

**ITHACA YOUTH HOCKEY  
ASSOCIATION**

**PLAYER / PARENT  
HANDBOOK**

**2009 - 2010**



<http://www.ithacayouthhockey.com>

## Message from the IYHA Board of Directors

May 18th, 2009

This Ithaca Youth Hockey Association Handbook is meant to be a resource for the Ithaca hockey community. The Handbook reflects the philosophies, rules and policies of the Board of Directors of our Association, and our affiliate organizations, USA Hockey and the Central Section of the New York State Amateur Hockey Association (NYSAHA).

We have updated our bylaws as approved by vote at March Spring meeting on March 19<sup>th</sup>, 2009. The new bylaws are attached as an attachment.

This Handbook reflects contributions from many youth hockey associations with which we have collaborated over the years. We have borrowed from their publications and benefited from their suggestions.

We look forward to the season ahead and to the continued growth of our program and our youth.

Sincerely,

The Ithaca Youth Hockey Association Board of Directors 2009 – 2010

President:	John Duthie
Secretary:	Rick Hughes
Treasurer and Registrar:	Tom O'Neill
ACE Coordinator:	Peter Dugan
VP of Travel:	Tim McKinney
VP of Snowbelt:	Brian Crane
Mites:	Jeff Franzese
At Large:	Rick Uhlig
At Large:	Ron Babuka

# ITHACA YOUTH HOCKEY ASSOCIATION

## HANDBOOK

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## **INTRODUCTION FOR PARENTS**

We hope that this Handbook will provide you with an introduction to the philosophies, policies, rules and expectations that shape the Ithaca Youth Hockey Association's (IYHA) programs and activities. We encourage you to read this Handbook with care. It is a valuable resource for families participating in the IYHA. The booklet will provide you with information about what the IYHA does and how we do it. We hope that it also will encourage you to become more involved in our activities.

As you will see, there is much to do. Our Association could not survive without the hundreds of hours of volunteer work that begins long before Registration Day and sustain our teams and players through the winter ice hockey season and the summer in-line season. Your help is vital to our organization. As you read through this Handbook, think about how your particular talents, interests and skills might help the Association. We need your participation and support! Contact a member of the IYHA Board of Directors, a Coach or a Manager to discuss how you can volunteer.

The Ithaca Youth Hockey Association was founded in 1957. The success of IYHA today is attributable to the countless volunteer hours that hundreds of people devote to our programs year in and year out. We are eternally grateful for the contributions of the many community leaders who paved the way for us. Your Board of Directors is deeply committed to making the IYHA programs even more successful in the year ahead. Please join us in this challenge.

**LET'S WORK TOGETHER TO HAVE A GREAT SEASON!**

.....

## **THE IYHA PHILOSOPHY**

The primary purpose of the Ithaca Youth Hockey Association is to contribute to the development of our youth through the game of hockey. IYHA is committed to providing our young people the opportunity to have fun on the ice while learning the basic skills of ice-skating and how to play the game of hockey. Our program is available to all interested youth regardless of socio/economic background.

As a team sport, hockey affirms the importance of commitment, self-discipline, and sportsmanship among participants. Our commitment is to assure that the young people who participate in IYHA will develop skills and values, which will bring lifelong benefit to them and to society.

Specific benefits participants of youth hockey receive include:

- \* Development of the skills necessary to play ice hockey
- \* Knowledge of the rules and strategies of the game
- \* Knowledge of conditioning techniques that affect short and long term health and performance
- \* Commitment to teamwork
- \* Enjoyment and recreation

Involvement in hockey can be burdensome to the family budget. Fundraising opportunities exist to help defray costs. Limited financial scholarships may be available. Please refer to those sections for specific details about the scholarship program.

## **MEMBERSHIP**

Membership of parents/legal guardians in the IYHA is automatic with the registration of a player. Only one parent or legal guardian of each registered player can be a "voting member" of IYHA. All Officers, League Directors, Managers, Coaches, and Officials appointed by the Board also become voting members of the IYHA. Membership in the IYHA corresponds to the term of registration and automatically terminates upon withdrawal from the program, failure to re-register or be re-appointed. Association members have the opportunity to nominate and elect people to the Board of Directors at the Annual Spring Meeting. Voting on proposed amendments to the by-laws of the Association may also take place at that meeting.

## BOARD OF DIRECTORS

The twelve members of the IYHA Board of Directors serve staggered, three-year terms. Three board members are elected each year at the Annual Meeting in May. The By-laws of IYHA authorize the Board to oversee the operation of the Association and carry out its goals. Board members and their terms are as follows:

Term Expiring 2010:	Term Expiring 2011:	Term Expiring 2012:
Jeff Franzese	Rick Hughes	Peter Dugan
Tom O'Neil	John Duthie	Brian Crane
Ron Babuka	Richard Uhlig	Timothy McKinney

Board meetings are held monthly at various locations on the second Monday of the month where possible. The operations of the IYHA are run by many committees with Board of Director (BOD) oversight (Liason). The latest contact information can be viewed on the IYHA WEB site at [www.ithacayouthhockey.com](http://www.ithacayouthhockey.com) .

For the 2009-2010 the following is list of BOD contacts.

<b>Board of Directors Contact Information</b>			
<b>Position Title</b>	<b>2009-2010 Name</b>	<b>Phone</b>	<b>Email</b>
President	John Duthie	257-6273	<a href="mailto:jdduthie@gmail.com">jdduthie@gmail.com</a>
Secretary	Rick Hughes	227-0810	<a href="mailto:rhughes2@twcny.rr.com">rhughes2@twcny.rr.com</a>
Treasure	Tom O'Neill	277-5365	<a href="mailto:oneilt@mprtech.com">oneilt@mprtech.com</a>
ACE Coodinator	Peter Dugan	351-0108	<a href="mailto:pjd78@cornell.edu">pjd78@cornell.edu</a>
Vice President of Travel	Tim McKinney	592-1018	<a href="mailto:tcm23@cornell.edu">tcm23@cornell.edu</a>
Vice President of Snowbelt	Brian Crane	257-2961	<a href="mailto:bc69@cornell.edu">bc69@cornell.edu</a>
Vice President of House	Jeff Franzese	591-1544	<a href="mailto:jf267@cornell.edu">jf267@cornell.edu</a>
At Large	Ron Babuka	255-7694	<a href="mailto:wrb1@cornell.edu">wrb1@cornell.edu</a>
At Large	Rich Uhlig	272-6699	<a href="mailto:richard.uhlig@yahoo.com">richard.uhlig@yahoo.com</a>

For the 2009-2010 the following is list of Age Level Head Coaches.

<b>Position Title</b>	<b>BOD Liaison (Responsible)</b>	<b>2009-2010 Name</b>	<b>Phone</b>	<b>Email</b>
Squirt Head Coach	John Duthie	Shane Varricchio	277-7679	<a href="mailto:CERTIFIEDP@AOL.COM">CERTIFIEDP@AOL.COM</a>
PeeWee Head Coach	Peter Dugan	Craig McAllister	256-7231	<a href="mailto:CM248@Cornell.edu">CM248@Cornell.edu</a>
Bantam Head Coach	Tim McKinney	Chris Grippin	255-0142	<a href="mailto:cjg29@cornell.edu">cjg29@cornell.edu</a>
Midget Head Coach	Rick Hughes	Michael Robinson	319-4111	<a href="mailto:mgr52@cornell.edu">mgr52@cornell.edu</a>

For the 2009-2010 the following is list of other key contacts.

<b>Key Officers/Directors/Reps/Chairs/Committees Contact Information</b>				
<b>Position Title</b>	<b>BOD Liaison (Responsible)</b>	<b>2009-2010 Name</b>	<b>Phone</b>	<b>Email</b>
<b>Other Contacts :</b>				
Fund Raising (Sponsors)	John Duthie			
Master Scheduler	Rick Hughes	Chris Grippin	255-0142	<a href="mailto:cjg29@cornell.edu">cjg29@cornell.edu</a>
Registrar	Ron Babuka	Tom O'Neill	277-5365	<a href="mailto:oneilt@mprtech.com">oneilt@mprtech.com</a>
Communications	Rick Hughes	Steve Gordon	229-2993	<a href="mailto:sgrdn3@gmail.com">sgrdn3@gmail.com</a>
Web Master	Rick Hughes	Chris Grippin	255-0142	<a href="mailto:cjg29@cornell.edu">cjg29@cornell.edu</a>
Travel League Rep	Peter Dugan	Tim McKinney	592-1018	<a href="mailto:tcm23@cornell.edu">tcm23@cornell.edu</a>
Snowbelt League Rep	Tim McKinney	Brian Crane	257-2961	<a href="mailto:BC69@cornell.edu">BC69@cornell.edu</a>
House Rep	Brian Crane	Jeff Franzese	255-3177	<a href="mailto:jf267@cornell.edu">jf267@cornell.edu</a>
Parent Education	Tom O'Neill	TBD		
Legal Council	John Duthie	John Stevens	257-5745	<a href="mailto:jaldens@yahoo.com">jaldens@yahoo.com</a>
Jerseys	Brian Crane	Ladeen Case	227-5776	<a href="mailto:casefamily@verizon.net">casefamily@verizon.net</a>
Tournaments	Tom O'Neill	TBD		
Pictures	Rick Hughes	Tim McKinney	592-1018	<a href="mailto:tcm23@cornell.edu">tcm23@cornell.edu</a>
Year Book	Tim McKinney	TBD		
Learn to Play	John Duthie	Brian Crane	257-2961	<a href="mailto:BC69@cornell.edu">BC69@cornell.edu</a>
Initiation Rep	Brian Crane	TBD		
Squirt Head Coach	John Duthie	Shane Varricchio	277-7679	<a href="mailto:CERTIFIEDP@AOL.COM">CERTIFIEDP@AOL.COM</a>
PeeWee Head Coach	Peter Dugan	Craig McCallister	256-7231	<a href="mailto:CM248@Cornell.edu">CM248@Cornell.edu</a>
Bantam Head Coach	Tim McKinney	Chris Grippin	255-0142	<a href="mailto:cjg29@cornell.edu">cjg29@cornell.edu</a>
Midget Head Coach	Rick Hughes	Michael Robinson	319-4111	<a href="mailto:mgr52@cornell.edu">mgr52@cornell.edu</a>
Summer Program	Peter Dugan	Jeff Franzese	255-3177	<a href="mailto:jf267@cornell.edu">jf267@cornell.edu</a>
Rec League	Rick Hughes	Walter Hang Dave Fernandez	592-2414	<a href="mailto:walter@toxicstargetng.com">walter@toxicstargetng.com</a>
Team Equipment	Brian Crane	Ron Babuka	255-7694	<a href="mailto:wrb1@cornell.edu">wrb1@cornell.edu</a>
Spring Banquet	Rick Hughes	Nancy Gruen		<a href="mailto:dngruen@verizon.net">dngruen@verizon.net</a>
Leadership/Community Development	Brian Crane	Rick Hughes	227-0810	<a href="mailto:rhughes2@twcny.rr.com">rhughes2@twcny.rr.com</a>

To facilitate communication between the Board and the membership regarding IYHA activities, the manager or a designated representative of each Travel, and Snowbelt team shall attend Board meetings. This responsibility can be rotated among parents as long as it is clear that representation is expected from each Travel, and Snowbelt team at every Board meeting. The Youth Director will work with the team managers in the House League to select individuals to represent the House League at Board meetings.

### **TEAM AND PLAYER CLASSIFICATION**

**Team Classification:** Ithaca Youth Hockey Association, Inc. is a registered Tier II (sometimes called B level) member of USA Hockey, Inc., and abides by all of its regulations governing amateur hockey. Classification is determined by the size of the community from which an organization draws. IYHA also belongs to the Snowbelt League of Central New York.

**Player Classification:** Groups are determined on the basis of the participant's birth year. Age group names and classifications for 2008-2009 are as follows:

Initiation	Beginner
Mite	2001 and younger
Squirt	1999, 2000
PeeWee	1997, 1998
Bantam	1995, 1996
Midget	1994 -1991

### **PLAYER MOVEMENT**

USA hockey mandates that players cannot play below their age group. Exceptions can be made only in cases where disabilities prevent a player from participating at their age appropriate level. Such requests must be made to the Board of Directors and will require recommendation from the player's physician. Note that beginning players can be enrolled in Initiation, instead of Mite or Squirt, but Squirt age players cannot be enrolled at the Mite level.

The IYHA Board of Directors may, at its discretion, move players upward in age classifications in order to achieve a balanced team population. Such Board decisions will be made in conjunction with and on the recommendation of coaches, with parents' approval.

The IYHA philosophy of player development is that it is usually best for all players to play within their respective age group. However, in special circumstances a player may benefit from participating in a higher age group. Requests to play "up" must have the support of the appropriate coaches and be made in writing to the IYHA Board of Directors at the beginning of the season.

## COACHING

IYHA coaches come from a variety of backgrounds, but all share two important characteristics; they are ALL volunteers and they all care deeply about the development of all of the players on the teams they are coaching. Our coaches require the support of the parents of the players they are coaching. Anything parents can do to help with off-ice responsibilities is encouraged.

Prospective coaches must be nominated by the appropriate League Vice President and approved by the IYHA Board of Directors. Prospective coaches may be asked to interview with the Board or with a Selection Committee prior to being appointed. Selection criterion for becoming a coach become more rigorous as the age division and level of competition of the players increases. Initiation coaches, for example, must be able to effectively communicate with, and possess skating skills more advanced than the skaters. They also should have a rudimentary knowledge of the game of hockey. As players develop, it becomes increasingly important for coaches to be sufficiently skilled to be able to develop the skills of the most advanced player on a team. Coaches must also possess a thorough knowledge of the rules and strategies of the game. All coaches must obtain the USA Hockey certification appropriate to the level at which they are coaching.

USA Hockey provides training and certification to individuals who wish to coach through their Coaching Achievement Program. Certification at the Associate Level or above must be obtained before December 31 for Snowbelt, and Travel Team teams. This program is administered through USA Hockey in the form of clinics. These clinics are specifically designed to supply each coach with the knowledge of his/her responsibilities and skills that will equip him/her to do the best possible job at any level of play. USA Hockey and the IYHA require all persons interested in becoming coaches to attend these clinics. Clinics are held in the fall and IYHA has made it a policy to reimburse registration fees for the clinic to anyone receiving certification. If you have an interest in coaching or assistant coaching, please contact a Board member.

Occasionally a situation exists whereby the coach of an IYHA team does not have a child participating on that team. It is recommended that team budgets include travel costs for lodging for coaches who do not have players on the team. Coaches do volunteer a considerable amount of their time.

## TEAM SUPPORT

There are many critical areas where parents can contribute to the welfare of a team. Two are covered below:

**Managers:** Every IYHA team must have a manager. Managers are especially important at the Snowbelt, and Travel levels. Managers provide a vital link between the coach and parents and have administrative responsibilities for filling out team rosters and ensuring that such rosters are properly filed with USA Hockey, scheduling games, developing the team's budget, keeping track of donations received, designating a "team representative" and alternate to attend Board meetings, distributing and collecting team jerseys, obtaining Minor (off-ice) officials, notifying parents of schedule changes, reserving hotel rooms for away games and tournaments as necessary, completing travel game scoresheet rosters, and especially for facilitating communication between coaches and parents throughout the hockey season.

**Minor Officials:** Each team is responsible for providing a Scorekeeper, Timekeeper, and Penalty Box Official at their "home" games. These are relatively easy tasks to perform once you become familiar with the procedure. These responsibilities also offer a new perspective to the game. Off-ice officials are required to follow all instructions given by the on-ice officials before, during, and after games.

## OUTSIDE PLAYER REGISTRATION

IYHA By-Laws provide that the IYHA exists for the benefit and development of young skaters within our community. Consistent with that policy, the IYHA will not accept registrants into the program from outside the greater Ithaca area, particularly if a player is eligible for registration in another youth hockey program of closer geographic proximity to their home residence, except under special circumstances. Those circumstances have included parents employed in the greater Ithaca area and the home organization not providing opportunity at that level.

The IYHA, at its discretion, may accept players from outside the traditional geographic boundaries if such action is necessary to fill a team roster. Outside players seeking membership in IYHA should send a written request to IYHA at P.O. Box 391, Ithaca, NY 14851-0391. All requests will be reviewed by the full Board at the next scheduled board meeting, if time permits on the meeting agenda. The IYHA Board of Directors reserves the right to grant or deny any request on an individual basis based on the criteria outlined in this handbook.

## EQUIPMENT REQUIREMENTS

Each skater must wear the following USA Hockey, Inc. required equipment when participating in games or practices.

1. Hockey skates [not figure skates].
2. USA Hockey - approved protective helmet with full-face protection of any style. (HECC seal of approval)
3. Ice hockey stick [not a plastic street hockey stick. (UNCURVED sticks are strongly recommended for Initiation players)].
4. Neck/throat protector. (Not required, but recommended for all levels.) IYHA recommends neck protectors made with ballistic nylon [Kevlar].
5. Hockey elbow pads.
6. Hockey gloves. (Optional for Initiation players).
7. Hockey shin pads.
8. Hockey shoulder pads. (Optional for Initiation players).
9. Hockey padded pants.
10. Colored mouth guard [mandatory for PeeWee and above; recommended at all levels]. IYHA recommends that when using a mouth guard that attaches to the face mask it is a type that will separate upon impact.
11. Protective cup/supporter (pelvic protector for girls "Jill").
12. Jersey - Home & Away game jerseys will be provided by IYHA, but are considered property of the IYHA. Jerseys are expected to be returned, in good condition, at the end of the season. In the case of sponsored house teams (Initiation and Mite), Jerseys may be kept by the players.

The IYHA does have a limited supply of equipment, especially goalie equipment that may be borrowed for the season, usually by scholarship players or players in their first year. Players should check availability before planning on using IYHA equipment. Goalies must provide their own headgear, masks, and throat protection. All borrowed equipment should be returned in good condition to the Team Manager at the end of each season. If you are interested in borrowing or donating equipment, please contact the IYHA equipment manager.

## **INITIATION AND HOUSE LEAGUE HOCKEY**

### **House League**

The IYHA House League consists of the following age divisions: Initiation Program (beginning players), and Mite Division. The goals of the House League focus on providing instruction and playing hockey in a recreational environment. All children are offered the same opportunities and are treated similarly regardless of their abilities or the speed at which they learn. While scores are kept and games are won and lost, a strong emphasis is placed on sportsmanship.

With the exception of the Initiation Program, which is described separately below, players are divided into balanced teams. Player evaluation sessions may be held at the beginning of the season to assist in team assignments. These are not "try-outs," as every child will be placed on a team and will receive an equal amount of ice time. At the Mite level it is also common to evaluate players for team selection in practice sessions prior to the Christmas break, with house games only beginning in the second half of the season.

Coaches and assistants are selected from the parents of House League players. Sponsors, managers and timekeepers are also needed for each team. If you are able to volunteer for any of these roles, please contact the Vice President - House League or your coach.

### **House League Taxi or "Select" Squads**

At times, there is interest at the Mite level for Taxi teams. These teams consist of House League players. Taxi teams play a limited number of games against competition from outside the Ithaca area. The fees for this program will depend on the number of players participating. Again participation is voluntary.

The goal of these Taxi teams is to offer players additional competitive games against out-of-town opponents [Auburn, Binghamton, Cortland, Elmira, Geneva, Skaneateles, etc.] in an "equal play" environment. No games will be scheduled which conflict with the pre-existing House schedules. Regular attendance at House League sessions will be required to play in Taxi games.

## **Initiation Program**

The Initiation Program was developed by USA Hockey and introduced to Ithaca in 1992, the first year of its general release. This program was built to enhance the beginning players' initial exposure to skating and hockey. Skill development, teamwork, and fun are emphasized. Pressures to perform, to score, and to win, are eliminated. All first year players (ages 4 to 11) will be enrolled in this program.

Players who have never skated as well as those who have some skating experience are welcome to participate. Returning players who are not ready to join the Mite Division are welcome to remain in the program in one of the advanced groups. Players will be grouped by both age and ability so that teaching methods can be geared to the correct level. Younger groups will spend time practicing their skating and hockey techniques as well as play skill development games such as "freeze tag" and "torpedo alley." Older groups will have some practice time devoted to fundamentals of position play and occasional scrimmages or games against each other.

USA Hockey requires that volunteer Initiation coaches be certified through their Initiation Training Program. IYHA will reimburse individuals who participate in this program for their tuition expense upon certification. Contact the Initiation Program Director for information on dates and location of clinics.

For the children in this program, on-ice support is crucial, and the more parents who choose to help out, the more successful and fun our program will be. Please contact the Vice President - House League, the Initiation Program Director, or your coach if you can volunteer.

## **SNOWBELT HOCKEY**

IYHA is a Founding Member of the Snowbelt League of Central New York. Other communities in this league during past seasons have included Auburn, Camillus, Cazenovia, Cortland, Elmira, Fulton, Geneva, Hamilton, Midstate (Syracuse), Oswego, Salmon River, Skaneateles, Southern Tier (Binghamton), and Valley (South Syracuse). During the 2007-2008 season, IYHA will participate in this League at the Squirt, PeeWee, Bantam and Midget levels.

The Snowbelt Youth Hockey League has its own Constitution, Bylaws and Board of Directors. The philosophy of The Snowbelt Hockey League centers on the concept of equal ice time for all players. The other main objective of Snowbelt

hockey is to promote the general rules of sportsmanship among participants. Snowbelt is a perfect fit for those players and their families that desire a lesser time commitment than we offer at the UNHYL or Travel programs.

There are no tryouts for Snowbelt; all interested players will be rostered on a team. The Snowbelt League Rules specify that all players on Snowbelt League teams receive equal playing time. Snowbelt is intended to offer the older House player a greater level of competition and hockey instruction than can be expected from strictly intramural play.

The Snowbelt rosters are limited to 20 players by the league. The Midget Snowbelt rosters are sometimes due before the cuts to high school season. In situations where there are more than 20 players, but not enough players to form an additional team, the following procedures will be used for Snowbelt.

1. Returning IYHA players have priority.
2. After #1, midget team is first come, first serve.
3. Players trying out for the HS team are waitlisted regardless of #2.
4. For waitlisted players, age has preference regardless of #2.
5. IYHA will NOT honor late registrations to displace any player, regardless of #1-4.

Waitlisted players:

i. If a spot opens, IYHA will advocate to add them to the Midget roster with Snowbelt . As of Nov 14th, this is possibly impossible as final midget rosters are due to Snowbelt . (see cutoff dates at [www.snowbelthockey.org](http://www.snowbelthockey.org)).

ii. If added, families will be asked to pay a prorated fee for the season.

This currently means that any player trying out for High School Team is WAITLISTED. IF I do not know before the deadline what the High School cuts are, that player will all NOT be on the roster. We then, if any of you get cut, will have to petition Snowbelt to add you, and it's basically up to them to allow it. IF you make the IHS team, you, in all likelihood, will NOT be rostered on the Midget Snowbelt team if the number reaches 20.

In previous seasons, Snowbelt teams have played approximately 40 games from mid-November through late February, about half of which are league games. In addition, the Snowbelt league offers a playoff series. The league awards trophies for both regular season and playoff champions. Snowbelt teams may also register for several tournaments during the season. Such decisions are made at the team level.

## TRAVEL TEAM HOCKEY

All IYHA Travel Teams are registered and play under the rules of USA Hockey and New York State Amateur Hockey Association. Travel Teams will be fielded in all age divisions and will compete as "B" division teams. Travel Teams at Squirt age and older are eligible for Sectional and State Tournament play provided they have played the requisite qualifier or "Q" games. Q games consist of a home & home series against other teams in the Central Section of the New York State Amateur Hockey Association.

USA Hockey does not include the Mite age group in Sectional or State level tournament play although many associations across the state have Mite Travel Teams. At this younger age, IYHA strives to maintain a balance between developing skilled hockey players and playing games competitively. Mite Travel coaches try to provide an *equal* experience for all players during the course of the season.

Travel Team Hockey is intended to offer a highly competitive level of hockey for all players in the older age groups. The coaching philosophy focuses on developing advanced individual and team play skills. Coaches are not required to give all players equal playing time. However, each skater will play in every game.

Travel Team players are selected after a series of open tryouts. Coaches' selections are based on players' skills, attitude (coachable), and sportsmanship. Our travel coaches are committed to organizing a fair tryout process. Questions about tryouts should be directed to the ACE Coordinator. Players unable to attend tryouts due to an injury or participation in a Fall sport will be given an opportunity to tryout late, provided they notify the ACE Coordinator, in writing, of their request for a late tryout prior to the first open tryout. The final selection and notification of the results of the tryouts is the sole responsibility of the Travel (Select) Team Head Coach using the above criteria.

Players will be making a major commitment of time and energy to hockey during the season, which will begin in late September and will last until the end of Sectional, or State, or National Tournament play. Once selected, players are expected to fulfill their commitment to the team for the entire season. All players are subject to USA Hockey eligibility rules, and Travel Team rosters are limited to a maximum of twenty players. However, each coach, with IYHA Board consultation, will set his/her roster size. Coaches will establish players' positions and playing time.

All Travel Teams at the Squirt level and above will participate in Sectional Tournaments sanctioned by USA Hockey. Qualified teams will advance to the State and National Tournament play as allowed by USA Hockey regulations. Note that there is no National Tournament for Squirts.

### **Fall Season Sports**

The IYHA recognizes that many hockey players participate in other sports and extra-curricular activities such as football, soccer, crew, track, etc. The IYHA Board recognizes the value of these activities and supports the participation of our players in these endeavors. As such, coaches and schedulers should make every effort to avoid conflicts with the fall sports season. To the extent that conflicts do exist with fall sports schedules, IYHA supports players in their efforts to fulfill their commitments to their fall sports by recognizing that their first priority should be to their fall team until the fall sports season has concluded.

## **TEAM PARTICIPATION**

### **Travel**

IYHA hockey teams at the Snowbelt, and Travel levels will play at least 40 games depending on the level of tournament participation. For all teams, more than half of their games will be away due to the demand for ice time locally. Most of the travel is limited to locations within a 150-mile radius of Ithaca and overnight stays are not usually required. Participation in a tournament usually does require one or two night's stay at the tournament location. This is due not only to the distances traveled, but also to the compressed game schedules of most tournaments which make "commuting" an undesirable option. It may also mean an occasional early dismissal from school on a Friday or missing school on a Monday in order to meet a game schedule.

### **Financial Considerations**

There are many financial factors to consider and it is therefore necessary for all Snowbelt, and Travel teams to submit a Budget to the Board prior to the first game of the season. This will inform all members of a team of what the financial requirements will be, so that decisions on expenditures can be made collectively, and fundraising needs and goals can be established. Not every parent will necessarily be in agreement on how money is spent, but it is extremely important that expenses be projected and communicated at the beginning of the season to eliminate conflicts later in the season.

How much team families spend on travel is influenced as much by personal spending habits as it is by the team's schedule. Fund-raising is intended for the purpose of covering team expenses and all activities must be reviewed and approved by the Board of Directors.

## **PLAYER BEHAVIOR AND CONDUCT**

The rules in this handbook are designed to establish guidelines to support young people who participate in the IYHA. Many of the rules are those enacted by USA Hockey, Inc., which governs youth hockey. IYHA is committed to ensuring that they are observed.

The IYHA Board of Directors and its coaches, team managers and volunteer parents all have a vested interest in providing a safe, fun-filled environment for each player. In return, each skater must understand that coaches, assistant coaches and parent helpers are to be treated with respect and consideration. IYHA skaters are expected to be attentive to coaches' directions and instructions and to avoid

disruption. The Board of Directors will support the coaching staff in cases where reasonable discipline must be exercised in order to maintain an organized and enjoyable learning environment.

**Punctuality:** Ice time is valuable and should not be wasted. All participants should arrive at games and practices in sufficient time to allow for suiting up and the necessary pre-game/practice instruction and/or warm-up. Unless your coach has told you differently, it is recommended that you be ready to "take the ice" at least 15 minutes before the scheduled starting time.

**Attendance:** Reliable attendance is essential to personal skill development AND the development of team continuity. .

**Conduct:** All players must display good sportsmanship both on and off the ice, at all games and practices, regardless of whether a contest is won or lost, and regardless of how a game is officiated. Damaging or defacing property and the general display of poor sportsmanship reflects poorly on the individual, the team and the Association. Such behavior is unacceptable and will be dealt with immediately and severely by team coaches and or the IYHA Board of Directors.

Repeated or severe incidents of bad sportsmanship or other inappropriate or unacceptable conduct will result in disciplinary action by the Board of Directors. Any participant found guilty of persistently violating IYHA rules shall be dismissed from the program without refund. Coaches have the right to discipline, by way of "sit outs" and other means, any behavior not consistent with the philosophy of IYHA.

IYHA will adhere to all USA Hockey and league rules with respect to minor and major penalties. In accordance with USA Hockey procedure, the Board or a Board-appointed committee shall review match, game, or gross misconduct penalties received by an IYHA player during a game. It is the responsibility of the team coach to report any such incident, in writing, to the IYHA Board within 24 hours of the occurrence. In addition, all match or gross misconduct penalties and recommended actions, will be reported by the Board to the USA Hockey Central Section Vice President [Travel], or the Snowbelt League Vice President [Snowbelt].

Parents who disagree with a coach or Board Committee decision should submit their grievance to the President of the IYHA for consideration by the entire Board [see section: Grievance Procedure, page 18.

The complete rules from the USA Hockey rulebook can be downloaded at [www.usahockey.com](http://www.usahockey.com) .

## PARENT CONDUCT

*Starting in 2006-2007 the NYSAHA Central Section requires a parent or legal guardian participate in a parent education class prior to your child's participation in any IYHA sanctioned game. "NYSAHA states the sanction for noncompliance is refusal of tournament bids."*

All parents must display good sportsmanship at all games and practices, regardless of whether a contest is won or lost, and regardless of how a game is officiated. As parents or guardians we must be positive in our attitudes toward the game of hockey and emphasize the cooperative nature of the game. Negative and rowdy behavior in or around the hockey rink reflects directly and poorly on the whole organization. We must foster good relationships between our young players, within the Association and with officials and our competitors. As parents we must set positive examples for our children. In accordance with USA Hockey's policy of ZERO TOLERANCE, the following actions are *not* acceptable:

- Yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Direct confrontations with coaches, parents or players.
- Demonstrations of frustration or anger after a game loss.
- Unnecessary or 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.
- Approaching the bench during a game situation unless summoned by a player or coach.

Disruptive or abusive parents may be asked to leave a rink and compliance is expected. Such conduct may result in an immediate suspension from IYHA functions until a Board hearing is held on the matter. Further penalties may be assessed at that time.

**REMEMBER THAT EVERY PARENT, COACH, AND PLAYER, REPRESENTS THE ITHACA YOUTH HOCKEY ASSOCIATION AND MUST ACT ACCORDINGLY.**

## **COACHES' CONDUCT**

IYHA coaches are also expected to set positive role models of behavior for their players by adhering to the same rules of conduct as those outlined for parents above. At no time is an IYHA coach to permit a player not registered with USA Hockey and IYHA to participate in an IYHA practice or game. Such conduct may result in an immediate suspension from coaching duties until a Board hearing is held on the matter. Further penalties may be assessed at that time.

## **VISITORS POLICY**

Coaches will not allow any non-USA Hockey or IYHA registered player to attend any of their practices.

Coaches will not allow any visitors to their practices without first seeking the permission of their VP. The VP will grant the permission at his/her discretion and advise the Board of Directors.

The BOD understands that coaches may want/need to invite a couple of players to a practice to fill out their lines from time to time. Teams with only one goalie may want to borrow another for practices. If this is the case, please talk to your VP. We are mostly concerned with younger and older age players joining outside their age group classification. Same-age player visitors on an occasional basis will certainly be considered.

In addition, some of you have contacts with adults in the community who have a wealth of hockey experience and will be a benefit to the development of our children. These people typically are not USA Hockey registered and therefore not covered by USA Hockey insurance. Submit a request through your VP, and a formal request can be written to NYSAHA to allow these non-USA Hockey visitors to our practices without compromising anyone's insurance.

## **REGISTRATION PAYMENT POLICY**

Payment for registration fees must be made by cash, or check. Special payment plan is available to spread payments through November if requested. If full payment is not received by December 7<sup>th</sup>, that player will not be permitted to practice or participate in IYHA contest until payment is received.

New registrants are welcome at any time in the House/Initiation program. No player will be allowed to register until any outstanding balance from the previous season is paid in full.

## **INSURANCE COVERAGE**

Before a player can register or participate in practice or team selection, they must provide proof of USA Hockey registration. USA Hockey provides secondary insurance coverage with parents' coverage being primary.

## **FUNDRAISING**

Fundraising is an integral part of the IYHA budget process and has grown to represent a substantial proportion of the dollars raised by the organization. The primary purpose of fundraising is to minimize the amount of money that must be raised by the organization through registration fees. For this reason, all members are expected to participate in IYHA fundraising activities. Please view this activity with enthusiasm.

It is the responsibility of the Fundraising Committee to develop and recommend programs for this purpose to the Board of Directors. The Committee will try to streamline the Association's solicitations of the Ithaca business.

## **SCHOLARSHIP POLICY**

In response to a growing number of requests and in the face of limited financial resources on the part of the Ithaca Youth Hockey Association, the Board of Directors has adopted the following policy regarding the awarding of scholarship aid.

The Ithaca Youth Hockey Association will award annually, from the Rick Cutting Memorial Scholarship Fund, partial scholarship assistance to a maximum cumulative dollar amount equal to the highest registration fee of that registration year. Recipients will be selected based on the demonstrated financial inability to pay for the total cost of registration for their player.

Requests must be made in writing and mailed to Ithaca Youth Hockey Association, P.O. Box 391, Ithaca, NY 14852-0391. The IYHA has developed a simple, standardized form for use in making requests for scholarship assistance. Please let a board member know if you would like a copy of the scholarship form. The form also is available on the IYHA web-site <http://www.ithacayouthhockey.com>. All requests will be reviewed confidentially and recipients will be notified of the award amount as soon as possible.

## **GRIEVANCE PROCEDURE**

Any parent or guardian of an IYHA player may appeal any decision regarding discipline or suspension of their child or themselves. The grievance or notice of appeal should be placed in writing and presented to the IYHA Board of Directors within 10 days of the action taken. The IYHA has standardized hearing procedures for the conduct of hearings and appeals. These procedures will be made available to parties participating in a hearing before the IYHA. The player involved shall not play until the issue has been resolved.

**Appendix 1**  
**Ithaca Youth Hockey Association**  
**By-Laws**  
**Adopted March, 2009**

**Article I. Name.**

The name of the organization shall be the Ithaca Youth Hockey Association, Inc., hereinafter referred to as the "IYHA".

**Article II. Purpose.**

The purpose of the IYHA shall be to :

- A. Teach the game of hockey to youth in the Greater Ithaca area.
- B. Provide the opportunity for youth to learn and play the game under established rules and regulations.
- C. Promote and improve amateur ice hockey in the Ithaca area.
- D. Develop and encourage sportsmanship and team play among participants.

**Article III. Mailing Addresses.**

The mailing address of IYHA is P.O. Box 391, Ithaca, NY 14850.

**Article IV. Association Membership.**

- A. One parent or legal guardian of registered players will be a voting member of IYHA.
- B. All Officers, League Directors, Managers, and Officials appointed by the Board will be voting members of the IYHA.
- C. Coaches do not need to be voting members of the IYHA.
- D. Emeritus Directors do not need to be voting members of the IYHA.
- E. Voting membership will be from player registration to player registration and shall automatically terminate upon failure to re-register or be reappointed.
- F. Association members shall have the responsibility to:
  - 1. Elect persons to the Board of Directors at the regular Spring meeting to be held after Snowbelt JAMS and before May 31<sup>st</sup> each year.
  - 2. Vote on proposed amendments to the By-Laws of the Association.

**Article V. Board of Directors.**

- A. The IYHA shall be governed by a Board of Directors. The Board shall have final authority on all matters pertaining to the administration of the IYHA. Such authority shall be delegated in the discretion of the Board of Directors.
- B. The Board of Directors shall consist of nine members, three elected each year for a three-year term. Candidates for Board positions will be identified by the Nominating Committee or nominated from the floor at the annual Spring meeting. The persons receiving the highest number of votes to the extent of the number of vacancies shall be elected. In the event of a tie, a runoff election will be conducted.
- C. A maximum of 2 Special "Emeritus" Directors can be appointed by a 7/9 vote of elected Board of Directors for a term of 1 year. These "Emeritus" Directors could be previous members of the IYHA or were otherwise actively involved with youth, collegiate or professional hockey.

- D. Vacancies on the Board occurring between elections may be temporarily filled by the Board. Such vacancies must be permanently filled for the remaining term of that seat at the next regular election.
- E. A quorum of the Board shall consist of a majority of members.
- F. Board members who miss three meetings of the Board in one year shall be notified in writing that a further such absence shall cause his/her seat to be considered vacant.
- G. The term for Board members shall run June 1 to May 31.

**Article VI. Officers.**

The officers of the IYHA shall be the President, the Vice President for Travel Team Division, the Vice President for House Team Division, the Vice President for Snowbelt Division, the ACE Coordinator, the Secretary, the Treasurer, the Registrar and the Scheduler. The Board of Directors shall be free to appoint other such officers as the Board may deem necessary. The officers of the Association need not be members of the Board of Directors.

**Article VII. Selection of Officers.**

Officers will be determined by the Board of Directors and will generally serve for a term of one (1) year or such other term as determined appropriate by the Board of Directors.

**Article VIII. Duties of Selected Officers.**

- A. President. The President shall:
  - 1. Be the official representative of the Association.
  - 2. Call and preside at all Association meetings.
  - 3. Appoint special committees and officials for any purpose deemed necessary by the Board of Directors.
  - 4. Recommend all committee appointments to the Board for approval.
  - 5. Monitor the assignment of ice time between the different functional divisions.
  - 6. Represent the IYHA with NYSHA.
  - 7. Assist the Vice Presidents for Travel Teams Division, House Teams and Snowbelt Division.
- B. Vice President for Travel Teams Division.
  - 1. Serve as the IYHA representative at all USA Hockey Travel Team League meetings.
  - 2. Coordinate travel team operations within the Association.
  - 3. Register players and teams with USA Hockey New York State Sectional registrar.
  - 4. Report at monthly BOD meetings the status of Travel Teams.
- C. Vice President for Snowbelt League.
  - 1. Coordinate the hockey program for the Snowbelt Teams Division.
  - 2. Serve as the IYHA representative at all USA Hockey Snowbelt League meetings.
  - 3. Report at monthly BOD meetings the status of Snowbelt teams.
- D. Vice President for House Teams Division.
  - 1. Coordinate the hockey program for the House Team Division.
  - 2. Recruit and recommend for approval by the Board of Directors coaches within the House League.
  - 3. Be responsible for the distribution, maintenance and return of equipment.
  - 4. Report at monthly BOD meetings the status of House teams.
- E. ACE Coordinator:
  - 1. Ensure all Coaches are properly trained/certified according to USA Hockey protocols.
  - 2. Interview and nominate coaches for review by members and selection by the Board of Directors
  - 3. Monitor the conduct of all Coaches to ensure that the IYHA and USA Hockey standards are maintained or exceeded.
  - 4. Interface with age group representatives to insure parental inputs.

- F. Secretary.
  1. Maintain a registration list of players.
  2. Publicly announce all meetings of the Association.
  3. Prepare and maintain minutes, records, and other documents of the Association.
  4. Serve as Acting Vice President in the event the office becomes vacant for any reason until a new President can be elected by the Board of Directors.
- G. Treasurer.
  1. Receive all funds due the Association and deposit these funds in banks designated by the Board.
  2. Make payment for all expenses authorized by the Board. Prior approval of the Board will be required for all expenses to be charged to the Association for services rendered by members and non-members for any purchase.
  3. Maintain an accurate and up to date record of all funds received and disbursed and report same at each regular Board meeting.
  4. Present a financial report at the annual spring meeting covering the past year. This report to be audited by the Audit Committee before the annual meeting.
  5. Arrange for Association accident and liability insurance with appropriate carriers.
- H. Registrar
  1. Maintain a registration list of players in the IYHA
  2. Register all players and teams with USA Hockey
- I. Scheduler.
  1. Obtain ice time for all teams and functional divisions within the Association.
  2. Obtain ice time for all home and away events.
  3. Communicate changes in established schedules to appropriate team representatives.
  4. Keep a record of ice time scheduled for the Association, functional divisions of the Association and specific teams.

**Article IX. Committees.**

- A. Nominating Committee: This committee shall be appointed by the Board of Directors and shall be comprised of one member of the Board and two members at large. It shall nominate a slate of candidates to be presented for election to the Board at the annual spring meeting.
- B. Ice Time Committee: This committee shall consist of the President, the Vice President and other officers as deemed necessary. This committee shall determine the equitable distribution of ice to the various divisions within the IYHA.
- C. Audit Committee: This committee shall consist of three members of the Board excluding the treasurer. It shall audit the annual financial report prior to presentation at the regular spring meeting.
- D. Coaches Committee: This committee shall include the ACE Coordinator and at least two other members as determined by the Board of Directors. This committee shall review and recommend to the Board of Directors overall coaching guidelines.
- E. Special Committees: Special committees may be appointed as indicated in Article VIII, Section A, number 3.

**Article X. Meetings - General Membership.**

- A. Two regular meetings of the IYHA shall be held annually; one around October, and the other after Snowbelt JAMS and before May 31st.
- B. The dates of such meetings shall be set by the Board of Directors and publicly announced at least two weeks in advance of the said date.
- C. A quorum for membership meetings shall be 12 members.

- D. Special meetings of the general membership may be called for the purpose of voting on proposed amendments to the By-Laws. Written (email) notice setting forth the proposed amendment must have been presented at a regular or special membership meeting at least 30 days prior to the meeting at which the vote shall occur.
- E. Special meetings will be called by the President upon request of a majority of the Board or by petition signed by 10 members.

**Article XI. Meetings - Board of Directors.**

- A. The Board of Directors shall meet at least once a month throughout the year and at the times as determined by the President or a majority of the Board. The President shall determine the time and place of Board meetings.
- B. Members are welcome to attend Board meetings and present items for discussion.

**Article XII. Amendments to the By-Laws.**

The By-Laws may be amended by a 2/3 majority vote of those members present and voting at a regular or special membership meeting of the IYHA. Written notice setting forth the proposed amendment must have been presented at a regular or special membership meeting at least 30 days prior to the meeting at which the vote shall occur.

**Article XIII. Removal of members of the Board of Directors and Officers.**

Officers and members of the Board of Directors may be removed from office and/or the Board by a 2/3 majority vote of the Board of Directors. Likewise, Officers and Coaches may be removed by a 2/3 majority of the Board.

**Article XIV. The Divisions.**

There applicable functional divisions of IYHA shall be determined by the Board of Directors as necessary and may be by age group (i.e. Initiation, Mite, Squirt, PeeWee, Bantam and Midget), by league (i.e. House, Travel, Snowbelt, etc.), or by other logical division that the Board of Directors determines shall be in the best interest of the membership and IYHA. The President of the IYHA and the Vice Presidents are responsible for the harmonious operation of the Divisions.

**Article XV. Conduct.**

Association members shall be responsible for insuring that they, their spouses, their family members, their guests and player(s) conduct themselves and behave in a mature and sportsmanlike manner at all times during which players are participating in Association activities, and that coaches, players, and officials are at all times treated in a respectful and non-abusive manner. In the event that an Association member or their spouse, their family members, their guests or player(s) fail to conduct themselves in the proper manner as required by these By-Laws, the Board of Directors shall have the authority and power to take appropriate disciplinary action, which action may include but not be limited to, the requirement that the offending party be precluded for a stated period from attending and/or participating in Association games, practice and other activities. Except in emergency situations, such disciplinary action shall be taken only after all parties concerned shall have been given a reasonable opportunity to be heard before the Board. In situations deemed to be an emergency by the Board, temporary disciplinary action may be taken immediately by the Board, after which the Board shall endeavor to provide all parties concerned with the opportunity to be heard before further disciplinary action is taken.

As proposed to members on February 10, 2009.

As approved at Special membership meeting held on March 11, 2009