



# State College Youth Ice Hockey Association Policy Manual

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## Introduction

The purpose of this policy manual is to collect the written and unwritten rules or recommendations that have been used to govern the State College Youth Ice Hockey Association (SCYIHA / Association). This policy is not intended as a replacement for adopted bylaws which govern the Association, but is meant to supplement that governing document of the Association.

These policies have been reviewed and approved by motion of the board on January 23, 2023. Any changes to this manual, including the addition of new topics, must be initiated by an approved motion of the board. Updates should be documented in Appendix I.



## Coaching

### Coach Selection

The Board has approved the procedures in Appendix D for Coach Selection. This procedure should be included as part of the advertisement for tryouts. The board should review this policy for use and as warranted make changes to the procedure in the best interest of the association prior to each annual use. The policy manual can be referenced directly during coach selection & team placement.

### Coaching Requirements (occasional, regular, rostered)

USA Hockey mandates coaching requirements for on-ice coaches. The Association recognizes a gray area where guest coaches may, upon occasion, join a team for a practice to improve the practice experience and player development. The Board of Directors has approved a policy to address these situations. Please see Appendix A for SCYIHA Coaching Requirements.

### Coach Reimbursement & Warmup Set

Any volunteer coach must meet minimum USA Hockey requirements for registration, training, and clearances in order to be added to a SCYIHA roster. Roster eligible coaches who assist on a consistent basis with the team at practices or games (regardless of whether they are on-bench during games) are eligible for reimbursement of any costs incurred for mandatory registrations, trainings and clearances. Coaches must request reimbursement and provide receipts to the Association Treasurer to receive payback.

Roster eligible coaches will be provided a warmup set by the Association. Warmups will be embroidered with the Coaches last name. See Association Responsibility section for terms.

Head Coaches for any team are allotted \$100 per season for team equipment. Equipment shall be purchased by the coach and receipt submitted to the Association Treasurer for reimbursement. Any equipment paid for by the Association shall remain the property of the Association and be turned in for use in subsequent years. Pucks will be provided as-needed by the association.

### Non-Parent Head Coaches

The Association has identified the benefit that non-parent coaches bring to our teams and players. The Board recognizes the amount of time and effort required of any coach and as such has approved a stipend for non-parent head coaches. Stipend value shall be approved annually as part of the board's budget review and approval. A 1099 shall be issued to all coaches receiving a stipend. All coaches being provided a stipend will be required to sign a contract with the agreed upon terms; contract shall be based on the coach being an independent contractor such that SCYIHA is not an employer and not required to carry workers compensation insurance. See appendix H for sample contract. This document is available in a stand-alone format for editing.

### Goalie Coach

To promote the desire to play and improve development of goalies in our association, the board recognizes the need for a coach dedicated to those players. The board has approved a stipend for a dedicated goalie coach. Stipend value shall be approved annually as part of the board's budget review and approval, and shall include an agreement with the goalie coach for a minimum amount of expected participation during each week, and including goalie clinics throughout the season as ice-time is available. Goalie coaching, at the discretion of the board, can be split among more than one coach. A



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1099 shall be issued to any coach receiving a stipend. All coaches being provided a stipend will be required to sign a contract with the agreed upon terms; contract shall be based on the coach being an independent contractor such that SCYIHA is not an employer and not required to carry workers compensation insurance. See appendix H for sample contract. This document is available in a stand-alone format for editing.

### Student Coaches

SCYIHA encourages student coaches (USA Hockey registered players, ages 13-17) to both increase our on-ice coaching and encourage the development of future coaches. USA Hockey has policy in place for student coaches which can be found in the Annual Guide. Per USA Hockey, student coaches must be a minimum of 1-age group difference; SCYIHA policy recommends that players be a minimum of 2-age groups apart (unless otherwise approved by the Coach Coordinator). To meet USAH policy, the student coach will be required to complete the SCYIHA Student Coach Authorization form (see Appendix B) to be signed by the player's parent/guardian, the head coach of the team on which they will assist, and the Coach Coordinator as SCYIHA's representative. Completed forms must be kept by the Team Manager (and may need to be submitted to PAHL if the Student Coach is rostered).

Permission for players to act as Student Coaches must be provided by the Head Coach at their discretion, and can be revoked at any time. Prior to on-ice participation, it is the responsibility of the head coach to whom the player will report to meet with the player and define the role and expectations for the student coach. Student Coaches will be complementary to the coaching staff and focused on the development and experience of the team they are assigned. Student Coaches are prohibited from participating as a player in practices. Student coaches are required to wear gloves and a helmet with face mask at all times when on the ice; a helmet with a face mask must be worn when coaching on the bench. If a student coach desires to join the coaching staff on the bench during games, the Association Registrar must add the individual to the team roster; the student coach would count as one of the maximum of four coaches.

Upon reaching 18 years of age, per USA Hockey student coaches are required to follow and meet all requirements of a rostered coach including education and clearances.

## **Teams & Players**

### Team Placement

The Board has approved the procedures in Appendix E for Team Placement. This procedure should be included as part of the advertisement for tryouts. The board should review this policy for use and as warranted make changes to the procedure in the best interest of the association prior to each annual use. The policy manual can be referenced directly during coach selection & team placement.

### Playing Up

Per USA Hockey, only second year players in an age division are eligible to play up to the next age division, with the exception of the 16U and 18U divisions in which any 16U eligible player is USA Hockey eligible for 18U.

SCYIHA discourages players from "playing up" an age group. However, we recognize that circumstances may exist where moving a player up may be beneficial. The following shall govern requests to play-up for Icers teams:



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At the request of a family to place siblings on the same team to limit scheduling conflicts and reduce travel, the board will review a written request at the time of registration and ahead of tryouts. In such cases, both players must be skill appropriate for the same team as evidenced through the tryout process and as evaluated by the Placement Committee. A sibling may not move up if the placement would be above their team placement as earned by tryout.

When necessary to fill out teams, the board may approve moving players up an age division at the recommendation of the placement committee. The Placement Committee will identify players most suited to play-up based on input from the previous year coaches and others knowledgeable about the age group of players. Players must be willing to play-up and have parent approval. Players who are identified as a potential option to move up will be asked to try out with both age groups if possible, and will be placed appropriately based on tryout results.

For a player who has been identified as a player who's development would benefit from playing-up, upon request from the player's parent or of the previous year's coach, the Placement Committee will review available information regarding player ability, and make a recommendation to the Board. The Board will consider the request inclusive of the Placement Committee's recommendation, the number of projected teams and players in both age groups, etc. If the request is approved, the player must participate in tryouts for both age groups (the Placement Committee can waive the player's tryout at the lower age group if their placement can be projected to the top team beyond reasonable doubt). For the player to be eligible to "play-up" for competitive development reasons, they must place within the top 5 players of the upper age group based on team placement results including the tryout.

In each scenario, the Placement Committee & Board will also consider any potential negative impact to the size and dynamics of other teams in addition to the criteria for moving players up. Preference should be given for players to remain in their birth year age group unless dictated otherwise by circumstances identified above. SCYIHA will honor USA Hockey and PAHL approved age ranges for girls-only teams which may have a wider age range or overlapping age groups in any division. Per USA Hockey policy, playing down is not permitted for travel hockey programs within USA Hockey.

### Concussion Protocol

As with any fast-moving sport, risk of injury exists including concussions. SCYIHA coaches are tasked with identifying suspected concussions based on viewed incidents or recognized symptoms. Any player with a suspected concussion must complete the return to play protocol per USA Hockey, which includes examination and clearance by a competent medical professional as defined by the State. Prior to return to play, the return-to-play form must be completed and submitted to the Association Player Safety Coordinator by the Head Coach. To aid in this process, the Association recommends any player in age divisions 12U and up complete a baseline cognitive test prior to the start of the season. See Appendix C for a sample memo and return to play form.

### Player Fee Reimbursement

SCYIHA has a policy for reimbursement of player fees in the event that the season should be cancelled. The policy includes a pro-rated return of the player fee based on the percent of the season that has been completed excepting a minimum payment that would be necessary to cover annual operating costs not associated with ice time and game play.

As a standard, SCYIHA does not reimburse for players who lose a portion of a season due to injury sustained as part of play or otherwise which forces them to miss an extended period of time. A policy



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governing this type of reimbursement would be prohibitively involved, requiring constraints be defined for time lost or defining the burden of proof for an injury. In extreme circumstances, the Board reserves the right to review cases individually and allocate a refund based on evidence.

Extreme circumstances for which a refund should be considered are defined by an unanticipated event occurring which prevents a player from being able to play the sport for at least 50% of the season. Such events could include but are not limited to physical injury or ailment, death of a player or family member, mental or emotional health, or financial constraints (the latter of which should be considered for financial assistance to allow the player to continue with their season), but would specifically not include a player losing desire to play the game. The board shall determine the appropriate burden of proof needed in any specific instance of a request for a refund.

### Captain Letters

At the discretion of the Head Coach for 14U and up age groups, one Captain and up to two Alternate Captains may be selected per team. Season long Captain/Alternates are not to be assigned for 12U and down age groups. In accordance with USA Hockey Rules, goalies are not eligible to be designated as a Captain or Alternate Captain. 'C' and 'A' Letters to be attached to home and away jerseys will be supplied by the Association upon request of the Head Coach. Players are responsible for attachment of the letter to the left chest area of their jerseys.

### Optional Tournaments

Icers teams may participate in optional tournaments, and WILD teams in additional tournaments to the base program, at an additional cost to the team. All events must be USA Hockey Sanctioned events for insurance purposes. Teams playing internationally must meet the requirements of USA Hockey for those tournaments, refer to the USA Hockey Member Guide for requirements.

Head Coaches may desire to increase the size of their team roster for a tournament. In such cases, requests to borrow a player from another SCYIHA team should be made from borrowing head coach to lending head coach to minimize disruption to the lending team. The borrowing head coach should be clear about the expectations for both player commitment and team commitment (will the player practice with the borrowing team; what will playing time at the tournament look like, is there a specific positional need for the borrowing team, financial commitment, etc). The lending team coach shall have final decision on the player exchange and be given the chance to discuss the opportunity with the player(s)/parents before they are contacted by others.

Coach-to-parent and parent-to-parent arrangements for borrowing/lending players between teams which circumvent the head coach on either team have resulted in difficult situations in the past and are to be avoided. Unless already rostered with the regular season team (see "Playing Up" section), players are not permitted to "play up" on any tournament team without the prior approval of the Board of Directors (coaches should not extend an invite to a player without having first received board approval). All efforts should be exhausted to fill out teams with age-aligned players (including from SCYIHA or other associations) prior to "play up" options being considered.





## Member Responsibilities

### Code of Conduct & Discipline Procedures

The SCYIHA Board, in conjunction with the Discipline Officer, developed and adopted in December 2015 a Code of Conduct and discipline procedure. See Appendix G. This document will become part of the policy manual and any changes will be affected through a change to this manual.

### Spectator Conduct Policy

*SCYIHA members and their invited guests, as agreed to at the time of registration within the acknowledged Code of Conduct, are required to conduct themselves in a manner befitting the expectations established by the Code of Conduct.*

SCYIHA members are reminded that when attending events, they are spectators of an amateur youth hockey event, not a “fan” of a paid professional team or player. As spectators, SCYIHA members are expected to support those participating in the game by creating a positive atmosphere while setting an example for the youth athletes, coaches, game officials and other spectators. Spectators should refrain from critiquing the players, coaches or officials, and should not attempt to influence the game on the ice with their words or actions. While acknowledging that hockey is a fast paced and exciting game, spectators must remain observers and not become a participant of the game based on their conduct. An emotional response to the game on the ice or opposing fans in the stands leading to a lack of judgement is not acceptable cause for violating the following rules. Matching or responding to misguided behavior of opposing fans is equally unacceptable cause for violating these rules.

SCYIHA has adopted this Spectator Conduct Policy for violations of our Code of Conduct specifically as it pertains to the actions and language of our members and their guests as a spectator at any sanctioned event (home or away), including but not limited to:

1. Taunting, bullying, ridiculing, baiting, or threatening any officials, coaches, players, facility personnel, or spectators.
2. Use of obscene, profane, vulgar or abusive language or gestures towards any officials, coaches, players, facility personnel, or spectators.
3. Verbal comments that make officials, coaches, players, facility personnel, or spectators uncomfortable after being told to stop.
4. Making physical contact with any officials, coaches, players, facility personnel, or spectators.
5. Throwing of any object onto the ice surface, into the player's area, or at another individual.
6. Confronting an official, coach, player or facility personnel following a game while they are exiting the ice, walking to their locker rooms, or leaving the facility.

The following disciplinary action shall be imposed on any spectator that was either (i) removed from a USA Hockey sanctioned event by a game official, security personnel, facility personnel, or Association personnel (herein referred as ejected spectator), or (ii) found culpable after-the-fact of a violation of SCYIHA’s Code of Conduct based on a preponderance of evidence resulting from an investigation by the Association and/or USA Hockey initiated by a submitted Spectator Incident Report (herein referred as a culpable spectator).

1. Spectators that are removed from an event shall leave the facility and shall not be allowed re-entry to the facility for a minimum of (24) hours.





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2. Ejections shall be documented by a team official (Coach, Assistant Coach or Team Manager) using the Spectator Incident Report and sent to the SCYIHA Discipline Coordinator and SCYIHA President. For incidents where an ejection did not take place, a Spectator Incident Report may be filed by any SCYIHA member that will initiate an investigation.
3. Ejected spectators or culpable spectators will immediately be subject to mandatory suspension from all USA Hockey activities with any SCYIHA team for the following periods:
  - a. 1st offense: automatic 30-day suspension and subject to additional supplemental discipline review as determined by SCYIHA based on the incident up to and including permanent lifetime suspension from all USA Hockey sanctioned SCYIHA events.
  - b. 2nd offense within 2 years of the previous: automatic 60-day suspension, required hearing with the SCYIHA Discipline Coordinator and Discipline Committee, and subject to additional supplemental discipline up to and including permanent lifetime suspension from all USA Hockey sanctioned SCYIHA events.
  - c. 3rd offense within any 2-year period: Automatic permanent lifetime suspension from all USA Hockey sanctioned SCYIHA events.
  - d. Suspension periods begin with the date of the incident for ejections and with the date of notice to the culpable spectator following the conclusion of the investigation for all after-the-fact reports. Suspensions apply to all USA Hockey sanctioned SCYIHA activities regardless of the team or event at which the incident occurred.
  - e. Suspensions earned which extend beyond the end of the scheduled SCYIHA season will carry over to the following season and will begin with the first scheduled game.
4. Any individual SCYIHA Team which has incurred multiple spectator suspensions at any time in the same playing season may be subject to additional supplemental discipline review as determined by SCYIHA up to and including a suspension on all parent/spectator attendance for future games of said team for up to the remainder of the season.
5. SCYIHA Discipline Coordinator will maintain a record of past offenders of the Spectator Conduct Policy and will use that in determining additional supplemental discipline for any future events. As required by the District, all violations of the Spectator Conduct Policy will also be reported by SCYIHA to MidAM.
6. Any individual found in willful violation of imposed suspension shall be considered in violation of the Spectator Code of Conduct and will be subject to additional suspension in accordance with the number of offenses.

During the course of an investigation of spectator violation of the Code of Conduct, any member(s) that does not reasonably cooperate or reasonably attempt enforcement of the above disciplinary action will be subject to a hearing with the SCYIHA Discipline Coordinator and SCYIHA Executive Committee, which may include discipline up to and including suspension from USA Hockey SCYIHA events for the member(s) for up to 30-days. Refer to Appendix for Incident Report Example (standalone document available).

### [Locker Room Policy & Access](#)

Reference Appendix L.1 for SCYIHA's Complete Locker Room Policy included within our SafeSport Policy.



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### Team Fines (forfeits, missed games, property damage, etc)

The members of SCYIHA teams shall be responsible for fiscal penalties incurred due to action of the team. That shall include but not be limited to the following.

PAHL rules require teams to play games as scheduled or reschedule them with appropriate notice. SCYIHA Teams incurring fines for forfeits, missed games or late reschedules within the control of the team shall be the responsibility of the team to reimburse to the association.

Any 12U and up team that finishes in a playoff position within their PAHL division is required to participate in the PAHL playoff. PAHL has an established fine for any team that does not fulfill their obligation to participate. Any team incurring a fine for non-participation will be responsible to reimburse the association for the value of the fine.

Any team or individual whose actions result in a fine for mistreatment, abuse, neglect or damage to any facility will be financially responsible for that fine.

### Uniforms

SCYIHA is contracted with K&B Outfitters to provide uniform parts for our Icers and Wild teams. Uniform parts must be purchased through K&B outfitters either as part of the bulk association order or as individual orders. Association orders submitted prior to publicized cut-off dates are given priority, individual orders placed after cut-off dates may be delayed (including after the start of season games). Game jerseys are not to be worn for practices.

Practice jerseys shall be budgeted for or otherwise provided as part of a sponsorship. When sponsored practice jerseys are provided, players are expected to wear those jerseys to all practices as directed by the coach.

Icers team uniforms are an additional cost to player fees. Icers teams required uniform includes a home and away game jersey, home and away socks, and warmup with top and bottom. Player bags are optional, but encouraged. Players are expected to wear warmups to and from all games, unless Head Coaches set another dress code as a standard.

Wild team uniforms are included in player fees. Wild teams required uniform includes a home and away game jersey, home and away socks, and pant shell. All players shall receive new socks annually. Returning players that opt out of ordering a new jersey or shell will be provided a reimbursement to their player fees.

### Player Numbers

SCYIHA's policy on player numbers prohibits players from selecting a number already claimed by any player within one birth year (plus or minus a year). For example, a 2008 birth year may not choose a number that is already claimed by a 2007, 2008 or 2009 birth year within the association. SCYIHA will review requests for younger siblings to wear an older sibling's jersey "at-risk" when not in direct conflict on a team. If at any point in the future a direct conflict emerges or the younger sibling is ordering new jerseys, the younger sibling will need to choose a new number (ie: the player originally claiming the number will retain the number) and will be responsible for the costs associated with new or modified uniform parts. Any exception requests need to be approved by the Apparel Coordinator.



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Note that players who are granted eligibility to “play-up” may result in a conflict for player numbers. In such cases, the younger player will be required to choose a new number and will be responsible for the costs associated with new or modified uniform parts.

No player shall wear number zero or double zero. Additionally, SCYIHA has opted to with-hold two player numbers out of respect for their definitive association with two legends of the game. Numbers 66 (Mario Lemieux) and 99 (Wayne Gretzky) will not be permitted for SCYIHA players. One additional number is excluded for obvious reasons (69). Other pioneers and legends of the game wore very common numbers which aren’t as readily associated with a single individual (9 – Gordie Howe, 4 – Bobby Orr, and many others) and will be permitted.

### Association Responsibilities

#### Steering Committee

SCYIHA shall maintain a committee to review on a recurring basis the mission and goals of the association and programs. The committee should be comprised of volunteers from the membership. The Association President and Coach Coordinator shall serve as consulting members of the committee. Any recommendations of that committee should be reviewed by the Board of Directors and as appropriate adopted as policy to be incorporated into this manual.

#### Financial Assistance Program

##### *Objective*

It is the desire of the State College Youth Ice Hockey Association (SCYIHA) that, whenever possible, hockey may be affordable for all interested in youth hockey. In keeping with this mission, it is the objective of SCYIHA to provide financial assistance to those in need. This program, however, does not cover additional/optional fees that might arise during the course of the season (as examples, the required USA Hockey Registration fee, travel costs, or fees for optional participation in team tournaments). Due to fundraising efforts and the arrangement of player fees, financial assistance is limited to State College Icer players only; Keystone Wild players will not be eligible for financial assistance.

As the amount of financial assistance that may be offered is limited, SCYIHA Executive Board will utilize the below guidelines to make the most appropriate decisions regarding disbursement of funds. Questions may be directed to the current SCYIHA Treasurer via email.

##### *Guidelines*

Any information related to financial assistance request, including the application, supporting documents, and approval, modification or denial of the application, are to be kept confidential. Applications will be reviewed by SCYIHA’s Executive Committee and a recommendation made to the board for approval providing generalities only with no names or specifics included.

Submitting an incomplete application and/or document(s) containing falsified information is cause for immediate denial of SCYIHA financial assistance.

Financial assistance will be awarded on a first-come, first-served basis, based on need and available funds. As such, it is advised that, whenever possible, applications must be submitted to SCYIHA immediately following the rosters being posted after tryouts. Applications will be received up to 3 weeks prior to the start of the season.



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SCYIHA will determine financial assistance approval (including the amount) or denial. Applicant will be provided an email response acknowledging receipt of the application, final decisions will be provided by email following review of the executive committee and the board convening for an approval vote. The board will strive to provide a final response within three weeks of application.

Factors determining approval for financial assistance may include, but are not limited to:

- Number of children within the family participating in SCYIHA program
- Family meets the income criteria used by the National School Lunch Program for free or reduced price meals.
- Applicant's family situation indicating family hardship (written statement required)

### *Applicant Requirements*

To apply for financial assistance, applicant must complete and submit the SCYIHA application for Financial Assistance (see Appendix F) including all required attachments and submit completed application to the SCYIHA Treasurer.

### Fundraising

SCYIHA Board will appoint a Fundraiser Chairperson to lead efforts to obtain sponsorships, donations, and other forms of support with the goal of driving down costs of hockey for families interested in joining as well as those within our association. With funds coming mainly by sponsorships that we work to make mutually beneficial with partners in our community, SCYIHA's efforts and the use of money raised align with our mission as outlined below:

**Mission:** To further access and drive down costs to the great sport of youth ice hockey in the greater State College area.

**Use of Funds:** Fundraising will be completed within the guidelines of IRS requirements including all proceeds going to the general fund.

### Hockey Valley Invitational Tournament (HVIT)

SCYIHA Board will appoint a Tournament Director to lead a committee which will plan and execute a tournament for SCYIHA teams annually. A benefit of the tournament is fundraising for the association to help defray the operating costs and make hockey more accessible. The HVIT will strive to field divisions for all Iciers teams who will play at no additional cost when a division can be formed.

### Social Events / End of Season Banquet

SCYIHA Board will appoint a Social Events Coordinator responsible for organizing events throughout the year to encourage the interaction of members throughout the association age groups and teams. The Coordinator may, at their choosing, form a committee for planning and executing social events. The board, upon request, will evaluate and as appropriate approve expenses for such events.

The Social Events Coordinator will plan an end-of-year banquet to celebrate the season and recognize the performance of players and teams. The banquet should be held prior to tryouts occurring for the following season. The board will annually approve a financial allowance for the end-of-year banquet based on allocations in the approved annual budget as well as the operating costs trends through the year. Options for banquet location and costs will be presented by the Social Events Coordinator for approval by the board.



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## Team Photos

SCYIHA Board will appoint a Photo Coordinator to arrange for team photos and individual photos which can optionally be purchased by the players.

## Icer Coach Warmups & Team Manager Jackets

The association will provide a warmup to all rostered coaches. Coaches must have completed all required clearances and training to be roster eligible; coaches need not be on-the-bench for games to be eligible for a warmup. Any coach who has not previously been provided a warmup is immediately eligible to receive a warmup set; the association will subsequently provide a replacement warmup (piece or set) for coaches every other year at the request of the coach.

The association will provide a rink jacket to all Team Managers. TMs are eligible for a rink jacket one-time only. Requests for replacement of a TM jacket must be approved as an expense by the board.

## On-Ice Officiating Scheduler

SCYIHA shall contract with an independent outside entity (Assignor of Officials) responsible for scheduling and developing officials for SCYIHA hosted events. As determined in coordination with that entity, a feedback policy shall be established in an effort to improve officiating as well as coach/membership interaction with officials.

SCYIHA Board of Directors shall appoint an Officiating Committee Chair and approve an Officiating Committee. The Officiating Committee will consist of the Chair and two additional individuals (as proposed by the Chair and approved by the Board).

- The Officiating Committee Chair (aka Officiating Liaison) shall be a member of the Board of Directors and shall not be serving as a Head Coach in the Association. The Chair will serve as a liaison between SCYIHA and the Assignor of Officials.
- Committee members should have a generally neutral (or positive) view of officiating, shall not currently be engaged as a Head or Assistant Coach in the association, and should be knowledgeable on the USA Hockey Rulebook. Committee members are not required to be members of the Board or the Association.

### *SCYIHA to the Assignor of Officials Feedback Process:*

Any coach or member identifying a specific need for improvement in an official(s) performance during a game(s) hosted by SCYIHA and covered by the Assignor of Officials shall submit a report to initiate a review of the identified concern. Feedback reports are intended as a means to improve the general quality and process of officiating and are not to be used as a complaint form.

- Reports must utilize the standardized "Officiating Improvement Feedback" form (Reference Appendix K for sample form). Reports when appropriate must include evidence (ideally in video format and/or names of eyewitnesses who are willing to be interviewed) and must include direct reference to the USA Hockey rule(s) in question or the specific need for improvement in the officiating quality/process.
- Ideal reports will identify repetitive deficiencies that if corrected would result in a positive improvement in the quality, flow, and safety of the game irrespective of game outcome.
- Reports shall not be made simply based on a difference of opinion with an official(s) over a situation, evidence of a "missed goal" or "missed penalty" call unless there is a repeat pattern, particularly if that pattern is tied to an underlying cause (ie: official routinely out of position, official not maintaining control, etc).



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- A coach and an official who do not mix well together is equally non-reportable.
- Officials who call games with a "let them play" approach or extremely egregious one-off missed calls which result in a dangerous situation may also be provided for submission to the Assignor of Officials for means as a "teachable moment".
- Reports may also be warranted for instances in which officials (1) lack a general management or control of the game, (2) do not consistently maintain a level of play as defined by the USA Hockey rules that is close to a standard of care typical of most officials (inside or outside of the Assignor of Officials), or (3) have a (perceived) lack of knowledge of the USAH Hockey Game Rules.
- Repetitive imbalance in officiating could also be cause for a report, but must be clearly proven. SCYIHA will require a high burden of proof for such claims.

SCYIHA will use a two-part review process to evaluate validity of Officiating Improvement Feedback reports.

- At any point during the process, the individual submitting the report or other identified witnesses may be contacted for added context or information.
- The Committee shall NOT review incidents with the official in question, other officials from the game, or request an outside interpretation of a reported incident from any outside official. Those actions shall be the responsibility of the Assignor of Officials.
- For a report to reach the Assignor of Officials, the concern must meet reporting criteria described above, a preponderance of evidence must exist in support of the complaint, and a reasonable means for response/action to correct the concern should be readily identifiable.

Review Part 1: Officiating Liaison will complete an initial review of any Officiating Improvement Feedback report received by SCYIHA and determine the next course of action from one of two options:

- Any report not deemed worthy of additional review, the Officiating Liaison shall document the findings (for future reference) and provide feedback to the original reporter with findings of review.
- Any report where additional review is warranted, the Officiating Liaison will convene the Committee to further review the reported feedback.

Review Part 2: The Officiating Committee shall review the Officiating Improvement Feedback report to determine the validity and value of providing the report to the Assignor of Officials.

- Any report which the Committee does not feel justifies review by the Assignor of Officials, the Chair shall document the findings (for future reference) and provide feedback to the original reporter with findings of review.
- If the Committee determines the report meets the established criteria, the original report and any additional information determined by the Committee shall be documented and presented by the Officiating Liaison to the Assignor of Officials. The Officiating Liaison shall notify the original reporter that the feedback has been provided to the Assignor of Officials, but that no additional response shall be required.

Once a report is made to the Assignor of Officials, it shall be their sole responsibility to review, investigate, determine the validity of the concern, and implement any action as they deem appropriate. Feedback is intended to improve officiating, not create a means for retribution or acknowledgement of an insufficient performance by an official. As such,

- The Assignor of Officials will acknowledge receipt of the report.





## State College Youth Ice Hockey Association

- The Assignor of Officials may at their discretion provide feedback disclosing findings or actions to the Officiating Liaison to be shared with the Board. Any disciplinary action by the Assignor of Officials resulting from their review will not be made public.
- SCYIHA is not required to disclose to the original report maker any feedback resulting from the Assignor of Officials' review.

### *The Assignor of Officials to SCYIHA Feedback Process:*

The Assignor of Officials shall contact the SCYIHA Secretary or the Officiating Liaison with any reports of Coach, Player or spectator action which is detrimental to the atmosphere of youth hockey or deemed to be generally damaging conduct or interaction with an official. Report(s) shall include specific information regarding the date and time of occurrence, individuals involved, circumstances surrounding the event, and any resulting outcomes. SCYIHA Discipline Officer will investigate such reports per the SCYIHA Discipline Policy inclusive of the Code of Conduct as well as the SCYIHA Spectator Conduct policy. SCYIHA may at their discretion provide feedback to the Assignor of Officials regarding any findings or results of the investigation.

### SafeSport Policy

Our priority now and always remains the safety of our athletes. It is the intent of this policy to reference and follow the USA Hockey guidelines and best practices. SCYIHA has adopted, and will comply with, and maintain rules and policies requiring its members to comply with the policies included below as set forth in the USA Hockey SafeSport Handbook, the SafeSport Code, and the SCYIHA SafeSport Agreement with USA Hockey. It is the policy of USA Hockey that every Adult Participant must report (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook, (2) suspicions or allegations of Sexual Misconduct or Child Abuse, and (3) any violations of the Physical Misconduct, Emotional Misconduct, Bullying, Threats, Harassment, or Hazing Policies, as set forth below. SCYIHA SafeSport Policy is not intended to supersede any established guidelines but rather explicitly **require** all SCYIHA members (athletes, coaches, assistant coaches, board members, team managers, locker room monitors, and any volunteer with access to our athletes) to abide by the SafeSport training and mandates including (but not limited to) the USA Hockey policies and SCYIHA SafeSport Policy.

### *Key Points:*

- Understand the SafeSport guidelines and program components.
- Watch for abuse or misconduct among players and ensure that participants are being always safe and respectful to one another (ice, dryland, lobby, etc.) and intervene as required/necessary.
  - Interrupt any signs of misconduct immediately – DO NOT allow it to continue.
  - Report incidents of child abuse or sexual misconduct immediately to authorities.
    - 1. The PA Department of Human Services Childline**  
Telephone: 1-800-932-0313  
Online: <https://www.dhs.pa.gov/Pages/default.aspx>
    - 2. The US Center for SafeSport**  
Telephone: 833-SUS-SAFE (587-7233)  
Online: <https://uscenterforsafesport.org/>
    - 3. Your local law enforcement agency.**
  - Any incidents that are not related to child abuse or sexual misconduct should be immediately reported to the SCYIHA SafeSport Coordinator. These may include any violations of the following as defined by the USA Hockey SafeSport Handbook and/or the SafeSport Code:





## State College Youth Ice Hockey Association

- Physical Misconduct
- Emotional Misconduct
- Bullying
- Threats
- Hazing
- SCYIHA Locker Room Policy
- SCYIHA Travel Policy
- Harassment
  - Any reports of abuse or misconduct may be made anonymously, and all information obtained will remain confidential.
  - Apply the SafeSport guidelines to all participants within the association, even those who are not directly involved in the coaching or playing of the game: referees, fans, parents, opposing team members, etc.
- Individuals in violation of the policies and procedures of SafeSport may be subject to disciplinary action by SCYIHA beyond that mandated by US Center for SafeSport.
- A report made in “bad faith” may result in disciplinary action for the participant filing the allegation.

In addition, if at any time a concern is identified relating to the safety and well-being of our athletes, the identifying person should immediately contact the SCYIHA SafeSport Coordinator.

### *Forms and Sub-Policies:*

The following sub-policies and forms supporting the SCYIHA SafeSport Policy are located in Appendix L.

#### **SCYIHA SafeSport Locker Room Policy, Appendix L.1**

SCYIHA Policy specific to locker rooms and changing areas is included in this Appendix.

#### **The USA Hockey SafeSport Reporting Form, Appendix L.2**

This form is to be used by the reporting individual to document concerns or an incident.

#### **SafeSport Dual Relationship Consent Form for One-on-One Interactions, Appendix L.3**

This form provides consent for an exception to the Minor Athlete Abuse Prevention Policies (MAAPP) on One-on-One Interactions for the Adult Participant and Minor Athlete that have a Dual Relationship, which is a relationship that exists outside of a sport relationship. Examples of dual relationships include but are not limited to family members, family friends, and teachers. The form shall be completed and submitted to both the head coach and SafeSport Coordinator. Forms exist for both an annual consent as well as instance (date) specific consent.

#### **Athletic Training Modalities Consent Sample Form, Appendix L.4**

This form will provide parental consent for athletic training modalities, massages, or rubdowns on specific dates/events under the MAAPP for specific dates/events. Additionally, consent can be withdrawn by a parent/guardian at any time and for any reason. The form shall be filled out and submitted to both the head coach and SafeSport Coordinator.

#### **The SCYIHA SafeSport Travel Policy, Appendix L.5**

This form provides guidance and restrictions on travel for players as it pertains to player safety.



## Billeting Policy

In instances where a Tier II Keystone Wild player's home location is outside of the local community, it may be necessary for the player to live with a host or billet family. Billeting is when a local family welcomes a visiting player into their home. The host family offers a safe, supportive environment that provides stability and allows for the player to pursue their academic and athletic achievements. The player would be staying with the billet family throughout the hockey season, attending a local school or virtual academy and training with a SCYIHA team. The following guidelines have been adopted by SCYIHA to support a positive experience for the player and host families.

### *Expectations*

Host families and the player's parents are expected to maintain an open and respectful relationship. Guidelines for the host family and the player, specific to household rules, curfews, mealtimes, chores, duties and responsibilities, and discipline must be clearly established. Players must be provided contact information for the team's Head Coach and the SCYIHA Billet Coordinator, to which they have 24 hour-a-day access if they experience any issues with the host family.

Billet families must provide accommodations agreeable to the player family (including private or shared room, study areas, bathroom availability, etc). While two-parent homes are recommended, it is up to the discretion of the player family to accept a Billet with a single parent. Host families are encouraged to follow their normal routines while allowing for the player to attend team activities. All daily transportation to team practices, games and events are provided by the host family unless the player is of age and has her own means of transportation. Player families are required to coordinate transportation or access to school and/or work with the host family. Host families are encouraged to keep in mind that these players are in need of rules, guidance, friendship and acceptance.

### *Roles and Responsibilities of the SCYIHA Billet Coordinator:*

SCYIHA will establish a Billet Coordinator to support the billet process. The Billet Coordinator may be asked to identify potential billet families and assist in arranging an in-home meeting with the player and billet family for introductions and compatibility. The Billet Coordinator will:

- Establish and maintain communication with the player's parents. Collect and share the initial contact info of the billet family with the team & player family. Share personal contact information with billet and player families.
- Ensure billet families are aware of and agree to all written policies.
- Ensure payment for billet families is provided. Payment schedule and the actual amount is to be mutually established and agreed to by the billet families and the player or player's parents.
- Monitor relationship between the player and billet families on an ongoing basis to ensure commitments are met; take necessary action to identify and seek to resolve any problems that may arise.
- Ensure that host homes are providing agreed-upon accommodations, and that players are adhering to household rules set forth by the billet family.
- Ensure that players are fully aware of their ability to contact the Head Coach and/or Billet Coordinator 24 hours a day if they have any issues with the host family. Head coach to provide the player with the required contact info.
- Ensure background checks and SafeSport training are completed for host families prior to the player joining the host. To aid in tracking these requirements, family members over 18 must be registered as volunteers with USA Hockey and rostered as a team volunteer.



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### *Roles and Responsibilities of the Billet (Host) Families:*

Billet (Host) Families are expected to be a mentor, friend, counselor, and a good role model to the hosted player. Hosts will ensure a safe, fun, healthy, fair and inclusive family-oriented environment for their billeted player free from tobacco, drug or alcohol use. The player shall be treated as a member of the family. Hosts are expected to listen and give encouragement to the player, and support and build-up their self-esteem. Billet Families may host no more than two players at a time.

#### *Host families have a responsibility to:*

- Comply at all times with these terms and the USA Hockey SafeSport Policies.
- Acknowledge that the Player Family is entrusting them with a great responsibility and exhaust all efforts to comply with this agreement and any other agreements or terms reached between the Player Family and the Billet Family.
- Communicate regularly with the player family, head coach and the SCYIHA Billet Coordinator, and immediately inform the Coaches and Player Family of any concerns or issues that may arise.
- Report any concerns you have with the player to the coach and/or Billet Coordinator.
- Report any incidents involving player safety, security or well-being to Billet Coordinator.
- Be familiar with the team's game and practice schedule and other events requiring player attendance.
- Be fully knowledgeable of team guidelines and expectations governing conduct, educational standards and curfews.
- Provide sufficient daily nutrition. The player must bear some of the responsibility for their own diet. The billet family will not be responsible for providing athletic supplements, protein powders or specialized training diets.
- Enforce strict curfews established by the team and report any player that breaks curfew. Ensure player does not stay overnight at another location with consent of the player family.
- Ensure that players do not leave town or city without written permission from both the Coach and the player's parents unless on a team function.
- Ensure players attend all classes (in person or virtual academy). Players should give billets a timetable of their classes.
- Abide by a strict no drug, alcohol and tobacco use policy (meaning that no illicit drugs will be given to or be used around the Player, no prescription drugs will be given to the Player unless prescribed by a doctor and with the permission of the Player's parents, and no alcohol will be given to the Player).
- Respect the individuality, privacy, and beliefs of the Player. Not engage in any form of discrimination or harassment towards the Player or towards any other people in the presence or to the knowledge of the Player.
- Obtain and keep health insurance and emergency contact information for the player. In the event of a player medical emergency, billets are asked to take appropriate steps (go to hospital/call emergency services first, then contact parents / team).
- For all individuals 18 years of age and older and residing in the home, to complete background screening in accordance with the policies of USA Hockey (including Pennsylvania Act 53 requirements) and maintain current Safe Sport training prior to the Player moving in with the Billet Family. Host family members must register as a volunteer with USA Hockey and be added to the team as a volunteer to track these requirements.
- Provide transportation for the billet player to all team events, practices and games.



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- Maintain appropriate homeowners or renter's insurance throughout the entirety of the player's stay; players allowed to drive the host family's vehicles shall be appropriately covered with automotive liability insurance.

### *Roles and Responsibilities of the Billeted Player:*

Players must keep in mind that it is not a right to live at a billet's home but a privilege. Always project a positive image of yourself and your team. Players must show gratitude and be helpful at all times.

#### *Players have a responsibility to:*

- Comply at all times with these terms and the USA Hockey SafeSport Policies.
- Respect the individuality, privacy, and beliefs of each member of the Billet Family.
- Not engage in any form of discrimination or harassment towards any member of the Billet Family or towards any other people in the presence or to the knowledge of the Billet Family.
- Keep their areas clean and clean up after themselves.
- Supply and be fiscally responsible for their own spending money for day-to-day expenses; be financially responsible for personal items like toiletry and hygiene products, nutritional supplements, as well as any hockey related costs including equipment, tournament and hotel costs.
- Prioritize, manage, and embrace the importance of their schooling.
- Notify the billet family regarding their whereabouts; players may not leave town except for game travel without written permission.
- Respect the mealtimes established by the billet family and be present and on time. Players shall inform their billet families if they will not be home or on time for meals.
- Follow the household expectation with respect to chores, cleanliness, and organization; help the billet families in the kitchen by assisting with meal preparation or meal clean up.
- Follow all curfews and to obtain permission from their billet family to be out late. Players will not stay overnight at another location without prior consent of their own family and acknowledgement by the host family.
- Obtain approval from the host family for any guests in the home; sleepovers with partners are not permitted.
- Care for their bodies by not consuming drugs, alcohol, or tobacco products.
- Report any issues of concern with the billet family to the Billet Coordinator as well to their parents.
- Keep the billet families apprised of their team practice, tournament and game schedule.
- Provide and/or arrange (in cooperation with the team staff and player's parents) transportation to tournaments, school or any other extracurricular activities.

### *Roles and Responsibilities of the Player's Family:*

#### *Player's families have a responsibility to:*

- Comply at all times with these terms and the USA Hockey SafeSport Policies.
- Acknowledge that the Billet Family is taking on a great responsibility and use their best efforts to assist and cooperate with the Billet Family as much as possible in accordance with this agreement and any other agreements or terms reached between the Player Family and the Billet Family.



## State College Youth Ice Hockey Association

- Not hold the Billet Family liable for injuries or accidents that may occur (including at games, in practices, at home, at school, or on-route to these places) if the Billet Family has complied with its obligations under this Agreement or has not otherwise acted negligently or in bad faith in the performance of those obligations.
- Consider providing the Billet Family with a signed and notarized temporary parental consent agreement, to be signed by the Billet Family as well, that authorizes the Billet Family to make emergency medical, schooling, and similar decisions if necessary.

### *Roles and Responsibilities of the Team Manager:*

Team Managers have a responsibility to include and keep the billet families up-to-date with all team related communications for tournaments, games, practices and events. It is NOT the responsibility for the team manager to arrange transportation for billet players to team events, tournaments, practices or games.

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The above guidelines are for the protection and benefit of the Billet Family, the Player Family, and the Player. The expectations, roles and responsibilities are not intended to be inclusive of every situation. Any question or situation that arises shall be communicated between the Billet Family, the Player Family and Player, and the SCYIHA Billet Coordinator immediately. Host Family, Player Family and Player are required to sign the Waiver and Release in Appendix M and provide a copy to the Billet Coordinator prior to the player being rostered or to the player staying with the Billet Family.



## Keystone Wild

### Purpose

SCYIHA has established an independent program intended to provide a supplemental opportunity for those seeking a higher level of competition and extended season while remaining complimentary to the local association league based teams. SCYIHA will field tournament only teams, not eligible to participate in PAHL. Teams will play as “Keystone Wild”. The intent of these teams is to compete at the Tier II AA level. As a supplemental opportunity for local players, every effort should be made by the Keystone Wild teams to accommodate players remaining active with their home association. Teams should coordinate schedules as much as possible to avoid conflicts with players’ home associations.

### Season Approach

At the 14U and up age divisions, the goal is to develop Tier II caliber teams capable of competing in the USA Hockey State or District Tournament for an opportunity to play in the USA Hockey National Tournament. Those teams will practice and play throughout the year as set forth by the annual programming document as approved by the board and as permitted by USA Hockey’s Annual Guide.

At 12U and lower age divisions, the goal is to provide a supplement training opportunity for those players who are most serious about hockey using a pre/post season model. The teams will practice throughout the summer and compete in tournaments ahead of the start of the PAHL season, will reduce team activities throughout the PAHL season (holding only occasional practices and a possible mid-season tournament that would require pre-approval from the board as set as part of the advertised programming), and will reconvene for practices and a tournament following the completion of the PAHL season.

### Financial Approach

The Keystone Wild program is a supplemental opportunity for those seeking a higher competitive level of hockey with select/limited opportunity for participation. The program is to be financially supported by player fees only. Icers player fees and SCYIHA fundraising efforts are not to be used to financially support the Keystone Wild program. A fundraising event for Keystone Wild may be approved by the board specifically to reduce the cost of participation and should be conducted by volunteers from the Keystone Wild teams. Player fees should be set to cover costs associated with ice time, tournament fees, equipment needs, coach stipends, and team apparel and coach apparel. Costs for lodging and other travel expenses are not to be covered by player fees. Players committing to these teams will be responsible for meeting stay-and-play requirements as set forth by the host tournament.

### Coach Stipends

To the extent possible, Wild teams shall be led by non-parent coaches. Coach stipends for non-parent coaches are to be budgeted for and paid by Wild player fees and any Wild specific fundraising efforts. Non-parent coaches should be identified prior to player fees being set to account for both Head and Assistant coaches. The board shall determine the value of any stipend annually as part of budgeting and setting player fees.

### Coach Jackets

Coach rink jackets are to be budgeted for and paid by Wild player fees.



## State College Youth Ice Hockey Association

### Playing Up (Keystone Wild specific)

Reference "Playing Up" section within the Teams & Players section. SCYIHA coaches will consider a request for a player to play-up for competitive purposes only for Keystone Wild teams. In such instances, the player must have met qualifying criteria and be playing up within their home association. Each association's criteria for playing-up is different and must be presented for evaluation on a case-by-case basis by the Head Coach. The Head Coach, upon agreement of sufficient data from the home association that the player has earned the privilege to play-up within their home association, will confer with the SCYIHA Placement Committee that will make a recommendation to for Board review. Upon Board approval, the Head Coach shall invite the player to participate in tryouts for the WILD team. The player must be evaluated by the coach to be within the top 50% of all players which are extended a roster spot invitation.





## Appendix A – Coaching Requirements

Starting in the 2022-2023 season, SCYIHA adopts the following policy for on-ice coaches. We recognize the need to be flexible and allow beneficial coaching to be provided to our players while also maintaining a safe environment with coaches who are working toward the common USA Hockey goals commensurate with age-appropriate player development. SCYIHA has defined the following coaching categories and requirements for any individual 18 years of age or older who will participate in SCYIHA team activities:

- **Guest Coach (Occasional):** An individual who will participate in team activities an average of twice per month (per team) or less. Guest Coaches are encouraged, but not required, to register with USA Hockey, complete USA Hockey background clearances and complete SafeSport training (at which point they will be classified as a Coaching Aid). Guest Coaches must be supervised at all times by a Full Coach when around the players. Guest Coaches are not permitted in the locker room with players unless they are fully dressed and must be escorted by a Full Coach.
- **Coaching Aid (Regular):** An individual who will participate in team activities an average of four times per month (per team). To participate as a Coaching Aid, the individual must register with USA Hockey, complete background screening process (including Pennsylvania required clearances) and complete SafeSport training (or the annual refresher). It is the responsibility of the Head Coach & Team Manager to ensure that invited Coaching Aid completes the required training prior to participation in team activities. Team Manager shall collect documents for clearances and training and keep them in the team binder. Coaching Aids must be accompanied on the ice by a Full Coach at all times, Coaching Aids are not permitted to run a practice without the oversight and approval of a Full Coach. Coaching Aids are permitted locker room access, but reminded to observe the 2-up SafeSport policy at all times. Coaching Aids are not roster eligible and cannot serve as a member of the coaching staff on the bench during games.
- **Full Coach (Rostered):** An individual who will participate in five or more team activities on average per month with any one team. A Full Coach must complete all USA Hockey Coaching Requirements (Coaching Education Program and Age Specific Coaching Modules in addition to those requirements indicated for a Coaching Aid). Full coaches should be added to the roster (even if not on the bench for games).

Coaching definitions were based on growing familiarity and relationship between players and the Guest Coach, Coaching Aid or Full Coach.

Non-rostered coaches are not permitted on the bench for games or practices or on the ice for practices.

Reimbursement for the cost of required USA Hockey registration, background clearances and training will be provided upon request for anyone volunteer committing to assist on-ice.

See the Student Coaches section for information on players under the age of 18 who are assisting credentialed coaches.



# State College Youth Ice Hockey Association

## Appendix B – Student Coach Authorization Form

(sample form provided for reference; share the stand-alone document for editing as needed)



State College Youth Ice Hockey Association  
PO Box 10168  
State College, PA 16805  
www.scyiha.org

### Student Coach Authorization

Student Coach Full Name: \_\_\_\_\_  
Student Coach Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Student Coach 2021-2022 Playing Information:

Team on which registered: \_\_\_\_\_  
Playing Team Classification/Level: \_\_\_\_\_

#### Proposed Student Coach 2021-2022 Coaching Position:

State College Youth Ice Hockey Association (SCYIHA), USA Hockey MidAM District  
SCYIHA Team on which coaching: \_\_\_\_\_ (Circle one: Coed / Girls Only)  
Coached Team Classification/Level: \_\_\_\_\_

#### **AUTHORIZATIONS:**

The above named Student Coach is authorized to participate with the above named team, under adult supervision by the regular coaching staff, for the season indicated. We certify that we have granted our permission for this participation, that the student is properly registered with USA Hockey, and that the team and association will comply with other provisions of the Student Coach rule.

PARENT/ GUARDIAN	HEAD COACH	SCYIHA COACH COORDINATOR
_____ Signature	_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name	Matt Erlichman

This form is designed to comply with requirements of USA Hockey governing the use of minors under the age of 18 as student coaches on a registered hockey team. See USA Hockey Annual Guide for complete information regarding Student Coaches (Rules & Regulations, Coaching Education Program, Under-Age Coaches). Upon completion, submit to SCYIHA Coach Coordinator for record.





## Appendix C – USA Hockey Return to Play Form & Sample Memo

(sample form & memo provided; use the latest available form from USA Hockey & edit the standalone document for memo to be issued)



### USA HOCKEY CONCUSSION MANAGEMENT RETURN TO PLAY FORM

The USA Hockey Concussion Management Protocol and most state statutes require that an athlete be removed from any training, practice or game if they exhibit any signs, symptoms or behaviors consistent with a concussion or are suspected of sustaining a concussion. The player should not return to physical activity until he or she has been evaluated by a qualified medical provider who has provided written clearance to return to sports.

**This form is to be used after an athlete has been removed from athletic activity due to a suspected concussion and must be signed by their medical provider in order to return without restriction to training, practice or competition.**

Player Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

District/Affiliate: \_\_\_\_\_ Name of Person Reporting: \_\_\_\_\_

Association and Team: \_\_\_\_\_ Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location of Injury/Arena: \_\_\_\_\_

Injury Signs/Symptoms: \_\_\_\_\_

\_\_\_\_\_

Print Health Care Professional Name: \_\_\_\_\_ License No: \_\_\_\_\_


Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I HEREBY AUTHORIZE THE ABOVE NAMED ATHLETE TO RETURN TO ATHLETIC ACTIVITY FOR FULL PARTICIPATION WITHOUT RESTRICTION.**

Signature:  \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_


**I AM THE PARENT OR LEGAL GUARDIAN OF THE PLAYER IDENTIFIED ON THIS FORM AND I CONSENT TO THEIR RETURN TO ATHLETIC ACTIVITY WITHOUT RESTRICTION.**

Parent/Legal Guardian Name: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I AM THE COACH OF THE PLAYER IDENTIFIED AND I CONFIRM RECEIPT OF THIS CLEARANCE FORM ACKNOWLEDGING THE HEALTH CARE PROVIDER AND PARENT HAVE APPROVED THE ATHLETE'S RETURN TO PARTICIPATION WITHOUT RESTRICTION.**

Coach Name: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



State College Youth Ice Hockey Association  
PO Box 10168  
State College, PA 16805  
[www.scyiha.org](http://www.scyiha.org)

## MEMORANDUM

To: SCYIHA Membership  
From: SCYIHA Board of Directors  
Subject: 2021-2022 Return to Play Requirements

Hockey is a fast-moving sport, played on a hard surface, surrounded by hard surfaces, with body contact and body checking (at certain ages) being a part of the game. As with any sport, there is risk of injury. Among the risks of playing is a traumatic brain injury commonly known as a concussion.

While coaches are primed on concussion identification as part of the required USA Hockey coaching courses, identifying a concussion is unlike most other injuries where symptoms are common from person-to-person, timelines are common, and injuries can be seen with the eye or other medical imagery. The uncertainty of concussion symptoms (and sometimes delayed effect) make diagnosis difficult for non-medical personnel. The severity of compounding effects due to additional trauma makes a quick diagnosis important. For those reasons, coaches are trained by USA Hockey to not permit players to continue to compete if a concussion is suspected as even a possibility ("when in doubt, sit them out"). In such an instance, players are required to go through the USA Hockey return-to-play process.

The most important part of the return-to-play process is for the player to be examined by a competent medical professional and provided a clearance to return or otherwise provided a path to return-to-play which will ultimately result in a medical clearance. When our teams play at Pegula, we are fortunate to have Geisinger Certified Athletic Trainers, educated in concussion diagnosis, assessing our players. Geisinger ATCs can clear a player to resume competition or may require the player to be withheld from further action. When a player is withheld from play, the Geisinger ATC will speak with the coach and/or parents to provide further direction for care. When our teams play games away from Pegula, the direction from the on-site EMT (as required by PAHL) may not be as clear, so parents should familiarize themselves with the symptoms of concussions and should support the coaches if a player is removed from competition for a suspected concussion. In either case, players who are held out due to a suspected concussion will not be permitted to resume competition until cleared by a medical professional. **A completed return-to-play form must be provided to the coach before players are able to resume team activities in full.** The return-to-play form must be signed by a medical professional, the player guardian, and the head coach. Head coaches will submit a copy of the signed form to [scyiha.playersafetycoordinator@gmail.com](mailto:scyiha.playersafetycoordinator@gmail.com).

To aid in diagnosis of a suspected concussion, a baseline cognitive test prior to an incident occurring can often provide a comparison point for the medical professional's assessment. Equally as important as diagnosing a concussion, the test can help to provide a target for recovery. Having this information available can decrease the return time by establishing known pre-conditions. **We recommend any player in age divisions 12U and up complete a baseline test.** Baseline testing can be completed anywhere that offers it, the tests are valid for 2 years, and the results can be made available to any physician upon request. Information is typically provided by the association to our membership each fall for baseline cognitive testing options.

Attachments: USA Hockey Return to Play Form





## Appendix D – Icers Coach Selection Process

1. The coach selection process is managed by a committee of individuals with wealth of coaching and development experience as approved by the Board of Directors. The coach selection committee is formed to provide a range of coaching viewpoints and backgrounds from individuals committed to following USA Hockey's American Development Model for Long Term Athlete Development. The coach selection committee shall be formed by the Association Coach Coordinator. The committee shall consist of a minimum of 5 individuals including the committee chair, the Board President, and the Coach Coordinator (who may serve as the chair). The Coach Selection Committee shall be approved by the Board of Directors and made public.
2. Interested coaches are required to submit an application via SportsEngine. Applications include questions such as previous coaching experience (hockey and non-hockey coaching), coaching credentials through USA Hockey, approach to coaching and views on player and youth development.
3. As many of our coaches are also parents who want to remain with their player, coach selection is completed following team placement (coach assignments do not dictate player placement). Interested coaches are compiled into the teams they would coach based on player placement first.
4. Non-parent head coach qualifications are reviewed and as appropriate are given priority in coach selection. Non-parent head coaches have in the past been asked to take ownership of teams that had no other available coach even though it was not their preferred age group or skill level.
5. The coaching selection committee reviews options when available for each team, discusses the qualifications, characteristics, and known history of those coaches within the association.
6. Selection is made based in the best interest of the team being discussed and may not be reflective of the coach with the most experience. For example, a change in coach may be viewed as a benefit to player development resulting in a less experienced coach being selected over a more experienced coach who had coached those same players in previous years.
7. Coach selection must be agreed upon by the majority of the committee.
8. Where a coaching candidate also serves as a member of the coach selection committee, that coach remains eligible as a coaching candidate. Where such crossover occurs, the candidate is not eligible to vote on the coach selection for the team on which they are a candidate. They are eligible and encouraged to take part of the discussion for each candidate including answering committee member questions regarding their own qualifications.
9. The coach selection committee may choose to interview candidates or have discussion regarding approach as part of the selection process.
10. Once coach selections are made, those recommendations are provided to the Board of Directors for review and approval. Any committee member objections to the recommendations for head coaches will be conveyed to the board for their consideration during final approval.
11. Once head coaches are approved and notified, they will be asked to form their coaching staff by selecting assistants and to help identify a team manager with whom they will work throughout the year. While assistants and team managers are left to the discretion of the head coach, the board reserves the right to approve, deny, or remove any coaching staff member at any time based on actions which are not commensurate with SCYIHA policies, mission or goals.





## Appendix E – Team Placement Process

### State College Icers

1. The placement process is managed by a committee of individuals with a wealth of hockey experience as approved by the board of directors. The Placement Committee is selected to be as unbiased as possible in the player placement process. The Placement Committee and Chair (commonly the association Coach Coordinator) shall be approved by the Board of Directors and made public.
2. SCYIHA will strive to create or provide an opportunity for all players interested in participating on an Icers team. Team size, skill range, team composition, player safety, the individual's development opportunities will all be considered when evaluating and rostering players. Not all players are guaranteed to be offered a roster position. In addition, SCYIHA cannot guarantee all proposed teams will exist following player placements as that is dependent on enough players accepting their roster spot.
3. A player's physical skill is the main point of evaluation during a tryout. However, emotional and mental maturity as well as hockey IQ are more evident over the course of a full season. All attributes combined contribute to a proper player placement. Since our association is small and nearly every player trying out is known to at least one coach, our process relies on that knowledge of a player's attributes as seen over the course of a full season to help supplement the results of a tryout rating process.
4. Prior to tryouts, head coaches from the past year will be asked to evaluate and provide feedback on every player to be used to validate tryout results. Head coaches will be asked to include a statement on each player, including recommendations for next year, player ratings in individual areas which are hard to discern through tryouts, and a player ranking within their team. Head coaches with a player on the team must defer evaluation and ranking of their player to an assistant coach. These player evaluations will be made available to the placement committee.
5. During tryouts, players will be evaluated at every age level by experienced hockey players and coaches. Evaluators are selected so that no parent will evaluate an age group in which they have a player. Preference is given to evaluators who have served as a head coach or assistant coach within SCYIHA. When possible, evaluators assignments are made to remove evaluators from age groups where they are familiar with the players.
6. Evaluators are all provided a standard form with a numerical scale on which to rate each player over multiple categories. Each evaluator's ratings are individual and relative to their own views. Players are evaluated based on player tryout ID and not player names. Player evaluations will not be released or otherwise made public. Parents interested in tryout feedback are encouraged to speak to the Placement Committee.
7. Following completion of both tryouts, the Placement Committee will compile each player's tryout rating based on the average of each category scores for any individual. Ratings from previous coaches will be combined with the tryout ratings. A weighted average is used based on the player's previous age group and team along with the tryout rating (roughly 50% average for tryout rating and coach rating). All players in an age group are then ranked (player ranking) in order based on the combined tryout and coach rating (known as the player rating). Player rankings are listed in order of highest to lowest based on player rating by Tryout ID.
8. The Placement Committee will convene to review the resultant of player rankings. Based on number of players and skill level split, the committee will first make a determination on the



## State College Youth Ice Hockey Association

appropriate number of teams at each age group, and then identify the cut line based on tryout ID and player ratings. Team sizes are considered when developing cutoff points for player placement. Cutoff points will also consider jumps or gaps in player ratings. Player rankings and cutoffs will not be released or otherwise made public. Parents interested in tryout feedback are encouraged to speak to the Placement Committee.

9. Following initial team splits, player names will be revealed as part of the placement process as they are associated with the player tryout ID. A review will be conducted for each player's placement based on player ranking compared to the previous year's coach evaluations and recommendations. A combination of tryout rating and coach evaluations/rating will be used to inform final player team placement. A player's team placement position will be adjusted from the tryout ranking where there is clear data informing that decision, and only when a majority of the committee is in favor of the adjustment. Previous head or assistant coaches may be consulted prior to final placement decisions for further input to guide the committee with player placement.
10. Should any of the committee members be in a position where they are a parent of an affected player (directly or indirectly) being discussed, that member will excuse themselves from the discussion.
11. Once final team placements are agreed upon by the committee, a recommendation for team sizes at each age division will be presented to the Board of Directors for final approval of team sizes by player tryout ID. The teams as presented to the board will indicate player by tryout ID only (player ratings will not be included) with final placement as adjusted through the process outlined above. No names are included for board review unless specific reason dictates that as necessary and as supplied by the committee. Any objections to any team roster or player placement by any member of the committee will also be conveyed for board consideration during final approval.
12. SCYIHA will not revise placements following the announcement of teams. There is no appeals process for player placement. Should players need to be re-rostered following the placement announcement (typically due to departure or influx of players), request will be made to the player for approval. Re-rostering is not anticipated to include a move from a higher skilled to a lower skilled team.

### Keystone Wild

1. Team placement for Keystone Wild will be based on a selection process involving an on-ice tryout. Head coaches are expected to lead the evaluation process and whenever possible will include assistant coaches or other non-parent evaluators for feedback.
2. Tryout ratings and rankings can be used to inform selection, but are not required. Placement is at the sole discretion of the coach. The intent is to field a team that is of uniform competition at the highest skill level possible based on available players. Roster offers will not be made to fill to a full roster unless skill alignment is met based on the coach evaluations.
3. At the discretion of the coach, following the scheduled evaluation, a player may be asked to attend practices for additional evaluation before being offered a roster position.
4. Coaches are encouraged to provide feedback to those who were not selected with suggestions to improve the player's chances in the future.
5. Rosters for Wild teams are not considered final until December 31. Player adds or removals are at the sole discretion of the Head Coach.





# State College Youth Ice Hockey Association

## Appendix F – Financial Assistance Program Application

(sample form provided for reference; share the stand-alone document for editing as needed)

### STATE COLLEGE YOUTH ICE HOCKEY ASSOCIATION (SCYIHA)

### STATE COLLEGE ICERS - FINANCIAL ASSISTANCE PROGRAM APPLICATION

Please refer to the SCYIHA Policy Manual for objective and guidelines of SCYIHA's Financial Assistance Program. Applicant must complete and submit this application for Financial Assistance. Application must be complete and include the following:

- ☐ Attach proof of current enrollment in the school lunch program
- ☐ Attach a personal, written statement of family hardship (not to exceed 500 words in length)
- ☐ Submit completed application with attachments by email to the SCYIHA Treasurer

Applicant Name (adult requesting financial assistance): \_\_\_\_\_

Relationship to Player(s): ☐ Father ☐ Mother ☐ Legal Guardian ☐ Other (explain): \_\_\_\_\_

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widow(er)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status of Other/Parent/Guardian: ☐ Single ☐ Married ☐ Divorced ☐ Other (explain) \_\_\_\_\_

Total Number in Household: \_\_\_\_\_ Net Monthly Household Income: \_\_\_\_\_

Indicate each player for whom you are requesting financial assistance (indicate by checkmark the requested level of assistance):

Name	Age	Date of Birth	25%	50%	75%	100%

I have read, understood, and hereby agree to comply with the requirements outlined in the SCYIHA Policy Manual governing the Financial Assistance Program. I acknowledge that I (or another family representative) must serve a minimum of 5 hours volunteer time at the Annual SCYIHA Tournament. I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application as may be necessary in arriving at a decision for financial assistance. In the event assistance is provided, I understand that false or misleading information given in my application or interview(s) may result in revocation of the awarded assistance.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

If no family member(s) or other representative(s) is (are) able to assist with fundraising or volunteer activities on behalf of any/each potential recipient of financial assistance, please provide the reason(s): \_\_\_\_\_

#### OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Application Completed in Full & Signed: ☐ Yes ☐ No

Hardship Statement Attached: ☐ Yes ☐ No Proof of School Lunch Program Enrollment Attached: ☐ Yes ☐ No

Financial Assistance Decision: ☐ Approved for \_\_\_\_\_% ☐ Denied SCYIHA Response Sent (date): \_\_\_\_\_ (attach)



## Appendix G – Discipline Procedures Policy & Guideline

**Code of Conduct  
Procedures for the Determination of Misconduct and Disciplinary Penalties  
Policy and Guideline  
Proposed December 2015  
Approved: 12.16.2015**

### Table of Contents

Statement of Policy and Intent
Definitions
Authorization
State College Youth Ice Hockey Association Discipline Officer
Duties of the Officer
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Administration and Enforcement of Penalties
Violation Rink Rules/Protocol
Appeals of the Committee Decision
Penalties, Terms and Conditions
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24-Hour Rule

### Statement of Policy and Intent

It is the policy of State College Youth Ice Hockey Association (Association) that all of its Members, Coaches and any other individual participating in the activities of the Association (referred to collectively as Member(s)) exhibit the qualities of good sportsmanship and civil behavior and abide by the Code of Conduct (Code) of the Association.

It is the intent of the Association to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by the Association, USA Hockey, or any other participating event. An individual is participating in sponsored activity if he or she is a spectator, a volunteer, game official (time-keeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on an Association team or in attendance at any event sponsored by the Association.

When it is found that a Member has violated the Code of Conduct, the Association will discipline the individual in accordance with the procedures and penalties set forth in this policy and guideline.

### Definitions

**“Assistant Coach”** is defined as a certified coach that serves under the direction of the Coach. An Assistant Coach is not required to be a Member of the Association.

**“On-ice helper”** is defined as a person that is a member of the USA Hockey and assists coaches and players on the ice during practice or games.

**“Board”** is defined as State College Youth Ice Hockey Association Board of Directors.



## State College Youth Ice Hockey Association

**“Coach”** is defined as the person primarily responsible for directing and guiding the play of the team. The Coach is responsible for the conduct of the players before, during and after practices and games. The Coach is required to be a Member of the Association.

**“Discipline Officer”** is defined as State College Youth Ice Hockey Association appointed Officer who is responsible for administering this policy and guidelines.

**“Member”** is defined as an individual that is registered as a Member of State College Youth Ice Hockey Association.

**“Other Individual Associated with the Association”** is defined as an individual that participates in the Association’s activities and programs that is not an employee or member, such as an individual that may perform minor official duties at the request of the Association or another game official.

**“Special Meeting”** is defined as a meeting called by the Discipline Officer or Board Member chairing the discipline investigation. The meeting’s purpose is to determine any actions that need to be taken to rectify any allegations of misconduct. This meeting is conducted by the SCYIHA Board and is chaired by the president or in his/her absence a designee from the board.

**“Suspension”** is defined as any removal from SCYIHA activities. This can include removal from games, practices as well as home or away facilities. A suspension will be spelled out in detail by the Board on a case-by-case basis.

**“Taunting, bullying, or threatening”** is defined as to address an individual or individuals in an intimidating, mocking, insulting or contemptuous manner or to verbally or physically express an intention to inflict harm upon another individual or individuals.

### Authorization

The discipline officer has the full power and authority to carry out and administer the provisions of this policy and guideline, as provided by the Board and the By-laws of the Association.

### State College Youth Ice Hockey Association Discipline Officer

The President will appoint the Discipline Officer. The Discipline Officer will have a term that coincides with the term of his or her elected position on the Board.

The Discipline Officer serves at the discretion of the Board and may be suspended or removed by the Board for violations of the Code of Conduct or breach of responsibility.

### *Conflict of Interest within the Discipline Officer;*

If an issue is brought before the discipline officer that involves his/her children, spouse or any family member he/she will recuse himself from that incident. An alternate discipline officer will then be assigned by the president.

### *Discipline officer shall:*

1. Be an advocate for players/parents
2. Review allegations of misconduct;
3. Determine if an individual has violated the Code;
4. Issue penalties commensurate with the severity of the offense when the Committee finds that a violation has occurred;
5. Report to the Board regarding its activities; and
6. Conduct other business as necessary to carry out its duties



## State College Youth Ice Hockey Association

### *Powers of the Discipline Officer*

The Discipline Officer can receive allegations from Members alleging violations of the Code, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

The Discipline Officer has the authority to issue verbal warnings without the approval of the Board. Any recommended penalty beyond a verbal warning will go to the SCYIHA Board of Directors Executive Committee for a vote, using the guidelines in the section titled Penalties, Terms and Conditions, including the termination of membership.

### Coaching Team Responsibilities

1. Coaches will review the no tolerance policy at the beginning of the season and any other time that would help reinforce the behavior that SCYIHA requires of its players, parents, and coaching team
2. *Definition of review* – read the policy out loud to the team, discuss the coach's perspective and requirements to adhere to the policy
3. The head coach will describe to the team their process for team discipline – for example: the first violation of the policy will be a verbal warning, second violation will be sitting out for a period, third etc.
4. Discipline will be fair and provided to any player that violates policy – no favoritism for any player
5. If the coach feels they cannot enact a punishment they will defer to an assistant coach.
6. The coach will consult the discipline committee with any violations that go beyond the verbal warnings and team discipline issues or a serious violation that occurs off-ice **PRIOR** to communicating with the team or individuals involved. This will provide support for the coach and be sure SCYIHA handles all situations in a consistent manner.

### Procedures

The following procedures are used to review allegations

1. **Notice of an Issue:** Any Member may notify the Discipline Officer about an issue that he or she believes warrants their attention. Notice is to be provided to the Discipline Officer by:
  - a. Written notice to the Discipline Officer, or Board Member. Written notice should be sent via email to confirm delivery. The Discipline Officer's email will be posted on the SCYIHA web page.
2. **Distribution of a Notice:** The board member is to distribute all Notices received to the Discipline Officer as soon as possible.
3. **Notice to Parties:** The parties that are the subject of the Notice will be notified within 7 days of the Discipline Officer's receipt of the Notice.
4. **Investigation:** The Discipline Officer will begin investigation within 10 days of receipt of the Notice. The Discipline Officer shall have a member of the Board present as a witness during all investigations. The board member is solely a witness and will not participate in the investigation. The purpose of the investigation is to establish the facts relative to the incident being reviewed. After the investigation is completed the Discipline Officer will take one or more of the following actions:
  - a. Determine that no violation has occurred and dismiss the matter;
  - b. Determine that a violation of the Code has occurred

**Special Meeting:** If the Discipline Officer determines that there is a violation of the Code of Conduct that should result in more than a verbal warning, the Discipline Officer must request a Special Meeting within 7 days of the completion of the investigation.



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1. The individual alleged to be in violation has the right to be at the special meeting, to present his/her version of the events. The individual may waive his/her right to be at the meeting to the Discipline Officer, anytime prior to the meeting.
2. After he/she has presented their facts they must leave the meeting.
3. The Discipline Officer will then present his/her facts and findings, and answer any questions the board may have. The discipline officer will then make a recommendation to the board in regards to punishment.
4. The board will make a determination as to penalty, if any.
6. **Issuance of Findings of Fact, Determination and Penalty:** Upon conclusion of the Investigation and Penalty Meeting, and after the board has voted on a determination of punishment, the Secretary of the board will issue a written Findings of Fact and the Determination to all parties involved in the investigation.

### Summary Suspension Pending Review

In instances where the alleged infractions are of a serious nature, the Discipline Officer along with the president of the board can suspend a Member from participating in any Association activity until the Discipline Officer reviews the matter during the investigation.

### Administration and Enforcement of Penalties

The Discipline Officer will administer the penalty, which includes documentation of the penalty, establishment of the calendar for the penalty term, notification of coaches, team managers or other appropriate individuals of the penalty, notice to the Member when the conditions of the penalty have been satisfied and other appropriate duties.

The Discipline Officer, Team Manager and Head coach of the team affected will monitor the penalty. Failure by a Member to honor any penalty or suspension will be punishable up to and including dismissal from the Association.

In the event the person(s) membership with the Association is revoked, it will be for a minimum term of one (1) year. After the said time limit expires the person(s) may reapply for membership with the Association. Permission to rejoin the Association is subject to the approval of the Board.

### Violation of Rink Rules/Protocol

Penalty enforcement for violation of rink rules will be carried out by the Association, in conjunction with the appropriate rink manager. Severity and penalty duration will be administered by the Association. The rink(s) maintain their right to restrict, suspend, or terminate the privileges of persons and/or teams violating any of these rules.

### Appeals of the Discipline Officer's Decision

The Discipline Officer's decisions regarding determinations of violations of the Code resulting in a verbal warning cannot be appealed. All other penalties will be instituted by the full board and cannot be appealed.

### Penalties, Terms and Conditions

The following penalties can be issued:

1. **Verbal Warning:** An action that does not rise to a documented letter & requires no further action
  - a. A first violation of any of the Association conduct rules
  - b. A first violation of player/parent code of conduct
2. **Level 1:** Written warning
  - a. Using profane and/or vulgar language or mannerisms
  - b. A violation of player/parent code of conduct



## State College Youth Ice Hockey Association

- c. Repeated violation after a verbal warning
3. **Level 2:** Up to a seven-day suspension.
  - a. Inciting other persons to become involved in any of the above listed activities.
  - b. Repeated violations of the Association rules of conduct
  - c. Repeated violations of the player/parent code of conduct
  - d. Climbing on the glass
4. **Level 3:** Up to a 21-day suspension
  - a. Any other infraction may result in a termination of membership.
  - b. Throwing of any object onto the ice surface, into the player's area, or at another individual.
5. **Level 4:** Up to 30 days suspension. Any other infraction may result termination of membership.
  - a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
  - b. Defacing or damaging property belonging to any individual, team, association, or arena.
  - c. Going on to the ice surface for any reason, unless directed by coach or other official.
  - d. Entering the bench area during a game.
6. **Level 5:** May result in termination of membership, indefinite suspension, or suspension up to 180 days. May include dismissal without refund
  - a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
  - b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
  - c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
  - d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
  - e. Being involved with any activity that would warrant the summoning of law enforcement officials.

**Level 5 NOTE\*\*** Any member receiving a Level 5 penalty must obtain approval from the Committee before returning to involvement within the Association.
7. A combination of multiple lower-level infractions may result in a higher-level disciplinary action. The above listed are just guidelines and may be adjusted depending on the exact details of each incident.
8. The Discipline Officer may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

### Code of Conduct

SCYIHA Discipline Procedures and Code of Conduct is in addition to the rules of the USA Hockey Association and the Pittsburgh Area Hockey League. This list of words or actions constitutes a violation of the Code of Conduct of the Association and includes, but is not limited to, the following:

1. Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
2. Taunting, bullying, ridiculing, baiting, or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
3. Verbal comments that make other player(s) uncomfortable after being told to stop.
4. Comments made to target an individual about race, gender, age, ethnicity, or sexual identity
5. Going onto the ice surface for any reason, unless directed by a coach or other official.
6. Entering the bench area during a game.





## State College Youth Ice Hockey Association

7. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
8. Entering the locker room of any official or obstructing their access or exit from said room or arena.
9. Entering the locker room without clearances or coaches approval.
10. Using profane and/or vulgar language or mannerisms that is offensive to other persons
11. Throwing of any object onto the ice surface, into the player's area, or at another individual.
12. Approaching an official, coach or player following a game while they are exiting the ice, walking to their locker rooms, and leaving the facility.
13. Climbing on the glass.
14. Defacing or damaging property belonging to any individual, team, association, or arena.
15. Violating posted Rink Rules, including, but not limited to:
  - a) Damage to the facility and / or vandalism of any sort
  - b) Theft of any kind
  - c) Violation of the floor hockey rule
  - d) Violation of locker room policy
16. Being involved with any activity that would warrant the summoning of law enforcement officials.
17. Inciting other persons to become involved in any of the above listed activities.
18. Any other conduct deemed inappropriate by the officials, representatives, and Board members of SCYIHA, and rink personnel.

### 24 Hour Rule:

1. Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact.
2. A Member is not to approach a coach to discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.
3. Coaches should contact a member of the discipline committee immediately if they would like assistance when dealing with an issue – individual or team

**Note to 24 Hour Rule** *Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create strong reactions from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment.*


*For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, State College Youth Ice Hockey Association has adopted the "24 Hour Rule". The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.*



# State College Youth Ice Hockey Association

## Appendix H – Service Agreement for Compensated Coaches

For reference only; edit the stand-alone document for each coach prior to the start of each season.

 State College Youth Ice Hockey Association  
PO Box 10168  
State College, PA 16805  
www.sciyha.org

**SERVICE AGREEMENT**

This Service Agreement (hereinafter, the "Agreement"), is dated as of 04/05/2023 (hereinafter, the "Effective Date"), and is entered into by and between the following parties:

State College Youth Ice Hockey Association of PO Box 10168, State College, PA 16805, and  
icershockey@sciya.org (hereinafter, the "Client"),

and

Provider Name of Provider Address, City, ST ZIP, (PHO) NEN-UMBR and provider@email.com (hereinafter, the "Contractor").

**1. SERVICES**

During the term of the Agreement, Provider Name shall perform the following services for State College Youth Ice Hockey Association (hereinafter, the "Services"):

- Serve as the Client's goalie coach, 18U Keystone Wild Head Coach, and 16U State College Icerc Head Coach.
- As goalie coach, the Contractor will be present for one icers practice per team per week in order to spend at least 30 minutes with the goalies of each team. The contractor will determine the schedule that works best for their needs.
- As Head Coach, the Contractor will plan and conduct practices and manage from the bench the team during home and away games (10 each). As Head Coach, the Contractor is permitted to occasionally delegate duties to an assistant coach.

**2. PAYMENT AMOUNT AND METHOD**

During the Term of the Agreement, the Client agrees to pay the Contractor according to the following schedule:

Event, date, or milestone	Payment amount
Midseason (on or about December 1, no later than December 31)	\$5,000.00
End of Season (on or about April 1, no later April 30)	\$5,000.00


State College Youth Ice Hockey Association agrees to pay, in addition to the principal and interest due hereon, all reasonable attorney fees, plus all other costs and expenses of collection and enforcement.


In addition to any other right or remedy provided by law, the failure of State College Youth Ice Hockey Association to pay for the Services when due shall be considered a material breach of this contract, and Provider Name may terminate this Agreement and/or seek legal remedies.

No additional reimbursable expenses will be provided to cover costs associated with travel or lodging.

**3. TERM**

This Agreement will commence on the Effective Date and shall continue for the entirety of the 2023-2024 Hockey Season (beginning roughly April 1, 2023 and ending roughly March 30, 2024), unless earlier terminated as provided herein.



 SCYIHA

**4. OWNERSHIP OF WORK**

The Client acknowledges and agrees that all intellectual property and related material, including but not limited to any copyrightable works, ideas, discoveries, inventions, patents, products or other information (hereinafter, the "Work Product"), performed under this Agreement by the Contractor will be the exclusive property of the Contractor.

If requested by the Contractor, the Client will provide and execute all necessary documentation to confirm or perfect the ownership of the Contractor to the Work Product.

**5. RETURN OF PROPERTY**

Upon the termination of the Agreement, the Contractor agrees to return to the Client any property, documentation, records, or confidential information which is the property of the Client.

**6. INDEPENDENT CONTRACTOR**

The Contractor certifies that, in providing the Services under this Agreement, he is acting as an independent contractor and not as an employee or an agent. Nothing contained in this Agreement shall be deemed to constitute an employment, agency, joint venture, or partnership relationship between the parties.

**7. NON-EXCLUSIVE CLAUSE**

The Parties hereby acknowledge that this Agreement is non-exclusive, and nothing herein shall prevent either Party from entering into similar or same agreements with third parties.

**8. INDEMNIFICATION**

To the extent permitted by applicable laws and without prejudice to any other rights and obligations of the parties, each party hereby agrees to indemnify, defend, and hold the other party harmless from and against any and all claims, demands, losses, costs, liabilities or damages of any kind (including reasonable attorneys' fees and costs) arising out of or in connection with the breach of this Agreement, and/or its negligence or willful misconduct. The obligations of indemnification will apply during the term of this agreement.

**9. EVENTS OF DEFAULT**


The occurrence of any of the following events shall constitute and is hereinafter referred to as an "Event of Default":

- If either party fails to make a required payment when due.
- If either party becomes unable to perform its duties and fails to make available or deliver the Services in the time and manner provided for in this Contract.
- If either party becomes or is declared insolvent or bankrupt.
- If either party's property becomes subject to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.

**10. REMEDIES**

In the event that either party (hereinafter, the "Defaulting Party") fails to perform any of its material obligations under this contract, or if any one of the hereinabove described Events of Default occurs which causes damage to the other Party (hereinafter, the "Non-defaulting Party"), it shall be considered a material breach of this Agreement.

2 | Page SCYIHA Service Agreement for Compensated Coaches

 SCYIHA

In such an event, the Non-defaulting Party may notify the Defaulting Party in writing and request it to rectify and correct such breach of contract within 30 working day(s) from the effective date of such notice. If the Defaulting Party fails to cure the default(s) within such period of time, this agreement will be automatically terminated.

The defaulting Party shall be liable for any such breach pursuant to the applicable laws.

**11. FORCE MAJEURE**

Neither party shall in no event be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for any delay or failure in fulfilling or performing any obligation under this agreement when such delay or failure is resulting from circumstances beyond its reasonable control (hereinafter, "Force Majeure causes").

The term Force Majeure shall include, without limitation, acts of God, acts of civil or military authorities, insurrections, vandalism, riots, wars, lock-outs, embargoes, acts of nature, fire, natural disasters, epidemics, work stoppages or other labor disputes, or supplier failures.

A Party claiming the benefit of this provision shall, as soon as reasonably practicable after the occurrence of any such event:

- provide written notice to the other Party of the nature and extent of any such Force Majeure cause; and
- use reasonable efforts to remove any such causes and resume performance under this Agreement, as soon as reasonably practicable.

**12. DISPUTE RESOLUTION**

In the event a claim, dispute or controversy arises out of or in connection with this Agreement, the parties agree to attempt to resolve the claim, dispute or controversy by conducting good faith negotiations.

If the parties are unable to settle the matter between themselves within 30 days, the dispute shall thereafter be resolved by binding arbitration under the then current Commercial Arbitration Rules of the American Arbitration Association.

**13. ENTIRE AGREEMENT**

This document constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings, whether oral or written, with respect to the subject matter of this Agreement.

**14. SEVERABILITY**


This Agreement will be enforced to the fullest extent permitted by applicable law.

If for any reason any term or provision of this Agreement is held to be invalid or unenforceable, such invalidity or unenforceability will not affect any other term or provision of this Agreement. However, the parties shall cease performing such invalid or unenforceable provisions and negotiate in good faith to replace such invalid or unenforceable provisions with a valid, legal, and enforceable provision consistent with the original intent.

**15. AMENDMENTS**

This Agreement may be amended or modified as needed. However, any modification, variation or amendment of this Agreement shall only be valid if made in writing form and duly signed by the parties obligated under the amendment.

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 SCYIHA

**16. GOVERNING LAW**

This Agreement shall be governed, construed and interpreted in accordance with the Laws of the State of Pennsylvania.

**17. NOTICES**

Any and all notices, requests, demands or other communications to be given under this Agreement must be (i) given in writing and (ii) personally delivered or mailed by certified or registered mail, return receipt requested, or transmitted by electronic mail transmission to the party to whom such notice or communication is directed, to the mailing address or electronic mail address of such party as set forth in the opening paragraph of this Agreement, or to such other address or email address as any party may from time to time notify the other.

**18. WAIVER**

The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**19. ATTORNEY'S FEES**

In the event that any action is instituted to enforce or interpret the validity of this Agreement or any of its provisions, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other available remedies.

**20. ASSIGNMENT**

This Agreement and all rights and obligations hereunder may not be assigned by either party without prior written consent of the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Service Recipient:  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
NAME, President, State College Youth Ice Hockey Association

Service Provider:  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
PROVIDER NAME

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## Appendix I – Summary of Changes

Board approved changes shall be summarized herein. Include date, section, and any pertinent notes.

01/23/2023 – Full Manual – Initial Adoption by Board

12/10/2023 – Membership Responsibilities – Addition of Spectator Conduct Policy (required by MidAM)

- Appendix J – Spectator Incident Report Form

08/26/2024 – Membership Responsibilities – “Any” team clarification in Spectator Conduct Policy

- Association Responsibilities – Add Officiating Section added including Appendix K

- Association Responsibilities – Add SafeSport Policy Added Including Appendix L.1-L.5

12/2/2024 – Association Responsibilities – Add Billet Policy including Appendix M



## Appendix J – Spectator Incident Report

(sample form provided for reference; share the stand-alone document for editing as needed)

### Spectator Incident Report

#### Individual Reporting Incident (will remain confidential)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Individual Involved in Incident (include each name if multiple individuals, contact info if known)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Incident Information

Date / Time of Incident: \_\_\_\_\_

Rink Location &  
Sheet Name / Number: \_\_\_\_\_

Team (home): \_\_\_\_\_

Team (away): \_\_\_\_\_

Security on Site:  
(rink staff or other) \_\_\_\_\_

Description of Incident (detailed description of the incident to include any injuries, police response to the incident and corresponding report numbers, ambulance or EMS response to the incident, names and roles of individuals engaged by the spectator; attach additional pages as needed; as available provide video evidence, score sheet copies, and names/contact information for others who should be contacted as witness to the incident).

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This form is designed to comply with requirements of USA Hockey's MidAM District for reporting of Spectator Behavior Incidents in violation with SCYIHA's Spectator Behavior Policy and Code of Conduct. Upon completion, submit to SCYIHA Discipline Coordinator & President.



# State College Youth Ice Hockey Association

## Appendix K – On Ice Official Evaluation Form

(sample form provided for reference; share the stand-alone document for editing as needed)

### Officials Feedback Form

Name: \_\_\_\_\_ Your Team (home or visitor?): \_\_\_\_\_  
Email/Phone: \_\_\_\_\_ Opponent: \_\_\_\_\_  
Game Date & Location: \_\_\_\_\_ Final Score: Home \_\_\_ Visitor \_\_\_  
Official 1: \_\_\_\_\_ Official 2: \_\_\_\_\_

Official 1 – Enter a rating (scale of 1 to 5) for the following:

The referee's demeanor and professionalism in this game: .....   
The referee's ability to skate (hustle/fitness) with the play in this game: .....   
The referee's understanding and application of the rules in this game: .....   
The referee's overall game management for this game: .....   
Please briefly state any positive comments or unusual issues regarding the game or the referee:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Guide to Rating System and Description of Metrics

*The Referee's Evaluation is to be taken seriously, without bias, and regardless of game result. If necessary, take 24-hours after the completion of the contest to gather your thoughts so you may offer a constructive evaluation. Any evaluations submitted without fair criticism or insight will not be accepted. Evaluation forms containing extreme language and/or hollow remarks will be disregarded as well. Evaluations will be reviewed by SCYIHA leadership, and constructive feedback meeting the above rules will be provided to KHO for their use in determining future game assignments and pairings.*

Official 2 – Enter a rating (scale of 1 to 5) for the

The referee's demeanor and professionalism in t  
The referee's ability to skate (hustle/fitness) with  
The referee's understanding and application of t  
The referee's overall game management for this  
Please briefly state any positive comments or un

#### Evaluation Rating System

Excellent (5) = Outstanding for that category, excellent performance, stellar officiating  
Good (4) = Slight room for improvement, well above average, very few issues, reliable officiating  
Fair (3) = Minor cause for concern, moderate deficiencies in this area, passable officiating  
Poor (2) = Encountered significant problems, clear shortcomings, undependable officiating  
Inadequate (1) = Overwhelmed, unacceptable performance, no confidence in this officiating

#### Demeanor and Professionalism

##### Positive:

- Arrived on time
- Professional appearance
- Cordial and approachable
- Enthusiasm and confidence
- Positive attitude

##### Negative:

- Indecisive/hesitant
- Abrasive and short-fused
- Poorly handled pressure
- Unprepared and distracted

#### Skating, Hustle, and Fitness

##### Positive:

- Stayed with flow of the play
- Hustled to re-gain positioning
- Maintained field of vision
- Avoided interference with the play
- Displayed ample endurance

##### Negative:

- Lack of physical effort
- Poor anticipation
- Became fatigued
- Created unnecessary interference

#### Understanding and Application of Rules

##### Positive:

- Consistent calls throughout the game
- Solid command of USA Hockey rules
- Handled unique situations
- Called the Standard of Enforcement
- Clear and proper signals

##### Negative:

- Inconsistent or incorrect calls
- Invalid explanations
- Failed to meet standards of play
- Poor on-ice awareness

#### Overall Game Management

##### Positive:

- Took control of difficult situations
- Maintained authority and communication
- Soundly followed procedures
- Gave timely explanations and warnings
- Worked well as at team

##### Negative:

- Unpredictable
- Influenced by score, situation, or a previous incident
- Long, unnecessary delays
- Slow to react to situations



## Appendix L.1 – SCYIHA Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the goals of the State College Youth Ice Hockey Association (SCYIHA). SCYIHA's SafeSport Program serves as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including: emotional abuse, bullying, threats, harassment and hazing. Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not able to observe – this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. To help prevent abuse or misconduct from occurring in our locker rooms, SCYIHA has adopted the following locker room policy.

At Pegula Ice Arena, there are restricted access locker rooms/changing areas available for use. Some of the locker rooms have their own restroom/shower area and some of the locker rooms have shared restrooms and shower areas.

### Locker Room Monitors (LRM)

SCYIHA requires a Locker Room Monitor any time two or more players are in a locker room (games or practices).

1. All locker room monitors must be listed on the team's official roster (including having completed all required SafeSport training and background checks).
  - a) The Head Coach listed on the team's roster is the default locker room monitor unless otherwise delegated.
  - b) On gamedays, if an assistant coach or volunteer is the delegated locker room monitor, the locker room monitor's name must be identified on the score sheet.
2. Co-ed teams must have a gender appropriate locker room monitor for each locker room.
3. LRMs are responsible for maintaining a safe environment in the locker room. If an incident occurs in the locker room resulting in a SafeSport claim, the LRM shall be responsible for responding during the investigation.

Reminder that clearances/SafeSport is not needed to work the penalty box or scorekeepers' box during a game, however this does not constitute permission to access the locker rooms or locker room areas before or after a game. Locker room hallways are considered part of the locker rooms and parents without clearances shall NOT be in hallways, particularly after games when there could be crossover with either team. See the "Parents in Locker Room" section below for allowances regarding younger players and players in need of assistance.

### Locker Room Monitoring

SCYIHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-60 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Coaches and or the designated LRM conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or locker room





## State College Youth Ice Hockey Association

monitors (LRM's, each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members (age group specific) are permitted in the locker room. LRMs are expected to make sweeps of the locker room while they are in use. The expectation is that players shall not be provided access to locker rooms until the appropriate LRM (coach or designated LRM) is available and present.

### **Parents in Locker Rooms**

Parents are prohibited from entering the locker rooms and changing areas unless they are a fully rostered staff (i.e. coaches and/or LRMs). Under the supervision and guidance of a rostered staff member, parents shall be permitted for the purpose of assisting players with equipment at the 8U and 10U age groups ONLY. If a player's specific needs warrant parent assistance, the parent shall be required to complete the same training required to be an LRM. Additionally, if a player is or may be injured, parents may be requested to assist with their own player by the rostered staff but shall be required to vacate the locker room/changing area if other players are present.

We encourage parents to teach their players as young as possible how dress so that players will learn as early as possible how to dress independently. In circumstances where parents are permitted in the locker room, rostered staff have the authority to ask that the parents leave at any time.

At no time shall a parent be permitted in the locker room without a coach or LRM present.

### **Mixed Gender Teams**

When a team consists of both male and female players, SCYIHA will have the male and female players dress/undress in separate locker room/changing areas. Prior to and post-game/practice preparation (i.e. changing), players are allowed to interact in the same locker room under the standard locker room policy.

If separate locker rooms are not available, then the male/female players will take turns using the locker room to change.

### **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are prohibited to be used in the locker rooms or changing areas. If phones or other mobile devices must be used, they shall be taken outside of the locker room. Head coaches may designate a player to utilize a cell phone for audio purposes only (i.e. pre- and/or post-game music) via a pre-prepared playlist. At no time shall the phone be used within the locker room/changing area.

Any person or persons found taking photos or videos within a locker room shall be reported by the LRM to SafeSport coordinator for a review of the incident. The SafeSport coordinator shall collect all photos/videos/audio taken for a review and as deemed necessary, escalation to SafeSport and USA Hockey for review. In addition, the person or persons responsible shall be referred to the SCYIHA Discipline Officer for review and discipline.



# State College Youth Ice Hockey Association

## Appendix L.2 – USA Hockey SafeSport Reporting Form

(sample form provided for reference; share the most current USAH document for editing as needed)

### USA Hockey SafeSport Report

#### INFORMATION ON THE PERSON YOU ARE REPORTING:

Name: \_\_\_\_\_

Age or Approximate Age: \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

City: \_\_\_\_\_

State: \_\_\_\_\_

Hockey program individual is affiliated with: \_\_\_\_\_

Position(s) this individual holds or held:

\_\_\_\_\_ Head Coach

\_\_\_\_\_ Official/Referee

\_\_\_\_\_ Assistant Coach

\_\_\_\_\_ Player

\_\_\_\_\_ Employee for local program

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Volunteer/Team Manager

\_\_\_\_\_ Not sure

Type of Offense (check all that apply):

\_\_\_\_\_ Sexual Abuse

\_\_\_\_\_ Sexual Harassment

\_\_\_\_\_ Physical Abuse

\_\_\_\_\_ Bullying

\_\_\_\_\_ Emotional Abuse

\_\_\_\_\_ Threats

\_\_\_\_\_ Harassment

\_\_\_\_\_ Hazing

Has a report been filed with Police/Authorities: \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Police Dept/Authority: \_\_\_\_\_

City: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Has anyone else at USA Hockey been notified or contacted?

Name: \_\_\_\_\_

Where did the incident take place (City, State, Ring)?

Describe what happened (Who, What, When, Where)?

### USA Hockey SafeSport Report

#### INFORMATION ON THE VICTIM:

Victim First and Last Name: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

City: \_\_\_\_\_

State: \_\_\_\_\_

Program Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**NOTE:** If victim is under 18, please provide contact information for his/her parent or guardian.

#### INFORMATION ON PERSON REPORTING INCIDENT:

You may remain anonymous if you wish. However, providing information is very helpful for a swift and effective investigation. Upon your request, USA Hockey will keep your identity confidential and will only disclose if required to do so by law or with your permission. A person reporting alleged misconduct should not fear retribution and/or consequence when filing a report he/she believes to be true.

First and Last Name of Reporter: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Program Affiliation (if any): \_\_\_\_\_

Relationship to Victim (if any): \_\_\_\_\_

Please list any other witnesses and contact information (if known):

**Name of Witness:**

**Relationship/Title:**

**Phone/Email:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please provide any other information you feel would be helpful to an investigation of the alleged offense you are reporting: \_\_\_\_\_



# State College Youth Ice Hockey Association

## Appendix L.3 – Dual Relationship Consent for One-on-One Interactions

( sample form provided for reference; share the most current USAH document for editing as needed)



### DUAL RELATIONSHIP EXCEPTION FORM ONE-ON-ONE INTERACTIONS ON SPECIFIC DATES/EVENTS

The USA Hockey Safe Sport Program Handbook adopts policies in conformance with policies of the U.S. Center for SafeSport, including the SafeSport Code for the U.S. Olympic and Paralympic Movement ("SafeSport Code") and the Minor Athlete Abuse Prevention Policies ("MAAPP"). The USA Hockey Safe Sport Program, SafeSport Code and MAAPP require parental consent for certain activities between Adult Participants and Minor Athletes participating in USA Hockey programs. This form provides consent for an exception to the MAAPP policies on One-on-One Interactions for the Adult Participant and Minor Athlete that have a Dual Relationship, which is a relationship that exists outside of a sport relationship. Examples of dual relationships include but are not limited to family members, family friends, and teachers.

The undersigned is the parent/guardian of the Minor Athlete identified below, who is a member of [INSERT NAME OF LOCAL PROGRAM] and under the age of 18. This consent is provided pursuant to the USA Hockey Safe Sport Program and I acknowledge that the USA Hockey Safe Sport Program Handbook found at [www.usahockey.com/safesportprogram](http://www.usahockey.com/safesportprogram) contains policies that are intended to prevent abuse and risks of harm.

The following Consent form is for consent to a Dual Relationship exception to apply in a specific instance(s).<sup>1</sup> Additionally, consent can be withdrawn by a parent/guardian at any time.

#### Consent for Dual Relationship

As the parent/guardian of the Minor Athlete identified below, I am advising [INSERT NAME OF LOCAL PROGRAM] that [INSERT MINOR ATHLETE NAME], a Minor Athlete under the age of 18, has a Dual Relationship with the following Adult Participant: [INSERT NAME OF ADULT PARTICIPANT]. The Dual Relationship is as follows:

DESCRIBE DUAL RELATIONSHIP DETAILS

With my initials below, I am consenting to the Dual Relationship Exception for the area of the USA Hockey Safe Sport Program specified on this form, for the time period(s) or event(s) noted. If an area does not have my initial, I do not consent to the exception detailed in that area. I am aware that I can withdraw this consent at any time.

<sup>1</sup> Separate forms providing consent on an annual basis may be used and are located at <https://www.usahockey.com/resourcesanddownloads>.

#### Dual Relationship Consent for One-on-One Interactions – Specific Instance(s)

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can have In-Program one-on-one interactions where consent is **allowed** and not otherwise covered by this form with said Minor Athlete at [INSERT NAME OF LOCAL PROGRAM] for the following occasion:

Date	Event/Occasion Name	Location	Parent Initials

I, [INSERT PARENT NAME], as parent/guardian of [INSERT MINOR ATHLETE NAME], who is under the age of 18, have read the USA Hockey Safe Sport Program Handbook and acknowledge that the above written permission is valid for the dates identified above. If I am signing and submitting this consent electronically, I acknowledge that my electronic signature shall have the same validity, force, and effect as if I signed this consent by hand.

Parent/Legal Guardian Printed Name: [INSERT PARENT NAME]

Parent/Legal Guardian Signature: [INSERT ELECTRONIC SIGNATURE] Date: [BOX FOR DATE]



### DUAL RELATIONSHIP EXCEPTION TO MAAPP ANNUAL CONSENT FORM

The USA Hockey Safe Sport Program Handbook adopts policies in conformance with policies of the U.S. Center for SafeSport, including the SafeSport Code for the U.S. Olympic and Paralympic Movement ("SafeSport Code") and the Minor Athlete Abuse Prevention Policies ("MAAPP"). The USA Hockey Safe Sport Program, SafeSport Code and MAAPP require parental consent for certain activities between Adult Participants and Minor Athletes participating in USA Hockey programs. This consent form is to provide consent for an exception to the MAAPP policies for the Adult Participant and Minor Athlete that have a Dual Relationship, which is a relationship that exists outside of a sport relationship. Examples of dual relationships include but are not limited to family members, family friends, and teachers.

The undersigned is the parent/guardian of the Minor Athlete identified below, who is a member of [INSERT PROGRAM] and under the age of 18. This consent is provided pursuant to the USA Hockey Safe Sport Program and I acknowledge that the USA Hockey Safe Sport Program Handbook found at [www.usahockey.com/safesportprogram](http://www.usahockey.com/safesportprogram) contains policies that are intended to prevent abuse and risks of harm.

Please note that depending on the policy, consent can be required (i) in every instance, (ii) on an annual basis, or (iii) the parent/guardian can determine if the consent is provided every instance or annually. The following Annual Consent forms are listed below.<sup>1</sup> If an option is not provided for annual consent, then consent needs to be provided in every instance. Additionally, consent can be withdrawn by a parent/guardian at any time. Review each separate consent and only complete the areas of the form necessary by initialing that area and signing the form at the bottom. Not all areas of the form are required to be completed.

1. Dual Relationship Consent
2. Dual Relationship - One-On-One Interactions
3. Dual Relationship - Transportation
4. Dual Relationship - Lodging - Not a Shared Room
5. Dual Relationship - Locker Rooms
6. Dual Relationship - Electronic Communications

#### Annual Consent for Dual Relationship

As the parent/guardian of the Minor Athlete identified below, I am advising [INSERT NAME OF LOCAL PROGRAM] that [INSERT MINOR ATHLETE NAME], a Minor Athlete under the age of 18, has a Dual Relationship with the following Adult Participant: [INSERT NAME OF ADULT PARTICIPANT]. The Dual Relationship is as follows:

DESCRIBE DUAL RELATIONSHIP DETAILS

With my initials below, I am consenting to the Dual Relationship Exception for each area of the USA Hockey Safe Sport Program, for the time period noted. If an area does not have my initial, I do not consent to the exception detailed in that area. I am aware that I can withdraw this consent at any time.

Initial [BOX FOR INITIALS] Date: [BOX FOR DATE]

<sup>1</sup> Separate forms providing consent for specific dates (as opposed to annual consent) may be used and are located at <https://www.usahockey.com/resourcesanddownloads>.

#### Annual Dual Relationship Consent for One-on-One Interactions

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can have In-Program one-on-one interactions where consent is **allowed** and not otherwise covered by this form with said Minor Athlete at for one year from the date of this consent.

Initial [BOX FOR INITIALS] Date: [BOX FOR DATE]

#### Annual Dual Relationship Consent for Transportation

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can travel one-on-one with said Minor Athlete to and from all In-Program activities related to [INSERT NAME OF LOCAL PROGRAM] for one year from the date of this consent.

Initial [BOX FOR INITIALS] Date: [BOX FOR DATE]

#### Annual Dual Relationship Consent for Lodging - Not a Shared Room

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can share a lodging arrangement with said Minor Athlete for all In-Program lodging related to [INSERT NAME OF LOCAL PROGRAM] for one year from the date of this consent. I understand that said Adult Participant will **NOT** share a hotel room or otherwise sleep in the same room with said Minor Athlete and all interactions will be observable and interruptible unless additional consent for In-Program one-on-one interactions is also provided.

Initial [BOX FOR INITIALS] Date: [BOX FOR DATE]

#### Annual Dual Relationship Consent for Locker Rooms

I, as the parent/guardian of the Minor Athlete identified, hereby authorize and consent that the above-named Adult Participant, can have one-on-one interactions with said Minor Athlete in the Locker Room during In-Program sport activities related to [INSERT NAME OF LOCAL PROGRAM] for one year from the date of this consent. I understand that this consent does **NOT** allow said Adult Participant to shower with said Minor Athlete.

Initial [BOX FOR INITIALS] Date: [BOX FOR DATE]

#### Annual Dual Relationship Consent for Electronic Communications

I, as the parent/guardian of the Minor Athlete identified, hereby authorize and consent that the above-named Adult Participant, can have one-on-one Electronic Communication with said Minor Athlete for one year from the date of this consent.

Initial [BOX FOR INITIALS] Date: [BOX FOR DATE]

The following must be completed to make the above initials valid. I, [INSERT PARENT NAME], as parent/guardian of [INSERT MINOR ATHLETE NAME], who is under the age of 18, have read the USA Hockey Safe Sport Program Handbook and acknowledge that the above written permission is valid for the dates identified above. If I am signing and submitting this consent electronically, I acknowledge that my electronic signature shall have the same validity, force, and effect as if I signed this consent by hand.

Parent/Legal Guardian Printed Name: [INSERT PARENT NAME]

Parent/Legal Guardian Signature: [INSERT ELECTRONIC SIGNATURE] Date: [BOX FOR DATE]



## Appendix L.4 – Consent to Athletic Training Modalities

(sample form provided for reference; share the most current USAH document for editing as needed)



### CONSENT FOR ATHLETIC TRAINING MODALITIES, MESSAGES, OR RUBDOWNS ON SPECIFIC DATES/EVENTS

The USA Hockey Safe Sport Program Handbook adopts policies in conformance with policies of the U.S. Center for SafeSport, including the SafeSport Code for the U.S. Olympic and Paralympic Movement ("SafeSport Code") and the Minor Athlete Abuse Prevention Policies ("MAAPP"). The USA Hockey Safe Sport Program, SafeSport Code and MAAPP require parental consent for certain activities between Adult Participants and Minor Athletes participating in USA Hockey programs. This form consent for athletic training modalities, massages, or rubdowns on specific dates/events, which requires parental consent under the MAAPP for specific dates/events. Additionally, consent can be withdrawn by a parent/guardian at any time.

The undersigned is the parent/guardian of the Minor Athlete identified below, who is a member of SCYIHA and under the age of 18. This consent is provided pursuant to the USA Hockey Safe Sport Program and I acknowledge that the USA Hockey Safe Sport Program Handbook found at [www.usahockey.com/safesportprogram](http://www.usahockey.com/safesportprogram) contains policies that are intended to prevent abuse and risks of harm.

#### General Consent for Athletic Training Modalities, Messages or Rubdowns on Specific Dates/Events

I, as the parent/guardian of the Minor Athlete identified below, hereby authorize and consent for said Minor Athlete to receive In-Program athletic training modalities, massages or rubdowns for injuries for the occasion(s) outlined below.

I understand that with respect to any Athletic Training Modalities, Messages, or Rubdowns, (i) all sessions must follow the One-on-One Interactions Policy as found in the USA Hockey Safe Sport Program Handbook; (ii) all sessions must have a second Adult Participant physically present for the treatment to occur; (iii) my Minor Athlete will be fully or partially clothed and their breasts, buttocks, groin, and genitals will always be covered; (iv) a parent/guardian must be permitted to observe treatment, except for situations where it occurs in a competition or training venue that limits credentialing; and (v) my Minor Athlete or I can withdraw consent for In-Program athletic training modalities, massages, or rubdowns at any time.

Date	Event/Occasion Name	Location	Parent Initials

I, \_\_\_\_\_, as parent/guardian of \_\_\_\_\_, who is under the age of 18, have read the USA Hockey Safe Sport Program Handbook and acknowledge that the above written permission is valid for the dates identified above. If I am signing and submitting this consent electronically, I acknowledge that my electronic signature shall have the same validity, force, and effect as if I signed this consent by hand.

Parent/Legal Guardian Printed Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix L.5 – SCYIHA Travel Policy

State College Youth Ice Hockey Association (SCYIHA) is a travel hockey program. SCYIHA has adopted policies regarding travel to minimize one-on-one interactions and reduce the risk of abuse or misconduct. These travel guidelines are intended to increase player safety and maintain a positive player experience.

We distinguish between travel to training, practice and local games or practices (“point-to-point travel”) and team travel involving a coordinated overnight stay (“team travel”).

### Point-to-Point Travel

Point-to-point travel occurs when SCYIHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for point-to-point travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating point-to-point travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains all safety and legal requirements.
- The employees, coaches, and/or volunteers of SCYIHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player’s parent and submitted to the SafeSport Coordinator prior to the occurrence. See the [Dual Relationship Consent For Specific Instances \(One on One Interactions\) Form](#).
- Employees, coaches, and volunteers who are also a player’s parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of SCYIHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### Overnight Travel

Overnight travel occurs when SCYIHA, or one of its teams, sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally.

- In addition to the requirements of point-to-point travel, the following additional requirements shall apply. SCYIHA volunteers (TMs/Coaches) as a standard shall not arrange, supervise, and/or otherwise be responsible for overnight travel for players. While hotels may be recommended/designated as part of tournament registration, SCYIHA shall not assign specific rooms, arrange group travel, serve as chaperones for unattended minors, etc.
- Regardless of gender, a head coach/assistant coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian, or sibling of the player).
- Players may share rooms with other players under the supervision of a parent and with proper consent.
- Coaches may establish a curfew by when all players must be in their hotel rooms or in a supervised location. If monitoring and curfew checks are performed, they shall be made by at least two properly screened adults.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- During team travel, coaches, team personnel and SCYIHA members will help players, coaches and team personnel adhere to all SCYIHA policies and guidelines.
- Prior to overnight travel, coaches will make players and parents aware of any specific/additional overnight travel expectations and rules.





## Appendix M – Billet Waiver & Release Form

(sample form provided for reference; share the stand-alone document for editing as needed)



State College Youth Ice Hockey Association  
PO Box 10168  
State College, PA 16805  
[www.scyiha.org](http://www.scyiha.org)

### BILLET WAIVER & RELEASE FORM

The Billet Family, the Player Family and the Player by signature below acknowledges and agrees to follow the SCYIHA Billet Policy and maintain SafeSport compliance. This form must be completed and submitted to the SCYIHA Billet Coordinator before the player is rostered.

Additionally, The Billet Family, the Player Family and the Player each understand and agrees that the State College Youth Ice Hockey Association (i) makes no warranties or representations of any kind as to the suitability or fitness of the Player or the Billet Family, (ii) will not have legal custody of the Player at any time, including during the billeting period, (iii) will not monitor or oversee the activities of the Player while billeting with the Billet Family and (iv) is not liable or responsible in any way for any action or inaction of, or damages or liabilities caused by the Billet Family, the Player Family or the Player. The Billet Family, the Player Family and the Player each understand and agree that (a) the billeting arrangement is solely a matter for agreement between the Billet Family and the Player Family, (b) it is the sole responsibility of the Player Family to determine the suitability of the Host Family, and (c) it is the sole responsibility of the Billet Family to determine the suitability of the Player.

Accordingly, each of the Billet Family, the Player Family and the Player hereby release and discharge the State College Youth Ice Hockey Association from, and waive any action against the Association in respect of, any loss, damage, injury, liability or expense that may be incurred or suffered by any of the Billet Family, the Player Family or the Player directly or indirectly caused by, resulting from or in any way arising out of the billeting arrangement agreed between the Billet Family and the Player Family.

#### Billet (Host) Family:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Host Parent #1: Print Name & Signature

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Host Parent #2: Print Name & Signature

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Host Family Player: Print Name & Signature

#### Player Family:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Player Parent #1: Print Name & Signature

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Player Parent #2: Print Name & Signature

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Player: Print Name & Signature

