

# POTSDAM JUNIOR HOCKEY ASSOCIATION HANDBOOK

Revision 5 – November 2024

Potsdam Junior Hockey Association (PJHA) is a volunteer, not-for-profit, community-based organization run by a Board of Directors. All members (players, parents, coaches, Board of Directors, etc.) should familiarize themselves with the contents of the Handbook which includes:

- Codes of Conduct
- Policies & Procedures

It should be emphasized that the Handbook serves as a comprehensive guide for all members, where the Board of Directors does have the flexibility to reasonably deal with a variety of issues that may arise. It is therefore understood that the Board of Directors reserves the right to grant exceptions to the Code of Conduct and Policies and Procedures that are outlined in the Handbook to best meet PJHA's mission.

## ORGANIZATIONAL STRUCTURE

PJHA Board of Directors consists of nine members and officers are elected by the Board to the following Executive Board positions:

- President
- Vice-President
- Treasurer
- Secretary

PJHA also has the following Board positions also elected by the Board:

- ACE Coordinator
- Scheduler
- Registrar
- Equipment Manager
- Fundraising Coordinator

The Executive Board can meet and make decisions, when decisions must be made on behalf of PJHA, and it's not feasible or practical for the entire Board to meet. All Executive Board decisions will be presented to the Board at the next scheduled meeting. The Board of Directors is responsible for all aspects of administration of the program. Responsibilities of the Board of Directors include, but not limited to:

- setting all general policies and operational rules for PJHA that are not otherwise covered by the By-Laws
- setting registration fees and schedules of fee payments
- determining the number of teams per age group and number of players for each team
- approving scheduling policies and all decisions relative to participation in tournaments
- appointing head coaches
- approving Team Managers, Team Scheduler and locker room monitors
- appointing Officers and Executive Board members
- determining Board structure
- hearing of grievances not settled at the team or Discipline Committee level
- approving team tryouts and their format

Refer to PJHA's bylaws document for more information. This is available upon request of any board member.

## ORGANIZATIONAL PHILOSOPHY

PJHA is a volunteer, not-for-profit, community-based organization dedicated to providing all youth participants with the opportunity to play the game of hockey. PJHA's goal is to offer the best possible

experience by encouraging, developing and advancing players through a structured system that emphasizes skill development (skating, puck-handling, passing & shooting), game knowledge, team development and fun. PJHA promotes good sportsmanship and respect for others.

USA Hockey is the governing body for ice hockey. The New York State Amateur Hockey Association (NYSAHA) is one of the districts that comprises USA Hockey and is the one in which PJHA is affiliated, as a Tier III organization. For more information on youth hockey at the district and national levels, visit USA Hockey's website and NYSAHA's website to consult their information and guidebooks.

## **COMMUNICATION**

Website: The PJHA website is a source of communication between PJHA and its members. The website should contain the latest association information, schedules, Board meeting minutes and other items of interest.

E-Mail: is used as a form of communication between members, teams, coaches, schedulers, etc. All members should ensure that their email address is up to date with the Association, coaches and schedulers.

Team Snap: is used as a form of communication throughout the season by coaches as a means to know who is attending practices & games in order to plan accordingly. This platform has the most up to date practice & game schedules.

## **CODE OF CONDUCT**

PJHA adheres to the following Code of Conduct for players, parents, coaches, spectators, volunteers, Board of Directors, etc.

### PLAYERS:

- Play hockey for fun
- Work hard to improve your skills
- Be a team player by getting along with teammates
- Learn and practice teamwork, sportsmanship, and discipline
- Be punctual for all games and practices
- Learn the rules of the game
- Respect coaches, teammates, parents, officials, opponents and spectators at all times
- Respect the property of others including personal property as well as facilities, i.e. arenas
- Refrain from any arguing with coaches, officials and teammates

### PARENTS:

- Do not force your child to participate, but support any desire to play their sport(s) of choice
- Encourage your child to play by the rules
- Act in a positive manner
- Do not embarrass your child by yelling at players, coaches, officials or other spectators
- Emphasize skill development in your child through practice
- Learn the rules of the game and support officials both on and off the ice
- Applaud a good effort in victory as well as defeat
- Recognize the importance of volunteers, especially coaches
- Communicate with the coaches and show them your support
- Volunteer to help support your child's team and the association
- Utilize the "24-hr Rule" when having an issue with a coach
- On-ice officials may stop a game when parents/spectators display inappropriate and/or

disruptive behavior. Officials will identify violators to the coaches for the purpose of removing the individual(s) from the viewing area. Once removed, play may resume. Violators may be subject to further disciplinary action by the local governing body. This behavior may include using obscene or vulgar language in a boisterous manner to anyone at any time, taunting players, coaches, officials and/or other spectators by means of baiting, ridiculing, or threatening/delivering physical violence, throwing any object in the spectators' viewing area, players' benches, penalty box, or the ice surface. Violators will be escorted from the facility and not allowed to return that day. Anytime a parent/spectator persists in any of these actions or behavior, their team can be assessed a minor penalty. If a minor penalty is issued, there will be a mandatory one game suspension served by the player affiliated with the offending parent/spectator followed by review by the Disciplinary Committee. Further actions, such as additional game suspensions or suspension from the organization may be taken against the player and/or parent/spectator by the Disciplinary Committee.

### COACHES:

- Be a positive role model for players, stressing discipline while representing PJHA
- Display emotional maturity
- Be alert to the physical safety of players
- Understanding that winning is a consideration, but it is more important to ensure players are competing and having fun
- Be generous with praise when deserved, and do not criticize publicly
- Be consistent, honest and fair
- Be an effective communicator and do not yell "at" players
- Be understanding
- Be a good listener
- Provide the opportunity for all players to improve their skills, gain confidence and develop self-esteem
- Teach the game
- Organize practices that are fun and challenging for players
- Encourage perseverance
- Follow USA Hockey coaching development requirements
- Maintain an open line of communication with parents, making sure to explain goals and objectives for the team
- Help enforce decisions, rules and regulations regarding player non-participation for non-payment of fees
- Identify a Team Manager, Team Scheduler and locker room monitors
- Attend meetings as requested by PJHA Board and/or ACE Coordinator
- Ensure that all coaches on the ice or on the bench have appropriate credentials and make sure that a certified coach is on the ice with players at all times
- Ensure locker rooms are clean following team ice times and report any damage to locker rooms or facilities to the Board of Directors immediately
- USA HOCKEY ZERO TOLERANCE - in an effort to make ice 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, parents/spectators to maintain a sportsmanlike atmosphere before, during and after all USA Hockey sanctioned events.

### Players & Coaches:

A minor penalty for unsportsmanlike conduct shall be assessed when a player/coach

- openly disputes or argues any decision by an official
- uses obscene or vulgar language, including swearing in a boisterous manner to anyone at any

- time, even if it not directed at any particular person
- visually demonstrates any sign of dissatisfaction with an official's decision in a manner that might embarrass the official and/or challenges his/her judgment
- anytime a player persists in any of these actions, he/she may be assessed a game misconduct

## **COACHING**

The ACE (Association Coaching Education) Coordinator will act as the on-ice director or association hockey director. Additionally, the ACE Coordinator will be the coaching liaison between PJHA and NYSAHA, regarding all coaching level issues.

Head Coaches will be selected by the Board of Directors and Assistant Coaches are generally chosen by the appointed Head Coach. Although, the Board of Directors reserves the right to approve all Assistant Coaching positions.

At the conclusion of each season, the members will be contacted via email and a website posting to solicit submission of applications for coaching positions for the next season. Candidates will be evaluated by the Board of Directors based on a number of qualifications, listed below:

You may have many reasons for wanting to be a coach. You may want to spend more time with your child who is playing hockey, you may feel you can teach children to become better hockey players, you may enjoy the social interaction with the children and their families, or you may really love the game and want to be a part of it. All of these are good reasons, and PJHA will support your efforts if you are motivated by any or all of them. Please remember that statistically you are unlikely to ever coach a child that goes on to have a professional career. You will, however, coach many future doctors, teachers, lawyers, business leaders, etc. When your players reach adulthood, the wins and losses will have long been forgotten, but the atmosphere and opportunity you create and the positivity you invest in their lives will have a lasting impact. Your ability to demonstrate the fun, fitness and friendship they can have with hockey should be a big reason you want to be a coach and/or volunteer at PJHA. PJHA offers several ways for people to get involved, including head coach, assistant coach, team manager, team scheduler, locker room monitors and volunteer.

### **Head Coach(s):**

The goal of USA Hockey, New York State Hockey and the Board of Directors is to provide the best coaches possible for our young players. It is critical that anyone stepping on the ice or volunteering as a part of the team go through the proper training and screening. This protects the players, coaches and the organization. All coaches, schedulers, and managers in the program are volunteers; getting the certifications requires a substantial commitment of time off the ice. We appreciate everyone who steps up to be a coach or volunteer. They are certainly the foundation that makes a solid organization. Coaches must administer USA Hockey's American Development Model (ADM) according to USA guidelines. Multiple qualified coaches should be employed as considerable planning and on-ice coordination is required.

Coaching Education Program (CEP) as a USA Hockey affiliated organization, all PJHA coaches are required to have the following completed and on file before stepping on the ice or being on the bench:

- Register with USA Hockey as a Coach – ANNUALLY
- Pass a Background Check/Screening through NYSAHA Screening – BI-ANNUALLY
- Complete the required USA Hockey SAFESPORT Training module – BI-ANNUALLY
- Complete the age-specific module for the level coaching – FOR EACH LEVEL COACHING. (Ex. someone is coaching Pee Wees & Mites, the coach must have completed the Pee Wee (PW) & Mite (MT) modules before stepping on the ice with that level, no expiration)
- Attend CEP clinics and maintain their credentials. Modules and clinics are generally offered

from September through the end of December and are posted on the USA Hockey website. A coach must complete their required coaching clinic by December 31st of the current year or they cannot be on the bench. Waivers for previous coaching experience or play is only granted through USA Hockey per their review. All coaches on the ice must complete the requirements and any additional NYSAHA or USA Hockey requirements.

- o Coaches at the 8U level must complete a Level 1 clinic. No expiration or requirement to obtain a Level 2 or above or renew an expired CEP level until an 8U coach moves to 10U.
- o Coaches 10U and above must continue with Level 2 and maintain their credentials per USA Hockey coaching requirements as they move up. Coaches may renew Level 3 online twice, before having to go to Level 4. Coaches may be required to go to Level 4 sooner if they coach a team requiring Level 4 (Tier 1 or Tier II Tournament-bound 14U and up). More detailed information can be found on the USA Hockey website under the coaching section.

#### **HEAD COACH(S) RESPONSIBILITIES:**

- Serve as the official spokesperson for the team
- Coordinate & delegate responsibilities to the assistant coach(s) & team manager, team scheduler & locker room monitor
- Plan on and off-ice activities in consultation with the assistant coach(s)
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of the rules
- Plan player evaluation and the player selection process
- Plan the supervision of players on and off the ice
- Develop game plans
- Report any issues or concerns, if applicable, to the designated Team Liaison
- Plan, organize and conduct practices in consultation with assistant coach(s)
- Plan & implement pre-game preparation
- Supervise players during any team event
- Complete USA Hockey certifications and provide registration confirmation number to the Registrar.
- Check emails & Team Snap to answer any inquiries in a timely fashion

#### **HEAD COACH(S) TIME COMMITMENT:**

- Weekly practices and/or games; approximately 3-4 hours in duration
- Weekly game/practice preparation; usually 1-2 hours in duration
- Tournaments (home & away)
- Attend team/association meetings as required

#### **ASSISTANT COACH(S) RESPONSIBILITIES:**

- Assist with all job responsibilities listed above under Head Coach
- Report to the Head Coach

#### **ASSISTANT COACH(S) TIME COMMITMENT:**

- Expected time commitment as listed above under Head Coach

#### **TEAM MANAGER RESPONSIBILITIES:**

- Work with coaching personnel, act on the direction of the head coach and report directly to the head coach
- Communicate on and off-ice requirements and all team communication to players, parents & Board of Directors

- Utilizing Team Snap keep parents informed of any changes in the schedule & activities within the team.
- Provide a list of parents' names and contact information to the team
- Complete necessary certifications as outlined by USA Hockey
- Obtain necessary equipment and supplies for the team
  - o medical boxes are available for each team at the beginning of the season. Make sure the team's coach has received the medical box and ensure it is returned at the end of the season.
- Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
- Coordinate all pre- and post-game paperwork and distribute to appropriate parties (i.e. game sheets, etc.)
- Contact opposing teams at least one week in advance of all games for confirmation.
- If cancelling a home game, several items need to be done
  - o Notify the local scheduler of officials
  - o Notify parents
  - o Notify PJHA Scheduler
- DESTRUCTION/DAMAGE OF ARENA/RINK PROPERTY**
- Parents and/or guardians will be held financially responsible for any damage to the locker room facilities including, but not limited to, loss, damage and/or destruction of another player's personal belongings or equipment as a result of inappropriate actions by their child while occupying a locker room, both home and away. Anyone found to be responsible for the theft of another player's personal belongings or equipment or rink facility property will be immediately suspended from the organization including but not limited to further actions deemed necessary by the Board of Directors. Failure to adhere to these rules will result in further disciplinary action which may include suspension of play.
- If required, arrange for on-ice officials
- Team Rosters - the PJHA Registrar will issue the USA Hockey roster to the Team Manager & coaches once all the players and the bench coaches are registered with USA Hockey. When the Team Manager receives the roster, they should verify the spelling of each player's name & verify dates of birth listed. If they are correct, have the player & coach sign the roster in the designated areas. If there is an error, notify the Registrar immediately so a correction can be made. Once all players and coaches have signed the roster, return the roster to the Registrar. They will submit it to the District Registrar for their signature. The roster is not official until the District Registrar signed
- Communication with media/Association on team results
- Collect any out-of-pocket money for tournaments from parents
- Prepare and retain team binder with the following for each player
  - o Code of Conduct
  - o Birth Certificate
  - o Contact Information (optional)
  - o Official USA Hockey Roster
  - o Game Stickers for score sheets
  - o Team Schedule
  - o Parent/Player information list
  - o Blank game sheets
  - o Game sheets from previous games
  - o If the team is state bound, may be responsible for the team binder and all required documentation
- Liaison between the coaches & parents. If a conflict should arise, attempt to resolve the conflict
- Home Games/Home Tournament Duties
  - o Find someone to run the clock

- o Find someone to keep the scoresheet (collect scoresheet after game to keep in team binder & if a player or coach receives a game misconduct the scoresheet needs to be turned into the ACE Coordinator)
- o Find someone to run the home and away penalty box doors
- o Request assignment of officials through the local scheduler of officials.

#### **TEAM MANAGER TIME COMMITMENT:**

- Weekly practices and/or games; usually approximately 2-3 hours in duration
- Tournaments (home & away)
- Meetings, as required, at both team and association level
- Check email & Team Snap to answer any inquires in a timely fashion

Team Managers may choose to delegate some of the following duties to team parents at their discretion.

- Financial Administrator - responsible for coordinating with the Team Scheduler to determine the amount of money to be collected for “out of pocket” tournaments. Money should be forwarded to the PJHA Treasurer so a check can be issued from PJHA.
- Snack Bar (when applicable) - track snack bar assignments and provide list of families who have satisfied their snack bar commitment to Treasurer at end of season.
- Hotel Accommodations, if needed, have a parent find a hotel for overnights.

#### **TEAM PJHA BOARD LIAISON RESPONSIBILITIES:**

- Act as the liaison between the coaches & parents to the PJHA Board

#### **AGE LEVEL PROGRAMS AND STRUCTURE**

The program shall be divided into levels, 6U through 19U, based on projected registration numbers. The goal of the program is for every player to get the most time on the ice and touches of the puck so they can develop as a player and team member; the number of players on a team is a factor in this. The general rule is for any age level at or above twenty-two players registered, there will be two teams. From 10U and above this division will be done using a try-out process, generally based on a player’s demonstrated level of ability, attitude, and skills. The intent of multiple teams is to develop all ranges of skill, maturity and ability, while providing a safe learning environment that doesn’t frustrate, embarrass, or deter a young player from developing. All kids develop at different rates and age levels; attitude, support and a desire to improve determines which kids succeed in hockey. Parents, coaches and volunteers are crucial to this development and the success of multiple teams at every age level. Comments, concerns or questions about team make-up, try-outs or numbers should be brought to the Board of Directors.

#### **Beginners:**

This program is designed for 6U players and those that are new to skating (up to 8U). The objective of the Beginners program is to teach the fundamentals of skating, the most important skill in hockey. Equipment required for Beginners includes: hockey helmet (with mask/cage), hockey gloves, elbow pads, shoulder pads, shin guards/knee pads, hockey pants, hockey stick, hockey skates and neck guards (mouth guards are optional). Pucks are used occasionally, but the primary focus is skating. Instruction is led by a professional skating instructor with support of volunteers and older PJHA players. Participants are provided with an hour of ice time during which they are asked to perform skating drills that develop their balance, stride and edges.

#### **Mites:**

This program is designed for 8U players where the program emphasizes learning the fundamental skills of skating and puck-handling, especially in small areas. Mites are generally provided with 3 ice slots per week. Cross-ice (half-ice) scrimmages include games of 3v3 or 4v4 with players grouped by

ability. No scores or stats are kept, and simple rules are enforced. Beginners that are scheduled to move up to Mites the following season may play cross-ice for an additional fee (set annually). Younger players may be allowed to participate on a case-by-case basis, if all of the coaches (Beginner & Mite) are in agreement that the player is advanced enough to compete safely. Second year Mites may be allowed to participate in full-ice games as approved and outlined by USA Hockey.

### **Travel Teams:**

To the extent possible, depending upon available numbers, PJHA may field multiple teams of varying skill level including, full-season travel teams at Squirts (10U), Pee Wee (12U), Bantams (14U) & Girls (12U/14U). Midget teams may be formed as numbers and interest dictate. Tournament-bound Tier III teams may be formed at the Pee Wee (12U) level and above. A determination of becoming a state-bound team will be made annually at the discretion of the coaching staff and Board of Directors.

### **Tier III Travel Level Teams:**

PJHA supports all players being involved in each and every game they dress for. Player development and having fun outweighs winning at all costs. Some players may receive more ice time than others, especially considering power plays, penalty kills, late in close games or in tournament championship games. Travel should be limited to within 4-5 hours driving distance. The Board of Directors reserves the right to limit travel, number of games and tournaments.

### **House Travel Level Teams:**

Players at this level may have equal playing time, but coaches have the discretion to involve the players that they see fit in critical game situations in tournaments. However, they shall strive to involve everyone in special team play. Travel should be limited to within 2-3 hours driving distance. The Board of Directors reserves the right to limit travel, number of game and tournaments.

## **TRYOUTS AND TEAM SELECTION PROCESS**

The tryout process is to place players on teams that will compete at a commensurate level with their skills. Additionally, it is to place players on teams that match up with their family's level of commitment. Tryouts can be a difficult process, especially for those volunteers and coaches that evaluate the players. While the complexity of the process and the length of time can be stressful, families are reminded that PJHA is a volunteer-run association. All those involved are putting their efforts into providing the best possible outcome. Outcomes of the evaluation process are valuable life lessons for a young player; it certainly isn't the end of the world as players mature and develop at different stages. Questions or concerns should be brought to the Board of Directors.

### **Tryout Fee:**

Each player may be required to pay a predetermined tryout fee prior to taking to the ice. If a player is from another organization, a signed release is required from their current organization before they will be allowed to try out.

### **Format:**

Based on projected registrations for the upcoming season, the Board of Directors will determine the number of teams and recommended number of roster spots per team as discussed in the sections above. A minimum 2-3 session tryout system should be utilized to select players. Players are required to attend at least one session. Coaches will design the tryout format; jerseys should be assigned such that evaluators can easily differentiate players, and all evaluators shall be supplied with identical evaluation sheets listing the number and jersey color of each player. The grading of players is up to the individual evaluator. At the end of tryouts, completed evaluations (ratings) will be submitted to the Head Coach and in conjunction with the Assistant Coaches develop the team rosters. The Head Coach shall notify parents/players as to when the team roster will be posted on Team Snap.

## **REGISTRATION:**

If a player has played for another association the previous season, a signed NYSAHA Player Financial Release form may be required to register with PJHA. The form is to be completed by the association president where the player is currently registered, or most recently registered. An original signed form must be provided to PJHA prior to skating at any tryout, practice or game. Registration for the current year typically starts in August and runs through October 1st. Players are required to register with USA Hockey prior to PJHA registration. A copy of the USA Hockey registration should be provided to the Registrar during PJHA registrations.

## **Registration Fees:**

Established by the Board of Directors, annually, based on the projected number of players, amount of ice needed (practices & home games), estimated cost of officials, and projected fundraising revenue. Any ice time, games, tournaments or referees beyond the predetermined amount will be paid for by the families of the team their child is playing on. These costs and payments will be coordinated between the PJHA Treasurer and the team manager.

The predetermined amount of ice time is as follows:

**Beginners** = 2 ice times/week

**Mites & above** = 3 ice times a week

Fees Required at Registration:

100% of any past due balances

100% for direct payment

Online Payment w/ credit card (online payment plan available)

## **Non-Payment/Delinquent Accounts:**

If a player's balance is not paid in full by December 31st, he/she will not be allowed to practice or play with their team until the account is current. This only applies to families who select the payment plan offered through online registration. All direct payments are required to be paid in full.

## **Late Registrations:**

Registrations may be open past the deadline at the Board's discretion. A fee of \$25 will be charged for registrations past the deadline.

## **Refund Policy:**

Generally, refunds are not allowed. If you have a special circumstance, you may request a refund, and it must be made in writing to the Board of Directors. Refund requests will be reviewed on an individual basis and will not create a precedent.

## **OTHER IMPORTANT INFORMATION:**

### **Player Move-Up Policy:**

On occasion, players may be allowed to play up a division above his/her age group. This decision requires Board of Director's approval and will be handled on a case-by-case basis. Requests to play up should be made to the Board of Directors prior to registration. Per NYSAHA, all 8U players must play at the Mite level. Board of Director decisions will be based on whether or not the move-up is beneficial and/or not detrimental to the following:

- the player
- the team(s)
- the association

### **Player Roster Movement:**

Players must remain on the team where they are rostered. If there is a need for player movement

because of team number shortages the Board of Directors will have full authority to make that adjustment. If a player wishes to move down to a lower-level team, a written request should be made to the ACE Coordinator. The ACE Coordinator will bring the request to the Board of Directors and then there will be a meeting with the Board of Directors, both team coaches, parents, and player to determine where the player best fits. Player movement can only be considered if there is an open spot on a team's roster.

### **Cross Registration with other Organizations:**

At ages 10U and above no player will be allowed to play for another NYSAHA tournament bound team per USA Hockey and NYSAHA rules. Any questions on this can be taken up with the Board of Directors.

### **Mergers:**

At the onset of any given year, depending on registration numbers, if an age level does not have enough players for one team (less than 11) or too many for one team but not enough for two teams (typically 18-21), and there is an opportunity to develop the players by merging with another organization, it will be reviewed and determined by the Board of Directors. That review process will consider the level of the merger, tournament bound or house, the number of PJHA registered players, the financial structure of the merger, as well as other possible implications. For a tournament bound team, the merger will require all of the players to be registered with PJHA, have releases from their previous home organization and have all other required NYSAHA and USA Hockey paperwork submitted, including birth certificates and rosters. A tournament bound team registered with another organization will only be considered for a merger with PJHA if: the PJHA Board of Directors and merging organization hockey board president approve the merger, the team registers with PJHA as a house team, all the players pay PJHA registration fees, and fulfill the team requirements of the organization.

### **Skills Clinics:**

Skills clinics may be offered to various levels or positions by the coaching staff. The Board of Directors recognizes that PJHA has a considerable wealth of talent and ability among our coaches and the coaches of the local schools and universities. It is PJHA's position that by utilizing these talents, we can provide for the needs of skaters and goalies.

### **Uniform:**

All players at the 8U level and above are responsible for purchasing their own uniform which includes a reversible personalized jersey and reversible game socks. The uniform fee will be established by the Board on an annual basis. If the uniform design changes players will need to purchase a new jersey.

- PJHA has an inventory of game jerseys that can be distributed to players as necessary. Care and return of jerseys is the responsibility of each family to whom a jersey has been assigned. Jerseys are included as a financial obligation. Families will be responsible financially for any lost or damaged jerseys.

### **Practice Jersey:**

PJHA has purchased practice jerseys for all players on full season teams. Each player will receive one reversible practice jersey. Should a player grow out of, lose, and need a new, they will be available for purchase. Players should wear their practice jersey to each practice.

### **Equipment:**

PJHA has a limited inventory of goalie equipment. Its primary use is for the Mite and Squirt levels. Other divisions may request equipment, if inventory allows. If requested, a coach may have up to 20 pucks at the beginning of the winter season, for use at practice and games.

Used player equipment is available in the boardroom.

### **Player Releases:**

Check most recent guidelines from NYSAHA/USA Hockey. If required, all requests for releases (with or without refund requests) must be submitted to the PJHA President. All release forms must be submitted in writing with a self-addressed, stamped return envelope to PJHA, P.O. Box 635, Potsdam, NY 13676. Members should plan ahead in requesting a release. NYSAHA rules allow PJHA to take up to 10 days to respond. In some instances, it may take 10 days to ensure no balance is due and no commitment to a PJHA team exists. There should be no expectation that the Registrar or President will act on an email request. PJHA reserves the right to deny releases.

### **VOLUNTEER OBLIGATIONS OF MEMBERSHIP**

At the beginning of every season, a parent meeting should be conducted for each age level and/or team, between the coaching staff and all registered parents. For any team and/or season to be successful, it requires commitment and dedication by the players, coaches, and parents. This meeting should cover the following items:

- volunteer positions within the team
- the schedule
- travel expectations
- coach's expectations (arrival times, on ice behavior, communication, etc).
- The names of all team volunteer positions should be forwarded to the ACE coordinator with their required credentials, background screening, SafeSport completion, and USA Hockey volunteer registration. Questions on volunteer requirements should be directed to the ACE Coordinator.

### **ASSOCIATION FUNDRAISING**

Fundraising is required for participation in PJHA, it helps offset the costs of registration fees, ice expenses, officials, equipment, tournament fees, and other necessary expenses to conduct business. PJHA fundraises on an association level, not team based. However, if a state-bound team makes it to the State and National tournament, such individual team fundraising is appropriate.

### **\*\*\*SNACK BAR\*\*\***

At this time, PJHA is NOT operating the snack bar. This section of the handbook is only valid when PJHA is operating the snack bar. Each family that has a registered player is required to work in the snack bar. Each team based on registration numbers will be assigned specific snack bar slots for varsity high school boys and girls games, tournaments, public skating sessions, mite league play day and team games slots which must be covered as well. Each team is required to have a team manager whose responsibility is to assign the families to specific time slots. Each team in discussion with the team manager and families can decide how they want to assign slots. Each family who supports the team and works their assigned slots will be refunded their \$50 snack bar fee at the end of the season. The team manager will track assignments and qualifications for reimbursement at the end of season. The names will be provided to the Treasurer for reimbursement. Head coaches and Team Managers due to their time commitment to the organization and specific team, are exempt from working snack bar.

### **HOTEL BEHAVIOR**

Supervision of PJHA players, regardless of age, in all hotel rooms, pool areas and other hotel areas, including restaurants, is the sole responsibility of the parents or guardians of those players (including siblings of players). Parents will be held financially responsible for damage to hotel facilities/property as a result of inappropriate actions by their children or other adults during stays in hotels as part of a PJHA game/tournament/event schedule. PJHA will not take responsibility for damages incurred at hotels. Coaches are authorized and reserve the right to impose appropriate discipline as he/she sees fit

as a result of a violation of expressed curfew or other rules as so communicated by a coach. Disciplinary action by a coach may include suspension of play.

### **DISCIPLINARY AUTHORITY**

PJHA Board of Directors has the authority to suspend players, parents, coaches and spectators for any and all infractions of the PJHA Code of Conduct (as stated in this document), USA Hockey Code of Conduct and the NYSAHA Code of Conduct.

### **GRIEVANCE PROCEDURES**

PJHA is an organization that serves a large number of members that fall into one or more of the following categories: player, parent, coach, volunteer, etc. Due to the size of PJHA and the diversity of its members, PJHA recognizes that incidents can occur that result in disputes, disagreements, misunderstandings, etc. among members. This is defined as a Grievance. PJHA strongly encourages its members to try and resolve grievances among themselves if possible. However, in the event that self-resolution is not possible, PJHA will assist its members in resolving grievances in an orderly, fair and consistent manner. The Grievance procedures are a series of escalating steps. Members that wish to file a grievance must adhere to these procedures in proper order. Failure to follow these steps may result in an invalid grievance that may not be reviewed.

#### **STEP 1:**

The aggrieved member (complainant) must wait 24 hours after the incident occurred that prompted the desire to file a grievance.

#### **STEP 2:**

After the 24-hour period, the complainant is encouraged to discuss the incident with another member, such as a Coach, Team Manager, Team Liaison, parent, or even the adverse party of the grievance, to determine if a resolution is possible. If the grievance pertains to a coach, the complainant is strongly encouraged to discuss the incident with the coach prior to proceeding to step 3.

#### **STEP 3:**

If a complainant does not wish to discuss the grievance with another, or if there is not a satisfactory resolution reached, the complainant must email their grievance to PJHA within 15 days of the incident (potsdamjuniorhockey@gmail.com). In the email, please provide the date of the grievance and other relevant information.

Upon receipt of the email, the Board of Directors will confirm receipt of the grievance with the complainant. The Board of Directors will proceed with discussions and investigations of the incident to understand it fully. Upon completing discussions and investigations, the Board of Directors, will make a decision/resolution and notify the complainant by either the next scheduled Board meeting or within 2 weeks of receipt of the grievance, whichever is longer. The President may disseminate the decision/resolution to other members that the President believes should be made aware of the decision/resolution. Decisions/resolutions of the Board of Directors are final and not subject to appeal.