

Updated 9/2017

Player/Parent Handbook 2017-2018



Valley Youth Hockey Association, Inc.

www.vyhroanoke.com

Updated 9/2017

TABLE OF CONTENTS

	<u>PAGE</u>
VYHA Youth Hockey	1
Philosophy	1
Required Protective Equipment	1
Learn to Play Hockey	2
What is Learn to Play Hockey?	2
What are the Goals of Learn to Play Hockey?	2
House League Hockey	2
What is House League Hockey?	2
What are the Goals of House League Hockey	3
What Age Classifications Exist for VYHA House League Hockey ?	3
How is a Player's House League Classification Determined?	3
How are VYHA House Teams selected?	3
Travel Hockey	4
What is Travel Hockey?	4
What Age Classifications Exist for Travel Hockey?	4
Who is Eligible for Travel Hockey?	5
How are Roanoke Junior Dawgs Teams Placed in Travel Hockey?	5
Travel Team Tryout Policy	5
Accounting & Fundraising	9
Season Fees	9
USA Hockey Registration Fees	9
Payments	9
Fee Structure	9
Payment & Refund Policy	10
Fundraising	11
Kroger Card Policy	12
Financial Aid	13
Conduct & Behavior	14
Academics	14
Practices	14
Games	14
Locker Room Policy	14
Player's Code of Conduct	15
Parents	16
Team Manager	17
Coaches	17
Eligibility & Selection	17
Required Documents	17
Code of Ethics & Rules	17
USA Hockey Zero Tolerance Policy	18
Players	18
Coaches	18
Officials	18
Parents/Spectators	18
Disciplinary Guidelines	19
Players	19
Grievance Policy	20

Updated 9/2017

VALLEY YOUTH HOCKEY ASSOCIATION

Philosophy

It is the goal of Valley Youth Hockey Association (VYHA) to offer a program that provides opportunities for boys and girls to learn life skills such as good sportsmanship, teamwork, and the importance of commitment. These goals will be achieved while improving their ice hockey skills and playing the game in an appropriately competitive environment.

You, the athlete and parents, determine the success of VYHA; along with the cooperation and assistance of the coaches. Your dedication and hard work are factors in this success. You and your family must be familiar with and adhere to the rules of the Valley Youth Hockey Association, as well as of USA Hockey. All members of the VYHA are constantly in the public eye and our conduct on and off the ice not only influences future players, but also reflects the standards of our entire organization.

Required Protective Equipment

The following protective equipment is required for all VYHA players, in accordance with USA Hockey guidelines:

Skaters:

- Helmet: HECC/CSA approved, not expired, with full faceshield (metal cage or plastic). Mouth guard: internal, colored (not white or clear); must be attached to the helmet mask with a strap.
- Shoulder pads
- Elbow pads
- Gloves
- Supporter with cup (boys) or pelvic protector (girls)
- Hockey pants with pads
- Shin/knee guards
- Skates
- Stick: must have butt-end covered properly with tape or rubber end cap

Goalies:

- Face mask: HECC/CSA approved, not expired, with throat protector
- Glove & Blocker
- Chest protector
- Shoulder pads
- Hockey pants
- Leg pads
- Goalie stick: must have butt-end covered properly with tape or rubber end cap

Coaches:

HECC/CSA approved helmet MUST be worn on the ice during practice and if on the ice during warm-ups for games.

Equipment should be routinely inspected by players and parents for loose straps, hooks or screws and to make sure the equipment still fits.

VYHA YOUTH HOCKEY (continued)

LEARN TO PLAY

What is Learn to Play Hockey?

Valley Youth Hockey Association's "Learn to Play" (LTP) program is for boys and girls ages 5 years and older who have not participated in ice hockey activities in the past or are in the early stages of the skill acquisition and development process. Some previous skating experience is a plus, but is not required to participate in this program. Children will receive basic skating instruction, but will learn primarily through playing hockey.

What are the Goals of Learn to Play?

To have **FUN** learning to play "the coolest game on earth." Learn the basic principles of ice hockey. Safety, rules, positions, skating, stick handling, shooting fundamentals, game play, and development of essential skating skills. Through the Learn to Play program, we seek to

- ✓ Learn the basic skills required to play ice hockey.
- ✓ Develop an understanding of basic teamwork through participation in a variety of activities and adapted game situations.
- ✓ To create and refine basic motor patterns required to play ice hockey
- ✓ To be introduced to the concepts of cooperation, fair play, and sportsmanship in a fun environment.

HOUSE LEAGUE

What is House League Hockey?

The VYHA House League Hockey Program is intended for all players, but the beginning and intermediate player will particularly benefit from the opportunity to participate. House League allows players to enjoy the sport of hockey in a controlled, competitive, fun, non-checking environment, while improving the players' individual and team skills through practice and games. Emphasis is on players' skills, sportsmanship and love of the game. All players will be given equal playing time during games, regardless of game situations.

At the Mite level, these games may be cross-ice. Cross-ice is a concept included in USA Hockey's American Development Model (ADM) for player development that offers less competitive, fun-focused games. At the squirt level and above, House League games are played full-ice and are played using traditional rules of hockey with the exception (in some cases) of a horn to allow players to come on and off the ice.

House League hockey is where VYHA players begin to be exposed to higher order skills of hockey and develop those skills in real-game action. While house league games are competitive in nature, all games are played among and between players from VYHA. Players practice together in their age group and then split out into their house league teams for games. Continued skill acquisition and development are the primary goals of house league. Winning or losing takes a backseat to the development of every VYHA player in our house league. On average, VYHA's House League program meets roughly thirty times a season for a combination of age group practices and house league games.

VYHA YOUTH HOCKEY (continued)

HOUSE LEAGUE (continued)

What Are the Goals of House League Hockey?

The goals of VYHA's House League Program are:

- To have fun while playing hockey and engaging in physical activities.
- To learn the fundamental skills required to play the game of hockey.
- To create and refine basic motor patterns (agility, balance and coordination).
- To be introduced to the concepts of cooperation and fair play.

Commented [D1]: Should this be lowercase?

What Age Classifications Exist for VYHA House League Hockey?

VYHA assesses the composition of its house league program on an annual basis. A number of factors are considered when developing the structure of the house league program. These can include the number of players at each age group across the organization, the number of volunteer coaches at each age group, and the amount of ice time available for house league-related activities. In addition to these factors, VYHA's Hockey Development Committee takes into consideration children's developmental process when dividing our participants into house league levels and teams.

In general, the Mite age group will always conduct its own dedicated, cross-ice house league program. In the recent past, the Lower House League has consisted of players ages 9-11 (squirts and first year peewees). Middle House has consisted of players ages 12-14 (second year peewees and bantams), as well as a few older players whose hockey skills or size are such that they fit in well with this group. Depending on the number of players registered for VYHA, there is a possibility that a dedicated Upper House league could be created. If the player census does not support an Upper House program, all effort will be made to develop a suitable alternative.

Commented [D2]: Should Upper House be mentioned?

How is a Player's House League Classification Determined?

House league divisions are based on a combination of age and ability. While most kids play at their age level, it is not unusual for a beginning player to start a level below their age level, or an experienced player to play one level above. However, please discuss this with the house league director or coaches in your child's division, and remember that kids rarely have fun if they are playing above their skill level.

How Are House Teams Selected?

Teams are divided fairly by way of player evaluations at the beginning of the season to keep the competition equal. House League teams are selected by a "draft" held among the coaches at the applicable age groups. To the extent possible, teams in each division will be equal in overall ability, which may require player changes between teams from time to time. The decision to "trade" players between teams rests with the House League Coordinator in consultation with each teams' coaches. The decision of the House League Coordinator is final.

VYHA YOUTH HOCKEY (continued)

TRAVEL HOCKEY

What is Travel Hockey?

Travel hockey provides the enthusiastic ice hockey player the opportunity to further develop his or her skills through competition with similarly accomplished teams from other programs. The Roanoke Junior Dawgs travel teams compete in the Carolinas Hockey League (CHL) of the Carolina Amateur Hockey Association (CAHA), a member of the Southeastern district of USA Hockey. Outside of the CHL, VYHA provides a Mite travel program aimed at developing skills through cross-ice games designed to prepare players for traditional travel hockey play at the Squirt age division.

Preparation for competition in travel hockey requires more intensive and more frequent practices; and of course, travel. The CHL is made up of teams from North & South Carolina and a handful from Virginia. Therefore, our teams may travel to, but is not limited to, North Carolina, South Carolina and Virginia. Overnight travel will be required during the season.

Is my player ready? Is travel hockey right for us? These are very good questions! The coaches will decide during tryouts if your player has the skill set, potential, and determination necessary to contribute to the team. However, a player and his/her family must be willing to commit to the practice schedule and game participation required at this level of play. Only you and your player can make that decision.

What Age Classifications Exist for VYHA House League Hockey?

Teams are classified according to skill level and age as of December 31st of the current season, following USA Hockey guidelines:

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1999	18 Years	Midget 18 & Under
2000	17 Years	Midget 18 & Under
2001	16 Years	Midget 16 & Under
2002	15 Years	Midget 16 & Under
2003	14 Years	Bantam 14 & Under
2004	13 Years	Bantam 14 & Under
2005	12 Years	Pee Wee 12 & Under
2006	11 Years	Pee Wee 12 & Under
2007	10 Years	Squirt 10 & Under
2008	9 Years	Squirt 10 & Under
2009	8 & Under	Mite 8 & Under

Commented [D3]: This isn't really the place, but do you think it should be mentioned that we are affiliated with PVAHA also?

VYHA YOUTH HOCKEY (continued)

TRAVEL HOCKEY (continued)

Who is Eligible for Travel Hockey?

Anyone who fits the age category of a VYHA travel team may express interest in Roanoke Junior Dawgs travel hockey. In some instances, it may be necessary for players to try out for Roanoke Junior Dawgs teams at various age levels. The VYHA Player/Coach Committee and the individual team coaching staff will determine a player's team placement. Parents of players of exceptional skill may petition for their player to "play up" a level. This will only be allowed with the full support of the player, his/her parents, and coaches; and will be determined on a case-by-case basis.

Commented [D4]: Should this be instances (plural)

The VYHA leadership believes that youth hockey (both house and travel) is about developing all players to the fullest extent possible. However, there is a notable difference between house and travel hockey at any age group. Given the level of competition, the VYHA recognizes an obligation exists to put our travel teams in a position where they are competitive whenever possible. It is at this level of hockey where we begin to see greater differences in playing time, the implementation of specialty units, and more of a merit-based approach to playing time.

How are Roanoke Junior Dawgs Teams placed in the CHL?

Team placement is the process by which Roanoke Junior Dawgs teams are placed in the appropriate skill level within the CHL. Placement also determines the appropriate competitive level for non-league games and tournaments. Proper team placement is critical to the players' hockey experience and skills development, not to mention the overall "hockey experience" for the family. Team placement is carefully evaluated by the head coaches and board of directors prior to placing that team in any competition or division.

In general, hockey traditionally classifies the "AAA" level as the highest skilled for travel hockey at that age group, then "AA," "A," and finally House Select, or "B." While the nomenclature for the brackets may vary from league to league or geographical area within the United States the concept remains the same. What follows are general guidelines that help describe how a team should be placed, keeping in mind that the skill level, maturity, parental commitment, and number of players available in a bracket weighs heavily on the final decision.

Commented [D5]: United States

A

"A" level teams are usually comprised of more advanced players of skills best matched with local travel and less demanding hockey commitments. "A" is usually a step above the House Select (B) level and populated with players who are willing to make the commitment to skills. As a guideline, "A" level teams will have second year players who played House Select (B) the prior year plus players who played "A" the previous season. First year players may not fit well on an "A" level team, unless they demonstrate skills appropriate for that level as determined by the coaches.

House Select (B)

House Select (B) teams are made up of players who are experiencing their introductory years to travel hockey after participating in the VYHA Travel Program or have hockey experience at the House or House Select level. Parents must be willing to commit to a "travel" schedule which includes league-mandated and tournament travel as required.

Updated 9/2017

VYHA YOUTH HOCKEY (continued)

TRAVEL HOCKEY (continued)

Travel Team Tryout Policy

Mission Statement

The purpose of the VYHA travel team tryout process is to evaluate a player's skating ability, hockey skills, and commitment to teamwork, in order to place him or her on a team that will provide the best environment for improving their self-confidence and enjoyment of the sport of ice hockey. Travel hockey is competitive and equal playing time is not guaranteed.

Tryout dates and times will be posted on the VYHA website (www.vyhroanoke.com) and communicated via the travel team head coaches. In order to tryout, a player's account must be in good standing, prior to the start of the season. The number of tryout sessions may vary with each level depending on the number of players registered. We want to provide skaters and goalies every opportunity to show their skills, while at the same time to obtain thorough and consistent evaluations at the tryouts.

All skaters and goaltenders that wish to be considered for a VYHA travel team must attend tryouts if tryouts are scheduled for that player's age division. Tryouts may be held at locations other than the Roanoke Civic Center. Exceptions made are generally for new families moving to the area or injury related situations. Players wishing to advance one age group for travel hockey must have their "playing up application" reviewed by the coaches committee before tryouts. Depending on the number of players trying out, it is possible that some players who attend tryout will not make a travel team.

The following guidelines have been established and there are no exceptions to these guidelines without approval of the VYHA Board of Directors and/or the Coaching Committee.

Evaluations

The Coaching Committee will create a committee of evaluators (ex: members of the Rusty Blades, local adult league players or coaches from other VYHA travel teams). Evaluators will use a standardized scoring system that will assess skating ability and hockey skills at each level during scheduled tryout sessions. The Coaching Committee will attempt to select evaluators for a given level who do not have children trying out at that level. If an evaluator happens to have a child skating at that level, the evaluator will abstain from evaluating the age group. Evaluation sheets, provided by the Coaching Committee, will be issued to the evaluators with numbers assigned to the skaters on tryout day. No names will be on the evaluation sheets. Travel tryouts at the Bantam and Midget age groups may include full contact scrimmage situations that simulate game activities. Contact in these age groups is very prevalent and the ability of players to handle checking is very important to their comfort and development as players. Scrimmage situations are important evaluation tools for goaltenders and allow the skaters to display team oriented behavior.

Updated 9/2017

VYHA YOUTH HOCKEY (continued)

TRAVEL HOCKEY (continued)

Travel Team Tryout Policy (continued)

Evaluation Guidelines

Tryout sessions will consist of skills that allow players to display their individual skating abilities, puck handling, passing, and shooting abilities. Evaluators will be in the stands and are instructed not to share comments with each other on any players being evaluated.

Evaluators are instructed to rate players using a standardized evaluation system, with an overall score taking into consideration the following:

- Skating skills
- Hockey skills
- Team work

Team Selection

There are three important factors when choosing how and where players are placed: tryout scores from the evaluators, coach's evaluations from the previous season, Head and Assistant coaches' team goals and vision. The combination of these three components provides the fairest and most accurate evaluation for each player. It is the responsibility of the Travel team Head Coaches and Coaching Committee to ensure that the process is followed correctly.

Second year players will be given priority over first year players in the event that scores and evaluations are similar. For those players requesting "play up" status, the impact on the age appropriate team will also be given consideration. However, it is the policy of the organization, working in conjunction with USA Hockey, that players should generally play in the age group that is most closely aligned with their individual skill level.

Age group Head and Assistant coaches will choose the players for their respective teams.

Some roster positions may be left open after tryouts. Coaches will not be required to fill all open roster spots if they feel remaining unplaced players are not of the caliber to participate on a travel hockey team.

Notification

Notification will generally take place within a week or two from the date of the last tryout date via an email or phone call from the Head Coach.

Discipline

Inappropriate behavior by a skater or parent on or off the ice during the tryouts will not be tolerated and could eliminate a player for consideration on a VYHA Travel team. Inappropriate player behaviors include, but are not limited to penalty situations such as illegal checking, elbowing, tripping, and harassment of other skaters on or off the ice and use of foul language. Inappropriate parent behavior includes, but is not limited to verbal or physical abuse of players, coaches, and officials. All players must read and sign the Players Code of Conduct prior to tryouts.

Updated 9/2017

VYHA YOUTH HOCKEY (continued)

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TRAVEL HOCKEY (continued)

Travel Team Tryout Policy (continued)

Exceptions

The Age Level Coaching staff can place players who miss tryouts, due to a SERIOUS illness/injury, an excused absence due to a prior commitment that has been approved in advance by the Head Coach of the Travel Team, or new players who move into the area. The Head Coach will give ample advance notice to parents regarding the timing of tryouts.

Grievances

Any parent who has a concern with the selection process and/or a player's placement should contact the Coaching Committee first. The Board of Directors may then be contacted if the Coaching Committee is not able to resolve the problem.

We hope that this summary of the tryout and team selection process has been informative. We understand the frustrations that may come up, it is not an exact science, and different people have different opinions about the relative talent of a group of players. Please keep in mind that we are doing our best to evaluate your children and place them on the correct team that will allow them to improve as hockey players but more importantly to have fun. Experience has shown that an individual player will achieve the most success and make the most developmental progress over the course of the season if that player is competing at the proper level for his or her ability.

NOTE: This policy is available on www.vyhroanoke.com for review.

ACCOUNTING & FUNDRAISING

Season Fees

Fees are set to reflect accurately the costs of practice time, game time, referee expenses, coaching expenses and miscellaneous costs. These parameters may vary from one age division to another. Fees include the use of Association-owned jerseys and socks.

Commented [D7]: This primarily discusses Travel Fees. Should we include something to advise of House Fees? Or maybe just add "practice ice time, House League game time"?"

USA Hockey Registration Fees:

Annual registration and membership is required by USA Hockey for the upcoming season for all players and coaches. Skaters over the age of 6 are required to pay an additional registration fee. This fee may vary. Last season the fee was \$45.00 (\$40.00 is the fee to register with USA Hockey. \$5.00 is the fee to register with Potomac Valley Amateur Hockey Association. VYHA sees no proceeds from this fee.)

Commented [D8]: I'm not sure if this is the best spot, but I think something should be mentioned about the USA Hockey and Affiliate fees required to register with USA Hockey annually. Maybe something like:
USA Hockey Registration Fees:
 Annual registration and membership is required from USA Hockey for the upcoming season for all players and coaches. Skaters over the age of 6 are required to pay an additional registration fee. This fee may vary. Last season the fee was \$45.00 (\$40.00 is the fee to register with USA Hockey. \$5.00 is the fee to register with Potomac Valley Amateur Hockey Association. VYHA sees no proceeds from this fee.)

Payments

Payments should be made by check payable to VYHA with the players name indicated on the memo line. Players with severely past due accounts will not be allowed to participate in practice or games until payments are up to date or other arrangements are made. The Treasurer will monitor all dues payable and issue notices of late payment to the responsible party and notify the appropriate head coach.

Fee Structure (projected as of this printing – 4/2016)

Learn to Play (due at registration)

LTP Program Fee:	\$100.00 per session
Protective Equipment Package Rental	\$75.00
LTP Program Fee + Protective Equipment	\$175.00
LTP Program Fee + Protective Equipment + Stick	\$Market
LTP Program Fee + Protective Equipment + Skates	\$Market
LTP Program Fee + Protective Equipment + Stick + Skates	\$Market

***LTP Participants moving from the Learn to Play program into the VYHA House Leagues will pay a pro-rated fee based on the number of LTP sessions completed during a single season. For example an LTP participant moving to House League after session one (of four) will receive a dues reduction of ¼ (25%). A participant moving after session two (of four) will receive a dues reduction of 50%. It is extremely rare for LTP participants to be promoted after the third or fourth sessions in season.

U8 (No CHL Travel Options available; U8 Travel is PayGo. No Goalie Discount Available)

U8 House League –	\$525.00
Due at registration	\$125.00
Due on November 1	\$400.00

U10 through U18 (Goalie Discount (-\$100) available to goalies playing 75% of ice time)

House League Fees	
House League –	\$525.00
Due at registration	\$125.00
Due on November 1	\$400.00

Travel Fees

Travel Hockey (CHL) Fees	\$500.00
Due at Registration	\$250.00
Due on October 1	\$250.00

ACCOUNTING & FUNDRAISING (continued)

PAYMENT AND REFUND POLICY Revision Approved by BoD: 3/2016

1. **LEAGUE FEES:** Members may pre-pay any amount through the off-season and summer months. ALL FEES ARE DUE IN FULL BY December 1st unless other suitable arrangements have been made with the VYHA Treasurer. The VYHA Board of Directors will annually post a specific schedule of payments covering both house league and travel hockey payments. Learn-to-play participants are expected to pay their fees in full at the time of registration.
2. **OUTSTANDING BALANCES:** Families with outstanding balances from a prior season, who do not pay their outstanding balances in full by October 1 are subject to the "failure to pay" provision described below.
3. **CREDIT BALANCES:** Any member that has a credit balance may use the credit towards fees that have been reported to VYHA before June 1st of the upcoming season. Credits accrued after that time will be available to families for payment of fees associated with the following hockey season. In the event that a family ceases to participate in the VYHA, credit balances transfer to the VYHA, and are not refundable.
4. **FAILURE TO PAY:** Failure to pay fees outstanding from previous seasons in full by October 1st renders ALL family members ineligible for Board or office membership and causes suspension of voting privileges. A written warning that the player(s) will be removed from the roster will be mailed to everyone that does not make an initial monthly payment by October 1st. If the total balance is not paid in full by December 1st, the player/coach will not be allowed to participate in any functions until their account is paid in full.
5. **WITHDRAWALS/REFUNDS:** After registration, if a player must withdraw from the league, a notification must be made in writing to the Treasurer and mailed to:
VYHA Treasurer
PO Box 20362
Roanoke, VA 24018

Withdrawal/Refund requests are based on the postmarked date of the requests:

October postmark 100% refund

November postmark 75% refund

December postmark 50% refund

January postmark 25% refund

Withdrawal notices are not to be given to your coach or team manager!

6. **PAYMENTS:** Payments for all other VYHA programs should be made online via the registration software. In extreme circumstances, special arrangements can be made with the VYHA Registrar to make in-person payments or have them sent to VYHA via the USPS. Payments for

Updated 9/2017

Learn to Play equipment purchases must be made at Learn to Play registration via cash, check or credit card.

7. EXCEPTIONS: Any exceptions to the payment and refund policy must be approved by the VYHA Board of Directors prior to December 1st.
8. POLICY IS SET BY THE BOARD OF DIRECTORS. Neither coaches nor team managers have the authority to alter the policy or make changes to the fee structure without prior Board approval.
9. NSF CHECKS: Any member that has a check returned by the bank for any reason will be assessed a \$25.00 returned check charge.

Fundraising

VYHA is a non-profit, charitable organization under Internal Revenue Code section 501(c)(3). It is critical that VYHA and its members be able to provide full accounting and verification of activities carried out by the organization to maintain non-profit status. To ensure compliance, all members are to request advance approval of any fundraising or charitable event or endeavor. All payments for registration, equipment, donations, fundraising activities, and other items under the jurisdiction of VYHA are to be deposited in the association's bank account.

VYHA board of directors has adopted the following policies regarding fundraising and the use of trademarks belonging to VYHA. The names "Roanoke Junior Dawgs" and the Junior Dawgs logo (also the recently retired "Roanoke Express", "Roanoke Jr. Express" and the Train engine ship logo), "Roanoke Travel Hockey", "VYHA Travel Hockey", "Valley Youth Hockey Association", and the star logo) are the sole use of Valley Youth Hockey Association. Rights to the Roanoke Junior Dawgs name and associated logos have been granted to Valley Youth Hockey Association and may not be used or reproduced without the expressed, written consent of VYHA board of directors. Persons are specifically denied the use of these items for fundraising purposes without first submitting the proposed fundraising plan, along with samples of fundraising materials, to the Fundraising Committee for approval.

Individuals attempting to raise funds for the use of VYHA teams are advised that they may not use the VYHA federal tax identification number or the Commonwealth of Virginia Non-Profit Corporation Registration Number without prior approval by the Fundraising Committee. Any funds collected using these numbers must be deposited into ECHA checking accounts and be controlled by VYHA.

ANY AND ALL DONATIONS, FINANCIAL OR OTHERWISE, ARE TO BE MADE IN THE NAME OF VYHA IF THE DONOR WISHES TO RECEIVE A RECEIPT FROM THE ORGANIZATION. Persons raising funds are reminded that federal and state laws and regulations control the collection and use of donations. Significant penalties can be incurred for failing to comply fully with such regulations. Any questions regarding these policies should be directed to the board of directors.

Updated 9/2017

Kroger Card Policies Revision Approved by BoD: 3/2016

Kroger Community Rewards Program Policy

Directions: Sign-up for the Kroger Community Rewards Program

1. VYHA members must sign up for a Kroger Plus shopping card
2. Register your Kroger Plus shopping card on the Kroger Community Rewards website
3. Associate your account with the “Valley Youth Hockey Association” organization number
4. Shop at Kroger!
5. Show us what your quarterly contributions are each quarter (details below)

Restrictions

- Earnings can only be applied to VYHA fees.
- Earnings cannot be disbursed directly back to a family.
- If a family does not have any VYHA fees in a 12 month period, any credit balances due to Kroger earnings will be considered a donation to Valley Youth Hockey Association.
- Earnings cannot be transferred to another family.

Kroger Funding & Statement Periods

Kroger will pay earnings on a quarterly basis to participating organizations based on their percentage of spending as it relates to the total spending of all participating Kroger Community Rewards organizations. The amount of the rebate to be paid to an Eligible Organization at the end of each pay period shall be determined in accordance with the following scale:

- Kroger limits its maximum annual contribution to \$3.5 MILLION and its quarterly contribution to \$875,000 to be distributed among all participating eligible organizations.
- Kroger limits a participating organization’s earned rewards to a maximum of \$50,000 quarterly
- Kroger limits a participating household’s earned contribution to a maximum of \$300 quarterly.

Each time you shop at Kroger and use your Kroger Plus Card, your purchases are tracked (by Kroger) and most of what you purchase counts towards the Kroger Community Rewards program. Tobacco, Alcohol & Brand name prescriptions (& a few other things) do not count. Most gift cards count as well.

Each quarter, Kroger mails a proceeds check to Valley Youth Hockey. The current payout schedule is as follows:

- Quarter 1: September 1 – November 30: Statements and Reward Checks sent by December 31.
- Quarter 2: December 1 – February 28: Statements and Reward Checks sent by March 31
- Quarter 3: March 1-May 31: Statements and Reward Checks sent by June 30
- Quarter 4: June 1-August 31: Statements and Reward Checks sent by September 30

Claiming Kroger Community Reward

Log into your Kroger account and print a screen shot of your “account summary screen”. This will serve as your “official” statement showing what your individual contribution to VYHA's Rewards check was for the most recent quarterly payout. This is CRITICAL for us to know how much you earned (Kroger will not supply any information to identify families).

VYHA members will have TWO WEEKS from VYHA's member notification (via email) to claim your individual contribution(s) to the overall VYHA payout from Kroger.

Kroger Community Rewards Statements should be sent to VYHA at vyhakroger@gmail.com. Your contribution will be transferred into your VYHA account as soon as administratively possible. VYHA will credit you 100% of your earnings.

Updated 9/2017

Kroger credits accumulate from May 1 through April 30 of each hockey season. At the start of the registration period for the upcoming season, VYHA will issue a discount code that you may apply toward registration. The amount of your discount is based on the credits you have accumulated, and will be issued in increments of \$25, up to the total registration fee. Your unused credits will carry over, and may be applied to future registration events (including travel registration) in a similar manner. For example, if you have accumulated \$181 of credits, you will receive a \$175 discount code, and the remaining \$6 will carry over. Per VYHA policy, when you age-out of youth hockey, or leave VYHA for other reasons, the organization retains any unused credits. There are no cash refunds for unused credits, and credits are not transferable between families.

IMPORTANT NOTE: Once the two week cutoff date has passed, you will NO LONGER be able to claim your contribution & it will be placed into the VYHA general fund. There will be NO EXCEPTIONS to this rule.

Financial Aid Revision Approved by BoD: 3/2016

In keeping with the VYHA's mission of teaching and promoting youth ice hockey in the Roanoke Valley, VYHA has limited funds available for need-based financial aid to reduce a player's hockey dues.

Amounts will range from \$100-\$500 depending on demonstrated need, the number of applications received, completeness of applications, and other considerations. All financial aid awards reduce a player's dues for the season, and are not redeemable in-cash.

It is the fair and reasonable expectation that Financial Aid recipients volunteer within the Organization as well as participate in available VYHA fundraising programs.

The Financial Aid and Scholarship Budget shall be determined based on a calculation of 3% of the previous season's gross receipts. Budgeted Financial Aid and Scholarship money shall revert to the General Operating Budget at the end of each Season.

Reviews of applications will begin at a date selected by and communicated by the VYHA Board of Directors and will continue throughout the season until all available funds have been awarded. The Executive Committee of the VYHA Board of Directors makes the decision on all awards through this program.

While the Executive Committee realizes that financial hardship does not always directly correlate with your previous year's tax return, it is expected that those applying for Aid have an income no more than 3 times the current years Federal Poverty Guidelines. If this is not the case, please include a detailed explanation in the "Optional Personal Statement" section. Meeting these guidelines is not a guarantee that you will receive Financial Aid.

Updated 9/2017

PLAYER CONDUCT & BEHAVIOR

Academics

Successful school performance is critical and parents should impress upon their sons and daughters the importance of maintain good achievement in school. VYHA supports hockey as a valuable extra-curricular activity of secondary importance to the player. Any player with poor academic performance should be recommended for extra help immediately by parents and coaches.

Practices

Ice time is an expensive and valuable commodity. Players need to be completely ready to go on the ice five (5) minutes prior to the start of practice. Coaches will timely inform all players of required arrival time at the rink. Players who arrive late to practice may be subject to benching or extra drills; players who are routinely late to practice may be subject to suspension.

Games

Players are expected to follow the coaches' instructions regarding arrival time for games; both at home and away. Parents are to make sure their player arrives on time, is well hydrated, and has all required equipment.

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to VYHA's goals. VYHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, VYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

Locker Room Monitoring

VYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We will attempt to conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

Updated 9/2017

Parents in Locker Rooms

Except for players at the younger age groups (Learn to Play, Mites and Squirts), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, VYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

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Prohibited Conduct and Reporting

VYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in VYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Player's Code of Conduct

Each player must respect all coaches, competitors, officials, parents, fans, and arena/rink employees. All players are expected to follow the USA Hockey Player's Code of Conduct as listed below:

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

PLAYER CONDUCT & BEHAVIOR (continued)

Player's Code of Conduct (continued)

This code of conduct means that disciplinary action will result for any of the following items. Please see the Discipline section for detailed action.

- Disrespecting any coach, teammate, parent, opponent, official, fan and/or arena employee. Back talk, argumentative attitude, or any other displays of disrespect will not be tolerated.
- Misuse of the sticks, or use of the stick with intent to harm or injure another person.
- Instigation of and/or fighting before, during, or after games.
- Use of vulgar language, gestures, or insinuations of any kind.
- Destruction of arena/rink property and/or VYHA or other association property.
- Use of alcoholic beverages or drugs.

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PARENTS

Parents and guardians are an essential part of the overall hockey experience. Not only is it your responsibility to make sure your player is at all practices, games and other VYHA events; you are also responsible for your behavior. It is the intention of VYHA to promote respect of and for all participants. Parents should lead by example and are expected to conduct themselves according to high standards of social and ethical behavior. This includes showing the utmost respect for players, coaches, officials, opposing players and coaches, and all fans. VYHA places high value on sportsmanship, but realizes that differences of opinion on a range of matters can and will exist. Parents are encouraged to convey their thoughts and feelings; however, VYHA insists that all parties do so in an adult manner. You are expected to follow USA Hockey's Parent's Code of Conduct, as listed below.

Parent's Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.

Updated 9/2017

TEAM MANAGER

Each team will have a manager appointed by the Board of Directors. This is a volunteer position which requires many hours per week during the season to insure that games and travel go smoothly for parents, players and coaches. Primarily, the team manager is responsible for clear communication among the entire team, coaches and parents particularly. Your manager is your primary source of information. Once a roster spot is accepted by a player, his/her family will be given the contact information for the team manager. If you have any questions, feel free to contact them. Please keep in mind that the team manager volunteers his or her time to help your child and their team. Volunteer to help them as much as you can!

If you have accepted a position of team manager, or are asked to be one, and would like to know more about all the job entails.

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COACHES

Eligibility & Selection

All coaches must be USA Hockey certified, or working to obtain their USA Hockey certification within the next few months. All coaches must also go through a background check, performed by PVAHA.

Head coaches are selected in July for the upcoming season by the Player/Coach Committee. Assistant coaches and parent helpers are determined by the head coaches.

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Required Documents

The following documents are required at the time of application. Copies of certain documents (*) will be retained in the Team Portfolio. Other documents will be kept with VYHA:

Commented [D15]: VYHA

- Current USA Hockey coach membership registration form*
- Current CEP certification card with proof of required level of certification*
- USA Hockey waiver & release*
- Signed Compliance with USA Hockey Code of Ethics

Code of Ethics & Rules

VYHA fully adheres to and adopts all provisions of the USA Hockey Coaching Ethics Code. All coaches are required to follow this code. It is as follows:

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.

USA HOCKEY ZERO TOLERANCE POLICY

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In an effort to make ice and inline hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero tolerance policy beginning with the 1992 - 93 season. This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, the following points of emphasis must be implemented by all:

Players

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

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

Coaches

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

Officials

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

Parents/Spectators

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

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

DISCIPLINARY GUIDELINES

Players

The following will be used as a basic guide for handling specific problems that may occur during the hockey season. Each coach may put additional rules in place but will follow these basic guidelines. Additional rules will be communicated to the participants. Coaches will enforce such rules consistently and fairly with all participants.

The head coach is responsible for enforcing these rules on the bench and during practices. If he or she does not fulfill this responsibility, the President of the association will intervene.

Not listening to coach; back talk, argumentative attitude, or any other displays of disrespect; disruptive at practice; late for practice; not wearing required equipment:

- 1st occurrence: sit on bench for as long as coach feels necessary and/or extra laps, drills, etc.
- 2nd occurrence: sit out shift or time during current or next game at the coach's discretion.
- 3rd occurrence: sit a period or more at the coach's discretion.
- Repeated occurrences: meeting with the Board and parent and coach for consideration of additional disciplinary action including possible suspension or expulsion.

Disrespect of other players, such as badmouthing teammates or competition; harmful teasing; abusive or foul language; obscene gestures:

- 1st occurrence: warning.
- 2nd occurrence: sit out one period during current or next game.
- 3rd occurrence: sit 2 periods or more at the coach's discretion.
- Additional occurrences will require meeting with the Board and parent and coach for consideration of additional disciplinary action.

Missing game (unexcused):

- 1st occurrence: sit one period of next game.
- 2nd occurrence: sit the next game.
- 3rd occurrence: possible expulsion from team.

Damage to any rink property including locker rooms or benches, provoking trouble in motels, stealing, or committing any act that is disrespectful of another person's property:

- 1st occurrence: immediate game suspension and payment for damages.
- 2nd occurrence: expulsion from team and payment for damages.

Violence towards any player, coach, or other person:

- Any offense: mandatory meeting with Board, coach and parents.
Suspended for a minimum of 2 games, up to a maximum of expulsion from the team.
- Second offense: Removal from the team.

Note:

During games players are subject to penalty calls by the coach. If the referee misses a call, but the coach sees it, the coach may choose to assess that player the appropriate penalty, and make him/her sit on the bench to serve time for that penalty for as long as the coach deems necessary.

Updated 9/2017

DISCIPLINARY GUIDELINES (continued)

Grievance Policy

The purpose of the VYHA Grievance Policy is to provide its players, managers, coaches, and parents with a reasonable procedure for addressing and resolving complaints.

Any complaint from the VYHA Community - including but not limited to a player, manager, coach or parent - should be resolved informally with the team manager or coaches involved, in a spirit of compromise and conflict avoidance. If the complaint is about the manager or head coach of the team involved, or following the inability to resolve the complaint in good faith with the manager or head coach, the complaint should be brought to VYHA's appointed Ombudsman.

If the matter is still not resolved after attempts at informal resolution with the Ombudsman, a formal complaint should be submitted in writing to the Ombudsman to be referred to the appropriate committee. The complaint must identify the person or persons making the complaint, describe the efforts made to informally resolve the complaint, and set forth all facts and matters to be considered and the relief or remedy sought.

All persons involved in bringing or hearing a complaint or grievance should attempt to resolve the matter informally in the best interests of the organization and the individuals involved and without the need to resort to the formal dispute resolution process.

Upon receipt of the written formal complaint, the Ombudsman shall refer the complaint, allowing a fair opportunity for all interested parties to be heard. Thereafter, in his/her discretion, he/she may 1) refer the complaint to the Coaches Committee, 2) refer the complaint to the Secretary of the Board of Directors who will select three (3) members of the Board of Directors who shall act as a resolution committee to hear and resolve the complaint, or 3) refer the complaint to the entire Board of Directors for resolution.

In no instance shall the person or persons who are the subject of the complaint be involved in determining the resolution of the grievance. If the formal complaint involves the Ombudsman, the complaint shall be referred to the Secretary for investigation and referral.

Information of a personal or sensitive nature obtained during an investigation or through any hearing shall be maintained confidentially to the extent reasonably possible, except for such disclosures as are necessary to making a final, written decision.

The formal complaint shall be resolved within 30 days of receipt. The decision will be provided in writing. The decision may be appealed within two business days in writing to the President of the Board of Directors. If appealed, the entire Board will resolve within 30 days of receipt. The decision of the Board of Directors will be provided in writing and will be final.

Updated 9/2017

Active participation in Valley Youth Hockey Association events and the payment of player fees are an indication of your understanding of these guidelines and serve as your pledge to abide by the standards of this organization.