

Everett Youth Hockey
Everett Jr. Silvertips
Coach and Managers Guide

November 14, 2015



1. Contacts & Communication

1.1 Management & Administration

For Questions or Concerns, please reach out to the following:

Beginner Hockey Program

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Coaching and Team Management

Michael Devellano
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Equipment and Uniforms

Mike Nouque
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EYH Program Registration

Jaimi Traub, Administration Director
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425-609-2800

Ice Scheduling & Tournaments

Gary Gusinsky
ggusinsky@eyhbc.org
425-422-5365

PNAHA, MHL, and CHOA

Aaron Wilson
aaronw@everettsilvertips.com
206-354-1319

General Questions or Concerns

info@everettsilvertips.com
425-252-5100

1.2 2015 – 2016 Team Officials

<i>Division / Category</i>	<i>Birth Year</i>	<i>Team Official</i>	<i>Name</i>	<i>Contact Information</i>
Mighty Mites	2006	Head Coach		
		Alternate		
Mites Rec	2006	Head Coach		
		Alternate		
Squirt Rec	2005	Head Coach		
		Alternate		
Squirt A	2005	Head Coach		
		Alternate		
Pee Wee Rec	2004	Head Coach		
		Alternate		
	2003	Head Coach		
		Alternate		
Peewee 'AA'	2003	Head Coach		
		Alternate		
Bantam Rec	2002	Head Coach		
		Alternate		
Bantam Rec	2002	Head Coach		
		Alternate		
Bantam 'AA'	2001	Head Coach		
		Alternate		
Midget Rec	2000	Head Coach		
		Alternate		

1.3 Communication

- All hockey league and related communications e.g. PNAHA, MHL, USA Hockey etc. should be initiated through EYH (also referenced as EYH herein) management:
 - Financial Matters & Registration
 - Jaime Traub
 - Hockey Operations
 - Michael Devellano
 - Equipment & Apparel
 - Mike Nouque
 - Practice Ice & Schedules, Games
 - Gary Gusinsky
 - CHOA, PNAHA, MHL
 - Aaron Wilson
- Primary mode of communication will be e-mail addressed to head coaches and team managers; make sure that at least one designated team official checks e-mail at least once every day
- Information and resources available on EYH website; authenticated access is required for some administrative sections of the EYH website:

<http://www.everettyouthhockey.com>

2. Rep Try-Outs & Rec. Player Evaluation Registration

2.1 Pre Try-Out Preparation

- Pick-up Try-Out Jerseys
 - Roster of Registered Tryout Participants
 - Try-Out Log Sheet
 - Player Evaluation Forms (For Coaches & Evaluators)
 - Player Information Form
 - Preliminary Team Budget & Explanatory Notes
 - Team Rules & Policies (20)
- Office Supplies
 - Ballpoint Pens
 - Felt Tip Markers
- Define Player Evaluation Criteria / Process
 - Plan Drills / Scrimmage
 - Establish Tryout Roles & Responsibilities (On Ice / Off Ice)
- Define Post Try-Out Procedures
 - Sign / Return for Next Try-Out Session / Cut

2.2 Check-In Procedure

- Ensure Team Staff and try-out check-in materials are available in designated area at least one (1) hour prior to scheduled start time
- Tryout Payment Collected during online registration process (prior to tryouts)

- No player shall be allowed to step on the ice without prior tryout online registration at www.everettyouthhockey.com
- Hand-Out Try-Out Jersey
 - Team is responsible for ensuring that all try-out jerseys are returned
 - Lost jerseys will be charged to the team for \$25
 - Record try-out jersey color & number
 - Record try-out jersey color & number & pertinent player information on Try-Out Log Sheet
 - Direct player to designated dressing room(s)
 - Parents and non team officials are not allowed on benches or in dressing rooms
- Communicate post try-out procedures to parents/guardians

2.3 Recreational Player Evaluation

- Ensure all players are registered with Everett Youth Hockey
- Only players registered can be a part of Recreational Hockey Evaluations
- Introduce key personnel and communication expectations before on ice evaluation session begins
- On ice evaluation – player selection
- Immediately following on ice evaluation
 - Thank players for coming to the try-out
 - Communicate next steps; how will players/parents/guardians be notified with respect to signing, team assignment etc.

2.4 Player Registration- A/AA/AAA Teams

- Before you decide to offer a player a spot on your team, remember to double-check to following items:
 - Release requirements have been / can be fulfilled, if applicable

- PNAHA Rule 14 - 5 players on a team from outside association
- Ensure there are no other potential impediments that could prevent player from joining your team (e.g. suspension, unpaid dues to another team/EYH etc.)
- Signing requirements / paperwork (in the following order):
 - EYH Handbook
 - Agreement to EYH Rules & Policies (retained by parent/guardian)
 - Team Rules & Policies (retained by parent/guardian)
 - Preliminary Team Budget (retained by parent/guardian)
 - USA Hockey Code of Conduct
 - Consent To Treat (returned to Team)
 - Photocopy of Player's Birth Certificate (collected by Team)
 - EYH Player Registration Fees (collected by EYH)

3. Rules & Policies

3.1 EYH Policies

- All EYH Team Officials will review and follow the current EYH Rules & Policies outlined in EYH Handbook
- All players and parents/guardians registered with an EYH team will review and follow the current EYH Rules & Policies outlined in the EYH Handbook
- Parents/guardians can request a copy of the current EYH Handbook
- All parents must attend an EYH Player and Family Orientation session

3.2 Team Rules & Policies

- Each coaching staff will develop complete set of rules and policies for their team.
- Team Rules & Policies will be designed to complement and augment the current EYH Rules & Policies
- All players and parents/guardians will review and follow the rules and policies established for their respective team(s); parents/guardians must receive a copy of Team Rules & Policies before registering with EYH
- A copy of sample Team Rules & Policies is included in this section

3.3 Other Rules & Policies

- Team Officials are expected to review and follow all applicable rules, regulations, policies and Safesport for EYH hockey teams including USA Hockey, PNAHA and MHL Playing Rules & Regulations

4. Team Financials

4.1 Budgets

- Preliminary Team Budget
 - Submit to EYH at least five (5) days before try-outs for approval
 - Prepare in accordance with form set out by the EYH and include:
 - Proposed Team Revenue (specify sources):
 - Individual team dues to be paid by parents/guardians
 - Sponsorship contributions
 - Fundraising activities and/or events
 - Proposed Team Expenses
 - Explanatory notes for each budgeted item
 - Disclose any payments that will be made to any Team Official
 - Parent/guardian must receive a copy of the Preliminary Team Budget before registration or accepting a position with the team
- Final Team Budget
 - Revised and/or refined version of the Preliminary Team Budget that will be submitted to EYH before the start of the season
 - Any material changes to the Preliminary Team Budget must be approved by the EYH
 - Parent/guardian for each player must receive a copy of the Final Team Budget before that start of the season

4.2 Bank Accounts

- Each team will maintain a bank account under the team's name with a bank satisfactory to the EYH
- Bank account signing authorities for the team will include a minimum of three (3) Team Officials and/or parents/guardians:
 - The three (3) parent/guardian team signing authorities must be approved by parents/guardians representing seventy-five percent (75%) of the players registered with the team
 - The three (3) signing authorities must **NOT** be directly related to one another
 - Names of the signing authorities for the team will be submitted to the EYH before the start of the season
- Funds may only be withdrawn from the team bank account by way of a cheque
- At least two (2) duly authorized signatures are required for all cheques issued by the team
- All revenues belonging to the team (including individual team dues paid by parents/guardians, sponsorship contributions, and proceeds derived from team fundraising activities and/or events) must be immediately deposited into the team bank account
- All expenditures made by the team shall only be made by way of a cheque drawn against the team's bank account; the team will maintain reasonably detailed records (including receipts where applicable) with respect to expenditures
- The EYH does recognize that certain expenditures must be made by way of cash, and for this type of expenditure a Team Official will pay and the team will reimburse the Team Official for his/her out-of-pocket expenses by way of a cheque drawn against the team's bank account

4.3 Financial Reporting

- Each team shall produce financial summary statements during the season that will be submitted to EYH and the parents/guardians of each player registered with the team in accordance with the following schedule:
 - September 30th
 - January 2nd
 - End of Season

The interim financial summary statements will be produced and submitted to EYH and the parents/guardians of each player registered with the team within five (5) business days of the dates specified above.

The End of Season financial summary statement will be produced and submitted to EYH and the parents/guardians of each player registered with the team within one (1) week prior the team's last game.

- Team financial summary statements will be signed by the Team Official who is responsible for their preparation
- Team financial summary statements will be reviewed and signed by the two (2) parent/guardian team signing authorities
- Team financial summary statements will be published using the format specified by EYH; a template for team financial summary statements is included in this guide.
- Any complaint by a parent/guardian related to team financial matters must be referred in writing to the EYH Board for resolution; the decision of the EYH Board will be binding on all parties

4.4 Meetings

- Team Officials will meet with the parents/guardians of the players registered with team at least two (2) times during the season to review team financial matters and other team business:
 - The first meeting will be held prior to the start of the season and the Final Team Budget will be presented at this meeting
 - Other meetings will be arranged whenever applicable to coincide with the delivery of the team's financial summary statements
 - Notice of matters to be discussed at each meeting and any related materials (including budgets and financial summary statements) will be provided to a parent/guardian of each player registered with the team

4.5 Sample Materials & Guidelines

- The following sample materials and guidelines are included in this section for your reference:
 - Team Budget Template
 - Preliminary Team Budget Sample
 - Team Financial Summary Statement Sample
 - Team Bank Account Guidelines
 - Team Signing Authority Approval (via Email)

4.6 Team Management Compensation

- With the growth of the sport of hockey, there is also a growth in the sophistication of coaching.
- Many teams opt for non-parent coaches to avoid controversy and ensure the independence of a coach or coaches from non-hockey influences
- It is common to compensate non-parent coaches
- Any compensation is outside of EYH player fees and must be covered by a team budget

- Families who decide to join a team with a non parent coach, should be provided with a team budget that includes all proposed monthly dues and coach stipend at try out.
- EYH requires visibility to these budgets and reserves the right to approve/ disapprove these.
- It is also common for a team to cover the hotel, driving and meals of coaches on away trips.
- For stipends often a flat amount monthly is decided upon and can be divided amongst coaches.
- As a guideline coaches stipends depend largely upon:
 - Coach's time commitment weekly
 - The level of the team e.g. Recreational, Rep/Travel
 - Anticipated number of practices per week and length
 - Anticipated number of games in a season
 - Number of away tournaments

Here are common amounts to use as a guideline in evaluating if the stipend for your team is reasonable.

Age Groups	Rep Non Parent Coaches (Entire Staff)
Mites, Squirts, Pee Wee	\$400-800/month + exp
Bantam, Midget	\$500-1200/month + exp

5. Team Officials

5.1 Roles & Responsibilities

- The EYH appoints, and if necessary replaces, the Head Coach of each EYH team. The Head Coach of each team is responsible for the selection of Team Officials for his/her team; EYH approves the selection/changes of all Team Officials.
- The EYH monitors the performance of all Team Officials.
- Team Officials must be registered with USA Hockey each season, up to five (5) Team Officials may be registered with each team and may include the following positions:
 1. Head Coach
 2. Trainer
 3. Manager
 4. Assistant Coach
 5. Assistant Coach, Assistant Trainer or Assistant Manager

Where five Team Officials are registered, at least three (3) of those Team Officials must have obtained a coach or trainer's certificate.

A maximum of four (4) Team Officials may appear on the bench during any game and must be identified on the game sheet.

Each Team Official must obtain the minimum required level of USA Hockey certification.

The Head Coach assumes overall responsibility for managing ALL aspects of team operations, both on and off the ice throughout the entire season.

5.2 Rules & Regulations

- No person may be registered as a Team Official with more than one team (except for persons who have received special permission by resolution of the EYH Board of Directors).
- A person who is registered as a EYH Official may participate as a Team Official in any game of any team within the EYH assuming proper USA Hockey credentials
- The coach of each team must have a valid USA Hockey CEP and age appropriate module
- All Team Officials must obtain appropriate USA Hockey Age Module and Safesport certification pursuant to USA Hockey regulations.

5.3 Certification

- Information pertaining to clinics for USA Certification is available <http://www.usahockey.com>

6. Tournaments & Exhibition Games

6.1 Tournament Travel Permits

- EYH Recreational Teams are allowed to participate in two (2) tournaments during the regular season in addition to EYH tournaments
- Any team wishing to enter a tournament outside of Washington, British Columbia, Oregon and Idaho must submit an application to EYH for approval in advance of the tournament start date.
- Team Officials will submit a written e-mail request for approval to the EYH's Director of Scheduling in advance of the tournament start date that includes the following information:
 - Include the words "Tournament Permission Request" and the team's full name (i.e. division/category) in the subject line.
 - Provide the following information within the text of the message:
 - Tournament Name
 - Tournament Host Organization / Association
 - Tournament Start Date / End Date
 - Tournament Location
 - Tournament Sanctioning Branch (e.g. PCAHA, PNAHA, etc.)
- EYH's Director of Scheduling will acknowledge and approve the team's tournament request by way of an e-mail reply.
- EYH's Director of Scheduling will submit the team's tournament application request to the Board and/or PNAHA for approval if required.
- When the Board and/or PNAHA approves the team's tournament application request, EYH's Director of Scheduling will send the team an electronic copy of the approval to the team's coach and manager by way of an e-mail message.
- EYH teams may only participate in tournaments that have been sanctioned by a branch of USA Hockey or by the recognized minor hockey branch in whose territory the tournament is to be conducted.
- A team may not enter two or more tournaments operating at the same time.

6.2 Travel Permit Form

For travel out of area you will be required to secure a signed Travel Permit. You can request these from EYH Director of Scheduling Ice and tournaments

6.3 Exhibition Games

- Any teams wishing to play any exhibition game must first receive approval from EYH to do so.
- Regular season games cannot be changed in order to play exhibition games for any reason whatsoever.
- Team Officials will follow the procedure outlined below when submitting an exhibition game request to the EYH for approval:
 - Send an e-mail message to the EYH's Director of Scheduling as early as possible that includes the following:
 - Include the words "Exhibition Game Approval Request" and the team's full name (i.e. division/category) in the subject line.
 - Provide the following information within the text of the message:
 - Opposing Team's Full Name (Organization/ Division / Level)
 - Exhibition Game Date & Scheduled Start Time
 - Exhibition Game Location
 - The EYH's Director of Scheduling will acknowledge and approve the team's exhibition game approval request by way of an e-mail reply.
- All exhibition games must be played in accordance with applicable USA Hockey rules and must be officiated by an appropriate number of certified game officials.

6.4 EYH Home Tournament

- The EYH Home Tournament is an official USA Hockey sanctioned Everett Youth Hockey event
- EYH teams will be required to participate in one (1) home EYH tournament

- The EYH Home tournament does not have any additional cost to EYH families and is paid for by the Everett Youth Hockey Booster Club
- Parents and/or guardians are required to volunteer time to cover tournament functions e.g. scorekeeping, timekeeping, home and away penalty boxes and raffle etc.
- 100% of the tournament volunteer job functions above must be covered by the participating EYH team families.

7. **EQUIPMENT & APPAREL**

7.1 **Authorized Use of the Everett Silvertips, Everett Jr. Silvertips and EYH Name and/or other related brands and logos**

- All equipment and apparel e.g. practice jerseys, headwear, track suits, game jerseys etc. bearing the EYH's name and/or logo must be purchased through EYH or authorized organization.
- Outside application of the EYH name and/or logo is strictly prohibited unless such application has received prior written approval from a duly authorized EYH Executive.
- All requests should be sent to the Director of Equipment and Apparel

Any team found in violation of this requirement will be subject to a \$1,000.00 fine.

Any team found in violation of the requirement will also be required to immediately remove the name and/or logo from unauthorized items.

APPENDIX 'A'

BEHAVIOR, DISCIPLINE & DISPUTE RESOLUTION

A.1 Standards of Conduct & Disciplinary Action

- All team officials, players and parents/guardians associated with EYH teams will conduct themselves in accordance with the standards of BEHAVIOR that have been established by the EYH, the Pacific Northwest Amateur Hockey Association (“PNAHA”) and USA Hockey.
- Any team official, player or parent/guardian associated with EYH who fails to comply with these standards of conduct may be subject to disciplinary action consistent with USA Hockey guidelines.
- The requirement for any such disciplinary action will be reported to EYH Management and must be approved by a EYH Executive in writing prior to implementation.
- Any player or spectator who causes damages to any arena shall be assessed the expenses related to repairing such damages and/or any fines levied in relation to such actions causing such damages. Failure to remit payment for repair expenses and/or fines when instructed to do so may result in the suspension of privileges to participate in team activities.

A.2 Supervision & Security

- Team officials will ensure that players are adequately supervised at all times while involved in all team activities. Team officials will ensure that players do not engage in any BEHAVIOR that could result in harm to themselves, other players or spectators.
- Team officials are encouraged to ensure that dressing rooms are locked during all practices and all games to control the risk of theft or damage in relation to personal or team property.

A.3 Dispute Resolution

- Team officials will notify the EYH's General Manager immediately with respect to any dispute involving players and/or parents/guardians which has not been completely resolved at the team level. Any such situations will be addressed utilizing the EYH's published dispute resolution procedure.
- Team officials will notify the EYH's General Manager immediately with respect to any dispute or incident that involves, or potentially involves, the Pacific Northwest Hockey Association ("PNAHA"). Team officials will not contact the PNAHA directly in relation to any dispute or incident; all interaction with the PNAHA with respect to matters of this nature will be directed through the EYH's General Manager.

A.4 Player Releases

- Players are registered with EYH teams on the basis of a mutual commitment that will continue throughout the entire hockey season.
- PNAHA rules and regulations allow the EYH to release a player prior to December 31st
- The EYH may consider a request from a team to release a player under the following circumstances:
 - Persistent conduct issues involving the player and/or the player's parents/guardians; or
 - Substantial performance issues involving the player.
- Team officials **DO NOT** under any circumstances have the authority to release, or commit to release, players under any circumstances. Player releases must be approved and processed by a duly authorized EYH Executive. More specifically, a player release may only be approved by the EYH's Director of Coaching or General Manager.

A.5 24 Hour Rule – Parents Interaction w/ Coaches and Administrators

If at any time a parent or player have concerns over playing time, or other game or practice issue they are requested to wait at least 24-hours before approaching or contacting the team's Head Coach or any EYH coach.

If a parent or player has a question regarding ice time, they are expected to approach a coach in a respectful and open-minded manner. If possible it is suggested a neutral third party be present during any such discussions to help ensure communication is respectful, open and effective. If after this communication there is no agreed resolution then the coach, parent and player will be required to meet with the EYH administration to resolve any playing time issues.

A.6 USA Hockey SafeSport Program

USA Hockey has launched the USA Hockey SafeSport program and handbook. All USA Hockey registered coaches, team managers and administrators are required to complete the USA Hockey SafeSport online training module. Players, parents and others are strongly encouraged to read and understand the USA Hockey SafeSport Handbook and/or complete the online training module too. The USA SafeSport Program Handbook and training module is available online at www.usahockey.com/safesport.

The USA Hockey SafeSport program has policies on the following subjects.

- Sexual abuse
- Physical abuse
- Emotional abuse
- Bullying, Threats and Harassment
- Hazing
- Locker Room Policy
- Social Media, Mobile and Electronic Communications Policy
- Travel Policy
- Billeting Policy

EYH follows the USA Hockey SafeSport policies as listed on the current revision of the "USA Hockey SafeSport Program Handbook" and will implement additional EYH specific policies as directed by this handbook.

A.7 EYH Locker Room Policy

This EYH Locker Room Policy applies to all USA Hockey sanctioned events in which any EYH player(s), coach(es), administrator(s) or volunteer(s) attend including team practices and both “home” and “away” games. At least one responsible adult shall be present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. The responsible adult must personally monitor the locker room environment at all times while participants are present to ensure no abusive behavior as described in the USA Hockey SafeSport Handbook occurs and also make sure the locker room is appropriately secured during times when minor participants are on the ice. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with the current PNAHA screening policy. The use of any mobile electronic devices and any mobile phone’s recording capabilities, including voice recording, still cameras and video recording is prohibited in any locker room. In addition, video cameras and still cameras are prohibited from use in any locker room. The use of any mobile recording device as previously described may be used during “special occasions” (i.e. team celebrations) only with the prior approval of all individuals in the locker room and providing all individuals in the locker room at the time of the recording are properly dressed. The use of mobile phones for traditional telephone conversations is allowed as long as it is not disruptive to the locker room environment. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach. EYH coaches and team managers shall be responsible for compliance with this EYH locker room policy.

A.8 EYH Social Media Policy

EYH recognizes that the rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. There are many things to consider before using social media outlets. Applications (Facebook, Twitter, and Myspace) that allow you to interact with other users require careful consideration of the implications of “friending”, “linking”, “following”, or accepting such a request from another user. There is the potential for misinterpretation of the relationship or the potential of sharing protected information. Do not discuss a situation involving named or pictured individuals on a social media site without their permission. Do not post anything that you would not present in any public forum. If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site.

Let your internet social networking do no harm to yourself or anyone else. Be mindful that what you publish will be public for a long time, so protect your privacy. You are responsible for what you post on your own and on the sites of others. Individuals have been held liable for commentary deemed defamatory, proprietary, libelous or obscene (as defined by the courts). Make sure that you have all the facts before you post. Be sure that what you post today does not come back to haunt you later. There is no such thing as a “private” social media site. If you feel angry or passionate about a subject, it’s wise to delay posting for at least 24 hours when you are calm and clearheaded. Never pretend to be someone else, but while you should be honest about yourself, don’t provide personal information that scam artists or identity thieves could use. The use of any EYH or Xfinity Arena Everett logos, pictures, images or likenesses is strictly prohibited. The use of any names or pictures or other methods of identifying individuals who are players, parents, family members, coaches, or administrators of Everett Youth

Hockey is strictly prohibited. In addition to these rules the USA Hockey SafeSport program policies and rules shall be followed.

A.9 Social Media Best Practices

Think twice before you post. Be accurate. Be respectful. Be honest. Be professional and polite. Remember many different audiences will see your posts. Remember that the internet is permanent even if you delete things later. Be in the right state of mind when you post items. Any information on social media websites or other types of media that is in violation of any EYH, MHL, PNAHA or USA Hockey rule or guideline will be investigated by the proper authorities and may result in disciplinary action that could include suspension and/or removal of players, parents, coaches and administrators from participation with EYH, MHL, PNAHA and/or USA Hockey. Any suspected or actual criminal activity will be promptly reported to the proper authorities.

A.10 Prohibited Conduct & Reporting

EYH prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Coaches, players, parents, family members, administrators or volunteers in EYH may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

The USA Hockey Annual Guide is available for all to review on the USA Hockey website. The USA SafeSport Program Handbook is available online at www.usahockey.com/safesport.

A.11 Codes of Conduct

From the USA Hockey Participant Codes of Conduct

Players Code of Conduct

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.

3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated. Fighting will result in an appearance before a Discipline Committee
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
7. Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

Coaches Code of Conduct

- I will remember that I am here to help my players learn, have fun, and play in a safe environment. I am not here to "win at all costs" and/or promote my coaching abilities.
- I will treat each of my players equally and with respect. I will not belittle, unfairly criticize, or punish a player. I will focus my efforts on providing constructive feedback, teaching, and supporting.
- I will accept the fact that my players are not of equal skill level. This should not result in less ice time for any player. I will make every effort to see that all my players have equal opportunity to play.
- I can expect all my players to be committed to the team and show up for all practices (except when ill). I have a right to reduce a player's ice time when they have an excessive number of absences from practice.
- I can demand my players respect and attention. I have a right to reduce a player's ice time when they consistently disregard my instructions or are disrespectful to me.
- Whenever I reduce a player's ice time, I will communicate to the parents the reason for the reduced ice time.
- I will make my contact information and the league director contact information available to the parents.
- I will promptly address any concerns raised by parents. If I am unable to do so, I will direct the issue to the director of the league in a timely manner. I will respect and abide by the decision made by the director to resolve the issue.
- I am responsible for communicating to the parents all schedule changes and other pertinent league information in a timely manner.
- I will demand good sportsmanship and respect from my players. I will not tolerate the putting down or insulting of one player by another. I understand that I am responsible not only for the physical but the emotional well-being of my players. I will always make sure that I or an assistant coach is present in the locker room at all times to monitor my player's behavior.
- I will make sure that my team "lines-up" for a handshake at the end of each game as a way of teaching and demonstrating good sportsmanship.

- Checking will be taught as a hockey skill and not as a means to intimate or hurt another player. I will emphasize the skills part of the game (passing, skating, positioning, shooting, etc...) and teach how to properly and legally check (also showing what is illegal and how it could possibly injure a player).
- Aggressive behavior that involves intent to hurt someone, by one of my players, will not be tolerated and will be brought to the attention of the league director and the parents.
- I will treat all referees with respect and not question their calls. I do have a right to ask for clarification on a call.
- For safety reasons, I will not allow a player, not properly equipped, to practice or play in a game.
- I understand that my failure to abide by this code of conduct may lead to my dismissal as a coach in future seasons or immediate dismissal depending on the severity of the breach.

Parents/Spectators Code of Conduct

- I will not force my children to participate in sports, but support their desires to play their chosen sport.
- Children are involved in organized sports for their enjoyment, not mine. I will make it fun for all children participating.
- I will applaud a good effort in victory and in defeat and enforce the positive points of the game.
- I will work toward removing the physical and verbal abuse in youth sports. I will not embarrass my child by yelling at players, coaches or officials.
- I will not pound on the glass. By showing a positive attitude toward the game and all of its participants, my child will benefit.
- I will enjoy the game; learn all I can about the game and volunteer where available!
- I will encourage my child to play by the rules. Remembering, that my child learns best by example, I will applaud the good plays of both teams.
- I recognize the importance of volunteer coaches. They are very important to the development of my child and the sport. I will allow them to coach my child. I will communicate with them and support them.
- When talking to a child about his or her participation and performance, I will discuss the positive contributions made not areas for performance improvements.
- I will know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- I will respect all rinks, rink property, rink employees and any ice rink rules.
- I will discuss positive or negative circumstances of a game with our player's coach during times outlined by the coach.

A.11 EYH Discipline Committee

Any time a player or coach is assessed a penalty or penalties that results in the player or coach being suspended for a minimum of one game they will be required to meet with the EYH Discipline Committee. The EYH Discipline Committee is made up of at least 3 reasonably disinterested members of the EYH Program Committee or Coaches or a combination of these individuals.

EYH Discipline Committee has the authority to assess supplemental discipline in accordance with USA Hockey Rule 410. In addition, the committee will meet with parents or spectators who knowingly and willfully violate any USA Hockey rules or EYH rules contained in this manual or other EYH documentation.

A.12 Player Concussions (Zack Lystedt Law)

Washington State has passed a law regarding players involved in sporting events who receive a concussion and their ability to return to play.

EYH has every intention to abide by this law for the protection of all players and coaches.

If any EYH player suffers a concussion the player is not eligible to return to any EYH ice time (practice or game) until EYH has received notification from the parents or guardian that the player has been approved to return by a medical physician. Notification must consist of a document, paper or electronic, that states the player is eligible to return to regular athletic activity.

EYH reserves the right to update any information and policies in this manual at any time. The most current revision of this manual will be available online. www.everettyouthhockey.com.