

Coppell High School Hockey Association



Player & Member Handbook 2017-2018 Season

The purpose of this document is to communicate and confirm the expectations of all officers, coaches, volunteers, players, and parents involved with the Coppell High School Hockey Association ("CHSHA"). The information contained herein is intended to protect the rights of all CHSHA players and members, the health and safety of our players, the integrity of the Association, and the well-being of the facilities we utilize.

TABLE OF CONTENTS

Definitions

Club Mission

Club Values

Contact Information

Structure of Governing Bodies

Coaches

Board of Directors

Coaches' Guidelines

Coaches' Team Rules

USA Hockey SafeSport Compliance

Code(s) of Conduct

Locker Room Policy

Member Handbook Agreement Form

ACCOMPANYING DOCUMENTS

- A. Player Code of Conduct
- B. Parental Code of Conduct
- C. Coppell High School Hockey By-Laws (as amended)
- D. CHSHA Operating Practices 2017-2018 Season

Initials: _____

DEFINITIONS

- “Association”, “CHSHA”, or “Club” means the Coppell High School Hockey Association. Listed terms may be used interchangeably.
- “Board” means the elected Board of Directors of the CHSHA
- “By-Laws” means these By-Laws of the CHSHA.
- “Executive Officers” means the President, Vice-President, Treasurer and Secretary of the Board
- “Fiscal Year” means the period of twelve (12) months beginning on the 1st of May and ending on the 30th of April of each year.
- “League” means the governing High School Hockey League in which the CHSHA participates.
- “Members” means the parents and/or legal guardians of Players, and other parties interested in supporting the objectives of the CHSHA and who willingly obey the By-Laws and the rules and regulations established by the Board, and who have paid the required dues as established by the Board.
- “Membership” means the parents and/or legal guardians of Players, and other parties interested in supporting the objectives of the CHSHA and who willingly obey the By-Laws and the rules and regulations established by the Board, and who have paid the required dues as established by the Board, collectively as a group, as opposed to individually.
- “Player(s)” means youth meeting the requirements set forth in Article 3 of the By-Laws.

Initials: _____

CLUB MISSION

The Coppel High School Hockey Association aspires to become the highest quality high school hockey program, as recognized by USA Hockey. This will occur only through personal commitment by all participants, to include all players, parents, coaches, volunteers and Board members.

The Club exists first and foremost for the players, in order that we may provide students in the Coppel Independent School District the opportunity to represent the community of Coppel while competing in and enjoying the sport of ice hockey at a competitive level through organized practices, games, tournaments, and scheduled team events. In order to accomplish this objective, all CHSHA players must hold in highest regard the values of teamwork, sportsmanship, competition, and community.

As has been its tradition, the Coppel High School Hockey Association will endeavor to compete at the highest levels, though do so within the morals of discipline, respect, and dignity. It is expected that all players and members will strive to create an environment where winning can occur through discipline, hard work, self-sacrifice and accountability. While the coaches will work with the players to improve individual skills, there will be a greater emphasis placed on the team as a whole, both on and off the ice. If the organization is successful with the above, winning on the ice will be the natural result culminating from these endeavors.

The Coppel High School Hockey Association exists secondarily for the parents of these players. As a club sport, it is recognized that parents cover the majority of participation costs for their players. These parents are entitled to receive adequate value in return for such expenses. This value should be measured in terms of overall club success; not only measured by the win and loss column, but also in the maturity and emotional growth and life experiences achieved by the players.

Initials: _____

CLUB VALUES

- Teamwork** We work together as one team, both on and off the ice. We share the responsibility of success. We hold ourselves accountable to our position, our actions, and our mistakes. Win or lose, we support each other's accomplishments and find ways to help each one of us improve for the betterment of the Club.
- Competition** We are dedicated to winning, though will do so fairly and honestly. We will strive to make decisions that are in the best interest of the organization, not ourselves. We are disciplined in our actions and resolve in our commitment to the Club and each other.
- Sportsmanship** We respect authority, each other, and the rules of the game. While we strive to win, we will not do so at all costs. We will maintain a high standard in our own actions and for those around us.
- Community** We represent our logo proudly. We are ambassadors of the community in which we live, and strive to make them proud through our success as well as our actions.

Initials: _____

CHSHA CONTACT INFORMATION

Mailing Address	CHSHA P.O. Box 602 Coppell, TX 75019
Website Address	www.coppellhockey.com
Email address	coppellhockey@yahoo.com
Twitter feed	@CoppellHSHockey
Facebook Page	www.facebook.com/CoppellHockey
Instagram	coppellhshockey

Initials: _____

STRUCTURE OF GOVERNING BODIES

USA Hockey	The ultimate authority. USA Hockey provides the structure and governance for all associations and participants throughout the country. USA Hockey serves as the official source for the rules of the game. All players and members are encouraged to familiarize themselves with these rules, all of which can be found at www.usahockey.com .
Texas Amateur Hockey Association (TAHA)	The local authority for the state of Texas and the Metroplex. TAHA provides oversight and governance to all leagues and associations in Texas, enforcing the rules established by USA Hockey.
AT&T Metroplex High School Hockey League	These are the rules, as developed and imposed to enhance USA Hockey Rules, by the local governing body for the league, of which CHSHA is a member association.
Individual Ice Rink's Rules	Each ice rink facility develops and publishes their rules of acceptable behavior. It is the responsibility of the Club, and each individual player, to know and adhere to these rules.
Coppell High School Hockey Association Rules	The Club has developed, communicated and will hold members and players accountable for the rules established by the governing organizations outlined above, as well as additional policies and procedures as appropriate. Such policies will be provided in writing, either within this handbook, accompanying documents, or email communications to members.
Coaches' Team Rules	CHSHA Coaches are entitled and encouraged to develop and enforce such team rules as they wish. It is the players' responsibility to know both the rules and the consequences of failing to adhere to them. These rules shall be communicated to the entire team and every player shall abide by the same rules. In special circumstances, when there is an issue with a particular player, the coach may require additional requisites for that player until the situation is normalized within the team structure.
"Host" Organizations	Any organization that hosts a tournament that CHSHA has elected to participate may establish particular rules specific to the tournament or situation.

Initials: _____

2017-2018 SEASON COACHES

Director of Coaches & Varsity Head Coach Cosmo Clark
Mobile: (214) 205-8317
Email: cosmo.clark@verizon.net

Assistant Coach Chris Shakesby
Mobile: (214) 597-1907
Email: cshakersby@unitedrenovations.com

Assistant Coach Jordan Hall
Mobile: 469-583-0695
Email: jordanlleyton@gmail.com

Initials: _____

2015-2016 BOARD OF DIRECTORS

The Board of Directors serves as the governing body and implements the By-Laws of the CHSHA. The Board must consist of no less than four (4) and no more than nine (9) members, per the terms of the Board structure within the Bylaws of the Club. An election is held each year, prior to the start of the regular season. No active coach may serve as a member of the Board.

The 2015-2016 Season Board of Directors is comprised of (those with a ^[1] serve as Executive officers):

- | | |
|-------------------------------|-----------------|
| President ^[1] | Alan Moore |
| Vice-President ^[1] | Kelly Thurman |
| Secretary ^[1] | James Norris |
| Treasurer ^[1] | Craig Singer |
| Directors-at-Large | Duane Masengill |

Initials: _____

COACHES' GUIDELINES

To the extent that a **parent** has an issue with a coach the following procedure will be followed:

1. The twenty-four (24) hour rule will apply. A parent must first wait twenty-four (24) hours to raise an issue with the coach.
2. The parent can contact the coach to set up a personal meeting or phone conference; the player should be present as well. The coach will not converse through email.
3. If the issue cannot be resolved at the team level, the parent may request to have a meeting with the Director of Coaches and/or the Board.

To the extent that a **player** has an issue, question or concern, the following procedure will be followed:

The **player** can call the coach at any time 24/7. The coaches want every player to feel comfortable talking about anything they choose. The coaches are comfortable with meeting with the player alone or while a parent is present. For safety of all parties, **all meetings** with players will be held in a public place.

With regard to on ice decisions including, but not limited to ice time, line combinations, defensive pairs, etc., the decisions are the coaches alone to make and are non-negotiable. While the coaches have selected players for the teams with an expectation that every player will contribute, there will be situations that require skill sets the coach feels will give the team the best opportunity to be successful. These situations can result in limited ice time for some players, and more ice time for others. **Every player will earn their ice time**, however coaches make every effort to ensure players receive opportunities to play on a regular rotation, and when that is disrupted, they will make every effort to make up the ice time in situations moving forward. Given that, please understand Coppel Hockey is competing at a high level for any teams within the organization and the coaches will make every decision with the best interest of **the team** as the defining factor.

Initials: _____

COACHES' TEAM RULES

These rules are designed to promote player responsibility, accountability and team discipline and apply to any team within the organization.

1. Players will comply with any instruction or directive given by any Coppell Coach and or CHSHA Board Member.
2. Players will be respectful of their teammates, coaches, officials, and opponents.
3. Specific disciplinary issues will be handled on a case-by-case basis with both the coach and CHSHA Disciplinary Committee involved.
4. Alcohol and illegal drugs are strictly prohibited. Any player involved in an incident involving either alcohol or illegal drugs will be immediately suspended pending a meeting with the coach, parents, and CHSHA Board representative. If the incident should occur while the player is traveling with the team unaccompanied by a parent, the player will be sent home on the first available flight at the parent's expense.
5. Players and parents **will not** engage with officials at any time. A team captain may be directed by the coach to ask a question to an official related to a rule, but that will up to the discretion of the coach. ***No other communication, either by word or gesture, from a player to an official will be tolerated.***
6. CHSHA adheres to the USA Hockey Zero Tolerance Policy, which can be found on the Coppell Hockey, the AT&T Metroplex Hockey League and the USA Hockey web sites.
7. Only Coppell Hockey players and coaches are allowed in the locker room. No non-team member will be allowed to enter the locker room without specific permission from the coaches.
8. In the locker room, Coppell Hockey game jerseys are to be hung up and kept off the floor and player sticks are to be kept in the corner, away from the players dressing area or stall.
9. If a player is going to be absent or late to any Coppell Hockey team event (e.g. practice, game, community outreach, etc.), the player is asked to **contact the Head Coach via phone** (text messages and emails are not allowed unless previously and expressly permitted by the Head Coach, but voice mails are perfectly acceptable) prior to the absence or tardiness. The player is expected to provide the Head Coach **a reason for the absence or tardiness**. Except in the case of serious illness, it is required that the contact be made by the **player**. The Head Coach will maintain a record of absences and late incidents and determine if they are excused or unexcused.
10. **Excused absence** - no disciplinary action taken.
11. **Unexcused absence** – disciplinary action will be taken that can result in limited playing time in game(s) as determined by the Head Coach. Multiple unexcused absences will result in additional disciplinary action, which may affect playing time in multiple games.
12. Players should be dressed and ready ten (10) minutes prior to every practice in order to get final instructions from coaches. All players are required to wear a Coppell Hockey practice jersey to every Coppell Hockey practice.

Initials: _____

13. Players will be at the rink **one hour and fifteen minutes (1:15) before games**, and will be dressed in game day attire – Coppell Hockey polo shirt – nice pair of long pants (khaki) – nice shorts are allowed at certain times of the season – no jeans, t-shirts, torn shorts, cut-offs, hats, flip flops, etc. In the event of cold weather, players may wear a suitable jacket (e.g. Coppell team jacket or Coppell letter jacket) Once locker rooms are available, players will change from game day attire to a warm up suit or t-shirt and athletic shorts for the team warm up. All equipment preparation (e.g. skate sharpening, stick taping, etc) will be completed prior to the warm up. Upon completion of the team warm up, players will dress for the game and be ready for the pre-game meeting fifteen (15) minutes prior to game time.
14. Players need to have shower items, a towel, shower sandals, pair of running shoes, t-shirt, and gym shorts in their hockey bag **at all times**.
15. Players must maintain a neat well-groomed appearance at all Coppell Hockey functions.
16. Grades will be checked at each grading period. Players must maintain a good grade point average to meet the requirements of the CHSHA and No Pass No Play.
17. Players will practice as they play in games, which is at 100% effort and intensity.
18. Don't gossip! Keep it to yourself or discuss it with the individual involved. It will tear apart the team and family. Gossip or "Back-Stabbing" will not be tolerated at any time.
- 19. What is said in the locker room stays in the locker room.**

Initials: _____

USA HOCKEY SAFE SPORT COMPLIANCE

The safety of our players is of paramount importance to both the Coppell High School Hockey Association and USA Hockey. This includes both on-ice and off-ice safety. As such, CHSHA is committed to the rules and regulations established by USA Hockey and its SafeSport Program to include, without limitation: Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators.

To learn more about USA Hockey's SafeSport program, individual policies, and procedures please review the SafeSport Handbook at the following website:

<http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program>

Initials: _____

CODE(S) OF CONDUCT

As a member of the Coppell High School Hockey Association each player and parent must read, and acknowledge acceptance by signing, the Coppell High School Player Code of Conduct. The Code of Conduct establishes an expectation that each player and member conduct himself or herself, on and off the ice, in a manner that adheres to the mission and values of CHSHA, and properly represents the Club, USA Hockey, the Coppell community, and his or her family.

As part of USA Hockey's SafeSport Program, any violations of the policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment, and Hazing will not be tolerated and must be reported by players and/or members who witness such acts. The coaches and Board of Directors are committed to the adherence of all aspects of the Program. Incidents involving this type of behavior will be handled in accordance with the Program's guidelines. Additionally, incidents which violate the CHSHA Code of Conduct will be dealt with according to the Code.

Each player and parent must sign respective Codes of Conduct at the beginning of each season in order to participate in any CHSHA activities.

Initials: _____

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 CHSHA's goals. The Coppell High School 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, CHSHA 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 Valley Ranch and Farmer's Branch facilities (our practice and home ice) there are typically two locker rooms available for use during practices and one for games. The locker rooms typically share a restroom and shower area with one other locker rooms. Other arenas in the Metroplex share a similar design, though may differ slightly based on the layout and location. CHSHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, provide extra time and some flexibility in making arrangements to dress, undress and shower if desired.

The guidelines below are meant to serve as the foundation for proper locker room behavior. Coaches have the right and authority to provide additional rules regarding locker room use based on his or her preference and observed conduct, as necessary.

Locker Room Monitoring

CHSHA has predictable and limited use of locker rooms and changing areas (e.g., generally 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.

The team manager, or designee if he/she is unable to be present, will make every attempt to 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 voluntary locker room monitors (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) and approved team personnel are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Initials: _____

Parents in Locker Rooms

We discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, then we ask parents to work with the coach prior to entering the locker room, if possible, to allow time for the coach to notify other players and make proper arrangements to avoid embarrassment and/or accusations.

Mixed Gender Teams

Teams may occasionally consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, CHSHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

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 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.

Prohibited Conduct and Reporting

CHSHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in CHSHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Initials: _____



**Coppell High School Hockey Association
2017-2018 Season**

Member Handbook Acknowledgement and Agreement Form

By signing, I acknowledge I have received and read the Coppell High School Hockey Association 2017-2018 Handbook and Accompanying Documents. I further understand that violations of the rules in the Handbook and accompanying documents could result in reduced ice time, suspension, fine or other penalties as deemed appropriate by the various governing bodies, Board of Directors or Coach. Serious and/or repeated violations may result in a hearing before the Coppell High School Hockey Association board and subsequent dismissal from the club.

Player's Printed Name

Player's Signature

Parent's Printed Name

Parent's Signature

Parent's Printed Name

Parent's Signature

Association Representative Name

Representative's Signature

Date