

Hazen Winter Sports Association, Inc.

2008-2009 Youth Hockey Handbook



Welcome to the 2008-09 Youth Hockey season. We hope that our season for all levels is successful both on and off the ice. To accomplish this we need support and cooperation from everyone which includes the Board of Directors, Program Coordinator, Coaches, Players, and Parents. This handbook addresses the policies and procedures of Hazen Winter Sports Association and the rules and regulations that we must follow as an organization under USA Hockey. Please enjoy the season and let the kids play the game they so love, that is, the great game of Ice Hockey.

Hazen Winter Sports Board of Directors for 2008-2009

President - Dale Johnson

Vice President - Mike Morris

Treasurer - Jennifer Wallender

Secretary - Greg Obrigewitch

Directors: Mark Olson

Dennis Candrian

Jeff Stiefel

Contact Board Members: boardmembers@hazenwintersports.com

Program Coordinator - Joe Amundson: Email: hws@westriv.com

Phone: 748-6948

Concession Managers - Jeff and Leanne Stiefel

HWS Website: www.hazenwintersports.com

See Hazen Winters Sports website for other hockey links, team links, and media links, game schedules, concession and gate worker schedule, registration information, hockey camp information, and etc.

Mission Statement:

To lead and manage an affordable hockey program for the youth of the Hazen/Beulah area. An emphasis of the program is to provide a safe and fun activity and develop competitive players with a strong sense of cooperation, citizenship and sportsmanship. Hazen Winter Sports maintains facilities for other winter sports and community events.

Structure and USA Hockey Affiliation:

As a Local Affiliate of the North Dakota Amateur Hockey Association (NDAHA) and in affiliation with USA Hockey, Hazen Winter Sports Association, Inc. (HWS) must follow not only their own By-Laws and Policies, but also the rules, regulations, policies passed down from NDAHA and USA Hockey.

The NDAHA is divided into four (4) geographical districts, of which HWS belongs to the Southwest District along with Bismarck, Mandan, Dickinson, and Mile City, MT.

The NDAHA and HWS are both members of the Northern Plain District, one of twelve districts that make up USA Hockey. The Northern Plain District is made up of the states of South Dakota, Montana, Wyoming, and North Dakota.

Registration Policy:

Registration will take place in the fall of the year, usually the end of September. Registration forms shall be available at the registration site, but also on the HWS website for those who wish to complete the forms at home. All required forms are due at the time of registration, along with payment of registration fee and work deposit.

Because it is necessary to plan for team numbers prior to the beginning of the hockey season, it is recommended that players register at the designated time. A late fee of \$25 will be charged after a date specified by the Board of Directors for each year. Failure to pay the registration fee, deposit check, and late fee (if applicable) will result in the registered player being banned from the ice until all fees are paid in full.

HWS recognizes the need to support families suffering hardship. Any family financially unable to meet the fee requirements is asked to contact the Program Director for special consideration. Hardship cases will be decided by the Program Director and Board President on a case by case basis.

The purpose of the \$75 deposit fee is to encourage each HWS family to support the program by sharing the responsibility of work at the arena. It is this arrangement that allows HWS to refrain from paying employees to do the work, thus keeping registration fees affordable. As a member of HWS, you will be expected to assist with concessions and gate as scheduled. In addition, each family is asked to sell cookie dough, an annual fundraiser for HWS. Failure to participate in any or all of these activities will result in forfeiture of a portion or all of the \$75 deposit.

At the end of the season, any deposit check that has not been forfeited will be shred. An email will be sent to inform members that deposit checks will be shred. Any member preferring to have their check returned to them in the mail must notify the treasurer prior to March 31 following each hockey season.

Eligibility Rules:

The following eligibility rules apply to all youth players that are in 7th grade or higher. These are joint agreements between Hazen Winter Sports and Hazen School District. If you have any questions relating to eligibility, contact the Hazen School District.

1. Tobacco, Alcohol, Illegal Narcotics, Discipline:

Any of the following infractions will result in suspension from all game participation and team activities which are not part of the normal class work:

- Use or possession of tobacco, alcohol or any illegal drugs
- Major disciplinary problems subject to suspensions.

Suspension will be for a period of six consecutive weeks, starting on the date the student is notified of the suspension by the school administration. A second offense will result in

18 consecutive weeks of suspension. Students under suspension may participate in activity practices.

- Any six-week suspension must include a suspension of at least two contests. If a student does not miss at least two contests in six weeks, his/her suspension will last until two contests are missed.
- Any eighteen-week suspension must include a suspension of at least six contests. If a student does not miss at least six contests in eighteen weeks, a suspension will last until six contests are missed.
- Any student who does not complete a two or six contest suspension during the school year will carry out the suspension of two or six contests during the following school year.
- Summer infractions will carry a six-week suspension from the date and time notification is given to the student by the school administrator. Summer infractions shall not factor into a student's violation when determining multiple infractions during a school year. Summer infractions could occur from the last contest in the spring until the date of the first practice for the fall sport season. Multiple summer infractions will result in a maximum suspension of two contests per infraction.
- The maximum time period for any suspension shall be 12 months from the date of notification.

2. Grades:

A student must be passing all subjects to continue participation in extra curriculars. Grade assessments will be made each Monday by 12:00 noon of the school year. Assessments are made using the cumulative grade that is computed from day one of the class each semester. Incomplete lessons will be graded as zeros and grade average calculated accordingly. Students who are placed on the weekly ineligibility lists are ineligible from Tuesday through Monday of the following week. Students will be considered failing if make up and incomplete work is not completed in the time allowed (the number of days absent plus one). It is the responsibility of the student to request make up work. Students who are participating in extra curriculars are expected to have assignments completed on their return to class. It is the student's responsibility to check with teachers well in advance of being absent to secure assignments and directions.

Failure to pass all classes at the end of the high school semester will make a student ineligible for a period of four weeks the following semester. Failure to pass all classes at the middle school level will make a student ineligible for a period of three weeks the following trimester.

Students who fail to report for assigned detention will be ineligible to participate in extra

curricular activities until the detention is cleared.

Dismissal For Games:

Early dismissals from school for away games will be handled through the school office by the parent using normal school procedures. Hazen Winter Sports Association and/or coaches will not make prior arrangements for dismissal. Hazen Winters Sports does encourage parents to keep students in school as long as possible yet still allow adequate time to travel.

Tobacco Free / Smoke Free Environment Policy:

Hazen Winter Sports Association, Inc. (HWS) is committed to creating a healthy environment for our players and fans. As the Hazen Winter Sports Arena is a public facility and located on school grounds, it is the policy of HWS to prohibit tobacco use in and near the arena. Outside the arena, tobacco users **MUST** stand a minimum of 75 feet from all entrance doors.

The following statement shall be announced at all games ***"Just a reminder to hockey fans that Hazen Winter Sports is a tobacco free facility both inside and outside the arena. If you choose to use tobacco products, please step away from entrance doors a minimum of 75 feet. Thank you."***

Parent Code of Conduct:

As a parent or legal guardian of a hockey player participating in the Hazen Winter Sports program, I hereby pledge to conduct myself in a manner that complies with the organization's Parent Code of Conduct, showing respect for others and love of the game.

I pledge to:

1. Show respect for players, coaches, officials, parents, and spectators.
2. Demonstrate and encourage good sportsmanship and the concept of fair play.
3. Uphold the essential elements of USA Hockey's Zero Tolerance Policy in an effort to make the hockey season a desirable and rewarding experience for all participants.
4. Praise my child for competing fairly and playing hard, regardless of the outcome of games.
5. Teach my child appropriate lessons from winning and losing and from individual and group accomplishments and mistakes.
6. Remember that my child plays hockey for his/her enjoyment, not mine.
7. Honor the **24-hour cooling down period**. It is important that cool heads prevail when problems arise, for this reason HWS asks all people to honor a 24-hour cooling down period before confronting a coach or other member.

Further, I pledge NOT to:

1. Use obscene or vulgar language to anyone at any time.
2. Publicly criticize or ridicule players, coaches, or game officials.
3. Taunt players, coaches, officials, parents, or spectators by means of threatening or abusive language or behavior.

4. Throw any object(s) in the viewing area, players' bench, penalty box, or on the ice surface.
5. Engage in any physical aggression toward a player, coach, official, parent, or spectator.

I understand that violating this Code of Conduct may result in my expulsion from the viewing area and game area and may subject me, my child, and/or my child's team to penalties or other disciplinary action as determined by USA Hockey, game officials, and/or Hazen Winter Sports Association.

Player Code of Conduct:

- Have fun.
- Respect your coach, your teammates, your parents, opponents and officials
- Be a team player and strive to get along with your teammates
- Learn teamwork, sportsmanship and discipline
- Work hard to improve your skills.
- Always be a good sport.
- Learn the rules and play by them.
- Be on time and prepared for practices and games
- Never argue with an official's decision.

Coaches Agreement:

The following rules have been adopted for the betterment of the Hazen Winter Sports Hockey Program and will be applied to all coaches in the program.

1. There will be no swearing, directly or indirectly, to any player, parent, fan, or game official at any time.
2. There will be no physical abuse towards any player, parent, fan, or game official at any time. Physical abuse refers to any physical contact with a participant that directly or indirectly causes the participant to sustain bodily harm or personal injury. It also includes physical contact that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include contact that is reasonably designed to teach or demonstrate a hockey skill.
3. There will be no verbal abuse toward any player, parent, fan, or game official at any time. Verbal abuse includes shouting, hollering, or yelling and degrading or embarrassing another individual with words and/or tone of voice. This does not include shouting at *Tommy* to cover the points or shouting to the other end of the ice for a line change. Remember that everyone, even adults, make mistakes, and publicly degrading an individual only makes the matter worse. Individuals need to be picked up after a mistake, not put down.
4. Coaches shall not use tobacco products or alcohol in the presence of players during practices, games and organized team related functions.
5. Your responsibilities as a Coach:
 - a. Teach as much hockey to your players as you know and their abilities allow them to learn.
 - b. Demonstrate good sportsmanship and fair play by your actions on and off the ice.

- c. Provide reasonably equal playing time for every player that works hard and comes to practices, regardless of skill. This is both a competitive and recreational program. You should want your team to win, but not be at the expense of any player's participation.
 - d. Arrive a minimum of 15 minutes before practice and 45 minutes before games.
 - e. Document injuries on "USA Hockey Injury Survey" for injuries that cause a player to seek medical attention or force the player to miss a game or practice and report accidents to the Program Coordinator. Injury survey forms are found in the Coaches' room.
 - f. Tracking attendance throughout the season is a coach's choice.
 - g. Monitor equipment checked out to your team. Equipment should be kept neat and dry. Notify the Equipment Coordinator of any needed repairs.
 - h. Cooperate with other coaches and officials during all practices and games.
 - i. Require your team to keep the locker rooms and rink clean. Report any damage to the Maintenance Committee.
 - j. Establish cordial relationships with the parents of the kids on your team. In the event a parent displays hostility, you shall not hold a grudge against or punish the related player in any way.
 - k. Follow all rules and guidelines set forth by USA Hockey and North Dakota Amateur Hockey Association, and Hazen Winter Sports Association.
6. You shall establish a set of rules for your team at the beginning of the season and stick to those rules, as not to show any favoritism. A copy of these rules shall be submitted to the Program Coordinator prior to the beginning of the season. These rules shall include, but are not limited to:
- a. Players must attend the practice sessions during the week in order to be eligible for the game(s) played on the weekend. If a player/parent calls ahead of time to be excused from practice, there may be no penalty, dependent on the reason for missing practice, the age level, etc., at the discretion of the Head Coach.
 - b. Unsportsman-like behavior by hockey players **on** or **off** the ice will result in disciplinary action. Such behavior includes but is not limited to fighting, swearing, harassment, disrespect to a coach or official, throwing a stick, intentional damage to property, etc. Unsportsman-like offenses shall be punished by the Coach regardless of whether the player was penalized by the game official.
7. It is your duty to see that the above rules and policies are followed by your team and by you as the Coach. Failure to do so will result in the following consequences or as otherwise determined by Hazen Winter Sports Association Inc. and are also subject to disciplinary action of USA Hockey, North Dakota Amateur Hockey Association, or game officials.
- a. First offense: Rules review with Program Committee and suspension from one game.
 - b. Second offense: Suspension for one week's time.
 - c. Third offense: Termination of coaching privilege for the remainder of season.

8. Coaches must adhere to the "Zero Tolerance" policy of USA Hockey as it relates to parents/spectators wherein the game officials may identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and gaming area.

Grievance Policy:

The game of hockey is exciting and emotional. We want to insure that the integrity of the game is not jeopardized. It is important that cool heads prevail when problems are being addressed, for this reason we are asking all people to honor a 24 hour cooling down period before confronting a coach or other member.

We encourage people to resolve their differences by discussing them with the people involved. If this is not possible for any reason, please feel free to continue with the following:

1. Contact a member of the grievance committee.
2. In order for the Grievance Committee to take any formal action, a written complaint will have to be filled out. A form is available from the Board.
3. All grievances will be handled in a timely manner by the Grievance Committee with as much discretion and confidentiality as possible.
4. Any grievance that cannot be resolved by the Grievance Committee will be referred to the Board of Directors.

Participation and Play Philosophy Policy

Development Philosophy:

It is the philosophy of Hazen Winter Sports Association, Inc. (HWS) to develop all players in our organization. This development includes all scheduled practice times and any off-ice training deemed necessary by either the HWS Board or coaches. Practices will be run to maximize the ice time allotted to each team. For levels up through the squirt level, all players should be given the opportunity to try all positions and also play all positions to have a better understanding of hockey and to see where they feel more comfortable playing.

Game Play Policy:

It is the policy of Hazen Winter Sports Association, Inc. (HWS) to play all players as equally as possible in game situations through the Squirt level. Coaches may consider juggling players in certain crucial situations during the game. A typical situation could be:

1. In the last 2 minutes of each period during games where the score is 1 goal differential in the first period and 2 goal differential in the second period or third period whether our team is winning or losing;
2. In powerplay situations during the third period when the team is down by 1 or 2 goals, tied or up by 1 goal to try to win or secure a win.

During the rest of the game all ice time will be divided as equally as possible to all players.

For Peewee and Bantam levels ice time divided differently. Both of these levels have an established league and state tournament and therefore we play to develop and compete. More ice time may be given to more talented players during the first and second periods of games to test our program against competition. If the score of the game is lopsided one way or the other, then all players need to have ice time to develop. All players need to see some ice time during games to develop regardless of the score but coaches have the discretion to use more talented players during close games.

Moving Up Policy:

It is the policy of Hazen Winter Sports Association, Inc. (HWS) to move players to higher leagues only if there is a need at the higher level based on numbers. Numbers will be evaluated following registration and these numbers will be evaluated by the Coaches involved and Program Committee. The recommendation as to which player(s) to move is generally made by the coaches involved. The Program Committee will make final recommendations to the Board following the evaluation. The Board will make the final decision on all move ups. All move ups must also have the consent of the player and parent or legal guardian of the player being moved.

Protective Equipment Policy:

It is the policy of Hazen Winter Sports Association, Inc. (HWS) that all players wear all protective equipment during all practices, games, and controlled scrimmages. For open hockey at all levels of play, helmets and gloves must be worn. The following chart shows the equipment required for each level of play:

	<u>Termites</u>	<u>Mites/10UGirls</u>	<u>Squirts/Peewees/Bantams</u>
Hockey Helmet with Mask	R	R	R
Approved Mouth guard	O	SS	R
Shin pads	R	R	R
Elbow pads	R	R	R
Breezers/Pants	R	R	R
Cup/Pelvic Protector	SS	R	
Shoulder Pads	O	R	R
Hockey Gloves	R	R	R
Throat Protector	SS	SS	SS

O - Optional

SS - Strongly Suggested

R - Required

NOTE:

1. An approved mouth guard must be a colored mouth guard that is attached to the helmet or mask.
2. Throat protector collar is required for goalies at squirts or higher and recommended for others.

Open Ice Policy:

All ice time for Hazen Winter Sports Association, Inc. (HWS) is scheduled through our program coordinator. Any time not scheduled or open on our posted ice schedule may be requested by a HWS team, Hazen Figure Skating Club, or available to rent for local individuals or clubs. Such ice time needs to be used for no more than one hour to allow all groups access to our ice unless approved by HWS program coordinator.

Concession and High School Gate Worker Policy:

It is the policy of Hazen Winter Sports Association, Inc. (HWS) that each family works their share of concessions and high school game gates. Each family will be assigned approximately equal number of concession and gate duties but may vary depending on number of games. HWS will prepare and distribute work schedules to each member. Every effort will be made to schedule around the individual's hockey schedule. In the case of other personal conflicts the individuals are encouraged to make arrangements with other parents to swap schedules or the individuals may utilize the Substitute Worker program to provide additional means to settle these conflicts. No children under the age of 12 are allowed in concessions.

Arena Cleaning Policy:

It is the policy of Hazen Winter Sports Association, Inc. (HWS) that each family shall assist with cleaning at the arena. HWS members will be responsible for general cleanup following their respective game. There will be no weekly cleaning responsibilities as HWS has hired a cleaning service to do weekly cleaning at the arena.

The cleaning service is responsible for weekly cleaning of:

1. Lobby and Hallway - Sweeping and mopping floors, spot washing walls and cleaning windows.
2. Bathrooms - Sweeping and mopping floors, spot washing walls and cleaning toilets and sinks.
3. Locker Rooms #1, #2, and #5 - Sweeping and mopping floors and cleaning toilets and sinks.
4. Warming Area (as needed) - They will assist with sweeping and mopping floors, washing tables and benches, and cleaning windows as needed.
5. Garbage cans - Empty garbage cans in areas listed above.

Members are responsible for:

1. Main Arena Area - Provide general cleanup of main arena area including bleachers, walkways, and stairways following their respective game. General clean up includes picking up garbage, sweeping if necessary, mopping if necessary, and emptying garbage cans if necessary.
2. Crow's Nest and Penalty Box - Crow's Nest workers (clock, book keeper, and announcer) and Penalty Box workers shall clean these areas after their respective game.

3. Concession Area and Viewing Area - Cleaning of these areas is the responsibility of the concession workers and is posted as one of the duties to perform on the concession duty list posted in concessions.
4. Fall Projects - Each family is expected to assist with fall projects to get the arena prepared for the upcoming season. Fall projects typically include general repairs, painting, removing puck marks from boards, cleaning glass on boards, painting arena floor, and etc. This is typically done in late September before ice goes on.
5. Pre-Season Cleanup - The intent of the Pre-Season Cleanup is to do an organized general clean-up of the arena in preparation of the upcoming season so neither the cleaning service nor the team with the first home game gets stuck with this big project. This is typically done in early November.

Substitute Worker Policy

It is the policy of Hazen Winter Sports Association, Inc. (HWS) to adopted a "Substitute Worker Program" to help members cover their concession and gate duties when you are unable to work whether due to out of town, working, sick, vacation, etc. We still encourage you to switch schedules with somebody else and fulfill your duties in this parent run program. There are always personal conflicts and this program should help provide an additional organize means to settle these conflicts. You still have the option of swapping schedules.

A list of Hazen Winter Sports members and students who volunteered to be put on the contact list will be posted on the bulletin board in the lobby. We ask that you contact them directly and pay them in advance.

Please consider the following when making these arrangements:

1. Pay if possible in advance. The established rate is \$8 per hour. The work schedule has the work times for concession and gate duties. The appropriate total fee can be estimated from this work schedule allowing payment in advance.
2. Make sure that at least 50% of the people working are adults. You may hire 2 students but we suggest you contact the others working with you to make them aware of your plans and make sure they have not done the same.
3. If husband and wife are both scheduled then you must hire 2 people to cover your 2 spots. This is especially import during High School games when a minimum of 2 are need at the gate and 6 are need at concessions.

Team Coordinator Responsibility

It is the policy of Hazen Winter Sports Association, Inc. (HWS) to require a team coordinator to each team. Team coordinators are appointed by the coaches and typically are parents of a player. The team coordinator and the coach should work together as a team within the team. Team coordinator's duties typically include:

1. Be main source of information flow between coaches and parent group.

2. Coordinate hotel reservations with HWS coordinator for all overnight games and tournaments to insure proper number of rooms and to pass information to coaches and parents.
3. Coordinate end of year social for team if team chooses to have one.
4. Help coordinator and plan any tournaments for their level hosted by HWS.
5. Be main source of information for all group projects involving their level.
6. Line up game workers for their games.
7. Assist coach in obtaining birth certificates for team members. Head coach to carry booklet.
8. On occasion confirm away games (time and place).
9. Assist coaches in getting all jerseys and equipment at end of year.
10. Collect team fees (such as option tournament fees) and submit payments to the HWS treasurer.
11. Provide parents with suggestions for sharing travel costs when carpooling and/or for players traveling with other families.

USA Hockey Insurance Coverage:

USA Hockey does provide some **limited** excess accident coverage, catastrophic coverage, and general liability coverage for officially registered players, referees, and coaches while participating in or attending a USA Hockey sanctioned activity. The coverage also extends to volunteers of USA Hockey while acting within the scope of their direct responsibilities on behalf of USA Hockey. The insurance coverage is only one of the many benefits of your membership with USA Hockey. See USA Hockey Insurance Handbook at USA Hockey's website, www.usahockey.com for additional details relating to insurance coverage and filing claims.

Sexual Abuse Policy:

It is the policy of the HWS that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coach's clinics, invitational or NDAHA playoff tournaments, or other NDAHA events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer, or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer, or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer, or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer, or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer, or independent contractor. Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon proof of violation of this policy, the violator will be permanently banned or suspended from any NDAHA sanctioned programs and/or the programs of its Affiliate Associations.

Physical Abuse Policy:

It is the policy of the HWS that there shall be no physical abuse of any participant involved in any of its sanctioned programs, training camps, hockey clinics, coach's clinics, referee clinics, invitational or NDAHA playoff tournaments, or other NDAHA events by any employee, volunteer, or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

Hazing Policy:

It is the policy of the HWS that there shall be no Hazing. Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of harm to the student or any third party in order for the student to be initiated into, or affiliated with any school group, club, athletic team or grade level. Hazing might include, but is not limited to the following:

- ✓ Any activity involving an unreasonable risk or physical harm, including paddling, beating, whipping, branding, electrical shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
- ✓ Any activity involving the consumption of alcohol, drugs, tobacco products, or any food, liquid or other substance that subjects the student to an unreasonable risk of physical harm.
- ✓ Any activity involving actions of a sexual nature or the simulation of a sexual nature.
- ✓ Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation that creates a hostile, abusive, and intimidating environment for the student.
- ✓ Any activity involving a violation of federal, state or local law, or violation of school district policies and regulations.