

*Helena Area Youth Hockey Association*



# **Member Handbook**

## **2020-2021**

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This handbook is intended as a general guide to understanding the rules and policies of HAYHA. While the handbook is intended to cover most organizational issues, it is not intended to be all-inclusive and situations may occur that are not covered in this book. There may also be certain extraordinary conditions where it is in the best interest of HAYHA to suspend or amend these guidelines. The HAYHA Board of Directors has the authority to rule on any situation not covered by these guidelines as well as to suspend or amend existing guidelines.

## **BOARD OF DIRECTORS**

The affairs of the Helena Area Youth Hockey Association are governed by a Board of Directors. The Board is elected each spring through mail-in ballot to the membership. Each player represents one vote for the Board of Directors. The Board meets a minimum of once a month and an annual meeting is held each spring. Notice of meetings will be posted on the website. Minutes of the meetings will be available on the HAYHA website or by request from your Division Representative. Additionally, the Board may communicate with the membership through a periodic newsletter.

The purpose of the board meetings is to manage the direction and progress of the Association on a continual basis. Policies and procedures are implemented at these meetings for the overall benefit of the Association and the meetings are open to the general membership. Issues pertaining to the selection of coaches and/or teams, disciplinary actions, or particular instances where personal and/or private information may be disclosed, may be discussed in a closed meeting. Otherwise, the meetings are open to all who wish to attend.

The primary purpose of the board meetings is to conduct the business of the Association. Another purpose is to provide an opportunity for all members to express ideas for improving the Association, voice concerns they may have over the operation of the Association and to be updated on all new information regarding Association activities.

Each age division is represented on the Board of Directors by one Division Representative. The exception to this is the 8U age division which has two Division Representatives. Division Representatives shall be liaisons between the players/parents or guardians of his/her division and the Board of Directors. He/She shall hold a seat on the board and shall represent the players and their parents or guardians as a group with his/her vote. In the event of a dispute that requires intervention by the Board, he/she shall be the official representative of the player in the matter. Each Division Representative shall carry one vote at any and all HAYHA Board meetings. In addition to Division Representatives there are also four additional Board member positions: Registrar, two Members At-Large, and a MAHA Representative.

<b>Board Position</b>	<b>Board Member</b>	<b>Term</b>
8U Representative	Judy Merickel	2020-2021
8U Representative & Secretary	Kendra Fanning	2020-2021
10U Representative	Darryl James	2020-2021
12U Representative & President	Kurt Moser	2020-2021
14U Representative & Vice-President	Rachelle Schneiderhan	2020-2021
High School Representative & Treasurer	Sarah Garcia	2020-2021
House League Representative	Jon Flynn	2020-2021
Member-at-Large (SafeSport Coordinator)	Scott Petersen	2019-2021
Member-at-Large (Program Development)	Randy Boysen	2019-2021
Registrar	Lance Wilson	2020-2022
MAHA Representative	Al Swanson	2020-2022

For more information on the Board of Directors please refer to the HAYHA Bylaws. The Bylaws may be found on the HAYHA website.

HAYHA's Board Meeting "Public Comment Policy" can be found on the HAYHA website at hbyha.org.

## **USA HOCKEY**

USA Hockey is the national governing body of amateur hockey in the United States. Most amateur hockey programs require that all players register with USA Hockey which in turn provides them with medical insurance should they become injured during the course of the season while playing hockey. Players, coaches and on-ice volunteers are NOT allowed to participate in USA Hockey sanctioned events (i.e., games, practices, tournaments) without being registered. **All HAYHA players, coaches, and team managers must be registered with USA Hockey.**

## **MONTANA AMATEUR HOCKEY ASSOCIATION (MAHA)**

Montana Amateur Hockey Association is the governing body of amateur hockey in the state of Montana and the Treasure State League. Per USA Hockey, MAHA requires, and pays for, background checks on all Coaches, Team Managers and any other volunteers who have direct contact with the players. HAYHA is a member of MAHA and has an active seat on the MAHA Board of Directors through a representative elected by the HAYHA membership.

## **SAFESPORT**

In order to be in locker rooms with any HAYHA players above the 8U level, all coaches, team managers, locker room monitors, parents, guardians, or anyone in the locker room must maintain USA SafeSport Training certification, available at <http://usahockey.com/safesporttraining>. In addition to SafeSport Training, all coaches, team managers, players, parents, and guardians must follow the HAYHA **Locker Room Policy** in this Handbook. At the 8U Level parents are asked to remain in the locker room with their child. All 8U Coaches, Locker Room Monitors, Board Reps and Team Managers are required to maintain USA SafeSport Training Certification.

## **TREASURE STATE LEAGUE (TSL)**

The TSL is the league where HAYHA divisions play their games sponsored by MAHA. The TSL provides a league schedule that culminates in a State Tournament in each division for Squirt and up. The TSL is a statewide league.

The 8U, 10U / 12U age divisions have a "house league" sponsored by HAYHA. They play an exhibition schedule determined by coaches and team managers. MAHA will sponsor a Mite Jamboree each season. HAYHA will also sponsor an annual Mite Jamboree for the 8U age division (unless they are already hosting the MAHA Mite State Jamboree) and a House League tournament. Dates of league games and schedules are set at the annual MAHA league scheduling meeting which occurs in the fall of each season.

Aside from the Treasure State League games, all teams are allowed to play an exhibition game/tournament schedule. Team coaches and managers may schedule games and tournaments with other teams to increase the amount of games played over the course of the season. These games do not apply to the standings in the Treasure State League. The cost of these games are not part of the HAYHA budget but are paid for by the individuals on the teams or through individual team fundraisers. However, each team receives a set number of home games as part of their registration fees, as set by the Board each season.

To remain in compliance with MAHA rules, coaches must follow USA Hockey Coaching Certification Guidelines and obtain the appropriate coaching credentials for the age/team they are coaching. Additionally, every coach or team manager must have in his possession a copy of the

USA Hockey Team Roster signed by the State Registrar along with verification of USAH number, and signed copies of the HAYHA Player Codes of Conduct.

**REGISTRATION**

All participants must be registered to play hockey with HAYHA. Registration consists of the following:

- Completed HAYHA registration. See HAYHA website at <http://www.hbyha.org/>.
- Completed USA Hockey Registration Information including on-line registration confirmation, and HAYHA Hockey Parent & Player Signed Codes of Conduct.
- Payment of registration fees according to the fee structure.

When registering with HAYHA, players and parents are committing to place a priority on practices and games and will do their best to handle other obligations, manage their time around the team and strive for 100% attendance. Additionally, players/parents acknowledge that absence from practices and games affect both individual and team performance and accept that if absences occur, there may be consequences to his/her playing time during games.

During the regular season, a HAYHA registered player may only be rostered on **ONE** HAYHA rostered team unless otherwise approved by the HAYHA Board of Directors.

**FEE STRUCTURE**

Below is the fee structure for the specified age divisions. The fees are set to cover the cost of ice required for practices and Treasure State League games, as well as necessary Association costs. The total fees due include a mandatory fundraising fee. Fees are subject to change based on future increases in ice rental or other budgeted items. USA Hockey and MAHA fees are not included in the fee schedule below and must be paid by the individual. Additional fees may be necessary for optional team tournaments and other non-Treasure State League game opportunities.

Fee Schedule 2020-2021

Program	Birth Year	Total Fees	Mandatory Fundraising	Total Due <sup>1</sup>
8U Session 1	2011-2015	\$ 140.00	\$ 25.00	\$ 165.00
8U Session 2	2011-2015	\$ 140.00	\$ 25.00	\$ 165.00
10U/12U House League Session 1	2007-2010	\$ 265.00	\$ 25.00	\$ 290.00
10U/12U House League Session 2	2007-2010	\$ 265.00	\$ 25.00	\$ 290.00
10U-Travel	2009-2010	\$ 760.00	\$ 50.00	\$ 810.00
12U - Travel	2007-2008	\$ 825.00	\$ 50.00	\$ 875.00
14U	2005-2006	\$ 950.00	\$ 50.00	\$1,000.00
High School <sup>2</sup>	Registered high school students	\$ 1000.00	\$ 50.00	\$1,050.00

<sup>1</sup> For those registering for Session 1 for 8U or 10U/12U House, credit card payment must be authorized for the full year and participant must opt out by December 1<sup>st</sup> to avoid credit card being charged for second session.

<sup>2</sup> A player that is enrolled in high school may qualify to be rostered in either the Bantam or High School division teams. In such cases, the Board will make team placement decisions based on enrollment numbers and the best interests of the organization.

HAYHA requires fees to be paid according to the schedule and online registration information. The Association reserves a set amount of ice based on the registration numbers and is responsible for it regardless of whether or not an individual finishes out the season. Anyone who has an outstanding balance must bring their account current before participation begins. If the terms of any participant's payment agreement are not met, that participant shall have all ice privileges suspended until the account is made current and the responsible party may be turned over to a collection agency for further action. All fees must be paid through online registration (credit or debit card) and payment must be authorized in full at the time of registration. If member so chooses, payments may be deducted in four monthly payments occurring at the time of registration, October, November, and December. For those only participating in the second session of 8U or 10U/12U House, online payment must be paid in full at the time of registration.

## **EQUIPMENT REQUIREMENTS & JERSEY NUMBERING RULES**

Hockey is a physically demanding sport which requires protective equipment. Players are required to wear full gear at practices and games. This gear includes hockey helmet, elbow pads, shoulder pads, knee pads, hockey pants or breezers, athletic cup, hockey gloves, hockey socks, skates and ice hockey sticks. 12U and above age divisions must wear a mouth guard at all times. For 8U and 10U age divisions, mouth guards are recommended but not required. Neck guards are also strongly encouraged.

HAYHA will rent equipment to 8U, 10U & 12U House League players for a fixed yearly fee (October – March) of \$60 and will require an equipment deposit of \$200. This rental includes: hockey helmet, elbow pads, shoulder pads, knee pads, hockey breezers, hockey gloves, skates, hockey and an equipment bag. For 8U players, a straight blade stick will also be included. For 10U & 12U House League players, HAYHA will not provide a stick and it is recommended that a curved / larger stick be purchased for these players. HAYHA may also rent equipment to additional age groups if available, however, the needs of 8U, 10U & 12U house players will be accommodated first, and older age division players should not rely upon the availability of rental equipment.

8U, 10U, & 12U house players may purchase practice blue & white jerseys from team managers at the beginning of the season, and are responsible for placing their chosen number and name on jerseys, if desired. 10U travel team skaters and up must purchase their own game jerseys, both home and away. The Association generally does one game jersey order before the beginning of the season (end of August). Look for jersey order information on email and on the HAYHA website. <http://www.hbyha.org/>.

Due to the nature of team makeup, as a skater progresses into the 10U travel level and above, all numbers will not be available. HAYHA will communicate with the skaters for the purpose of reserving the numbers. If multiple requests are made for the same number the tiebreaker shall be as follows:

1. The skater who currently holds the number
2. The skater who has been in the program the longest
3. The skater who has an older sibling who used the same number
4. A coin flip

Jersey numbers at 8U level, and 10U & 12U “house league” levels will not be monitored and are therefore not guaranteed. 8U players are not permitted to order “game jerseys”. At 10U, 12U, 14U, and High School travel levels (non-house league), numbers will be assigned when “game jerseys” are ordered, based on the rules listed above. That number will then remain in place for that player during their HAYHA continued participation.

## AGE CLASSIFICATIONS

The Helena Area Youth Hockey Association is a registered affiliate of USA Hockey and abides by all of its rules and regulations governing amateur hockey. A player is placed in one of five (5) age divisions based on their age.

**8U (ages 4-8)** - Year of Birth 2012-2016

**10U (ages 9-10)** - Year of Birth 2010 & 2011

**12U (ages 11-12)** - Year of Birth 2008 & 2009

**14U (ages 13-14)** - Year of Birth 2006 & 2007

**High School** - Registered high school students<sup>3</sup>

USA Hockey does not allow players to play in a division below their age appropriate classification, except in very exceptional circumstances. In order to play on the High School Team, players must be enrolled in High School and must be in good standing. A letter is required by MAHA verifying such prior to the season beginning. High School Board Rep will obtain from High Schools. For more information on playing up or playing down in age divisions, please see pages 8-9 and the HAYHA website.

## GRIEVANCE PROTOCOL

If a member has an issue in regards to coaching, parent behavior, practices, games or Association policy, the issue should be brought first to the attention of the Team Manager or Age Division Rep **in an appropriate and respectful manner!** In the case of a parent having an issue with a coach, the Manager would talk the issue over with the Coach and then either take the results back to the parent, or if the coach wishes, schedule a conference with the parent, coach and manager. If the issue is not resolved to either party's satisfaction, the manager will take the issue to the Division Representative to try and resolve. If necessary, the Disciplinary Committee or Coach in Chief may also be consulted. If the parent is still not satisfied, they may request a meeting with the Board of Directors. If the issue has to do with Association policy, the Team Manager will first go to the Division Representative and the chain of command will continue from there. **At no time should a parent confront a coach or player that is not their child.**

## DISCIPLINARY POLICY & REPORTING

Please review HAYHA's Disciplinary Policy on the website at [hbyha.org](http://hbyha.org) which includes protocol on reporting.

## ZERO TOLERANCE

All HAYHA hockey players, parents, guardians, family members, referees, coaches, and team managers are strongly encouraged to read and understand the USA Hockey ZERO TOLERANCE POLICY. A copy of this policy may be found on the USA Hockey website at <http://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>.

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<sup>3</sup> See Page 5, footnote 2.

## **PLAYER EVALUATION AND TEAM SELECTION**

### ***Objective***

HAYHA emphasizes that each player should enjoy the experience of playing youth hockey and that our programs should promote the players' health, security, happiness and sense of self worth. With that in mind, the general principles of player selection shall be centered upon conducting a fair and open process in order to select teams that provide each player the chance to compete at the most appropriate level according to their current ability relative to others within their age group. The procedures shall be designed to evaluate players' skating and hockey skills as well as a player's maturity to participate at a particular level of youth hockey.

### ***Teams within a division***

The number of teams within a Division will be based on the number of registered players within that Division. The evaluation and team selection process for those Divisions with more than one HAYHA sponsored team is generally covered in the Tryout Policy.

If numbers allow, there will generally be an "A" team and a "B" team at the 10U, 12U and 14U Age Divisions. However, this is not the case for the 8U or any other House Division. The number of teams at the High School Age Division may vary from year to year based on roster numbers and the best interests of the organization. All age divisions other than 8U, 12U & 10U House Leagues, require a travel commitment from its players and families.

See HAYHA website at <http://www.hbyha.org/> for HAYHA Tryout Policy, or contact CIC Shawn Schroeder (shawn.schroeds@gmail.com) for additional information.

## **PLAYER MOVEMENT BETWEEN AGE DIVISIONS**

All players in the Helena Area Youth Hockey Association must play in their age division (8U, 10U, etc.) as defined by the regulations of USA Hockey (see age classifications, page 7) during a playing season, unless special permission is granted by an accepted motion from the Board of Directors according to the criteria provided on the policy for player movement. The goal of HAYHA is to keep players of the same age and maturity levels together. In most circumstances, this means that a player will remain within his or her USA Hockey specified age division. A player who is enrolled in High School but is also eligible to play in Bantams is not subject to the play up policy.

### **Playing-Up**

Even assuming a player seeking to play up can meet the initial eligibility requirements of advanced skill and maturity, as determined by an evaluation team, consideration for player movement will not be approved where such movement would be detrimental to any team in terms of player numbers. The Board must consider the effect on both the younger and older age divisions.

Nonetheless, HAYHA recognizes that in rare circumstances it can be appropriate for a player's development to allow a player to "play-up" to the next age division. A balance must be struck, however, to avoid placing the desire of a player above the legitimate opportunity for that participant to be successful in an older age division. It is also a concern that whenever a player is moved up, in effect a spot on the team may be taken from a player of age. Only when an underage player is clearly an impact player on the team of the higher age division, or a significant roster need is otherwise demonstrated, should the player be considered for playing up. In addition, HAYHA will look to see if a play up is in the best interest of the Association and all of the teams affected by the request.

### **Playing-Down**

Typically, only players with a severe disability will be allowed to play down. **Being small in size, a first year**



**player, or an otherwise inexperienced player, will not qualify as a justification for moving a player down.**

For more information on special circumstances or procedures for playing-up or down, please see the HAYHA website for more information at <http://www.hbyha.org/>.

## **8U PROGRAM (MITES & TERMITES)**

The 8U program was designed to provide a recreational hockey experience with limited cost and no travel requirements.

Mite teams are generally comprised of the top two older age years and more experienced players, while Termite teams are usually comprised of younger and less experienced players, including all brand new skaters. Coaches will communicate with team managers regarding player movement between Termite and Mite levels during the course of the hockey season. Newer players may be placed within a younger age group in practices and games until their skating and overall hockey ability improves, and then moved up from termites to mites mid-season if coaches determine. There are generally two practices per week and a Saturday game for the 8U level. While attendance at practices is strongly encouraged, Saturday games are optional.

If 8U participants would like to travel, such travel tournament opportunities are offered throughout the season. While there are more tournament and travel opportunities for Mite level players, some Termite level tournaments are scheduled each year and HAYHA will travel to such tournaments if sufficient interest and coaches are available. There is an extra fee for travel-related tournaments and games. Signups for optional travel tournaments will be available on the HAYHA website and communication of such tournaments will be provided by 8U Board Reps or Team Managers.

At 8U level parents are required to remain at all practices/games with their child and in the locker rooms with their child. Parents are not to drop children off unattended.

## **COACHING**

All HAYHA coaches are volunteers and must be registered with and certified through USA Hockey. USA Hockey's Coaching Achievement program is administered through affiliate state associations (MAHA) in the form of clinics. These clinics are specifically designed to supply each coach with the knowledge of his/her responsibilities and skills of the game that will equip him/her to do the best possible job at whatever level of hockey he/she is involved with. Clinics typically are held in the fall and all coaches, as well as any on-ice assistants are required to obtain their appropriate coaching credentials by Dec. 31 of the year they are coaching.

Individuals interested in coaching must submit a coaching application on the HAYHA website. Criteria for becoming a coach increases as the age division and level of competition of the players increase. As players develop, it becomes increasingly important that coaches are sufficiently skilled so as to be able to enhance the skill development of the most advanced player on a team. Head Coaches for each age division are selected prior to the season starting and may choose their assistant coaches; however, Assistant Coaches are still required to complete the application process.

While individual coaches all have their own style and philosophies, they must adhere to HAYHA's mission, goals, philosophies and code of conduct, including following the ADM model. Coaches are encouraged to hold a parents meeting at the beginning of the season in order to open the lines of communication between coaches and parents, convey their coaching philosophies and goals and explain

their team's code of conduct and the consequences for violating said code.

### *Coaching Guidelines*

HAYHA recognizes that kids have the same desire to win, to develop their individual and team skills, personal values, and to have fun, regardless of the level of competition. HAYHA also recognizes that individual player needs and coaching requirements are different for each team. HAYHA encourages coaches to assess each player's individual needs to determine the best approach towards coaching the team.

HAYHA provides the following advice to coaches to establish the range of accepted behaviors regardless of the level of competition.

1. Coaches will conduct themselves consistent with these guidelines, the bylaws of HAYHA, the rules and regulations of the leagues and tournaments where we play, of MAHA Hockey, and of USA Hockey. The HAYHA Coach in Chief will make all of this information readily available.
2. Coaches will strive to develop the skills and game knowledge expected of their age group.
3. Teamwork is essential. Player attendance at practices and games is mandatory. Parents and players must place a priority on practices and games to do their best to juggle other obligations and manage their time around team commitments. Players and parents will be informed that poor attendance may impact playing time. Obviously there will be occasions where there are valid reasons for missing practices/games, and this will be accommodated. Coaches must be notified in advance of all absences.
4. All players are encouraged to pursue additional opportunities outside of HAYHA to develop skills and conditioning, both through additional hockey activities and other sports. HAYHA also encourages players to be involved in other activities in school, their community, and other areas of interest. This will make stronger athletes, more well-rounded kids, healthier competitors and better hockey players.
5. It is inevitable that points 3 and 4 will lead to conflicts. Examples include the player missing a hockey practice to play in a different sporting event or participate in a school function. Coaches need to accept that HAYHA encourages kids pursue activities outside of hockey. At the same time, players must acknowledge that absence from practices and games hurt both individual and team performance and accept that it may affect their playing time if conflicts cannot be managed effectively.
6. Coaches conduct high intensity, purposeful practices. Conditioning is improved and maintained. "Stand around" time is minimized for players. Practices are kept fun and fresh for kids. A balance is maintained between drills that reinforce skills through repetition, and repetitive drills that bore kids and discourage them from attending practice.
7. Any coach can decide to sit a player down for poor attitude, disrupting the team, a lack of commitment, or for poor attendance to an extent that it impacts the effectiveness of his/her teammates. This step should not be taken unless the coach has first discussed the player's shortcomings with the player and his parent or guardian. This can be done without notice if the player has committed an egregious act during a game or practice.

8. If there are problems with players or parents that a coach is not able to resolve to his/her satisfaction, the coach will communicate the issue to the Coach in Chief. The HAYHA Board of Directors will resolve the issue in collaboration with the Coach. Remedies can include suspension or termination from participation in practices and games.
9. The desire to win does not lessen the importance of the coach serving as a good role model to 100% of the players, 100% of the time. This includes the following: taking a positive approach to player mistakes, demonstrating respect for referees regardless of a call, respect for the competition, and respect for each player in front of fans, teammates, and opposing players. Coaches will teach kids to be a class act, win or lose. Coaches will promote a strong work ethic to help HAYHA players develop a high level of determination and competitiveness.
10. Coaches of teams with players of widely varying skills need to be adept at organizing practices to find a way to focus on kids with specific needs (e.g. basic skating skills) without holding back those kids that are developing more quickly. This way all kids can move forward vs. falling victim to the lowest common denominator.
11. Head coaches are expected to have command of basic hockey skills – more the better, combined a proven ability to motivate players and to teach all aspects of the game. Coaches on more competitive teams have demonstrated past success coaching at a competitive level measured not by wins/losses, but in terms of player and team development and accelerating accomplishment throughout the season.
12. Coaches will have a mandatory team meeting with players and parents before the first game of the season. This meeting should clearly set expectations of all involved and is the basis for addressing individual issues with players or parents throughout the year. If the coach decides to alter his approach as the season progresses, there will be a follow-up meeting to reset expectations.

**ALL HAYHA COACHES MUST COMPLETE:**

- Current (prior to first ice session) MAHA Background screening (available at [mthockey.com](http://mthockey.com))
- Current (prior to first ice session) USA Hockey Coaches Registration (available at [usahockey.com](http://usahockey.com))
- Current (prior to first ice session) USA Hockey SafeSport Training certification. Available at [usahockey.com/safesporttraining](http://usahockey.com/safesporttraining))
- HAYHA Online Coaching Application (available at [hbyha.org](http://hbyha.org))
- Age Specific module for age level they are coaching (prior to first ice session). (Available at [usahockey.com/coaches](http://usahockey.com/coaches))
- Current CEP level 1 or higher (before Jan. 1<sup>st</sup> of season). To inquire about available coaching clinics please visit MAHA or USAH website, or contact HAYHA Coach In Chief Shawn Schroeder ([shawn.schroeds@gmail.com](mailto:shawn.schroeds@gmail.com))
- Review & Sign the “HAYHA Coaches Code of Conduct”

\*Any coach who had already completed a Level 1 CEP certification through USA Hockey, and when that certification has expired, is still allowed to coach within the 8U division without moving to their Level 2 certification. This rule applies to the 8U division only. Please also refer to [usahockey.com/coaches](http://usahockey.com/coaches) for the latest information regarding COVID-related policy changes.

# CODES OF CONDUCT –

## HAYHA PLAYER CODE OF CONDUCT

TO BE SIGNED BY ALL HAYHA PLAYERS.  
PARENTS/GUARDIANS ARE RESPONSIBLE FOR READING/REVIEWING WITH THEIR PLAYER.  
HEAD COACHES WILL ALSO REVIEW WITH PLAYERS AT THE BEGINNING OF THE SEASON

### FUN

- I understand that the HAYHA program is designed for all youth hockey participants to have fun, to learn the game of hockey, and grow as players and young people.

### SPORTSMANSHIP

- I will display good sportsmanship and set a positive example at all times while participating in HAYHA events!
- I will encourage my team and/or teammates at all times and put my team first ahead of my personal needs.
- I will not hurt my own team and/or teammates through inappropriate behavior on or off the ice.
- I will not lash out at any official no matter what. The coaching staff will handle all matters pertaining to officiating.
- I will maintain control of my emotions, avoiding the use of hostile & humiliating remarks, gestures, ill temper, or physical assault upon another player at any time.

### RESPECT

- I will recognize the importance of HAYHA volunteers and I will respect members of our HAYHA organization and team including coaches, managers, officials, board reps, refs and other players and parents.
- I will not taunt, harass, make fun of, belittle, or threaten on or off the ice, any player, coach, manager, board rep, team parent, HAYHA volunteer, official, league representative, arena personnel, or spectator.
- I will not use profane language or inappropriate gestures.
- I will respect the building rules, regulations, and property of others, including the Helena Ice Rink, lockers, and opposing team(s) venues.

### SAFETY

- I will not physically assault my teammates, coaches, managers, board reps, refs or other HAYHA participants.
- I will not maliciously strike another person in any way with any part of the body or physical implement. This includes, but is not limited to hitting, slashing, fighting, pushing, punching, or maliciously striking another person in any way.
- I will not engage in violent behavior, such as throwing equipment or other objects.
- I will not smoke and/or use smokeless tobacco and vaporizers at HAYHA functions.
- I will abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance.
- I will observe locker room safety rules as outlined in the HAYHA Locker Room Policy.

### REPORTING

- I will talk to my Coach, Parent, Team Manager, or Board Rep as soon as possible of any concerns I have.

I have read and understand the principles stated above that were put forth by HAYHA. I agree to abide by these principles with the understanding that if I do not follow them, I may be asked to leave any practice, game, or event.

I further understand that if I cannot abide by these principles, I am subject to additional disciplinary actions, up to and including myself being suspended from the program or removed entirely from participating in the HAYHA hockey program.

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Player's Name

Signature

Date

## HAYHA PARENT/GUARDIAN CODE OF CONDUCT

TO BE SIGNED BY ALL HAYHA PLAYER PARENTS/GUARDIANS. IF PARENT'S ARE DIVORCED, TO BE SIGNED BY ALL PARENT'S/GUARDIANS WHO WILL BE ATTENDING HAYHA EVENTS.  
DIVISION REPS TO REVIEW WITH ALL PARENTS/GUARDIANS AT BEGINNING SEASON TEAM MEETINGS.

### FUN

- I understand that the HAYHA program is designed for all youth hockey participants to have fun, to learn the game of hockey, and grow as players and young people.

### SPORTSMANSHIP

- I will display good sportsmanship and set a positive example at all times while participating in HAYHA events!
- I will encourage HAYHA players at all times and put HAYHA player needs ahead of my personal needs.
- I will not hurt HAYHA members or volunteers through inappropriate behavior on or off the ice.
- I will not lash out at any official no matter what. The coaching staff will handle all matters pertaining to officiating.
- I will maintain control of my emotions, avoiding the use of hostile and humiliating remarks, gestures, ill temper, or physical assault upon others at any time at HAYHA practices, games, board meetings, or other HAYHA events.

### RESPECT

- I will recognize the importance of HAYHA volunteers and I will respect members of our HAYHA organization and team including coaches, managers, officials, board reps, refs and other players and parents.
- I will not taunt, harass, make fun of, belittle, or threaten on or off the ice, any player, coach, manager, board rep, team parent, HAYHA volunteer, official, league representative, arena personnel, or spectator.
- I will not use profane language or inappropriate gestures.
- I will respect the building rules, regulations, and property of others, including the Helena Ice Rink, lockers, and opposing team(s) venues.
- If I attend HAYHA Board or Parent/Guardian Meetings, I will follow the Board Meeting Public Comment Rules (can be found at: [www.hbyha.org](http://www.hbyha.org)). I will act with respect towards coaches, managers and Board members at meetings.

### SAFETY

- I will not physically assault players, coaches, managers, board reps, refs or other HAYHA participants or volunteers.
- I will not maliciously strike another person in any way with any part of the body or physical implement.
- I will not engage in violent behavior, such as throwing equipment or other objects.
- I will abstain from the possession and drinking of alcoholic beverages at HAYHA practices or games.
- I will observe and help enforce locker room safety rules as outlined in the HAYHA Locker Room Policy.

### REPORTING

- If I have a complaint, I understand and will follow the reporting guidelines outlined in the HAYHA Disciplinary Policy. I will bring all concerns in a respectful and appropriate manner!
- USA Hockey's Reporting Policy is a key part of its SafeSport Program and an effective reporting policy is crucial to preventing abuse. Section IV of the SafeSport Handbook contains specifics on the Reporting Policy.
  - The Policy requires that every employee or volunteer of any USA Hockey Member Program must report (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook, (2) any violations of the policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment, and Hazing, and (3) suspicions or allegations of child physical or sexual abuse to the appropriate USA Hockey representatives.
  - Additionally, in all cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of USA Hockey Member Programs must also report to the appropriate law enforcement authorities.
  - To make a report to USA Hockey, you may do so either by: (1) completing the Reporting Form found at: [www.usahockey.com/makingareport](http://www.usahockey.com/makingareport), (2) emailing to [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org), or (3) calling 800-888-4656.
  - Reports may also be made to the MAHA SafeSport Coordinator or HAYHA SafeSport Rep. To make a report to the MAHA SafeSport Coordinator, please visit: [www.usahockey.com/safesportcoordinator](http://www.usahockey.com/safesportcoordinator).
  - All reports involving sexual abuse and misconduct must be reported to the U.S. Center for SafeSport. Reports to the U.S. Center for SafeSport may be made by (1) completing an online report to the U.S. Center for SafeSport at <https://www.safesport.org/report-a-concern>, or by (2) calling 720-524-5640.

I have read and understand the principles stated above that were put forth by HAYHA. I agree to abide by these principles with the understanding that if I do not follow them, I may be asked to leave any practice, game, or event.

I further understand that if I cannot abide by these principles, I am subject to additional disciplinary actions, up to and including myself and my child being suspended from the program or removed entirely from participating in the HAYHA hockey program.

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Parent's Names

Signatures

Player's Name

Date

**HAYHA COACHES, BOARD MEMBERS, & TEAM MANAGERS**  
**CODE OF CONDUCT**

TO BE SIGNED BY ALL HAYHA COACHES, BOARD MEMBERS & TEAM MANAGERS

**FUN**

- I understand that the HAYHA program is designed for all youth hockey participants to have fun, to learn the game of hockey, and grow as players and young people.

**SPORTSMANSHIP**

- I will display good sportsmanship and set a positive example at all times while participating in HAYHA events!
- I will encourage HAYHA players at all times and put HAYHA player needs ahead of my personal needs.
- I will not hurt HAYHA members or volunteers through inappropriate behavior on or off the ice.
- I will not lash out at any official no matter what.
- I will maintain control of my emotions, avoiding the use of hostile & humiliating remarks, gestures, ill temper, and physical assault upon others at any time at HAYHA practices, games, board meetings, or other HAYHA events.

**RESPECT**

- I will recognize the importance of HAYHA volunteers and I will respect members of our HAYHA organization and team including coaches, managers, officials, board reps, refs and other players and parents.
- I will not taunt, harass, make fun of, belittle, or threaten on or off the ice, any player, coach, manager, board rep, team parent, HAYHA volunteer, official, league representative, arena personnel, or spectator.
- I will not use profane language or inappropriate gestures.
- I will respect the building rules, regulations, and property of others, including the Helena Ice Rink, lockers, and opposing team(s) venues.
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I have read and understand the principles stated above that were put forth by HAYHA. I agree to abide by these principles with the understanding that if I do not follow them, I may be removed from my current HAYHA Coaching, Manager or Board Rep Position.

I further understand that if I cannot abide by these principles, I am subject to additional disciplinary actions, up to and including myself and my child being suspended from the program or removed entirely from participating in the HAYHA hockey program.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SOCIAL MEDIA, MOBILE AND ELECTRONIC COMMUNICATIONS POLICY**

- 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 communication increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct.
- All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication.
- All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.
- Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor, parent, guardian, or participant of HAYHA will not be tolerated and are considered violations of HAYHA policies and the USA Hockey's SafeSport Program.
- A HAYHA participant or parent/guardian of a participant who violates this Social Media, Mobile and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

## **LOCKER ROOM POLICY**

1. For each age level division from Squirt through High School a Locker Room Monitor will be required for each team. For the U8 division each Locker Room will have a Locker Room Monitor assigned by the Division Reps. At 8U level, parents are instructed NOT to leave child unattended in locker room. At 8U level, locker rooms are co-ed with the exception of the girl's locker room, which is girls only, including female players, and female parent's / locker room monitors, chaperones etc.
2. All Locker Room Monitors shall complete and pass MAHA Background Screening.
3. All Locker Room Monitors shall complete and pass the SafeSport Training program and be current on certification.
4. No HAYHA team may participate in HAYHA sponsored activities without a qualified and compliant Locker Room Monitor being assigned to that team. All Locker Room Monitors are subject to approval by the HAYHA Board.
5. The Locker Room Monitor shall be present in the Locker Room during all team activities to assure that only players, coaches, and approved team personnel are present in the Locker Room and to supervise the conduct of participants in the Locker Room.
6. The Locker Room Monitor shall assure the Locker Room is appropriately secured during times when participants are on the ice, and shall make sure the locker room is left clean following use.

7. No cell phones or other devices with recording capabilities may be used in the Locker Rooms.
8. Permission for parents to enter any Locker Room must be granted by the Locker Room Monitor
  - a. and then only to assist a player with equipment or to attend a player who may be sick, disabled, or injured. At no time may a parent of a Squirt through High School level player enter the Locker Room without approval by the Locker Room Monitor.
9. All teams are responsible for the cleaning of trash or debris from each Locker Room after each HAYHA sponsored game or practice.
10. Players shall be responsible for any damage to the Locker Room facilities. Any player who damages any facility shall be responsible for the costs of replacement or repair of the facility and may be subject to disciplinary action including suspension or expulsion from participation in HAYHA sponsored activities.
11. Players shall dress for practices promptly and exit the Locker Rooms without delay prior to practices. After practice or games, unless coaches are meeting with the players, or for another team related matter, players shall promptly undress and exit the Locker Rooms.
12. When locker rooms are occupied by another age division, players must wait to enter until it is their age divisions turn and their SafeSport monitor/coach is present. Each age division will be responsible for monitoring their own age divisions teams.
13. Inappropriate conduct or behavior in the Locker Room shall not be tolerated. Such conduct may subject any player or coach to disciplinary action by the HAYHA Board including suspension or expulsion from participation in HAYHA sponsored activities.
14. At 8U level, parents are required to remain at all practices/games with your child, including in the locker room. Children at this age are not to be left unattended at the facility. Locker Room Monitors are also assigned at the 8U level. Locker rooms are co-ed at 8U level, therefore, we ask that parents make sure children are dressed appropriately as both girls and boys are present in these locker rooms at this age.
15. Playing with sticks or horseplay in the locker rooms is not permitted.
16. Additional COVID-related locker room policies may be adopted throughout the season as necessary, and will be communicated to players/parents/guardians/coaches/volunteers as appropriate.

## **TRAVEL POLICY**

Travel to games and tournaments is a significant part of youth hockey participation, and it is also an event that places our players in potential situations for abuse and misconduct – particularly during overnight stays. USA Hockey requires that all local programs shall have a travel policy applicable to youth teams that is published and provided to all players, parents, coaches, and other adults traveling with the team. The policy should apply to both local travel as well as out of town events and should have different policies for each. These travel policies shall include:



**Local:**

1. Parents are responsible for local travel arrangements
2. Non-parent drivers shall not drive alone with an unrelated minor.
3. Non-parent drivers shall not be alone at any time with an unrelated minor. Drop offs and pick-ups should be coordinated in groups.

**Out of Town:**

1. Regardless of gender, a coach shall not share a room with a single player unless the coach is a parent or guardian.
2. Anyone providing team travel assistance must be screened and verified, and possess valid driver's licenses and insurance.
3. Adequate adult chaperone supervision should be provided at all times (recommend one adult for five to eight players).
4. Room monitoring and curfew checks should be made by at least two screened and verified adults.
5. No individual meetings shall take place in players' rooms.
6. Players shall be allowed to make "check in" calls to their parents.
7. Travel itineraries including a list of all adult personnel and contact information shall be provided to parents.
8. Parents will be contacted first, prior to any disciplinary action being taken against any player.
9. No coach or chaperone shall be under the influence of drugs or alcohol while performing their chaperone/coaching duties.
10. In all cases, parents have the right to transport their child and stay with them in their hotel room.
11. Players under the age of 18 years old cannot travel to out of town games/tournaments without adult supervision.

The bulk of this policy is basic common sense. What is listed above should provide a basis for a travel policy but certainly isn't limited to these topics. By being aware of, and enforcing these simple travel rules, we can take a giant step towards limiting any occurrences of abuse during a time when our youth players face potential risks.

**COACH-IN-CHIEF**

The Current HAYHA Coach-in-Chief is Shawn Schroeder (shawn.schroeds@gmail.com).

The HAYHA Coach-in-Chief is an individual with in-depth knowledge and appreciation of USA Hockey's ADM skill development programs and objectives to assemble and manage a staff of quality team coaches to ensure that the proper curriculum is taught to our member players.

The Coach-in-Chief reports to the HAYHA Board with the primary responsibilities as follows:

1. Oversee the recruitment, selection, evaluation, education, development, and retention of HAYHA coaches. Facilitate and manage the annual application process for all prospective coaches, in accordance with HAYHA needs, requirements, and guidelines. Selection of coaches will be an annual HAYHA Board decision, with Coach-in-Chief input.

2. Make recommendations to the HAYHA Board for one Head Coach and the appropriate Assistant Coaches for each team, at each level of play.
3. Development of age specific player development programs consistent with guidance from USA Hockey, and serve as the USA Hockey ADM representative for HAYHA.
4. Coordinate tryout process for team selection consistent with HAYHA's Tryout Policy.
5. Oversight of coaches to organize and implement practice plans. Periodically attend practices at all age groups and levels. Individual should strive to attend at least one (1) practice on-ice with each team at each age level each month during the course of a season.
6. Serve as mentor and educator for all coaches at all HAYHA age levels.
7. Continually monitor coaching staff compliance with USA Hockey coaching education requirements, and ensure all selected head coaches and assistant coaches have all needed certifications.
8. Oversight input to HAYHA Board on program quality and performance evaluation of HAYHA coaching and player development.
9. Serve as contact with Team Managers, Division Coaches, and SafeSport Representatives on player, parent, coaching issues as may be necessary during HAYHA season.
10. Serve as Board adviser on player/coach disciplinary matters.
11. Required to attend regular monthly HAYHA Board meetings as requested.
12. Serve at the discretion of the HAYHA Board. The HAYHA Board will have the final say in the selection/compensation/retention of the position.
13. Adhere to and required to complete same requirements as Coaches (HAYHA Code of Conduct, Background check, USAH, etc.)