



2025-2026 CAMILLUS YOUTH HOCKEY ASSOCIATION BY - LAWS

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Matt Craner, Secretary
Jason Heron, Treasurer

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GENERAL INFORMATION

Formed in 1971, Camillus Youth Hockey Association is a not-for-profit organization charged with the responsibility of operating a youth hockey program for the residents of the Town of Camillus and the West Genesee School District. The association is recognized as the Camillus Youth Hockey Association, CYHA, or the Camillus Cougars. CYHA is governed in accordance with the Constitution and By-laws.

The mission of CYHA is to promote good sportsmanship, respect, discipline, self-esteem and fun at all levels, while enhancing skills to accommodate the full spectrum of player ability.

CYHA is committed to fostering a welcoming environment for all by building a diverse, equitable, and inclusive game. We celebrate every race, gender and background to unite as one community. We believe meaningful action can positively affect important change in our sport and carry over into our everyday lives.

The home rink for CYHA is Shove Park in the Town of Camillus. The official mascot for CYHA teams is the cougar.

CYHA is affiliated with USA Hockey and the New York State Amateur Hockey Association. Hockey activities are conducted according to the rules of USA Hockey and sanctioned accordingly.

CYHA is governed by a 13-member Board of Directors ("the Board"). Four members are elected annually for a term of 3 years by the general membership of the association at an annual meeting held after the end of the regular hockey season. The President, or his/her designee, of the CYHA Parents Organization holds a voting seat on the board, while the West Genesee High School Hockey head coach holds a non-voting seat on the Board of Directors.

Open meetings of the Board of Directors are held year-round on a regular basis. Meeting times, dates, locations, and minutes are posted on the CYHA website and social media (<https://www.cyha.org.app.crossbar.org>). During the off-season, any member of the Board of Directors can be contacted for information on meetings.

As applicable, CYHA competitive/travel teams participate in the Central Section, and in those divisions with State tournaments, CYHA will designate one tournament bound team. The exception to this is the 18U and/or 16U split season team(s) for which the Board will make a yearly determination on the ability to declare tournament bound status.

CYHA Snowbelt teams at the Squirt level and above participate in the Snowbelt League competitions and tournaments.

As numbers and skill in a particular division warrant, the CYHA Board reserves the right to field additional teams, which will be non-tournament bound and independent. The makeup of such teams will be a Board decision, subject to a majority vote of the voting board members. This decision will be made annually either during executive session at the Annual Meeting or at the first Board meeting of the season.

CYHA Mite teams are organized according to USA Hockey's American Development Model (ADM). Mite teams compete against other teams in the area in ADM-defined cross-ice games and tournaments.

CYHA's Tyke program is affiliated with USA Hockey's Initiation to Hockey program, which emphasizes learning to skate, hockey skill development, and fun for all participants. Tykes must be at least 3 years old to be eligible to play.

If possible, and as numbers allow, the CYHA's Girls Program will field teams at an appropriate level for the members of the team. CYHA deems it a priority to build a successful and sustaining girls' program at all levels within the organization.

2025-2026 CYHA Board Positions

EXECUTIVE BOARD	
President	Mike LaRocca
Vice-President	Trendon Choe
Treasurer	Jason Heron
Secretary	Matt Craner
DIVISION DIRECTORS	
Tyke	Nicole Cormier
Mite/ADM Coordinators	Nicole Cormier, Jake Moulton, Ryan Moulton
Squirt	Jake Moulton
Peewee	Rich Thompson
Bantam	Tom Manard
Midget	Niki Bucktooth
Girls	Colleen Sandford, Nicole Cormier (Associate Director)
OTHER ROLES	
Travel Director	Tim Carvel
Snowbelt Representative/Select Director	Steve Mercurio
Fundraising	Mike LaRocca
Snack Bar Coordinators	Niki Bucktooth, Nicole Cormier
Registrar	Trendon Choe
Tournament Coordinators	Division Directors
Player Safety Coordinator	Mike LaRocca
ACE Director / SafeSport	Trendon Choe, Jake Moulton
Equipment Manager	Tom Manard
Apparel Manager	Colleen Sandford
Ice Scheduler (non-member)	Steph Murphy
Referee Scheduler (non-member)	Tom Lynch
Website / Crossbar / Social Media	Colleen Sandford
Audit Committee	Tim Carvel, Matt Craner, Jake Moulton
Discipline Committee	Executive Board; Tom Manard (Chair)
Nominating Committee	Niki Bucktooth, Nicole Cormier, Mike LaRocca, Jake Moulton, Ryan Moulton
Policies Committee (Constitution, By-Laws, and Handbook; Parent Education)	Trendon Choe (Chair), Nicole Cormier, Matt Craner, Jason Heron
Scholarship Committee	Tim Carvel, Trendon Choe, Niki Bucktooth, Rich Thompson
Sponsorship Committee	Trendon Choe, Jason Heron, Jake Moulton

I. GENERAL GUIDELINES

A. Divisional Breakdown: The CYHA program consists of teams in the Tyke, Mite, Squirt, Peewee, Bantam, Midget, and Girls divisions. There are also travel (competitive) teams in the Squirt (10U), Peewee (12U), and Bantam (14U) Division. Set forth below is a brief description of each division. Please note that the divisions are determined by the USA Hockey Age Classification, which is set forth at the back of this handbook.

- a. **Tyke Division (8U):** This is CYHA's initiation level program with an emphasis on fundamental skill development. This division is for first-year players and/or any player under the age of 5. Tykes normally practice twice a week at predictable days/times.
- b. **Mite Division (8U):** This is the next step in CYHA's initiation program. Players participate in the USA Hockey Cross-Ice Skill Development/ADM Program. This division is for players 8 years old and under. Any player under the age of 5 must get Board approval to play in the Mite division. The players are divided into teams. Whenever possible teams are given at least two practices per week. Additional practice slots will be provided if possible. The CYHA Scheduler will also allocate a certain number of game slots to each team for scheduling ADM appropriate Cross-Ice Games with other Associations participating in the USA Hockey Cross-Ice Skill Development /ADM Program. Game slots are a minimum fifty (50) minutes in duration. Teams will be selected according to USA Hockey's Red/White/Blue Development model, and games will be played according to the then current USA Hockey guidance.
- c. **Squirt Division (10U):** This division is for players 9 and 10 years old. There is at least one travel (competitive) team in this division. The remaining teams participate in the Snowbelt League. Whenever possible, the Snowbelt teams are given at least two practices per week. Additional practice slots will be provided if possible. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each of the teams. Game slots are a minimum of one hour in duration.
- d. **Peewee Division (12U):** This division is for players 11 and 12 years old. There is at least one travel (competitive) team in this division. There is only one tournament bound team in the Peewee division. The remaining teams participate in the Snowbelt League. Whenever possible, the Snowbelt teams are given at least two practices per week. Additional practice slots will be provided if possible. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each of the teams. Game slots are a minimum of one hour and fifteen minutes in duration.
- e. **Bantam Division (14U):** This division is for players 13 and 14 years old. There is at least one travel (competitive) team in this division. There is only one tournament bound team at the Bantam division. The remaining teams participate

in the Snowbelt League. Whenever possible, Snowbelt teams are given at least two practices per week. Additional practice slots will be provided if possible. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each team. Game slots are a minimum of one hour and thirty minutes in duration.

- f. **Midget Division (16U/18U):** This division is for players 15, 16, 17 and 18 years old. All players who turn 18 during the season must complete SafeSport training prior to participating. At the Board's discretion, CYHA can field a tournament bound team at either/both the 16U and 18U level. Such a team can be either a split-season or full-season team. The remaining teams participate in the Snowbelt League. Whenever possible, teams are given at least two practices per week. Additional practice slots will be provided if possible. The CYHA Scheduler schedules all games with the Snowbelt League. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each team. Game slots are a minimum of one hour and thirty minutes in duration.
- g. **Girls Program:** CYHA is committed to a girls program. This division is for girls of all ages. CYHA Girls teams will be fielded in appropriate divisions as numbers permit. The goal is to have at least one active and competitive girls team in each division. The various girls teams play teams from throughout the State. If declared tournament bound, a girls team can participate in the qualifying process for States. If the girls team is not dual-rostered, then the team will be given two practices per week. If the girls team is dual-rostered, then they will be given ice time as needed and as practicable. Additional practice slots will be provided if possible.
- h. **Travel Program:** CYHA has at least one Squirt, Peewee and Bantam travel team. CYHA will designate and field one tournament bound team at each level having a State Tournament. Through the season, tournament bound teams play Q ("qualifying") games which qualify them for the State Tournament. Whenever possible, the travel teams are given at least two practices per week. Additional practice slots will be provided if possible. As determined by registration numbers, skill, and a majority vote by the Board, CYHA may create independent teams at any level. Any Board determination to create more than one travel team in any given division will be announced by the Board to the organization at least seven (7) days before the first day of tryouts.
- i. **16U/18U Split Season Team:** If player numbers allow and interest exists, CYHA may form one Split Season team. More than one roster may be created from players chosen for this team. This is a pre-season/fall (and possibly spring) hockey team in addition to the usual winter Travel and Snowbelt teams. Many of the players participating on the Split Season team may already be on the West Genesee High School team, although this is not a prerequisite for making the team. There also may be some players chosen for the Split Season team who do not make the high school team. The focus of the Split Season team is to get kids hoping to play high school hockey on the ice together prior to the start of the high

school season to help to prepare the players for the talent, size and game speed they will encounter at the high school level. The entire Split Season team will practice together which will allow coaches to hold a much more productive practice, as fall sports can impact attendance at practice on any given day. Split Season teams typically start practices in August, practicing during the week until the start of the high school season. They will play games on weekends and may attend tournaments. The season will conclude prior to the start of the high school season and may start back up after the high school season has ended. The Split Season team may declare Tournament Bound. The decision to declare a Tournament Bound team will occur after the NYSAHA tournament dates are released. If the team declares Tournament Bound, it will play a required number of qualifying games prior to the start of the High School season, then re-form after the high school season has ended to compete in the State tournament if they qualify.

- B. Games:** The number of games and tournaments each team participates in, will be decided by the coaches of that team, with input from parents, keeping in mind the costs and impact on scheduling such tournaments/games (subject to the practice-to-game ratio guidelines contained in III.F. herein). The CYHA Scheduler should be notified of any tournaments a team plans on participating for practice scheduling purposes.
- C. Practices:** The CYHA Scheduler shall schedule all practices for CYHA teams. The CYHA Scheduler will attempt to rotate time slots and locations to different teams. The CYHA Scheduler shall also attempt to accommodate requests as they relate to practices, but it will not always be possible to accommodate such requests. Once a practice is scheduled, it is the team's responsibility to show up for such practice. If a change is needed, the CYHA Scheduler will work with the team to make a change, but if a change cannot be made, the team must show up for the practice. Coaches must communicate inability to use ice time within 48 hours of the practice time, or they are subject to discipline by the CYHA Board.

The scheduler will work with the CYHA president to ensure that all ice slots are being efficiently utilized. This includes all ice slots at Shove Park and any other rinks that CYHA is renting ice from. Any suggestions, comments, or complaints about ice time shall be directed to the division directors. Under no circumstances should parents, coaches, or fans contact the scheduler directly.

- D. Rinks Other Than Shove Park:** As part of its ice portfolio, CYHA rents ice at facilities other than Shove Park, including but not limited to Lysander, the Onondaga Nation Rink, Meachem, War Memorial, Syracuse University (Tennity), and Skaneateles. While at these external rinks, it is important that we all show the representatives of those rinks the utmost respect and cooperation. All CYHA players, parents, coaches, and fans are expected to abide by the rules, regulations, and codes of conducts of all other rinks and organizations; this includes health and safety protocols, and cleaning of locker rooms after use. Failure to comply could result in discipline of any organization member, volunteer, parent, or player under the CYHA Code of Conduct.

II. PLAYERS AND PARENTS

A. Player Eligibility

- a. Any youth who can establish current permanent residence with a parent or custodial guardian in the Town of Camillus or West Genesee School District is eligible to play for CYHA. The youth must physically reside with the parent or custodial parent in order to be eligible.
- b. The Board can accept non-resident, out-of-district players at its discretion, but only if it is a need-based decision and by invitation only. For example, if a team does not have a goalie or is short players to form a team, the Board can accept out-of-district players. At no time will the Board, team, or coach be permitted to accept out-of-district players based on skill. If an out-of-district player is accepted into CYHA based on a need, that player is eligible to remain in CYHA for the remainder of her/his youth hockey career. These players must complete the out-of-district application.
- c. Notwithstanding the foregoing, the Board will consider out-of-district applications for players that are currently ineligible but have previously played for CYHA. The criteria the Board will use to review applications includes, but is not limited to: (a) whether the player previously played for CYHA while eligible to do so; (b) how many years the player played in CYHA while eligible to do so; (c) whether the player's parent(s) or custodial guardian(s) was a coach or volunteer for CYHA; (d) whether the player or their parent(s) or custodial guardian(s) has been subjected to prior discipline while at CYHA; and (e) whether the player's prior coaches believe the player has been a good representative of CYHA. These applications must be submitted annually for any out-of-district players.
- d. All CYHA eligible players must have written consent of their parents or custodial guardians.
- e. All players are subject to removal from CYHA at any time if the Board learns that any player is ineligible based on this section or used false pretenses when registering.
- f. CYHA will conduct due diligence to confirm player eligibility, including mandatory and required eligibility checks for all players who register for travel tryouts and all players who are brought to the attention of the CYHA Board regarding disciplinary matters and/or violations of the CYHA Code of Conduct. Any player who is found to be ineligible is subject to immediate removal from CYHA.
- g. CYHA reserves the right to request documentary proof of residency for any player at any time. This includes, but it is not limited to, custody documents, tax receipts, report cards, lease agreements, and utility bills.
- h. Players must meet the age requirements for each age division as established by USA Hockey (See Appendix I).
- i. Any player not registered with CYHA cannot practice or play at any CYHA game or sponsored event. This includes unregistered friends and family members of CYHA athletes, or players from other organizations.

B. Registration

- a. The CYHA Board strives to keep registration fees as one of the lowest in the area.

- b. Online registration of players will take place on Crossbar as soon as possible following the previous season. Registration rates are reviewed annually by the CYHA Board, adjusted where appropriate, and voted on by a majority vote.
 - c. Registration fees may be paid in its' entirety or by a predetermined deposit and payment plan when using Crossbar, and are required in full on or prior to October 1st, unless otherwise approved in advance by the CYHA President (or designee).
 - d. Players that are registered prior to July 1st, will be eligible to participate in CYHA funded skill clinics, when available. Dates and times will be announced at registration.
 - e. Upon request, any players who register after January 1 may be granted a prorated fee if approved by the CYHA Board Directors.
 - f. Late registrants are not guaranteed a spot depending on numbers.
 - g. Hardship: To the extent a CYHA participant cannot provide full payment at registration due to a hardship, the CYHA President may authorize an alternative payment plan for purposes of registration. Alternative payment plans will require that all fees are paid by no later than the end of the season.
 - h. All players are required to pay all the declared fees for their classification.
 - i. Travel tryout fees are due prior to travel tryouts. No player will be allowed to try out for a travel team unless full payment is made prior to tryouts.
 - j. Any player who leaves the organization can apply for a prorated return of the registration fee by submitting a request in writing to the Board or CYHA President. Refunds shall not be denied without cause. No refunds shall be considered after the close of a season.
 - k. As provided in Section D of Team Selection, players coming from another organization will need to provide a signed release from the President of their former organization, prior to registering with CYHA.
 - l. Per USA Hockey rules, all players are required to show proof of age by presenting a birth certificate or passport. Failure to do so may result in the player not being eligible to participate in practice or games.
- C. Insurance:** In addition to the CYHA Registration fee, participants are required to register with USA Hockey. A fee is required for all ages, which includes USA Hockey insurance coverage. This typically covers any amounts above your own individual coverage. To the extent a player desires to file a claim, see the CYHA President. CYHA, however, does not make any decisions regarding insurance coverage or claims. In addition, members of the CYHA Board are covered under a separate Directors and Officers Insurance policy.

D. Safety Equipment

- a. All players are required to wear any and all safety equipment required by USA Hockey for all practices and games. NO EXCEPTIONS WILL BE MADE!
- b. Neck guards are required for all ages. Mouthguards are recommended for all ages but are required by USA Hockey for Peewees and above.
- c. Players must wear helmets at all times when on the ice or on the bench during practices and games.

- d. Any player, coach, or volunteer that is on the ice for CYHA-related activities must wear a helmet. This applies to Shove Park and any visiting rink.
- e. Any person under the age of 18 must wear a helmet when on the team bench during CYHA-related activities. This applies to Shove Park and any visiting rink.
- f. Only players and coaches registered with USA Hockey and CYHA are allowed on the ice for CYHA-related practices and games, including skate and shoots.

E. Player Movement Between Age Divisions: All players in Snowbelt and Travel leagues must play in their age division (mite, squirt, etc.) as defined by the regulations of USA Hockey during a playing season, unless special permission is granted by an accepted motion from the Board of Directors according to the following criteria:

- a. A written petition detailing the reasons for requesting player movement between divisions must be submitted in writing to the CYHA Board of Directors. The CYHA President will appoint qualified evaluators from within CYHA to make a recommendation to the Board based on knowledge of the player's skills and ability, and the needs of a division. Petitions must also follow any applicable USA Hockey or NYSAHA requirements, practices, procedures, and/or guidelines.
- b. Player movement down to a lower age level (e.g., Pee wee to Squirt) is not permitted by USA Hockey unless appropriate medical conditions exist. Any such movement is subject to the rules and regulations of USA Hockey. These requests must be submitted to the CYHA Board and then go through an approval process with the Central Section.
- c. Player movement up to a higher age level (e.g. Squirt to Pee wee) will be considered only if the following criteria are met:
 - i. The player and his/her parents or guardians wish to move to the higher classification (a letter requesting such player movement must be provided at registration as noted below).
 - ii. Numbers within the upper division allow for an additional player.
 - iii. Upward movement of a player is reserved for those exceptional situations involving a player of exceptional talent and capability where moving up to a higher level will represent the proper level of play for the child's current capability, regardless of the child's age.
 - iv. Movement of a player must not severely affect the competitiveness of the division to which he/she is currently assigned either by numbers of players or competitive quality of the division.
 - v. The player in consideration must be a dominant exceptional player in his/her assigned division and be deemed by the CYHA Board to be mature enough and capable of play at a substantially competitive level of play in the division to which he/she would be moved.

F. Player Conduct

- a. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms, at any time.
- b. While representing CYHA during all CYHA functions, including home and away games, practices, fundraising activities, etc., all players will refrain from violence,

profanity, illegal activities, and will abide by the rules of NYSAHA, USA Hockey, CYHA, and Diversity, Equity, and Inclusion. These rules apply, but are not limited to, all on ice and off ice behavior, including on social media, email, cell phone, cell phone applications, text communications, and in all school and community events.

- c. Good sportsmanship is required by all players who represent CYHA. Players are expected to abide by the rules of CYHA, NYSAHA, and USA Hockey.
- d. Any player who is found with a weapon, or with alcohol, tobacco, smokeless tobacco, vaping products, or any controlled substance that is not prescribed by his/her physician while involved in a CYHA activity will automatically be suspended until a hearing can be held by the Discipline Committee.
- e. All players must respect the property and facilities of the Town of Camillus and the facilities of other hockey associations, and refrain from willful or intentional destruction of property and/or facilities.
- f. If CYHA equipment is not returned to a coach or designated person, the player will not be eligible to participate next season until the matter is resolved.
- g. Any player found to be responsible for the theft of CYHA or personal property, or damage to such property while under the direction and supervision of CYHA may be removed from participation in CYHA and held financially responsible for any and all losses.
- h. Failure to abide by these rules may result in suspension or dismissal from CYHA.
- i. Each player must abide by the CYHA Player Code of Conduct (included as Appendix B).
- j. Any infraction of the following will be referred to the Disciplinary Committee: bullying, racism, or sexism, diversity, equity, and inclusion. This includes, but is not limited to, bullying related to gender, sexual orientation, religion, socioeconomic status, or ability. This includes any of these actions that take place on cellular devices, social media or other internet or web-based platforms. CYHA may take immediate and appropriate action if any such abhorrent behavior is determined to have occurred pursuant to Section VIII, below. Each infraction will be met with progressive discipline, of which may involve removal from CYHA.
- k. All players are required to acknowledge, review, and sign the Player Code of Conduct and social media Policy prior to the first practice. Coaches are not permitted to conduct any off or on-ice practice prior to having a team meeting where all players sign these documents in person.

G. Parent Conduct

- a. For the purposes of this section, the word “parent” includes all biological, foster, adoptive parents, custodial guardians, grandparents, or close relatives.
- b. At least one parent must attend the required Parents Education Program at the start of the CYHA season.
- c. At all CYHA home and away games, practices, and events, parents of players registered with CYHA shall act in a manner that is conducive to the goals and objectives of CYHA.

- d. During both home and away games, parents shall show courteous respect to the game officials and their decisions. Parents should be ever mindful that their actions, and those of their children, are a reflection of our entire Association and Camillus.
- e. Parents are expected to volunteer their efforts and resources for the benefit of all Camillus players and CYHA. This includes participation in CYHA events, tournaments, fundraising activities, and the concession stand.
- f. Parents are expected to provide encouragement and support for their team coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the coaches as volunteers who give their time and skills for the benefit of all players.
- g. Inappropriate language or actions may result in expulsion from an arena or, in the extreme, from all activities of CYHA.
- h. All parents must execute and abide by the CYHA Parent Code of Conduct (included as Appendix A).
- i. All parents are required to acknowledge, review, and sign the Parent Code of Conduct and Social Media policy prior to the first practice. Coaches are not permitted to conduct any off or on ice practice prior to having a team meeting where all parents sign these documents in person.
- j. Any infraction of the following will be referred to the Disciplinary Committee: bullying, racism, or sexism, diversity, equity, and inclusion. This includes, but is not limited to, bullying related to gender, sexual orientation, religion, socioeconomic status, or ability. This includes any of these actions that take place on cellular devices, social media, or other internet or web-based platforms. CYHA may take immediate and appropriate action if any such abhorrent behavior is determined to have occurred pursuant to Section VIII, below. Each infraction will be met with progressive discipline, of which may involve removal from CYHA.
- k. Per the Social Media Policy, parents should refrain from posting the names, likeness, and identities of CYHA and visiting players on all social media platforms, to include negative or defamatory comments or posts.
- l. Parents will be provided with a social media release form at registration.
- m. Violations of the Code of the Conduct will be addressed and can result in disciplinary action by the CYHA Board.

H. Return to Play Policy: In the event a CYHA player is unable to play during the season at the direction of a medical professional, such player will not be allowed to practice or compete in any games until they are cleared in writing to play by such medical professional.

III. COACHES

A. Coaching Eligibility

- a. All coaches and assistant coaches are volunteers and must abide by the rules of CYHA, NYSAHA, and USA Hockey.
- b. All coaches and assistant coaches must be members of CYHA whether or not they are a parent or guardian of a registered player.
- c. Any person who has been legally convicted in a court of law of sexual or physical

abuse of a child will not be allowed to coach for CYHA. The Board will not knowingly appoint such a person to a coaching position or any other position within the organization where said person may come into contact with any children of the members of CYHA.

- d. All CYHA head and assistant coaches must have completed the CYHA coaches application, have a valid USA Hockey screening, and complete all additional CYHA and USA Hockey requirements.
- e. CYHA will not permit any registered sex offenders to coach, volunteer, or enter locker rooms.

B. Coaches Selection Procedure: The following is the process to be utilized by the CYHA Board of Directors in selecting coaches:

- a. The Coaches Selection Committee will consist of all CYHA Board members. The President of the CYHA Board of Directors will act as Chairman of the Coaches Selection Committee.
- b. Coaches Selection Committee meetings will be held to review all coach's applications. Copies of all applications will be provided to each member of the Coaches Selection Committee. Also, a list of what coaches have applied for what coaching positions will be provided to all Committee members.
- c. No coach will be considered for a coaching position unless he/she has submitted a complete coach's application.
- d. The Committee will review all applicants and discuss their respective coaching attributes. Applicants will be reviewed based on various criteria including but not limited to:
 - i. Hockey knowledge;
 - ii. Ability to interact with children;
 - iii. Ability to interact with parents;
 - iv. How the applicant has represented the organization in the past;
 - v. Philosophy consistent with the USA Coaching Education Program and the CYHA Coaching Development Program;
 - vi. Ability to write and implement quality practice plans that lead to the skill development of their players; and
 - vii. Attendance at CYHA development clinic and coaching meetings.
- e. For those head coaching positions where there are multiple applicants, the committee will interview each applicant. The committee reserves the right to interview any coach applying for any position, even if there are no other candidates for that particular position. When a member of the Committee is running against another applicant for a head coach position, during the interview of the non-Board applicant, the Board applicant will not be present.
- f. USA Hockey, in order to be in compliance with the Affiliate Agreement, has instituted a policy to screen coaches, on-ice officials, and volunteers who have contact with players, whether girls or boys, under the age of 18. This includes players and coaches who are over 18 playing or coaching on teams containing under 18-year-old players, i.e. 19 & Under Women's teams.
- g. The initial coach's selection process will be for head coaches only. (Example: If an applicant is applying for a Snowbelt Team Head Coach position and an Assistant Travel Coach position, the applicant will be reviewed for the Snowbelt

Team Head Coach position first. If as a result of the travel team selection process a change is necessary, the next applicant approved for a Snowbelt Team Head Coach position would be offered the Snowbelt Team Head Coach position.)

- h. All potential assistant coaches will go through the background check described above and be approved as part of a pool of coaches but will not be assigned until after team selection. After the team selections, all coaching staffs will be aligned and approved by the respective Division Director. At the next Board meeting, the Division Director will review with the Board the respective coaching staffs.
- i. Subject to the provisions above, all coaches not selected as head coaches will be eligible as assistant coaches and/or vacant head coach positions.
- j. The Coaches Selection Committee will review and discuss all coaching applicants and then appoint a head coach at each level. Where a consensus cannot be reached, the Committee shall vote to determine a head coach. All members of the Committee are eligible to vote. Once head coaches have been selected for all teams, at the next scheduled Board meeting, the complete listing of selected coaches will be presented for Board approval.
- k. The matters discussed by the Coaches Selection Committee will be deemed confidential and will not be disclosed to third parties. The Secretary will keep a written record of the coach's selection process, but the names and subjective discussions will not be public or added to meeting minutes.
- l. Board meetings where coaches are interviewed and selected are considered executive sessions, not open meetings.

C. Coaching Certification

- a. Coaches and assistant coaches must be knowledgeable about the rules and regulations governing amateur ice hockey and should be certified as designated by the USA Coaching Education Program (CEP) within the first year of coaching for CYHA.
- b. All coaches must have the necessary coaching credentials as required by USA Hockey for coaching their division. CYHA covers the cost of USA Hockey Registration, age-specific modules, SafeSport, and screenings. Reimbursement checks will be distributed at the end of the season for all approved CYHA coaches.

D. Coaches' Conduct

- a. CYHA greatly appreciates its volunteer coaches.
- b. The position of coach is an important one and carries with it the responsibility to portray a proper role model for all players within CYHA.
- c. Coaches must always conduct themselves in a sportsmanlike manner.
- d. Coaches must not use abusive, threatening, or demeaning language or actions during games, practices, or CYHA events.
- e. Coaches must refrain from name calling, profanity, and/or humiliating players.
- f. Corporal punishment of a player or inappropriate physical contact with a player by a coach or any other member of CYHA is prohibited by CYHA.
- g. Physical or verbal abuse of a player or game official by a coach will not be

tolerated and may be grounds for dismissal following an investigation and hearing.

- h. No coach shall consume alcoholic beverages or illegal substances before a scheduled game or practice.
- i. All coaches must comply with the CYHA Coach Code of Conduct (included as Appendix C).
- j. All coaches must comply with USA Hockey Code of Ethics.
- k. Any coach removed from a game should verbally notify the Division Director within 48 hours and provide a copy of the game sheet, as well as a written explanation of what occurred during the subject game. If the Division Director and the coach is the same person, then the notification should be made to the CYHA Executive Board.

E. Coaches' Responsibilities

- a. Coaches and assistant coaches are responsible for the equal development for all players on their teams to the best of the coaches' and players' abilities.
- b. Coaches and assistant coaches of tyke, mite, and Snowbelt teams must allow all players substantially equal ice time in both games and practices. Reported violations of this provision will be immediately investigated and the coaches will be subjected to discipline by the CYHA Board of Directors.
- c. Coaches of travel teams must allow for equal ice time for players during practice ice time. Due to the competitive nature of the travel program, all players may not receive equal ice time during games. Coaches of travel teams are asked to recognize the mission of CYHA is to promote good sportsmanship, respect, discipline, self-esteem and fun at all levels, while enhancing skills to accommodate the full spectrum of player ability.
- d. Coaches and assistant coaches must maintain discipline of their players during games and practices – both on the ice and in the locker room. Coaches should ensure that all players (boys and girls) are entitled to use the team locker room provided proper attire is maintained. For all practice sessions and games held at any rink, coaches should inspect the locker room upon arrival and report any damage to rink personnel.
- e. An adult, who is SafeSport certified, shall be maintained in the locker rooms at all times when players are present. This includes before all games and practices and immediately after all practices and games. Coaches shall also inspect the visitor locker room prior to and after games to determine if visiting teams caused any damage. Coaches shall not leave the facility after practices or games until the locker room has been inspected and all debris has been picked up. Any damage discovered shall be reported to the Division Director within 24 hours.
- f. A coach has complete authority to remove any player from the ice during a game or practice who is acting in a manner that jeopardizes the safety of any other player, who is acting in an unsportsmanlike manner, or who refuses to follow the directions of the coaching staff. If a coach takes such action, it must be immediately reported in writing or by email to the Division Director within 24 hours. Supporting documentation must accompany the report, including but not limited to video and audio evidence. Further discipline must follow the disciplinary

guidelines and processes outlined in Article 8 of the NYSAHA Guide Book.

- g. A coach must be present each time a team is on the ice – either for a game or practice. Head coaches must ensure that all assistant coaches have completed a CYHA coach's application, been approved by the CYHA Board, registered with USA Hockey, and completed SafeSport, background screening, and age-specific modules, prior to going on the ice.
- h. Head coaches are responsible for ensuring that all players listed on a scoresheet are eligible to participate in the game. The head coach or acting head coach's signature on the scoresheet indicates that the participants listed are all properly rostered and are eligible to participate. Failure to do so can result in the event not being insured by USA Hockey.
- i. If a coach determines that a player has chosen to no longer participate in CYHA, the coach, or his/her designee, should promptly contact the player and the player's parents or guardians to determine the reason for that decision. The coach, or his/her designee, must then notify the Division Director in writing immediately when it is confirmed that a player has opted to no longer participate. The Division Director will, in turn, inform the Board.
- j. Under no circumstances does a coach have the authority to permanently remove a player from the team without written Board approval.
- k. All coaches should attend and all CYHA coaching meetings and all required USA Hockey coaching clinics.
- l. If a coach must cancel a game or practice for any reason, the coach must immediately notify the CYHA Scheduler. Coaches must communicate inability to use ice time within 48 hours of the practice time, or they are subject to discipline by the CYHA Board.
- m. Head coaches may request that parents from their team participate in coordinating the team's fundraising obligations for CYHA, including but not limited to snack bar responsibilities.
- n. Head coaches, or a designated team manager, are responsible for paying all referees for home games with money provided by the organization. At the start of the season, the organization will issue checks to head coaches to cover the cost of referees for 10 home games. In December, the Board will review the financial success of the snack bar to determine if more money can be allocated for referees. Any home game referee fees not covered by the organization must be covered through team fundraising.
- o. Head coaches are responsible to ensure that all CYHA equipment is returned to the organization.

F. Guidelines for Practice-to-Game Ratio

- a. It is CYHA's philosophy (consistent with USA Hockey guidelines) that a sufficient practice-to-game ratio is necessary to facilitate the appropriate skill development of our players.
- b. To assist coaches in determining the appropriate level of games to play, CYHA has developed guidelines to assist our coaches in determining the appropriate number of games to schedule during the season. These guidelines are an attempt to both provide more consistency across the organization and continue the organization's focus on skill development.

- c. CYHA has developed the following guidelines:
 - i. Coaches should strive to achieve a limit of 1 game per day apart from tournaments and/or other extenuating circumstances (i.e. making up a league game, unusual opportunity to play an external team, etc.).
 - ii. Apart from league games, coaches should strive to not schedule pick-up games which take longer to get to than to play the game (i.e. one- and one-half hour drive for a one-hour game).
- d. These guidelines have been adopted to assist coaches in providing the appropriate balance of practice to games. Games are an important and fun part of our program. With that said, all coaches need to be conscious of our focus on skill development and hopefully these guidelines will assist in that regard.

IV. DIVISION DIRECTORS' RESPONSIBILITIES

- A. Report on the status of the Division at Board meetings.
- B. Act as a liaison between the Board and division coaches.
- C. Coordinate with coaches at the beginning of the season. Meet with coaches and plan team selections, etc.
- D. Coordinate selection of teams.
- E. Distribute tournament or other information to coaches.
- F. Pursuant to Policies and Procedures, try to resolve any complaints or grievances brought by parents or coaches.
- G. Assist in running any tournaments for his/her respective division.
- H. Meet at least monthly with coaches to review the status of season, etc.
- I. Follow-up with parents of any child who leaves the CYHA program.
- J. Coordinate with other organizations regarding the particular division.
- K. Report any grievances, code of conduct violations, and game-related disciplinary conduct to the CYHA Board in a prompt manner, using the agreed upon Google Form.
- L. Provide an end of season report at the Annual Meeting.

V. TEAM SELECTION

A. Travel Teams

- a. Any player who is eligible to be or is currently registered with CYHA is eligible to try out for a travel team in his/her division (Squirt, Peewee, and Bantam). The Board is required to ensure that all players trying out for travel are eligible per the rules of this handbook.
- b. A non-refundable tryout fee must be submitted at the time of tryout (date and fee to be determined annually).
- c. Travel tryouts cannot be held at Shove Park due to the lack of spring ice. The Board will do its best to schedule and hold tryouts at a local rink after all Tier 1 tryouts have concluded. Tryout dates for the 14U and older teams will be in accordance with NYS/USA Hockey date requirements. 12U and younger team's tryout dates will be scheduled for a time in March. Tryouts will not be held during the West Genesee School District's Spring Break. Tryouts will be held over the course of two or three days. Any player that cannot attend tryouts due to an

injury, moving into the district after tryouts, or other personal reasons must make an application to the Board, Travel Director, and the head travel coach if they wish to tryout at a later date. The Board has discretion to grant or deny such application. The terms and conditions of the subsequent tryout will be at the discretion of the Head Travel Coach and the Travel Director. Notwithstanding the foregoing, no individual tryouts will be permitted after November 30th of any given year.

- d. Players must attend all of the scheduled tryouts. If a player cannot attend one of the scheduled tryouts due to an illness, the player's parent or custodial guardian must immediately notify the Travel Head Coach. The Travel Selection Committee will have discretion as to whether the player will be eligible for the team.
- e. The objectives of the evaluation process are to provide a fair assessment of a player's overall hockey skills and abilities; to provide consistency in the evaluation process; and to provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of a player's skills and attitude.
- f. The Travel Division Director will oversee the evaluation process and the ultimate selection of the travel teams. The Travel Division Director, the Squirt Travel Head Coach, the Pee wee Travel Head Coach, the Bantam Travel Head Coach, the Split Season Head Coach, the CYHA ACE Director, and the CYHA President will evaluate players trying out for all travel teams. The CYHA Board will also make every effort to have an independent evaluator present. If the CYHA President cannot be present, the Vice President may attend instead. If the Travel Director, ACE Director, and/or CYHA President also serves as a head coach, then the CYHA President will designate the remainder of the travel selection committee from current board members. Players will be asked to declare what position they like to play (i.e., Forward or Defense) to assist evaluators. Head coaches reserve the right to move players to other positions during tryouts based on where they see a player potentially fitting. The team will be chosen by all of the evaluators using all of the information that is available to select the most competitive team possible.
- g. Any eligible player in good standing can be added to a travel roster up until the time the roster needs to be finalized for USA Hockey.
- h. No travel teams will be held over from one year to another.
- i. The Board reserves the right to specify the number of roster positions coaches should select.
- j. Once team tryouts or evaluations are completed, all players/parents or guardians and the Association shall complete and sign a Player/Association Commitment Form (Form NYSAHA-01). This form is utilized to protect both the Player and the Association. The player/parent or guardian and the Association shall keep a copy of the signed form. Form NYSAHA-01 can be found on the NYSAHA website www.nysaha.com and in the NYSAHA Guide Book (Section J.)

B. Snowbelt and Select Teams

- a. All players who are not rostered on a travel team will be rostered on a Snowbelt team, unless the Board has approved the creation of an additional travel or select/independent team before November 30th of any given season.

- b. Team selection shall be done by the head coaches within each division and supervised by the Division Director following the selection of the travel teams so that all remaining players will be included in the selection process. The only coaches permitted to be present during team selection are the head coach and one approved assistant coach.
- c. Teams will be selected using the following process:
 - i. Each head coach within a division will rank each player's skating and hockey ability by the end of the first week at Shove Park using an A-B-C rating system.
 - ii. At a designated meeting with the Division Director, coaches will compare their ratings and agree to the designated pre-season rating for each player and develop a proposal to tier teams keeping the best outcome of all players in mind (i.e. Red and Blue, White and Blue, Red and 2 Whites, etc.). The head coach and up to 2 assistant coaches for each team will place their children on the team (if applicable).
 - iii. The Board will review this information and approve the proposal, based on evaluations and coaching availability, or request that changes be made prior to approval. This would also need to be approved by the Snowbelt League.
 - iv. If player numbers and skill allow, CYHA can create a select team consisting of rostered Snowbelt players. Coaches can submit the request to the Division Director by December 1st of the current season for Board approval and creation of USA Hockey approved roster. The select team will not be given extra practice time, and the games played (including tournaments) will be subordinate to the Snowbelt team schedule. The goal of this team is to allow for increased player development through combining players of like skill.
 - v. When a Select team is involved, teams will be selected in a fashion enabling both Snowbelt and Select teams the ability to compete at their designated level of play. This is in accordance with Snowbelt League policy, the goals of CYHA, and recommendations of USA Hockey, and the New York State Amateur Hockey Association.
 - vi. Once teams have been selected and announced, rosters are final unless the CYHA Board approves changes due to unforeseen circumstances. Any roster moves made under this provision must be completed before December 31st of any given season.

C. Mite Teams

- a. The Mite Division will be divided up into teams as determined by the CYHA Board based upon a recommendation of the Mite Director after consultation with all of the Mite coaches. The Mite Division is recognized as an "ADM" division, and will utilize the ADM "Red, White, and Blue" designations in forming teams. The CYHA Board reserves the right to make changes to the "teams" as prescribed by the ADM model set forth by USA Hockey, NYSAHA and the Central Section.
- b. Per the NYSAHA Guide Book, all 8U and under players will play cross or half ice only, as CYHA is covered under USA Hockey's insurance.

- c. By the end of the second week of practice at Shove Park, the mite selection committee, which is determined by the mite director, will evaluate the players using the following process:
 - i. The committee will rank each player's skating and hockey ability using an A-B-C rating system.
 - ii. At the team selection meeting with the Division Director, the committee will compare their ratings and agree to the designated pre-season rating for each player - once again using the A-B-C system.
 - iii. After the completion of the ratings, players will be assigned to a team according to the "Red, White, and Blue" designations as per USA Hockey.
- d. Once teams have been selected and announced, rosters are final unless the CYHA Board approves changes due to unforeseen circumstances. Any roster moves made under this provision must be completed before December 31st of any given season.
- e. During team selection, special requests will only be honored for players who are related or have prior approval by the Board. Any special request must be submitted in writing at the time of registration and will be reviewed by the Board. Notification will be made by the Division Director, if request is granted.
- f. Head coaches are required to hold at least one parent meeting at the beginning of the season to discuss expectations for scheduling of games.
- g. At a date to be determined each season, in conformance with NYSAHA Central Section 8U Full-Ice Program Rules, CYHA is allowed to implement a full ice program, typically lasting approximately 8 weeks. If deciding to participate, CYHA will submit an 8U Full-Ice Program Plan to Central Section for review and approval.

D. Transfer Players: Before registering with CYHA, any player transferring into CYHA must have a release from his/her previous hockey association, as required.

E. High School Players: CYHA players who are selected to play for a high school team will be allowed to play on both teams simultaneously. Players must make a full commitment to both teams. Conflicts shall be resolved between the West Genesee Varsity High School coach, the CYHA coach, the player, and the parents.

F. Dual-Rostered Players: Any player who is dual-rostered on teams in other organizations must make CYHA their priority. The player is committed to CYHA for the season and has an obligation to attend all CYHA games or practices in the event of any scheduling conflicts. In order to play in multiple organizations, a "Multiple Association Participation Agreement Policy" must be completed per the NYSAHA Guide Book. If a player is dual-rostered on both a tournament bound and Snowbelt team, that player must be tracked for the 75% rule in order to participate in the end-of-year Snowbelt JAM, and that player must be noted on the score sheet. A player may not register on more than one team that is tournament bound.

VI. PLAYER DISCIPLINE PROCESS

- A. CYHA fully incorporates and follows the disciplinary guidelines and processes outlined in Article 8 of the NYSAHA Guide Book, which can be found at <https://www.nysaha.com/page/show/885596-nys-usah-guide-book>.
- B. Coaches have the responsibility of player discipline any time their team is together for games, practices, and CYHA events.
- C. Discipline problems should be documented in writing for each incident requiring disciplinary measures.
- D. At the point at which a coach feels that a player has become a habitual discipline problem, the player will be referred to the Division Director.

VII. PLAYER, COACH AND PARENT CONDUCT GENERAL RULES

- A. Players, coaches and parents are representatives of CYHA during all games at Shove Park and other arenas.
- B. The Division Director must be notified by the head coach within 48 hours if any player or coach is given a Game Misconduct/Match Penalty. The head coach is responsible for imposing the following automatic penalties for player Game Misconducts:
 - a. First Game Misconduct in a Season - Sit out the next scheduled game (Note: If a Game Misconduct occurs in a Snowbelt game, sit out the next scheduled Snowbelt game).
 - b. Second Game Misconduct in a Season - Sit out the next two scheduled games; and
 - c. Third or More Game Misconducts in a Season - Indefinite suspension. For reinstatement, parents must request in writing a meeting with the CYHA Discipline Committee.
 - d. All fighting major penalties are considered game misconducts by CYHA.
 - e. If a coach receives a Game Misconduct, he/she is required to sit out the next scheduled game.
- C. If a match penalty is issued, the coach must notify the CYHA President within 24 hours. Per the NYSAHA Guide Book, failure to notify the Section President within 48 hours can result in immediate suspension of the head coach. This could result in a mandatory hearing held by the proper authorities and a decision made relative to any further disciplinary action within 30 days of the incident.
- D. The CYHA President must be notified by the head coach within 48 hours if any player, coach, or parent is asked to leave any arena by a referee, official from another association, or arena official.
- E. The CYHA Board of Directors has the ability to investigate and discipline players, coaches, parents, and fans based on violations of this section and the Code of Conduct. This includes behavior on social media, cellular devices, or other web-based platforms. Discipline may include any actions, including but not limited to, termination from the program or removal from any and all CYHA events.

VIII. GRIEVANCES

A. Definition

- a. A grievance is defined as any conflict or disagreement between parents or guardians of a player and that player's coach or a league official that cannot be satisfactorily settled between those involved.

B. Procedure for Mediation between Coaches and Parents

- a. Any disagreement or conflict with a coach should first be addressed between the parties involved in a spirit of cooperation. It is strongly recommended to wait twenty-four (24) hours before engaging in such discussions so that the involved parties have cooled down.
- b. If no agreement can be reached, then the situation should be presented in detail and in writing to the Division Director for mediation. If confidentiality is requested, the Division Director should try to accommodate the request if possible. Any grievances not in writing will not be addressed. The written grievance should include a detailed summary of issues, the people and witnesses involved, and the relevant dates, times and places.
- c. If the Division Director cannot resolve the situation, the subject should be addressed to the Board of Directors in writing.
- d. The Board will meet in executive session to review the situation and determine what course of action to take.
- e. A written response from the Board will be issued to those involved.
- f. Either party involved may then appeal the decision in writing to the Board for a closed session meeting between the Executive Board and all parties involved. Appeals will only be considered for new evidence that was unavailable at the time of the initial determination and/or any claim that the Board did not follow appropriate procedures.
- g. The resulting written decision of the Executive Board is final.

C. Procedure for Mediation Between Parents/Coaches and League Officials

- a. Any incident between a parent/guardian and/or coach and a league official should be reported to the appropriate Division Director in writing as soon as possible. The written grievance should include a detailed summary of issues, the people and witnesses involved, and the relevant dates, times, and places.
- b. The Division Director will then take whatever action is necessary to investigate the situation and report to the Board for whatever action is necessary.
- c. No direct confrontation should occur between a parent, guardian, or coach and a league official.

IX. FUNDRAISING

A. Organizational Fundraising

- a. CYHA engages in fundraising in a number of different ways including but not limited to sponsorship, the snack bar, 50/50 Raffles at tournaments, \$100 raffle and lottery tickets, year-end tournament bake sales, and similar events throughout the year. Each parent and player shall strive to support CYHA fundraising in any way possible.
- b. One of CYHA's prime sources of revenue (and as a result its prime source of reducing expenses) is the snack bar. Each team is required to work the snack bar during the season as assigned by the President of the CYHA Parents Organization. Each team's head coach is responsible to ensure that all time slots during such assigned time are staffed appropriately. It is every parent's obligation, as part of the CYHA organization, to work the snack bar during his or her child's assigned week. If a parent has more than one child in the program, that parent will be required to work for each team during each team's assigned week. The typical requirement is 2-3 shifts per child in the program. **THIS IS NOT OPTIONAL- THIS IS A REQUIRED FUNDRAISING OBLIGATION.** A parent can hire from the board-approved list of trained workers (16 years of age or older). CYHA is not responsible for paying wages of any form. After the first of the next calendar year (i.e. January), the CYHA Board of Directors will evaluate the financial success of the snack bar.
- c. If an individual or entity is interested in becoming a sponsor, contact should be made with the Board member having responsibility for sponsorship matters.
- d. Based on the financial success of the snack bar compared to the budget, the Board will vote how to use extra money raised. This may include, but is not limited to, paying for Snowbelt JAM fees, state tournament fees, additional home ref fees, or additional equipment for CYHA use.
- e. Under no circumstances, shall a player, coach, parent or fan use any fund issued from the league for personal matters.
- f. Under no circumstances, shall a player, coach, parent or fan commingle personal funds with CYHA funds.
- g. Under no circumstances, shall a player, coach, parent or fan consume or provide any snack bar products at no cost.
- h. Under no circumstances, shall a player, coach, parent or fan use, take or distribute cash from the CYHA snack bar for personal reasons. Only CYHA Board Members are allowed to remove cash from the snack bar.

B. Team Fundraising

- a. CYHA is in full support of opportunities for individual teams to fundraise to reduce their team's expenses. With that said, each team needs to ensure their efforts do not interfere with CYHA's fundraising efforts. Furthermore, CYHA needs to ensure that each team is provided with an equal opportunity to fundraise particularly while at Shove Park.
- b. All team fundraising must be approved in advance by the board member responsible for fundraising. This is to ensure that the fundraising is in accordance with New York State regulations and gaming laws.

- c. Tournament bake sales are permitted provided that no sales at such bake sales are in conflict with what is sold at the snack bar.
- d. Fundraisers at the Monday night clinics are permitted provided that they are cleared in advance by the Board member having responsibility for fundraising matters.
- e. Individual teams may not conduct any fundraising events under the name of Camillus Youth Hockey Association/CYHA without approval by CYHA. No requests for the CYHA Federal ID number, association filing status, or any document that would otherwise subject the Association to be liable for any individual team or person's actions will be provided.
- f. Any team fundraising events cannot be mandatory for all team players unless the Board approves said mandate.
- g. An individual team donation is not considered a CYHA sponsorship.
- h. More information about individual team fundraising can be found in Appendix H.

X. CYHA SCHOLARSHIP

Annually CYHA provides a scholarship to a graduating senior who is pursuing further education and who participated for a minimum of 5 years with CYHA and/or the West Genesee High School hockey team. The selection of the recipient is based on several criteria including academic achievement, extracurricular activities, community service, and their contribution to CYHA. The application is located at the Guidance Office of West Genesee High School or can be obtained on the CYHA website. The scholarship is typically presented at the CYHA Annual Meeting held in March. The CYHA Scholarship Committee, composed by three members of the CYHA Board, will vote on the recipient of this scholarship.

XI. ANNUAL MEETING

At the end of the season, typically in March, CYHA will hold its annual meeting. All members of CYHA are welcome to attend the meeting. At this meeting, the Board will review the season, Division Directors will provide a season recap, honor this season's sponsors, vote for new board members, and present the Ryan Schoonmaker Sportsmanship Awards and the CYHA Scholarship.

XII. CYHA PARENTS ORGANIZATION

The CYHA Parents Organization is a group of parents dedicated to supporting the children of Camillus Youth Hockey and promoting the children's love and enjoyment of the sport of hockey. The Parents Organization is open to all parents who have a child playing in the CYHA program. Recognizing and supporting the accomplishments and enjoyments of the players and teams is a major function of the Parents Organization. Supporting the players and teams through fundraising is the main objective of the Parents Organization. The Parents Organization appreciates and recognizes all of the hard work, time, and contributions from each family. The Parents Organization is charged with organizing the scheduling of team snack bar schedules.

The CYHA Board requires the Parents Organization to submit a detailed annual financial

statement to the Board at least one month before the annual meeting. Said statement shall reflect all income, profits, and losses of the previous twelve (12) months. The CYHA Board also requires the Parents Organization to share monthly financial statements at board meetings.

The Parent's Organization President, or her/his designee, is a voting member of the board. The listing of current CYHA Parents Organization Officers can be found on our website at <https://www.cyha.org.app.crossbar.org>.

XIII. CYHA WEBSITE

CYHA maintains a website where important information, including schedules, is maintained. The website can be found at <https://www.cyha.org.app.crossbar.org>.

XIV. CYHA Code of Conduct

The purpose of this Code of Conduct is to provide a uniform set of guidelines for Camillus Youth Hockey Association. The mission of Camillus Youth Hockey Association is to provide both a recreational and competitive hockey program for the residents of Camillus and the West Genesee School District. In order to accomplish this mission, the Board of Directors of Camillus Youth Hockey organizes volunteers to coach our children and provide them with the opportunity to enjoy youth hockey. To this end, the Board of Directors needs the support and cooperation of many people, including coaches, referees, parents, and players. Our goal is to create an atmosphere of accomplishment through teamwork, to expose our children to success and failure and how to handle each of these experiences, and to build character, discipline, and self-confidence which can be drawn upon in future years.

Every team, based on their head coach, assistant coaches, manager, players, and parents, develops their own character, each with its own attributes and pitfalls. Each group must then develop its own agenda or rules to accomplish the goal of Camillus Youth Hockey Association. This code of conduct is only intended to be the framework for the minimum acceptable level of conduct for all parties involved in Camillus Youth Hockey Association. They apply to actions at Shove Park, all visiting arenas, and any motel, hotel, or meeting area where individual activities are a direct reflection on Camillus Youth Hockey Association.

The following appendices outline the CYHA Code of Conducts, as well as provide other resources helpful to the organization.

- [Appendix A](#): CYHA Parent Code of Conduct
- [Appendix B](#): CYHA Player Code of Conduct
- [Appendix C](#): CYHA Coach Code of Conduct
- [Appendix D](#): Code of Conduct Further Explained
- [Appendix E](#): CYHA Board Code of Conduct
- [Appendix F](#): Locker Room Monitoring Guidelines
- [Appendix G](#): Social Media, Mobile, and Electronic Communications Policy
- [Appendix H](#): CYHA Media Release
- [Appendix I](#): USA Hockey Age Classifications for the 2025-2026 Season

Appendix A – CYHA Parent Code of Conduct

Children's sports are supposed to be fun for the children. The motivating factor for most children who enter an organized youth sport program is their desire to have fun. Too many children are leaving sports activities because the fun is unfairly taken away by adults. Parents serve as role models for their children, who often look to adults for advice, direction, and approval. Never lose sight of the fact that you are a role model. If you act inappropriately, your child probably will too.

I pledge to provide positive support, care, and encouragement for my child participating in CYHA by adhering to the following Parents Code of Conduct.

- I will not force my child to participate in sports. I will support their desire to play and make it fun.
- I will make every effort to understand the game of hockey, including USA Hockey Rules and Guidelines, and CYHA Policies and Procedures.
- I will follow USA Hockey's SafeSport Handbook Guidelines and Rules.
- I will follow USA Hockey's Spectator Code of Conduct.
- I will encourage my child to play by the rules.
- I will not embarrass my child or myself by yelling at the players, coaches, officials or other parents. I will exhibit a positive attitude towards the game, its players, and officials.
- I will applaud a good effort both in victory and in defeat and reinforce the positive aspects of the game.
- I will not physically or verbally abuse my child, or any other player, his/her coach, or game official.
- I will recognize the importance of volunteer coaches. They are important to CYHA and the development of my child. I will communicate with them and support them.
- I will assist whenever possible with the various functions of my child's team (i.e., scorekeeper, running the clock, penalty box).
- I will see to it that my child arrives at practice and games at the predetermined times decided by the coaches and that my child is prepared and properly equipped.
- I will assure that my child respects the property of others and of the ice rinks where he/she plays.
- I will volunteer my efforts for the benefit of ALL CYHA players.
- I understand I will be required to volunteer my time working in the CYHA Snack Bar during my child's teams assigned weeks.
- I understand that failure to volunteer for my scheduled shifts in the CYHA Snack Bar may disqualify my child from participating in games or practices.
- I will cooperate fully with the CYHA Social Media Policy and understand that I am subject to discipline if I violate this Code of Conduct and/or the Social Media Policy.

We as parents understand and agree that we may be subject to punishment, including but not limited to, warnings and/or temporary or permanent banishment from CYHA functions and Shove Park for violating any provision of the above Code of Conduct.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Appendix B - CYHA Player Code of Conduct

I pledge to follow the rules listed below and understand that failure to abide by these rules may result in suspension or dismissal from CYHA, for both on and ice behavior.

- I will play for fun.
- I will be a good sport.
- I will work hard to improve my skills.
- I will be a team player and get along with my teammates.
- I will learn teamwork, sportsmanship, and discipline.
- I will be on time.
- I will learn the rules and play by them.
- I will respect my coach, my teammates, my parents, opponents, and officials.
- I will never argue with an official's decision.
- While representing CYHA during all CYHA functions including home and away games, practices, fundraising activities, etc. I will refrain from violence, profanity, and illegal activities, and will abide by the rules of NYSAHA, USA Hockey, and CYHA.
- I understand that if I am found with a weapon, alcohol, tobacco, or any controlled substance that is not prescribed by a physician while involved in a CYHA activity, that I will automatically be suspended until a hearing can be held by the Discipline Committee.
- I will respect the property and facilities of the Town of Camillus and the facilities of other hockey associations, and refrain from willful or intentional destruction of property and/or facilities.
- I understand that CYHA has a zero-tolerance policy of bullying, racism or sexism. This includes, but is not limited to, bullying related to gender, sexual orientation, religion, socioeconomic status, or ability. This includes any of these actions that take place on cellular devices, social media or other internet or web-based platforms.
- I will cooperate fully with the CYHA Social Media Policy and understand that I am subject to discipline if I violate it.
- I will abide by USA Hockey Diversity, Equity, and Inclusion Policy and Practices.

Player Name (Print)

Player Signature

Date

Appendix C – Coach Code of Conduct

CYHA greatly appreciates its volunteer coaches. The position of coach is an important one and carries with it the responsibility to portray a proper role model for all players within CYHA.

I pledge to follow the rules listed below and understand that failure to abide by these rules may result in suspension or dismissal from CYHA, for both on and ice behavior.

- I understand that I am responsible for the equal development of all players on my team(s). I will give all players the opportunity to improve their skills, gain confidence and develop self-esteem. I will also teach players the basics.
- I understand that winning is a consideration, but not the only one, nor the most important one. I will care more about the child than winning the game.
- I will be a positive role model for my players. I will display emotional maturity and be alert to the physical safety of players.
- I will organize practices that are fun and challenging for my players.
- I will familiarize myself with the rules, techniques, and strategies of hockey.
- I will always conduct myself in a sportsmanlike manner and encourage all of my players to be team players.
- I will be generous with my praise when it is deserved; be consistent and honest; be fair and just; not criticize players publicly; and focus on being an effective communicator and coach.
- I will adjust to personal needs and problems of players and be a good listener.
- I will not use corporal punishment or have inappropriate physical contact with any players.
- I will not physically or verbally abuse a player or game official. I will not use abusive, threatening, or demeaning language or actions during games, practices, or CYHA events. I will refrain from name calling, profanity, and/or humiliating players. I understand that this may be grounds for dismissal following an investigation and hearing.
- I will not consume alcoholic beverages or illegal substances immediately before a scheduled game or practice.
- I will maintain an open line of communication with my players' parents. I will explain the goals and objectives of the association.
- I will comply with the USA Hockey Code of Ethics. This can be found at usahockey.com/coachingethics.
- I understand that if I am removed from a game, I must verbally notify the Division Director within 48 hours and provide a copy of the game sheet, as well as a written explanation of what occurred during the subject game.
- I will abide by USA Hockey Diversity, Equity, and Inclusion Policy and Practices.

Coach Name (Print)

Coach Signature

Date

Appendix D - Code of Conduct Further Explained

Area of Concern	Sportsmanlike Behavior	Unsportsmanlike Behavior
Behavior toward officials	When questioning officials, do so in the appropriate manner (ex: lodge an official protest; have only designated individuals, such as team captains, address officials)	Arguing with or swearing at officials
Behavior toward opponents	Always treat all opponents with respect and dignity	Arguing with or swearing at opponents Making sarcastic remarks about opponents Making aggressive actions towards opponents
Behavior toward teammates	Give only constructive criticism and positive encouragement	Making negative comments or sarcastic remarks Swearing at or arguing with teammates
Behavior toward spectators	Make only positive comments	Arguing with spectators Making negative remarks or gesturing at spectators
Rule acceptance and infraction	Obey all league rules	Intentionally violating league rules Taking advantage of loopholes in rules (ex: every child must play, so the coach tells unskilled players to be ill on important game days)
Spectator behavior	Make only positive comments to players, coaches and officials	Making negative or sarcastic comments

Appendix E - Board Code of Conduct

As a board member of Camillus Youth Hockey Association, I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my best efforts, skills, and resources in the interest of Camillus Youth Hockey Association and its members. I will perform my duties as board member in such a manner that members' confidence and trust in the integrity, objectivity and impartiality of Camillus Youth Hockey Association are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me. As a Board member I specifically agree to do the following:

- Put the best interests of the entire program ahead of individual desires. We are here to serve all the children of CYHA with quality programs.
- Minimize complaints and pettiness. Look for ways to improve the organization rather than pointing fingers.
- Once an issue has been discussed and decided, support it and defend it.
- Take on my share of the work. Everyone on the Board needs to contribute to make it an effective Board.
- Look at problems from an organization-wide perspective. Focus on the best interests of all the children and youth sports in general.
- Treat my colleagues respectfully. Give my colleagues the benefit of the doubt. They are volunteers just like me, doing their best to help build a quality program for our kids. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation.
- Know what's going on. Keep my finger on the pulse of our organization.
- Periodically review the organization and its programs. Take a fresh look at how things are done.
- Protect the organization's information closely and not release or share confidential information without the permission, preferably in writing, of the person who provided it. Maintain confidentiality of all information which the Board deems ought to be kept confidential.
- As part of my duties as a Board member, represent the organization informally and formally to other associations, societies, governmental officials, and business representatives. Recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. Preserve and enhance the good reputation of the organization and avoid behavior which might damage its image.
- Do my best to attend all monthly (and attend at least the minimum required meetings as established by the CYHA Bylaws) as well as special Board meetings. Recognize that my input and participation in such Board meetings is critical to the success of the Board.
- Ensure that I have registered as a volunteer with USA Hockey and have completed the background screening and SafeSport training within 45 days of beginning my role per USA Hockey.

Sanctions for violations of this Code of Conduct shall be determined by the Board pursuant to the following:

- The sanctions imposed shall depend upon the severity of the infraction and may be progressive unless the violation is determined to be so egregious as to warrant more severe action initially.
- Sanctions imposed may include, but are not limited to, any of the following:
 - Private reprimand by the Board.
 - Public censure by the Board at a regularly scheduled meeting.
 - Disqualification from participating in any discussion or vote on any matter related to the violation.
 - Removal of the Board member from one or more committees for any period of time.
 - Permanent removal of the Board member for one or more committees.
 - Suspension from all Board actions for a period of time.
- If a Board member is criminally indicted, he or she shall be suspended from all Board actions for the duration of the criminal proceeding unless extenuating circumstances dictate otherwise as deemed by the Board. If the Board member is acquitted of the charges, he or she shall return to the Board as a full, participating member.

I have read and I accept Camillus Youth Hockey Association's Code of Ethics for Board Members.

Board Member Name (Print)

Board Member Signature

Date

Appendix F – Locker Room Monitoring Guidelines

USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events. It is the policy of USA Hockey that all affiliates, districts, leagues, and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel, and family members are permitted in the locker room, and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach. Further, responsible adults must personally always monitor the locker room environment while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice. All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

Gender Equity - Co-ed Locker Rooms

The issue of co-ed dressing arrangements in locker rooms continues to come up, and USA Hockey is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations, and USA Hockey need to recognize that there are gender equity issues to deal with when managing a co-ed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made. USA Hockey's member organizations should consider the following:

- Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
- Recognize that the ideal situation of using two, separate dressing rooms is not possible in many ice rink/arena settings;
- Recognize that it is an issue that will increase in visibility as girls'/ women's participation in USA Hockey continues to grow;
- Recognize that it is an issue for members who are participating as players, coaches and officials.

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

- Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines.
- Where possible, have the male and female players undress/dress in separate locker rooms, then convene in a single dressing room to hold the coach's pre- game meeting;
- Once the game is finished, hold the coach's post-game meeting, then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.

- Following the game and the coach's post-game meeting where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses. NOTE: Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.

Failing to establish some type of similar procedure or failure to seriously consider the privacy issues will likely lead to complaints and/or lawsuits. By being proactive on this issue, everyone [coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising. Lastly, reinforce to all players, coaches, officials, volunteers, and parents that your organizations are going to take this issue seriously. It is not acceptable under USA Hockey's Bylaws – Policies on Physical and Sexual Abuse – for members to be observing the opposite gender while they dress or undress. Members and volunteers who violate USA Hockey's policies, or who violate the privacy rights of others, could be subject to appropriate discipline.

Appendix G - Social Media, Mobile, and Electronic Communications Policy

Camillus Youth Hockey (CYHA) recognizes the importance of the Internet in shaping the public's perception of our organization. CYHA also recognizes the importance of our Board members, coaches, parents, players, and others associated with CYHA in leading and setting the tone of social media interactions in a manner that advances USA Hockey and CYHA's mission and goals. This Social Media Policy applies to all Board members, coaches, parents, players, and others associated with CYHA.

The term "social media" as used in this policy encompasses a wide array of online media and communications and their scope is constantly evolving. For purposes of this policy, the terms "online media" and "social media" are to refer to internal and external websites, blogs, online social networks (e.g., Facebook, Twitter, LinkedIn), wikis, video, and photo sharing sites (e.g., YouTube, SKYPE and Flickr, Instagram, Snapchat), and other forms of personal online publishing and discourse. Policies regarding text messaging, email, and individual telephonic communications are also covered by these policies.

Social media forums are typically public. Even when using social media for purely personal purposes, a person's public expressions might affect their professional identity and the organizational interests of CYHA and our members. Accordingly, anyone participating in social media must ensure that their participation is consistent with CYHA policies. That said, CYHA fully respects the interest our members may have in participating in online and social media on a personal basis. What our members do outside of CYHA on their own time is normally their own business. However, activities of CYHA members that affect the organization's reputation, and coaches' performance, the safety of our players, or other CYHA personnel are within the scope of this policy.

Both on and off the ice, safety and youth protection should be a key focus. CYHA is committed to be an advocate for youth and to keep children and their privacy safe, both online and off, and safety is always at the forefront of any considerations where social media usage is concerned.

With these objectives in mind, all CYHA members must be familiar with and adhere to this policy, regardless of whether they personally use social media, and this policy shall be posted online.

Guidelines

All CYHA members shall abide by the following guidelines when using social media:

- Be positive and respectful, and always take the high road. If you find yourself in a situation online that is becoming antagonistic, please notify your Division Director or the CYHA Board President.
- Be smart about what you publish. Once something is posted, it exists online forever.
- Encourage others to engage in positive interactions on social media. If you are concerned about any CYHA member's use of social media, please bring your concerns to the attention of your Division Director or a member of the CYHA Board.
- Personally identifiable information should not be disclosed in any manner.
- Do not post or share any content that is abusive, harassing, threatening, demeaning, derogatory, negative, defamatory, misleading, or untrue regarding members of CYHA.

Violations of the Social Media Policy

The CYHA Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The CYHA Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to request removal of inappropriate or offensive comments or images from social media platforms.

The failure of any CYHA member to adhere to this Social Media Policy shall be considered a violation of the CYHA Code of Conduct, and any CYHA Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in CYHA, in accordance with the CYHA Disciplinary Procedures.

Appendix H - CYHA Individual Team Fundraising Guidelines

- CYHA is in full support of opportunities for individual teams to fundraise to reduce their team's expenses. With that said, each team needs to ensure their efforts do not interfere with CYHA's fundraising efforts. Furthermore, CYHA needs to ensure that each team is provided with an equal opportunity to fundraise particularly while at Shove Park.
- CYHA encourages all teams to establish a fundraising goal for their team prior to each season. This goal should be communicated to all parents within the team along with reasoning for the amount needed.
- **All team fundraising must be approved in advance by the board member responsible for fundraising. This is to ensure that the fundraising is in accordance with New York State regulations and gaming laws.**
- Fundraising requests will be tracked via spreadsheet to document number of fundraising requests per team as well as anticipated revenue and timing of fundraiser.
- CYHA Board reserves the right to request more information in regard to any fundraising efforts deemed to be in excess of "reasonable expenditures" for any individual team within the organization.

- Teams will be expected to track and document funds collected from team fundraising vs. parent contributions should any overages in fundraising occur and disbursements need to be made. Fundraising money cannot be distributed to families.
- At the end of the season, money spent should be communicated with the families, as well as the CYHA board member responsible for fundraising.

“Charitable Gaming” under NYS Gaming Commission is permitted upon approval.

- **Football Squares:** Proceeds not to exceed \$2000 with all monies raised to be directly donated to the team in question. NO profit can be made from these boards.
- **Raffles:**
 - **ALL** individual raffles must be conducted under the oversight of CYHA Hockey. The required wording is “CYHA Fundraiser to Support (insert team name).”
 - All revenue generated from said raffle is held in “account” by the organization for disbursement upon completion. This means funds need to be filtered through CYHA.
 - CYHA Organization may derive less than \$5,000 in net raffle proceeds from any single raffle and less than \$30,000 in net raffle proceeds from all raffles conducted during the calendar year. This does not include basket raffles at tournaments, which fall into a different category. If CYHA does not adhere to this requirement, the organization is subject to obtaining a Game of Chance Identification Number and following the applicable licensing and filing requirements through NYS.
 - Individual teams may conduct individual 50/50 raffles, bake sales, etc. on premise at Shove Park during individual games providing that the fundraising effort does not conflict with another already established fundraiser. For example, peewee travel would not be permitted to hold a team specific bake sale on the same day of a mite jam. This money earned does not count towards CYHA’s \$30,000 net raffle proceeds; however, the fundraising must still be approved.

Appendix I - CYHA Media Release



Camillus Youth Hockey Association (CYHA) has my permission to use my child's image, in both video and photo format, to promote CYHA. I understand that the images and/or video may be used in online publications, presentations, websites, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Parent/Guardian's Signature

Date

Parent/Guardian's Name

Child's Name

Appendix J – USA Hockey Age Classifications for the 2025-26 Season

PLEASE NOTE: Players must register in their appropriate age division.



2025-26 SEASON AGE CLASSIFICATIONS

USA Hockey Playing Season: September 1, 2025 through August 31, 2026

YOUTH TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
2007	18 Years	18 & Under
2008	17 Years	18 & Under
2009	16 Years	16 & Under
2010	15 Years	16 & Under
2011	14 Years	14 & Under
2012	13 Years	14 & Under
2013	12 Years	12 & Under
2014	11 Years	12 & Under
2015	10 Years	10 & Under
2016	9 Years	10 & Under
2017	8 Years	8 & Under
2018	7 Years	8 & Under
2019	6 Years	6 & Under

GIRLS TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
2006	19 Years	19 & Under
2007	18 Years	19 & Under
2008	17 Years	19 & Under
2009	16 Years	16 & Under
2010	15 Years	16 & Under
2011	14 Years	14 & Under
2012	13 Years	14 & Under
2013	12 Years	12 & Under
2014	11 Years	12 & Under
2015	10 Years	10 & Under
2016	9 Years	10 & Under
2017	8 Years	8 & Under
2018	7 Years	8 & Under
2019	6 Years	6 & Under

NOTE: These Policies and Procedures are established to provide a framework and standard for the operation of Camillus Youth Hockey Association. They may be amended or changed by a majority vote of the Board of Directors to accommodate extenuating or unforeseen circumstances.