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General Information

1.1 Who We Are

The Spokane Americans Youth Hockey Association (SAYHA), established in 1959, aims to foster and teach good sportsmanship and fair play in individual as well as team competition through the promotion, organization and operation of hockey programs for youth players in the Inland Northwest.

Teams of all ages (from ages 4-18) play for SAYHA, and we are known as the Spokane Jr. Chiefs. SAYHA is a member of the [Pacific Northwest Amateur Hockey Association](#), the [West Kootenay Minor Hockey Association](#), [USA Hockey Pacific District](#), and nationally, [USA Hockey](#).

Our offices is located inside [Eagles Ice Arena](#) at 6321 North Addison in Spokane, Washington.

1.2 Purpose

Our purpose is to promote the growth of ice hockey in the Spokane area by encouraging, developing, and facilitating the sport.

1.3 Mission Statement

Our mission is to develop and prepare players and coaches to achieve excellence at all levels, providing essential information, quality instruction and a positive family experience through participation in our program.

1.4 Core Values

Skill Development, Character Development and Community Development

1.5 Policies and Procedures

The following policies and procedures have been adopted by the Board of Directors at the General Meeting held on Monday, June 3, 2002. Amendments and additional policies and procedures were added March 2006 approved by the Board of Directors. These rules and regulations have been established and adopted by the Spokane American Youth Hockey Association (hereafter referred to as SAYHA) for the purpose of:

- Detailing the responsibilities of all individuals who are members of SAYHA as defined by the SAYHA Bylaws Article 3.1, including but not limited to coaches, while representing SAYHA in any capacity or taking part in any SAYHA activity.
- Establishing guidelines and procedures as to team and team-related activities.

- Providing requisite continuity and consistency to the total SAYHA program.

To achieve fulfillment of these objectives, strict compliance is required. Only the Board of Directors of SAYHA (hereafter referred to as the Board) has the authority to waive these rules and regulations, which can be done only by the affirmative vote of a majority of the board at a meeting, or by email, of the board or by two-thirds of the Board, in writing, without a meeting. Approval by email must be documented in the next business meeting notes. Approval or disapproval will be based upon the Board's determination that such deviation is in the best interest of the program as a whole. All waivers of these rules must be brought before the general membership annually for approval as regular rule changes or amendments. Any request to deviate must be presented in advance, in writing, to the Policies and Procedures Committee for review before being presented to the Board for final vote. In addition to these rules and regulations, SAYHA and all of its members are obligated to adhere to the rules of USA Hockey, the Pacific District, Pacific Northwest Amateur Hockey Association (hereinafter referred to as PNAHA), and all other organizations of which it is affiliated. Any violations of these rules and SAYHA Bylaws could subject member to disciplinary actions including probation, suspension or termination of membership.

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Governing Body

2.1 Association Officers

The Spokane Americans Youth Hockey Association is a not-for-profit IRS 501(c)(3) charitable organization registered in the State of Washington. The affairs of the corporation shall be governed by a Board of Directors consisting of nine (9) members of whom five (5) are the officers and four (4) are non-officer directors. Please refer to the SAYHA Bylaws for Board of Director duties and responsibilities.

2.2 Board of Directors Meetings

The Board of Directors shall meet the second Thursday of each month. Meetings shall begin at 6:00 PM and shall be held at Eagles Ice Arena. The meetings shall be open to the general membership; only members of the Board of Directors shall be entitled to vote. Other meetings may be called during the month, as outlined in Article 8 of By-laws. Issues may be discussed throughout the month, motions may be made, seconded and voted via email. All Board of Directors are to be notified of such issues. Only issues pertaining to a board member may be held via email with the Executive Committee as outlined in Article 6.1 of By-Laws. All proceedings of email generated decisions must be posted in the Minutes of the next scheduled board meeting.

Minutes from each meeting shall be posted on the SAYHA website.

2.3 Board Meeting Business

The Secretary will post the agenda for each general board meeting. Any member (board or at-large) wishing to address a specific matter before the board shall direct this request to the secretary, in writing, no later than two weeks prior to the monthly board meeting. The member will be advised if the board of directors will address at the next board meeting, or if the issue is better addressed by a staff member of the organization.

2.4 Annual Meeting

The annual meeting of the members shall be held in, or about, April of each year on such date as the Board or Board Designee may designate, as prescribed in Article 8.1 of Bylaws.

2.5 Elections and Voting

The Board of Director Elections will now be held via online voting system. The primary email address used by parents when registering their player with USA Hockey will be utilized as the email address for the vote. Families in good standing will be afforded one vote per player but no more than three votes total.

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Association Staff, Directors and Volunteers

3.1 Director of Hockey Operations

The Director of Hockey Operations oversees and administers the day to day operations of SAYHA. The Director will be responsible for tryouts, coaching selections and player evaluations. The Director will also ensure that all teams, coaches, players and parents are adhering to all the rules and regulations set forth by SAYHA and its governing agents. The Director should display strong communication skills, experienced in the game of hockey, and must be generally accessible to resolve coaching, player and scheduling issues and problems throughout the hockey season.

3.2 Business Manager

The Business Manager is responsible for all player registration paperwork, to include but not limited to fees, rosters, player releases and any supplemental paperwork needed. The Business Manager is also responsible for overseeing the scheduling needs for all SAYHA teams including practices and league games.

3.4 Division Coaching Directors

3.5 Coaches

All individuals interested in a coaching position should display good communication skills, experience in the game of hockey and its fundamentals, and good teaching skills. Persons interested in serving as a coach shall submit SAYHA Coaching Application form to the Director of Hockey Operations. All coaches must meet current USA Hockey, Pacific District, PNAHA and SAYHA coaching criteria and be familiar with all rules and regulations of those organizations. 14U "A" and above rep coaches can be a paid position if no qualified volunteer coach applies.

3.6 Team Managers

Each coach will assign a designee to be named Team Manager, who is not the Head Coach's spouse or immediate family member. The Team Manager will be responsible for communicating games, practices and/or any travel communication to all team parents or legal guardians. The Team Manager will record game scores, suspensions or any misconduct by a coach, player or parent to the Hockey Director. The Team Manager will also be responsible for all team travel permits.

3.7 Divisional Coordinators

Each Division will be represented by a member of the Association as assigned by the Board of Directors. This position will receive a credit predetermined annually within the SAYHA operating budget at the fulfillment of the duties each year. Responsibilities include but are not limited to:

- 3.7.1 Monthly meetings of all managers within respective division
- 3.7.2 Convey information from Board of Directors to team managers.
- 3.7.3 Attend all monthly Board Meetings, report on respective division.
- 3.7.4 Responsible for scoresheet stats and set up playoff games with Scheduler.
- 3.7.5 Responsible for all information/paperwork related to photo night, Chiefs voucher program,
and home tournaments.
- 3.7.6 Divisional Coordinators will act as Tournament Chairperson for the home tournament for their division.
- 3.7.7 Assist with End of Season Awards event.

3.8 PNAHA Representative

The PNAHA rep shall work to maintain SAYHA's member in good standing status with the Pacific Northwest Amateur Hockey Association (PNAHA) and attend all scheduled meetings as the representative of SAYHA. The PNAHA rep shall make a report on all meetings and PNAHA activities on a regular basis at the board meetings each month. Reports may be e-mailed or mailed to the president prior to the regular Board Meetings.

The PNAHA rep shall bring to the Board of Directors any information that pertains to policy and procedure changes at the PNAHA level and will abide by the decisions of the Board of Directors in any voting or discussions at the PNAHA level. Subject to approval from the Board, the PNAHA rep may hold a position with PNAHA in accordance with PNAHA guidelines. The PNAHA rep will be instrumental in coordinating and conducting presentation to PNAHA for state and/or regional tournaments which may be held in Spokane.

3.9 Tournament Director

- 3.9.1 Prepare and propose to the Board a standardized tournament format.
- 3.9.2 Recruit a Tournament Planning Committee to create and facilitate the standardized format.
- 3.9.3 Prepare all solicitation letters for sponsorship and fundraising for tournament use.
- 3.9.4 Maintain a tournament notebook that outlines essential items for each Tournament.
- 3.9.5 Oversee preparation of tournament packets for all participating teams.
- 3.9.6 Revise tournament application forms annually.
- 3.9.7 Identify a Tournament Coordinator for each tournament event. This person should be the Divisional Coordinator unless not applicable.
- 3.9.8 Provide all Tournament Coordinators with tournament schedules, outline, coaches packets, scoresheets, and all other administrative support that is necessary.
- 3.9.10 Work with the Tournament Coordinators to recruit volunteers and delegate responsibilities during the tournament.
- 3.9.11 Work with the Tournament Coordinators to prepare the volunteer schedule, locker room assignments and tournament marketing.
- 3.9.12 Schedule all tournament games and officials.
- 3.9.13 Provide follow-up at the conclusion of each tournament to ensure that the Business Manager has received all score sheets, raffle money, tournament statistics, etc.
- 3.9.14 Undergo training required by the State Gambling Commission and oversee any fundraising raffles held at tournaments to ensure the gambling laws are followed.
- 3.9.15 Be the key contact for the Tournament website, maintaining it and overseeing Registration.

3.10 Player Safety Coordinator

Shall be a medically qualified individual who can organize safety education for players, coaches and parents. This Coordinator is selected by the President and approved by the Board.

3.11 Referee's Liaison

This individual shall maintain open communication with the Inland Empire hockey Officials Association and attend any meetings, as appropriate, as a representative of SAYHA. This member shall report to the Board of Directors, on a regular basis, regarding activities, concerns, problems or discussions which relate to the on-going business of SAYHA.

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Association Committees

4.1 Coaching Committee

The Director of Hockey Operations has the duty and authority to recruit and select no less than four and no more than six committee members and to delegate responsibility to any member as deemed necessary. The Coaching Committee shall be experienced in playing the game of hockey and ideally, experienced in coaching the game of hockey. The Director of Hockey Operations and his appointed Committee shall serve at the discretion of the Board of Directors. The Director of Hockey Operations shall conduct regular meetings of the coaches, as necessary, throughout the season to resolve minor problems. The Director of Hockey Operations and Committee shall assist with the development and implementation of the standard player evaluation process for use prior to each year's House and Rep player drafts and tryouts. The Director of Hockey Operations and the Coaching Committee will recruit and select qualified Rep Coaches using current USA Hockey guidelines. The Director of Hockey Operations and committee will recruit and select qualified Recreational (House) and Select Team coaches using current USA Hockey guidelines. The Director of Hockey Operations shall make recommendations for Board of Directors approval no later than the regular September Board Meeting. The Director of Hockey Operations will maintain records of coaching credentials. The Director of Hockey Operations and Coaching Committee shall ensure that coaches and assistant coaches have adequate training and materials.

4.2 Disciplinary Committee

The Disciplinary Committee shall follow procedures in accord with USA Hockey Bylaw 10. The Board shall act upon the appeal at its next regular meeting. The Disciplinary Committee shall have authority to discipline any member for good cause, including without limitation, violation of the bylaws or of any regularly established rule of the corporation, including the SAYHA/USA Hockey Codes of Conduct. Discipline may include suspension from membership, suspension from playing or other such measures as may be appropriate under the circumstances. Any decision of the disciplinary committee shall be subject to written appeal to the Board of Directors, provided written notice of appeal is given to a principal officer within seven days after the action of the Disciplinary Committee is communicated to the person being disciplined. The action of the Disciplinary Committee shall remain in effect pending the appeal and shall stand unless overruled by the affirmative vote of a majority of the total Board of Directors.

4.3 Policies and Procedures Committee

This committee currently consists of Board members, both past and present. The committee will review, print and distribute to the general membership the Rules and

Regulations Handbook. This committee should represent a cross section of the membership. The President and Secretary will sit on this committee at all times.

- 4.3.1 Any SAYHA member in good standing can submit a written proposal for a change or addition to current policies and procedures. The request should contain:
- The name of the member making the proposal, phone number and date of request.
 - Suggested language of the amendment or a redlined copy of the current handbook or procedure.
 - A brief (one-page) reason for the proposed change.
- 4.3.2 The request should be sent directly to the Policies and Procedures Committee. The Committee will notify the member of receipt of the request. The request will be presented to the Board for consideration. The member will be notified of the date of the meeting this will be done.
- 4.3.3 The Board will determine if the request warrants further investigation or development. The Board has the option of voting to accept the proposal as stated without further investigation, or to return it to the Committee for investigation and re-proposal.
- 4.3.4 The Board will advise the member of the status of the proposal.
- 4.3.5 All changes to policies, procedures or the handbook are subject to Board approval.
- 4.3.6 All new procedures, policies, or changes should be completed and approved prior to March 15, to be included in the upcoming season Handbook. Members are encouraged to submit rule change proposals that significantly impact the membership prior to the close of the season to facilitate proper review and incorporation into the upcoming handbook.

4.4 Scholarship Committee

Scholarship Committee will assign points and scholarship amounts based on tax information provided by applicants. The point system is based on income and number of persons in household. Adjustments may be made to awards based upon additional information provided or budget constraints.

5 Member Conduct Policies

5.1 General Conduct

- 5.1.1 Teams will dress in assigned dressing rooms and not the rink lobby.
- 5.1.2 Teams will clean their own dressing rooms and bench areas and those of any non-SAYHA teams.
- 5.1.3 Damage and maintenance problems of any such areas should be reported immediately to the Rink Manager or Tournament Director (if applicable).
- 5.1.4 Teams and players not directly participating in on ice activities will not interfere with the conduct of such activities, through harassment or intentional distraction while acting as spectators or while en route to the dressing room.
- 5.1.5 All players, parents and coaches will adhere to the SAYHA Codes of Conduct at all times.
- 5.1.6 All SAYHA members must read and sign Code of Conduct policies at the time of Registration.

5.2 Parent Participation Policy

Each family registered with SAYHA will be responsible for volunteering a minimum of three hours during the hockey season to ensure those activities and commitments sponsored by SAYHA are carried out.

5.3 Chain of Command (Conflict Resolution)

If an issue needs to be evaluated, please contact the nearest point of leadership. If the issue is unresolved, please go to the next level of leadership. The approved chain of command within SAYHA is as follows:

1. Coach
2. Division Coaching Director
3. Hockey Director
4. Disciplinary Committee
5. Board of Directors

5.5 Zero Tolerance Policy

SAYHA members are required to adhere to the [USA Hockey Zero Tolerance](#) policy.

5.6 Spectator Code of Conduct Policy

Please refer to the [USA Hockey Spectator's Code of Conduct](#). Any spectator whether SAYHA member or not, at a SAYHA sanctioned event, game, or practice will be expected to behave in a socially acceptable manner. If unacceptable behavior arises that interferes with other spectators or the game, the game will be stopped by on ice officials. The on ice officials will identify violators to the coaches for the purpose of removing spectators from the spectator's viewing 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.

If violators refuse to leave, a win will be awarded to the non-offending team.

5.7 Administrator's Code of Conduct Policy

Please refer to the [USA Hockey Administrator's Code of Conduct](#).

5.8 Coach's Code of Conduct Policy

Please refer to the [USA Hockey Coach's Code of Conduct](#).

5.9 Parent's Code of Conduct Policy

Please refer to the [USA Hockey Parent's Code of Conduct](#).

5.10 Player Code of Conduct Policy

Please refer to the [USA Hockey Player's Code of Conduct](#).

5.11 Complaint Procedures

The Disciplinary Director, Disciplinary Committee and the Board of Directors will consider every complaint or disciplinary action to be of top priority. Procedures are in place to ensure every member will be provided with a timely and fair resolution. Most issues can be successfully addressed through team coaches but in case beyond a coach's individual expertise, concerns or complaints can be brought to the Discipline Director. The Discipline Director will then take proper steps to ensure procedures are followed in allowing all parties the opportunity to be heard while ensuring the best interest of the player/parties involved. Members of the Disciplinary Committee, Board and the Discipline Director will remain unbiased and neutral on such complaints until a ruling is made.

- 5.11.1 All complaints must be submitted to the Discipline Director in writing for review.
- 5.11.2 Within seven days of receipt, the appropriate committee director or designee will contact all parties and gather all information necessary to resolve the complaint. The Disciplinary Committee will then make a recommendation and attempt to settle the complaint orally. If required by any applicable USA Hockey rules or regulations, the recommendation(s) and/or settlement will be submitted to the appropriate party or organization in writing. This is considered an informal hearing since both parties present their side of the complaint to a neutral party at this time.
- 5.11.3 If either party is not satisfied with the outcome, that party can request a formal hearing, in writing, within seven days of receipt of the decision. Each party will select one person from a list furnished by the Disciplinary Committee. This list consists of member should have volunteered their time to hear the case. The selected parties will then choose a hearing examiner (one or more if necessary). The hearing examiner(s) will set the date, time and method of hearing and notify all parties, the hearing must be recorded. In addition, this hearing must be conducted within twenty days of the selection of the examiner. A \$25 fee will be charged at this hearing level to offset the costs involved in the hearing. The fee will be paid by the complaining party or split by both parties upon mutual agreement. The decision must be in writing and include the findings of fact and conclusion. A copy of this decision must also be given to all parties including the Board President within seven days of the hearing.
- 5.11.4 If either party is not satisfied with the hearing examiner's decision, that party can appeal the decision to the Board of Directors, in writing, within seven days of the examiner's decision. The Board will then hear the complaint at the next regular scheduled meeting and allow each side fifteen minutes (some of this time can be reserved for rebuttal). This hearing must also be recorded and a \$25 fee will also be charged at this hearing level to help offset the costs involved in the hearing. The Board will be allowed seven days to render a written decision. This decision will be final and binding on all parties at the SAYHA level. All time limits may be extended or reduced by mutual agreement of all parties.
- 5.11.5 The Board is vested with the right to place any member on probation or suspension. Therefore, the Disciplinary Director can place a member on probation with strict conditions and consequences or suspensions greater than the norm when the safety of other members/players is in jeopardy. The Board's intent is to have a season without injuries.

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SafeSport Policies

6.1 Locker Room Policy

Please refer to the [SAYHA Locker Room Policy](#).

6.2 Travel Policy

Please refer to the [SAYHA Travel Policy](#).

6.3 Social Media Policy

Please refer to the [SAYHA Social Media Policy](#).

6.4 Billet Policy

Please refer to the [SAYHA Billet Policy](#).

6.5 Injury and Concussion/Return to Play Policy

Please refer to the [SAYHA Return to Play Policy](#).

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Ice Scheduling Policies

7.1 Requests for Ice

All requests for ice must come through the SAYHA Office and Scheduler.

7.2 Ice Cancellations

Coaches must notify the scheduler no less than ten days if scheduled ice time will not be used to allow the scheduler the opportunity to sell the ice.

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Finance Policies

8.1 Registration

Registration will not be considered complete until all forms and fees have been paid and are in the possession of the SAYHA Registrar. No one will be allowed on the ice (coach, player, helper) if all registration fees and forms are not completed. Failure to complete any signed document, including paying of ice fees, will result in Disciplinary Review. Any late registrations are subject to a late registration fee.

8.2 Refunds

A full refund will be given if a written request is received by SAYHA before August 1 of that year. Refunds, requested in writing between August 16th and December 31st of that year, will be subject to a nonrefundable administrative insurance fee of \$100.00 and the refund amount will be prorated to the amount of ice time used. If the amount paid does not equal more than \$100.00, the request will be denied and no refund shall be returned.

No refund will be issued for registration fees if the request is received after December 31st of the year.

8.3 Sponsorships

SAYHA accepts donations to support the objectives defined in the SAYHA Constitution and Bylaws. This policy established conditions for acceptance, management and disbursement of funds donated to SAYHA.

- Designated Scholarship Funds – These funds are designated by the donor for the use of offsetting the costs of SAYHA player participation. Funds designated for this use can only be used for scholarship purposes. The funds are specifically intended to help players who could not otherwise afford to participate in SAYHA hockey. Rep players will not be considered for scholarship assistance.
- Non-Designated Funds – These funds are not designated by the donor for any particular use by SAYHA. These funds may be placed in the scholarship fund, the equipment fund, or in the general fund based on Board action to accept the donation and designate usage. The Board of Directors may change the designation of these funds at any time.

The SAYHA Board of Directors must vote to accept all donations and may vote not to accept donations with stipulations or conditions that are unacceptable or contrary to the SAYHA objectives. Identities of donors will be kept confidential if requested by the donor. The Board of Directors will appropriately acknowledge donations.

8.4 Management of Donated Funds

Sponsor, donor and fundraising funds, whether placed in general or team accounts, will be accounted for and maintained in compliance with current regulation of the U.S. Internal Revenue Service and the State of Washington Department of Revenue, including that as set forth in the Team Financial Accountability section below.

8.5 Scholarship Funds

The Board of Directors will establish a Scholarship Committee to review applications for scholarship funds and make recommendations to the Board of Directors for distribution of scholarship funds. Requests for Scholarship funds shall be made to the Treasurer or Chairman of the Scholarship Committee by October 1st of that year. Requests received after that date shall be rejected unless the player is new to the association. The scholarship committee will keep all requests based on need confidential and will make recommendations based on the needs of the applicants and the benefits to fulfilling the objectives of SAYHA. The Board of Directors is required to approve distribution of scholarship funds. Donated funds designated to the general fund are distributed in accordance with the normal procedures for the general fund.

8.6 Financial and Attendance Obligations

It is the financial responsibility of each SAYHA parent or guardian to provide all transportation and equipment needed to participate in ice hockey. All players will be expected to attend all team related commitments unless otherwise directed by the coach. Any delinquent ice fee payments will result in players not being allowed to participate in on ice activities until those fees are made current. All delinquent payments are subject to a fee of \$25 +2% of the current amount due. All rep players are required to secure their place on the team with a \$300 non-refundable deposit. If for any reason the player opts to leave SAYHA, this fee will be moved into SAYHA's scholarship fund.

8.7 Team Sponsorship

It is the goal of SAYHA that each recreational team has an Association recognized primary sponsor. Primary team sponsors, approved by the Board of Directors, shall be given priority recognition for their sponsorship support. Each SAYHA team will have a primary sponsor before any team only sponsorship is permitted. It is the responsibility of all Association members to help identify and recruit primary team sponsors. It is the role and responsibility of the Community Development Director to assist teams with sponsorship acquisition. Any team without a primary team sponsor will not be penalized and will receive their jerseys and socks from the associations general budget. All SAYHA primary sponsors that do not request a specific team will be placed in a pool and assigned on a lottery basis to non-sponsored teams. Lottery and team assignments will be carried out prior to the first board meeting in November.

8.8 Volunteer and Coaching Waivers

A SAYHA member can hold a maximum of two positions that receive a credit waiver from SAYHA.

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Player Placement and Movement - House Division

9.1 Rate Skate

Rate skate for the House Teams will be held over one or two weekends in October each year. The purpose of the Rate Skate is to give all coaches in each division the opportunity to evaluate each skater's ability and draft teams that are equal and competitive. Selected coaches are required to attend the Rate Skate sessions. Head coaches must name their assistant coach (with approval of the Hockey Director) before the Rate Skate begins or after the draft is completed. The Director of Hockey Operations,

and his committee, will oversee the Rate Skate and subsequent draft. Rate Skate sessions are overseen and directed by the coaches in that particular age division.

9.2 Play Up Requests

House players may request movement to a higher age division within the house team structure, but not more than one age division above their current classification. Prior to the Rate skate, any player seeking higher age level playing status must submit an application to the Director of Hockey Operations. The player must attend the Rate Skate at his/her age appropriate level where s/he will be evaluated by the Director of Hockey Operations. Upon approval of the Director of Hockey Operations, at the conclusion of the first Rate Skate session, the player shall continue the Rate Skate process at the petitioned level. Upon approval by all parties, a Player Movement Consent Form shall be signed by all involved parties; this form will be brought before the Coaching Committee for approval prior to final approval of the Board of Directors. The nature of the Player Movement Consent Form shall be to document that procedure has been followed and all parties agree to the player moving to the higher division with the knowledge of the expectations put upon the player in the higher age division.

9.3 Play Down Requests

Players in the 10U and 12U House Divisions may be allowed to play down an age group on a case by case basis, as recommended by the Coaching Committee, with the concurrence of a majority of the coaches in the age group to which the player is moving and approved by the Board. Players allowed to play down are not permitted to play in PNAHA tournaments.

9.4 Female Classification

When playing on a regular house team, girls may play down one age classification according to the parameters established for boys under USA Hockey rules. Only in Female Only situations are girls allowed to follow the separate age classifications established by USA Hockey guidelines.

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Player Placement and Movement - Rep Division

10.1 Rep Division Evaluations

10.1.1 Coaches and SAYHA administration are expected to meet with parents and players during tryout camp to explain

10.2 Play Up Requests

10.2.1 Player movement will only be considered to the high age "A" team. Player movement to the

upper level "B" team is not an option.

10.2.2 No later than five days prior to the first scheduled Rep Team evaluation, any player seeking

higher age level playing status must submit a properly signed Application Form to the Director of Hockey Operations who will present the form to the Board of Directors for consideration at the next regular Board meeting.

10.2.3 Each application will then be forwarded to the "A" coach of the higher level team and the "A" coach of the age appropriate team. The player applying to move up, must be among the top 5 players on the higher level team in skill and ability or the top goaltender. This determination will be made by the higher level "A" coach and the Director of Hockey Operations. This includes 8U players requesting to move up to the 10U Division.

10.2.4 After evaluations, the higher age level "A" coach, the lower age level "A" Coach, the Director of

Hockey Operations, a quorum of Board members, the player, and player's parents, will meet together to hear all discussions and comments. After all discussions the Board will vote by secret ballot. All decisions of the Board are final.

10.2.5 Upon approval by all parties, a Player Movement Consent Form shall be signed by all involved parties; the nature of the Player Movement Consent Form shall be to document that procedure has been followed and all parties agree to the player moving to the higher division with the knowledge of the expectations put upon the player in the higher age division.

10.2.6 A lower age division goaltender or a B level goaltender may be suited for A level practice in

addition to the rostered goaltender. A lower level goaltender may be rostered in accordance

with PNAHA and USA rostering deadline to replace an injured or goaltender unable to compete.

10.2.7 All movement requires approval from the Coaching Committee and Director of Hockey Operations and must be agreed upon by both the coach of the lower age division and the upper age division. Upon approval by all parties, a Player Movement Consent Form shall be signed by all involved parties; and presented to the board for final approval. The nature of the Player Movement Consent Form shall be to document that procedure has been followed and all parties agree to the player moving to the higher division with the knowledge of the expectations put upon the player in the higher age division.

11

Rep Division Policies

11.1 Rep Division Objectives

The overall objective of Rep team hockey is to field teams of players to compete at an advanced skill level and to enhance team play by integrating each player's progressive abilities. Equal ice time for all players is not a requirement; however, the special skills and talents of each player shall be utilized and balanced with the requirement to develop collective team skills to advance team potential. Coaches will also concentrate on further advancing individual abilities and knowledge of the sport of all players, while instilling the virtues of good sportsmanship, honest effort, discipline and respect.

11.2 Stand Alone Status

All Tier I, Tier II and B teams will have "stand alone" status, and will not compete in the House Division. All such teams will be expected to compete in the State Tournament at the end of the season and will be responsible for all fees connected with that tournament.

11.2.1 Any rep team that has not been granted stand-alone status, shall be allowed to function only in a capacity that supplements, not supersedes, house team on ice activities which shall have priority. Requests for exceptions must be presented in writing to the Board of Directors and approved by the Board at a regularly scheduled board meeting, prior to outside commitments being confirmed. The impact to the House Division and Scheduler, by granting such a request, will weigh heavily in the decision.

11.3 Team Meetings

Coaches will hold frequent meetings with parents to keep them informed of team activities and coaching decisions. Coaches will inform parents and players about specific disciplinary actions that will result from unacceptable actions and what behavior will result in those disciplinary measures being taken and other situations that may affect the team.

11.4 Assistant Coaches

Each Coach will designate an Assistant coach to assist him/her in team practices, in whatever capacity is deemed necessary and to act as coach in his absence during practices and games. The assistant coach, when acting as the Coach, will have an on ice assistant whenever possible. The assistant coach will be subject to the same requirements as the head coach – USA Hockey certified, Board approved and subject to background check.

11.5 Team Makeup

Each Rep team at all age levels will consist of a minimum of eleven players, ten skaters and one goaltender, or twelve if two goaltenders are rostered. The maximum number of players may be suited up for a game is twenty comprised of eighteen skaters and two goaltenders.

11.6 Team Vacancies

Team vacancies created by resignation or dismissal or extended injury (greater than 60 days) can be permanently filled within two weeks, prior to December 31.

11.6.1 Any player selected for a stand-alone rep team who resigns or is dismissed, may be eligible

to play for another team only if available to be selected and rostered by that team's coach, no later than the applicable SAYHA and/or USA Hockey roster deadline. No player may displace an existing "B" player.

11.6.2 A house team player may be asked to fill a permanent vacancy on a rep team to replace a player permanently lost due to injury, resignation or dismissal, only after the Coaching Director has been notified in writing of such intent and has been given approval. The impact on the affected house team will weigh heavily in the decision to allow such a move. The player receiving the offer has the exclusive option to refuse and remain on his current team.

11.7 Final Rosters

Final Rep Team rosters will be submitted to USA Hockey on December 31st of each year. Players rostered on stand-alone rep teams, as of the USA Hockey rostering deadline, cannot be rostered, nor can they play, on any other team for the remainder of the current playing season.

11.7.1 "Agreed upon" player movement is described as movement which is agreed upon by both the "A" and "B coaches prior to the final rostering date prescribed by SAYHA and/or PNAHA guidelines. Any player movement must have his/her parents' approval.

12 House Division Policies

12.1 House Division Objectives

The overall objective of recreational (house) team hockey is to field teams of players to compete at a level that will emphasize team play by integrating the diverse skill levels of all players. Equal ice time among players, in all game situations including short-handed, power-play, and limited circumstances requiring double shifting, is a requirement. Equal participation at all positions is encouraged. Utilizing the special skills and talents of each player will be balanced with the requirement to develop collective team skills to advance team potential. Coaches will concentrate on developing individual abilities of all players, on an equal basis, while instilling the virtues of good

sportsmanship, honest effort, discipline and respect. Coaches will also focus on promoting knowledge of, and enthusiasm for, the game of hockey while never losing sight of, nor de-emphasizing, the fun aspect of the game.

12.2 House Division “Gretzky” Rule.

The three goal rule applies to the 8U House division. No single player may score more than three goals in one game.

12.3 Games with Teams Outside Association

Games with teams from outside the association, at home or away, may be played with prior approval of the board and USA Hockey. All costs incurred from games will be paid strictly by the team.

12.4 House Team Commitments

House team on ice commitments of players, coaches and parents shall have priority over any and all additional corporation related activities. Teams not granted stand-alone status (Select teams) shall be allowed to function only in capacity that supplements not supersedes House team on ice activities. Requests for exceptions must be presented in writing to the Board of Directors and approved at a regularly scheduled Board meeting, prior to outside commitments being confirmed. The impact to the House Division and Association Scheduler will weigh heavily in the decision.

12.5 Attendance

Players will keep the coach, or the team’s designated representative informed of player problems that will interfere with the player’s attendance at practices and games.

12.6 Team Makeup

Each House team will consist of a minimum of eleven players as registration for the current season allows (10 skaters and 1 goalie).

12.7 Out of Town Travel

House coaches are required to obtain approval for out of town travel from the Director of Hockey Operations, not less than fourteen days prior to the date of departure.

13.7.1 Travel permits must be filed with the PNAHA and SAYHA Registrars for all travel into Canada three days prior to departure. A new permit is required for each trip. This applies to all teams, rep and recreational.

12.8 Game Structure

Except at 8U, House games are limited to one hour, unless pre-authorized by the rink manager and association scheduler, with three fifteen minute periods of running time. Stop time will be used only during the last five minutes of a game in which there is a differential of two goals or less in the score, if time allows. Overtime will be played only during playoff games.

- 12.8.1 The timekeeper shall inform the referee in the event that the game appears not to be completed within its allotted time. The referee shall then use his own discretion, with regards to timekeeping, in order to complete the game on time.
- 12.8.2 At the 8U level, games shall be played at three fourteen minute stop time periods. The horn shall be sounded for shift changes every two minutes. Players shall return to center ice after each 2 minute buzzer for face-off.
- 12.8.3 The method of determining playoff rankings will be as detailed in the USA Hockey Rules and Regulations regarding Regional Playoffs, as applicable.
- 12.8.4 In the event of a playoff game being tied at the end of regulation time, a five minute overtime will be played. The first team to score a goal in this extra period wins. Should the score remain tied after the sudden death overtime period, by agreement of both opposing coaches, either of two tie breaker options shall be utilized.
- Option One – Another five minute period will be played with the teams playing five on five without goaltenders. If the score again remains tied, the teams play four on four without goaltenders, then three on three and so on until one team scores.
 - Option Two – A shoot-out with a five minute time limit. Each team will designate five players to attempt to score, one at a time, on the opposing goaltender. The two teams will rotate opportunities. The applicable procedures and rules regarding penalty shots will dictate. The team with the most goals will be declared the winner. If the score remains tied, a sudden death shootout will commence, whereby the first goals determines the winner. A coin toss by the referee will determine which team has the first attempt.

If the tie breaker is not unanimous between the two opposing coaches, option one will be implemented.

13

Equipment and Uniforms

13.1 Equipment Responsibilities

Individuals will be held personally responsible for damage to any of the rink facilities, SAYHA equipment and the equipment of any other individuals during willful misconduct intentional abuse or negligence. Failure to pay for, or repair, damage may result in suspension of the player and or loss of ice time by the team. However, a player will not be allowed to register until the lost or damaged equipment is replaced or repaired by the responsible player or the cost of the equipment is paid in full.

- 13.1.1 Rental equipment is available for Mite aged players through the Equipment Director, this gear includes pants, chest protector, elbow pads, shin guards and gloves and can be rented by any mite aged player upon availability for a fee of \$25.00 for the season. A refundable \$30.00 deposit is required at the time of contract. Other items, helmet, neck guard, skates and stick must be supplied by player.

13.2 House Jerseys

House jerseys and socks will be provided to teams upon receipt of team's sponsor

check. Team may add a one color logo to the sleeve of the jersey, or have the sponsor name screened on the back of the jersey “butt plate” style. SAYHA will pay for this expense, provided it is through an approved vendor. SAYHA does not pay for names to be screened onto the jerseys.

13.3 Rep Jerseys

Rep players will purchase jerseys from SAYHA at a price to be set each season. Teams or individuals are then responsible to have numbers and names (if desired) sewn on jerseys at their own expense. Rep socks will be provided to teams.

13.1.1 Teams participating in WKMHA are required by league rule to apply and wear the “STOP”

patch in the back, center above number, of jersey.

13.1.2 Rep team uniforms will consist of SAYHA jersey, socks, navy blue pants, red helmet and Spokane Jr. Chiefs helmet sticker.

13.4 Jersey Number Policy

USA Hockey rules do not permit multiple players on the same team to have the same number. To prevent this from happening, players born in even numbered years will provide three even numbers to be submitted at registration as choices for jersey numbers. If all three numbers have been assigned to other players within the group of potential teammates (typically the year of, the year before and the year after the player’s birth year), then the Board appointed Equipment Manager has the right to assign an even number which is not in use. For players born in odd numbered years, three odd numbers shall be submitted at registration as choices for jersey numbers. If all three numbers have been assigned to other players within the group of potential teammates, then the Equipment Manager has the right to assign an odd number which is not in use. Players will maintain their numbers year to year, unless requesting a change to the Equipment Director in writing.

Beginning with the 2009 birth year, there are no exceptions to the even/odd birth year requirements except as indicated below.

Sibling Jerseys. The Board will allow the use of a sibling jersey number outside of the birth year rules (above) as long as it does not create a conflict with other players within the

Once a player has been assigned a jersey number for any team within Spokane Youth Hockey, that number will no longer be available for any other players born in the same year, the year before, or the year after the player who has that number. Once a player has been assigned a number, they will be able to keep that number as long as they remain registered with Spokane Youth Hockey; however, they may elect to give up their current jersey number in order select a new number within the birth year requirements outlined above and with the approval of the Equipment Director. New numbering begins at the 8U Academy level.

CONFLICTS

Number designation is done in the fairest way possible. The Spokane Jr. Chiefs have strived to ensure players receive the same number from year to year. In some cases,

conflicts arise. Here are the general rules to resolve numbering conflicts:

- When there is a jersey number conflict with another player, priority is given to

returning players with unchanged numbers who are in compliance with the even/odd birth year requirements, first outlined by the Board in 2016.

- If a conflict remains, and both players wish to retain the number, the priority will

go to the player with the most tenure in Spokane Youth Hockey programming. When players leave the Association, they lose their tenure.

- If a tie-breaker is still needed, priority will then fall to the player who is older

within their birth year. The player with the younger birthdate will be asked to change jersey numbers at their expense.