

CCYHA POLICY RESPONSIBILITIES

September 2009

I. LEAGUE OPERATIONS COMMITTEE

- A. Operate House League Only
- B. Schedule Games and Functions Within Each Division
- C. Handle Problems Within Each Division
- D. Oversee system-wide administration of skill development

II. LEAGUE OPERATIONS COMMITTEE - MEMBERSHIP

- A. Director of Coaching - Chairman
- B. Director of Officials
- C. Skill Development Coordinator
- D. Division Heads
- E. President of CCYHA or 1 Director at large that is designated by the President

III. ADDITIONAL POSITION RESPONSIBILITIES

- A. Division Head
 - 1. Practice and Game Schedules
 - 2. Choosing Coaches in each Division, subject to L.O.C. approval
 - 3. Conduct a minimum of 2 Coaches Clinics prior to the season start to review the CCYHA skills development expectations and methods as per the "CCYHA skills manual"
 - 4. Participate in the development of and approve season ice schedules
 - 5. Supervise Coaches (planned practices)
 - 6. Organize Scorekeepers, Timekeepers and Team Managers
 - 7. Organize practices at beginning of season before teams are selected
 - 8. Compile data from Draft
- B. Coach
 - 1. Choose one assistant
 - 2. Responsibility for having timekeeper and scorekeeper
 - 3. Organize practices by the CCYHA Skills Manual
 - 4. Must attend *all* one in-house coaches clinic
 - 5. Assume responsibility for CCYHA skill development expectations and consistently apply techniques as stated in the CCYHA skills manual
 - 6. Promote equal ice time
 - 7. Promote good sportsmanship on and off ice
- C. Skills Development Coordinator
 - 1. Maintain duplicate responsibility, along with Director of coaches, for the proper administration of skill development
 - 2. Organize/lead preseason coaches (along with Director of Coaching and Division Heads) clinics and conduct others during the season as required
 - 3. Administer technical player evaluations at the beginning and end of the season as the CCYHA skills manual indicates
 - 4. Maintain and update the CCYHA skills manual and Coordinate annual PHD clinic

D. Team Manager

1. Obtain a list of the skaters names and phone numbers from coach
2. Help fundraising chairman distribute, collect and explain anything pertaining to the fundraising, tickets, etc.
3. Collect team jerseys at the end of the last game as soon as the skaters come off the ice. Launder jerseys, check for wear and notify equipment manager if any shirt needs attention. Deliver jerseys to a predetermined location at a predetermined date
4. At the end of the season if money is to be collected for the coaches, please remember this is a token gift, a small thank you to him for helping your children. A minimum amount should be requested because many families have more than one child playing
5. Assist coach whenever needed; phone calling, etc.

The LOC will be selected each year. Final selections will occur at the February Board meeting preceding the season. Position recommendations for the following season will be made by the Director of coaches at the January board meeting. Final selection of LOC members and travel coaches will be voted on and approved at the February Board meeting.

CRAWFORD COUNTY YOUTH HOCKEY ASSOCIATION ASSOCIATION
POLICIES

1. DIVISIONS AND AGES OF PLAYERS AS OUTLINED IN USA HOCKEY

USA Hockey will establish divisions for players and ages.

CCYHA will internally have 2 groups. A Senior group that houses the Bantam and Midget divisions and a Junior group that houses the Mini Mite, Mite, Squirt, and Pee Wee Divisions.

2. PAYMENT POLICY

The final installment for CCYHA dues is February 28. A certified letter will be sent out January 1 to all members whose accounts are not in good standing. Members will be suspended from participation for non-payment or delinquency on January 15.

In the event of continued non-payment of past due obligations by February 1, the matter will be forwarded to the local magistrate for collection. Past due obligations are any monies owed to CCYHA. These obligations include, but are not limited to, house dues, travel dues, adult league dues, jerseys, fundraiser proceeds, etc.

Division heads will be notified January 15 to suspend participation of unpaid members within their division.

Anyone owing CCYHA funds from a prior year will be ineligible to participate during the following season until all past due obligations are paid in full.

Membership payment is not refundable unless an exception is given by the board due to special circumstances. A written request must be submitted to the board by the member for consideration.

All players starting before January 1 will pay the full season rate. Players starting on or after January 1 will pay ½ the season rate.

3. ACCEPTANCE OF SKATERS

Applications for participation in the Association will be processed in the following priority:

- A. First, CCYHA skaters who have their application in before the given deadline in August. If a skater quit the previous season of his own volition, and without medical reasons, he will be considered a new applicant.
- B. All other applications will be put on a waiting list. **APPLICANTS MUST REGISTER EACH YEAR** to maintain their eligibility on the waiting list.

- C. Any open position, within a division, will be picked by seniority according to the number of years on the waiting list. If there are skaters with equal seniority in a division, a lottery system will be used.

4. PLACEMENT OF PLAYERS

- A. Each player will play in his own age division. A player and parents may request to play in an upper division suitable to his/her ability with the approval of Division Heads, the League Operating Committee (LOC) and the Board of Directors. Note: Any player moving up in travel must also move up in house and visa versa – NO EXCEPTION!
 - 1. Requests for player movement will be handled as follows:
 - a. Any player wishing to move up in any particular division in any one year must make such request in writing to either the Director of Coaching, the respective Division Head or the President of the CCYHA. Once the individual attends one practice in their new division, the move is final. The individual cannot move down to their former division. The only exception when a player may move DOWN a division is from the Mite division to the Mini-Mite division.
 - b. Consideration for movement will be determined by the following (not in any order) age, ability, parity of teams, and number of participants in each division.
 - c. If there are more approved requests than openings, the lottery system will be used.
- B. *Players in the Junior group* will be allowed on one (1) team only, except for those chosen to play on a travel team. These players must assume their house league team's responsibility as first priority with no exception.
- C. New skaters starting in a lower division will be placed in their proper age division as they are needed or as they progress.
- D. Each player must submit an application form, properly completed and accompanied by the registration fee as set by the Board. The application will be postmarked no later than the date set forth by the CCYHA Board of Directors for any given calendar year. Sign-ups may be made in person at a specified location as determined by the CCYHA Board of Directors. If openings still remain available in a division sign-ups will remain open until the division is filled.

5. PLAYERS PER TEAM

- A. All teams must attempt to have a minimum of ten (10) active players and a maximum of thirteen (13). However, team roster numbers may vary from year to year depending on the number of said applicants for said year. All roster sizes are at the discretion of the League Operating Committee pending approval from the CCYHA Board of Directors.
- B. If a team has at least six (6) players on a team (pursuant to USA Hockey guidelines) in the Squirt or Pee Wee Division, affected Division Heads and Coaches are to agree prior to the game on selecting a player or players of comparable ability as substitutes. Substitutes from lower Divisions or from within the Division will be rotated as equally as possible. There should be communication between the Head Coaches of the two teams involved as to what is being done, and there should be an agreement between these coaches before the game commences.

6. DRAFT SYSTEM

- A. A draft system will be used to assign players to teams in all divisions.
- B. First and second line rosters will be determined at the draft. Any changes will be reviewed by Division Heads and other coaches.
- C. All rebalancing will be done before team pictures and is the responsibility of the division head coach and the team coaches. Any player joining the association after this date will be assigned to a team by the division head coach.
- D. No coach, manager, or parent shall be allowed to form a separate team from players registered in CCYHA without Board approval.
- E. Director of Coaching, Division Head and an additional board member will preside over the draft.
- F. Each head coach may only select one assistant coach before picking teams.

7. PLAYING TIME FOR PLAYERS

- A. It shall be the responsibility of the team head coach to see that all players on all teams are played as equally as possible.
- B. Any team with more than ten (10) players will use a player rotation schedule.
- C. There shall be an automatic rotation of five (5) players on a warning signal every two (2) minutes in the Mini-Mite, Mite divisions. The purpose being to give each player equal ice time. In the *Squirt*, Pee Wee, Bantam and Midget

division's rotation may occur sooner, with no warning signal, so long as equal ice time is maintained.

Failure to comply may result in loss of game as determined by the Division Head and Director of coaching, or Suspension of a coach or coaches.

- D. First and second lines will alternate starting each game in *Mini-Mite and Mite divisions*.
- F. *In Squirt and Pee Wee Divisions, players must play in one-half (1/2) of regular season games to be eligible to play in the playoff season, except new skaters starting in the middle of the season.*

8. SCHEDULING

- A. A set schedule will be made available to all teams.
- B. The number of games to be played each year shall be determined by the League Operating committee. *(See CCYHA Skills Manual/Coaches Guide for the number of games recommended for each level per season.*
- C. No cancellations of scheduled games *(or practices)* are permitted, except with prior approval of the LOC or the President.
- D. In-house teams must have any outside games approved through the President or Director of Coaches and cannot interfere with house games.

9. EXTRA CURRICULAR GAMES, PRACTICES, ETC.

No coaches, parents, or sponsors shall arrange special games, ice rentals for practices, fundraising, or sponsor solicitations without authority of the Board of Directors of CCYHA. Requests to promote any of the above must be made through the Board.

10. TRAVEL TEAMS:

- A. Purpose. The CCYHA house program is primarily premised upon the development of hockey skills. The CCYHA travel teams are intended to permit skilled players to experience a level of competition which is different than the CCYHA's house program.
- B. Travel Team Committee. The Travel Team Committee will consist of the Vice President, Director of Coaches and Division Heads. The Vice President will report to the Board at the monthly meeting with regard to the status of the travel teams. The coach, or his designee, for each travel team will report to any of the Travel Team Committee members.

B. In-house Program Primacy. CCYHA members recognize and accept the primacy of the Association's in-house program. Hence, it is understood that participation in USA Hockey sanctioned games will occur only when such participation does not conflict with our in-house program.

1. ***Junior Group Travel Teams must get Board approval to miss an in-house event (game or practice) to attend a travel tournament.*** In the event of tournament schedule changes and/or inclement traveling conditions, *travel teams* will be excused from in-house practices and/or games. ***Individual players asking to miss an in-house event (practice or game) must have prior approval from the Division Head, Travel Coach and in-house Team Coach. In the event of a disagreement, it must be taken to the Travel Team Committee for approval. In the event that a player is sick that is excusable, but if it becomes a continual absence the player must miss the next travel event (game or practice).***
2. ***Senior Group Travel Teams do not have the in-house requirement unless the Travel Coach requires the players on his team to attend.***

Division heads and the Director of Coaches shall insure that USA Hockey registered coaches are available to conduct house league activities, whenever the board has approved a travel team(s) to miss a house league game or practice.

D. Selection of Travel Team Coaches/Staff. Individuals who are interested in coaching will submit their name to the Board of Directors at least **10** days in advance of the Board's regularly scheduled **February** (month) meeting, at which meeting the Board will consider the applications of all candidates and pick the travel team head coaches for all divisions for the following year. The purpose of this method of selection of Travel Team Coaches is to permit CCYHA to participate in PAHL and other similar organizations which require selection and designation of travel team coaches and teams for the following year at the end of each hockey season.

Travel Team Coach's Responsibilities:

1. Choose assistant coach(es), after selection of Travel Team
2. Choose team manager
3. Be responsible for having a timekeeper and a scorekeeper for all games
4. Organize practices and schedule games
5. Contact officials for home games
6. The coach, or his designee, **MUST** be present any time team members are present in the locker rooms; either at home or away
7. Promote good sportsmanship on and off ice

E. Selection of Travel Teams.

1. After the Board of Directors has met and selected a Travel Team Head Coach in each division (*February meeting of the preceding season*) , each Travel Team Head Coach will promptly conduct tryouts (*March of the preceding season*) and will select (*10 players and one goalie)or a full roster (coach's discretion) by the end of the current season*. If a full roster is not chosen, *final player selections will be made after the first house practice of the season (September)*. Rosters will be submitted, for those teams participating in PAHL by or before the PAHL deadline for submission of travel team rosters as per PAHL requirements.
2. A travel team will consist of no more players than permitted by USA Hockey and no fewer players than is necessary to be competitive throughout the season.
3. The number of travel teams in a division will be left to the discretion of the Board of Directors upon the recommendation of the Travel Team Committee. A decision will be based upon the quantity of players in the division, the quality of players within a division and the commitment of qualified coaches.
4. It is generally recommended that the team consist of fifteen (15) players and two (2) goalies, however, it is within the discretion of each travel head coach to decide how many players to roster. The selection of team alternates and their role will be the sole responsibility of the Head Coach.
5. Travel team members will be selected solely on the basis of skills and hockey playing ability. In making the selection, consideration may be given to the particular position that needs to be filled and the skills and hockey playing ability of the player for that specific position. Coaches will be assisted in their selection by those skill rating and performance reports as developed from time to time by the Director of Coaches. Coaches, however, are not to be bound by such report or rating to the exclusion of other considerations.
6. Travel teams are not bound by the provisions of Paragraph 7 above entitled "Playing Time for Players." The amount of playing time of each member of a travel team can and likely will vary depending upon the player's skill level and the competitive demands of the game. Travel Team Coaches have sole and absolute discretion with respect to the coaching of their respective travel teams, including, but not limited to, the amount of playing time for each member the team.

F. Scheduling

1. The number of games recommended each travel team schedule is as follows:
 - a. Squirt Division, approximately twenty-five games throughout the season.
 - b. Pee Wee Division, approximately thirty games throughout the season.

- c. Bantam and Midget Division teams are not to be limited in the number of games to be scheduled other than by common sense and consideration of the best interest of players and parents.

G. Notification. Travel teams must submit a schedule to the Travel Team Committee as far in advance as possible and update said schedule as changes occur.

If home games are to be played, the CCYHA Director of Referees should be notified in advance as soon as possible.

H. CCYHA Tournament. All CCYHA “A” travel teams will be expected to participate in all CCYHA tournaments. If, for any reason, a travel team had not been selected for a division at the commencement of the season, then a team may be selected at any time throughout the playing season in order to participate in any CCYHA tournament as long as all applicable CCYHA and USA Hockey policies and guidelines are met.

I. Team Continuity. Once an “A” travel team has been established, that team may not be abandoned and a new team created in its place for any purpose including participation in the CCYHA tournament.

J. Expenses and Scheduling of Ice Time. CCYHA travel team members will be responsible for expenses resulting from travel games or practices. Ice time must be scheduled through the Travel Team Committee or the President.

K. Conformance to Rules, Policies and Laws. All CCYHA travel teams, coaches and players, must abide by USA Hockey rules and regulations, comply with all policies as established by the CCYHA Board of Directors, abide by all municipal, state and federal laws and conduct themselves at all times in a good sportsman-like manner.

L. Discipline. Travel team head coaches and assistant head coaches are responsible for the discipline of players while on the ice, in the locker room and in team meetings and may bench a player for disruptive or inappropriate behavior.

Players may be removed from the team for disciplinary reasons by a vote of the discipline committee. A player or his/her parents may appeal any such removal to the Board of Directors for a hearing.

- 1. A dress code is recommended by the Travel Team Committee. All dress codes must be approved by the Vice President before implementation. The Travel Team Committee recommends a shirt and tie and/or a turtle neck and sweater.

2. ALL players MUST be driven to out-of-town games, tournaments or practices by either the player's parent or legal guardian or by an adult authorized by the player's parent or legal guardian.

M. Suspensions. Sections 15 A through E of the CCYHA Policy below shall apply to all travel team members.

11. HOCKEY RULES

The Crawford County Youth Hockey shall use USA Hockey rules.

12. EQUIPMENT POLICY

A. JERSEYS

1. CCYHA team jerseys are to be worn for CCYHA sanctioned games only. Jerseys are not to be worn to practices, stick sessions, school, or any game not sanctioned by CCYHA.
2. A replacement cost penalty will be assessed to any person who does not return or unnecessarily damages a CCYHA jersey. This cost will equal the amount needed to replace the damaged or missing jersey.

B. GOALIE EQUIPMENT

1. Individuals using goalie equipment and their respective coaches are responsible for returning all equipment to its proper place.
2. Use of goalie equipment for activities not sanctioned by CCYHA must be approved by the equipment manager. These activities might include hockey camp, outside games, etc. Lost, damaged or destroyed equipment will be replaced or repaired at full cost to the user.

C. REQUIRED EQUIPMENT

3. At a minimum, all players must wear the following protective equipment:
 - a. Helmet with a face mask
 - b. Shin pads
 - c. Elbow pads
 - d. Hockey gloves
 - e. Neck guard
 - f. Internal colored mouth guard (white is acceptable)
 - g. Athletic supporter and cup
 - h. Any other protective equipment required by USA Hockey
4. All first year skaters and all Mini-mites are eligible to rent CCYHA equipment as follows:
 - a. Helmet
 - b. Shin pads
 - c. Elbow pads
 - d. Hockey gloves

A \$25.00 non-refundable fee is required for using any CCYHA equipment, regardless of how many pieces are borrowed.

3. First year skaters must provide the following equipment for themselves as a minimum:
 - a. Skates
 - b. Mouth guard as described at Paragraph 1(f) above
 - c. Hockey stick
 - d. Neck Guard
 - e. Athletic supporter and cup
4. Players in their second year and beyond, other than Mini-Mites and goalies, are responsible for providing all of their equipment. Exceptions will be made depending upon availability and need.
5. All protective equipment must be USA Hockey approved.

D. EQUIPMENT MANAGER'S RESPONSIBILITIES

1. Keep track of all equipment and team jerseys by their assigned numbers.
2. Make sure all needed repairs are completed as quickly as possible.
3. Keep equipment room in order.
4. Keep list of all individuals who have equipment room keys.
5. Organize and conduct equipment handout for first year skaters and Mini-Mites.
6. Make sure equipment and jerseys are properly stored at the end of the season and picked up at the start of each season.
7. Order needed equipment and jerseys.
8. Organize annual skate swap.

13. GAME TIME

- A. *All games in Mini-Mites will consist of three eight (8) minute, stop-clock periods, also stopping every two (2) minutes by blowing the horn to change lines. All games in the Mite division will consist of three (3) ten (10) minute, stop-clock periods, also stopping every two (2) minutes by blowing the horn to change lines.* All games in the Squirts, Pee Wee, Bantam and Midget divisions will consists of three (3) twelve (12) minute, stop-clock periods or until the third period curfew, whichever comes first.

B. Procedure for Games

1. **START** - Game time is five (3) (5) minutes after on-ice time. No exceptions. All divisions, this is the responsibility of the *timekeeper* (referee).
2. **DURING** - During stoppages a timer in the timekeeper's control box will count to a "unspecified" number of seconds (10-15 sec. est.) after which the timekeeper will start the clock regardless of readiness to restart play on the ice.
(Face-off) Referees and coaches are encouraged to speed up any delays to alleviate wasted time.
ONE EXCEPTION: Injured player - The clock remains stopped until player can be safely removed, regardless of the amount of time. Time is not necessarily made up at other teams/divisions expense, i.e. run over curfew.
3. **END** - The game will end *one (1) minute prior to* the scheduled time, according to the allotted time for each division *for doing the handshake line at the end of the game.*
4. **SCORE SHEETS** - After each game, score sheets will be signed by the referees and the original white copy will be kept *in the filing cabinet after results are sent to the Tribune.* Any changes must be initialed immediately by the referee.

14. **TEAM STANDINGS**

- A. Team standings will be based on points earned during regular season games: Win = 2 points; Tie = 1 point; and Loss = 0 points.
- B. In cases of points tied, the team with the most wins is ahead, after which the ties are broken by the following succession: head to head competition; goals scored against, goals scored for; and finally a coin toss.
- C. No points will be awarded a team to begin playoffs.

15. **PENALTIES**

- A. In the Mini-Mites, Mites Divisions *all penalties are two (2) minutes in length unless stated by the referee*, if a penalty occurs on a line, the person committing the penalty must sit the penalty. If there is less than 1:30 minutes left in the two-minute shift, add 3:30 to the clock. Thereafter, it will be at the coach's discretion to determine an appropriate rotation of skaters to maintain equal ice time.
In the Squirt, Pee Wee, Bantam and Midget division all penalties are two (2) minutes in length unless stated by the referee.

- B. EXCEPTION - Penalties occurring within the last four (4) minutes of the game shall carry over into the next line shift, with the appropriate position sitting.
- C. All major penalties will be 4:00 minutes running time.
- D. A misconduct penalty will be 7:00 minutes. If this occurs at the end of a game, the penalty will be served at the beginning of the next game.
- E. A game misconduct penalty will result in a suspension for the next scheduled game as well.

16. **SUSPENSIONS**

- A. A player may be suspended for the following infractions:
 - 1. Continued absenteeism from practices or games without good reason may result in a loss of ice time.
 - 2. Destroying or mishandling of property belonging to others.
 - 3. Stealing - This may bring a one-year suspension from all CCYHA activities.
- B. A coach may be suspended for the following infractions:
 - 1. Missing a game or practice without seeing to it that someone takes charge of his team during his absence.
 - 2. Not playing all team members an equal amount of ice time.
 - 3. Ungentlemanly conduct in front of his players.
 - 4. Soliciting funds from sponsors without Board approval.
- C. Who may suspend:
 - 1. Authorized CCYHA referees (Players and coaches are eligible for suspension).
 - 2. CCYHA President for a just cause (Players and coaches are eligible for suspension).
 - 3. Director of Coaching (Division Head, team coaches and players are eligible for suspension).
 - 4. The Board in session (Coaches and players are eligible for suspension).
 - 5. Coaches may recommend to the Director of Coaching the suspension of any of their players for a just cause.
 - 6. Disciplinary committee.
 - 7. All suspensions must be reported, in writing, to the CCYHA President within 24 hours after the suspension is made.
- D. Appeals:

1. Notice of appeal must be made to the Board of Directors within 48 hours of the occurrence.
2. The Board of Directors may remove, reduce, or increase the penalty.

17. **INJURY REQUIRING A DOCTOR'S CARE:**

Before returning to skate after an injury requiring a doctor's care, the skater needs a release from the doctor stating he or she can return to full contact hockey. The release must be presented to the Director of Coaching.

THE CRAWFORD COUNTY YOUTH HOCKEY ASSOCIATION BYLAWS,
RESPONSIBILITIES AND POLICIES WILL BE AVAILABLE AT THE
OFFICE OF THE MEADVILLE RECREATIONAL COMPLEX.