1. The circumstances surrounding the financial hardship,
2. The duration of the hardship,
3. The proposed amount that the Member's family will be able to pay towards the Club's fees,
4. The proposed timeline for submission of the payment (the final payment must be made by the end of the current season),
5. Any other related information that will assist the Board in its deliberations.