

Saratoga Youth Hockey, Inc.
PO Box 247 Saratoga Springs, NY 12866

CODE OF CONDUCT

Saratoga Youth Hockey, Inc. (SYHI) adheres to the following Codes of Conduct for parents, players, coaches, and spectators. SYHI holds these guidelines in high regard and expects adherence to these Codes of Conduct by all individuals associated with SYHI.

FOR PLAYERS

- Play hockey for *fun*. Play hockey because you enjoy it.
- Work hard to improve your skills. **Practice**. You can't be good at hockey just by playing games.
- Be a team player – get along with your teammates and kids on other teams which you may play during the season.
- Learn teamwork, sportsmanship and discipline.
- Be on time for games and practices, both at home and away.
- Learn the rules and play by them
- Always be a good sport win or lose.
- Respect your coaches, teammates, parents, officials, opponents, and spectators.
- Always respect the belongings of others.
- Never argue with an official's decision.

FOR PARENTS

- Do not force your child to participate in sports. Support their desires to play their chosen sport. Remember they are involved in organized sports because they want to have fun.
- Encourage your child to play by the rules. Children learn best by example, so think carefully before you act or express yourself verbally and remember to applaud the good plays of both teams.
- Do not embarrass your child by yelling at coaches, players, officials, or other spectators. Demonstrating a positive attitude towards the game and all its participants, your child will benefit.
- Emphasize skill development and practice and how they will benefit your child.
- Know and study the rules of the game and support the officials both on and off ice. Any criticism of the officials only serves to hurt the game.
- Applaud a good effort in victory as well as defeat. Never yell at your child after a game or practice. Doing so is counter productive and accomplishes absolutely nothing but discourages your child.
- Recognize the importance of volunteer coaches. They are important to the development of your child and to the development of the sport of hockey. Communicate with the coaches and show them your support.
- Volunteer to help. Volunteers are needed to help achieve the established goals of SYHI.

FOR COACHES

- Be a positive role model to your players, stress discipline while representing your SYHI organization. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved. Be consistent, honest, fair, and just. Do not criticize publicly. Learn to be a more effective communicator and coach. Do not yell at players
- Be understanding. There will be times when your players perform to the very best of their ability, but the other team is simply better.
- Adjust to personal needs and problems of players. Be a good listener; never verbally or physically abuse a player or an official. Give all players the opportunity to improve their skills, gain confidence and develop self esteem.
- Teach players the basics of the game.
- Organize practices that are fun and challenging for your players.
- Give players an ample opportunity to learn, have the utmost confidence in your players' ability to learn challenging drills.
- Encourage perseverance, even in the face of adversity.
- Familiarize yourself with the rules, techniques, and strategies of hockey, encourage all players to be team players.
- Coaching all levels represents an on-going educational experience. Commit to receiving USA Hockey Coaching Certification (coaching card) at the level most appropriate for the division at which you wish to coach.
- Be concerned with the overall development of all of your players. Stress physical fitness, good health habits, diet, and clean living.

FOR SPECTATORS

- Display good sportsmanship. Always respect players, coaches, officials, and other spectators.
- Always act appropriately. Do not taunt or disturb other fans. Enjoy the game together.
- Cheer good plays of all participants. Avoid negative comments directed at opponents.
- Cheer in a positive manner and encourage fair play. Profanity and objectionable cheers and gestures are offensive and serve to set an extremely poor example for children. Remember this is only one game in the lifetime of your child and not the Stanley Cup play-offs.
- Refrain from inappropriate behavior in the stands. Keep the over all importance of youth hockey games in the proper perspective.
- Help provide a safe and fun environment for all players and officials out on the ice.
- Throwing any items onto the ice surface can cause serious injury to players and officials.
- Do not pound on the glass. It is part of the playing area.

- Support the officials, even when you may totally disagree with a “call”. Remember your vantage point often is not the same as theirs on the ice. Recognize that officials have a difficult job. Show respect for all officials. Trust in their judgment and integrity.
- Support the coaches, trust in their judgment and integrity.
- Be responsible for your own safety. Be alert and pay attention to what is occurring on the ice during a game to avoid injuries from flying pucks.
- Respect locker rooms as private areas for player, coaches, and officials.
- Be supportive before, during, and after the game, win or lose, recognize good effort, teamwork, and sportsmanship.

“ZERO TOLERANCE” POLICY

USA Hockey Board of Directors endorsed a “Get Tough Policy”. Its main purpose was to restore a skills oriented game. There was a deep concern that stick work and physical intimidation were being used as equalizers. The problem was that officials weren’t calling them. Meanwhile, the game wasn’t growing, except in bad reputation.

When the “Get Tough Policy” took hold, the game grew again. Coaches could teach skills, and players could demonstrate their talents without fear of being hurt. Sure there were the catcalls from the stands imploring officials to “let them play hockey”, but in reality they were being allowed to play hockey – generally within the rules.

It probably kept a lot of players in hockey who would have otherwise have drifted to other less intimidating sports out of self- preservation. The “Zero Tolerance Policy” is intended to keep a lot of officials in the game who would otherwise depart the scene.

As with any other sport, officials have different levels of competency, just like players and coaches. These three elements are essential to the game, and like it or not they have to accept coexistence during the game.

While the coach is a team’s top authority figure, the officials are the game’s top authority figures. Along with the authority comes the natural human tendency to challenge it on the part of those who are governed by it. It applies in society, and it certainly applies in athletics. Few officials make their living behind the whistle. For most it is an avocation based on love for the game. But because they make a few bucks at their avocation, officials seem to have a higher minimum performance standard. And they seem to be expected to accept far more than a coach would ever tolerate.

GUIDELINES FOR PLAYERS

Never argue with your coach: never argue with the decision of a referee. We’re not always happy with some decisions that effect us but arguing and getting mad will only lead to unwanted consequences. The policy in a nutshell says the following: When you are playing in a game, the referee will give you a minor penalty if you behave in an unsportsmanlike way and/or if you do the following:

1. Openly dispute or argue with any decision made by an official.

2. Use obscene, vulgar, or bad language at any time, including swearing, even if it's not directed at any particular person.
3. Visually demonstrated any sign of dissatisfaction with an official's decision.

GUIDELINES FOR COACHES

Players aren't the only ones who have to pay attention to the "Zero Tolerance Policy". A minor penalty will be given to a coach for his/her demonstration of unsportsmanlike conduct when a coach:

1. Openly disputes or argue with any decision made by an official.
2. Use obscene or vulgar language in a boisterous manner towards anyone at any time.
3. Visually displays any dissatisfaction with an official's decision including standing on the boards or standing in a bench doorway with the intent of inclining the officials, players or spectators.

Any time a coach persists in any of these actions or behavior, he/she will be assessed a game misconduct penalty. If a game misconduct is issued, there will be a mandatory one game suspension followed with a review by the Disciplinary Committee. Upon review by the Disciplinary Committee, further actions, such as additional game suspensions (one or more games) or suspension from the organization may be taken by the Disciplinary Committee.

GUIDELINES FOR PARENTS AND SPECTATORS

Parents and spectators also have to pay attention to the "Zero Tolerance Policy". A minor penalty can be given to a team if a parent or spectator associated with that team demonstrates unsportsmanlike conduct when he/she:

1. Openly disputes or argues, in a boisterous manner, with any decision made by an official.
2. Use obscene or vulgar language in a boisterous manner towards an official or player at any time.
3. Continually displays any dissatisfaction with an official's decision.

Any time a parent or spectator persists in any of these actions or behavior, their team can be assessed a minor penalty. If a minor penalty is issued, there will be a mandatory one game suspension served by the player affiliated with the offending parent or spectator followed by review by the Disciplinary Committee, further actions, such as additional game suspensions (one or more games) or suspension from the organization may be taken against the player and/or parent or spectator by the Disciplinary Committee.

DESTRUCTION/DAMAGE OF RINK PROPERTY

Parents and/or guardians will be held financially responsible for any damage to the locker facilities including but not limited to, being held directly financially responsible for the loss, damage and/or destruction of another player's personal belongings or equipment as a result of inappropriate actions by their child while occupying a locker room facility both home and away. Anyone found responsible for theft of another player's personal belongings or equipment or rink facility property will be immediately suspended from the

organization including but not limited to further actions deemed necessary by the SYHI Board of Directors.

FAILURE TO ADHERE TO THESE RULES WILL RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE BUT NOT LIMITED TO SUSPENSION OF PLAY.

HOTEL BEHAVIOR

Supervision of all SYHI players regardless of age in all hotel rooms, pool, and other hotel areas including restaurants, is the sole responsibility of the parents or guardians of those players (including siblings of players where applicable).

Safety in hotels is of the utmost priority at all times.

HOTEL BEHAVIOR GUIDELINES ARE AS FOLLOWS

1. Know where your children are at all times (including siblings).
2. Do not allow your children to roam around the hotel without an adult.
3. Do not allow your children in pool, sauna, exercise rooms or other pool related areas unsupervised, regardless of age or perceived swimming ability. Many hotels do not provide life guards.
4. Never leave your children alone in a hotel room for any period of time.
5. Familiarize yourself with all individual hotel rules and procedures and communicate those rules to your children.
6. Be considerate of other hotel guests; do not allow your children to run in the hotel corridors, engage in horseplay or be loud or boisterous in hotel rooms, corridors pool, lobby, or restaurant areas.
7. Abide by players curfews as communicated by the coach of your team, insure the coach's player curfews are strictly enforced.
8. Your child may not have a 7:00 a.m. game on Saturday or Sunday morning but another player staying on your floor or the floor above or below may have. Be considerate of other hockey players in the hotel. If there is no coach imposed curfew, make certain that your player gets adequate rest and allows other players in the hotel to do the same.
9. Represent SYHI in a positive way during your stay in hotels throughout travel season.
10. Remember, as a parent or guardian, you are responsible for the actions of your children and siblings during away games. Therefore, do not leave your player(s) and siblings of any age unattended while you engage in other activities in the hotel.
11. Coaches are not baby-sitters. Don't presume that the coach of your child's team should supervise and occupy your child during the course of the weekend stay in a hotel.

Parents will be held financially responsible for the damage to hotel facilities/property as a result of inappropriate action of their children or other adults (including parents) during stays in hotels as a part of the SYHI Hockey game/tournament/event schedule.

SYHI will not be held financially responsible for the damages incurred in hotels.

A coach of a travel team is authorized and reserves the right to impose appropriate discipline as he/she sees fit as a result of a violation of expressed curfew or other rules as so communicated by a coach of the travel team while players are away.

Disciplinary action by a coach may include punitive measures which may include, but not be limited to, suspension of play.

DISCIPLINARY AUTHORITY

SYHI Board of Directors have the authority to suspend players, parents, coaches, and spectators for any and all infractions of the SYHI Code of Conduct as stated in this document, the USA Hockey Code of Conduct and the NYSAHA Code of Conduct. For more serious violations such as consumption/use/abuse of mood altering substances, sexual abuse, physical abuse, etc. SHYI Board of Directors and Discipline Committee will follow the guidelines set forth by USA Hockey and NYSAHA on an individual basis. These are very serious matters and will be handled accordingly.

ON-ICE

COACHING/TEAM SELECTION

Coaching Selection Process

Coaches shall be selected by the Coaching Selection Committee comprised of up to five persons: the Board Member responsible for on-ice activities (On-Ice Coordinator), who shall also chair the committee, and two out of the other four who are deemed to have above average "hockey knowledge".

After reviewing the list of applicants and their resumes, the available committee will interview each applicant in person. Applicants shall be questioned and evaluated based on their capabilities in three primary areas:

1. Their knowledge of hockey and not necessarily playing experience.
2. Their ability to commit the necessary time and energy to the position.
3. Their ability to communicate with players and to a lesser degree, with parents.

Tier 1 Coaches shall be selected first. Those not selected as Head Coach at the Tier 1 level will be eligible to Coach Tier II or Tier III teams. The Tier I Coach will select his Assistant Coaches after the team is selected. The Board of Directors must approve all Assistant Coaches and Coach. In the event of a conflict between Board Members concerning a particular Coach the Board will vote to determine approval or disapproval of the appointment.

Team Selection Process

TIER I

A three session tryout system will be used to select players. Players are required to attend all three tryout sessions. In the event of an unusual circumstance the On-Ice

Coordinator will make a determination of the ability and placement of a player. This will be handled on an individual basis.

At the start of each tryout, each player will be given a random numbered jersey that will be collected at the end of each tryout. A player may wear his won jersey provided the same jersey is worn for all three sessions and has no name on the back. This process will allow Coaches to more easily identify and evaluate players. The Tier I Head Coach and two independent persons approved by the On-Ice Coordinator will individually assess the skills of each player participating in the tryouts. All Coaches will use identical evaluation sheets. Coaches will grade each player using a 1-3 grading system and additional comments. These grades will be used as guidelines to evaluate players. After comparing grades and discussing each player, the Head Coach and two evaluators will select what they believe to be the best team.

A first cut will be determined by the number of players trying out relative to the number of players trying out relative to the number of players on a team. For example, if 30 players are trying out for a 15 player team, there would likely be a cut after the first or second tryout. If 20 players are trying out for a 15 player team, there would likely not be a first cut. The number of cuts will be established by the Head Coach.

At the second tryout, the Head Coach will explain the Tier I philosophy to parents, who are given the choice as to whether or not they are willing to make the commitment to have their child play at the Tier I Level. If a parent decides no to have their child play, they are to inform the Head Coach, who will immediately remove the child from consideration.

TIER II Tryouts

Players who did not make the Tier I team and any other player registered will be eligible to try out at the Tier II level. The coaching and team selection process will be identical to that of the Tier I.

TIER III

Players who did not make the Tier I or Tier II team and players elected not to tryout for any team are then placed on the Tier III team. No tryouts are necessary for the Tier III players. The coaching selection process will be identical to that of other levels.

Any players registering after tryouts will automatically be placed on a Tier III team in their age division.

**In the event that there are not enough players for a Tier III team the Tier II team will be determined using Tier III explanation above.

**In the event that there are enough players to add an additional team to a division level (II, III) will be determined by the Board of Directors.

Coach & Player Development

Skills Clinics

Skills Clinics will be offered to individual teams through the coaching staff and will be conducted with SYHI staff.

The Board recognizes that SYHI has a considerable wealth of talent and ability among our parents. It is our position that by utilizing this talent we can tailor clinics to the needs of each group of skaters and goalies.

Coaching CAP Cards

All SYHI coaches will be required to attend the USA Hockey Coaching Program appropriate for the level for which they are coaching according to USA Hockey Guidelines. **Coaches will not be allowed on the bench during a practice or game without the appropriate card in their possession.** Contact Kevin Finn at 695-9658 for more information. All CAP Cards must be renewed/updated every 3 years by attending the next level clinic.

First Aid Courses for Coaches and Assistants

SYHI recommends that all Head Coaches and Assistant Coaches be certified in first aid and recommends CPR. SYHI recognizes the inherent dangers associated with the sport of hockey and wants to ensure its members safety by encouraging its coaches to receive this training. This is a very important part of being a Head Coach or Assistant because of the nature of the sport of hockey. The Board wants to take every step to see that our kids are safe and if something should happen our Coaches are trained to minimize any danger to our children.

Ice Scheduling

SYHI purchases the ice from the City of Saratoga Springs for the Weibel Avenue and Vernon Arena. Ice is purchased in June for the following Winter Program. Summer ice is purchased in early February.

Our Winter Program runs from September to March while our Summer Program runs during the months of July and August. The Winter Program is an instructional program while the Summer Program is recreational only.

Tier Schedulers start scheduling games for the travel teams in mid August which are turned over to the Team Schedulers when the teams are selected.

Travel teams receive two practices during the weekdays, average of 17 home game slots on the weekends and a home tournament.

The Termites receive on practice sheet of ice during the weekdays and one sheet on the weekends. The Mite House League receives on practice for individual skills, one practice for team skills and one ice slot for a game each week.

Younger players receive the early ice on the week nights and early ice on the weekends, so that the older kids that play late on the week nights have the later ice during the weekends.

Tracking the ice is reported in an “Ice Distribution Report” that is distributed to all Team Managers monthly with the ice schedule.

Learn to Skate

Saratoga Youth Hockey administers Learn to Skate Programs each season. Typically one in the Fall and another in January. They are usually four sessions of ice each. Sticks and pucks are not used in Learn to Skate instruction. Required equipment is hockey helmet with cage, hockey gloves, and hockey style skates. Elbow pads are also a good idea.

The objective of Learn to Skate is to allow children to try out ice skating, learn the basics of skating skills and to determine if they are ready to enroll in our Termite Program.

The fee for Learn to Skate will be credited toward the regular season registration cost shall the child be enrolled following the Learn to Skate sessions.

Learn to Play

Saratoga Youth Hockey developed the Learn to Play Program in order to offer a bridge from Learn to Skate to our Termite Program. Learn to Play also offers our Termite level skaters the opportunity to have on ice sessions outside of the regular season.

In Learn to Play we introduce sticks and pucks and offer basic hockey playing instruction for those whose skating skills have reached a basic level of proficiency.

The basic equipment requirements are hockey skates, hockey helmet with cage, hockey gloves, and elbow pads. When players are moved up to instructional levels which included stick and puck games additional protective gear will be required. This will include shin pads, hockey pants, and cup/pelvic protector.

Learn to Play fees are not eligible for credit toward regular season registration cost.

Home Tournaments

Every season SYHI has an invitational tournament for the following levels: Mite A, **Mite B, Midget B&A, Midget Boys, Squirt, PeeWee and Bantam. Mite House tournament is called the Vernon Cup.

At the beginning of the season an invitation letter is sent out to organizations asking them to participate in our Home Tournaments. When organizations would like to participate, they submit their application and a list is compiled. Teams are selected that are competitive with our teams. Sometimes there are just enough teams that apply to fill a particular division and there is no choice to be made, those that reply are invited to the tournament. The Board appoints a Director that is responsible for overseeing the running of all our Home Tournaments. In addition, every tournament has a volunteer from the membership that is designated to be that particular Tournament’s Director, he/she is responsible for setting up and the running the tournament (i.e. programs, decorations, raffle items etc.). The Board Tournament Director will meet with this person and give

directions and a check list to see that everything is in order. The Members Tournament Director will be present throughout the entire tournament. The members that volunteer to be a Tournament Director will receive snack bar hours.

The following is a list of our Home Tournaments: Midget B&A, Midget Boys, Mite A, Mite B, Squirt, PeeWee and Bantam. In addition SYHI has an opportunity to apply for the Pre-Sectional, Sectional, State and National Tournaments by applying to the Tournament Director of NYSAHA and USA Hockey. The On-Ice Director will recommend each year which tournaments should be bid.

**If registration numbers support the team.

Jerseys, Equipment & First Aid Boxes

Jerseys

Termites and Mite House players purchase one jersey in their registration cost. Termites will receive their jersey at the beginning of the season and the Mite House players will receive their jerseys when they are placed on a team (mid November).

Travel Team players purchase a home and away jersey in their registration cost which they receive after all teams are formed.

Goalie Equipment

SYHI has a limited inventory of goalie equipment. Its primary use is for the Mite and Squirt levels. Other divisions may request equipment; if the inventory allows, distribution to those divisions will occur.

Goalie Incentive Program

If a goalie registers as a full time goalie his/her base registration fee will be waived (except for insurance, jersey and registration raffle costs) if they supply their own equipment. If the goalie elects to borrow SYHI's equipment or chooses to skate out for part of the season the player will have to pay their full registration fees.

First Aid Boxes

First Aid Boxes are supplied to each Travel Team. Medical supplies can be replenished by contacting the Director who is responsible for the Equipment. For the Termite and Mite House Teams there is a First Aid Box located in the Snack Bar at the Weibel Ave. Rink.

Pucks

If requested, a Coach is given 20 pucks at the beginning of the Winter Season. These pucks are not only to be used for practice, but should be used for home and away games. They must be returned at the end of the season.

Mite & Termite Program

Mite Program Philosophy and Description

The Mite Program is for skaters up to the age of 8. The program stresses the learning of fundamental skills of skating and puck handling. Older mites are also taught the fundamentals of competitive play, including positioning and strategy. The emphasis is on learning hockey skills, having fun, and for the older players, learning the concept of hockey as a competitive team sport.

The Mite Program has four sub-parts: Termites, Mite House, **Mite B, Mite A.

**If registration numbers support the team

Termites

These are beginning skaters that have had little or no prior skating experience. Most of these skaters are up to the age of 5 or 6. The Termites are given instruction in the fundamentals of skating, puck handling and passing. Some informal games are played, particularly later in the year.

The Termites will usually have two skating sessions per week. Usually one session is on a week night the other session is on Saturday or Sunday morning, although adjustments in a specific schedule are occasionally necessary.

Mite House

These are skaters with enough skating experience to participate in the In-House games. Usually they are players with at least one previous year of hockey experience, and range in age from 5-8. The Mite House are given continued instruction in the fundamentals of skating and hockey, and are introduced to fundamentals of team play and strategy. The Mite House usually have three skating sessions per week. Two sessions are devoted to instruction the third session is used for the playing of In-House games. Teams are formed from among SYHI players. Play is informal, offside, icing, and tripping rules will be enforced so that the players will learn the basic rules of hockey play. Each child will be given equal time on the ice, and participation will be structured so that skater will be competing against other players of equal ability. Stress is on the use of games to teach hockey, rather than on winning for its own sake.

At the finish of the season a round robin tournament named the Vernon Cup will be held. This will include players only from the Mite House.

**Mite B

One team of the eldest Mite House players will be formed for the purpose of limited play against teams from other associations. The intention of this team is to introduce travel hockey to players and their families that will be moving up to the Squirt travel level the following season. The Mite B team will typically consist of 15-16 players and will play approximately 12 games.

The Mite B players are all Mite House players, and will participate in all aspects of the Mite House Program, including In-House Mite games. Mite B games against other

associations will be governed by SYHI's Tier III Philosophy, including equal playing time.

During the season there will be a round robin invitational tournament for the Mite B team.

**If registration numbers support the team.

Mite A Travel

The Travel Team will play approximately 35-40 games against teams from other associations. The team will typically consist of 13-16 players. Most of these players will be 7-8 years old, although selection will be primarily based on hockey experience not age. The Travel Team will usually have two practices per week and an average of 17 home games. Games will typically be on Saturday and Sunday. The team will play teams from local associations and other associations within a reasonable traveling distance. This travel team typically participates in two – four away tournaments and has two – four overnight trips. The travel team players do not participate in the In-House games. The Travel team is governed by SYHI's Tier I Philosophy.

Tier Philosophy

Tier I Philosophy

*(Mite A, Squirt A, PeeWee A, Bantam A, and Midget B&A)

Players on this level will earn their playing time by effort and performance. Coaches discretion will be used to determine which player will participate when. Ice time is NOT EQUAL. Travel is limited to the Northeast and Canada within a 5 hour driving distance. The Board of Directors reserves the right to limit any of this travel as deemed necessary.

Tier II Philosophy

*(Squirt B, PeeWee B, Bantam B, and Midget Full Season)

Players on this level will have equal playing time, but Coaches may have the discretion to involve the players that he/she sees fit in tournaments, critical game situations, etc. Travel is limited to within a 4 hour driving distance. The Board of Directors reserves the right to limit any of this travel as deemed necessary.

Tier III Philosophy

**Mite B, Squirt C, PeeWee C, Bantam C)

Players on this level will have equal playing time at all times. Travel is limited to within a 3 hour driving distance. The Board of Directors reserves the right to limit any of this travel as deemed necessary. (This level is equal to "house" in larger organizations)

*Coaches reserve the right to limit or suspend playing time for disciplinary situations. This includes limiting game time for those players who chronically miss practice sessions.

**If registration numbers support the team.

Player Roster Movement

Players must remain on their team where they are rostered. If there is a need for player movement because of team number shortages the On-Ice Director will have full authority to make that adjustment, including having the rosters reflect the addition/change.

Summer Program

Each year SYHI runs a Summer Recreation Hockey Program (Ultimate Summer Ice Hockey League). It is intended for those who want to have fun and keep in shape for the upcoming season. Invitations go out in the mail to all local youth hockey associations. Registration is on a first come first serve basis. The coaches are selected by the Program Director and teams are picked by an evaluation process to keep teams at an equal strength. The structure is strictly for recreation and fun. The program starts in July and runs through the last week in August. No instructional sessions are included, only games with referees. Registration costs include evaluation session, jersey, referees, and checking clinic for first year PeeWees. (Players will register in the age division that they will be playing in during the next winter session). Instructions and guidelines for the Summer Program are given by the Summer Program Directors at the beginning of the Summer Program.

ADMINISTRATION

Organizational Structure and Philosophy

Organization Structure

SYHI is run on a volunteer basis by a Board of Directors consisting of up to 14 members. The Officers of the Corporation are elected by current Board of Directors. The Officer's positions are as follows: President, Vice-President, Treasurer, and Secretary. Each Board Member is responsible for various activities in SYHI. The Board of Directors is responsible for all aspects of administration of the program. Responsibilities of the Board include, but are not limited to, the following:

1. The setting of all general policies for SYHI that are not otherwise covered by the By-Laws.
2. The creation of a budget and fund-raising plan. Approval of all expenditures and all fund raising activities.
3. The setting of registration fees, and schedules of fee payment.
4. Determining the number of teams per age group and number of players on each team.
5. Approval of scheduling policies and all decisions about participation in tournaments.
6. The appointment of all Coaches, Assistant Coaches and Team Managers.
7. The appointment of all Officers.
8. The setting up of staffing of all standing committees.
9. The hearing of grievances not settled at the team or Discipline Committee level.
10. Final decisions on all cases of discipline or suspensions.

Organizational Philosophy

SYHI seeks to provide a program conducive to the mastering of the sport of ice hockey. Such a program shall include the teaching and development of basic skating and hockey

skills; an attitude exemplifying good sportsmanship through team play; and a positive sense of responsibility to self, team, and respect for others.

To be effective, this philosophy must be implemented by the Coaches, Parents, and Administrators whose dedication to the sport and volunteering of their time allows your youth program to operate.

The program will be divided into a Mite Division, Tier I, Tier II, Tier III. Selection of participants of each division will be based on the player's demonstrated level of ability. (see Coach/Team Selection) The successes a player can achieve by playing at his/her own ability level will in the long run bring that player the best satisfaction.

Logo Reproduction

Consent by the SYHI Board of Directors must be given to any party that would like to reproduce the Corporate logo.

Code of Conduct **Strictly Enforced**

SYHI intends to maintain a safe, fun and productive environment for our players, coaches, referees and spectators. Action will be taken on anyone not adhering the Code of Conduct.

Team Manager/Liaison

Each team shall be required to appoint a Team Manager/Liaison. Team Manager/Liaison duties are outlined in the Team Manager Books provided by SYHI at the beginning of each season. The Team Manager/Liaison will also be considered the liaison between the Board of Directors, Coach, Parent and Player. If an issue cannot be resolved at the team level the Team Manager/Liaison should report the outstanding issue to the On-Ice Director. The Team Manager will be required to follow the issue to conclusion.

Newsletter

A monthly newsletter is produced with upcoming events, team reports and other important information.

During the months of May, June, July, August and September the newsletter is mailed to every family from the past seasons mailing list and any new members from the current years registration. During our regular season October through April the newsletter is distributed through your Team Manager.

The newsletter is SYHI's most important communications tool.

Fund-Raising & Sponsorship Program

SYHI works very hard to keep the cost of its registration fees as reasonable as possible. To do this we run various fund-raising efforts during the season. The Snack Bar, Summer Program, Registration Raffle and our Home Tournaments are a few of our

efforts to accomplish this goal. As we are all working for the good of the organization, we do not allow individual teams to fundraise for themselves. All fund-raising efforts will be to the benefit of the whole membership.

Team Sponsors

Saratoga Youth Hockey campaigns and secures business sponsors for each team. These funds are used to reduce registration costs for the players. The team sponsor receives their logo on the back of the team jerseys, team results reported in the newspaper and a team plaque at the end of the year. If you know of any business that would like to sponsor SYHI you should contact the Director responsible for the Sponsorship Program.

Registration

In early August you will receive a registration packet which will include a cover letter stating any major changes in the registration packet and the dates that physical registration will be held.

The registration packet will include all necessary forms needed to enroll your child. Please read entire packet as it contains very important information about your program.

There will be no refunds of registration monies after January 1st of the current season.

Snack Bar

The Snack Bar is located in the Weibel Avenue Rink. This is a MAJOR fund-raiser for SYHI. Each family that participates in the full season is required to work 25 hours and the participant in the Midget B&A Program are required to work 8 hours. You have the option of working your hours or paying for them at the rate of \$15 per hour at the time of registration.

To work your hours you need to sign up for various slots on the sign up sheet (maximum 4 per sheet). The sign up sheets are posted on the Snack Bar window and typically get hung one week before the previous sheets run out. You can sign up for any open slot that is available by using your last name and the code that was given to you at registration. If you sign up and cannot make it, it is your responsibility to find a replacement to fill in for you. If the Snack bar closes due to you not showing up you will be required to work 1 ½ the length of the shift you signed up for in addition to your 25 hours. When you have finished working your shift be sure to initial next to your name and code to get credit for your hours. You should keep track of all dates and times that you have worked in case of any discrepancies.

Through out the season updated listings of hours worked will be posted on the Snack Bar window. Watch for these postings and if you do not agree with the time that is posted call the person responsible for the tracking of the hours, (their name and number will be on the sheet). Be sure to have the record of date and time of shifts that you worked.

In addition to the Snack Bar, you can get hours credited for Home Tournaments for keeping score, running the clock, penalty box etc. There is a tournament sign up board,

which is given to the Tournament Director who then distributes it through the home teams of that tournament first. Then it is hung for all of SYHI members.

In the beginning of each season there are training sessions held for the Snack Bar, clock and score keeping. These are for our newcomers and any one wishing to learn any of these operations. The dates and times will be published in the newsletter and distributed through your Team Manager.

During the course of the season a certain block of Snack Bar hours (depending on size of team or division) are distributed through your Team Manager so each team has the opportunity to sign up for hours before they are hung up for the entire membership.

Each family will be able to work a maximum of ten (10) hours of Snack Bar time over their required hours. This will allow for all families the ability to fulfill their Snack Bar hour requirement.

At the end of the season if you have not fulfilled your required hours you will be billed for the outstanding hours at the rate of \$15 per hour which will be due on or before May 28th.

Registration Raffle

SYHI runs a yearly registration raffle. In your registration fees you pay \$150 for thirty \$5 tickets. The prizes will be drawn in December. When you have sold your tickets you should return the stubs in an envelope to the safe in the Snack Bar no later than the date before the drawing.