

# CAMILLUS YOUTH HOCKEY ASSOCIATION

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## HANDBOOK 2014~15

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**NOTE: These Policies and Procedures are established to provide a framework and standard for the operation of Camillus Youth Hockey Association. They may be amended or changed by a majority vote of the Board of Directors to accommodate extenuating or unforeseen circumstances.**

# GENERAL INFORMATION

Formed in 1971, Camillus Youth Hockey Association is a not-for-profit organization charged with the responsibility of operating a youth hockey program for the residents of the Town of Camillus and the West Genesee School District. The association is recognized as the Camillus Youth Hockey Association, CYHA, or the Camillus Cougars. CYHA is governed in accordance with the Constitution and Bylaws which are available from a Board member.

The mission of CYHA is to promote good sportsmanship, respect, discipline, self-esteem and fun at all levels, while enhancing skills to accommodate the full spectrum of player ability.

The home rink for CYHA is Shove Park in the Town of Camillus. The official mascot for CYHA teams is the cougar.

CYHA is affiliated with USA Hockey and the New York State Amateur Hockey Association. Games are conducted according to the rules of USA Hockey and sanctioned accordingly.

CYHA is governed by a 13-member Board of Directors. Four members are elected annually for a term of 3 years by the general membership of the association at an annual meeting held after the end of the regular hockey season. The President of the CYHA Parents Organization holds a voting seat on the Board of Directors, while the West Genesee High School Hockey Coach is a non-voting member. We also have an honorary, non-voting member, Harry Curley, due to his years of service with the organization.

Open meetings of the Board of Directors are held year-round on a regular basis. Meeting time, date, and location are posted on the CYHA website (<http://www.CYHA.org>) and on CYHA bulletin board at Shove Park during the hockey season. For the off-season, any member of the Board of Directors can be contacted for information on meetings.

CYHA competitive/travel teams participate in Central Sectional and New York State contests and tournaments.

CYHA Snowbelt teams at the Squirt level and above participate in the Snowbelt League competitions and tournaments.

CYHA Mite teams are organized according to USA Hockey's American Development Model (ADM). Mite teams compete against other teams in the area in ADM defined Cross Ice games and tournaments.

CYHA's Tyke program (4 & 5 year-olds or 1<sup>st</sup> year skaters) is affiliated with USA Hockey's Initiation to Hockey program, which emphasizes learning to skate, hockey skill development, and fun for all participants.

CYHA's Girls program continues to grow with teams at various levels. The Girls teams play teams from around New York State.

## **CYHA BOARD OF DIRECTORS**

**2014-2015**

### **EXECUTIVE BOARD**

President..... Joe Snyder  
Vice President.....David Schneid  
Secretary..... Susan Latessa  
Treasurer.....Brian Wells

### **DIVISION DIRECTORS**

Tykes..... John Kleberg  
Mites..... Kevin Hayden  
Squirts..... Harmit Sachar  
PeeWee..... Rafael Gongora  
Bantams..... Mike Tambroni  
Midgets..... Jim Corcoran  
Travel Teams..... Scott McDonald  
Girls..... Brian Wells

Scheduling:	Kelly Halko	Snowbelt Rep:	Jim Corcoran/ Harmit Sachar
Referee Liaison:	Tom Lynch	Section Rep:	Joe Snyder
Equipment:	Brian Wells	Sponsorship:	Jim Corcoran/Kevin Hayden
Referee Scheduler:	Tom Lynch	Registrar:	Scott McDonald
ACE Coordinator:	David Schneid	Snack Bar:	Dan Alfieri
SafeSport Coordinator:	David Schneid		

# I. GENERAL GUIDELINES

## A. Divisional Breakdown

The CYHA program consists of teams in the Tyke, Mite, Squirt, PeeWee, Bantam, Midget and Girls division. There are also travel (competitive) teams at the Squirt, PeeWee and Bantam Division. Set forth below is a brief description of each division. Please note that the divisions are determined by the USA Hockey Age Classification which is set forth at the back of this Handbook.

1. **Tyke Division.** This is CYHA's initiation level program with an emphasis on fundamental skill development. This division is for first-year players 8 years old and younger. Tyke's normally practice twice a week at predictable days/times. Please refer to the Tyke Handbook for more details (distributed at registration and on line).

2. **Mite Division.** This is the next step in CYHA's initiation program and Participate in the USA HOCKEY Cross Ice Skill Development/ADM PROGRAM. This division is for players 8 years old and under. The players are divided into teams. The teams are given at least one practice a week; to the extent possible additional practice slots will be provided. The CYHA Scheduler will also allocate to each team a certain number of game slots for scheduling ADM appropriate Cross Ice Games with other Associations Participating in the USA HOCKEY Cross Ice Skill Development /ADM PROGRAM. A Mite "Red" team may be formed from the division to compete against other Mite "Red" teams in compliance with the USA Hockey Cross Ice Skill Development/ADM Program.

3. **Squirt Division.** This division is for players 9 and 10 years old. There is one travel (competitive) team in this division. The remaining teams participate in the Snowbelt League. The Snowbelt teams are given at least one practice a week; to the extent possible additional practice slots will be provided. The CYHA Scheduler schedules all Snowbelt games with the League. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each of the teams. Game slots are usually one hour in duration.

4. **PeeWee Division.** This division is for players 11 and 12 years old. There is one travel (competitive) team in this division. The remaining teams participate in the Snowbelt League. The Snowbelt teams are given at least one practice a week; to the extent possible additional practice slots will be provided. The CYHA Scheduler schedules all Snowbelt games with the League. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each of the teams. Game slots are usually one hour and fifteen minutes in duration.

5. **Bantam Division.** This division is for players 13 and 14 years old. There is one travel (competitive) team in this division. The remaining teams participate in the Snowbelt League. The Snowbelt teams are given at least one practice a week; to the extent possible additional practice slots will be provided. The CYHA Scheduler schedules all Snowbelt games with the League. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each team. Game slots are usually one and a half hours in duration.

6. **Midget Division.** This division is for 15, 16, 17 and 18 year old players. There is no travel (state tournament bound) team in this division. Teams are given at least one practice a week; to the extent possible additional practice slots will be provided. The CYHA Scheduler schedules all games with the Snowbelt League. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each team. Game slots are usually one and a half hours in duration.

7. **Girls Program.** This division is for girls of all ages. The CYHA Girls program continues to evolve. CYHA Girls teams are fielded as numbers permit. The various girls teams play teams from throughout the State. They participate in a year-end State Sectional tournament with the top two teams advancing to States. The Girls teams are provided with one practice a week; to the extent possible additional practice slots will be provided. The Girls Program will try to provide an all girls skills clinic when available. .

8. **Travel Program.** CYHA has a Squirt, PeeWee and Bantam travel team. The travel teams pay an extra fee which provides them with additional ice, an additional jersey and the fee for the year-end sectional tournament (Peewees and Bantams) and one additional tournament (Squirts). Through the season, the Peewee and Bantam travel teams play Q (“qualifying”) games which qualify them for sectionals. The CYHA Scheduler schedules all Q games with the League. The CYHA Scheduler will also apportion a certain number of pick-up games to each team. The travel teams are given two practices a week. Annually CYHA hosts a Thanksgiving Travel tournament at Shove Park.

9. **Select Team.** As determined by registration numbers and by the Board of Directors, a Select Team may also be fielded at any age level. The Select team will play at a competitive level within the Snowbelt League. Teams are given at least one practice a week; to the extent possible additional practice slots will be provided. The CYHA Scheduler schedules all games with the Snowbelt League. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each team.

C. The number of tournaments each team participates in should be decided by the parents and coaches, keeping in mind the costs and impact on scheduling such tournaments (subject to the practice-to-game ratio guidelines contained in III.F. herein). The CYHA

Scheduler should be notified of any tournaments a team plans on participating in order to coordinate league games with tournament schedules. The CYHA Scheduler shall not be responsible for forfeited league games due to extra team tournaments.

#### D. Practices

The CYHA Scheduler shall schedule all practices for CYHA teams. The CYHA Scheduler will attempt to rotate time slots and locations to different teams. The CYHA Scheduler shall also attempt to accommodate requests as they relate to practices, but it will not always be possible to accommodate such requests. Once a practice is scheduled, it is the team's responsibility to show up for such practice. If a change is needed, the CYHA Scheduler will work with the team to make a change, but if a change cannot be made, the team must show up for the practice. To the extent a team does not show up for its scheduled practice, the team will forfeit a practice in the following two-week schedule for that team.

#### E. Rinks Other Than Shove Park

As part of its ice portfolio, CYHA rents ice at facilities other than Shove Park, including , Lysander, the War Memorial, and Skaneateles. While at these external rinks, it is important that we all show the representatives of those rinks the utmost respect and cooperation.

## II. PLAYERS AND PARENTS

### A. Player Eligibility

1. Any youth who resides in the Town of Camillus or West Genesee School District is eligible to play for CYHA.
2. The Board can accept out of district players at their discretion
3. Boys who reside outside of this district and who were registered participants during the prior season shall be allowed to continue to participate in CYHA.
4. Brothers of boys who reside out of this district who were registered participants during the prior season shall be allowed to participate in CYHA.
5. Girls who reside out of this district will be accepted ONLY in situations where there are not enough in-district players to sustain a team in a division.
6. Girls who reside outside of this district and who were registered participants during the prior season shall be allowed to continue to participate in CYHA.
7. Sisters of girls who reside out of this district who were registered participants during the prior season shall be allowed to participate in the CYHA Girls Program ONLY in situations where there are not enough in-district players to sustain a



team in a division. These girls will NOT be permitted to play in the boys' divisions.

8. Brothers of girls who reside out of this district who were registered participants during the prior season shall NOT be permitted to participate, except as provided in #2 above.
9. Players must have written consent of their parents or guardians.
10. Players must meet the age requirements for each age division as established by USA Hockey (See Appendix D)

#### **B. Registration**

1. Registration of players is usually held in early Fall at Shove Park. Typically registration is held on a Thursday, Friday and Saturday. Registration rates are reviewed annually by the CYHA Board and adjusted where appropriate. The CYHA Board strives to keep CYHA's registration rates as one of the lowest in the area. Late registrants are not guaranteed a spot depending on numbers.
2. Hardship. To the extent a CYHA participant cannot provide full payment at registration due to a hardship, the CYHA President may authorize an alternative payment plan for purposes of registration. Alternative payment plans will require that all fees are paid by no later than the end of the season.
3. All players are required to pay all the declared fees for their classification.
4. Registration fees are required at the time a player is registered with the association.
5. Travel fees are due prior to travel tryouts. No player will be allowed to try out for a travel team unless full payment is made prior to tryouts.
6. One-half of the registration fee is refundable prior to December 1. On or after December 1, all fees are nonrefundable. Refunds must be requested in writing to the President.
7. As provided in Section D of Team Selection, players coming from another organization will need to provide a signed release from the President of their former organization, prior to registering with CYHA.
8. All players registering with CYHA MUST provide a copy of the participants Report Card as proof of residing "In District"

#### **C. Insurance**

In addition to the CYHA Registration fee participants are required to register with USA HOCKEY. A fee is required for all ages, which includes USA Hockey insurance coverage. This typically covers any amounts above your own individual coverage. To the extent you need to file a claim, see the CYHA President.

#### **D. Safety Equipment**

1. All players are required to wear any and all safety equipment required by USA Hockey for all practices and games. **NO EXCEPTIONS WILL BE MADE!**
2. Additionally, Neck Guards are required for all ages. Mouth guards are suggested for all ages, but are required by USA Hockey for Peewees and above
3. Players must wear helmets at all times when on the ice or on the bench during the play of a game or practice.
4. Helmets are required for all coaches while on the ice for practices or skills clinics.

#### **E. Player Movement between Age Divisions**

All players in Snowbelt and Travel leagues must play in their age division (mite, squirt, Etc.) as defined by the regulations of USA Hockey during a playing season, unless special permission is granted by an accepted motion from the Board of Directors according to the following criteria:

1. A petition requesting player movement between divisions must be submitted in writing to the CYHA Board of Directors. The CYHA President will appoint qualified evaluators from within CYHA to make a recommendation to the Board based on knowledge of the player's skills and ability, and the needs of a division. Petitions must also follow any applicable USA Hockey or NYSAHA requirements, practices, procedures, and or guidelines.
2. Player movement down to a lower age level (e.g., PeeWee to Squirt) is not permitted by USA Hockey and will not be condoned or allowed by CYHA.
3. Player movement up to a higher age level (e.g., Squirt to PeeWee) will be considered only if the following criteria are met:
  - a. The player and his/her parents or guardians wish to move to the higher classification (a letter requesting such player movement must be provided at registration as noted below).
  - b. Numbers within the upper division allow for an additional player.
  - c. Upward movement of a player is reserved for those exceptional situations involving a player of exceptional talent and capability where moving up to a higher level will represent the proper level of play for the child's current capability, regardless of the child's age.
  - d. Movement of a player must not severely affect the competitiveness of the division to which he/she is currently assigned either by numbers of players or competitive quality of the division.
  - e. The player in consideration must be a dominant player in his/her assigned division and be capable of play at a substantially competitive level of play in the division to which he/she would be moved.

#### **F. Player Conduct**

1. While representing CYHA during all CYHA functions including home and away games, practices, fundraising activities, etc., all players will refrain from violence, profanity, and illegal activities, and will abide by the rules of NYSAHA, USA Hockey, and CYHA.
2. Good sportsmanship is required by all players who represent CYHA. Players are expected to abide by the rules of CYHA, NYSAHA, and USA Hockey.
3. Any player who is found with a weapon, or with alcohol, tobacco, or any controlled substance that is not prescribed by his/her physician while involved in a CYHA activity will automatically be suspended until a hearing can be held by the Discipline Committee.
4. All players must respect the property and facilities of the Town of Camillus and the facilities of other hockey associations and refrain from willful or intentional destruction of property and/or facilities.
5. If CYHA equipment is not returned to a coach or designated person, the player will not be eligible to participate next season until the matter is resolved.
6. Any player found to be responsible for the theft of CYHA or personal property or damage to such property while under the direction and supervision of CYHA may be removed from participation in CYHA and held financially responsible for any and all losses.
7. Failure to abide by these rules may result in suspension or dismissal from CYHA.
8. Each player must abide by the CYHA Code of Conduct (included as Appendix B).

**G. Parent Conduct**

1. At least one parent must attend the required Parents Education Program.
2. At all CYHA home and away games, practices, and events, parents of players registered with CYHA shall act in a manner that is conducive to the goals and objectives of CYHA.
3. During both home and away games parents shall show courteous respect to the game officials and their decisions. Parents should be ever mindful that their actions, and those of their children, are a reflection of our entire Association and Camillus.
4. Parents are expected to volunteer their efforts and resources for the benefit of all Camillus players and CYHA. This includes participation in CYHA events, tournaments, fundraising activities, and the concession stand.
5. Parents are expected to provide encouragement and support for their team coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the coaches as volunteers who give their time and skills for the benefit of all players.
6. Inappropriate language or actions may result in expulsion from an arena or, in the extreme, from all activities of CYHA.
7. All parents must abide by the CYHA Parent Code of Conduct (included as Appendix A). All parents must execute the CYHA Parent Code of Conduct at registration.

8. Any parent found to be responsible for the theft of CYHA or personal property or services may be removed from official organization and team functions and/or held financially responsible for any and all losses, and if deemed appropriate, at the discretion of the Board of Directors, the child of such parent may be removed from participation in CYHA.

**H. Return to Play Policy**

1. In the event a CYHA player is unable to play during the season at the direction of a medical professional, such player will not be allowed to practice or compete in any games until they are cleared in writing to play by such medical professional.

### **III. COACHES**

**A. Coaching Eligibility**

1. All coaches and assistant coaches are volunteers and must abide by the rules of CYHA, NYSAHA, and USA Hockey.
2. All coaches and assistant coaches must be members of CYHA whether or not he/she is a parent or guardian of a registered player.
3. Any person who has been legally convicted in a court of law of sexual or physical abuse of a child will not be allowed to coach for CYHA. The Board will not knowingly appoint such a person to a coaching position or any other position within the organization where said person may come into contact with any children of the members of CYHA.
4. All CYHA head and assistant coaches must have completed the CYHA coaches application, have a valid NYSAHA screening, and complete all additional CYHA and USA Hockey requirements.

**B. Coaches Selection Procedure**

The following is the process to be utilized by the CYHA Board of Directors in selecting coaches:

1. The Coaches Selection Committee will consist of all CYHA Board members. The President of the CYHA Board of Directors will act as Chairman of the Coaches Selection Committee.
2. Coaches Selection Committee meetings will be held to review all coaches' applications. Copies of all applications will be provided to each member of the Coaches Selection Committee. Also, a list of what coaches have applied for what coaching positions will be provided to all Committee members.

3. No coach will be considered for a coaching position unless he/she has submitted a complete coaches application.
4. The Committee will review all applicants and discuss their respective coaching attributes. Applicants will be reviewed based on various criteria including but not limited to:
  - a. Hockey knowledge;
  - b. Ability to interact with children;
  - c. Ability to interact with parents;
  - d. How the applicant has represented the organization in the past;
  - e. Philosophy consistent with the USA Coaching Education Program and the CYHA Coaching Development Program;
  - f. Ability to write and implement quality practice plans that lead to the skill development of their players; and
  - g. Attendance at CYHA development clinic and coaching meetings.
5. For those head coaching positions where there are multiple applicants, the committee will interview each applicant. The committee reserves the right to interview any coach applying for any position, even if there are no other candidates for that particular position. When a member of the Committee is running against another applicant for a head coach position, during the interview of the non-Board applicant, the Board applicant will not be present.
6. The New York State Amateur Hockey Association, in order to be in compliance with the Affiliate Agreement with USA Hockey, has instituted a policy to screen coaches, on-ice officials and volunteers who have contact with players, whether girls or boys, under the age of 18. This includes players and coaches who are over 18 playing or coaching on teams containing under 18 year old players, i.e. 19 & Under Women's teams.
7. The initial coaches selection process will be for head coaches only. (Example: If an applicant is applying for a Snowbelt Team Head Coach position and also an Assistant Travel Coach position, the applicant will be reviewed for the Snowbelt Team Head Coach position first. If as a result of the travel team selection process a change is necessary, the next applicant approved for a Snowbelt Team Head Coach position would be offered the Snowbelt Team Head Coach position.)
8. All potential assistant coaches will go through the background check described in #6 above and be approved as part of a pool of coaches, but will not be assigned until after team selection. After the team selections, all coaching staffs will be aligned and approved by the respective Division Director. At the next Board meeting, the Division Director will review with the Board the respective coaching staffs.
9. All coaches not selected as head coaches will be eligible as assistant coaches and/or vacant head coach positions.
10. The Coaches Selection Committee will review and discuss all coaching applicants and then appoint a head coach at each level. Where a consensus cannot be reached, the Committee shall vote to determine a head coach. All members of the Committee are eligible to vote. Once head coaches have been selected for all

teams, at the next scheduled Board meeting, the complete listing of recommended coaches will be presented for Board approval.

11. The Secretary will keep a written record of the coaches selection process.
12. The matters discussed by the Coaches Selection Committee will be deemed confidential and will not be disclosed to third parties.
13. Board meetings where coaches are interviewed and selected are not open meetings (they are workshops).

**C. Coaching Certification**

1. Coaches and assistant coaches must be knowledgeable about the rules and regulations governing amateur ice hockey and should be certified as designated by the USA Coaching Education Program (CEP) within the first year of coaching for CYHA.
2. All coaches must have the necessary coaching credentials as required by USA Hockey for coaching their division.

**D. Coaches Conduct**

1. The position of coach is an important one and carries with it the responsibility to portray a proper role model for all players within CYHA.
2. Coaches are responsible for the equal development of all players on their teams.
3. Coaches must conduct themselves in a sportsmanlike manner at all times.
4. Coaches must not use abusive, threatening, or demeaning language or actions during games, practices, or CYHA events.
5. Coaches must refrain from name calling, profanity, and/or humiliating players.
6. Corporal punishment of a player or inappropriate physical contact with a player by a coach or any other member of CYHA is prohibited by CYHA.
7. Physical or verbal abuse of a player or game official by a coach will not be tolerated and may be grounds for dismissal following an investigation and hearing.
8. No coach shall consume alcoholic beverages immediately before a scheduled game or practice.
9. All coaches must comply with the CYHA Code of Conduct (included as Appendix B).
10. All coaches must comply with USA Hockey Code of Ethics.
11. Any coach removed from a game should verbally notify the Division Director within 48 hours and provide a copy of the game sheet, as well as a written explanation of what occurred during the subject game.

**E. Coaches Responsibilities**

1. Coaches and assistant coaches are responsible for the equal development for all players on their teams to the best of the coaches' and players' abilities.

2. Coaches and assistant coaches of Snowbelt teams must allow all players substantially equal ice time in both games and practices.
3. Coaches of travel teams must allow for equal ice time for players during practice ice time. Due to the competitive nature of the travel program, all players may not receive equal ice time during games. Coaches of travel teams are asked to recognize the mission of CYHA is to promote good sportsmanship, respect, discipline, self-esteem and fun at all levels, while enhancing skills to accommodate the full spectrum of player ability.
4. Coaches and assistant coaches must maintain discipline of their players during games and practices – both on the ice and in the locker room. The head coach is responsible to maintain a presence in the locker room at all times. Coaches should ensure that all players (boys and girls) are entitled to use the team locker room provided proper attire is maintained. For all practice sessions and games held at any rink, coaches should inspect the locker room upon arrival and report any damage to rink personnel. An adult presence shall be maintained in the locker rooms at all times players are in the room. Coaches shall also inspect the visitor locker room prior to and after games to determine if visiting teams caused any damage. Coaches shall not leave the facility after practices or games until the locker room has been inspected and all debris has been picked up. Any damage discovered shall be reported to the Division Director within 24 hours.
5. A coach has complete authority to remove any player from the ice during a game or practice who is acting in a manner that jeopardizes the safety of any other player, who is acting in an unsportsmanlike manner, or who refuses to follow the directions of the coaching staff.
6. A coach must be present each time a team is on the ice – either for a game or practice. Coaches must ensure that all assistant coaches have completed a CYHA coach's application prior to going out on the ice.
7. If a coach determines that a player has chosen to no longer participate in CYHA, the coach should promptly contact the player and the player's parents or guardians to determine the reason for that decision. The coach must then notify the Division Director immediately when it is confirmed that a player has opted to no longer participate. The Division Director will, in turn, inform the Board. Under no circumstances does a coach have the authority to permanently remove a player from the team without Board approval.
8. All coaches should attend all CYHA coaching clinics and meetings.
9. If a coach has to cancel a game or practice for any reason, the coach must immediately notify the CYHA Scheduler.
10. Head coaches are responsible to ensure that a parent from his/her team participates in the CYHA Parents Booster Club and that such individual coordinates the team's fundraising obligations for CYHA, including but not limited to snack bar responsibilities.
11. Head coaches are responsible to ensure that all CYHA equipment is returned to the organization.

## **F. Guidelines for Practice-to-Game Ratio**

1. It is CYHA's philosophy (consistent with USA Hockey guidelines) that a sufficient practice-to-game ratio is necessary to facilitate the appropriate skill development of our players.
2. In order to assist coaches in determining the appropriate level of games to play, CYHA has developed guidelines to assist our coaches in determining the appropriate number of games to schedule during the season. These guidelines are an attempt to both provide more consistency across the organization and continue the organization's focus on skill development.
3. CYHA has developed the following guidelines:
  - a. Coaches should strive to achieve a limit of 1 game per day with the exception of tournaments and/or other extenuating circumstances (i.e., making up a league game, unusual opportunity to play an external team, etc.)
  - b. With the exception of league games, coaches should strive to not schedule pick-up games which take longer to get to than to play the game (i.e., one and one half hour drive for a one hour game)
4. These guidelines have been adopted to assist coaches in providing the appropriate balance of practice to games. Games are an important and fun part of our program. With that said, all coaches need to be conscious of our focus on skill development and hopefully these guidelines will assist in that regard.

## **IV. DIVISION DIRECTORS**

### **A. Responsibilities**

1. Report on the status of the Division at Board meetings.
2. Act as a liaison between Board and division coaches.
3. Coordinate with coaches at beginning of season. Meet with coaches and plan team selections, etc.
4. Coordinate in drafting or selection of teams.
5. Distribute tournament or other information to coaches.
6. Pursuant to Policies and Procedures, try to resolve any complaints or grievances brought by parents or coaches.
7. Assist in running any tournaments for his/her respective division.
8. Meet at least monthly with coaches to review status of season, etc.
9. Follow-up with parents of any child who leaves the CYHA program.
10. Coordinate with other organizations regarding the particular division.



## V. TEAM SELECTION

### A. Travel Teams

1. Any player who is eligible to be or is currently registered with CYHA is eligible to try-out for a travel team in his/her division (Squirt, Peewee and Bantam).
2. Travel team fees must be submitted at the time of try-out (date to be determined annually). Fees will only be returned to those who are not selected for a travel team.
3. A non-refundable try-out fee must be submitted at the time of try-out (date to be determined annually).
4. Three travel team try-outs will be scheduled by CYHA. The try-outs will take place immediately following the end of the winter season (date to be determined annually).
5. A mandatory parents meeting for all players trying out for travel shall be conducted by the Travel Director prior to tryouts (date to be determined annually). One parent per player is all that is required to attend. Failure to attend will result in a player being ineligible to try out.
6. The objectives of the evaluation process are to provide a fair assessment of a player's overall hockey skills and abilities; to provide consistency in the evaluation process; and to provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of a player's skills and attitude.
7. The Travel Division Director will oversee the evaluation process and the ultimate selection of the travel teams. The Travel Division Director, the Squirt Travel Head Coach, the Peewee Travel Head Coach, the Bantam Travel Head Coach, and the CYHA ACE Director will evaluate players trying out for all travel teams. Players will be asked to declare what position they are trying out for (i.e., Forward or Defense) to assist evaluators. The team will be chosen by all of the evaluators using all of the information that is available to select the most competitive team possible.
8. Any player in good standing can be added to a travel roster up until the time the roster needs to be finalized for USA Hockey.
9. No travel teams will be held over from one year to another.

## **B. Snowbelt and Select Teams**

1. All players who are not rostered on a travel team will be rostered on a Snowbelt team.
2. Team selection shall be done by the head coaches within each division and supervised by the Division Director following the selection of the travel teams so that all remaining players will be included in the selection process. The only coaches permitted to be present during team selection are the head coach and one approved assistant coach.
3. Teams will be selected using the following process:
  - a. Each head coach within a division will rank each player's skating and hockey ability by the end of the first week at Shove Park using an A-B-C rating system.
  - b. At a designated team-selection meeting with the Division Director, coaches will compare their ratings and agree to the designated pre-season rating for each player – once again using the A-B-C system.
  - c. If all teams at an age level are Snowbelt teams, then equal numbers of A, B, and C players will then be assigned to teams in the following manner:
    - I. The coach and up to 2 assistant coaches for each team will take their children (if applicable) on their team.
    - II. The remaining players will then be assigned to a team so that each team is equally balanced with A, B, and C players, including the coaches' children.
  - d. When a Select team is involved, teams will be selected in a fashion enabling both Snowbelt and Select teams the ability to compete at their designated level of play. This is in accordance with Snowbelt League policy and the goals of CYHA, and recommendations of USA Hockey and the New York State Amateur Hockey Association.
  - e. Once teams have been selected and announced, rosters are final.

## **C. Mite Teams**

1. The Mite Division will likely be divided up into teams as determined by the CYHA Board based upon a recommendation of the Mite Director after consultation with all of the Mite coaches. The Mite Division is recognized as an "ADM" division, and will utilize the ADM "Red, White, and Blue" designations in forming teams. The CYHA Board reserves the right to make changes to the "TEAMS" as prescribed by the ADM model set forth by USA Hockey, NYSAHA and the Central Section.
2. By the end of the first week at Shove Park, all head coaches will evaluate the players using the following process:
  - a. Each head coach will rank each player's skating and hockey ability using an A-B-C rating system.

- b. At the team selection meeting with the Division Director, head coaches will compare their ratings and agree to the designated pre-season rating for each player - once again using the A-B-C system.
    - c. After the completion of the ratings, players will be assigned to a team according to the "Red, White, and Blue" designations as per USA Hockey..
  3. Once teams have been selected and announced, rosters are final.
  4. During team selection, special requests will only be honored for players who are related or have prior approval by the Board. Any special request must be submitted in writing at the time of registration and will be reviewed by the Board. Notification will be made by the Division Director, if request is granted.

**D. Transfer Players**

1. Before registering with CYHA, any player transferring into CYHA must have a release from his/her previous hockey association, as required.

**E. High School Players**

1. CYHA players who are selected to play for a high school team will be allowed to play on both teams simultaneously. Players must make a full commitment to both teams. Conflicts shall be resolved between the West Genesee Varsity High School coach, the CYHA coach, the player and the parents.

**F. Girls Teams**

All girls teams associated with Camillus Youth Hockey will be defined by the following criteria and will play according to the noted guidelines:

1. CYHA will host Girls Division teams where annual fall registration allows for a team at any one division.
2. Teams are given at least one practice a week, to the extent possible additional practice slots will be provided. The CYHA Scheduler schedules all League games.. The CYHA Scheduler will also apportion a certain number of pick-up game slots to each team.
3. Girls will be required to register and play age appropriate and must, therefore, petition to the CYHA Board in the event they would like to move up in age classification.
4. Relative to "equal ice time," all coaches must allow for equal ice time for players during practice time. All coaches must allow for equal ice time during non-sectional qualifying league games and in season tournaments, including man up and man down situations. If a team is competing in a NYSAHA Post Season Sectional or State tournament coaches must allow for as much equal ice time for all players while maintaining a competitive edge.

5. No coach can discourage or forbid a player from attending a game or tournament in an effort to circumvent the equal ice time guidelines set forth.
6. Girls teams will receive 1 post season playoff tournament paid for by CYHA provided the teams snack bar schedule has been full filled.
7. Coaches must clearly outline said guidelines to all parents and players prior to the start of the season and are reminded that all games are an opportunity to develop all players.

## **VI. PLAYER DISCIPLINE**

### **A. Disciplinary Process**

1. CYHA Disciplinary Process will follow the process as outlined in Article 8 of the NYSAHA Guide Book.
2. Coaches have the responsibility for player discipline any time his/her team is together for games, practices, and CYHA events.
3. Discipline problems should be documented in writing for each incident requiring disciplinary measures.
4. At the point at which a coach feels that a player has become a habitual discipline problem, the player will be referred to the Division Director.
5. After meeting with the player, his/her parents or guardians, and the coach, the Division Director may take additional disciplinary measures and/or refer the player to the CYHA Board of Directors.
6. The CYHA Board of Directors will meet in a closed session, at the next Scheduled Board Meeting with the player, his/her parents or guardians, and the coach; then determine the proper course of action for the player.
7. The decision of the CYHA Board of Directors may be appealed to the Discipline Committee (in a closed session) for review.
8. The decision of the Discipline Committee is final.
9. An Appeal may be submitted to the NYSAHA section President following the decision of the CYHA Discipline Committee.

## **VII. PLAYER, COACH AND PARENT CONDUCT**

### **A. General Rules**

1. Players, coaches and parents are representatives of CYHA during all games at Shove Park and other arenas.
2. The Division Director must be notified by the head coach within 48 hours if any player or coach is given a Game Misconduct. The head coach is responsible for imposing the following automatic penalties for player Game Misconducts:

- a. First Game Misconduct in a Season - Sit out the next scheduled game (Note: If a Game Misconduct occurs in a Snowbelt game, sit out the next scheduled Snowbelt game);
  - b. Second Game Misconduct in a Season - Sit out the next two scheduled games; and
  - c. Third or More Game Misconducts in a Season - Indefinite suspension. For reinstatement, parents must request in writing a meeting with the CYHA Discipline Committee.
  - d. All fighting major penalties are considered game misconducts by CYHA.
  - e. If a coach receives a Game Misconduct, he/she is required to sit out the next scheduled game.
3. The CYHA President must be notified by the head coach within 48 hours if any player, coach or parent is asked to leave any arena by a referee, official from another association, or arena official.

## **VIII. GRIEVANCES**

### **A. Definition**

A grievance is defined as any conflict or disagreement between parents or guardians of a player and that player's coach or a league official that cannot be satisfactorily settled between those involved.

### **B. Procedure for Mediation between Coaches and Parents/Guardians**

1. Any disagreement or conflict with a coach should first be addressed between the parties involved in a spirit of cooperation. It is strongly recommended that you wait twenty-four (24) hours before engaging in such discussions so that the involved parties have cooled down.
2. If no agreement can be reached, then the situation should be presented in writing to the Division Director for mediation. If confidentiality is requested, the Division Director should try to accommodate the request if possible.
3. If the Division Director cannot resolve the situation, the subject should be addressed to the Board of Directors in writing.
4. The Board will meet in closed session to review the situation and determine what course of action to take.
5. A written response from the Board will be issued to those involved.
6. Either party involved may then appeal the decision to the Board for a closed-session meeting between the Executive Board and all parties involved.
7. The resulting decision of the Executive Board is final.

### **C. Procedure for Mediation Between Parents/Guardians and/or Coaches and**

## League Officials

1. Any incident between a parent/guardian and/or coach and a league official should be reported to the appropriate Division Director in writing as soon as possible.
2. The Division Director will then take whatever action is necessary to investigate the situation and report to the Board for whatever action is necessary.
3. No direct confrontation should occur between a parent, guardian, or coach and a league official.

## IX. FUNDRAISING

### A. Organizational Fundraising

1. CYHA engages in fundraising in a number of different ways including but not limited to sponsorship, the snack bar, 50/50 Raffles at tournaments, \$100 raffle and lottery tickets, yearend tournament bake sales. Each parent and player shall strive to support CYHA fundraising in any way possible.
2. One of CYHA's prime sources of revenue (and as a result its prime source of reducing expenses) is the snack bar. Each team is required to work the snack bar during the season as assigned by the President of the CYHA Parents Organization. Each team's head coach is responsible to ensure that all time slots during such assigned time is staffed appropriately. It is every parent's obligation, as part of the CYHA organization, to work the snack bar during his or her child's assigned week. If a parent has more than one child in the program, that parent will be required to work for each team during each team's assigned week. THIS IS NOT OPTIONAL-THIS IS A REQUIRED FUNDRAISING OBLIGATION. After the first of the next calendar year (i.e., January 2010), the CYHA Board of Directors will evaluate the financial success of the snack bar. Based on the success of the snack bar (as compared to budget) the Board will determine what the payout to the teams will be.
3. If an individual or entity is interested in becoming a sponsor, contact should be made with the Board member having responsibility for fundraising matters.

### B. Team Fundraising

- a. CYHA is in full support of opportunities for individual teams to fundraise to reduce their team's expenses. With that said, each team needs to ensure their

efforts do not interfere with CYHA's fundraising efforts. Furthermore, CYHA needs to ensure that each team is provided with an equal opportunity to fundraise particularly while at Shove Park. To that end, any team fundraising needs to be coordinated in advance with the Board member having responsibility for fundraising matters.

- b. Tournament bake sales are permitted provided that no sales at such bake sales are in conflict with what is sold at the snack bar.
- c. Fundraisers at the Monday night clinics are permitted provided that they are cleared in advance by the Board member having responsibility for fundraising matters.
- d. Individual teams may not conduct any fundraising events under the name of Camillus Youth Hockey Association\CYHA. No requests for the CYHA Federal ID number, association filing status or any document that would otherwise subject the Association to be liable for any individual team or persons actions will be provided.

Each team will be permitted at a minimum one Monday night for fundraising purposes. To the extent they want to fundraise beyond that on a Monday night, that request will be evaluated by the Board member having responsibility for fundraising matters based on the requests of other teams.

## **X. CYHA SCHOLARSHIP**

Annually CYHA provides a scholarship to a graduating senior who is pursuing further education and who participated for a minimum of 5 years with CYHA and/or the West Genesee High School hockey team. The selection of the recipient is based on a number of criteria including academic achievement, extracurricular activities, community service and their contribution to CYHA. The application is located at the Guidance Office of West Genesee High School or can be obtained on the CYHA website. The scholarship is typically presented at the CYHA Annual Meeting held in March.

## **XI. ANNUAL MEETING**

At the end of the season, typically in March, CYHA will hold its annual meeting at the Camillus Municipal Building (or at another location if the Municipal Building is not available). All members of CYHA are welcome to attend the meeting. At such meeting, the Board will review the season, present the CYHA Sportsmanship Award, Honor Sponsors, and vote for new Board Members.

## **XII. CYHA PARENTS ORGANIZATION**

The CYHA Parents Organization is a group of parents dedicated to supporting the children of Camillus Youth Hockey and promoting the children's love and enjoyment of the sport of hockey. The Parents Organization is open to all parents who have a child playing in the CYHA program. Recognizing and supporting the accomplishments and enjoyments of the players and teams is a major function of the Parents Organization. Supporting the players and teams through fundraising is the main objective of the Parents Organization. The Parents Organization appreciates and recognizes all of the hard work, time and contributions from each family.

The Listing of Current CYHA Parents Organization Officers can be found on our web site at [www.CYHA.Org](http://www.CYHA.Org)

### **XIII. CYHA WEBSITE**

CYHA maintains a website where important information, including schedules, is maintained. The website can be found at [www.cyha.org](http://www.cyha.org).



## **XIV. CYHA Code of Conduct**

The purpose of this Code of Conduct is to provide a uniform set of guidelines for Camillus Youth Hockey Association. The mission of Camillus Youth Hockey Association is to provide both a recreational and competitive hockey program for the residents of Camillus and the West Genesee School District. In order to accomplish this mission, the Board of Directors of Camillus Youth Hockey organizes volunteers to coach our children and provide them with the opportunity to enjoy youth hockey. To this end, the Board of Directors needs the support and cooperation of many people, including coaches, referees, parents and players. Our goal is to create an atmosphere of accomplishment through team work, to expose our children to success and failure and how to handle each of these experiences, and to build character, discipline and self confidence which can be drawn upon in future years.

Every team, based on their head coach, assistant coaches, manager, players and parents, develops their own character, each with its own attributes and pitfalls. Each group must then develop its own agenda or rules to accomplish the goal of Camillus Youth Hockey Association. This code of conduct is only intended to be the framework for the minimum acceptable level of conduct for all parties involved in Camillus Youth Hockey Association. They apply to actions at Shove Park, all visiting arenas, and any motel, hotel, or meeting area where individual activities are a direct reflection on Camillus Youth Hockey Association.

**Appendix A is a Parents Code of Conduct and the Progressive Discipline Process which each CYHA parent is required to execute at the time of registration.**

**Appendix B is a Players and Coaches Code of Conduct.**

**Appendix C Locker room Monitoring Guidelines**

**Appendix D is the directions to the Rinks around CNY**



## A. Appendix A –Parents Code of Conduct

Children’s sports are supposed to be fun for the children. The motivating factor for most children who enter an organized youth sport program is their desire to have fun. Too many children are leaving sports activities because the fun is unfairly taken away by adults. Parents serve as role models for their children, who often look to adults for advise, direction and approval. Never lose sight of the fact that you are a role model. If you act inappropriately, your child probably will too.

*I pledge to provide positive support, care and encouragement for my child participating in CYHA by adhering to the following Parents Code of Conduct.*

- I will not force my child to participate in sports, I will support their desire to play and make it fun.
- I will make an effort to understand the game of hockey, including USA Hockey rules and Guidelines, CYHA Policies and Procedures.
- I will encourage my child to play by the Rules.
- I will not embarrass my child or myself by yelling at the players, coaches, officials or other parents. I will exhibit a positive attitude towards the game; its players and officials.
- I will applaud a good effort both in victory and in defeat and reinforce the positive aspects of the game.
- I will not verbally abuse my child, or any other player, his\her coach or game official.
- I will recognize the importance of volunteer coaches. They are important to CYHA and the development of your child.
- I will assist whenever possible with the various functions of my child’s team (i.e., scorekeeper, running the clock, penalty box).
- I will see to it that my child arrives at practice and games at the predetermined times decided by the coaches and the my child is prepared and properly equipped.
- I will assure that my child respects the property of others and of the ice rinks where he\she plays.
- I will volunteer my efforts for the benefit of ALL CYHA players.
- I understand I will be required to volunteer my time working in the CYHA Snack Bar during my Child’s teams assigned weeks.

*We as parents understand and agree that we may be subject to punishment, including but not limited to warnings and\or temporary or permanent banishment from CYHA functions and Shove Park for violating any provision of the above Code of Conduct. And the Progressive Discipline Procedures will apply to all violations.*

\_\_\_\_\_  
Parent\Guardian Signature

\_\_\_\_\_  
Parent\Guardian Signature

\_\_\_\_\_  
Date

## **Parental Progressive Discipline procedures for Violation of the Parent Code of Conduct:**

If a situation arises in which it a CYHA parent has violated the Parent Code of Conduct, the following process will be followed in addressing the situation:

1. The head coach will address the situation to the parent. The head coach will also inform the Division Director of the situation. The head coach will summarize in an email or memo to the Division Director exactly what occurred and how the coach has addressed it. The Division Director will keep the full Board informed of any such situations.
2. If a situation happens again with the same parent, the matter will immediately be referred to the Division Director. The Division Director will meet with the parent, as well as separately meet with the head coach, and report his/her findings to the Board with a recommendation for action. The Board will review matters and act on the Division Directors recommendation.
3. If there is a third instance of a problem with the same parent, the matter will be turned over to the Executive Board for action to have the parent removed from the rink permanently.
5. If it is determined, by the Head Coach, Division Director or the CYHA Board of Directors, that the conduct of a Parent is severe enough at any time. The CYHA Board of Directors reserves the right to remove the parent from all CYHA functions pending a formal disciplinary hearing from the CYHA Board of Directors.

## B. Appendix B - Players and Coaches Code of Conduct

AREAS OF CONCERN	SPORTSMANLIKE BEHAVIOR	UNSPORTSMANLIKE BEHAVIOR
Behavior toward officials	When questioning officials, do so in the appropriate manner (e.g., lodge an official protest, have only designated individuals, such as team captains, address officials).	Arguing with officials. Swearing at officials.
Behavior toward opponents	Treat all opponents with respect and dignity at all times.	Arguing with opponents. Making sarcastic remarks about opponents. Making aggressive actions toward opponents. Swearing at opponents
Behavior toward teammates	Give only constructive criticism and positive encouragement.	Making negative comments or sarcastic remarks. Swearing at or arguing with teammates.
Behavior toward spectators	Make only positive comments.	Arguing with spectators. Making negative remarks or gesturing at spectators.
Rule acceptance and infraction	Obey all league rules.	Intentionally violating league rules. Taking advantage of loopholes in rules (e.g., every child must play, so coach tells unskilled players to be ill on important game days).
Spectator behavior	Make only positive comments to players, coaches, and officials.	Making negative or sarcastic comments.

## C. Appendix C – Locker Room Monitoring Guidelines

USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events. It is the policy of USA Hockey and USA Hockey InLine that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach. Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice. All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

### GENDER EQUITY – CO-ED LOCKER ROOMS

The issue of co-ed dressing arrangements in locker rooms continues to come up, and USA Hockey is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations and USA Hockey need to recognize that there are gender equity issues to deal with when managing a co-ed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made.

USA Hockey's member organizations should consider the following:

1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
2. Recognize that the ideal situation of using two, separate dressing rooms is not possible in many ice rink/arena settings;
3. Recognize that it is an issue that will increase in visibility as girls'/ women's participation in USA Hockey continues to grow;
4. Recognize that it is an issue for members who are participating as players, coaches and officials.

Our recommendations, made in conjunction with the Girls'/Women's Section, the Coaching Education Program and the Officiating Program, are as follows:

NOTE: Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines.

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pre-game meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.

C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.

D. Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

NOTE: Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.

Failing to establish some type of similar procedure, or failure to seriously consider the privacy issues will likely lead to complaints and/or lawsuits. By being proactive on this issue, everyone [coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising.

Lastly, reinforce to all players, coaches, officials, volunteers and parents that your organizations are going to take this issue seriously. It is not acceptable under USA Hockey's By-Laws – Policies on Physical and Sexual Abuse – for members to be observing the opposite gender while they dress or undress. Members and volunteers who violate USA Hockey's policies, or who violate the privacy rights of others, could be subject to appropriate discipline.

D. Appendix D –Directions to Rinks

Directions to local rinks can be found at ArenaMaps.com (<http://www.arenamaps.com>)

E. Appendix E –USA Hockey Age Classifications

**USA HOCKEY  
AGE CLASSIFICATIONS  
FOR THE 2014-2015 SEASON**

<b>BIRTH YEAR</b>	<b>AGE CATEGORY</b>	<b>DIVISION</b>
1996	18 Years	Midget
1997	17 Years	Midget
1998	16 Years	Midget
1999	15 Years	Midget
2000	14 Years	Bantam
2001	13 Years	Bantam
2002	12 Years	PeeWee
2003	11 Years	PeeWee
2004	10 Years	Squirt
2005	9 Years	Squirt
2006	8 & Under	Mite
2007	8 & Under	Mite
2008	8 & Under	Tyke
2009	8 & Under	Tyke

**Girls**

2002 and Younger	12u
2000 and Younger	14u
1998 and Younger	16u
1995 and Younger	19u

**Players must register in their appropriate age division**