

Tri-Valley Minor Hockey Association
Member's Handbook



Tri-Valley Minor Hockey Association
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LETTER FROM THE BOARD

Dear Member:

Welcome to Tri-Valley Minor Hockey Association. We are happy you have chosen our Club and we look forward to working together to make your experience an enjoyable one.

TVMHA is over 30 years old and is one of the largest hockey clubs in Northern California. Our program is successful because parents volunteer their time as coaches, board members, and team representatives and participate in fund raising and other Club events. Our existence depends on the generosity of you and our volunteers.

We have prepared this handbook to introduce our Club and some of the important things you need to know about our rules, regulations and operating practices.. We hope it will answer many of the questions that you may have now, and serve as a reference to guide you throughout the season. TVMHA also has a web site that contains current information on teams, meetings, statistics, schedules, and contains many links to other informative hockey web sites. Please visit us there at www.TVMHA.org.

We are looking forward to a fun and successful season.
Have fun. Go Blue Devils!

TVMHA Board

Your

INTRODUCTION TO TVMHA

The Tri-Valley Minor Hockey Association (TVMHA or Club) is a non-profit 501(c)3 corporation dedicated to youth ice hockey. We serve approximately 250 players from the Tri-Valley and surrounding communities. We are one of the largest youth hockey clubs in Northern California.

Our primary objectives are:

- To provide instruction, support and encouragement for participants in the game of ice hockey;
- To teach players to work hard at improving their hockey skills and **have fun**;
- To instill in each player a sense of good sportsmanship;
- To develop and promote the sport of ice hockey for the benefit of local youth;
- To associate with other clubs, leagues, and associations in the furtherance of the above stated objectives and purposes.

The Club is run by a Board of Directors made up of elected and appointed officials who are responsible to act within the guidelines specified in the Club's by-laws. A copy of the by-laws is available on our web site (TVMHA.org).

The Club meets monthly in Dublin to conduct official business. All members are welcome to attend. A Club calendar is posted on our web site, which gives the time and location of the meetings. Members who have agenda items to propose should present them to a Board member two weeks in advance of the meeting.

TVMHA AFFILIATIONS

The state of California is divided into two junior hockey associations. NORCAL is the Northern California Junior Hockey Association (also known as NCJHA) and SCAHA, the Southern California Amateur Hockey Association. TVMHA is part of NORCAL. The California Amateur Hockey Association (CAHA) governs NORCAL and USA Hockey in turn governs CAHA. Therefore, TVMHA must abide by all rules set forth by NORCAL, CAHA and USA Hockey. USA Hockey is the national governing body for the sport of ice hockey in the United States. As such, its mission is to promote the growth of ice hockey in America and to provide the best possible experience for all participants by encouraging, developing, advancing and administering the sport. Headquartered in Colorado Springs, Colorado, USA Hockey is the official representative of the United States Olympic Committee (USOC) and the International Ice Hockey Federation (IIHF). USA Hockey is divided into 11 districts throughout the United States. We are part of the Pacific District. As part of our USA Hockey membership, we (all TVMHA members) receive valuable insurance and a subscription to *American Hockey* Magazine. All of our games are officiated by the Ice Hockey Officials of Northern California (IHONC).

FREQUENTLY ASKED QUESTIONS

What are the age groups?

Age groups are based on calendar year of birth (i.e. 1990, 1991, etc.) Example: If your child will turn 12 years old any time during the calendar year of registration then he would be considered a Pee wee.

<u>Age</u>	<u>Level</u>
8 and under	Mite
10 and under	Squirt
12 and under	Pee wee
14 and under	Bantam
16 and under	Midget 16-U
17 ½ and under	Midget 17-U

Are there different playing divisions/categories?

Yes. There is an in-house division and a travel division.

In-house is geared to new players learning how to play ice hockey. The concentration is to build fundamental skills necessary to compete in the traveling division. There may be some travel opportunities to other rinks to expose the in-house player to game dynamics.

Within NORCAL, the travel division has four levels of play: Tier I (AAA), Tier II (AA), A, and B. Tier I is the highest competitive level and B is the lowest. Tri-Valley does not yet field any Tier level teams.

Where do we travel?

Travel teams currently travel as far north as Santa Rosa, as far east as Reno, as far south as Fresno and as far west as Cupertino. Not all clubs field teams at every level, so you may not have to travel to all the locations. Current locations can be found at www.norcalyouthhockey.com. If a team is fortunate to make post-season state, regional or national USA Hockey play-offs, individual teams might have some additional travel. In addition, some of our travel teams have elected to participate in tournaments located in cities such as Los Angeles, Denver, Salt Lake City, Phoenix, Las Vegas, San Diego, Seattle as well as other locations in the US and Western Canada.

What other differences between In-house and Traveling?

Besides extra expenses due to increased ice time and referee costs, travel teams practice twice per week versus once for in-house teams.

How are teams formed?

The in-house coordinators form in-house teams. Age group and ability are used to balance teams. **In-house players are not required to try out.** Travel teams are formed based on try-outs that are usually held in August. Players are evaluated and selected based on their skills, how they perform in game situations, and their past history with the club.

How are tryouts conducted?

Tryouts are conducted over a three-day period; usually a Friday, Saturday and Sunday. Each age group will be scheduled for a specific ice time and after completing all required paperwork, players will be issued a number. The

number issued will be worn all three days. On ice coaches will put players through a series of drills while another group of coaches observe and evaluate each player's ability from an off ice position. The last portion of the tryout day will be dedicated to game situations through a series of scrimmages. At the completion of each day, players will be assigned to one of two groups and informed as to what time they are to report for the next tryout evaluation. Breaking down the groups into smaller numbers allows the evaluators to observe individual players more closely.

When do players know if they made a team?

Players will be offered a position on a team at the end of their third tryout session. TVMHA reserves the right to delay the posting of travel team rosters if deemed necessary. Parents will be notified if this decision is made.

When is my child officially a player in the club?

In order to officially be considered a club member and allowed to participate **on the ice**, a player must meet the following criteria: all registration forms must be completed and submitted to the registrar, a signed financial commitment must be submitted to the treasurer and the player must possess a complete set of HECC approved **ice hockey** equipment.

Can a player elect to play up to a higher level?

It is the club's policy that players who wish to try out for a higher level must meet certain criteria. The Director of Coaches must be notified of the intention to try out for a higher level. The player must be in the second year of their current age group. The player must be evaluated as being in

the top five to be considered for a position on the team. The player cannot take a spot away from a player who is equal in talent and is specific to that age group. TVMHA reserves the right to adjust the placement of A and B players, and make necessary adjustments based on the needs of the player and the club.

When will the initial team meeting be?

The coach will set up the initial team meeting either just prior to or at the first practice. Parents and players are required to attend. The coach will discuss goals and objectives of the team, expectations, conduct, costs, commitment, attitudes, tournaments, etc.

The coach will also ask for a volunteer to be the team parent rep. The team parent rep serves as the team manager and is the vital link between the Board and its members. Each team parent rep must attend the monthly Board meetings and they will have a vote on all matters brought before the Board. Team parent rep responsibilities are defined below in the Commitment/Expectations Section.

How many teams will there be this season?

TVMHA traditionally tries to field a team in each age category in the Travel A and B levels as follows:

Mites-(1or 2)	Mite Exhibition
Squirt (2)-	Squirt A, Squirt B
Peewee (2)-	Peewee A, Peewee B
Bantam (2)-	Bantam A, Bantam B
Midget (3)-	Midget A, Midget 16-A and 16-B

If there is sufficient ice time, available coaches, and talent, the club may open up additional teams at the same level. Final team declarations will be made in September. The NORCAL competition committee has final say regarding the classification of a team as A or B.

Where are practices held, for how long and how often?

In-house practices are held at Dublin Iceland and are between one (1) hour and one-and-a-quarter (1 ¼) hours long.

Travel teams have two practices per week. Each practice is one hour to one-and-a-half hours long. One practice per week will be dedicated to the individual team only with a full sheet of ice. The other practice will be shared with another team. Practices will be held at the Dublin and Oakland Ice Arenas and occasionally at other rinks where ice time is available.

When are practice times?

Generally, the youngest (Mites) will have the earliest times and the oldest (Midgets) will have the latest times.

Practices can start as early as 6:00 a.m. and as late as 10:00 p.m. TVMHA must work around the ice times that Dublin Iceland and other rinks reserve for other groups including public sessions.

Where and how often do we play games?

In-house teams generally play one game per week at Dublin. There may be some opportunities to play other in-house teams at their rinks.

Travel teams generally play one game per weekend; however, due to NORCAL scheduling, teams could play twice on one weekend and not at all on another weekend.

When are games played?

In-house games are usually scheduled on Sunday mornings.

Travel teams home games will be played on the weekends. Away games are generally played on weekends, but games are permitted on weekdays if necessary. All clubs put in their best efforts to avoid weekday games.

How much playing time can my child expect during games?

All coaches will attempt to give equal playing time to in-house players. Travel team coaches will attempt, to the best of their ability, to give equal playing time to all travel team players. However, there may be times when specific travel team players may be shorted playing time in certain game situations or for disciplinary reasons.

When will we receive a schedule with dates, times and locations?

A practice schedule will be available in early September. Weekend practices are subject to change if they conflict with game times. Travel team practices will start immediately following try-outs. Game times will be available as soon as the NORCAL Scheduler publishes them. We usually receive a preseason schedule in early September. Check with the parent rep and visit the club website often. Schedules are available on-line at www.tvmha.org. **ALL SCHEDULES CAN AND DO CHANGE** so please check the website often.

How long is the season?

The travel season is divided into four phases:

- Preseason (8 games starting in September.)
- Regular season (approximately 15-20 games ending mid-March)
- NORCAL playoffs-at the end of March
- CAHA playoffs-early April

The teams finishing in the top four within their division will move on to the NORCAL playoffs. The resulting top two teams will play in the CAHA playoffs.

The in-house player's season will begin in September and conclude in late March.

How much will it cost?

Tri-Valley dues for the season are established by the Board of Directors each year and are fully described in the statement of financial responsibility form included in the registration packet. In addition, some typical costs are described later in this handbook.

Besides money, what other commitments must I make?

TVMHA expects all of its members to adhere to the USA Hockey, CAHA and NORCAL codes of conduct and rules and meet the standards and commitments outlined in this handbook.

Will players receive trophies or awards?

All players will receive participation trophies or awards at the end of the season.

Besides the regular season and playoffs, will we participate in tournaments?

TVMHA sponsors an Annual Turkey Tournament (which began in 1984) over the Thanksgiving holiday at the San Jose Ice Center. **All TVMHA travel teams are required to participate.** We typically play teams from out of our area and some NORCAL teams.

Entry fees for the Turkey Tournament are included in your dues. All other tournaments are paid for by the participating teams and are not included in your annual dues. **Players not participating in the Turkey Tournament will not receive a refund.** The decision to participate in any tournament other than the Turkey Tournament is made by individual teams.

How will I be kept informed throughout the year?

There are four primary means of keeping you informed:

- Our monthly newsletter called 'Chalktalk' will be posted on our website. A hard copy may be requested through the parent rep.
- Your team parent rep will also keep you informed of important events and last minute changes through various forms of communication.
- The Club also utilizes the marquee at the front of Dublin Iceland to post important information.
- The Club web site (www.TVMHA.org) has current information.
- It is the parent's responsibility to request information that may have been missed due to an absence from practices or games.

How are coaches chosen?

Coaches are selected by TVMHA's Director of Coaches based on (1) their credentials and (2) results from coaches evaluation forms which all parents are asked to fill out at the end of the season.

We will make every attempt to announce the coaching staff prior to tryouts. Coaching assignments can be subject to change.

All head coaches and assistant coaches must hold (and carry during games) their USA Hockey Coaching card. This card is obtained after successfully completing a USA Hockey certification clinic. USA Hockey requires that coaches possess the following levels of certification:

Mite-Level 1

Squirt-Level 2

Peewee, Bantam and Midget-Level 3.

Where do I go when I feel my coach is non-responsive?

First go to your team's parent rep. If you are still not satisfied contact the Director of Coaches and he will assist you through any other escalation process, if required.

Do we have to travel outside the Bay Area to find 'good' clinics?

No. There are several good clinics offered every year in the Bay Area, some by TVMHA and other NORCAL member clubs. TVMHA will communicate many opportunities to its

members. The “Hockey Links” on our web site is also a good source for clinic information.

Is ice hockey available in the summer?

Yes. TVMHA offers summer In-house programs and clinics. In addition, several clubs in the area form summer teams that participate in tournaments throughout the U.S. and Canada.

Do we have a web site?

Find us at www.tvmha.org. You may find the listing of links below of interest.

- USA Hockey (<http://www.usahockey.com>)
- CAHA (<http://www.caha.com>)
- NORCAL (www.norcalyouthhockey.com)
- National Hockey League (<http://www.nhl.com>)

How can I help?

Reading this booklet will give you a good feel for the many activities that are necessary to run TVMHA. You can help by participating in our planned events and fund raising activities. Your parent rep will let you know when they are and how to get involved. If you are interested in becoming a coach, please contact the Director of Coaches, who can give you information on available coaching clinics and provide you with the paperwork necessary for the required background check. When we need a scorekeeper, a goal judge or someone to run the clock, please say “yes”. Lastly, support your child, their volunteer coaches, and your

Club. Above all remember, hockey is for **fun** as well as contributing to the physical and social development of your kids.

DUES, COSTS AND REGISTRAION

Registration (for All Players)

The club conducts pre-registration for all interested players prior to tryout weekend. A \$100 deposit is required with pre-registration submittal. This fee will pay for the three-day tryout process. Parents will be required to complete **all** paperwork before tryouts. These forms are not available prior to tryout weekend due to fact that USA Hockey issues completely new forms each year. The forms include:

- Current USA Hockey registration (Registrations are valid from September 1 to August 31 each year).
- New USA Hockey Registration and fee, if proof of registration does not exist
- USA Hockey Consent to Treat
- TVMHA Club waiver / Statement of Financial Responsibility
- USA Hockey Code of Conduct
- A copy of your health insurance card or proof of medical coverage.
- Medical History
- NORCAL Code of Conduct
- A birth certificate to verify age (new players to TVMHA). Foreign-born players must provide a copy of a current I-94 form or Permanent Resident Card.

Dues and Costs for the Season

Dues are set for travel and in-house team players each year by a budgeting process that is usually completed in July and approved by the Board of Directors of TVMHA.

Traditionally, travel dues are higher than in-house dues. Dues for the current year are published as part of the tryout documentation and in the Statement of Financial Responsibility.

Dues can be paid in a lump sum or paid in 5 installments beginning in September and ending in January. Lump sum payments receive a \$50.00 discount. All accounts must be paid in full by February 1st. Players will not be allowed to take the ice for practices, games, scrimmages or tournaments until their account is settled. TVMHA will accept Visa and MasterCard, and automatic drafts can be arranged with our treasurer. There is a \$25.00 charge for returned checks. Payments are due on the 15th of the month and late charges can be assessed for payments made after the end of the month. Billing statements **are not** automatically sent to each club member therefore it is the member's responsibility to make sure payments are sent in on time. Our Club by-laws provide for the suspension of membership for seriously delinquent accounts. Payments should be sent to:

**TVMHA
PO BOX 2821
Dublin CA 94568**

In the spirit of our non-profit status and as an objective in running our organization TVMHA makes every effort to keep fees at the minimum necessary to meet the expectations of our membership. Our fees for travel and in-house programs have increased from time to time due to

changing costs to run the program. The following factors drive our need to change Club fees periodically:

- Ice time rental costs
- Referee and linesman expenses
- Number of games schedule by our league.
- Length of season

A \$50 entry fee for the Turkey Tournament is included in our Club dues. This fee may not be deducted from your payments if you do not attend. Your dues **do not** include jerseys, socks, or any equipment. They also do not include the cost of external trips or tournaments that some teams may decide to enter.

TVMHA is a non-profit organization. We have no paid staff and spend all of what we take in on our program. The annual budget assumes continued success in our fundraising activities and a profitable Turkey Tournament. The Club makes every effort to assure that its budget estimates are as close as possible to actual results. **Please be aware that our dues are subject to change should windfalls or unexpected costs appear during the year.**

Past due balances need to be cleared before a player is eligible to participate in tryouts. NORCAL rules require that balances owed to other clubs must be paid before a player can be released from that club and register and/or tryout for any club in NORCAL. The names of players with delinquent accounts will be turned over to NORCAL and USA Hockey if necessary.

Other Costs for New Players

In order to step on the ice, every player must wear **all required** ice hockey equipment for safety and to meet insurance requirements. Typical starting packages for youth sized players (excluding socks and jerseys) runs around \$225 - \$325. Adult sized players will pay between \$450 and \$500 for standard grade equipment.

These prices are for new equipment. See Equipment Section on page 30 for more details on equipment.

The club does have some used equipment available for players to use, including goalie equipment.

Home and visitor jerseys and socks, including number and name monogramming, cost approximately \$175.00.

Uniform orders take approximately 4 to 6 weeks to fill.

Numbers are assigned on a first come, first served basis. The club's equipment manager can provide you with a list of available numbers.

COMMITMENT AND EXPECTATIONS

Expectations for Players, Coaches and Parents

- Read, Understand, Sign, and Follow the USA Hockey Code of Conduct.
- Coaches are responsible for their players in the locker room, on the bench, and on the ice.
- Parents are responsible for all their children (players and siblings) in the arena and the parking lot.
- Parents will not interact with their child while they are on the bench.
- Parents are not allowed on the ice unless they are a rostered coach.
- Players need to arrive for all meetings, practices and games on time as specified by the coach.
- Let coaches know ahead of time if you have a planned absence or illness.
- Players **must** dress in designated areas.
- Players are responsible for the maintenance and upkeep of their equipment. **Be prepared to play.**
- Players will not fight with each other or players from other teams.
- Players will not enter the opposing team's locker room at any time.
- Players must make sure that all materials given to them by team parent reps are seen by parents.
- Players will avoid excessive and unwarranted criticism of fellow team members or opposing players.
- If your team makes it to the playoffs, you are expected to participate.

- Individuals committing acts of vandalism or deliberately damaging club or rink property can be immediately suspended and will be held accountable for full restitution.
- Parents will be responsible for all dues and players will not be allowed to resume club play until accounts are paid.
- Individuals deemed to be in violation of Club, NORCAL, CAHA, USA Hockey Rules, or the USA Hockey Code of Conduct may be subject to disciplinary action. Disciplinary actions will be taken in accordance with USA Hockey Rules and the TVMHA Disciplinary /Grievance and Complaint Resolution Process.
- A parent's inappropriate conduct may incur sanctions that impact the parent or the player.
- Club members agree to use the TVMHA Disciplinary /Grievance and Complaint Resolution Process to resolve disputes. Legal action or threats of legal action made against the Club, Board Members, or Coaches of TVMHA will result in the immediate suspension of all family members from all Club activities.

USA Hockey Code of Conduct

All players, coaches, and parents will be required to sign and abide by the USA Hockey Code of Conduct.

Administrators Code of Conduct

- Follow the rules and regulations of USA Hockey, CAHA, NORCAL and TVMHA to ensure that the association's philosophy and objectives are enhanced.

- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings as well as being available to answer questions and address problems throughout the season.
- Work to promote programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics, and advise your Board members of the necessity for their training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and Official Playing Rules.
- Develop other administrators to advance to positions in your associations, perhaps even your own.

Coaches Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are in hockey for **fun** and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

- Be generous with your praise when it is deserved, be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official, give all players the opportunity to improve their skills, gain confidence and develop self esteem; teach them the basics.
- Prepare for practice in advance of ice time. No time should be wasted on the ice trying to explain the drills or deciding what drills to run.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all of your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

On-ice Officials Code of Conduct

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanship environment, in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.

- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence; never with arrogance.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a 'zero tolerance' attitude toward verbal and physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes, when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Use only USA Hockey approved officiating techniques and policies.
- Maintain your health and physique through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his evaluation of your performance.

Off-ice Officials Code of Conduct

- Know how to perform the duties to which you have been assigned i.e. scorekeeper, timekeeper, goal judge or penalty box official.
- Act in a professional and businesslike manner at all times and take your role seriously.

- Be fair and impartial at all times.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Never openly criticize a player, coach or parent.
- Keep your emotions under control.

Players Code of Conduct

- Play for **FUN!**
- Work hard to improve your skills.
- Be a team player - get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach (es), your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

Parents Code of Conduct

- Do not force your children to participate in sports, but support their desire to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude towards the game and all of its participants, your child will benefit.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the plays of both teams.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.

- Know and study the rules of the game, and support the officials on and off the ice. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!

Spectators Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a fun and safe environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting the judgment and integrity.

- Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game...win or lose... recognize good effort, teamwork and sportsmanship.

Additional Parent Expectations

For all home games, including the Thanksgiving Turkey Tournament, parents may be asked to serve as a goal judge, timekeeper or scorekeeper. Your parent rep will train you prior to your turn. In addition, you may be asked to volunteer your time to help man one of the club's fundraiser booths during the tournament. Notify your parent rep of any changes to the information you provided at registration such as mailing address, phone number or e-mail address.

Disciplinary Issues and Complaints

TVMHA Disciplinary /Grievance and Complaint Resolution Process

Step 1: Parent and Coach

Most issues can be resolved informally with one-on-one communication between the parent and the coach. This should **NEVER** be done during a game or practice. It is strongly recommended that discussions to resolve complaints occur at least **24 hours** after the issue arises, when the excitement of the day has faded and logic and reason can compete equally with emotion.

Step 2: Parent and Team Parent Rep

If your issue was not handled to your satisfaction or if it pertains to an administrative matter, please contact your Team Parent Rep. They will help you resolve it or refer the matter to Step 3.

Step 3: Director of Coaches or Director of Parent Representatives.

Depending on the nature of the issue, the Director of Coaches or the Director of Parent Representatives will attempt to resolve the issue with the parent, coach, and Team Parent Rep.

Step 4: TVMHA Board/ Review Committee

If Steps 1-3 have not succeeded in resolving the matter, TVMHA members may file a written complaint with the Board. The President will appoint a review committee to investigate and resolve the issue. The dispute resolution process as outlined in the TVMHA By-laws and USA Hockey By-laws Section 10 will guide the hearing process.

Step 5: Appeals

Members in good standing retain their right to appeal the findings of the review committee to the TVMHA Board, CAHA, and USA Hockey per the process outlined in the TVMHA, CAHA, and USA Hockey By-laws. Suspensions or sanctions imposed by the Review Committee remain in force until amended by the appropriate appellate authority.

Notes:

- Serious issues relating to the health or safety of our players must be addressed immediately.
- TVMHA Board meetings are for the purpose of managing the business and organizational affairs of the Club. Complaint hearings **WILL NOT** be conducted at Board meetings.
- Minor issues become serious and difficult to deal with when anger overrides logic and common sense. The 24-hour rule will support cool heads working to arrive at constructive solutions that are in the best interest of your child.

PARENT REP

Your team's parent rep is the vital 'link' between the Board and your team (players, parents, coaches). Each team, normally the coach, will designate a parent rep at the initial team meeting. Their duties include:

- Making arrangements for scorekeepers, timekeepers and goal judges for all the team's home games.
- Appointing an alternate to act in their place whenever they cannot be present for practices or games.
- Taking responsibility for Club equipment issued to their team.
- Enforcing conditions of any suspensions by instructing the team coach.
- Informing parents of the team to changes in the schedule for games or practices.
- Reporting members' suggestions and grievances to the Director of Coaches and Director of Parent Reps and reporting Club information as received from the Director of Coaches and Director of Parent Reps to team members.
- Keeping the team book and all information up to date. The team book is very important because it contains all essential information for the team: such as, IMR's, birth certificates, consent to treat and waiver forms as well as information on the coaches, which is required by USA Hockey, CAHA, and NORCAL. This book is our verification for our players, which is needed to be able to play the games.
- Making sure the team book is present at every team function.

- Keeping all score sheets for the season (you will need them for playoffs).
- Making sure all score sheets, both home and away, are filled out properly and given to the proper people at the end of the game.
- Making sure that the club statistician receives the game sheet prior to the end of your game weekend.
- Attending monthly Board of Director meetings and relaying important information to coaches and parents.
- Being prepared to continue their obligations until the new team rep is chosen for the following season.

- EQUIPMENT

Selection of hockey equipment is a key issue for coaches, players and parents. When purchasing and fitting hockey equipment, remember two important factors: 1) make certain the player is adequately protected and 2) be sure the fitting allows freedom of movement so the player can properly perform the necessary skills. By carefully considering these two factors, your child will be more comfortable and will better enjoy the game.

- **Skates** - Purchase skates that will fit your child today, with no more than 1/2" allowed for growth. Seek adequate protection in the ankle, toe and instep areas. Improperly fitted skates will hamper your child's ability to skate.
- **Helmet** - Must be a Hockey Equipment Certification Council (HECC) approved design of construction. Must be sized at the time of purchase to fit properly. The chinstrap must always be fastened.
- **Facemask** - Must also be of a design and construction approved by the Hockey Equipment Certification Council (HECC).
- **Mouthpiece** - Required for all checking levels (Pewee and older). USA Hockey encourages players of ages and ability to use a mouthpiece. The mouthpiece must be connected to the facemask and be colored.
- **Stick** - Length should generally extend from the ice to the player's chin (with skates on). Quality and price differ greatly, so the choice is yours.
- **Shin pads** - Check for proper length so they protect the knee and shin completely.

- **Supporter and Cup** - Essential protective equipment.
- **Gloves** - Check for proper fit, with good finger and hand mobility.
- **Shoulder pads** - Adjust to fit the individual at the time of purchase. A fiber cap is extremely important in preventing shoulder separations and should extend to the tip of the shoulder.
- **Pants** - Held in proper position by suspenders. Provide protection for the lower spine, hips and thighs.
- **Elbow pads** - Properly fitted so that they do not slide.

For goaltenders, special equipment is necessary, such as: gloves (catching and blocking), chest and stomach protector, goalie skates (with protective shell), leg pads, shoulder pads and arm protectors. The goaltenders equipment is especially important, so seek advice from a knowledgeable source.

In addition, each travel player must have TVMHA home and away jerseys and the appropriate matching socks. These items are purchased from the TVMHA Equipment Manager. Club jerseys can be ordered by contacting the equipment manager. **All orders for club jerseys are final, so it is important sure the correct size is chosen at the time it is ordered.**