

**Central Maine Youth Hockey
Association**

**PLAYER / PARENT
HANDBOOK**



Message from the CMYHA Board of Directors:

This Central Maine Youth Hockey Association Handbook is meant to be a resource for the hockey community. The Handbook reflects the philosophies, rules and policies of the Board of Directors of our Association, and our affiliate organizations, USA Hockey and the Central Section of the Maine State Amateur Hockey Association (MEAHA).

This Handbook reflects contributions from many youth hockey associations with which we have collaborated over the years. We have borrowed from their publications and benefited from their suggestions. Please feel free to check us out at www.cmyha.org.

We look forward to the season ahead and to the continued growth of our program and our youth.

Sincerely,

The Central Maine Youth Hockey Association Board of Directors

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I. INTRODUCTION FOR PARENTS

We hope that this Handbook will provide you with an introduction to the philosophies, policies, rules and expectations that shape the Central Maine Youth Hockey Association's (CMYHA) programs and activities. We encourage you to read this Handbook with care. It is a valuable resource for families participating in the CMYHA. The booklet will provide you with information about what the CMYHA does and how we do it. We hope that it also will encourage you to become more involved in our activities.

As you will see, there is much to do. Our Association could not survive without the hundreds of hours of volunteer work that began long before Registration Day and sustain our teams and players through the winter ice hockey season. Your help is vital to our organization. As you read through this Handbook, think about how your particular talents, interests and skills might help the Association. We need your participation and support! Contact a member of the CMYHA Board of Directors, a Coach or a Manager to discuss how you can volunteer.

Youth hockey in Central Maine dates back 70 years and has survived because of people like Ray Lemieux who made tireless commitments to youth hockey. The success of CMYHA today is attributable to the countless volunteer hours that hundreds of people devote to our programs year in and year out. We are eternally grateful for the contributions of the many community leaders who paved the way for us. Your Board of Directors is deeply committed to making the CMYHA programs even more successful in the year ahead. Please join us in this challenge.

LET'S WORK TOGETHER TO HAVE A GREAT SEASON!

II. THE CMYHA PHILOSOPHY

The primary purpose of the Central Maine Youth Hockey Association is to contribute to the development of our youth through the game of hockey. CMYHA is committed to providing our young people the opportunity to have fun on the ice while learning the basic skills of ice-skating and how to play the game of hockey. Our program is available to all interested youth regardless of socio/economic background.

As a team sport, hockey affirms the importance of commitment, self-

discipline, and sportsmanship among participants. Our commitment is to assure that the young people who participate in CMYHA will develop skills and values which will bring lifelong benefit to them and to society.

Specific benefits participants of youth hockey receive include:

- * Development of the skills necessary to play ice hockey
- * Knowledge of the rules and strategies of the game
- * Knowledge of conditioning techniques that affect short and long term health and performance
- * Commitment to teamwork
- * Sportsmanship and mutual respect
- * Enjoyment and recreation

Fundraising opportunities exist to help defray costs. Financial scholarships are available. Interested parties are encouraged to apply. All requests are completely confidential. Please refer to those sections in the handbook for specific details about the scholarship program or refer to our web site at www.cmhya.org.

III. CMYHA ORGANIZATION

The Central Maine Youth Hockey Association is governed by a 15 member Board of Directors that serve staggered, three-year terms. Five Board members are elected each year at the Annual Meeting in April. The By-laws of CMYHA authorize the Board to oversee the operation of the Association and carry out its goals.

Board meetings are held monthly. At the annual meeting (second Monday in April), the Board of Directors elects officers and assigns responsibility for specific activities carried out by CMYHA. Listed below are the positions in the CMYHA:

President

Treasurer

Secretary

Vice President

Other leadership positions within the organization exist as needed. Please see Exhibit C for these positions and committee structures.

IV. TEAM AND PLAYER CLASSIFICATION

Team Classification: Central Maine Youth Hockey Association, Inc. is a registered member of USA Hockey, Inc., and abides by all of its regulations governing amateur hockey. Classification is determined by the size of the community from which an organization draws.

Player Classification: Groups are determined on the basis of the participant's birth year. Age group names and classifications for the current year are as shown on the CMYHA web page.

V. PLAYER MOVEMENT

The CMYHA philosophy of player development is that it is best for all players to play within their respective age group, therefore parent requests to play "up" in another age category will not be considered by the CMYHA Board of Directors.

VI. TEAM SUPPORT

There are many critical areas where parents can contribute to the welfare of a team. One is by serving as a Team Parent and another is by volunteering to help at games as explained below.

Team Parent

CMYHA encourages each team to have a Team Parent or someone who can act as a manager for the team. Team managers provide a vital link between the coach and parents and have administrative responsibilities such as: filling out team rosters and ensuring that such rosters are properly filed with USA Hockey; ensuring parents work Colby games; distributing and collecting team jerseys; notifying parents of schedule changes; reserving hotel rooms for away games and tournaments as necessary and especially for facilitating communication between coaches and parents throughout the hockey season. Team Parents are required to register with USA Hockey as a volunteer prior to acting in this capacity. There is no cost for registration.

Game Help

Each team is responsible for providing a Scorekeeper, Timekeeper, and Penalty Box Official at their "home" games. These are relatively easy tasks to perform once you become familiar with the procedure. These responsibilities also offer a new perspective to the game. Off-ice officials are required to follow all instructions given by the on-ice officials before, during, and after games. CMYHA will provide the necessary training resources to ensure the success of our volunteers.

VII. EQUIPMENT REQUIREMENTS

Each skater must wear the following USA Hockey, Inc. required equipment when participating in games or practices.

1. Hockey skates [not figure skates].
2. USA Hockey - approved protective helmet with full-face protection of any style. (HECC seal of approval) Ice hockey stick [not a plastic street hockey stick]. (UNCURVED sticks are strongly recommended for Learn to Skate Program players).
3. Neck/throat protector. (Not required, but recommended for all levels.) CMYHA recommends neck protectors made with ballistic nylon [Kevlar].
4. Hockey elbow pads.
5. Hockey gloves.
6. Hockey shin pads.
7. Hockey shoulder pads.
8. Hockey padded pants.
9. Colored mouth guard [mandatory for PeeWee and above; recommended at all levels]. CMYHA recommends that when using a mouth guard that attaches to the face mask it is a type that will separate upon impact.
10. Protective cup/supporter (pelvic protector for girls "Jill").
11. Jersey - Game jerseys will be provided by CMYHA.

*Some equipment may not be required for the Learn to Play program. Please check with the program director or with the CMYHA President.

The CMYHA does have a limited supply of equipment. Players should check availability before planning on using CMYHA equipment. Goalies must provide their own equipment (although some limited goalie equipment may also be available from CMYHA). If you are interested in receiving or donating equipment, please contact the CMYHA equipment manager.

VIII. CMYHA HOCKEY PROGRAMS

There are many opportunities for children to participate in the offerings of CMYHA.

Learn to Play Program

The Learn to Play Program was built to enhance the beginning players' initial exposure to skating and hockey. Skill development, teamwork, and fun are emphasized. Pressures to perform, to score, and to win, are eliminated. All first year players (ages 4 to 11) will be enrolled in this program.

Players who have never skated as well as those who have some skating experience are welcome to participate. Returning players who are not ready to join the Mite Division are welcome to remain in the program in one of the advanced groups. Players will be grouped by both age and ability so that teaching methods can be geared to the correct level. Younger groups will spend time practicing their skating and techniques as well as skill development. USA Hockey requires that volunteer Initiation coaches be certified through their Initiation Training Program. Contact the CMYHA Coaching Coordinator for information on dates and location of clinics.

For the children in this program, on-ice support is crucial, and the more parents who choose to help out, the more successful and fun our program will be. Please contact the Learn to Play Program Director, or your coach if you can volunteer.

Tier IV League

The CMYHA Tier IV League consists of the following age divisions: Initiation Program (beginning players, including Learn to Play), and Mite Division through Bantams. Goals of the League focus on providing instruction and playing hockey in a ***recreational*** environment. All children are offered the same opportunities and are treated similarly regardless of their abilities or the speed at which they learn. While scores are kept and games are won and lost, a strong emphasis is placed on

sportsmanship. With the exception of the Learn to Play Program, which was described separately above, if there is more than one team at each level, players are divided into balanced teams. Player evaluation sessions may be held at the beginning of the season to assist in team assignments. These are not "try-outs," as every child will be placed on a team.

Sponsors, managers, team parents and timekeepers are needed for each team. If you are able to volunteer for any of these roles, please contact the Team Parent coordinator or your coach.

Tier II and III Leagues

Tier II and III divisions provide for a more competitive level of play. The Competitive League is composed of youth hockey organizations in Maine at the Squirt, PeeWee, and Bantam levels. The CMYHA will field teams at the Squirt, PeeWee, and Bantam levels if there is sufficient interest and ability among our membership in those age groups. The Association will also consider the impact on the entire organization when deciding to form these teams.

The coaching philosophy of the Tier II and III program focuses on developing advanced individual and team play skills. However, this statement does not preclude a coach's discretion as to how the team players are used in certain situations. Competitive Team players are selected after a series of open evaluations and/or a tryout. Coaches' selections are based on players' skills, attitude, and sportsmanship. Our coaches are committed to organizing a fair evaluation process. Questions about evaluations/tryouts should be directed to the Coaching Coordinator. CMYHA reserves the right to review situations in which a player is unable to attend an evaluation or tryout due to an injury or a conflicting in-season sport. That player may be given an opportunity later, provided they notify the CMYHA Coaching Coordinator, in writing, of his/her request for a late review prior to the first evaluation or tryout.

Players will be making a major commitment of time and energy to hockey during the season, which may run from mid October to late March. Once selected, players are expected to fulfill their commitment to the team for the entire season.

The number of games that a CMYHA competitive team will play is determined annually by the Board of Directors. The total may vary depending on the level of tournament participation. For all teams, generally half of their games will be away due to the demand for ice time locally and the need to provide reciprocal ice to other associations. Most of the travel is limited to locations within a 60-mile radius of Central Maine and overnight stays are not usually required. Participation in a tournament usually does require one or two night's stay at the tournament location. This is due not

only to the distances traveled, but also to the compressed game schedules of most tournaments which make "commuting" an undesirable option. It may also mean an occasional early dismissal from school on a Friday or missing school on a Monday in order to meet a game schedule.

All Tier II and III Teams at the Squirt level and above may participate in the State/Regional/National Tournament play as allowed by USA Hockey regulations. Note that there is no National Tournament for Squirts.

X. FALL SEASON SPORTS

The CMYHA recognizes that many hockey players participate in other sports and extra-curricular activities such as football, soccer, etc. The CMYHA Board recognizes the value of these activities and supports the participation of our players in these endeavors. As such, coaches and schedulers should make every effort to avoid conflicts with the fall sports season. To the extent that conflicts do exist with fall sports schedules, CMYHA supports players in their efforts to fulfill their commitments to their fall sports by recognizing that their first priority should be to their fall team until the fall sports season has concluded.

XI. FUNDRAISING

Fundraising is an integral part of the CMYHA budget process and is a substantial proportion of the dollars raised by the organization. The primary purpose of fundraising is to minimize the amount of money that must be charged for registration. For this reason, all members are expected to participate in CMYHA fundraising activities. Please view this activity with enthusiasm.

It is the responsibility of the Fundraising Committee to develop and recommend programs for this purpose to the Board of Directors. The Committee will try to streamline the Association's solicitations of the Central Maine business community.

Please be sure to thank members of the community who have made generous donations to CMYHA. If you would like to sponsor a child or make tax deductible contributions, please send your check to CMYHA c/o PFBF CPAs 46 FirstPark Dr. Oakland, ME 04963.

Any solicitation by teams within CMYHA must be first approved by the Committee or the Board. This includes fund raising efforts by any and all teams for participation in tournaments.

XII. PLAYER BEHAVIOR AND CONDUCT

The rules in this Handbook are designed to establish guidelines to support young people who participate in the CMYHA. Many of the rules are those enacted by USA Hockey, Inc., which governs youth hockey. CMYHA is committed to ensuring that the rules are observed.

The CMYHA Board of Directors and its coaches, team managers and volunteer parents all have a vested interest in providing a safe, fun-filled environment for each player. In return, each skater must understand that coaches, assistant coaches and parent helpers are to be treated with respect and consideration. CMYHA skaters are expected to be attentive to coaches' directions and instructions and to avoid disruption. The Board of Directors will support the coaching staff in cases where reasonable discipline must be exercised in order to maintain an organized and enjoyable learning environment.

Punctuality: Ice time is valuable and should not be wasted. All participants should arrive at games and practices in sufficient time to allow for suiting up and the necessary pre-game/practice instruction and/or warm-up. Unless your coach has told you differently, it is recommended that you be ready to "take the ice" at least 15 minutes before the scheduled starting time.

Attendance: Reliable attendance is essential to personal skill development AND the development of team continuity. ▸

Colby: Thanks to Colby's commitment to the community and youth hockey, we are allowed to use the facilities for games and practices. As guests of Colby all participants, parents & coaches must treat the facility with respect. We are expected to pickup after ourselves and others. At the end of games or practices the locker rooms and stands are expected to be free of trash. Additionally, children are not allowed to roam the facility unsupervised, play any form of hockey off the ice, and are not allowed on the basketball courts. We expect that each parent will assist CMYHA in keeping Colby clean.

Conduct: All players must display good sportsmanship both on and off the ice, at all games and practices, regardless of whether a contest is won or lost, and regardless of how a game is officiated. Damaging or defacing property, foul language and the general display of poor sportsmanship reflects poorly on the individual, the team and the Association. Such behavior is unacceptable and will be dealt with immediately and severely by team coaches and or the CMYHA Board of Directors.

Inappropriate or unacceptable conduct will result in disciplinary action by the Board of Directors. Any participant found guilty of violating CMYHA rules may be dismissed from the program without refund. Coaches have the right to discipline, by

way of "sit outs" and other means, any behavior not consistent with the philosophy of CMYHA.

CMYHA will adhere to all USA Hockey and league rules with respect to minor and major penalties. In accordance with USA Hockey procedure, the Board or a Board-appointed committee shall review match, game, or gross misconduct penalties received by any CMYHA player during a game. It is the responsibility of the team coach to report any such incident, in writing, to the CMYHA Board within 24 hours of the occurrence. In addition, all match or gross misconduct penalties and recommended actions, will be reported by the Board to the Maine Amateur Hockey Association (MeAHA).

Parents who disagree with a coach decision should submit their grievance in accordance with the Grievance Procedure as provided for herein.

Please note that CMYHA will follow USA Hockey Rules and the Maine Amateur Hockey Association's rules, regulations and guidelines for the enforcement of severe player and coaching penalties. CMYHA reserves the right to impose more stringent penalties than set forth by USA Hockey or MeAHA. Such penalties could result in suspension or expulsion from the CMYHA and/or USA Hockey and MeAHA.

XIII. PARENTS' CONDUCT

All parents must display good sportsmanship at all games and practices, regardless of whether a contest is won or lost, and regardless of how a game is officiated. As parents or guardians we must be positive in our attitudes toward the game of hockey and emphasize the cooperative nature of the game. Negative and rowdy behavior in or around the hockey rink reflects directly and poorly on the whole organization. We must foster good relationships between our young players, within the Association and with officials and our competitors. As parents we must set positive examples for our children. In accordance with USA Hockey's policy of **ZERO TOLERANCE**, the following actions are *not* acceptable:

- Yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Direct confrontations with coaches, parents or players.
- Demonstrations of frustration or anger after a game loss.

- Unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team.
- Any physical abuse of any other person.
- Approaching the bench during a game situation unless summoned by a player or coach.

Disruptive or abusive parents may be asked to leave a rink and compliance is expected. Such conduct may result in an immediate suspension from CMYHA functions until a Board hearing is held on the matter. Further penalties may be assessed at that time.

REMEMBER THAT EVERY PARENT, COACH, AND PLAYER, REPRESENTS THE CENTRAL MAINE YOUTH HOCKEY ASSOCIATION AND MUST ACT ACCORDINGLY.

XIV. COACHING POLICY

Purpose

The CMYHA Board of Directors has adopted the Coaching Policy shown below to clarify the process for screening, evaluating, and, if necessary, disciplining coaches within the youth hockey system. It is our intent to clearly define acceptable and unacceptable behavior, for the benefit of the coaches, players and parents.

Criteria for Selection

The guiding principle that CMYHA follows in selecting coaches is that the goal of the youth hockey system is to instill in players a love for the game that will last a lifetime. It is not to create professional hockey players; however, the organization will support and encourage all players to reach their full potential.

The two most important factors in the recruitment and selection of coaches are attitude and experience.

Recommendations will be made by the Coaching Coordinator for CMYHA in consultation with two (2) members of the Board chosen by the President. Prior to any new coach joining CMYHA, a background check will be conducted in accordance with the requirements of USA Hockey and MEAHA.

Code of Conduct

“To play the game is great; to love the game is greater.” It is the hope of the

CMYHA that this belief will help guide all coaches within the Youth Hockey Association. Coaches are expected to serve as positive role models both off and on the ice. As such, coaches are expected to:

- Show respect for players, parents and officials;
- Maintain an open line of communication with players and parents;
- Be familiar with, and be prepared to enforce, the rules of USA Hockey and the Maine Amateur Hockey Association;
- Report any Zero Tolerance rule infractions to the Coaching Coordinator;
- Be generous with praise when deserved. Excessive criticism and yelling at players is unwarranted and often counter-productive;
- Adjust to the personal needs and problems of players. Be a good listener and never verbally or physically abuse a player;
- Show respect for game officials and never verbally abuse game officials, either during or after a game; and
- Refrain from the consumption of mood altering substances and tobacco products in or around any practice or game venues.

Failure to abide by one or more of these requirements may result in disciplinary action. Complaint must be presented in accordance with the Grievance Procedure as provided for herein.

In addition to the requirements noted above, the following offenses will result in immediate disciplinary action as follows:

- Bench penalty (Coach related) – One (1) game suspension for the first offense. (4) game suspension for the second offense and Immediate dismissal for the third
- Inappropriate physical contact with a player – Two (2) game suspension for first offense and immediate dismissal for any further occurrences. The Coaching Coordinator is empowered to make this decision or to refer this to the Disciplinary Committee.

- Excessive team penalties – More than 10 team penalties in a game will result in a written warning from the Coaching Coordinator. A second occurrence will result in a one (1) game suspension and board review.

The penalties noted above are automatic and not subject to Board/Committee review.

XV. VISITORS POLICY

Coaches will not allow any non-USA Hockey registered player or coach to participate in any of their practices.

Coaches will not allow any visitors to their practices without first seeking the permission of their coaching coordinator. The coordinator will grant the permission at his/her discretion and advise the Board of Directors.

The Board understands that coaches may want/need to invite a couple of players to a practice to fill out their lines from time to time. Teams with only one goalie may want to borrow another for practices. If this is the case, please talk to the coaching coordinator. We are mostly concerned with younger and older age players joining outside their age group classification. Same-age player visitors on an occasional basis will certainly be considered.

In addition, some coaches have contacts with adults in the community who have a wealth of hockey experience and will be a benefit to the development of our children. These people may not be USA Hockey registered and therefore not covered by USA Hockey insurance. Coaches should submit a formal request through the CMYHA Coaching Coordinator to allow these non-USA Hockey visitors to our practices without compromising anyone's insurance. The Coaching Coordinator or the Board will make a determination on the request.

XVI. ELECTRONIC COMMUNICATIONS POLICY

As part of USA Hockey's emphasis on safety, communications involving any participant, and especially our minor participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with

unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

It is the policy of CMYHA that all player communications regarding team activities from coaches will be directed to the parents or guardians of the players and not to the players directly. Coaches should not contact players via text messaging, email or social media.

Social Media

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to or connected through their personal Facebook page or any other similar social media application.

CMYHA trusts and expects its coaches and other volunteers to exercise personal responsibility whenever they participate in social media. What is published on personal on line sites with personal e-mail addresses should never be attributed to CMYHA and should not appear to be endorsed by or originated by CMYHA.

Respect your audience. Don't use the ethnic slurs, personal insults, obscenity or engage in any conduct that would not be acceptable under USA Hockey and CMYHA's Code of Conduct.

Abuse and Misconduct

Social media and other means of electronic communications can be used to commit abuse and misconduct (e.g. emotional, sexual, bullying, harassment, and hazing). Such communications by any coach or volunteer of CMYHA will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

Reporting

Infractions of CMYHA's Electronic Communications Policy should be reported to the CMYHA SafeSport Coordinator via email at (CMYHA SAFESPORT COORDINATOR EMAIL HERE).

A CMYHA or USA Hockey participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

XVII. LOCKER ROOM POLICY

USA Hockey requires that all local programs publish their locker room policies to the parents/guardians of all minor participants. 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 CMYHA's goals. CMYHA 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, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, CMYHA 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.

Locker Room Monitoring

CMYHA 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. It is the coaches' responsibility to provide adequate locker safety. If the coach is not able to be present in or outside the locker room, he/she is responsible to arrange for a suitable (background checked) replacement.

Only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also make every attempt to secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Room

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his/her uniform or gear, if the player is or may be injured, or a player's disability

warrants assistance, then we ask that parents let the coach know beforehand that he/she will be helping the player.

Naturally, with our youngest age group it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the 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/her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all our players are given consideration and appropriate arrangements made. Where possible, CMYHA 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 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 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 in the locker rooms. CMYHA Coaches may have cell phones to communicate with parents or other coaches or in cases of emergency. However, Coaches are strongly encouraged to leave the locker room while using their cellular device, as long as player safety is not compromised.

Coaches shall take possession of any such mobile devices found in the locker room, and it shall be the player's responsibility to retrieve such item after the game or

practice. CMYHA is not responsible for lost or non-retrieved cell phones or mobile devices.

Prohibited Conduct and Reporting

CYMHA 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 or volunteers in CMYHA 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. For reports of any actual or suspected violations, you may email USA Hockey at SafeSport5<usahockey.org or may call 1-800-888-4656.

XVIII. TRAVEL POLICY

USA Hockey requires that all local programs have travel policies applicable to their youth teams and to provide the policies to all players, parents, coaches and other adults that are traveling with a team.

CMYHA has some teams that travel regularly to play individual games, two or more games at a time, or in tournaments. It also has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our local arenas. CMYHA has established policies to guide our player's travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between local travel and team travel. Local travel would consist of training, practice and local games. Team travel would consist of a coordinated overnight stay.

It should be noted that all travel arrangements are the responsibility of the parent or guardian of the player. CMYHA is not responsible for travel arrangements for practices, games or any other youth hockey related activity.

Local Travel

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents or guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order and compliance with applicable laws.
- The coaches and/or volunteers of CMYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times.
- Where a coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure the adult personnel are not alone with the unrelated player, by e.g., picking up or dropping off the players in groups. In any case where a coach and/or volunteer is involved in the player's local travel, a parental release should be obtained.
- Coaches and/or volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for a coach and/or volunteer of CMYHA to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when a CMYHA team travels to compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- CMYHA or its coaches will provide reasonable advance notice before team travel.
- All travel arrangements are the sole responsibility of the player's parents/guardians.
- CMYHA or its coaching staff will not be responsible for finding appropriate chaperones for any players. This is solely the responsibility of the player's parents/guardians.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff volunteers and chaperones will often travel with the players. No coach or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid driver's licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Parents or guardians are responsible for player supervision and monitoring when they are not engaged in team functions.

- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents/guardians.
- Family members who wish to stay in the same hotel are permitted and encouraged to do so.
- Meetings should not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while a player is traveling without his/her parents or guardians, then except where immediate action is necessary, parents/guardian will be notified before any action is taken or immediately after the action.
- No coach shall at any time be under the influence of alcohol or drugs while performing their coaching duties.
- In all cases involving travel, parents/guardians have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches and team personnel will help players, fellow coaches, and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and the USA Hockey SafeSport Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules.

Prohibited Conduct and Reporting

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

XIX. Hazing Policy

It is the policy of CMYHA that there shall be no hazing of any participant involved in any of its sanctioned programs, hockey clinics, coaching clinics, referee clinics, tournaments or other CMYHA events by any employee, volunteer, participant, or independent contractor. For purposes of this Policy, “Hazing” shall mean any conduct which is insulting, intimidating, humiliating, offensive, or physically harmful. Any parent, player, coach, team official, or executive member of a team, having been party to any such activity shall be subject to disciplinary action, up to and including suspension from playing or holding office with any team affiliated with CMYHA.

XIX. REGISTRATION POLICY

Payment Policy

Payment for registration fees must be made by credit card during the on-line registration process (visit the association’s web site at www.cmyha.org to register). Registration deadlines will be posted on the associations web site.. No player will be allowed to register until any outstanding balance from the previous season is paid in full. Additionally, no player will be allowed on the ice after December 1, until all registration fees are paid in full, unless special arrangements have been made in advance. Please note that CMYHA maintains a scholarship fund to assist players and their families – see the Scholarship Policy for more information.

Registration fees will **not** be refunded after the earlier of, the first evaluation, practice or the Colby Clinic. Special consideration may be made at the discretion of the Board.

XX. SCHOLARSHIP POLICY

In response to a growing number of requests and in the face of limited financial resources on the part of the Central Maine Youth Hockey Association, the Board of Directors has adopted the following policy regarding the awarding of scholarship aid.

The Central Maine Youth Hockey Association will award annually, from the Scholarship Fund, partial or full scholarship assistance up to an amount equal to the highest registration fee of that registration year. Recipients will be selected based on the demonstrated financial inability to pay for the total cost of registration for their player.

Requests must be made in writing and mailed to Central Maine Youth Hockey Association, c/o PFBF, 46 FirstPark Dr, Oakland, ME. 04963. The CMYHA has developed a simple, standardized form for use in making requests for scholarship assistance. Please let a board member know if you would like a copy of the scholarship form. The form also is available on the CMYHA website at www.cmyha.org. Requests will be reviewed confidentially and recipients will be notified of the award amount as soon as possible.

XXI. GRIEVANCE PROCEDURE

To the extent that a grievance is not covered under USA Hockey's Safesport Program, CMYHA provides for the following. A grievance must first be presented to the effected coach (if a coach is involved). If not resolved at that level, then a written complaint must be made to the coaching coordinator who should provide a copy to the President and, if appropriate, shall convene a three (3) member panel (Coaching Coordinator and two board members) to render a decision. A written appeal may then be made to the full Board, whose decision will be final.

Exhibit B
SPONSORS

Team Sponsors

- Bangor Savings Bank
- Golden Pond Wealth Management
- Hammond Lumber Company
- Kennebec Savings Bank
- Mainely Trusses
- PFBF

Scholarship Sponsors

- Central Maine Disposal
- Downeast Energy
- DQ
- Fabian Oil
- Franklin Savings Bank
- GHM Agency
- Hammond Tractor Company
- Higgins & Bolduc
- Houles
- Huhtamaki
- Irving
- Johnny's Selected Seeds
- Jokas Discount Beverage
- Nicolson & Associates, CPAs
- Skowhegan Savings Bank
- Unitel

Exhibit C

VOLUNTEER OPPORTUNITIES AND COMMITTEES

Volunteer Positions

- Coaching Coordinator
- Registrar
- SafeSport Coordinator
- Web Master

Committees

- Coaching
- Fundraising
- Grievance / Disciplinary
- Investment
- Long Range Planning
- Marketing & Communications
- Nominating
- Policies & Handbook
- Scholarship
- Other Committees As Needed