



HANDBOOK

2011-2012 SEASON

Revised 10/30/2011

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WELCOME TO / WELCOME BACK

The beginning of a new hockey season brings excitement and anticipation of great things to come. In order to participate in the Salmon Hockey Association (SHA) program, all players and families are required to adhere to the rules set forth in this handbook. We ask that you review the policies and procedures regarding the SHA program.

Our policies are constructed with the intent of improving and developing our SHA community; a program where we strive for excellence. Our hockey community requires courtesy, commitment, caring, and patience. It is the expectation that all participants in SHA strive towards developing our small but significant community. Please be a positive part of building SHA into an ideal community. On behalf of the SHA Board of Directors, Officers, and Coaches, we invite you to participate in the fastest sport on earth!

THE SALMON HOCKEY ASSOCIATION

SHA is the sponsoring organization for the Salmon Hockey program. SHA, a nonprofit organization with tax deductible 501(c)(3) status, was incorporated in 1993. Our primary purpose is to maintain the Salmon Ice Rink and to promote local ice skating activities. This is accomplished through collaboration with the SHA membership, government agencies, businesses, local volunteers and private donations.

Since 1989, SHA has sponsored a local youth hockey program, active during the winter, and supervised by volunteer coaches. Our current program is recreational, open to girls and boys currently in Kindergarten through 12th grade, who are committed to learning the game of hockey. Involvement on any level in our program is on a volunteer basis.

Our program is affiliated with USA HOCKEY, Inc., headquartered in Colorado Springs, Colorado. This is the national governing body for the sport of hockey in the United States. It is also the official representative to the U.S. Olympic Committee and the International Ice Hockey Foundation. USA HOCKEY Inc.'s mission is to promote the growth of hockey in America and provide the best possible experience for all participants by encouraging, developing, advancing, and administering the sport. Its primary emphasis is on the support and development of grassroots hockey programs.

USA HOCKEY Inc. membership benefits include: insurance, a monthly "USA Hockey" magazine subscription, and opportunities to participate in USA Hockey, Inc. sanctioned clinics, camps, games, and tournaments.

Mission Statement

The Salmon Hockey Association is a volunteer based group committed to bringing the joy of skating and hockey to the children and their families in the Salmon area. We strive to provide a quality skating facility, safe recreational skating and an instructional and competitive hockey program. We do this to make our motto "A kid on ice is a kid out of hot water" a reality.

SHA Goals

Our goals are to work together to improve and enjoy a common passion: hockey and to show uncommon effort, pride, and commitment in spirit and deed by the players, coaches, families, and staff of SHA.

Player Development

1. Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere.
2. Promote personal growth through team development both on and off the ice.

Coaching Development

1. Provide a program which promotes the coaches' talents in leadership, youth development, and hockey instruction.
2. Provide ongoing education in a defined and structured program.

Parent/Guardians

1. Offer an enjoyable program that includes the involvement of parents in key positions of volunteerism.
2. Provide the positive energy needed to help direct our program to higher levels.

SHA

1. Provide the stewardship, facilities, and financial foundation of the SHA program.
2. Direct the efforts of the players, coaches, and parents into a proud, ethical, and cohesive unit.

Steps to Success

Players

1. Commit to give 100% mentally and physically of yourself.
2. Be a selfless team player.
3. Strive to improve as an athlete and as a person.
4. Place sportsmanship, safety, and fair play first.

Coaches

1. Commit to improving their ability to educate and instruct the game of hockey.
2. Promote the well-being of the players first and foremost.
3. Commit to the improvement of the program by being a team player.
4. Promote sportsmanship, pride, leadership, self-worth, and good health by being a positive role model.

Parents/Guardians

1. Be a positive supporter of your child's efforts during both good and difficult times.
2. Strive to volunteer your time to assist with your child's team, as well as the other activities of SHA.

SHA

1. Promote a financial foundation to maintain and promote the growth of the SHA program.
2. Attract and support the finest youth leaders and hockey coaches.
3. Hold the highest ethical standards for all decisions.
4. Promote and contribute to the well-being and growth of youth athletics.

Salmon Hockey Association Board of Directors

OFFICERS

President: Jeff Knudson (2 year, 2010)
Vice President: vacant
Secretary: Annette Koerner
Treasurer: Linda Harkgrader
Registrar: Amy Berasi

BOARD OF DIRECTORS

Tom Taylor (2 year, 2010)
Fritz Cluff (2 year, 2011)
Thrya Warren (2 year, 2011)
Ray Koerner (1 year)
Bonnie Torgerson (1 year)
Ross Cole (1 year)

SHA Financial Accountability Policy

Board responsibility

1. Develop an annual budget for SHA activities which reflects fiscal responsibility concerning the use of SHA monies.
2. Develop a fundraising strategy on various levels which will insure the financial viability of the SHA program and its activities. (ie: parent/player, business, corporate, civic organizations, grants, etc.).
3. Oversee the annual program/schedule development of the SHA program.
4. Set ice time rates/schedules for the Association run Ice Rink.

Treasurer's responsibility

1. Monthly: balance the account and give a financial report at each board meeting. Annually: prepare the required IRS paperwork.
2. Authority to do check writing, deposits / withdrawals from the SHA account.
3. Association President's signature will be on bank card. In the event that the treasurer is unavailable, the Association President will be chosen to fulfill check writing duties.

Public Information

SHA Web Site

The SHA website: <http://www.salmonhockey.org> will provide up-to-date information regarding schedules and Association news. The other method of communication is our program's e-mail publications and monthly Association meetings (every fourth Thursday of the month).

Use of Logo and Trademark

The SHA organization's logo or individual team logo may not be used without the express written consent of the Salmon Hockey Association Board of Directors. Team colors & logo are set by SHA and must be adhered to by all teams to be a part of SHA.

Publication Policy

SHA encourages members to promote our youth program through the media, but is necessary for the protection of players and the program that the following guidelines be followed. In order to protect the integrity of the SHA program and its participants, no individual or group may represent SHA without the expressed consent of the SHA Board of Directors. No individual skating group may solicit funds from local businesses for their individual team. Solicitations will be done by SHA as a whole. Additionally,

no personal information regarding players, parents/guardians, SHA Officers and coaches, or SHA Board of Directors will be made public, including media exposure, without the written consent of the interested parties.

SHA Registration Procedures and Policy

Association Policy

A SHA player may not participate in another team/organization registered with USA Hockey during the winter hockey season, including practices or games. The winter season is defined as the first official SHA ice time for the player's age division until the conclusion of the team's last practice or game. An exception for double rostering may be allowable on a year-to-year basis by approval of the Salmon Hockey Association Officers & Board of Directors.

Registration Procedure:

1. Players and/or coaches need to first register with USA Hockey at the following site:
<http://www.usahockeyregistration.com/>
2. Print off the registration information from the USA Hockey registration and register with Salmon Hockey at www.salmonhockey.org
3. Registration material will be available at the first registration meeting of the season and equipment (Mites & Squirts) hand out night.
4. Mailing of material will be an exception and will need to be requested by the parent/guardian. SHA is not responsible for documents lost through the mail. All appropriate forms and fees must be returned to SHA.

Upon receiving completed registration forms, player's team or group placement will be determined by USA HOCKEY Inc.'s classification by age/date and year of birth.

20011-12 Age Classifications		SHA Head Coach
Player's year of birth	Age division	
1992-1996	Girls U-19	Tom Taylor
1997-2000	Girls U-14	Jim Tucker
1993-1996	Midget	Kurt Williams
1997-1998	Bantam	Brian Hamilton
1999-2000	Pee Wee	George Harkrader
2001-2002	Squirt	Dan Bill
2003-2004	Dynamite	Robert Crispin
2005-2007	Termite	Robert Crispin

Players will not be considered registered if the registration forms are incomplete and/or appropriate fees are not received. It is the parent/guardian/player's responsibility to insure forms are correctly filled out.

REGISTRATION FORMS, CODE OF CONDUCT FORMS AND REGISTRATION FEES NEED TO BE COMPLETED BEFORE THE PLAYER STARTS THEIR FIRST PRACTICE.

Mandatory Parent Meetings (Divisional)

Parent/guardian attendance is of primary importance in order for all parents to understand their role in the SHA program and how to help their child enjoy and excel at hockey. Additional topics to be covered include the SHA policies, program costs and funding, and planned events during the upcoming season.

How Hockey is Funded at SHA

Each player's hockey is funded in 3 ways: Program fees, parent/player fundraising, and donations from business, civic organizations, and the private individuals.

Program fees are based on maintaining a reasonable cost for program operation.

Program fees are used to pay the following expenses:

- Ice time.
- Player's USA HOCKEY/IAHA membership fee.
- Coaches' mandatory certification and background check.

There will be additional costs for teams/individual players when a team travels to play a game, participate in a tournament, etc... These include, but are not limited to: game/tournament fees (team registration, on ice official fees, etc.), lodging (parent/players and coaches), food, and entertainment.

The SHA Board of Directors will determine program fees in coordination with the SHA annual budget and upon review of current program costs, anticipated expenses, and fundraising revenue. Program fees allow for an appropriate amount of ice time to be purchased to operate the program.

FEE SCHEDULE FOR SALMON HOCKEY 2009-2010 SEASON

DIVISION	SHA Fee Due at registration	IAHA* Fee	USA Hockey Fee	Total
Termites Age 6 & Younger	\$25.00	\$0.00	\$0.00	\$25
Dynamites	\$89.00	\$6.00	\$30.00	\$125
Squirt	\$169.00	\$6.00	\$30.00	\$205
Pee-Wee	\$169.00	\$6.00	\$30.00	\$205
Bantam	\$169.00	\$6.00	\$30.00	\$205
Girls	\$169.00	\$6.00	\$30.00	\$205
Midget	\$169.00	\$6.00	\$30.00	\$205

IAHA and USA Hockey fees are paid by player by credit card when you register

*IAHA - Idaho Amateur Hockey Association

Scholarship Programs:

SHA has a tradition of providing affordable access to hockey. If you have a need for scholarship assistance, please contact your head coach or a member of the board.

Salmon Youth Hockey Equipment Loaner Program (Mites & Squirts)

The Salmon Youth equipment program was established to offset the financial cost of hockey. SHA is able to purchase equipment due to private/business/civic organization donations, grants and fundraising revenue. Donations of used equipment that is clean and in good condition are greatly appreciated.

Deposit: Full set (4 or more pieces of equipment including helmet) - \$50.00

Deposit will be returned after the loaned equipment has been returned and inspected by the Equipment Manager.

SHA will provide the following protective gear to the Mite & Squirt Divisions based on availability: helmet w/mask, breezers (pants), socks, shoulder pads, practice jerseys and shin guards. Players are responsible for purchasing a mouth guard, hockey stick, neck guard (optional), skates, gloves, elbow pads, and athletic support.

Parents/Players will be notified of the designated equipment return date. Failure to return equipment on or before this date, without prior arrangement, will result in the loss of your deposit and any further loaning of equipment. If arrangements to return equipment are not made with the Team manager or Equipment Manager, the family will be billed the replacement value of the equipment. Replacement of lost or damaged equipment (greater than normal wear and tear) will be the responsibility of the parent/player.

How to Get Involved with SHA

Your Time, Energy, Knowledge and Leadership is Desired

Volunteers are needed now and in the near future, to fill the following positions: Team manager, Equipment manager, Coach/Assistant coach positions, referees, time keeper, recording team statistics. Team managers actively assist the coaches in the off-ice management of the team. Equipment managers will assist the Salmon Hockey Association in the distribution, retrieval, and inventory of hockey equipment.

Contact the Association Board of Directors or Division Team Managers if you are able to fill these positions.

FUNDRAISING

SHA needs your active involvement in fundraising events. The addition of new revenue sources will strengthen our hockey program, enabling our children to more fully enjoy their hockey experience. SHA needs your experience, talents, energy, and business contacts to make our program a success. Fundraising efforts will positively affect all SHA players by keeping ice fees as low as possible.

Contact the Fundraising Chairperson – Amy Berasi (940-1154) if you are interested in being on the Fundraising Committee, have fundraising ideas and/or you are willing to organize and coordinate an event.

Any Divisional fundraising that targets merchants, businesses, or individuals is not allowed. Fundraising events such as car washes, bake sales, etc. are permitted. An e-mail to the Fundraising Committee and/or coaches would be greatly appreciated to facilitate communication.

SHA Coaching Program

Coaches Committed to a Common Goal

1. Coaches are required to be registered with USA Hockey and to complete the USA Hockey Associate and/or Intermediate coaching program.
2. Head & Assistant coaches must be approved by the SHA on a yearly basis.
3. All Head and Assistant coaches, Team Managers and SHA Officers & Board members must be current with IAHA background check for the 2011-2012 season. Player Student Coach Assistants to Head Coaches are insured through registration as players.
4. The cornerstone of SHA's Coaching Program development is a supportive, enjoyable environment. All head and assistant coaches are required to adhere to SHA's coaching and development program and its philosophy.
5. Each team is allowed one Head Coach, two Assistant Coaches, and one Team Manager (Mite exclusion).

SHA Program Personnel

President:

1. Oversee the coaching program and the daily operations of the SHA program.
2. Represents the SHA program as a member of the SHA Board of Directors.
3. Assists the SHA Board of Directors with strategic planning for long term growth of the SHA program.
4. Recruits personnel for head and assistant coach positions and facilitates the mandatory background check for coaches.
5. Provides opportunity for additional education and development of coaches and players.
6. Facilitate program growth through collaboration with other associations and state USA Hockey/IAHA representatives.

Equipment Manager:

1. Responsible for the purchase and inventory of hockey equipment
2. Assist the coaches and team/equipment managers at the beginning and end of the season with the distribution and retrieval of equipment.
3. Facilitates the maintenance and repair of equipment.
4. Facilitate the distribution, retrieval and inventory of hockey equipment for their individual team.
5. Assist with the sizing of equipment for players.
6. Communicate with parents re: return dates and cleaning of equipment

Head Coach:

1. Train and instruct players individually and as a team.
2. Oversee team's operation and is accountable for all team actions.
3. Responsible for developing game/scrimmage/tournament schedule.

Assistant Coach:

1. Assist head coach with the coaching of the team.
2. Will assume the role of head coach in the event of the absence of the head coach.

Team Manager:

1. Maintain team roster by seeing that all players have signed the official roster and that it is submitted to the appropriate personnel.
2. Act as an intermediary between parents and coaches.
3. Responsible for the maintenance, distribution, and retrieval team jerseys.
4. Under coaches direction, may assist in scheduling of games.
5. Retain and maintain all necessary USA Hockey player forms and birth certificates in a team

- binder which is in his/her possession during practices and games.
6. Secure locker room and key for all games and practices.
 7. Facilitates communication with visiting teams re: game schedule, locker room location, etc.
 8. Facilitate travel/accommodation arrangements for away games and tournament.

Association Hockey Director – ACE

1. Plan, organize and execute periodic skills workshops for coaches, players and parents.
2. Evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches.
3. Establish and maintain a resource center for coaches, players and parents that includes USA Hockey materials.
4. Communicate certification requirements to local association coaches and ensure compliance with USA Hockey and affiliate certification levels.
5. Communicate with the District ACE Director, their Affiliate ACE Coordinator, and USA Hockey on all issues related to coaching at the local association level.
6. Encourage local association to implement the USA Hockey skill development and cross-ice programs.
7. Ensure that the local association is promoting age-specific skill development in all of their programs.
8. Communicate USA Hockey’s player development opportunities to players, parents and coaches.
9. Deliver parent education programs to the local association.

SHA Policies:

A: Team Travel Policy

It is the responsibility of parents/guardians and coaches to supervise players in arenas, hotels and restaurants while traveling as members of the SHA program. Positive and negative behavior reflects on the individual, the team, and the program itself. Therefore, all SHA conduct policies apply while traveling and representing the SHA program.

Team Travel Itinerary

A common sense approach will be our prevailing guide on team trips, along with incorporating the following basic organizational practices. These proactive steps will lead to a better experience for all. An itinerary provides a complete schedule of events while facilitating the appropriate supervision and safety of all players during team travel. An itinerary will communicate expectations and requirements to all members of the team. The team manager or a designated parent volunteer will make lodging arrangements for the team. Prior to departure the team manager must communicate and clarify the appropriate supervisory responsibilities of team personnel and parents.

Supervision Requirements

1. Chaperones: Prior to departure, players traveling without parents will be assigned to a chaperone for the duration of the trip.
2. A curfew will be established for each night of the trip.
3. An adult will be assigned to do a bed check and monitor rooms each night of travel.
4. All players must request permission to be in public without the supervision of an adult. (Ex: convenience store, mall) The duration and location of the excursion will be defined and agreed upon in advance by the player and chaperone.
5. Players on “free time” will be under the direct supervision of an adult, who must have knowledge of the player’s location at all times.

B: Coach/Player/Parent-Guardian Communication Policy

Improving the communication channels between coaches/players/parents-guardians will greatly enhance and strengthen the player's hockey experience. The goal of this communication is to create a strong foundation for athletic and personal improvement.

Coaches should provide an evaluation of each player and review this with the player and his/her parents/guardians prior to the end of the season. This evaluation will allow for positive feedback between all involved parties.

1. For Coaches: will enable the coach to communicate strengths and weaknesses of individual players in regard to skills and team dynamics. The evaluation will clearly define how the player can contribute and set forth a plan of action, through goal setting, to improve the player's hockey experience.
2. For Players: will raise awareness of individual's strengths and weakness and enable player to contribute in a positive way by setting individual goals for improvement.
3. For Parents/Guardians: will allow parents to communicate their child's learning pattern and habits to the coach. They will also have the opportunity along with the coach and player to develop a plan to improve and enhance the player's hockey experience.

24-HOUR RULE

Parents/guardians will not approach coaches immediately after a game/practice to air a grievance. To prevent further escalation and poor communication, parents must observe a 24 hr. "cooling off" period.

C: Absence Policy

Players must inform coaches and/or team manager of any absences. In the event of an unexcused absence that results in a player missing all or part of a practice, the coach is allowed to deduct ice time from the player based on the following guidelines:

Unexcused Absences

Late arrival
Miss complete practice

Penalty

Lose game minutes equivalent to length of tardiness.
Sit out one game

SHA supports your absence in the following situations:

- Medical and family emergencies
- Special school activities (ex: concerts, field trips, etc.)
- Special church activities
- Special family functions (ex: weddings, funerals, graduations, etc.)
- Scheduled appointments

**Notify the coach of an upcoming absence, he/she can plan team activities and practices accordingly.

D: Attendance and Punctuality Policy

SHA believes that participation in hockey is a privilege. It is not an opportunity that is readily available. Therefore, SHA implemented and will enforce a minimum participation requirement. Players must inform a coach prior to a missed game or practice. Only excusable absences listed in the handbook guidelines will be accepted. Failure to notify the coach of an excusable absence may result in a one game suspension. Consequences of unexcused absences will be at the coaches' discretion. *Homework does not constitute an excusable absence.* Proper time management is expected of our players.

Player Punctuality:

In order to allow the highest degree of personal and team athletic development possible, SHA as developed an arrival time policy for regularly scheduled practices and games. Players will be in the locker room, dressed and ready to play, 10 minutes prior to practices and/or games. This allows coaches the opportunity to properly address practice or game plans and communicate other important information in the most effective and professional manner. Failure to comply with this policy on a consistent basis may lead to a loss of game time ice, loss of member in good standing status, or suspension.

E: Equal Ice Time Policy

Every effort will be made that all team players will receive equal ice time during the regular season, exhibition and playoff games. The Head Coach's judgment will be used to allocate equal ice time based on his team policies. Players may receive reduced ice time due to behavior issues, game and practice attendance. Parental concerns need to initially be brought to the coach's attention. If concerns continue, the Association President will be included in the discussion and formulation of a solution.

F: Move Up Policy

Players can apply for a move up to the next division level based on the following criteria. Players wishing to move up must submit a request directly to the Board of Directors.

Single Tournament or Game-to-Game Move Up Procedure:

1. Player will not move-up without the approval of the two Head Coaches of the respective divisions and the skater's parents.
2. A skater moving-up must still commit to his primary division obligations.
3. Player will not be moved up if next division is at capacity.
4. SHA reserves the right to refuse any request for move up based on, but not limited to, skill level and safety of player.

Permanent Move Up for Season Procedure:

1. Applications requesting move up must be completed and submitted at time of registration.
2. Player and parent/guardian must provide in writing at time of application, 3 reasons for requesting move up. (Ex: skills are advanced past peer group).

G: SHA Head Injury Policy

The evaluation of an athlete with a suspected concussion should be prompt and thorough. Treatment is individualized according to patient age, concussion history, symptoms, signs and type of sport. All concussed athletes should be cleared for return to play by a sports medicine professional.

Based on the Summary and Agreement Statement of the First International Conference on Concussion in Sport, Vienna 2001: www.bjsportmed.com.

Concussion in Sport Group (CISG) Protocol

Acute Response: When a player shows ANY symptoms or signs of a concussion.

1. The player should not be allowed to return to play in the current game or practice.
2. The player should not be left alone; and regular monitoring for deterioration is essential.
3. The player should be medically evaluated after the injury.
4. Return to play must follow a medically supervised stepwise process.

5. A player should never return to play when symptomatic. "When in doubt, sit them out!"

Symptoms

unaware of situation	confusion	amnesia
loss of consciousness	headache	dizziness
nausea	loss of balance	flashing lights
ear ringing	blurred or double vision	vision
sleepiness	feeling dazed	

Signs

Loss of consciousness	Altered mental status	poor coordination
Slow to answer	poor concentration	nausea or vomiting
Vacant stare	slurred speech	personality changes
Inappropriate emotions	abnormal behavior	

Return to Play Protocol

Return to play after a concussion follows a stepwise process:

Proceed to the next level if free of symptoms at the current level. If any symptoms or signs occur, drop back to the previous level and progress to the next level again after 24 hours.

1. No activity, complete rest.
2. Light aerobic activity, exercise such as walking or stationary cycling.
3. Sports specific training- skating.
4. Non-contact training drills.
5. Full-contact training after clearance by a sports medicine professional.
6. Return to competition.

H: Code of Conduct

As a member of USA Hockey, Salmon Hockey Association adheres to the code of conduct for administrators, coaches, on-ice officials, parents, players, and spectators as outlined in the USA Hockey Annual Guide. Please refer to this document for specific guidance.

Membership in Good Standing

A member of good standing is one who is positively committed to the philosophy, practices, and policies of SHA. A player, parent or coach can lose their membership in good standing for violation of any of the three factors.

Consequences include:

- Suspension
- Expulsion
- Loss of registration privileges
- Loss of equipment privileges
- Ineligibility for any form of scholarship

I: Zero Tolerance Policy

The SHA program personnel are committed to providing a healthy, caring, and enjoyable environment to all of our participants. In the spirit of this commitment, we have created several policies to help reinforce and supplement our Code of Conduct Contract. Parents/guardians, players and coaches should be made aware that failure to comply with these policies can result in severe consequences.

In agreement with USA Hockey, SHA is adopting this Zero Tolerance policy: Parents and spectators will maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. The games will be stopped by on-ice officials when parents/spectators displaying inappropriate and disruptive behavior, interfere with the game or with other spectators. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the game area. Once they are 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 policy is in effect during home and away games.

Inappropriate and disruptive behavior shall include, but not be limited to:

1. Use of obscene or vulgar language in an angry or aggressive manner.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or actual act of physical violence.
3. Throwing of any object in the spectator viewing area, players' bench, penalty box or on-ice surface which could create a safety hazard.
4. Profanity/verbal or physical abuse includes any behavior aimed at players, coaches, officials, rink employees and /or other spectators.

All players and parents must agree to adhere to the Code of Conduct and Zero Tolerance policies.

Possible consequences for violating the contract and rules are as follows:

1. Filing of an incident report
2. A hearing with the Disciplinary committee
3. Temporary suspension from the team, ice arena, and/or SHA program.
4. Permanent expulsion from the team, ice arena and/or SHA program.

PLEASE TAKE TIME TO FAMILIARIZE YOURSELF AND YOUR FAMILY WITH THESE ZERO TOLERANCE POLICIES.

J: Spectator Policy

Spectators involved with a SHA event will conduct themselves with the highest degree of courtesy, integrity, and behavior. Parents and spectators are requested to:

- remain behind the fenced areas of the rink.
- avoid any contact with player's bench or the off ice official's area (including the penalty boxes) unless specifically requested by a member of the coaching staff.
- avoid the area behind the goaltenders when possible.

In the event of disorderly conduct, Division and on-ice officials will be responsible for ordering the spectator(s) to leave the premise. Division/on-ice officials will then file a letter of incident with the Association President. The Disciplinary Board will then take it under review and make recommendations.

K: Harassment Policy

Harassment in any form will not be tolerated. Harassment includes, but is not limited to:

- unsolicited remarks, gestures, physical contact, slander or libelous acts.
- comments or slurs of an ethnic, religious, or sexual nature.

- retaliation and/or intimidation against any individual who has filed a harassment complaint.

If a player is a victim of harassment or knows of someone who is, SHA encourages them to contact their coach and the Hockey Director immediately. Penalties for violation of this policy are as follows:

First violation: Suspension lasting 30 days or more.
 Second violation: Suspension lasting 60 days or permanent expulsion from SHA.
 Third violation: Permanent expulsion from SHA.

L: Alcohol and Drug Policy

Alcohol, drugs and tobacco have no place in youth sports. SHA is committed to providing all our players with an alcohol and drug free environment. This policy will be strictly enforced. Coaches should not engage in any alcohol consumption around the players, including when traveling to a game or tournament. Alcohol consumption should be limited to adult establishments. Under no circumstances should a coach interact with the team or a player if under the influence of alcohol or drugs. Parents are asked to observe the standards set forth by our Association at the rink, hotels and during any SHA event. Parents will be asked to leave if they enter the rink in an intoxicated state. If a parent refuses to leave, the police will be contacted. Violations of this policy will be reviewed by the Disciplinary Committee and acted upon there accordingly.

M: Theft Policy

Players are to notify their coach or team manager and rink management if personal property is stolen while at a SHA game, practice, or event. Notify the above mentioned personnel if you know or suspect the identity of the perpetrator. If a player/parent/coach is accused of committing a theft, a hearing may be scheduled and/or the appropriate law enforcement officials will be contacted to review the matter and take the necessary action. If a person is found guilty of theft, the accused may file an appeal with SHA.

First violation: Possible permanent expulsion from SHA.

N: Profanity Policy

While participating at SHA sanctioned events, it is the responsibility of all involved to refrain from the use of coarse language. It is the responsibility of the parent/guardian and/or the coaches to manage and direct their skaters regarding appropriate behavior. Parents, coaches and players may be brought before the Disciplinary Committee if there are complaints concerning language.

O: Discipline Policy:

Grievance Process

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must follow the following guidelines:

1. Parents/guardians will not approach coaches immediately after a game/practice to air a grievance. To prevent further escalation and poor communication, parents must observe a 24 hr. “cooling off” period.
2. Contact the team manager to arrange a meeting with the coach to discuss your grievance.
3. The Association President will be contacted if the situation is not resolved to the satisfaction of the parents/guardians. If after this, the situation is still not resolved, the parents/guardians may

bring it to the SHA Board of Directors for a final ruling.

SHA Disciplinary Committee

The SHA Disciplinary committee will consist of the SHA Board of Directors, coaches, and on-ice officials. The committee will convene as soon as possible to expedite resolutions of violations. The policies outlined in the Handbook will be the guidelines for decisions made by the committee.

Disciplinary Process:

Coaches: Policy violation will first be reviewed by the Coach's Rep. Depending on the review outcome, the matter could be referred to the Disciplinary committee.

Players: Game violations are subject to SHA and USA Hockey rule books

Parents: Policy violations will first be reviewed by the Association President. Depending on the results of this review, matter could be referred to the Disciplinary committee.

Parents/guardians are invited and encouraged to attend the disciplinary hearing. It is the belief of SHA that the interests of the player are best served by having a parent/guardian present. It is not the role of the parent to act as a mediator or actively participate during the hearing. The Disciplinary committee is interested in the response and comments of the player and will make a decision based upon the player's response, not the parent's/guardian's observations or opinions.

Appeal Process

All members subject to disciplinary measures have the right to appeal. To appeal a decision by the Disciplinary committee, the following guidelines should be followed:

1. A request to appeal a decision by the Disciplinary committee must be made in writing within 5 days following the board's decision. This written request for appeal should be forwarded to the Association President. After 5 days the right to appeal is waived.
2. Upon receipt, within 5 days, a hearing by the SHA Board of Directors will be called to review the appeal.
3. The SHA Board of Directors will render a final judgment within 10 days of concluding the review hearing.

P: Parent Bench, On Ice and Locker Room Policy Bench Policy

Parents on Bench

No parent is allowed near or on the team bench at any ice facility, home or away, unless authorized by the coach (USA HOCKEY Policy). Parents are not allowed to communicate with players, coaches or staff while team is on the ice. If there is an injury to a player, parents will be notified if they are needed on the bench. If a parent desires to approach the bench, they must first contact the team manager and he/she will make the arrangements with the coach.

Parents On Ice

Parents are not permitted to enter the ice for any reason unless given permission by a team official.

Parents in Locker Room

Parents are not allowed in the Locker Room 15 minutes before a game. Unless approved by the coach. This time is critical for game preparation for the team. Parents are also prohibited from entering the

Locker Room after a game until given permission by the coach or another team staff member.

Failure to comply with this policy may result in a parent being brought before the Disciplinary committee.

Q: Rules and Policies for All Arenas

1. All players will dress in assigned locker rooms. No dressing in lobby or stands.
2. No wearing of skates without skate guards in designated areas and the lobby.
3. To prevent risk of injury, no “horse-play is allowed in the arena.
4. Use of elevators restricted to those in need of them.
5. No hockey playing anywhere in arena except of the ice. Use of street hockey and in-line skates are prohibited in the arena.
6. All locker rooms must be picked up after use. No paper, tape or other debris is to be left in locker rooms.
7. Vandalism by any individual in or around the arena will result in an immediate suspension from the SHA program pending a review by the Disciplinary committee. In addition, the incident will be reported to the police.

R: Fire and Emergency Evacuation Procedures

In the event of a fire or another emergency situation where alarms are activated, all spectators and participants within the arena must evacuate the premises immediately. This includes all skaters and coaches. Exits are clearly marked and located throughout the arena.

FINALLY

This policy handbook represents the outline of what the Board of Directors and Officers has established as best for the development of players and the success of the Salmon Hockey (SHA) program. These policies and rules must be used with common sense and interpreted in context to the situation which they are applied. To apply the rules and policies with inflexibility would violate the intent of their development; the smooth operation of the SHA program and the development of its players.

**BY-LAWS OF THE
SALMON HOCKEY ASSOCIATION, INC.**

**ARTICLE I
OFFICERS AND DIRECTORS**

Section 1. Board of Directors. The association shall be administered by a Board of Directors. The Board of Directors will be made up of eleven individuals, each of whom must be an association member. (See Article V Membership.) The composition of the eleven Board positions will be set by the following parameters:

- Officers: Four or five positions on the Board of Directors. See Article I Section 2 Officers.
- Elected Directors: Five positions on the Board of Directors.
- Appointed Director: One position on the Board of Directors.

Section 2. Officers. Officers of the association shall consist of a president, vice-president, secretary, treasurer, and registrar. Any two offices may be combined excluding president and vice-president. The minimum number of officers shall be four.

**ARTICLE II
ELECTION OF THE BOARD OF DIRECTORS**

The Board of Directors shall be elected by the membership at the annual meeting of the association herein established by the by-laws.

Position	Term	Year of election
President & Vice President	2 years	Even year (i.e. 2012)
Secretary, Treasurer, Registrar	1 years	N/A
Elected BOD (2 positions)	2 years	Odd year (i.e. 2013)
Elected BOD (1 position)	2 years	Even year
Elected BOD (2 positions)	1 year	N/A
Appointed BOD	1 year	N/A

Officers shall be elected first; elected Director positions shall be elected second; and appointed Director position shall be approved third. At the annual meeting, the president shall notify the membership of his/her nomination for the appointed Director position. The membership shall confirm appointment with a two-thirds majority vote. Elections and meetings shall follow *Robert's Rules of Order*.

**ARTICLE III
DUTIES OF OFFICERS**

President: It shall be the duty of the president to preside at all meetings. He/She shall serve as the chief executive officer of the association in matters of business.

Vice-President: It shall be the duty of the vice-president to assume the duties of the president in his/her absence, actively recruit, advertise, and promote the annual hockey season registration, and to perform such duties as normally would pertain to the office.

Secretary: It shall be the duty of the secretary to keep a record of the activities of the association, including the minutes of all association meetings, keep a record of membership, notify the Board of Directors and members of meetings, and perform such other duties as normally pertain to the office.

Treasurer: It shall be the duty of the treasurer to have the custody of all funds, to keep a proper record of same, and to, with the approval of the Board of Directors, pay the bills of the association, and to perform such other duties as normally pertain to the office.

Registrar: It shall be the duty of the registrar to register the members of the association and to ensure that the registration requirements of Idaho Amateur Hockey Association and USA Hockey are adhered to. The registrar shall also perform other duties as normally pertain to the office.

ARTICLE IV MEETINGS

Section 1. Annual Meeting. An annual meeting of the general membership of the association will be held during the month of April or May of each calendar year. The annual meeting will occur on the date of the regularly scheduled Board of Directors meeting for the month of April or May. See Article IV Section 2.

Section 2. Regular Board of Directors Meetings. Regular meetings of the Board of Directors shall be held at 6:30 p.m. on the 4th Wednesday or the 4th Thursday of the month, it is to be announced by the second Monday of that month. Monthly meetings can be changed from the 4th Wednesday or 4th Thursday due to conflicts with Holidays, State tournaments or State meetings if it is announced by the last day of the month of the month immediately prior to the month concerned. Members of the association and the general public are encouraged to attend all regular meetings of the Board of Directors.

Section 3. Six members of the Board of Directors shall constitute a quorum for the transaction of business at any regularly scheduled meeting (see Article IV Section 2) or a properly called special meeting (see Article IV Section 4). A simple majority of board members present shall be required to approve any motion.

Section 4. Special meetings of the Board of Directors may be called at any time when deemed necessary by the president. Proper notification of the Board of Directors will be made. The president shall call special meetings, and proper notification made of such meetings, when requested in writing by two or more bona fide members of the association. Through the established protocols of conducting association business, the Board of Directors may change the date of any regular Board of Directors meeting provided that proper notification is made to the membership.

**ARTICLE V
MEMBERSHIP**

The membership term shall be September 1 through August 31 of each year. Membership to the association shall be established through one of the following methods. If an individual qualifies for membership on the basis of more than one of the following methods, he/she (and his /her family, if applicable) will be entitled to only one vote for the election of the Board of Directors or for amendments to these by-laws.

1. A registered member of a skating division of Salmon Hockey Association: This membership will be a family membership and, for election purposes, will have one vote only which will be cast by an adult representative. The annual dues for this membership are included in the registration fee.
2. A paid membership: This membership is a paid member of the association but not a registered member of a skating division of Salmon Hockey Association. Prior to September 1 of each year, the Board of Directors shall set this membership fee.
3. Coach or Referee Membership: Membership to the association shall be conferred to those individuals who complete the Coach or Referee registration process with USA Hockey. Only those individuals who provide direct service to Salmon Hockey Association as a Coach or Referee will be eligible for this type of membership. Evidence of complete registration with USA Hockey will be provided to the Registrar on an annual basis. The dues for this membership are considered to be included in the fees to register as a Coach or Referee with USA Hockey.

**ARTICLE VI
COMMITTEES**

It shall be the duty of the president, in conjunction with the Board of Directors, to name such committees as will be needed to perform the objectives of the association.

**ARTICLE VII
AMENDMENTS**

These by-laws may be amended by a simple majority vote of the general membership in attendance at a regularly scheduled Board of Directors meeting. However, no vote on any proposed amendment shall occur prior to the completion of proper notification of the full membership. To gain approval, amendments must be discussed and receive a simple majority vote of the general membership at three consecutive meetings.