



Association Handbook

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STEAMBOAT SPRINGS YOUTH HOCKEY ASSOCIATION HANDBOOK

This handbook is intended to provide information to players and parents regarding the Steamboat Springs Youth Hockey Association (SSYHA).

SSYHA Mission

SSYHA is committed to providing youth the opportunity to play recreational and competitive ice hockey. In addition to individual and team skill development, SSYHA seeks to foster the development of life skills including sportsmanship, mutual respect, integrity, responsibility, teamwork and friendship.

Communication

Our website is www.steamboatyouthhockey.com. SSYHA's primary communication with membership is via the website and email.

SSYHA Board

SSYHA is governed by a Board of Directors selected according to SSYHA Bylaws. They meet ten times a calendar year. Contact any board member via email to request that an item be added to the agenda or to make a presentation to the Board of Directors. The Board of Directors encourages communication and parent feedback. Board meetings will be listed, and minutes posted on the website. Board meetings are not a forum for grievances. If you have a complaint or a problem, please refer to "Protocol for Issuing Formal Complaints" on page 10. A list of the current Board of Directors and their contact information can be found on the SSYHA website.

There will be an Annual Membership meeting April or May of each year, or at such other date as may be designated by the Board of Directors. The Annual Meeting will be held for Board of Director elections and to transact any other lawful business that may come before the meeting. Additional details can be found on the SSYHA website.

Preseason Parents' Meeting

There is a mandatory pre-season team-specific parent meeting to discuss policies, procedures, SafeSport, expectations, as well as plans for the season. The Age-Specific board representative, Executive Director, coaches, and key volunteers will be present unless otherwise coordinated.

Affiliations

SSYHA is affiliated with USA Hockey, the national governing body of ice hockey, and the Colorado Amateur Hockey Association (CAHA). Teams compete in the Western Colorado Hockey League (WCHL). SSYHA will abide by and act in accordance with Articles of incorporation, Bylaws, Rules and regulations, and Playing rules of USA Hockey, CAHA and SSYHA. Member coaches and players shall be registered with USA Hockey and CAHA. Teams shall be registered with USA Hockey and CAHA.

SSYHA Employees

A list of all current employees, their contact information, and roles and responsibilities can be found on the SSYHA website.

Teams' Level of Play

Teams' level of play is determined by USA Hockey and CAHA. SSYHA will field a team in each age division at the appropriate skill levels based on sufficient enrollment numbers. SSYHA strives to have teams composed of players of comparable skills.

Player Release Policy

Per Colorado Amateur Hockey Association (CAHA) Policies and Procedures, any player transferring from one Association to another Association or Team is required to obtain a Financial Release letter signed by the Association or Team President from which the player was a member the previous season or from which the player is currently a member. The Financial Release letter must be presented to the Association Registrar where the player is requesting the transfer. The letter must reflect that the player is in good

financial standing with the Association or Team from where the player is requesting the transfer.

All player transfers from one Association or Team to another Association or Team must additionally be in compliance with individual League rules. A form may be used in place of a letter to meet the Financial Release requirement prior to transferring a player from one Association or Independent Team to another. To obtain a release form, please contact the Executive Director.

Double Rostering

Due to the size of our organization, there may be circumstances that require the double rostering (DR) of players to meet our mission to offer opportunities for kids to play hockey at all levels. Those who are double rostered will be charged one rate, which will be the rate for their primary team. The need for double rostering may not be identified until after registration, which is further subject to specific league rules and regulations.

Each DR player will be assigned to a primary team by the Executive Director, with input from coaches. Both participating coaches will review and approve which games the player shall play. Coaches will take into consideration several factors such as recovery time between games, importance of games, player burnout, distance between venues, and others. At times, the player's secondary team may call upon the player from their primary team for help, but only if it does not conflict with the primary team's schedule.

Practice Players

Practice-only opportunities are limited to players who are in an evaluation or on-ramping period and are determining whether they wish to join SSYHA for the season. Practice-only participation is not available for players who are rostered on, committed to, or primarily participating with another higher-level team. SSYHA may limit or withdraw practice-only status at any time based on safety, team needs, or compliance concerns. A practice-only player will only have that status granted for one season unless there is a clear health and safety concern.

Player Selection Process

SSYHA conducts tryouts/player evaluations at the beginning of the season (late September or early October) to determine team rosters. Player selection is based on an assessment of foundational hockey skills (skating, passing, shooting, puck control, etc.) and competency in hockey decision making, teamwork, and game understanding ("hockey knowledge"/"hockey IQ"). Work ethic, attitude, maturity, coachability and character traits, both on and off the ice, may also be considered. Placements are based upon the best interest of the player, teams and Association. With that in mind, SSYHA reserves the right to place any player on the "practice only" roster until the Head Coach and Director deem the player fit for competition. This would only be for health and safety concerns.

Rosters will be posted within 24 hours after the final try-out. Any players qualifying for double rostering will be identified on the roster. Keeping all of the above in mind, SSYHA has developed a fair and measurable process that helps the evaluators best select players for the appropriate teams. The player selection committee consists of the Executive Director, the head coaches for the respective teams and may include additional coaches at their discretion.

If SSYHA determines that a player's documented conduct presents a risk to the safety, well-being, or reasonable participation of other players, coaches, or volunteers, or would materially disrupt team operations, SSYHA may decline to place the player on a team until an appropriate plan for participation is established.

Player Move-Up Policy

SSYHA does not encourage moving up to an older age level other than in extenuating circumstances approved by the Executive Director, Board of Directors, WCHL and CAHA. Each individual situation will be assessed by the Executive Director and abiding by CAHA and league rules. All player move ups must also be approved by CAHA.

For more information on moving up and to apply, reference our Player Move Up Policy document found

on our website.

Registration

Prior to SSYHA registration, all families will need to register online with USA Hockey (www.usahockey.com).

SSYHA registration is administered via the SSYHA website. Per USA Hockey, no child can be on the ice unless they are registered with USA Hockey per insurance regulations.

SSYHA coaches, Board members, Directors, certain players, certain volunteers, and Officials shall complete SafeSport training annually and background screening every two seasons in accordance with USA Hockey guidelines.

Registration closes at 12:00pm on the Monday of the first week of tryouts/evaluations. Exceptions to the registration deadline can be made but are not limited to relocating families and injuries. Registration will remain open past the deadline for 8U/6U Mites and 10U Girls

Post Registration New Player Policy

SSYHA welcomes players of all abilities throughout the year; however due to USA Hockey registration rules, we are not able to place any new players on a Team Roster after December 31st. Beginner skaters are encouraged to complete the Introduction to Hockey program prior to entering the SSYHA programs. Players who wish to join SSYHA after the season has begun will be subject to the following guidelines:

- The new player will be evaluated by the director and team coaches to determine which team will be the most appropriate for the new player. If the new player is under the age of 10 and a beginner, the player should be encouraged to join the learn to play program until he/she has basic skating skills.
- A fee will be determined based upon the date of joining SSYHA and estimated number of games to be played, if any.
- When adding new players mid-season, SSYHA and coaches may need to be sensitive to pre-established team dynamics, extra coaching required, and safety of the new player on the ice.

Financial Aid

SSYHA goals include broad participation and reasonable registration fees. Financial Aid is granted based on need (skill level is not a consideration). To apply for financial aid, you must indicate your intention to apply during registration, fill out the financial aid application, and submit a copy of your most recent tax return. This information remains confidential.

All online applications are reviewed by the Treasurer, who submits a recommendation, with names withheld, for approval to the Board of Directors. For more information, and to apply please visit our website.

Fees and Refund Policy

Player fees are determined by the Board of Directors prior to registration each season. Refunds may be requested based on the following:

- Player moves away
- Serious injury which prevents him/her from participating
- Refunds other than those detailed above may be requested through petition and approval by the SSYHA Board of Directors at their sole discretion

Refund Schedule:

- Withdrawal prior to September 30th (\$100.00 Registration fee charged)
- Withdrawal between October 1st and November 30th (50% of total registration fee will be

- refunded)
- No refunds will be issued after December 1st

Insurance

Players are covered by USA Hockey insurance while participating in SSYHA activities once USA Hockey registration has been paid in full. There are a number of exclusions including travel to and from practices, fighting, intentional acts, player's personal property, etc. To obtain more information, please refer to the USA Hockey website.

Concussion Protocol

All SSYHA coaches are required to undergo Concussion Awareness Training as per Colorado State Law. Parents/guardians should be notified of any suspected concussion by the coach, and players should be further evaluated by a qualified healthcare professional. Coaches should also be notified by parents/guardians if the player is injured outside of hockey, or develops any concussion-like symptoms away from hockey. Anyone diagnosed with a concussion must provide written medical clearance (USA Hockey Return to Play form) before returning to the ice.

Equipment

It is necessary for the protection and safety of the skaters that they have properly fitted equipment. For information on proper equipment, please contact your child's coach or manager or any member of the Board of Directors. The following equipment is required: helmet (preferably black in color), black hockey pants (breezers), shoulder pads with chest protection, elbow pads, shin guards, neck guard, athletic supporter with cup, hockey socks, belt or suspenders (hold up pants), hockey gloves, skates and one (or two) sticks. A mouth guard is recommended for everyone and required for the 12U and above levels. Neck guards are required by USA Hockey for all players. SSYHA may hold a Hockey Swap at the beginning of each season for an opportunity to purchase used equipment.

Practices, Games, and Tournaments

The SSYHA hockey season runs from preseason in early September with tryouts in late September or early October. The season runs through league playoffs in late February and can run through State playoffs in early March.

Hockey is a team sport and players should attend as many practices as possible. Each head coach will establish team rules and consequences, including limiting game play due to tardiness and absences. If a player is involved with another sport or activity that overlaps with hockey, a discussion with the head coach is encouraged so that both parties are aware of commitment requirements.

The WCHL determines the number of league games each age division will play during a season. A number of non-league games may be scheduled. It is targeted that each team will have a minimum of two practices per week either full or shared ice based on numbers.

SSYHA registration will cover entry fees for two away tournaments, one home tournament, and league playoffs. SSYHA will also cover the entry fee for state playoffs if applicable. Teams may register for additional tournaments as managed by their head coach at an additional cost. Consensus by the team, including coaches, players and parents must be obtained prior to registering for any additional tournament.

Locker Rooms

Locker rooms will be monitored in a reasonable manner in accordance with CAHA, USA Hockey and SafeSport guidelines.

Use of the rink and the locker rooms is a privilege, not a right. SSYHA will not tolerate excessive noise, rough-housing, physical abuse of each other or the locker rooms, harassment, inappropriate language and other displays of poor judgment. It is expected that all players respect one another no matter what level of play. Coaches and managers will work together to provide for adult supervision in the locker room.

Parents should not enter the locker room without the permission of a coach. For the limited purpose of assisting your own child with dressing, a parent may enter the 8U/6U locker room, if a locker room monitor is present. Players older than the 8U level should be able to dress without the assistance of a parent. If a 10U player needs adult assistance tying their skates, they are required to do so outside the locker room. Players at the 12U level and older should be able to tie their own skates.

Girls rostered on teams with boys need to change in a non-male occupied locker room for games and practices. At away rinks – please ask at their front desk.

USA Hockey forbids the use of any recording functions on any device in the locker room, including voice recording, still cameras and video cameras. If phones or other mobile devices must be used for purposes other than music, they should be taken outside of the locker room. The manner in which this policy is implemented is at the reasonable discretion of the coaches.

If a player and/or team accumulates documented locker room policy violations during a season, SSYHA may suspend locker room privileges for the remainder of the season or impose other corrective measures as determined appropriate by the Association.

Team Rules and Discipline

Each head coach will establish individual team rules and expectations. Team rules should be in writing and distributed at the preseason team meeting. Coaches are encouraged to have additional team meetings with players and parents as needed throughout the season to provide information, resolve concerns and answer questions.

SSYHA empowers its coaches to impose minor disciplinary measures when necessary without involving the SSYHA disciplinary committee. Any coach imposed discipline should not exceed the lesser of a one game or seventy two (72) hour suspension. All disciplinary measures must be reported to the executive director, and an incident report should be filed.

Codes of Conduct

The Codes of Conduct outline in general terms a minimum standard of behavior for SSYHA members. Players, parents, and coaches are expected to have an understanding of these expectations. At registration, all players and parents must acknowledge that they have read and understand their respective SSYHA Codes of Conduct. Coaches will go over and acknowledge their acceptance of the Codes of Conduct at the annual Coaches retreat. If there are questions, individuals should contact the Executive Director or a board member. Failure to conform to the standards of the Codes of Conduct will be a cause for action by the Executive Director, coaches, and possibly the Disciplinary Committee.

Zero Tolerance Policy

In an effort to make ice hockey a safe, healthy, fun and rewarding experience for all participants, USA Hockey has instructed the officials to adhere to certain points of emphasis relating to sportsmanship. This policy is designed for all players, coaches, officials, parents/spectators, team officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.

Examples of unsportsmanlike behavior:

- Openly disputes or argues any decision by an official
- Uses obscene or inappropriate language or gestures at any time
- Visually demonstrates any sign of dissatisfaction with an official's call
- Taunting of players, coaches, officials or spectators
- Throwing of objects in the viewing areas, player's area or on ice surface

[USA Hockey Zero Tolerance Policy](#) must be adhered to at all times. Officials have the right, with no warning, to require removal of the offending person, assess the penalties during the game to the team representing the offending person, as well as run the clock if it is not an advantage to that team. For more

details see the USA Hockey website.

24 Hour Rule and Member Issue Resolution

A member is not to approach a coach within a 24 hour period following a game to discuss said game, game incident, or a situation that occurred during the game that may provoke an adverse emotional response or a hostile situation. Violation of this rule can result in a disciplinary hearing.

Coaches should not discuss a game, a game incident, or a situation that occurred during the game that may provoke an adverse emotional response or create a hostile situation. An exemption to this being physical or sexual indiscretion or any situation that compromises the immediate safety of the children, refer to Safesport document.

The Disciplinary Committee has been developed to provide a consistent and fair way to deal with complaints and disciplinary issues that may arise within the organization. The Disciplinary Committee is formed following the guidelines as stated in the SSYHA Bylaws. The Disciplinary Committee will review and investigate each submission to a conclusion which may involve consequences and penalties for all parties involved. The decision and penalties of the Disciplinary Committee are final.

Reference the Disciplinary Policies and Procedures Document located on the SSYHA website.

Scholastic Guidelines

SSYHA strongly believes that good grades are of greater long-term value than participation in youth sports. Parents should monitor their child's academic performance. If a player is having academic difficulty, parents are encouraged to discuss with the Head Coach in order to be informed and support the player, and possibly adjust individual player expectations. Middle School and High School students are expected to maintain the academic eligibility standards established by their schools.

In addition, any player serving an out-of-school suspension from their school will be ineligible to participate in any SSYHA practices, games, tournaments, or team activities for the duration of the suspension. Eligibility will be restored only after the suspension has been fully served. We understand these may be difficult situations for a player or family, and we want to be a resource to help players learn and grow from any such issues. We ask for integrity in reporting any such suspensions to SSYHA. Failure to do so may result in disciplinary action.

Volunteer Hours

SSYHA relies on volunteers for essential roles such as managing the clock and penalty box during games and helping run events and concessions. Without widespread member participation, these activities would require paid staff, significantly increasing operational costs and, consequently, registration fees for families.

SSYHA requires that each family with a player in the program, 10U and older, complete 10 volunteer hours. Families with only an 8U/6U player are required to complete 5 volunteer hours. Families with multiple players in the program are required to complete an additional 2.5 hours for each additional athlete.

- Parents are asked to volunteer at least half of their required hours at their players home tournament. Parents can also volunteer at home and away games, fundraisers, and other association events.
- One family member should be trained to operate the score clock and/or electronic scoring system. SSYHA will provide training for scoreboard/game clock and electronic score keeping operations at designated times at the beginning of the season.
- Volunteer hours are coordinated by the association and should be submitted to the team manager.
- Volunteers may not consume alcohol or be under the influence of alcohol, drugs, or any substance that may impair my judgment or behavior while volunteering.
- Volunteer hours are valued at a rate of \$40 per hour. The remaining balance of hours will be

- charged at that rate at the end of the season.
- Members with an outstanding Volunteer Work Hour balance from the previous season will be required to pay the balance in full before their player is allowed to participate in any SSYHA activity.

In addition to league game, these annual tournaments and events can be applied to your work deposit:

1. Hockey Swap / Stampede Kick-Off
2. Breast Cancer Awareness Game
3. 10U Coed: "Squirt Scare" Tournament
4. 12U Coed: "Rocky Mountain Rumble" Tournament
5. Girls: "Adele Dombrowski Mountain Divas" Tournament
6. 14U Coed: "Ski Town Classic" Tournament
7. 8U/6U Coed: "Mite Jam" Jamboree
8. Home Playoff Weekends

Assisting outside of the listed responsibilities outlined above is greatly appreciated but does not necessarily count towards your required volunteer hours. We thank you in advance for your volunteer help. Your time and efforts are appreciated in making SSYHA programs exceptional experiences for our kids while representing our community in a positive light.

SSYHA Player Code of Conduct

SSYHA is committed to developing athletes of character through teamwork, respect, sportsmanship, and accountability. As a player, I understand that my actions reflect on myself, my teammates, my coaches, and SSYHA. I agree to uphold the following expectations:

Locker Room and Team Culture

- I will help create a safe, inclusive, and positive team environment.
- I will respect the privacy and belongings of others.
- I will leave locker rooms, team areas, hotels, and facilities clean and orderly.
- I will follow all SSYHA and team policies related to team travel, hotel, and facility rules.

Respect and Sportsmanship

- I will treat teammates, opponents, coaches, officials, volunteers, and spectators with respect at all times.
- I will respect all coaching and game officials' decisions.
- I will demonstrate good sportsmanship in both victory and defeat.
- I will not use excessive profanity, hate speech, bullying, harassment, hazing, or demonstrate other inappropriate behavior.
- I will not bully, haze, discriminate, harass, or retaliate against any player, coach, official, volunteer or participant.

Commitment

- I will attend practices, games, and team activities prepared and ready to contribute.
- I will give my best effort, maintain a positive attitude, and support my teammates.
- I will take responsibility for my equipment, punctuality, and personal conduct.

Social Media and Electronic Devices

- I will use social media responsibly and in a manner that reflects positively on myself, my team, and SSYHA.
- I will not post content that is bullying, harassing, discriminatory, inappropriate, or harmful to others.
- I will not use social media or other electronic devices to criticize teammates, opponents, coaches, officials, volunteers, or other members of the hockey community.
- I understand that cell phone use in locker rooms is prohibited unless specifically authorized by a coach or team staff.
- I will not record photos, video or audio in the locker rooms.

Accountability

- I will not be under the influence of alcohol, drugs, vaping, or any substance that may impair my judgment or behavior while participating in or attending any SSYHA activity.
- I will not engage in any behavior that results in involvement of law enforcement.
- I understand that violations of this Code of Conduct may result in disciplinary action under SSYHA policies, up to and including suspension or removal from the Association.

Player Acknowledgement

I have read, understand, and agree to abide by the SSYHA Player Code of Conduct.

Player Name: _____

Player Signature: _____ Date: _____

SSYHA Parent / Legal Guardian Code of Conduct

SSYHA asks for your support in creating a positive, respectful, and development-focused environment for all participants. Proper conduct and sportsmanship are expected of all families. As a parent/legal guardian, I agree to the following:

Respect and Sportsmanship

- I will demonstrate positive sportsmanship and support for all players, coaches, officials, and spectators.
- I will treat all participants with respect in language, behavior, and attitude, recognizing that my conduct reflects on my child and SSYHA.
- I will not yell, taunt, threaten, or engage in any form of verbal or physical aggression toward any player, coach, official, volunteer, or spectator, including excessive profanity or hate speech.
- I understand that officials are responsible for enforcing the rules of the game and I will respect their authority and decisions.

Coaching and Team Boundaries

- I will respect the role of coaches and will not attempt to coach from the stands, bench, or locker room.
- I will not enter locker rooms, bench areas, or other restricted team spaces, excluding 6u/8u programs.
- I will respect coaching decisions regarding player safety, including injury and concussion-related removal from play.
- I understand that return-to-play decisions may require medical clearance.

Player Development and Team Placement

- I will respect coaching and organizational decisions regarding team placement and levels, understanding they are made in the best interest of all players and the Association.
- I will support my child's development and understand that practices are a critical part of the learning process. I understand that unexcused missed practices may result in repercussions.

Communication and Conflict Resolution

- I will follow the 24-hour rule before raising any concerns after games or practices unless it involves health or safety.
- I will follow coaches' preferred method of communication as outlined in their team guidelines and address concerns respectfully and directly with the appropriate party using appropriate communication channels.

Conduct and Social Media

- I will not post or share content on social media that is bullying, harassing, discriminatory, demeaning, or inflammatory regarding SSYHA players, coaches, officials, volunteers, families, or opponents.
- I will not damage or deface property belonging to any individual, team, organization, or facility.
- I will not engage in any behavior that results in the involvement of law enforcement.

Accountability

- I will not be under the influence of alcohol, drugs, or any substance that may impair my judgment or behavior while participating in or attending any SSYHA activity.
- I understand that violations of this Code of Conduct may result in disciplinary action under SSYHA policies, up to and including suspension or removal from the Association.

Parent / Legal Guardian Acknowledgement

By registering a player with SSYHA, I acknowledge that I have read, understand, and agree to abide by

this Parent Code of Conduct, the SSYHA Handbook, and all other SSYHA governing documents.
Parent / Legal Guardian Name: _____

Signature: _____ Date: _____

SSYHA Coaches' Code of Conduct

SSYHA coaches are expected to provide leadership, promote sportsmanship, and support the development of each player and team. Player welfare, safety, and character development must guide all coaching decisions. As a coach, I agree to the following:

Leadership and Professional Conduct

- I will serve as a positive role model, demonstrating emotional maturity and respect at all times.
- I will treat players, parents, officials, and fellow coaches with dignity and professionalism.
- I will not engage in taunting, threats, harassment, or any form of physical violence.
- I will not use excessive profanity, hate speech, or other inappropriate language.

Player Welfare and Safety

- I will prioritize player safety and long-term development over winning.
- I will remove any athlete from play with suspected injury, concussion, or other safety concern.
- I will err on the side of caution and require appropriate medical clearance before allowing return to play when necessary.

Coaching Responsibility

- I will be knowledgeable in the rules, techniques, and strategies of hockey.
- I will be generous with praise, and fair, consistent, and honest in my coaching decisions.
- I will work in alignment with the SSYHA Executive Director and program development model.

Communication and Team Culture

- I will maintain clear and respectful communication with parents, including team expectations and objectives.
- I will encourage healthy habits and positive personal development for players.
- I will not undermine SSYHA policies, staff, or organizational direction.

Social Media and Conduct Standards

- I will use social media responsibly and will not post content that is bullying, harassing, discriminatory, demeaning, or inflammatory.
- I will comply with all SSYHA policies.
- I will comply with USA Hockey SafeSport requirements and will proactively educate myself on applicable standards.

Accountability

- I will not engage in any behavior that results in the involvement of law enforcement.
- If law enforcement is involved, and it will impact your ability to pass a background check, I will report to the association within 48-72 hours.
- I will not be under the influence of alcohol, drugs, or any substance that may impair my judgment or ability to safely supervise players while coaching or at any SSYHA activity.

Coach Acknowledgement

I acknowledge that I have read, understand, and agree to abide by this Coach Code of Conduct, the SSYHA Handbook, and any other governing documents.

Coach Name: _____

Signature: _____ Date: _____