

INTRODUCTION

This booklet contains explanations, rules, policies, and general information about the CCYHA program and USA Hockey in general. There are guidelines, rules, policies and procedures that apply to both players and parents. It is periodically updated and therefore should be reviewed yearly by all players and parents. If you have any questions regarding the content on this handbook, please notify any member of the CCYHA Board.

HAVE AN ENJOYABLE SEASON!

BACKGROUND AND GOALS

CCYHA began in 1972 through the efforts of parents, teachers and business people, recreation specialists, and service clubs. They wanted to provide an opportunity for young people to develop their ability to play and enjoy the game. All Board Members, Coaching Staff, Team Managers, etc. are unpaid volunteers.

The **primary goals** of our Association are to promote each participant's growth in:

- Enjoyment of the game
- Understanding of the skills required to play hockey. Please note that we follow the guidelines for player development as set forth by USA Hockey, which can be viewed at www.usahockey.com
- Self awareness and awareness of the needs of teammates
- Physical fitness
- Sportsmanship
- Responsibility and attentiveness in a structured learning environment

TEAM AND PLAYER CLASSIFICATION

Team Classification:

The CCYHA Inc. is a duly registered member of USA Hockey as well as the New York State Amateur Hockey Association (NYSAHA, and abides by all their rules and regulations governing amateur ice hockey. CCYHA is considered a Tier III or "C" organization for the purposes of "size match up" to other organizations in NY State. The CCHYA may also belong to the Snowbelt Hockey League of Central New York at Squirt, Pee wee and Bantam levels on a year basis, based on registration numbers and players' abilities.

Player Classification:

Participants are placed in one of six age groups. These groups are determined by USA Hockey. Guidelines can be found at www.usahockey.com. Group names and classifications are as follows:

Initiation Program (IP): first year skaters

Mite 8 years of age and under

Squirt 10 and under

Peewee 12 and under

Bantam 14 and under

Midget 17 and under

The CCYHA may also field a girl's hockey team(s), depending on registration numbers. The girls age classifications determined per USA Hockey guidelines are as follows:

19 years of age or under

16 or under

14 or under

12 or under

10 or under

8 or under

Snowbelt Hockey League

The CCYHA is a member of the Snowbelt League of Central New York. Snowbelt teams are not State Tournament bound teams. Other Snowbelt members include: Auburn, Ithaca, Skaneateles, Camillus, Valley (South Syracuse), Center State, Fulton, Oswego, Salmon River, Geneva, Elmira, Cicero and Mohawk Valley. A 20-25 game schedule is played from mid November through the first week of March. At the conclusion of the regular season, teams participate in a general play off tournament in order to determine league champions at each age level.

PARENTS: the Snowbelt League requires the home team of a scheduled game to provide timekeepers and scorekeepers. Volunteer parents are needed for these activities! If you are interested in providing these services see your team manager or coach.

In evaluating team size and skill level, it may be determined to field a third, house team at any given level for a season. A house team will play other house teams as well as Snowbelt teams and many compete in regional tournaments, but will not compete in the Snowbelt Sectionals (JAM Tournament)

State Tournament Bound /Advanced Teams

The CCYHA Board of Directors has adopted the philosophy of dividing players according to skill level. This method of division is intended to develop both the average and exceptional player at a much faster rate. This philosophy can be interpreted as having a state Tournament bound ("Travel") team and a House team at all levels where the numbers of players enrolled allow for such division. The Travel Team will play other regional travel teams and will represent CCYHA in the State Sectional and State Final tournaments.

It is important to consider the following when contemplating trying out for/playing on a Travel team:

- Financial Considerations
 - An additional CCYHA registration fee to cover added ice time for games and practices.
 - Costs associated with additional traveling (e.g. fuel, meals, etc.).
 - Tournament entry fees and related costs are the responsibility of the team. Fund-raising activities for this purpose are encouraged and should be cleared through the board.

- Commitment
 - Requires a minimum of one additional week night practice.

- Traveling
 - A tournament bound team will play approximately 40 (could be up to 60+) games or more depending upon the level of tournament participation.
 - Most travel is limited to a 75 mile radius of Cortland, but may occasionally be longer. Participation in tournaments may necessitate an overnight stay due to longer distances traveled and the intensity of the game schedule.
 - See travel tryout policy on CCYHA website.

EQUIPMENT REQUIREMENTS

All CCYHA coaches, assistants, and on-ice helpers are required to wear helmets while on the ice.

CCYHA has standardized uniform colors of White, Black and Gold, molded after the Calgary Flames of the NHL. Please keep these colors in mind when purchasing equipment, as this will allow our teams to present themselves looking their best. CCYHA asks that the following guidelines be used when purchasing equipment:

Black helmet, gloves and pants and black Calgary Flames socks.

Each Skater **MUST WEAR** the following equipment when participating in games or practices.

- Hockey skates (not figure skates)
- USA Hockey approved protective helmet with full face protection, of any style including, full wire cage, plastic shield or combination thereof (half shields are not permissible).
- Ice hockey stick with wooden blade (not plastic street hockey stick.....these tend to break in the cold and are not approved for ice hockey play)
- Neck/throat protectors (CCYHA suggests using neck protectors made with ballistic nylon to protect players against cuts from skate blades and sticks)

- Hockey elbow pads
- Hockey gloves
- Hockey shin pads
- Hockey shoulder pads (female models available)
- Hockey padded pants
- Internal mouth guard that attaches to helmet
- Garter belt (optional, tape and straps may be used)
- Protective cup/supporter

In addition, the following clothing will be required:

- Practice jersey
- Home and away Calgary style jerseys. At registration, jerseys will be ordered and numbers assigned for new players. The cost of the jersey is the responsibility of the family. Most jerseys can be worn for several years.

CCYHA provides, for a nominal charge and deposit fee, the use of protective hockey equipment (pants, helmet, gloves, elbow pads, shin pads, and shoulder pads) for first time skaters at the IP and Mite levels, and by exception for players at higher levels when such equipment is available. All equipment for players at higher age levels when such equipment is available. All equipment belonging to CCYHA will be returned at a predetermined time and location immediately after the last game or practice has been accomplished. The equipment should be clean and in good shape. The deposit will then be returned. Rentals do not include skates, neck/throat guards, supporters, socks, sticks or mouth guards.

The CCYHA will provide appropriate specialized protective equipment to one goal tender per team at the Mite and Squirt levels only. Coaches and team managers share responsibility with the players to ensure that all equipment is in good repair and is properly cared for.

CCYHA FINANCIAL POLICIES

1. Registration
2. Scholarships
3. Tryout/Travel Fees
4. Sponsorship
5. Fundraising
6. Tournaments
7. Returned checks

Registration:

The following rules apply to registration:

- Payment in full is due at the time of registration
- Payment may be made by cash, check or Visa/Mastercard
- No post dated checks will be accepted

If payment in full cannot be made, arrangements for payment can be made with the treasurer, with the following rules/guidelines will be applied:

- Minimum of 10% of the registration amount due must be paid at the time of registration plus the amount of the raffle tickets.
- **The full balance must be paid by December 1.**
- **A promissory note detailing payment arrangements will be completed for any family not paying in full. This form must be signed by the treasurer and a parent.**
- **Registration not paid in full by December 31 may result in your child not being permitted to continue playing hockey.**

Scholarships:

Scholarships are available for families who are unable to make full payment. CCYHA follows the income guidelines for the state reduced/free lunch program. The board will consider other hardship requests on a case by case basis. Forms for scholarships are available on the CCYHA website and can be turned in to the Treasurer or president. All scholarship requests are confidential.

Tryout/Adder Fees:

A tryout fee will be charged to all players trying out for the travel team. This fee is due at the time of tryouts and is non-refundable. The adder fees are assessed after travel team selection is made and must be paid by December 1st. Failure to pay will result in your child not being placed on the official travel roster.

Sponsorship:

All teams will be required to raise funds to help support their team. The funds raised do not pay for any tournaments, but are used to help keep registration costs down. Team Sponsorships are due by December 31. Additional sponsorships may be sought to offset the costs of tournaments.

Fundraising:

Teams may choose to do any type of fundraising. CCYHA will pay for upfront fundraising costs (i.e. candy bars) upon request. Reimbursement must be made within 30 days to CCYHA. Additional payments for fundraising costs will not be made if there is an outstanding balance for a team.

Tournaments:

Registration fees for tournaments will be paid up front by CCYHA and must be reimbursed by the team no later than the weekend of the tournament. Tournaments can be paid through sponsorship, fundraising, or by team families. No additional tournament registration fees will be paid (including sectionals) if a team has not reimbursed CCYHA for a previous tournament.

Returned Checks:

Checks returned to CCYHA for any reason will be assessed a \$20 charge.

ICE SCHEDULING

Practices are generally held during the week after 5:00 pm, and games are held on weekends. At the IP and Mite House levels, only weekend ice is scheduled and will consist of mostly practices during the first half of the season, with games being scheduled during the second half.

The ice schedule is updated regularly. PLEASE CONSULT THE WEBSITE EACH WEEK for practice and game times.

TEAM MANAGERS

The team manager is a key resource for your team and a large help to the coach. While the exact duties vary from team to team the manager usually has the following responsibilities:

- Advise team members in the event of a schedule change
- Make sure the team paperwork (birth certificates, team roster, medical consent to treat forms, schedules, etc. are up to date and complete
- Coordinate traveling arrangements for games and tournaments
- Coordinate the return of CCYHA equipment at the end of the year
- Is the focal point for general communications to the team for the Board of Directors
- Attending Board Meetings
- Financial responsibilities as listed in the Financial Policy
 - Collecting travel fees
 - Soliciting a team sponsor
 - Coordinating fundraising efforts
 - Collecting Tournament registration fees

All funds collected by the team manager must be turned into the treasurer. The treasurer will report all team fund activity to the team manager upon request. In the event that payment cannot be solicited from any individual after several attempts, the treasurer will assume responsibility for collection.

PLAYER RULES AND CONDUCT

These rules are established to provide procedures and guidelines for dealing with any situation that may detract from the goals and intent of the program, player enjoyment, program development, or the positive relationship CCYHA enjoys with the community at large, as well as host communities. All players are expected to show respect and

consideration for each other, the coaches, parents, and facilities both at home and on the road. This expectation also extends to the players, coaches, parents and facilities of opposing teams.

Punctuality:

Players should arrive at games and practices in sufficient time to allow for suiting up and necessary pre-game/practice instruction/ and/or warm up. Players should arrive at a practice or game in time to be completely ready to “take the ice” 10 minutes before the scheduled commencement time. The coach may have his own rule about punctuality which would take priority.

Attendance:

Reliable attendance is essential to the development of team continuity. Poor attendance may result in forfeited ice time or other penalty to be applied at the coaches’ discretion.

General guidelines for attendance are as follows:

- Two unexcused absences from practice or games in any combination may result in a player “sitting” out one period of the next regularly scheduled game.
- Three unexcused absences from practices or games in any combination may result in a player “sitting” out two periods of the next regularly scheduled game.
- For unexcused absences from practices or games in any combination may result in a player “sitting” an entire game.

If a player attends a game in which he/she has been penalized for attendance infractions and attends the following practice or game, the future absence from either a practice or game shall be considered as the first absences.

If a player fails to serve the attendance penalty and displays repeated unexcused absences, then the player will be referred to the Board of Directors for review. Whenever possible, please notify your coach in advance of an expected absence from a practice or game. For younger players, notification of the coach should be the responsibility of the parent or guardian, whereas older players should be accountable for this responsibility.

Conduct

It is the expectation that a player conduct him/herself in a polite, cooperative and attentive manner while on and off the ice. Foul language and direct insubordination during any CCYHA event is absolutely unacceptable and will be dealt with accordingly. Coaches and their appointees have the right to discipline any behavior not conducive to the goals and philosophy of CCYHA. Repeated incidences of misconduct (on and off the ice) may be reviewed (see by-laws) by the discipline committee and appropriate disciplinary action will be recommended to the board after consultation with the coach and involved player parents.

Parents should discuss any disagreements or complaints their child may have directly with the coach. If for any reason the conflict cannot be resolved with the coach, the Coaching Director will be available to facilitate resolution. If the Coaching Director is unable to resolve the conflict, the Board of Directors will facilitate a resolution.

Players are to follow the USA Hockey Zero Tolerance Policy, including the following:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- Openly disputes or argues any decision by an official
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person
- Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they may be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

PARENT CONDUCT

The same rules of conduct that apply to players also apply to parents. Negative behavior at host rinks effects upon teams and parents of CCYHA. Parents are expected to present a respectful and positive attitude when attending home and away games.

The following behaviors are NOT considered positive by CCYHA:

- Yelling at, threatening, or booing opposing players, coaches, or referees at any time
- Direct confrontations with parents or players from opposing teams.
- Demonstrations of frustration or anger after a game loss
- 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
- Brooding about, blaming of, or criticizing players, coaches, referees, for either a positive or negative result of a call, a play or a game
- Yelling at your own children (coaching from the sidelines)

Parents are to follow the **USA Hockey Zero Tolerance Policy**, including the following:

The game will be stopped by on ice officials when Parents/Spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on ice officials will identify violators to the coaches for the purpose of removing Parents/Spectators from the spectators viewing and game area. Once removed, play will resume.

Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body, which could include forfeit of the game played by Parents/spectators team. This inappropriate and disruptive behavior shall include, but is not limited to:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of violence of physical violence
- Throwing of any object in the spectators viewing area, players bench, penalty box or on the ice surface, directed in any manner as to create a safety hazard.

COACH & OFFICIAL CONDUCT

Coaches and officials shall follow the **USA Hockey Zero Tolerance Policy**, including the following:

Coaches:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language in boisterous manner to anyone at any time
- Visually demonstrates any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, they shall be assessed a game misconduct

Officials:

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manor at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

ADDITIONAL RULES

Anyone physically abusing an official, coach, assistant coach, parent helper or spectator shall be immediately suspended from attendance or participation in any CCYHA sponsored event for the balance of the season without refund.

Any participant found guilty of stealing will be dismissed from the program without refund.

CCYHA will adhere to all USA Hockey, NYSAHA, and Snowbelt League rules with respect to minor and major penalties. All match or gross misconduct penalties must be reported to the USA Hockey Central Section President, Snowbelt League Vice President (if the infraction occurred during a Snowbelt game) and the CCYHA Vice President. It is the responsibility of the team coach or assistant coach to immediately report (within 24 hours) to the CCYHA Board all such infractions.

NOTE: A deliberate attempt to injure another player will result in immediate expulsion from the game or practice. The incident must then be reviewed within 10 days by the discipline committee. The offender will not be allowed to participate in practice or games until a Board of Directors decision is rendered. This process is consistent with the policies of USA Hockey.

GRIEVANCE PROCEDURE

Any parent or guardian of CCYHA participant may appeal any decision regarding discipline or suspension of their child. The grievance should be put in writing and presented to the Board of Directors within 10 days of the action taken. The Board will review and refer the appeal to the Discipline Committee for consideration and resolution. Parents can also appeal at the Section and State level.

BOARD OF DIRECTORS

The CCYHA Board of Directors is made up of 9 elected volunteers. The charter of the board is to direct all activities of the CCYHA with the express goal of providing a program that allows the youth of Cortland County an opportunity to have fun while playing and learning the game of hockey.

The Board consists of the following officer positions which are elected from within the Board:

- President
- Vice President
- Secretary
- Treasurer
- Director of Operations

There are the following additional Board positions:

- Registrar
- Communications Director
- Fundraising Director
- Tournament Director

Additional sub-committees or short-term work groups may be formed as needs arise. A full description of the areas of responsibility for each Board position is listed in the Association By-Laws, which are available on the web site.

Board members serve a three-year term. Vacancies are filled by elections at the end of each season at the annual meeting, and each registered family within the association has the opportunity to cast one vote for each child registered in CCYHA. The opportunity to serve on the Board is open to any person with a child registered with CCYHA.