

SALMON HOCKEY ASSOCIATION

HANDBOOK



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SHA OVERVIEW

In order to maintain a positive and healthy youth hockey experience for our players, all parents and coaches are asked to familiarize themselves with this Handbook to understand the rules and recommendations for our program. 14U players and above are strongly encouraged to read this Handbook as well.

Definitions

IAHA – Idaho Amateur Hockey Association

MAHA – Montana Amateur Hockey Association

SHA – Salmon Hockey Association

SHA Structure

The Salmon Hockey Association, Inc. (SHA), also known as Salmon Youth Hockey Association, is a 501(c)(3) nonprofit corporation formed in 1993. Our primary purpose is to maintain the Salmon Ice Rink and to promote local ice-skating activities. This is accomplished through collaboration with the SHA membership, government agencies, businesses, local volunteers, and private donations.

Since 1989, SHA has sponsored a local youth hockey program, active during the winter and supervised by volunteer coaches. Our current program is both recreational and competitive, open to girls and boys currently in kindergarten through 12th grade, who are committed to learning the game of hockey. Involvement on any level in our program is on a volunteer basis.

SHA Mission and Values

Salmon Youth Hockey Association is a volunteer-based group committed to bringing the joy of skating and hockey to the youth and their families in the Salmon Area. We strive to provide a quality skating facility, safe recreational skating, with an instructional and competitive hockey program. We accomplish this through our motto, “A kid on ice is a kid out of hot water.

- **Respect:** Treat others better than you expect to be treated.
- **Sportsmanship:** Foster a sense of fair play, humility in victory, and graciousness in defeat, as well as friendship with teammates and opponents alike.
- **Integrity:** Demonstrate fair and honest play, beyond simple strict adherence to the rules and regulations of the game.
- **Teamwork:** Learn the value of working together. Hockey is a team sport. Success on the ice, as in many aspects of life, is best achieved working as a team, towards a shared goal.

SHA Board of Directors

- Make-Up of the Board:
 - Executive Committee: President, Vice President, Secretary, Registrar, Treasurer

- Division Directors – elected from each division: 8U, 10U, 12U, 14U, High School, 19U Girls
- The role of the Board is to do all things necessary for the orderly management of SHA, including, but not limited to, establishing committees, signing contracts, hiring personnel, and establishing reasonable policies and procedures to implement the purpose of SHA. It shall be incumbent upon the Board to always enforce all Bylaws, the Policies and Procedures of SHA, IAHA, MAHA, Rocky Mountain District, and USA Hockey.

Representatives on the SHA Board (non-voting members):

Rink Manager

Referee Coordinator

Safe Sport Coordinator – serves as SHA's Safe Sport representative.

Coaches Representative – liaison between the Board and Coaches

Tournament Coordinator

Advertising Coordinator

Gear Room Manager

Snack Shack Manager

PROGRAMS OFFERED

USA Hockey, IAHA & MAHA Programs

SHA's hockey programs are sanctioned by USA Hockey, the national governing body for the sport, and the Idaho Amateur Hockey Association (IAHA), the Montana Amateur Hockey Association (MAHA), the state affiliate of USA Hockey.

- Competitive teams (12U, 14U, U19 Girls, High School) have the option to compete in the IAHA tournaments and the Treasure State League, offered by the Montana Amateur Hockey Association (MAHA).
- Players must purchase a USA Hockey membership annually, which is paid directly to USA Hockey.
- With USA Hockey membership, players, coaches, and officials receive a subscription to USA Hockey Magazine, sanctioned league and tournament play using official playing rules, and insurance coverage.
- USA Hockey membership also includes the affiliate's commitment to USA Hockey's Safe Sport program, concussion awareness and education plans, and coach education programs.

REGISTRATION & FINANCIAL INFORMATION

Registration

- Registration opening dates and deadlines will be posted on the website each season.

- All players and coaches must first register online with USA Hockey. The membership confirmation number is required in order to register for SHA programs.
- All registration fees include a volunteer obligation fee. This fee keeps our programs affordable by allowing parents the opportunity to “work off” a portion of their registration. See the Volunteer Policy section for more information.
- Payment is due at the time of initial registration, either in full or through a payment plan. Payment plans will be addressed on an individual basis.
- All players register in the age division according to their birth year.
- The Move Up Policy operates independently of registration. If a player moves to a different division after the season is underway, parents will be responsible for paying any additional registration and/or volunteer fees.
- Parents must register their player using their full legal name to ensure continued verification each season. Players who have not previously had their date of birth and citizenship verified by the SHA, IAHA, and MAHA registrar must turn in a scanned copy of their birth certificate or passport book/card. The birth certificate will be properly destroyed once submitted and confirmed with the state registrar.
- Players and coaches must agree to all required registration forms before they will be allowed on the ice. These forms include the Codes of Conduct, Concussion Screening, SHA Handbook, and Participant Guidelines of SHA. Players and parents sign these forms virtually upon online registration.

Payment of Fees

- USA Hockey fees vary by age level.
- A portion of the registration fee goes to the Idaho Amateur Hockey Association, which helps fund growth initiatives throughout the state.
- Divisions 12U and older may have a fee included for the MAHA league.
- See the Salmon Hockey Association website for a breakdown of fees for all divisions.
- Players will not be allowed to register for the current season until all fees are paid from the previous season(s).
- Payment plans are available for players who want to pay fees over the course of the hockey season. The payment plan terms will be available before registration begins.
- Half-season registration options are offered. A pro-rated registration fee will be offered.

Refund Policy

- Players who need to cancel their registration will receive a full refund if the cancellation occurs before the program begins. A partial refund will be issued if the cancellation occurs before the three-quarter point in the program.
- The refund will be prorated for the remaining weeks based on the fee paid divided by the number of weeks.
- No refunds will be given if the cancellation occurs three-quarters or more through the season.
- Special situations may be considered on a case-by-case basis by the Board of Directors.
- All refund requests must be submitted in writing via email to the Board of Directors.
- Volunteer obligation fees are not refundable, as they were acquired from the previous year.

Scholarships

- Scholarship request forms are available online for families who may need financial assistance with their registration fees. Please adhere to deadlines for this financial assistance.
- The Scholarship Committee will notify families within two weeks following receipt of the financial assistance form.
- All policies governing payment of fees apply to those fees that remain after a player is credited with a financial assistance amount.
- Financial assistance funds apply only to registration fees. Volunteer obligations must be satisfied in order to receive a scholarship.

Yearly Team Budget Allowance:

- Each team will be allocated \$500 to be spent however they wish. It is the responsibility of the Team Manager to track these funds.
- Accounting of the funds spent should be reported back to the Board at the end of the season. Unused funds do not roll over from year to year.

Games/Tournament Allotments:

- Games per Division per year are based on USA Hockey recommendations
- Each Division is allotted funds to pay tournament/game fees as follows:
 - 6U/8U \$2,500
 - 10U \$2,750
 - 12U \$3,000
 - 14U \$3,200

- HS \$3,500
- U19 \$3,500
- Total: \$18,500

VOLUNTEER POLICY

Every player/parent is responsible for meeting the set requirements for their volunteer obligation – see first bullet below.

In addition to the required volunteer obligation, registration discount codes will be given to those players/parents who meet the additional volunteer division hour requirement. The intent of the obligation is to keep registration fees reasonable by allowing families to offset their fees through fundraising and/or volunteer activities, and to maintain our rink and stage at home tournaments – see second bullet below.

Policies

- The volunteer obligation amount is based on the player's division. The registration fees and associated volunteer obligation amounts are determined each year by the Board of Directors.
 - All 14U and older players must contribute two (2) hours of volunteer time per season. These hours will count towards the division volunteer requirements.
 - All players/parents are required to work shifts at each home tournament. These shifts/hours will be determined before the tournament by the division manager. These hours will count towards the division volunteer requirements.
 - All players/parents must contribute two (2) shifts at each MAHA impromptu home tournament (ie. if 2 or more divisions are playing in a weekend), regardless of the total number of hours already volunteered in the season. These hours will count towards the division volunteer requirements.
- A discount code will be given to each family that meets volunteer hour requirements. The discount will then be applied to registration for the next season.
 - U6/U8/U10 players must complete 10 hours per season per player.
 - U12 and older players must complete 25 hours per season per player.
 - The greater volunteer obligation amount applies to parents of multiple players. The hours are calculated based on the oldest player, not combined.
- Players/parents must submit their volunteer hours when completed via the Salmon Hockey Website (Crossbar) or through the team manager by the deadline of August 31 of each year.
- It is the sole responsibility of the player/parent to keep track of and submit their volunteer hours.
- Scholarship recipients are **NOT** excused from their volunteer obligation. Everyone is expected to volunteer for our organization.
- The volunteer obligation year runs from September 1 through August 31 of each year.

RECREATIONAL HOCKEY

Overview

- Recreational hockey includes levels 6U, 8U, and 10U.
- The overall objective of our recreational hockey program is to provide all skaters with an equal opportunity to enjoy the game and develop personal and team cooperation skills.
- Coaches promote equal playing time for all players.
- SHA provides jerseys for each player and one set of goalie gear, where possible.
- Jersey numbers can be requested, but are not official until a player is of 12U age.
- Each team is allotted a set dollar amount for which the Association will pay for tournaments each year. See pg. 7, Games/Tournament Allotments.
- Equipment is available to 6U, 8U, and 10U divisions to loan out for the season with a \$100 returnable deposit. Equipment includes: Helmet, shoulder pads, practice jersey, elbow pads, breezers, shin guards, and skates. Players are responsible for mouth guards, water bottles, neck guards, and sticks.
- Equipment must be returned to SHA at the end of the season on the stated date.
- Equipment is available for loan over the summer for a separate \$100 returnable deposit, due prior to the start of the next season.
- See Equipment Rental for more information.

COMPETITIVE HOCKEY

Overview

- Levels are 12U, 14U, U14 Girls, U19 Girls, and High School.
- Players are responsible for all their equipment. Home and Away jerseys and team socks are required pieces of equipment and can be purchased in August of every year for that upcoming season.
- Jersey numbers must be approved and verified by the SHA registrar.
- SHA's teams offer players the best opportunity to maximize individual player development through fun and competitive practices and games.
- SHA will field teams of players to compete at regional tournaments and at an advanced skill level within IAHA and MAHA's League and State Tournaments.
- Equal ice time for all players is not guaranteed; however, coaches will concentrate on advancing individual skills and knowledge of the sport for all players, while instilling the virtues of good sportsmanship, respect, integrity, and teamwork.

Player Movement Policy

- No player seeking to "play up" an age division may displace a player who is playing at their appropriate age level.
- Program registration numbers will be the primary consideration when approving player move-ups.
- All player move-ups must be requested in writing and approved by both levels of coaches and the Board of Directors.

Cross-Roster Policy

Players who play on multiple teams are considered "cross-rostered". To encourage program continuity and player development, SHA supports cross-rostering in situations that benefit both teams and individual players. ***The coaching staff on both teams involved*** will approve and oversee all cross-rostering activities.

- Player must designate their primary and secondary team.
- Coaches will determine and communicate practice attendance expectations at the beginning of the season and as the season progresses.
- SHA's guideline is to limit teams to no more than 5 skaters and 1 goalie being cross-rostered.
- Every attempt will be made to avoid overlap between the schedules of teams with cross-rostered players.
 - If a scheduling conflict occurs, coaches will determine and communicate in advance which games players will play. However, a player is obligated to play on the primary team unless both coaches agree otherwise.
 - Coaches will use discretion when making decisions on cross-rostered players playing time in the event of a multi-game weekend.
 - Cross-rostered players should expect limited playing time in some of the games in order to limit fatigue and risk of injury.
- Practice-only players will be determined by the board and the applicable coaching staff.

Tournament Home Game Structure

- Home teams shall provide off-ice officials (clock operator, scorekeeper, penalty box operator), as prescribed by USA Hockey and IAHA guidelines.
- Home teams shall provide on-ice officials in accordance with tournament division rules.
- The rules for tournament games shall be determined by the division coaches and managers, and will be sent out at least one week prior to the tournament date. All rules will comply with the Idaho Amateur Hockey Association.

Montana Amateur Hockey Association (MAHA) Home Game Structure

- Per USA Hockey and MAHA guidelines, home teams shall provide off-ice officials (clock operator, scorekeeper, penalty box operator).
- Home teams shall provide on-ice officials in accordance with MAHA division rules.
- The guidelines for league games shall be determined by MAHA as set forth in the annual MAHA Guidebook.

Practice Structure

- Competitive team practice schedules are determined at the beginning of the hockey season by the coaches and approved by the Board of Directors, and are posted on the website.
- Teams may share practice time with other competitive teams to maximize ice usage.
- Teams may be scheduled for morning practices (before school).

Communication Chain of Command for Competitive/Travel Programs

- The head coach and/or manager are the primary team contacts who will communicate each team's needs and/or concerns to their Division Representative throughout the season. The Division Representative.
- Parents should communicate with the team manager and/or head coach of the team regarding any common issues that arise throughout the season (attendance, behavior issues, questions or concerns, etc.)
- Complaints regarding officiating should be communicated to the head coach, and the head coach is expected to communicate directly with the Division Representative on any matters involving the officials.
- If the issue involves the head coach, parents should communicate directly with the Division Representative.
- After the issue has been elevated to the Division Representative, a parent may request the executive officers' involvement if they feel the Division Representative has not adequately addressed the issue.
- If the issue involves the Division Representative, parents may directly approach the executive officers SHA Board.

OFFICIATING GUIDELINES

Overview

Officials will be certified through USA Hockey and follow all required guidelines and training as prescribed. SHA youth referees, ages 12 and older, are welcome to referee SHA games that are below their current age division, at the discretion of the Referee Scheduler.

COACHING GUIDELINES

Coach Selection

- Persons interested in serving as a coach shall submit a notification of interest to the Coach Representative. All applicants are subject to a background check and must be Safe Sport trained as required by USA Hockey.
- The coaching representative presents coaching candidates to the board, who approve the coaching team for all divisions.
- For all levels, the most highly qualified coaches will be hired based on past coaching experience, ability to exemplify SHA's core values, experience working with teams of young people, and commitment and availability to the program.
- The board will consider non-parent coaches at the upper age levels.
- Regardless of whether a coach is a non-parent or has a player in the program, they will be held to the same Code of Conduct and standards while having the same responsibilities and authority related to the team and players.

Coaches Duties

- Coaches are required to be registered with USA Hockey, to complete the USA Hockey Associate and/or Intermediate coaching program, and receive approval by the SYH Board of Directors.
- All head and assistant coaches must complete an Idaho state background check and Safe Sport, according to USA Hockey rules.
- All coaches must register online with USA Hockey and pay the appropriate fees.
- All coaches are required to attend a pre-season coaches' meeting and USA Hockey coaching clinic (if expired), and complete online age-level modules as needed.
- The cornerstone of SYH's Coaching Program development is a supportive, enjoyable environment. All head and assistant coaches are required to adhere to SYH's coaching and development program and its philosophy.
- Represent the coaching aspect of the program.

- Assist the SHA Board of Directors with strategic planning for long-term growth of the SHA program.
- Assist the Board of Directors in recruiting coach positions and facilitate the mandatory background check for coaches.
- Facilitate program growth through collaboration with other associations and state USA Hockey/IAHA/MAHA representatives.
- Train and instruct players individually and as a team.
- Oversees the team's operation and is accountable for all team actions.
- Facilitate program growth through collaboration with other associations and state USA Hockey/IAHA/MAHA representatives.
- Meet current USA Hockey coaching criteria and be familiar with all rules and regulations of USA Hockey and SHA.
- Have a clear understanding of USA Hockey and SHA rules, including Zero Tolerance.
 - Coaches must read and sign the Coach's Code of Conduct. Any violation of USA Hockey's Zero Tolerance policy constitutes a breach of the Coach's Code of Conduct and warrants appropriate action by the discipline committee, including the possibility of dismissal from their coaching position.
- Enforce SHA's Safe Sport policy.
- Ensure that there is always a coach with proper credentials on the ice with players. All coaches must attend mandatory coaches' meetings called by the Coaches Representative.
- Notify the Coaches Representative of any Major or Match penalties against players or coaches by the end of the next business day, and ensure that said player or coach does not attend any team activities until a Discipline Committee review is held.
- Report game misconduct penalties to the Coaches Representative and ensure that game suspensions incurred by a player or coach are served accordingly at the next scheduled game(s).
- Structure practices to maximize ice usage.
- Hold a player/parent meeting at the beginning of the season and additional meetings as needed.
- Wear a helmet while coaching on the ice at all times, no exceptions. Failure to do so could result in a 30-day suspension, according to the USA Hockey Annual Guide.
 - "All ice hockey coaches and instructors of registered USA Hockey Youth 18 & under and below, high school, girls 19 & under and below, and disabled programs must properly wear an approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages, and all Coaching Education Program clinics and/or workshops. Failure to comply will result in a 30-day suspension from all activities involving USA Hockey-registered programs."

- Submit team rosters to the registrar after team selections have been made. Any changes to the roster must be immediately reported to the registrar, who will update the roster as soon as possible. If a roster has not been submitted and approved, the team will not be allowed on the ice for any games.
- Submit approved electronic rosters to league commissioners and tournament directors before the first league or tournament game. Roster changes must be submitted to the registrar with ample time to make the necessary changes and gain approval from the state registrar. Changes made at the final hour have no guarantee of being approved.
- Maintain a verified USA Hockey roster in a printed or digital format.
- Adhere to IAHA and MAHA guidelines for turning in scoresheets, and must provide copies of all league games and tournaments to the SHA Discipline committee if documentation for player discipline is required.
- Work directly with the team manager to ensure the organizational and logistical needs of the team are being met. **A coach cannot also serve as the team manager.**

Coaching Resources

The following documents/information can be found online and should be consulted as needed by coaches/managers:

- a. USA Hockey rules
- b. SHA discipline guidelines
- c. IAHA and MAHA player code of conduct
- d. IAHA and MAHA coach code of conduct
- e. Proof of coaching certification - CEP #s can be found on the USA Hockey website

Coaching Reimbursement

- Non-parent travel coaches receive travel reimbursement as stated below for all league and tournament travel games when not held in Salmon. Head coaches and assistant coaches of the same gender shall travel together and share a hotel room, and one coach will receive reimbursement for mileage and lodging.
- Submission for travel reimbursement must be made within 60 days of completion of the travel.
- Reimbursement rates will be as follows:
 - Lodging will be reimbursed at actual and reasonable cost, not to exceed the rate negotiated for the travel team. Receipt required.
 - Mileage will be reimbursed at the current federal mileage reimbursement rate if a coach drives. Google Map required.

- Meals will be reimbursed at actual, reasonable cost up to \$50 per twenty-four-hour period. Alcohol will not be reimbursed. Receipts required.
- SHA will reimburse coaches the entire price of their coaching clinic and modules. Receipts must be submitted to the SHA Treasurer. Reimbursement will be provided to each coach.

Submitting and Updating Rosters

- The head coach of each team must submit complete player names to the registrar within one week of team selection. The coach may, at his or her discretion, give the assistant coach or team manager this responsibility.
- The head coach must send any roster changes (additions/deletions) to the registrar at least five working days prior to the game for which the change is being requested. The coach may, at his or her discretion, give the assistant coach or team manager the above responsibility.
- If players are not appropriately rostered with a team, they will not be allowed to play with the team.
- Any coach who has players play with their team without being properly rostered through the SHA registrar will be subject to discipline.

Student Coaching Guidelines

Student coaches are a valuable part of our youth organization. To ensure a quality experience for student coaches, players, volunteers, and coaches, we have developed the following guidelines for student coaches:

A student coach is defined as a SHA player under the age of 18 who wishes to gain experience coaching and learning from certified and experienced adult coaches.

- The minimum age for a student coach is 12U. However, players who are 8U and older may coach during the Learn to Play program.
- The student coach must coach a minimum of two age levels below their current age level. For example, a peewee (12U) player may only coach mites (8U) or younger. Goalies may coach one age level below their current age.
- Student coaches must wear a helmet with a full cage during practices and games. With the head coach's permission, they may be on the bench during games.
- Arrive at the rink early to assist with coaching duties.
- Report directly to the head or lead coach of the team or age group they are coaching. The student coach is expected to communicate their availability with the head coach.
- Lead by example. Engage with players on the ice during practices.
- Assist in the set-up and clean-up of practices.
- Communicate with the head coach about practice plans, drills, and other duties that may be assigned to the student coach.

TEAM MANAGER GUIDELINES

Overview

All teams will have a team manager chosen and approved by the Board of Directors. The responsibilities of team managers include, but are not limited to:

- Maintain and update all documents required by USA Hockey, IAHA, MAHA, and/or SHA in a team manager notebook/binder or digitally.
- Coordinate with the head coach to set a team meeting date with parents within two weeks of the season beginning.
- Maintain a team roster of players for their specific age division, have them sign the official roster, and submit it to the appropriate personnel.
- Act as an intermediary between parents and coaches.
- Use the Crossbar app as the primary communication method for their team. This service is paid for by SHA and used by all teams.
- Provide players, coaches, and parents with timely information on a regular basis concerning team contact information, game schedules, tournaments, practice times, other team events, the team picture schedule, and fundraising opportunities.
- May make travel arrangements for both league games and non-league away games, including, but not limited to, making hotel group reservations and facilitating team activities (e.g., team dinners, off-ice study sessions, etc.).
- Manage the team's finances, including income and expenses, and collect money from parents as necessary to cover expenses.
 - Teams may fundraise to obtain additional funds to cover the costs of travel. Must be board-approved in advance.
 - Money that is raised through any fundraising activity (raffle, donations, etc.) may NOT be returned to parents at the end of the season. Fundraising funds must be used for team expenses and not reimbursed to individual players/families.
- Prepare rosters for the scorekeepers for all games and arrange for parent volunteers to staff home tournaments and games. The team manager will send home game score sheets to the MAHA team commissioner immediately following the home games.
- Obtain and distribute all team equipment and gear; jerseys, team jackets, socks, etc., as applicable. Ensure that all players have proper jerseys and socks.
- Act as the liaison between the SHA photographer and the team during team pictures.
- Assist in enforcing USA Hockey, IAHA, MAHA, and SHA policies. Team managers must be Safe Sport trained and background screened.
- Responsible for arranging for a certified locker room monitor to be present at every practice and game.
- Responsible for the maintenance, distribution, and retrieval of team jerseys.
- Under the coaches' direction, may assist in scheduling of games.
- Secure locker room and key for all games and practices.
- Facilitate communication with visiting teams re: game schedule, locker room location, etc.
- Facilitate travel/accommodation arrangements for away games and tournaments.

SAFE SPORT AND LOCKER ROOM POLICIES

The safety of our participants, both on- and off-ice, is of paramount importance to SHA. Salmon Hockey Association adheres to USA Hockey's SafeSport Program 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. To help prevent abuse or misconduct from occurring in our locker rooms, SHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At the Salmon Hockey Rink, there are six (6) locker rooms available for our program's use. Locker Room #6 is reserved for coaches and adults. Team organizers will attempt to provide information on the locker room facilities in advance of practices and games.

- Per Safe Sport guidelines, SHA requires each team to have at least one, preferably two, locker room monitor (LRM) per locker room. Having an LRM on duty is an effort to ensure a safe, enjoyable, and inclusive environment for all players and to prevent and eliminate misconduct and harmful, alienating behaviors.
- Each team is responsible for securing a locker room monitor when the team is in the locker room.
- SHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas.
- Players should not enter the locker room until there is a locker room monitor present (a Safe Sport certified coach, manager, or parent/guardian). This rule will be communicated to all players and parents at the beginning of the season.
- Except for players at the younger age groups (10U), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with gear or is injured, then we ask that parents let the coach know beforehand that he or she will be helping the player.
- Locker Room Monitors (see next section) must be in the locker room or within earshot of the locker room when players are in the locker room.
- Cell phones are not allowed in locker rooms. Teams are required to use the following protocol:
 - Locker Room Monitor, team manager, or coach uses a "phone box" to collect cell phones when players arrive in the locker room.
- Each player is responsible for removing his/her own garbage and belongings.

Locker Room Monitor Role & Requirements

- LRMs must be at least 18 years old and not a member of a SHA team.
- IAHA recommendation/preference is for 2 LRM's per locker room monitoring session.

- All LRM must complete USA Hockey Safe Sport training and have a background check before serving in this capacity.
- All LRM must provide the youth hockey director with their current USA Hockey number for verification purposes.
 - [USA Hockey Membership](#)
 - [Safe Sport training](#)
 - [Background screening](#)
- LRMs will review this document and be given the opportunity to ask questions of the Division Representative, coach, Safe Sport coordinator, and/or team manager.

Locker Room Monitor Duties & Responsibilities

- Either be in the locker room or be able to hear and monitor events in the locker room from outside the door, enter intermittently, and be immediately available to assist or intervene.
- Be available 30 minutes prior to and 30 minutes after all practices and one hour prior to and 30 minutes after all games, when coaches are not in the locker room. It is the responsibility of the coaches to communicate with the LRMs when they arrive and leave. Coaches may alter these times as needed.
- Limit their role to strictly supervising the locker rooms, enforcing the rules, and reporting violations.
 - If an LRM is not on that team's coaching staff, coaching players is prohibited.
- Restrict access to locker rooms and allow only team members, coaches, and other authorized people to enter.
- Collect cell phones and other recording devices consistent with the cell phone policy.
- Remain in the locker room with a coach or other adult when a single player is in the room.

Locker Room Rules & Prohibited Behaviors

The following behaviors are considered misconduct and require action by the LRM:

- **Physical abuse** - intentionally injuring, threatening to injure, or attempting to injure another person. This may include, but is not limited to, shoving, hitting, kicking, biting, spitting at, throwing objects at, tripping, slashing, blocking someone from leaving or entering a room; sexual contact; or otherwise acting physically aggressive.
- **Emotional abuse** - deliberate behavior intended to cause emotional harm or upset to another person. This may include, but is not limited to teasing or taunting that is visibly causing upset or that continues after being asked to stop by the person being teased, the LRM, coach, manager, or other adult; taking, grabbing or throwing a player's personal items; name calling; making inappropriate or upsetting gestures; shouting at a player; disrespectfully criticizing

another player's skills; making sexual comments or gestures; or any other behavior that is causing obvious upset to a player.

- **Bullying** - intimidating, being cruel, or using coercion to gain control over another person, cause harm or alienation to another person, or to raise the status of the bully at the bully's expense. Bullying often, but not always, is a repetitive pattern. This may include but is not limited to physical or emotional abuse; spreading rumors about another person; excluding someone on purpose or encouraging others not to be friends with him/her; purposefully embarrassing someone; showing or posting pictures or comments on the internet, social media or by texting; threatening to carry out an undesired action if the person does not do as the bully wishes; any other behavior that causes great upset to a player or causes them to not want to play. (see <https://www.stopbullying.gov/what-is-bullying/index.html>)
- **Harassment** - physical or non-physical behaviors intended to cause fear, humiliation, offend, degrade another person, or cause a hostile environment or discrimination. It can include, but is not limited to, physical or emotional abuse, bullying, stalking, following, blocking one's path, using age, positions (captain, referee, etc.), or status to intimidate or try to force submission.
- **Sexual harassment** - unwelcome sexual advances, requests for sexual favors, verbal or nonverbal, or any conduct of a sexual nature, including sexual gestures, jokes, songs, videos, etc.
- **Hazing** - imposing strenuous requirements, either official or unofficial, as part of a program of rigorous physical training, or humiliating or dangerous initiation rituals.
- **Swearing or any abusive language.**
- **Defacing, destroying, vandalizing, altering, or writing in the locker room.**

Locker Room Cell Phone Policy

- Cell phones are not allowed in locker rooms. Teams are required to use the following protocol:
 - Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras, are not permitted to be used in the locker rooms.
 - If phones or other mobile devices must be used, they should be taken outside of the locker room.
 - Locker Room Monitor, manager, or coach uses a "phone box" to collect cell phones when players arrive in the locker room.
 - If a player is found to be using a cell phone in the locker room, they will be asked to dress outside.

Consequences/Actions

- In the locker room setting, the LRM will approach the player calmly, and redirect or tell them to stop the behavior; The LRM will communicate to the player that there is a zero-tolerance policy for such behavior. Coaches should be notified of the offense.

- A player breaking any of the rules that do not involve physical harm will be given a warning by the LRM immediately. The player's parents and coach will be notified by the LRM within 24 hours in writing.
- Subsequent violations will result in the player being asked to remove his/her gear, dress, and leave the locker room to meet with the coach and parents as soon as possible.
- All violations involving physical or severe emotional harm will be treated as a subsequent violation. Severe emotional harm may be indicated by crying, not wanting to play, withdrawing, not talking, yelling, or other displays of being distraught.
- If an attempt to intervene is ignored or the issue persists and there is no immediate threat of harm, the LRM will seek assistance from another adult to remove the player from the locker room. If the parents are present, they are to be notified immediately.
- In situations where harm is possible (i.e., fighting, etc.), the LRM should separate the involved players if possible. If unable or uncomfortable doing so, the LRM must send someone for help, protect other players, and contain the situation as much as possible.
- All violations will be documented in writing by the LRM and submitted to the youth hockey director and Safe Sport coordinator.

Documenting Safe Sport Violations

LRMs should use the following questions for properly documenting Safe Sport violations. The LRM should submit a written report via email to the Division Director and Safe Sport coordinator.

- Date, time, and location of the incident
- Names of involved players
- Were there any physical injuries? If yes, please describe the injury, any treatment administered, interventions, and if medical treatment was necessary.
- Describe the incident, including what each player's role and behavior was in the event and who was affected.
- List any witnesses to the incident.
- Describe the action taken by the LRM, including whether other staff, coaches, parents, or others were summoned.
- Was the coach notified?
- Was the Division Representative notified?

CODES OF CONDUCT

Coaches and parents must set a positive example of sportsmanship and good conduct and be positive representatives of SHA and our community. The head coach is responsible for the team. The coach is not required to bend to parental pressure, while being available to discuss situations with players and/or parents. The coach's responsibility is to coach every member of the team.

The coach has the flexibility to reduce a player's ice time as a disciplinary action if it is in the best interest of the player/team. All participants in SHA; players, parents, and coaches, agree to a specific Code of Conduct. Code of Conduct forms are on the Salmon Hockey website and in Appendix A of this Guidebook. Each participant will formally commit to the Code of Conduct by signing it annually. All code of conduct forms shall be maintained by the Registrar.

Player Responsibilities

- Work hard and do your best.
- Support and encourage your teammates.
- Respect all players, coaches, and officials.
- Play by the rules. Know and study the rules of the game and support the officials on and off the ice. Ask questions to learn.
- Take care of your body by feeding it well and getting enough rest.
- Work hard off the ice and develop study habits to maintain good grades.

Player Rights

- Will be treated fairly and with respect.
- Will play and practice in a safe and healthy environment.
- Will be coached by a USA Certified coach.
- Will be engaged in play and practice activities that increase his/her skill and enjoyment of the sport.
- Know what is expected of them from the coach.

Parent Responsibilities

- Support your player's desires to play their chosen sport. Appreciate the effort your player puts in and help make it fun.
- Encourage your child to play by the rules. Remember that children learn best by example. Applaud the good plays of all teammates and of both teams.

- Do not embarrass yourself or your child by yelling at players, coaches, or officials.
 - Demonstrate through words and actions that you have a positive attitude toward the game and all its participants.
- Emphasize skill development and practices, and how they benefit your young athlete. Respect that small area games, skill-based competition, and games are all mechanisms for player skill and character development.
- Know and study the rules of the game and support the officials on and off the ice. Ask questions to learn.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game.
- Recognize the importance of volunteer coaches. Say thank you. Offer to volunteer.
- Support two-way communication with the coaches. Back and support coaches' decisions regarding players and the team.
- Follow the 24-hour rule:
 - For any issues of frustration or anger regarding playing time, position, coaching, or officiating, a 24-hour wait time is required prior to approaching the coach or administrative official.
 - If there is still an issue of concern after the 24-hour period has passed, the parent shall contact the team manager or coach and schedule a meeting, which shall be documented and attended by the team manager and coaching staff. The meeting shall be confidential, and should the coaching staff feel the Manager's attendance improper, they shall utilize the assistant coach to document the meeting. The report of the meeting must be provided to the Conduct Manager and the Coach Representative.
 - Should satisfaction not be achieved by the meeting, the Conduct Manager and the Coach Representative will determine further course of action.
- Be your player's greatest fan. Encourage, motivate, and support your player. Be honest with yourself when it comes to your player's capabilities.
- Take care of your financial responsibilities.
- Lead by example - demonstrate SHA's core values: Respect, Integrity, Sportsmanship, and Teamwork.

Parent Rights

- Have their player treated fairly and with respect.
- Have their player playing and practicing in a safe and healthy environment.
- Have their player coached by a USA Certified coach.

- Have their player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.
- Know what is expected of their player from the coach.

Coaches' Responsibilities

- Complete all USA coaching certification requirements.
- Be a role model to players, parents, other coaches, and officials. Lead by example and demonstrate the SHA core values: Respect, Integrity, Sportsmanship, and Teamwork.
- Be prepared and present at all practices and games.
- Teach and develop assistant coaches with clear expectations. Ensure assistant coaches are prepared and present to run practices as applicable.
- Focus on and emphasize the personal growth and development of all players.
- Be consistent in working to improve individual skills and build a competitive team without focusing exclusively on wins and losses.
- Teach “each player to compete to win.” Do NOT “coach a win at the expense of a few players.”
- Create a positive atmosphere and treat players fairly. Provide each player with positive and constructive feedback.
- Teach the rules of hockey to make it a safe game for all players on the ice.
- Hold players to high standards of behavior on and off the ice. Be consistent in holding players accountable for their actions.
- Challenge players and provide opportunities for players to develop individually and as a team.
- Use discretion, consistency, and clear proactive communication concerning player rewards, consequences, and discipline.
- Earned ice time is based on attendance, attention, and effort at practice.
- The following are level-specific game ice time guidelines:
 - **Termite/Mite/Squirt/Peewee/Bantam/High School House** - all players will receive approximately even playing time.
 - **Squirt/Peewee Travel** - all players will receive approximately even playing time in both even-strength and special team situations. Coaches can use discretion to deviate from equal play guidelines as needed.
 - **Bantam/14U girls/16U/19U girls/High School Travel** - players are not guaranteed even playing time. Coaches will use discretion in managing playing time for both

individual player and team benefits (e.g., weaker players should have more opportunities when games are ‘well in hand’ or have no consequence to the overall team achievement, while they will see less playing time if the level of competition in the game or game outcome has greater team implications, etc.).

- **Goalies** - Termite/Mite/Squirt SHA goalies will play approximately the same amount of games/scrimmage time over the course of the year. Peewee and older goalies may not receive equal playing time throughout the course of the season.

Coaches’ Rights

- Be treated with respect by players, parents, officials, and SHA staff.
- Be provided with access to necessary safety and practice equipment.
- To a secure environment, the peace of mind that comes with being a part of a national organization focused on participant safety and well-being.
- To utilize the respect of the 24-hour rule regarding issues and complaints.
- Access to resources; availability of educational materials, training resources, and access to a coach support network.
- Community and collaboration; opportunities to participate in development summits and engage with other coaches and organizations to share best practices.

CODES OF CONDUCT VIOLATION CONSEQUENCES

Player Consequences

Failure to comply with the player code of conduct is detrimental to the team and will not be tolerated.

- Parents are encouraged to work with the coach and/or team manager first regarding a violation(s) by a player. If the problem cannot be resolved at this level, the Conduct Manager and Coach Representative should be contacted.
- If needed, after discussion with the coach and/or team manager, a hearing with the Discipline Committee will be held for a violation of the player code of conduct as outlined in Bylaw 10 of
 - USA Hockey’s Annual Guide. The Discipline Committee may determine that the situation be handled by the player’s coach, or the Discipline Committee may apply an appropriate consequence.
 - (e.g., community service, suspension, removal from the team, being banned from Glacier Ice Rink, etc.).
- Continued violations of the Code of Conduct may result in permanent removal from SHA.

Parent Consequences

Violation of the Parent Code of Conduct is detrimental to the team, the SHA reputation, and programs, and may be brought forward to the Coach Representative and/or Division Representative by a coach, manager, rink staff, spectator, official, or parent. If a parent violates the code of conduct, the following consequences may occur:

- The Board will create a discipline committee and will hold a hearing with the parent(s) as outlined in Bylaw 10 of USA Hockey's Annual Guide.
- The Discipline Committee may apply an appropriate consequence/sanction.
 - Consequences may include the following: verbal warning, suspension from team activities, community service, removal from the team or program, permanent banning from Salmon Ice Rink, etc.
 - During the sanction, the parent will not be allowed in any facility during a USA Hockey-sanctioned hockey event, including all youth and adult hockey practices and games.
- Continued violation of the Code of Conduct may result in permanent removal from SHA programs and/or Salmon Ice Rink.

Coaches Consequences

Violation of the Coaches Code of Conduct is detrimental to the team, the SHA reputation and programs, and may be brought forward to the Conduct Manager and/or Coach Representative by a coach, manager, rink staff, spectator, official, or parent.

- The Discipline Committee will meet with the coach as outlined in Bylaw 10 of USA Hockey's Annual Guide.
 - Coaches who violate the Code of Conduct will be subject to disciplinary action, which could include: verbal warning, written warning, suspension from practice or games, community service, removal from the team or program, permanent banning from Salmon Ice Rink, etc.
- SHA has a zero-tolerance policy on drug and alcohol use while working with players during a USA-sanctioned game. If a coach has consumed alcohol or drugs before a game or practice, SHA has the right to terminate the coach.

If/when necessary, the board will assemble a Discipline Committee to handle code of conduct issues.

DISCIPLINARY GUIDELINES FOR COACHES AND MANAGERS

Overview

The following guidelines are recommended for dealing with discipline problems:

- A coach will explain how they plan on dealing with discipline problems at the beginning of the season, so both players and parents know beforehand.
- A player should be given a warning when possible and appropriate, before additional action is taken. Disciplinary action for Level I offenses are to be managed by the coach.
- Code of Conduct Violations will be defined as:
 - Level I: Offenses that typically involve only the player, such as inappropriate language, racial slurs, or behavioral issues which a coach is to use discretion in handling. Coaches and parents are trusted to use their best judgment when determining appropriate discipline measures for the player(s). Repeated minor offenses by the same player may be moved to Level II or Level III, depending on the offense. This will be determined by the Discipline Committee.
 - Level II: Offenses that are more serious in nature could involve other persons and/or their property, such as: theft, destruction of property, fighting or attempts to injure another player, use of marijuana, alcohol, and illegal substance use or possession, and weapons violations will result in an appearance before the Discipline Committee.
 - Level III:
 - Continued violation of the Code of Conduct beyond Level II.
 - Long-term suspension or expulsion may be appropriate and enforced. All restitution for damages must be paid in full prior to any player being allowed to re-enter the program.

Discipline Committee

The Discipline Committee will consist of the Coaches Representative and at least three reasonably disinterested and impartial persons as selected by the Board of Directors. The committee will:

- Thoroughly review the reported situation through written reports and testimonies as warranted.
- Determine the appropriate consequences for reported Code of Conduct violations.
- Document and report to the Board of Directors the investigation process and decisions made by the Committee.
- Suspensions will follow the USA Hockey Bylaw 10 hearing process.

For Code of Conduct violations that result in a suspension for a period greater than four weeks from SHA membership, the suspended individual may request, in writing, a review of such

suspension by the Board of Directors of SHA, or by a Review Committee appointed by the Board. The decision of the Board or its appointed Review Committee will be binding.

Appendix A - CODES OF CONDUCT

Player's Code of Conduct

I, a registered Salmon Youth Hockey Association (SHA) player, acknowledge that in my conduct and character, I also represent my parents/guardians, team, coaches, SHA, and the Salmon community. I will abide by the USA Hockey Code of Conduct and SHA's Player Code of Conduct. I also acknowledge that membership and play in SHA is a privilege, not a right.

Therefore, I understand and agree that **I WILL**:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers, and referees at every game.
- Treat teammates, coaches, opponents, fans, referees, and staff with respect.
- Respect and adhere to all rules and Code of Conducts of SHA, IAHA, MAHA, and USA Hockey.
- Abide by SHA's Safe Sport and locker room policies.
- Express any concern through proper channels in a respectful manner.

I will NOT:

- Swear or use abusive, racial, or gender inappropriate language on the bench, in the locker room, in the arena, and/or at any team function.
- Throw equipment or vandalize locker rooms or the facility.
- Drink alcohol, use marijuana, smoke/chew tobacco, vape, or engage in illegal activities before games/practices, at a rink, or at any team function, or at all, anywhere during the hockey season.

If I cannot abide by these rules or I violate any of them, I will be subject to disciplinary action as outlined in the SHA Handbook.

Parents' Code of Conduct

I/we, the parents/guardians of a registered SHA player, I understand that:

- It is a privilege, not a right, for my child to play youth hockey.

- Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
- Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees, and parents.

Therefore, I understand and agree that **I WILL:**

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers, and referees at every game. This includes the use of social media before, during, or after the game. If filming/streaming a game, any commentary shall be in line with SHA's Core Values and the Parent Code of Conduct, Responsibilities and Rights.
- Abide by the 24-hour rule, which states "For any issues of frustration or anger regarding playing time, position, coaching, or officiating, a 24-hour wait time is required prior to approaching the coach or administrative official".
- Respect and adhere to all rules and Codes of Conduct of SHA, IAHA, MAHA, and USA Hockey.
- Abide by SHA's Safe Sport and locker room policies.
- Express any concern through proper channels as outlined in the SYAH Handbook in a respectful manner.

I will NOT:

- Use abusive behavior towards anyone involved in youth hockey or rink operations.
- Create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, social media, text, letter, and/or phone calls to the team.
- Drink alcohol, use marijuana, smoke/chew tobacco, vape, or use any illegal substance at a rink or at any team function.

If I cannot abide by these rules or I violate any of them, I will be subject to disciplinary action as outlined in the SHA Guidebook.

Coaches' Code of Conduct

I, a SHA coach, understand that the Salmon Youth Hockey Association takes pride in its coaches. As a key representative of SHA at any game and team function, it is critically important that coaches set the example for the team and the community.

Therefore, I understand and agree that **I WILL:**

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers, and referees.

- Treat players, fellow coaches, opponents, parents, fans, referees, and facilities with respect.
- Refrain from the use of any inappropriate language in the presence of players.
- Respect and adhere to all rules and Code of Conduct, Responsibilities and Rights of SHA, IAHA, MAHA, and USA Hockey.
- Abide by SHA's Safe Sport and locker room policies.

I will NOT:

- Drink alcohol, use marijuana, smoke/chew tobacco, vape, or use any illegal substance during any team function.

If I cannot abide by these rules or I violate any of them, I will be subject to disciplinary action as outlined in the SHA Handbook.

HANDBOOK REVIEW

Procedurally, at the SHA Spring meeting, the board shall review and update Policies & Procedures, Bylaws Handbook. Annual review & update shall be documented in the minutes. This will allow SHA to comply with IAHA, MAHA, and USA Hockey with respect to maintaining updates.