

## SPRINGFIELD YOUTH HOCKEY ASSOCIATION RULES, REGULATIONS & OPERATING GUIDELINES

ADOPTED: September 10, 2007, UPDATED: June, 13 2023

The Springfield Youth Hockey Association (SYHA) is a not-for-profit IRS 501(c) Corporation registered in the State of Illinois. The Association was established to foster good sportsmanship and fair play in individual as well as team competition and endeavors to provide a fair share of ice time for all players in the program. SYHA does not discriminate based on gender, race, creed, or ethnic origin. Teams organized and which play for SYHA are known as the Springfield Kings. SYHA is a member of the Missouri Amateur Ice Hockey Association Youth Division (MAIHA - YD), also known as MOAM, and nationwide, USA Hockey, and therefore, adheres to the by-laws and Rules and Regulations of both MAIHA-YD and USA Hockey. At times where SYHA rules are in conflict with MAIHA-YD and USA Hockey, those organizations' rules shall prevail.

### I. REGISTRATION & DUES

#### A. Annual Dues

The SYHA Board of Directors is responsible for establishing the annual dues. The Board shall establish the upcoming annual dues based upon the estimated budget for the upcoming season at a level that will allow for adequate cash flow and at a level that minimizes administrative burden. It is recommended that this be done by the June Board Meeting, but no later than the date of the first tryout.

#### B. Registration Fees

The board is responsible for establishing the annual fees, for all SYHA programs at a level that will allow adequate cash flow for the upcoming season, and at a level that minimizes administrative burdens. It is recommended that this be done by the June Board Meeting, but no later than the date of the first tryout.

#### C. Dues/Fees Payments

1. All Members are required to pay annual dues and fees by the established deadline(s).
2. All players trying out for a competitive team are required to register on-line at USAHockey.com as a Missouri player. If a player is not registered on-line with USA Hockey at the time of tryouts, they will be assessed a fee of \$75.
3. All SYHA member(s) are required to follow the Volunteer Policy or be assessed a \$100 fee. Volunteer hours will be tracked managed by the "Team Manager."
4. The VP of Finance, in conjunction with the House and Travel League Team Treasurers, are responsible for collecting all dues and fees by the established deadlines. The SYHA will provide all members with a monthly organizational budget document to show income, spending and overall account total. Each Team will be responsible for appointing a "Team Treasurer" once teams have been set.
5. A member of the SYHA may request a special payment option for their child. A payment schedule will be worked out with the VP of Finance and presented to the Board for approval. All payment schedules (Full payment or Payment plan) should be paid by February 1st of the season or the player may be removed from the ice, consideration to the effect on the team will be

made prior to the final decision. Any special payment request should be submitted in writing to the VP of Finance, who will then bring it to the full board, in an executive session to maintain personal privacy, for approval with a majority vote.

6. Any player delinquent in paying their dues by the established deadline may be removed from the ice. Consideration to the effect on the team will be made prior to the final decision. The SYHA board will discuss the delinquency with the party involved, in an executive session to maintain personal privacy, to decide if a special payment plan needs to be established. If a plan cannot be established within a reasonable amount of time, and dues are not being paid, then player may not be able to return to the ice until payment has been received. The Board President will notify the team treasurer, and or coach, that the player will not be allowed on the ice due to non-payment of dues. Once the dues have been paid, the player may return to team play with no disciplinary action for missing practices or games.

7. Any Non-Sufficient Funds (NSF) checks returned by a member's bank may result in a \$25 service charge. The VP of Finance will contact the parent(s) of the player and inform them they have 14 days from notification to pay the dues owed. If at the end of the 14 days, the required dues have not been paid, the VP of Finance will notify the parent(s) that their player will not be allowed to participate in SYHA activities until the outstanding dues have been paid. A notification must be sent to the Team Treasurer and Coach. This service fee \$25 must be paid as well as the required monthly dues that covers the NSF payment before the player returns to the ice. Once a member's check has been returned for NSF, all remaining payments must be made via credit card, cash or through the crossbar app.

8. Travel Team: The Board will determine the annual dues based off of the prior years' total operating cost and the estimated current year budget. Each member will have required progress toward full payment. The payment plan will follow the guidelines stated above, paid in full OR commitment to the monthly payment plan NLT October 31<sup>st</sup>

9. All players participating in other programs, ADM or House, within SYHA will be required to pay in full at the time of player registration.

10. Any player in arrears of any dues or registrations will not be allowed to participate in any future program until the arrears are paid in full.

11. All delinquencies of outstanding dues at the end of the season, March 31, may be turned over to a collection agency and/or reported to MAIHA-YD and USA Hockey to be placed on the "no pay – no play" list for the forthcoming season.

12. Any Family with multiple children in an SYHA Program may be entitled to a \$100 discounted rate. This discount would be applied to the lower of the two due costs.

13. Any Family on a SYHA Travel Team that is chosen to be a Full-Time Goalie (limit 2 per team) will receive a \$100 discount on seasonal dues. (This will not compound with above multi-children discount)

#### D. Refunds

1. No refund will be made to members of the fee due at registration for the Mini-Mite/Mite Hockey Program, House League and Travel League.

2. No refund will be made to members 30 days after the beginning of the Learn-To-Play Program. Requests for refunds prior to 30 days from the beginning of the program must be made in writing to the SYHA Board of Directors. If written notice is not received within the 30 days, the player will be considered active with all dues and fees payable in full.
3. No refund will be made to members for the USA Hockey registration fees.
4. No refund will be made to members for travel league try-out fees, regardless of whether or not a member plays on a travel team.
5. No refund will be made to members for conditioning camp fees.
6. No refund will be made to members for ads and/or sponsorships paid in excess of the annual dues that also exceed the amount of the actual cash outlay by the member.
7. No refund will be made for advertisement or business sponsorship monies collected and submitted by members to offset dues or as donations to SHYA.
8. No refund will be made to members who are suspended by USA Hockey, MOAM or any other hockey league affiliation.
9. Not excluding the above non-refundable fees, if a player is injured for the remainder of the season, re-locates, and has paid more than the above non-refundable fees, a refund will be made in the amount equal to the pro-rated dues times the number of weeks remaining in the season. The effective date of resignation shall be the date the SYHA Board of Directors receives written notice of such resignation. If no written notice of resignation is received, the player will be considered active with all dues and fees payable in full.
10. Exceptions to this refund policy must be brought to the Board of Directors for a majority vote approval.

## II. Finances

1. The SYHA will be required to conduct, through an outside accounting firm, an Audit of all accounts every 2 years.
2. The SYHA will retain an accounting firm, approved by the Board, to monitor all account information.
3. The President and the VP of Finance will be responsible to ensure this audit is completed and the financial advisor has all information.
4. The VP of Finance or the accounting firm will present the final audit to the Board once completed.
5. The annual Taxes must be presented to the executive board for filing and posted on crossbar once approved.
6. Monthly financial reports must be emailed to the accounting firm by the 5<sup>th</sup> of each month and shared with the executive board to include, bank statements, account activity ledgers and crossbar financial reports.

7. Any check over the amount of \$250 dollars must be approved at the monthly board meeting.

### III. FUND RAISING SUPPORT

The board of directors of SYHA encourages everyone to support SYHA in fundraising. To be fair to all members, family members may be assessed a minimum dollar amount to collect via the fund raising activities. In the event that the family does not actively make an effort to participate, that minimum dollar assessment will be collected via invoice and payable within 15 days of receipt. In this event, the team Treasurer will formally address the board as to why the family did not participate, or fulfill the monetary requirement. The Board will then make a decision to charge said family the fund raising fee by majority vote.

### IV. PLAYER ELIGIBILITY

In the greater St. Louis metropolitan area, as covered by the MAIHA-YD rules, players are assigned to various associations, such as the SYHA, based on their geographic place of residence. These rules are covered under the DISTRICTED TEAMS section of the MAIHAYD rules. Parents and the Registrar of the SYHA shall make every effort to ensure that a player is registered with his/her appropriate association.

1. A player's birth year determines which age category he/she is eligible during the entire season.
2. False information on registration regarding players age, date of birth, or residency shall result, at minimum, suspension for the remainder of the season, and may result in additional financial liability.
3. The SYHA board reserves the right to request a certified birth certificate for all players.
4. Players may participate at the level that his/her age dictates. The ages are as follows: • 8 and under (MITES) • 10 and under (SQUIRTS) • 12 and under (PEEWEEES) • 14 and under (BANTAMS) • 17 and under (MIDGETS)
5. No player may play for a team that he/she is not properly rostered on (USA Hockey Team Roster Form) in League games.
6. A player and his family shall be considered a member of SYHA by completing and signing all required forms, paying all fees, and or participation in SYHA activities.
7. Those players with a physical or mental infirmity, which by its nature could allow for them to be seriously injured, or injure someone, in the course of participation in ice hockey, may be excluded or their participation restricted by the Board of Directors.
8. No player shall be allowed to drive to away games unless accompanied by a parent or other adult.

## V. Under-Aged Coaches

1. A player age 13 through 17 who is currently properly registered with USA Hockey may serve as a Student Coach.

### 2. Qualifications

- A. Must attend a training session conducted by the local hockey association or audit a Level 1 clinic (not required to pay nor will they receive certification credit).
- B. Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
- C. May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a STUDENT COACH).
- D. May not act as a head coach or an assistant coach during practices or games.
- E. May be on the bench during games with a Certified Coach. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- F. Must wear a helmet with full face shield, gloves and skates while on the ice. Must wear helmet during games while on the bench.
- G. May only work with players at least one full playing age level below the STUDENT COACH (e.g., a Bantam age player may act as a STUDENT COACH at the Pee Wee, Squirt or Mite level).
- H. The organization that is using the STUDENT COACH must provide a form indicating on the team on which he/she is participating as a STUDENT COACH, and, if applicable, what team he/she is properly registered/rostered as a player. A model form is available on the [usahockey.com](http://usahockey.com) website.
- I. Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

## VI. PLAYER PARTICIPATION

Mini-mite and House team players will be given equal ice time. Competitive team players will be given fair ice time throughout the season. This rule will apply to all travel league and exhibition games. Fair play rules do not apply to players under disciplinary guidelines.

Players NOT rostered within the SYHA, will not be allowed to participate in practices or games due to USA Hockey Insurance Liability. Approved rosters include, Seasonal rosters and Practice rosters.

Players that are requested to be placed on a "practice Style" roster, will ONLY be allowed to participate in SYHA on-ice activities until the official Roster lock down date of December 31<sup>st</sup>, of the current season.

All Special requests for assistance from an outside player, during any SYHA sanctioned activity, MUST be approved by the Board.

## VII. DEVELOPMENTAL PROGRAMS

### Objective(s)

- A. To teach players the basic skills of skating and hockey
- B. Allow a learning experience to include fun as well as hockey development

1. Learn-to-Skate/Learn-to-Play
  - A. Players ages 14 and under
  - B. 2 One hour of practice per week
  - C. A minimum of 1 coach per 6 players
  - D. Players move to the House League or Competitive Teams upon completion of required skills
2. Mini-Mite and Mite Hockey
  - A. Players ages 8 and under.
  - B. One hour of practice per week 3-5 home games per season
  - C. Jerseys for each player will available for purchase through the current supplier
  - D. Director of operations to report back to the VP of Developmental Programs
  - E. A minimum of three on ice coaches (ratio of 1 coach to 6 players)
  - F. Players would move to the House League or Competitive Teams upon completion of skills required

## VIII. HOUSE LEAGUE

### Objective(s)

- A. To provide recreational "game play" hockey for SYHA Members
- B. Allow a learning experience to include fun as well as hockey development

1. Upper House League
  - A. The VP of House League will assign a director of operations for this division.
  - B. The director of operations shall be responsible for the following:
    - a) Responsible for obtaining coaches
    - b) Responsible for scheduling referees
    - c) Responsible for recruiting volunteers for scoreboard, penalty box, etc.
    - d) Include players in the 9-15 years of age group (AKA as Squirts Pee Wees, Bantams, & Midgets)
    - e) Form teams and assign coaches depending on the number of players registered
    - f) Assist coaches with assigning all house league players to a team.
2. Lower House League
  - A. The VP of House League will assign a director of operations for this division.
  - B. The director of operations shall be responsible for the following:
    - a) Responsible for obtaining coaches
    - b) Responsible for scheduling referees
    - c) Responsible for recruiting volunteers for scoreboard, penalty box, etc.
    - d) Include players in the 9-10 year of age group (AKA as, Squirts)
    - e) Assist coaches with assigning all house league players to team.

- f) Lower House will Form Teams and assign coaches depending on the number of players registered
- g) play with black pucks to improve skill development

### 3. Games

- A. 1 Lower house is no checking.
- B. At least one referee will be at each game (all efforts will be made to have two referees at each game).
- C. Jerseys will be available for purchase through the current supplier for each player registered.
- D. All games in lower house will be no check & upper house will be light checking and all current USA Hockey rules will be followed.
- E. Proposed schedule will include approximately 18 home games.
- F. Lower house games will be 11:00 minute periods with 1:30 minute penalties.
- G. Upper house games will be 12:00 minute periods with 2:00 minute penalties.
- H. In both upper and lower there is a 3 goal maximum per player per game. This is to promote teamwork and passing so that all players can be involved.
- I. The game clock should be set to 2:00 minutes when there are 5:00 minutes of the scheduled game time remaining. (if less than 2 minutes remain on the clock at the 5:00 minute mark, no change will be made in the clock).

## IX. COMPETITIVE TEAMS

These procedures shall govern the selection of players for SYHA Competitive Teams. In selecting competitive team players, the intent is to form teams that will compete at the highest level of play possible, based on the available pool of player talent. Therefore, the SYHA Board of Directors and the Head coach will make every effort to ensure proper team placements. If any parents or coaches are unsatisfied with the decisions made, they may appeal the decision to the Board of Directors, c/o the VP of Competitive Teams, by November 1st. Any changes in these procedures will be published annually and distributed to all SYHA participants at registration. These procedures cannot be changed except by a "super majority" vote of all SYHA Board of Director Members and must be done by the regular scheduled June board meeting.

1. General Format SYHA competitive team tryouts will be held annually during August. Tryout sessions will include two 60 minute sessions for each age group. Players must be pre-registered, via USA Hockey online registration, for tryouts. Confirmation of USA Hockey registration must be turned in by the Friday before conditioning camp.

Day 1: Tryout Registration and Team Tryouts -- All skaters on Teams scheduled for Tryouts not pre-registered, must register at this session. A \$50 late fee may be charged if a skater registers on Day 3 or after from one of the Day 1 scheduled Team Tryouts. Players may pre-register for tryouts by the Friday before conditioning camp. Only members in good financial standing are eligible to register. A player not registered with USA Hockey will be required to pay the appropriate USA Hockey registration fee on-line or be assessed a \$75 fee. The tryout fee is not

to exceed \$150 per player of which at least 2/3 will apply to SYHA Dues and any additional USA Hockey required registration fee.

Day 2: Tryout Registration and Team Tryouts for those not scheduled on Day 1-- All skaters on Teams scheduled for Tryouts not pre-registered, must register at this session. A \$50 late fee may be charged if skater registers on Day 4 or after from one of the Day 2 scheduled Team Tryouts. Players may pre-register for tryouts by the Friday before conditioning camp. Only members in good financial standing are eligible to register. A player not registered with USA Hockey will be required to pay the appropriate USA Hockey registration fee on-line or be assessed a \$75 fee. The tryout fee is not to exceed \$150 per player of which at least 2/3 will apply to SYHA Dues and any additional USA Hockey required registration fee.

Day 3: 2nd Evaluation -- Same Teams as Day 1.

Day 4: 2nd Evaluation - Same Teams as Day 2. B. Tryout and Evaluation Process/Selection/Team Rosters Player Eligibility: All players must be registered to be placed on a team.

## 2. Evaluation Process:

- A. The evaluations will be based on performance in controlled sessions.
- B. Skaters and Goalies will be grouped on two scrimmage teams (i.e., red and blue). Players will be randomly placed on teams, with position preference considered.
- C. Skaters will be evaluated, on their playing ability, including aspects such as skating ability, shooting, aggressiveness, positioning and team awareness, stickhandling, fore-checking and back-checking. Skaters may be removed from the ice for illegal hits or unsportsmanlike conduct. The skating evaluator must have knowledge of the game. Head Coaching applicants will be allowed to evaluate at their own age level. ALL head coaching applicants will be provided with an official score sheet and must fill out all player evaluations in their age level. Head coach evaluations will be added to the scores of the independent evaluators to provide an overall average. At NO time will the SYHA allow the Head Coaches evaluation score to hold more weight than those of the independent evaluators.
- D. Goalies will be evaluated on their positioning, movement, save techniques, and puck handling. Depending on the number of goalies at a tryout session, Goalies will have a dedicated coach or coaches during evaluations to facilitate drills. There will be 1 evaluator for no more than 2 goalies. I.e. 8 goalies would require 4 goalie evaluators. The goalie evaluator must have knowledge of the position and will not be a potential or current team coach at the level being evaluated, within the SYHA Organization. There may be potential for a separate specific goalie evaluation night to be held.
- E. At the least, two 60 minute sessions will be held.
- F. Certified Coaches or the Vice President of Competitive Teams will run on ice sessions for the tryout times. On ice coaches will NOT be evaluating the players or goalies. They are there to assist with the drills and keep everything running smooth.

## 2. Team Selection:

- A. The Board will appoint no less than 2 Independent Evaluators, which shall not include former SYHA coaches, managers or Directors that have coached etc.
- B. The Board will compare the rankings from the Independent Evaluators and evaluating Coaches and determine the rosters of each team. This will occur at a Board Meeting and the head coaches will be allowed input in the final decision.

- C. No evaluated player will be skipped due to any discriminatory reason by a head coach. Any valid reasons that a Head coach wishes to skip an evaluated player for rostering purposes, must be brought to the board and have a majority vote to do so.
- D. The head coach will submit, at the time specified by the board but no longer than ten days after the last tryout, his choice for assistant coaches and team manager for the upcoming season. There will be no assistant coaches or team managers chosen prior to the announcement of the team.
- E. The Board must approve all assistant coaches and managers, but this cannot be done prior to the announcement of teams.
- F. The Board of Directors will consider the total number of players to ensure a maximum number of competitive teams are formed for each age group.

4. Posting of Rosters: Initial complete team rosters will be posted on the Springfield Kings website. Those selected will be contacted by telephone by the head coach.

#### 5. Player Movement/Roster Changes

- A. Through December 31, a player may be moved to a different team with the majority vote approval of the Board of Directors due to safety, age, or at the coaches' discretion. The player must comply with any special rules that apply to player movement in MAIHA or MOAM.
- B. No player may be officially rostered with more than one team at the same time, with the exception of a high school team. Second exception will be for girls participating on an all-girls team may also play on a competitive team with boys and girls.
- C. From January 1 to the end of the season (end of the MAIHA-YD Program playoffs or while participating in the USA Hockey Regional or National Tournaments), all team rosters will be fixed.
- D. If a player is added after January 1 to a team, the player will not be allowed to participate in any MAIHA Regional or National Tournaments within an Organization at different age levels
- E. A player may not play on a team in an age level lower than the one for which he/she normally qualifies.
- F. If a player plays with a team of an older classification for one MAIHA league game in a given season, he/she will be ineligible to participate in league games with a team of lower age classification.
- G. Any player may play on a team of a higher age level provided he/she must submit in writing a letter directed to the Board 15 days before the first tryout session setting forth the level in which he/she wishes to pursue. There will be a dollar fee equal to the tryout fee for player(s) to try-out for a team of higher age level, of which none will go toward SYHA Dues. That player must also participate in the tryout for the age level in which they qualify. The VP of Travel Teams (and/or other board members) must attend all tryouts for any player pursuing a team above his/her age level. (The player MUST place in the top 25% of players for the age level they are petitioning for to be eligible) All other age division movements will be approved by the board.
- H. The SYHA is committed to attempting to form at least 1 team at all levels from 6u-18u. If there is a lack of available players for a certain age group, a combined team should be considered by the Board of Directors, to ensure that as many players can play as possible.
- I. In determining if a player should be allowed to play on a team of a higher age level, the Board members should consider:

a) 1st What is in the best interest of the Organization?

b) 2nd: What is in the best interest of the child? Failure to comply with this section will automatically preclude a player from being placed on the roster of any team except the lowest level age appropriate team.

#### X. COACHING SELECTION FOR SYHA

1. SYHA Board of Directors shall solicit requests for head coaches from the membership to fill all coaching positions for Travel, ADM and House League Teams.
2. Head coaching proposals must be submitted by e-mail or in writing by a date set by the Board which shall be no later than two weeks prior to conditioning camp to the SYHA President, c/o SYHA, P.O. Box 8822, Springfield, Illinois 62791. The proposal should indicate current certification level, copy of the coach's card (front and back), experience, desired age level, etc. All coaches must provide back ground information as well as hold the appropriate level coaching card for the team in which they are pursuing a position as coach.
3. The Board of Directors will review all coaching applications at the July meeting.
4. The Board of Directors will review the written proposals and seek additional coaches for all teams as needed.
5. The Board of Directors will schedule brief interviews with coaching candidates at a special meeting, time and place to be announced.
6. Coaching candidates must attend all tryouts for the age level they would like to coach and be prepared to submit an initial, complete roster within 10 days after appointed by the SYHA Board.
7. The Board of Directors will establish a Head Coach for each team NLT than 7 days after evaluations are submitted. If this cannot take place, due to timing at a regular board meeting, a special session will be held to appoint head coaches.
8. The Board of Directors may solicit coaches, at any time, for each team, provided no application has been received for a team or in the event of a vacancy.
9. Head Coaches shall submit their selection for assistant coaches to the Board of Directors within 10 days after appointment. All assistant coaches must be registered with USA Hockey, register on Crossbar as an assistant coach and complete all required age-specific modules through USA Hockey prior to the 1<sup>st</sup> practice. Assistant coaches must have a valid coach's card. Assistant coaches will not be selected until after the tryouts.
10. Coaching Education Program – You may apply for credit towards your dues or a refund for the cost of your coaching clinic (Course Fee Only). Only after you have completed the course and submit a letter in writing to the V.P. of Competitive Teams with a copy of your coaching card (front and back) to confirm your present status as what level you hold and a copy of the receipt showing you have paid for the class. Level 4 (Advanced) coaches will be required to give 3-year commitment to SYHA or will reimburse SYHA on a prorated share for cost of class. SYHA will only consider 2 Level 4 (Advanced) coaches per calendar year.
11. Coaches and assistant coaches will be required to obtain at minimum a USA Hockey level 1 coaching certification by Dec 31<sup>st</sup> of the current season. If after Dec 31<sup>st</sup> of the current season a coach does not renew or let their certification lapse, they will be removed from their role and replaced with a certified coach.
12. At no time will a non-certified coach be allowed on the bench during league or tournament games.
13. Potential Coaches and Team managers will be required to attend a pre-season meeting.

## XI. Volunteer Policy

Following the Bylaws of Springfield Youth Hockey Association all team volunteer positions should be made available to the SYHA Board of Directors by the October Board Meeting. The Springfield Youth Hockey Association (SYHA) operates solely on a volunteer basis. It relies on its members to keep it running smoothly and allows us to keep our programs as affordable as possible. The more the membership participates, the stronger the organization will be. SYHA is requiring all families to perform 5 hours of service to the club. There will be a number of items listed and any other activities may be submitted to the Youth Hockey Board for approval. Each family is required to serve 5 hours of volunteer hours in some aspect of the Organization. Each Team Manager will keep track of all volunteer hours worked by each family. Any member family that does not complete their service requirements, by March 31 of each year, will be assessed a \$100 in lieu of service. This assessment will be required to register for any SYHA activity, clinic, or league as a member in good standing.

The following are currently APPROVED ACTIVITIES and may be amended at any time by the Youth Hockey Board.

1. Board Member (exempt in year of service and any member completing a full 2-year term will satisfy any future requirement)
2. Missouri Hockey Association representative (satisfies all hours) • Central Illinois Hockey Representative (satisfies all hours)
3. Head Coach (satisfies all hours) • Assistant Coach (satisfies all hours – only two assistant coaches per team will be credited)
4. Team Manager or Treasurer (satisfies all hours – only one per team) • Ad Book Design (satisfies all hours) • Team Treasurer (satisfies all hours)
5. Sub-Committee Directors (satisfies all hours - SYHA Webmaster, Volunteer Coordinator, Tryout Coordinator, Lower House Director, Upper House Director, Annual Banquet Director)
6. Team Scheduler (satisfies all hours)
7. SYHA Tournament Director (satisfies all hours)
8. Summer Hockey Director (satisfies all hours)
9. Equipment Manager/Jersey Coordinator (satisfies all hours)
10. Referring a Player to the Club (satisfies all hours, must be registered by 12/31 for current season fees, after 12/31 it will count towards next seasons fees.
11. Off-Ice Official (Timekeeper, Scorekeeper, or Penalty Box) (equal to hours worked)
12. Publishing an article in any local news publication (satisfies all hours)
13. Volunteering at Springfield Jr. Blues games (one game is equal to one hour of service)

The following are ACTIVITIES NOT APPROVED to satisfying the Volunteer requirement:

Any activity that is not pre-approved by SYHA must be turned in (via your Team Manager) to the VP Travel, VP of House or the VP of Finance or mail to: SYHA, VOLUNTEER HOURS, P.O. Box 8822, Springfield, IL 62791 using this Volunteer Hours Form. This form will also be available on the website and from your team manager.

## XII. TEAM SUPPORT

In operating and providing for individuals' team activities, the coaching staff, team manager and parents may choose to collect funds for the benefit of their team. In most cases, funds collected should be equally assessed. The "Team Kitty" will be under the direction of the Team Manager and the VP of

Finance. All funds should be used and disbursed in that playing season. Excess funds at the conclusion of the playing season must be deposited with the VP of Finance for distribution to the same divisional team in the subsequent year. Team fund raising activities involving general solicitations, raffles, bake sales, car washes, etc., should involve all members. No team fund raising activity shall conflict with fund raising activities does not release them from support of association activities.

## XII. TEAM DECLARATIONS

For the purpose of informing the MAIHA and CIHL, as well as administration of teams with the SYHA, shall be the responsibility of the President of SYHA with consultation from the team coach and team manager.

## XIII. TEAM JERSEY

All travel players are required to purchase their game jerseys from the SYHA, or approved agent. All Mini-mite, Mite, Squirt, Peewee, Bantam or Midget aged travel players will be required to purchase their game jerseys. All jerseys are to be purchased from SYHA. Players with an odd birth year will have an odd number, numbers can be assigned or can be chosen from the numbers available. All players with an even birth year will have an even number, numbers can be assigned or can be chosen from the numbers available. Player numbers should be checked PRIOR to ordering to ensure the number is available. For any game or tournament that a SYHA team plays in, the team is only authorized wear of a Springfield Kings Jersey. Unless a player has forgotten or lost their jersey, prior to a game or tournament, at no time will a SYHA Team or player wear any other logo other than those approved by the SHYA Board.

## XIV. TEAM RULES

At the beginning of the season, every team will make available to all players and their families, copies of their team rules, after approval by the SYHA Board of Directors. A coach does not have the singular authority to suspend indefinitely or permanently a player from a team. SYHA board of directors must approve any suspension over one game per player, per season. Team Coaches should hand or email out team rules by the first practice date. All Parents will be required to read and sign all Code of conducts, SYHA policies and rules.

1. The following team rules are acceptable by the board, and may be practiced by any team:

- A. Players are asked to be at all practices a minimum of 30 minutes before the scheduled start.
- B. Players are asked to be at all games a minimum of 45 minutes before the scheduled start.
- C. If a player cannot make a practice and/or a game; we ask that you contact the team manager or Coach at least 24 hours prior to the scheduled game.
- D. Parents are asked to leave the players alone, with the coach, 15 minutes before start of a practice. This gives the coaches time to discuss the practice with the players and 20 minutes before a game, as the coach will need time to discuss the game, the lines and defensive pairings. Players should be in the locker room and dressed by this time.
- E. Parents are asked not to be in the locker at the conclusion of a game or practice until the coaches have left the locker room. This gives coaches time to talk with the players about the practice or the game they have just been in.

F. While players are on the ice, it is the coach's responsibility to coach and instruct the players. If players are being told something different from the stands than they are hearing from the bench they become very confused. Please encourage all the players but let the coaches' coach.

G. The coaches will not condone any abuse to an official, coach, player or parent. Any abusive language will not be tolerated. Coaches will deal with each individual case should they appear. These incidents will follow the SHYA SOG on Disciplinary actions. The SYHA has ZERO tolerance for such behavior.

H. When parents have volunteered to run the time clock, keep the score sheet or work the penalty boxes, you are acting as minor officials, do not yell at any child, good or bad from this area.

I. Practice time is very expensive. Coaches try to use this ice as well as possible. Any disruptions can cause them to lose valuable time.

J. The fair playing time rule will be required at all levels. In the event that a player and/or parent would like to discuss this or something else with a coach, please ask the age group representative to set up a time at the end of the next practice. This gives both the coach and the parent a chance to discuss the situation in a calm manner. All Coaches, players and parents will follow, at a minimum, the 24-hour rule prior to any discussion as outlined in the "Parents Code of Conduct" section of this SOG.

K. All teams are responsible for the clean-up of the locker room. In the event that a team destroys or damages the room in any way, this will be addressed by the SYHA board.

L. When playing a game in our home rink guest team should supply a person to run their penalty box during game (no one from our organization should run guest penalty box)

J. Any parent that wishes to be a locker-room volunteer, must be USA Hockey SafeSport Certified.

## XV. COACHES CODE OF CONDUCT

1. Coaches also represent the SYHA. Their actions should always reflect positive and sportsmanlike demeanor. Profanity, disrespect or discrimination by a Coach will not be tolerated.
2. If a coach acts in a manner that is not sportsmanlike, and the specific instance is sufficiently egregious in the opinion of the Board of Directors, the a disciplinary hearing will be held by the Board of directors.
3. Coaches shall act according to the aforementioned principles of sportsmanship and shall control their respective players. Coaches must be considerate of the feelings of the players while still teaching good, fair and aggressive hockey.
4. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember players are involved in hockey for fun and enjoyment.
5. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
6. Be generous with your praise when it is deserved, be consistent, honest, be fair and just, do not criticize players publicly, and study to learn to be more effective communicator and coach, don't yell at players.

7. Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official, give all players the opportunity to improve their skills, gain confidence and develop self-esteem, teach the basics.
8. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
9. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
10. Be concerned with the overall development of your players. Stress good health habits and clean living.
11. To play the game is great; to love the game is greater.

#### XVI. PLAYERS' CODE OF CONDUCT

The Board of Directors has adopted this Code of Conduct in order to ensure that the players approach the games and practices with a spirit of team pride and sportsmanship. These principles also apply to parents and spectators. We expect all individuals to remember the purposes of SYHA and to conduct themselves accordingly.

1. Fighting will NOT be tolerated. There is no reason for fighting. If a SYHA player is involved in fighting at any time, at the discretion of the coach, that player will be disciplined, including, but not limited to, missing a shift, a game or practice. For possible expulsion from a team, or multi-game suspensions, a coach must first petition the Board of Directors.
2. Rough horseplay and loud, obnoxious behavior will not be tolerated. While the SYHA recognizes and accepts youthful enthusiasm, that enthusiasm must be directed toward playing hockey to the best of your ability. Too many injuries result from rough actions by players who do not stop to think of the consequences of their actions. Obnoxious behavior, whether at our home rink or away, reflects upon the player(s) involved and the SYHA in a negative way. We want to convey a positive, sportsmanlike attitude and impression to our guests at home and to our hosts at away games. To ensure that this principle of sportsmanship is followed, the coach is vested with the discretion to discipline any player(s) that, in his opinion, is not representing the SYHA in a positive and sportsmanlike manner at games or in practice, including suspension from a practice or a game.
3. Players will NOT question a call by a referee. Questioned calls will be done, if at all, by the Captain of the team. It is the responsibility of the player(s) to focus and concentrate on the game. Protesting a call may lead to penalty minutes, or indirectly, to other calls that might affect the team.
4. An opponent usually perceives running up the score as poor sportsmanship. There is no justification for running up the score when our opponent is overmatched. In these situations, the coaches should, at their discretion, liberally substitute and shift players to different positions while encouraging team play.
5. Verbal abuse on the part of players, coaches and/or SYHA spectators toward opposing players, coaches, officials or spectators does not reflect well upon the sportsmanship of the SYHA and will NOT be tolerated.
6. Lockers rooms, whether at home or away, are the property of someone else. All players and coaches must respect the property of others. Locker rooms are to be picked up prior to leaving the area. Tape and other waste materials must be put proper receptacles and no thrown around the room.

7. Equipment that does not belong to you is strictly off limits. If a piece of gear or equipment is found and not identified, turn it in to the coach or another SHYA representative. Anyone caught going through another person's gear bag may be subject to expulsion from SYHA.
8. Recording of Audio or Video in Locker rooms, by the use of a cell phone or other device, is strictly prohibited. We understand that Bluetooth devices for the use of pre or post game music is acceptable and should be controlled by the coach.
9. Knives (folding or straight blades) are not allowed in the Locker rooms. Scissors are an acceptable alternative.
10. Weapons of any kind are NOT allowed to be in players' possession during ANY SYHA sanctioned activity.

#### XVII. PARENTS' CODE OF CONDUCT

1. Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays for both teams.
3. Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Emphasize skill development and practices and how they benefit your young athlete. Deemphasize games and competition in the lower age groups.
5. Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
6. Applaud a good effort in victory and in defeat, and reinforce the positive points of the game. Never yell or physically abuse your child after a game or practice, it is destructive. Work toward removing the physical and verbal abuse in youth sport.
7. Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
8. If you enjoy the game, learn all you can about the game, and volunteer!
9. If a referee determines that any spectator's conduct is inappropriate and if he or she can reasonably determine the responsible team, he or she shall:
  - a. 1 Issue a warning to the responsible team.
  - b. 2 If the conduct continues, assess a bench minor against the responsible team.
  - c. 3 If the conduct continues, order the responsible team to remove the spectator.
  - d. 4 If the conduct continues, order the players off the ice, and declare a forfeit against the responsible team.
  - e. 5 Offenders shall be reported to the SYHA Board of Directors and/or the MAIHA-YD Executive board and will be subject to disciplinary action. Any incident requiring the removal of a spectator or forfeiture of a game shall be reported by the officials on an Incident Report and forwarded to the MAIHA Rules and Disciplinary Committee for action. The MAIHA Rules and Disciplinary Committee may assess a two-point penalty in the standings against a team for failure to perform its duties under these rules.
  - f. (6. Spectators who are removed from a game and the incident is reported to the SYHA Board of Directors, will result in a Rules and Disciplinary Committee Hearing.)

#### XVIII. 24 HOUR RULE:

Springfield Youth Hockey Association subscribes to the 24 Hour Rule.

Briefly, this means that parents are not to discuss any “negative” game situation with the coaching and management staff until at least 24 hours have passed from the completion of the game. At this point, if the issue remains a concern, the following procedure must be followed:

1. The parent will contact the team manager and schedule a meeting with the team manager that will be documented.
2. The team manager will discuss the area of concern with the coaching staff and obtain a documented, consensus, recommendation.
3. The team manager, the coach or the coaches’ representative, as directed by the coach, will respond to the issue of concern to the parent.
4. If the parent feels that the issue of concern remains and has not been appropriately addressed, the parent may schedule a meeting with the Admirals Rule and Ethics Chair or Coaching Director.

Violation of the 24 Hour Rule will be addressed as Zero Tolerance by the Rules and Ethics Committee and will result in a 30-day suspension.

#### XVX. DISCIPLINE

1. Coaches may discipline players for missing practices or for conduct detrimental to the team. Penalties may include reducing a player's ice time during games. (Coaching discipline will NOT exceed a 3 Activity suspension. Any situation in which additional discipline is needed, the matter must come before the Rules and Disciplinary Committee.)
2. Any player or coach receiving a major penalty, misconduct or game misconduct during at SYHA game, exhibition or league, the coach must forward a copy of the score sheet to the SYHA and the attention of the Past President. This score sheet must be forwarded within 72 hours from the time of the game. Failure to provide score sheets by the coach can result in action against the coach.
3. After the second MAIHA or third overall major penalty, misconduct or game misconduct the player, the player's parent(s), and the player's coach will go before a review committee chaired by the Past President. The circumstances causing the penalties will be discussed. The committee will recommend any further disciplinary action, if necessary to the board of directors for consideration.
4. The board of directors will make a decision at or before the next regular scheduled board meeting. The SYHA VP of Competitive Teams will inform the player's head coach, in writing and verbally, of the decision and of any discipline that must be adhered to immediately. If game suspensions are given, a coach cannot schedule additional games to offset these game suspensions.
5. At no time will a Board Member, Coach, player, parent or family member be involved in abuse, hazing, harassment, threats, or physical violence against another Board member, Coach, player, parent, family member, Referee or opposing team coaches, players or family members. The SYHA as an organization will have ZERO tolerance for this type of behavior.
6. Any and all incidents involving the above will result in a Rules & Discipline Committee to investigate the incident. If it is found that the parties involved exhibited any of the above behavior immediate disciplinary action will be taken against the party or parties involved. Such

disciplinary actions may include but are not limited to the following depending on the severity of the incident:

- A. 1: Verbal warning issued to the involved parties by the Rules and disciplinary committee
- B. 2: Written warning issued to the involved parties by the disciplinary Board
- C. 3: 1-3 practice(s) or game(s) Suspension for the involved parties.
- D. 4: 4-6 practice(s) or game(s) Suspension for the involved parties.
- E. 5: Expulsion from the Organization for remainder of season
- F. 6: Permanent Expulsion from the Organization

The SHYA demands that its board members, Coaches, players and parents hold themselves to a high standard in regards to creating a positive environment to all who love the sport. Coaches that are involved in any of the above non tolerated behavior, will be disciplined as per the fore-mentioned, and the incident will be reported to USA Hockey for further disciplinary action. Again, the SHYA follows the USA Hockey ZERO tolerance policy and has set the disciplinary actions guidelines as the Proper Discipline Authority.

#### XX. CLAIMS AGAINST SYHA FOR DAMAGES TO ANY RENTED FACILITY

1. Upon receipt of an incident report and/or bill for damages, the Board of Directors of SYHA, upon finding that the claims are in order shall:

- A. Present said claim to the offending member or members of SYHA for immediate payment.
- B. At the discretion of the Board of Directors said claims may be paid by SYHA immediately and then seek reimbursement from the offending party or parties forthwith or negotiate a payment schedule.
- C. Any player who is found damaging any property at an ice rink or locker room will be charged for the property damage and will face disciplinary action by the Rules & Discipline Committee, as provided in Article X of the by-laws. Payment for damages, forfeiture of fees paid, suspension for the entire season and expulsion from SYHA are potential penalties.
- D. If a member or members involved refuse to pay or discontinues payments of said claims, that member shall be suspended from all participation in SYHA activities until claims are paid in full.
- E. If a visiting team or visitor is found responsible, every effort will be made to seek reimbursement of said claim.
- F. Because of the serious nature of major damages to property, SYHA Board of Directors reserves the right to bar and, if necessary, remove the offending party or parties from attending all SYHA activities. This suspension could be in addition to the monetary claims listed above. SYHA has no ownership or management rights to the local ice skating rink or surrounding facilities. SYHA pays for the ice time at the local ice skating rink in a rental agreement as other associations do at other community rinks.

#### XXI. ICE TIME SCHEDULES

- 1. The ice time schedule for all practice sessions for both house and competitive will be presented to the SYHA Board for approval.

2. A game ice schedule for all competitive teams must be presented to the SYHA Board at the August Board meeting. The board with the exception of teams trading ice slots for practice or games must clear any changes or corrections to the original schedule.
3. Any team scheduling more than their allotted home games and or practices must pay for the ice time and referees through SYHA.
4. No team will have more home games scheduled than another without the permission of the SYHA Board. Any additional home ice requested by a team must be scheduled and purchased through the SYHA Board.
5. The purchase of any additional ice time for practices and or games must be approved by the SYHA board (Through V.P. of Administration).

## XXII. PROTECTED OR RESERVED PROPERTIES

1. The terms: Springfield Kings, Springfield Kings Hockey, Springfield Youth Hockey Association, SYHA, its logo, custom designed artwork, banners, signs, apparel, and pins are locally reserved. Their duplication, sale, or circulation without the approval of the Board of Directors is prohibited.
2. All membership mailing lists, rosters, and personal member information and statistics are locally reserved. The Board of Directors, its president, registrar, or treasurer may deem release of reserved information as found to benefit the operations of SYHA.
3. Equipment and supplies purchased by the Association shall remain the property of SYHA unless disposed of by the authority of the Board of Directors.
4. Equipment and supplies loaned to players or teams must be maintained by the person who is in possession of the items. SYHA will not be held responsible for any claims of personal injury or damage involving the use or misuse of loaned equipment. The loaned equipment and supplies are offered by the SYHA in good faith and for the benefit of our teams. By accepting loaned equipment and supplies, the user assumes all liabilities.
5. Authorized possession of loaned equipment and supplies shall not exceed the nominal-playing season. Equipment and supplies must be returned in a timely manner for repair, restocking, or redistribution.
6. A deposit fee may be assessed for the privilege of using loaned equipment and supplies. When the loaned items are returned in good condition the deposit will be returned. Those items lost or damaged while in possession of the user shall be replaced with items of like quality or payment to SYHA for its replacement must be made.

Springfield Youth Hockey Association for the current, and all seasons to follow has adopted these rules and regulations, and operating guidelines. These may be changed by a "super majority" (two-thirds) vote of all board members. Any changes to these rules & procedures must be adopted by the Board of Directors prior to the fall registration at a regularly scheduled board meeting, unless deemed by unanimous board vote that a policy or rule needs to be adopted, removed or revised for the safety and betterment of the organization, its members or players.