

FLAGSTAFF YOUTH HOCKEY ASSOCIATION POLICIES AND PROCEDURES

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FYHA Travel Team Tryout Policy

2.13.18

Being a part of the travel team is an exciting experience for young hockey players, but requires a big commitment from the whole family. This commitment begins at tryouts because teams are built based on the number of players who show interest.

1. Travel Tryout Registration

Any player wishing to try out for a FYHA Travel Team *must* pre-register for the tryouts. Players not formally registered through the FYHA website will not be allowed to participate in the tryout process.

2. Travel Tryout Application/Registration Fee

In order to try out for a FYHA Travel Team, members must pay a \$200 (\$75 is Non-Refundable) Travel Tryout Application/Registration Fee. If a player makes a travel team, the Travel Tryout Registration Fee will be applied to the upcoming travel season tuition fees.

Players who register and pay the Travel Tryout Application/Registration Fee but fail to make a travel team will be eligible for a \$125 Travel Tryout Registration Fee refund after the completion of the travel team tryout process.

Any player who makes a travel team but forfeits their spot on the team is not eligible for any refund of the Travel Tryout Application/Registration Fee.

3. Travel Team Letter of Commitment

Any player offered a travel team roster spot with FYHA *must* complete the electronic AAHA Letter of Commitment. Players without a Letter of Commitment on file by June 1 will lose your roster spot.

4. Fees

Once the AAHA Letter of Commitment has been submitted, the player is responsible for all team registration fees. If the fees are not paid, you may be placed on the DO NOT PLAY list with AAHA.

FYHA Refund Policy

1.24.18

When completing a registration for Flagstaff Youth Hockey Association, the basic tuition is non-refundable, except under the limited exceptions expressly provided below or in an executed Travel Commitment Letter. This is because the registration is taken as a serious commitment by the registering family to participate in the FYHA program and should be treated as such. Tuition revenue is used early in the registration process to fund expenses critical to the operation of a successful FYHA program.

1. Requests for Refund of Basic Tuition

The basic tuition is paid by all members. *Except as expressly provided below*, refund requests from house players **MUST BE REQUESTED** no later than one month after the current session has begun (approximately by Oct. 15 for fall session and Feb. 15 for spring session) of the current registration season, and made via email to the FYHA Treasurer (treasurer@FYHA.org).

Refund requests from house players made within one month of the start of the session will be granted and reimbursed in the amount of 50% of the basic tuition paid (less a 3% processing fee). These refunds will be processed and paid in approximately 4-6 weeks from the date of the approval of the request.

2. Requests for Refunds of Travel Team Tuition

The travel team tuition is non-refundable upon a player being rostered on a travel team except as specifically provided in the Travel Commitment Letter. A player is considered rostered when the player is selected for the travel team and executes the Travel Commitment Letter.

3. Requests for Refunds of Travel Team Tournament Fees

Each travel team's tournament fee budget is set for the current season based on total registration fees and is good only for the current season. If a team does not to maximize its tournament budget for any reason, the fees will transfer into the FYHA general fund at the conclusion of the current registration season.

FYHA is not responsible to extenuating circumstances, such as travel teams being waitlisted at popular tournaments, parents unable to travel out of state, etc.

4. Refund Policy Exceptions

*Requests for refunds under the following **refund policy exceptions** are made via email to the FYHA Treasurer (treasurer@FYHA.org):*

Mites, Squirts, PeeWee, Bantam & U16 Travel Fees: Players who register and pay the Travel Tryout Registration Fee but fail to make a travel team will be eligible for a FULL application fee refund (less a 3% processing fee) after the completion of the travel team tryout process.

Special Exceptions: FYHA will consider, at its sole discretion, a "special exception" basic tuition refund request based on extraordinary circumstances. Please note that deciding not to play in the FYHA Program, whether house or travel, or to play at another program, is not considered an extraordinary circumstance warranting a "special exception" refund. Refunds or credits will be processed and paid in approximately 4-6 weeks from the date of the approval of the request.

5. FYHA Injured Player Refund Policy

In the event a player incurs an injury that renders the player unable to play for the remainder of the player's team's season (a "season ending hockey injury"), the player may be eligible for a refund of registration fees and travel tuition paid. Refunds will be in the form of a credit to be applied to future registration fees and travel tuition. The credit can only be applied to the account of the injured player. The amount of the refund for which the player may be eligible will be based on the date the player notifies FYHA he/she does not intend to return to play and provides the required physician's documentation that the player has incurred a season ending hockey injury:

Prior to the start of the season – 100%

Prior to January 1 – 50%

On or after January 1 – 0%

For House:

Prior to the start of the season – 100%

One month after start of session – 50%

On or after one month into session – 0%

In order to be eligible for a refund, the player will need to provide written documentation from a physician stating the player has suffered a "season ending injury" and cannot return to play. Refunds may only be granted if the player is in good standing and paid in full. Refunds will be processed and paid in approximately 4-6 weeks from the date of the approval of the request.

In order to try out for the next season after a "season ending injury," the player must provide a "clear to participate in the sport of hockey" letter from the player's physician prior to being allowed on the ice for tryouts.

The FYHA Board of Directors reserves the right to review all requests for refund based on injury to consider, among other things, compliance with this policy and extraordinary circumstances, at its sole discretion.

FYHA Locker Room Policy

2.13.18

Flagstaff Youth 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, FYHA 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 for both coaches and players.

1. General Conditions

- 8U and younger age groups require that all coaches/managers/volunteers must have completed a **background check and SafeSport training** to be in a locker room. These items must be on file with FYHA.
- 10U and older age groups require that all coaches/managers/volunteers must have completed the following and have it be on-file with FYHA to be in the locker room:
 - Background Check
 - SafeSport Training & Certification
 - USA Hockey Number (free for volunteers)
 - FYHA Volunteer Registration (free for volunteers)
 - (if travel team) Name listed on the team's official T1 USA Hockey Roster
- All rink facilities are to be treated with respect, care and pride.
- Be respectful and courteous to teammates, coaches, team managers and volunteers.
- Be respectful of the property of others.
- Players are to occupy the locker room only for the amount of time it requires them to dress and undress or dictated by the coach.
- Players are discouraged from bringing valuables and extra belongings into the locker rooms.
- Players must also be supervised in the hallway that provides access to the locker rooms. Any player who is unsupervised may be sent to the lobby by a volunteer.
- The Player Code of Conduct must be followed while using the locker rooms, which includes no swearing, alcohol consumption, smoking, vaping, chewing of tobacco, or use of illegal substances.

2. 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. It may be permissible to have team manager collect phones.

3. Locker Room Monitoring

FYHA 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 this would likely make some players uncomfortable and may even place our volunteers at risk for unwarranted suspicion. Monitors 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 monitor (registered according to the General Conditions above) 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. Monitors are also responsible for securing the locker appropriately when the team is on the ice.

For more guidelines for Locker Room Monitoring, reference this SafeSport Locker Room Monitoring document: http://assets.ngin.com/attachments/document/0133/2212/Quick_Reference_-_Locker_Room_Monitoring.pdf

4. Parents in Locker Rooms

Except for players at 8U and younger, parents are discouraged from entering locker rooms unless it is truly necessary. At 10U and older, if a player needs assistance with his or her gear, if the player is injured or a player's disability warrants assistance, the parent must complete the following*:

- Background Check
- SafeSport Training & Certification
- USA Hockey Number (free for volunteers)
- FYHA Volunteer Registration (free for volunteers)
- (if travel team) Name listed on the team's official T1 USA Hockey Roster

At 8U and younger, it is necessary for parents to assist the players getting dressed. FYHA encourages parents to teach their players how to get dressed independently as young as possible. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

**Exceptions may be made at FYHA's discretion based on extenuating circumstances, such as an unforeseen player injury that requires parental assistance moving forward, etc.*

5. Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all players are given consideration and appropriate arrangements made.

Beginning at 12U, female and male players *must* dress in separate locker rooms and then convene in a single locker 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 the separate locker rooms to undress. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand these arrangements may require that players arrive earlier or leave later to dress, but believe this is the most reasonable way to accommodate and respect all our players.

For more, reference USA Hockey's Co-Ed Locker Room Policy:

http://assets.ngin.com/attachments/document/0102/5720/Co-ed_Locker_Room_Policy.pdf

6. Prohibited Conduct and Reporting

FYHA 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 FYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.

For more on the SafeSport Program and reporting practices, review the SafeSport Program Handbook:
http://assets.ngin.com/attachments/document/0127/0812/USA_Hockey_SafeSport_Program_Handbook_2017.pdf

FYHA PLAYER CODE OF CONDUCT

Flagstaff Youth Hockey Association follows the USA Hockey Player Code of Conduct below:

- No swearing or abusive language on the bench, in the rink, or at any team function.
- No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box.
- Fighting will not be tolerated. Fighting will result in an appearance before the Discipline Committee.
- There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
- I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
- Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

FYHA PARENT CODE OF CONDUCT

The Flagstaff Youth Hockey Association (“FYHA”) is committed to providing an environment in which all individuals are treated with respect. FYHA expects all members and participants of the FYHA to conduct themselves at all times in a manner consistent with the values of the FYHA which include, but is not limited to, fairness, integrity, good sportsmanship and mutual respect.

The FYHA recognizes that parents of children who participate in athletics play a major role when it comes to influencing their children regarding good sportsmanship, respect and fairness. Children often see their parents as role models, and look to replicate their parent’s actions and behaviors.

Accordingly, it is required that all FYHA parents observe the following principles:

- Place the well-being and safety of their child above the training. Do not force your child to participate in sport, but do support their desire to participate in their chosen sport. Remember, they should skate for their enjoyment, not yours. Make their participation fun.
- Be courteous to all other parents, skaters, coaches, officials, volunteers, rink employees, visitors and everyone affiliated with visiting teams.
- Remember that the game is fun. You will not taunt or disturb other fans, or embarrass your child by yelling, booing, using profane language or gestures at or toward any player, coach or official.
- Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not show disrespect to the coaches, officials, volunteers, and rink employees. If you have an issue with a coach, official, volunteer or rink employee, exercise restraint and control, and do not approach any of them with children present. The use of abusive, threatening and violent behavior and foul or abusive language with a coach, official, volunteer and rink employee is strictly prohibited.
- Never ridicule or humiliate another child for making a mistake, or for what you believe is under performance. Remember, winning is not everything, doing one’s best is.
- Remember that “wins” are based on your child’s performance, teamwork, and playing within the rules.
- Recognize the importance of the volunteer coaches, and all volunteers affiliated with your child’s team and the FYHA overall, and avow to take the time to attend team meetings to get to know your child’s coach’s philosophy, expectations, and guidelines. Communicate with your child’s coaches and support them.
- When your child is on the ice, the coaches do the coaching. Do not coach your child during games and practices unless you are one of the official coaches of the team.
- Understand that it is your role to teach your child sportsmanship, how to deal with success and failure, and to support your child’s development in the game.
- Strive to become knowledgeable about the rules of the game, and support the official’s decisions both on and off the ice.

- Understand the importance of skill development. For the lower age groups, remember that practices benefit your child significantly more than games and competition.
- Respect locker rooms as private areas for players, coaches, and officials.
- Do not place unreasonable expectations on your child.
- Enjoy your child's participation in the greatest sport on ice!

Conduct Subject to Discipline

Examples of words or actions that may constitute a violation of the Code include, but are not limited to, the following:

- Making physical contact with any player, coach, official, league representative, arena personnel or spectator;
- Taunting, verbally abusing or threatening any player, coach, official, league representative, arena personnel or spectator;
- Entering the locker room/dressing room of an opposing team to confront a coach or player, or obstructing their access to or exit from said room or rink;
- Entering the officials' locker room/dressing room to confront them on a matter, or obstructing their access to or exit from said room or arena;
- Using profane and/or vulgar language or mannerisms;
- Going onto the ice surface without permission;
- Throwing any object onto the ice surface, into the player area(s), or at another individual; • Pounding or climbing on the glass;
- Defacing or damaging any property belonging to any individual, team, association or arena;
- Being involved in any activity that would warrant the summoning of law enforcement officials;
- Inciting any person(s) to become involved in any of the above-listed behaviors;
- Any other conduct that is not conducive to creating and maintaining a safe and fun environment for youth hockey.

FYHA Grievance Policy

1.29.18

1. FYHA Definition of a Grievance

A Grievance, as defined by FYHA, is an official statement of a complaint over a violation of the Player, Parent or Coach Codes of Conduct

2. A Positive Coach/Player/Parent Environment

In order to help avoid grievances, we encourage the following behavior that will help develop positive relationships.

- **Respect Your Coach(es) Commitment.** Set the example for your child by showing the coach(es) respect and never talking badly of them in front of others. Help your child understand that is an authority figure and deserves their respect (similar to that of a teacher).
- **Empower Your Child to Speak.** Before you as a parent intervene, ask yourself if the situation is something your child can handle on their own. Coach(es) are often more receptive to suggestions and/or concerns from their players than a parent.
- **Know When and How to Intervene.** If Codes of Conduct are violated, it needs to be addressed. First, allow for a 24-Hour Cooling Off Period. If after 24 hours, you still feel a violation took place, file an Initial Grievance at the Team Level (section 3).

3. Initial Grievance | Team level

Any immediate complaints should first be submitted in writing to your Team Manager after the required 24-Hour Cooling Off Period. Only emails from a first-person involved in the situation may be directed at the team manager to be considered official grievances, and they must include:

- Name of Person Issuing Grievance
- FYHA Team Involved
- Name/Title of Person(s) Accused of Wrongdoing
- Date/Time Incident Occurred
- Code of Conduct Violated
- An explanation of the situation, including the basic who, what, where and why of the issue, if your child first tried to address the issue with the coach(es), the current status and what else you may expect to result from the issue

4. Elevated Grievance | FYHA BOD Level

If as a Player/Parent/Coach, you are not satisfied with the way a situation is handled at the team level, you may file an official grievance with FYHA. Grievances must be submitted in writing to the FYHA Board of Directors (bod@fyha.org). The email must include:

- Initial Team Grievance Email / Correspondence
- Name of Person Elevating Grievance
- Resolution proposed at the team level
- Reason for Elevating Grievance
- Desired Resolutions (If Any)

5. Grievance Resolutions

Grievances elevated to the FYHA BOD Level are subject to Article II, Section 3(c) of the Association By-Laws and USA Hockey By Law 10.

FYHA Code of Conduct Violation Procedure

2.13.18

The following policy outlines procedures followed for players, parents or coaches violating those codes of conduct.

1. Parent Violations

FYHA will enforce parent violations of the adopted Parent Code of Conduct according to the severity of the offense committed and may include a documented warning, immediate removal of parent from the situation (for example, being told to leave a practice or game), temporary suspension from FYHA sponsored activities and/or a formal Grievance Committee review with possible expulsion from FYHA sponsored activities.

If unlawful activity is taking place (verbal threats, physical violence, etc.), law enforcement will be notified and immediate suspension from FYHA sponsored activities will occur, until a formal Grievance Committee review can determine continued participation.

2. Player Violations

Coaches and team managers will determine and enforce consequences player violations of the adopted Code of Conduct. Consequences should be in accordance to the severity of the offense committed and may include a documented warning, immediate removal of a player from the situation (for example, being benched during practice or game), suspension and/or a formal Grievance Committee review with possible expulsion from FYHA and its activities.

3. Coach Violations

FYHA will enforce coach violations of the adopted Code of Conduct according to the severity of the offense committed and may include a documented warning, immediate removal of coach from the situation (for example, being told to leave a practice or game), suspension and/or a formal Grievance Committee review with possible expulsion from FYHA and its activities.

If unlawful activity is taking place (verbal threats, physical violence, etc.), law enforcement will be notified and immediate suspension from FYHA sponsored activities will occur, until a formal Grievance Committee review can determine continued participation.

EXECUTIVE SESSION POLICY

1.21.17

Executive sessions of the board of directors and/or Committees are provided by statute so boards can address issues involving privileged information and matters of a private nature. As a result, members do not have a right to attend executive sessions. As provided for in [Civil Code §4935](#), boards may go into executive session for the following matters:

- A. Any matter deemed by the President and/or member of the executive committee.
- B. Legal Issues. Boards may go into executive session to "[consider litigation](#)."
- C. Formation of Contracts. Boards may consider matters relating to the [formation of contracts](#) with third parties.
- D. Disciplinary Hearings. Boards should meet in executive session for all [disciplinary hearings involving FYHA members](#). The member is entitled to attend the executive session for that portion of the meeting dealing with member's hearing.
- E. Personnel Issues. [Personnel matters](#) which include, but are not limited to, hiring, firing, raises, disciplinary matters and performance reviews.
- F. Payment Plan. Board may meet with members in executive session to discuss requests by delinquent members for [payment plans](#).

FYHA ICE USE POLICY

1.27.17

Any ice hockey player(s), coaches and ice manager(s) who are not registered and/or T-1 rostered on an FYHA team (travel or house) are prohibited from being on the ice during any FYHA travel or house team practice or any FYHA sponsored ice event, for example - stick time and pond hockey, unless specifically permitted by the FYHA Board.

Immediate verbal removal will occur of such individual(s) from the ice by any FYHA board member, coach or team manager responsible for that allotted practice slot or ice event.

FYHA TEAM-SPECIFIC FUNDRAISING POLICY

12.27.16

As a non-profit organization, the FYHA Board recognizes that individual teams may wish to raise funds on their own. FYHA teams may wish to raise funds to cover various team costs including, but not limited to, tournament fees, travel expenses, team apparel, and/or equipment. FYHA encourages this, so long as any team fundraiser does not interfere or overlap with an existing Association or league effort.

I. Approval

- a. All anticipated team fundraisers must be submitted in writing with scheduled event dates to the Fundraising Coordinator. This will help us streamline the fundraising per team as well as an association.
- b. Certain types of fundraisers may be prohibited by state or federal law.
- c. Any team fundraiser which overlaps with or is expected to interfere with an Association wide or league wide fundraiser or event may be denied. We strongly encourage teams to communicate early in the planning process to avoid this.
- d. The overlap of team fundraisers will not be grounds for disapproval. We encourage teams not to schedule similar fundraisers at the same time, but also recognize that scheduling issues may require it.
- e. Fundraisers which are deemed to conflict with an existing team sponsor will not be allowed.

II. Advertising

- a. Teams are responsible for all advertising costs associated with their fundraising.
- b. Team managers are encouraged to email the other league coaches about their fundraiser. All correspondence should be sent to fundraising@fyha.org as well.

III. Finances

- a. Teams must provide FYHA with an accounting of all income and expenses related to a fundraiser on an Excel spreadsheet. Reports must be turned into the FYHA Fundraising Coordinator within two weeks after the fundraising event.
- b. Teams are responsible for all up-front costs related to a fundraiser including the purchase of items to be sold and items needed to hold the fundraiser.
- c. All income from a team fundraiser must be turned into the FYHA board for proper accounting. Each team has an individual account in the association ledger and funds are directly tracked.
- d. Funds are tied to a specific team and will be applied to the team as a whole. Funds may not be attached to or benefit a specific player on a team.
- e. If a team does not use all monies, any remaining fundraising money will go into the FYHA Scholarship fund.
- f. If FYHA's nonprofit designation letter from the IRS is needed when soliciting donations so that a business can have records for tax purposes, contact the Fundraising coordinator (fundraising@fyha.org). If a business requires a receipt for large donations, contact the MHHA Treasurer.
- g. Funds must be used for activities directly related to the team. Any request for funds from a team account must be accompanied by an explanation of what the funds will be used for. The FYHA Board reserves the right to deny a disbursement request.

If there are any questions regarding the policies associated with FYHA Fundraising, please direct them to fundraising@fyha.org.