

LITTLETON YOUTH HOCKEY ASSOCIATION PARENT HANDBOOK

Welcome to Littleton Youth Hockey Association (LYHA). We are very pleased that you and your family have decided to participate in LYHA this year. The purpose of this handbook is to provide information about our programs to make your experience with us more satisfying.

Communication is one of the keys to providing a positive rewarding experience in LYHA. Our volunteer Board will be working to ensure parents, coaches, and players understand what is expected of each other. This will be achieved through various methods, including monthly Board meetings, newsletters, our LYHA website, and parent/ coach/ team meetings throughout the hockey season. Communication to and from you as parents and participants is essential. We will all have different objectives to accomplish this season, but please remember what should be everyone's common goal... the children, their development as players and sportsmen, and their enjoyment of the sport.

LITTLETON YOUTH HOCKEY ASSOCIATION MISSION STATEMENT

To promote the growth of ice hockey and to provide the best possible experience for all participants by encouraging, developing, advancing and administering the sport. We conduct ourselves with a spirit of cooperation and will strive to achieve our objectives through trust, shared goals, and respect for each other. We hold ourselves and each other accountable for our performance on and off the ice, and place a high value on personal integrity and honesty. Primary emphasis is on the development of skills, sportsmanship, and teamwork; and a de-emphasis on excessive competition and a win-at-all costs attitude.

LYHA VALUES

Sportsmanship- to learn a sense of fair play: to be humble in victory and gracious in defeat. Foster friendship with teammates and opponents alike.

Integrity- encourage honesty and fair play beyond the rules and regulation of the game.

Respect for the individual- treat others as you expect to be treated.

Pursuit of excellence- each LYH member, player, coach, volunteer, should perform each aspect of the game to the best level of their ability.

Teamwork- to value the strength of learning to play together

Enjoyment- It is important for the hockey experience to be fun and rewarding for all participants.

LYHA OBJECTIVES

- To make every possible attempt to provide everyone at all skill levels a place to play hockey.
- To provide programs that encourage fair and safe play, and teach sportsmanship.
- To recruit volunteers, including coaches, who demonstrate the qualities conducive to role models to the youth in our sport.
- To support programs that train and educate players, coaches, parents, officials and volunteers.
- To promote and publicize our programs so they continue to grow.

PLEASE REMEMBER: WE ARE TEACHING SPORTSMANSHIP!

Littleton Youth Hockey supports USA Hockey's Zero Tolerance Policy. Any parents/spectators violating the policy will be asked to leave the arena and related premises (parking lot) and will not be allowed to return for the remainder of the day.

USA HOCKEY ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials, and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during, and after all USA Hockey-sanctioned games.

The game will be stopped by on-ice officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators 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:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time
- Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence, or physical violence.
- 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.

Six Things Parents Should Say to Their Player

For best results, parents should memorize and use the following:

Before the Game

- θ I love you.
- θ Good luck.
- θ Have fun.

After the Game

- θ I love you.
- θ It was great to see you play.
- θ What would you like to eat?

REGISTRATION

Registration is held each September. Preference is given to the previous season's participation when enrollment is limited. Players transferring from another organization must bring a signed release from that organization. To register, a player must fill out a LYHA Registration Form, a Medical History Form, a Waiver of Liability, a Consent to Treat, a Code of Conduct Form, and bring in a copy of their birth certificate.

PAYMENT OF TUITION

LYHA tuition fees are due as per the payment schedule on the application form:

Registration fee for Mites, Squirts, Pee Wee, Bantam, Midgets: \$425
(plus \$ 31.00 to USA Hockey – registration is on-line.)

Payment schedule:	September 30	\$175.00
		\$31.00 USA Hockey
	October 31	\$125.00
	November 30	\$125.00

Registration fees for Initiation/ Instructional (Learn to Skate) Fees: \$100.00.
(plus \$ 31.00 to USA Hockey – registration is on-line.)
Must be paid in full no payment schedule

All refunds for volunteer hours will vary by team levels. Refunds will only be given upon completion of the required volunteer hours for LYHA. All hours must be documented. One refund per registration.

Volunteer hour requirements per family:

- 1st Player 15 hours
- 2nd Player 10 hours (Total of 25)
- 3rd or more players 5 hours (Total of 30)

Volunteering consists of:

- Attending LYHA Board Meetings
- Coaching, Team VP, On-Ice Volunteer
- LYHA Board Member
- Off-Ice Officiating as Timer, Scorekeeper, or Penalty Door in
- Working in the Snack Bar
- Any other Coach/Board approved tasks

Volunteer Hours should be listed on the Volunteer Hour Form found in the registration packet and handed in to the Registrar no later than two weeks after the last hosted tournament by LYHA each season.

SCHOLARSHIPS

LYHA offers a limited number of scholarships each year to enable children in financial difficulties to play hockey. Scholarships are considered and granted on an individual case-by-case basis by the LYHA Board. To apply, submit your request in writing along with your registration form and include information regarding the amount of assistance you need. These letters and applications must be received by the LYHA Board no later than October 30. All scholarship recipients or their families are required to complete 15 hours of volunteer work per season. A financial statement may be required from repeat applicants. Scholarships may not be applied to a previous years balance due.

PAST DUE FEES

Any past due fees that are not paid by January 1st of that season will limit a players ice time and prevent his/her participation in any tournament. The value of equipment or uniforms that were not returned to the equipment manager by the end of a season, i.e. at the Awards Banquet, will be charged to that players family. That player will not be allowed to re-register in LYHA until any outstanding charges are settled. Finance charges may be added to late payments. A fee of \$50. Will be assessed on any registration fees a year or more outstanding.

GRIEVANCE POLICY AND PROCEDURE

LYHA expects Board Members, Coaches, Referees, and parents to conduct themselves in an ethical and responsible manner that is consistent with USA Hockey regulations and that reflects well on LYHA.

It is LYHA's purpose to provide an effective means for all volunteers to bring

problems or complaints concerning the program to the attention of the LYHA Board without fear of recrimination.

Any complaints/concerns must be reported to the LYHA Board in writing no later than one week after it's occurrence. Every effort should be made to resolve complaints at a team level before coming to the Board.

EQUIPMENT

Participants of LYHA programs all must wear the minimum protective gear required by USA Hockey (HEEC approved).

Initiation/Learn to Skate participants are required to wear hockey skates, hockey gloves, and a helmet with a full-face cage. LYHA strongly recommends that all skaters be outfitted with full protective gear. LYHA has a limited number of gear bags containing complete sets of gear available to Initiation participants for a \$50 rental fee for the season. A partial refund of \$25. Will be given at the end of the season upon return of the equipment.

Participants in the Mite level and up are required to wear the full complement of protective gear listed below:

- Helmet with full face cage (HECC approved)
- Mouth guard
- Neck protector
- Shoulder pads
- Elbow pads
- Hockey gloves
- Cup and athletic supporter
- Shin guards
- Hockey pants
- Jersey
- Socks
- Hockey skates
- Hockey stick

Hockey game jerseys are provided to players at Mite level and above to be used in competitive games only. These jerseys are returned in good condition, at the end of the season; at the end of each team's tournament. Socks are sold at the Littleton Athletic Dept., as is all other hockey gear. LYHA does have a

limited amount of donated equipment in a variety of sizes that is available for player use during each season. Please contact the Equipment Manager for further information on what is available

Goalie equipment is provided for prospective goalies through the squirt level of play. Beyond that, goalies buy their own specific equipment. If this constitutes a hardship for any player, help is possible on a case per case basis if presented to the Board.

LYHA CODE OF CONDUCT AND DISCIPLINE

Ice hockey is a rigorous, challenging team sport, providing opportunities for the wholesome development of individual skill and character, as well as teamwork and good sportsmanship. It is the responsibility of each player, parent, coach, and volunteer to ensure that these opportunities are equally available to all members of LYHA and that the association will always be recognized by its high standards of sportsmanship, conduct and competition.

PLAYER CONDUCT AND RESPONSIBILITIES

1. At no time, on or off the ice, shall a player use disrespectful, abusive, or obscene language to coaches, parents, officials, teammates or players on the opposing team. Unsportsman Like conduct in the form of gestures, slapping boards with Sticks, or other dramatic displays of individual anger are Prohibited.
2. The use of alcohol or drugs is absolutely forbidden while participating in any LYHA related activity; and will result in automatic suspension for the remainder of the season.
3. Each player shall respect the property of others at all times.
4. All players are responsible for their jerseys and must maintain them in clean and good condition. All players are required to wear complete equipment for all on-ice activities, as per USA Hockey Rules.
5. Fighting before, during, or following a game, whether on or off the ice, is strictly forbidden and will be subject to disciplinary action by the Coaches and Board, regardless of any penalties imposed by the game officials.
6. Coaches shall have the authority to bench any player for any part of the game, or any part of a future game, for open personal criticism of teammates, abusive or obscene language, or unpartisan like conduct, regardless of any action or lack of action by game officials, both home and away. Discipline problems shall be referred to the Board for action.
7. Any player who intentionally damages a rink or other personal or public property while participating in any LYHA related activity, will be automatically suspended until restitution is made, and will remain on probation for the remainder of the season. Unintentional damages will require prompt restitution in order to avoid suspension/probation.
8. In extreme cases, the Board may set forth penalties that it feels are necessary to protect the best interests of LYHA.

PARENT/SPECTATOR CONDUCT AND RESPONSIBILITIES

1. Parents/spectators will promote the LYHA philosophy of good sportsmanship in accordance with USA Hockey's Zero Tolerance policy. The challenge to all parents is to remember that enthusiastic encouragement of a positive nature will strengthen their child's character as well as his/her hockey skills. Negative actions can promote undesirable emotional stress, poor sportsmanship, and possibly, ugly physical confrontations.
2. Parents must recognize that their child's Coaches are volunteers and they are responsible for developing team play, as well as individual player skills. One of the team VP's functions is to serve as a liaison between parent and Coach. However, if you have a concern about ice time, discipline, or personal problems, please discuss it in private and spare the team, yourself, and your child the problem of divided loyalties. Any serious or unresolved problems should be brought to the attention of the President of LYHA. A coach may require parents to wait 24 hours before approaching the coach with complaints about a game.
3. Coaches at all levels of play will establish guidelines for when (or if) parents are allowed in locker rooms. These guidelines will be communicated to parents via the team VP.
4. No parent is permitted on the ice at any time, unless a medical emergency exists, **and they are summoned by an official.** Parents are not allowed on the bench during games and practices, unless registered and insured by USA Hockey and invited by the team coach.
5. In the event of an extreme parental vocal or physical provocation of referees, coaches, or players, the parent will be asked to leave the arena by an on-ice official, the Rink Manager, or a member of the LYHA Board, and the matter will be referred to the LYHA Board. LYHA reserves the right to ban the offending parent from future games and practices. Failure to comply with this ban will result in suspension or termination of the player.
6. Players are expected to attend all games and practices. If your child is unable to attend, you must give reasonable notice to one of the Coaches. Coaches at all levels of play will establish time guidelines for when players are expected to arrive for games (home and away) and practices and when they should be ready to play. Players who do not adhere to time guidelines for games and practices will risk curtailed ice time, benching, or other sanctions at the Coaches discretion
7. Parents are responsible for the custody and transportation of their children. They are also expected to supervise them appropriately to ensure that the rules of the rink and LYHA are observed.
8. Parents and players are required to fill out coaches evaluations at

the Hockey Banquet each year. They can be filled out earlier and are available on the LYHA website or in the registration packet,

COACH AND TEAM VP CONDUCT AND REPONSIBILITIES

1. Each team will have a head coach . Those wishing To apply for coaching positions should submit applications to the LYHA Board by August 30 of each pre-season. Applications will be reviewed and approved by the LYHA Board, and Head Coaches selected by September 15th. The Head Coach is responsible for appointing Assistant Coaches. The LYHA Board must approve all Coaches.
2. Coaches and Team VPs, working together, will promote the USA Hockey Zero Tolerance Policy and the LYHA philosophy of good sportsmanship.
3. Coaches and Team VPs will endeavor to set a good example of personal conduct at all times, and shall promote TEAM and INDIVIDUAL development.
4. Coaches may take reasonable disciplinary actions including benching players if appropriate. Players should be told exactly why such action was taken.
5. All Coaches will be certified in compliance with the requirements of the USA Hockey Guidelines. All Coaches, Assistant Coaches, or others assisting on the bench, or on the ice must be registered with and insured by USA Hockey. No non-registered persons shall be permitted on the ice or on the bench during games or practices.
6. Coaches and Team VPs should strive for parental involvement by:
 - Understanding the parents' concerns and allowing them to express their feelings freely.
 - Soliciting the active support of parents by establishing specific duties and responsibilities, i.e. scorekeeper, timekeeper, etc.
 - Communicating the objectives for the season's program and what is to be expected of both parents and players.

All tournament invitations must be reported to the Scheduler. The decision to attend a tournament will be made mutually by the Coaches and Parents. All tournaments must be USA Hockey sanctioned.
7. The Scheduler is responsible for scheduling all practices and games. The Scheduler must approve all schedule changes in advance.
8. Obscene or abusive language, unpartisan like displays, intoxication, or substance abuse shall not be tolerated and will be referred to the LYHA Board for action.
9. Coaches, Assistant Coaches and Team VPs are responsible to see that locker rooms (home and away) are left clean.

Any damage must be reported to the Rink Manager immediately.

10. The Team VP shall notify the President of LYHA of any player/coach game misconduct or suspension within 72 hours of occurrence.

11. Coaches and Team VPs are responsible for seeing that any suspended player sits out all required games as required by league rules.

12. The Team VP/or Coach is responsible for maintaining the team's registration book, which will hold all the Birth Certificates, Consent to Treat, and Waiver of Liability Forms.

This book must be present at all games, scrimmages, and practices.

13. Each Coach/Team VP will be responsible for bringing the med kit to each practice and game.

RULES REGARDING SUSPENSION

(as per USA Hockey rules and NHAHA By-Laws)

1. Player shall be suspended for the balance of the game in which the penalty occurs.
2. Player shall be suspended for the next league game.
3. A player who gets a game misconduct penalty in a Granite State League game must sit out the next regular GSL point game. They should not play in any intervening scrimmages or non-league games.
4. Suspensions not fully served in the course of a season shall be served at the beginning of the next season.
5. The suspended player must appear at the games in which he/she does not play (dressed in a game jersey and helmet). The suspended player must sit on his/her team's bench throughout the game suspended for. The on ice officials must mark the served suspension on the game sheet. The suspended player may continue to practice with the team during the period of suspension.
6. Three game misconducts occurring in a single season will result in automatic suspension of the player for the remainder of the season. The LYH Board reserves the right to impose further penalties.
7. If the suspension occurs in a non-league game, the player must still sit out the next game, whether it is a league or non-league game.

MOVING PLAYERS

It is LYHA's policy that a player may be moved to another (higher) than age appropriate level. In order to do this, the player's parents must submit a letter to the LYH Board requesting the move, and get approval for that move from both the coach of the team the player is leaving and the coach of the team the player wishes to join, final approval to be made by the board of directors in executive session.

TOURNAMENTS

Each year, LYHA hosts several tournaments as fundraisers to help offset operating expenses and keep our registration fees at a reasonable level. These tournaments are fun, high-energy events that run the Friday, Saturday, and Sunday of the last weekend in February and sometimes the first weekends in March. LYHA will often host Invitational Tournaments for our home teams on our home ice if our teams don't make it to the State Play-Offs. These tournaments are an important part of the team hockey experience and should not be missed. When you make a commitment to play hockey for a season; that includes the final Tournament!

Tournaments are also an excellent way to fulfill volunteer hours. Many hands are needed prior to the tournament to sell ads in our Tournament Brochure, solicit raffle items, and help with pre-game T-shirt sales, hospitality tables, 50/50 raffle ticket sales, and novelty sales. It is essential to LYHA's continued success and solvency that all LYHA parents and players participate in these activities. Watch the Web Site and the Newsletters for specific information on where and how to volunteer.

ABOUT LITTLETON YOUTH HOCKEY

Littleton Youth Hockey was founded as a non-profit organization in 1972. It is governed by a board of 6 directors who are elected each April to one-year terms. The six directors include the President, Past President, President- Elect, Secretary, Treasurer, and Registrar. All positions are filled by volunteers. LYH is a member of the New Hampshire Amateur Hockey Association and USA Hockey, which is the governing body for all amateur hockey in the United States. More information is available about each of these organizations through their websites:

www.littleton-youth-hockey.org
www.nhhockey.com
www.usahockey.com

LYHA offers programs from Learn to Skate to competitive hockey. Our home arena is the Fenton Chester Arena in Lyndonville, Vt. Players for LYHA practice there on Tuesday evenings and Saturday afternoons at the beginning of

the season, and, as the season progresses, home games replace the Saturday practices. Away games are played at various rinks throughout New Hampshire. Directions to all rinks are on the LYHA website.

2008-2009 LYH BOARD OF DIRECTORS

President: Bruce Walters

President-Elect:

Past President: Judy Ash

Treasurer: Karen Sourgiadakis

Registrar: Julie Oakes

Secretary: Kim King

Referee-in-Chief: Gary Morneau

Director of Coaching: Larry Barker

Webmaster: Jon Dugan-Henriksen

Equipment Manager: John Oakes

Board Meetings are held once a month on Wednesday evenings at the Littleton High School (or at the Littleton Community House) at 6:30 pm. Board members and Team VPs are required to attend, and all other members of LYHA are invited and encouraged to attend. Meetings are generally an hour in length, and then the Executive Board will meet afterward as needed.

Meeting times are posted on the LYHA website, minutes of each meeting are also posted on the website. Copies of the minutes are mailed to each LYHA family one-week prior to the next meeting.

If you wish to be on the agenda for a meeting, please contact the President or President-Elect one week prior to the Board Meeting.