



PARENT AND PLAYER HANDBOOK 2024-2025 HOCKEY SEASON

**2024/25 SUMMIT YOUTH HOCKEY
PARENT AND PLAYER HANDBOOK
TABLE OF CONTENTS**

	Philosophy
	Governance
	Conflict of Interest Policy
	Board of Directors
	Board Meetings
	Annual Meeting
	Preseason Parents' Meeting
	Communication
	Affiliations
	Director of Hockey
	Director of Operations
	Event Coordinator
	Player Classification
	Practice Plan and Philosophy
	Double Roster
	Player Selection Process
	Play Move-Up Policy
	Registration
	Scholarships
	Insurance
	Jersey's
	Locker Rooms
	Coach Selection
	Team Rules and Meetings
	Team Captains
	Number of Games and Practices
	Practice Attendance
	Tournaments
	Code of Conduct
	Zero Tolerance Policy
	Conduct Subject to Discipline
	Whistleblower policy
	24 Hour Rule & Conflict Resolution
	Protocol for Issuing Formal Complaints
	Scholastic Guidelines
	Parent Participation
	Fundraising

SUMMIT YOUTH HOCKEY PLAYER AND PARENT HANDBOOK 2024/2025

This handbook is intended to provide information to players and parents regarding Summit Hockey activities and policies for the 2024/2025 season.

Philosophy of Summit Hockey

Summit Hockey offers the opportunity for boys and girls to participate in both recreational and competitive ice hockey programs. In addition to individual and team skill development, Summit Hockey seeks to foster the development of the “whole” child including such life skills as sportsmanship, mutual respect, integrity, responsibility, teamwork and friendship.

Governance

Summit Hockey is governed by a Board of Directors selected according to Summit Hockey Bylaws, each holding one vote. Approximately one half of the Board of Directors is elected each year to provide for overlapping terms. The Board of Directors elects the officers who serve a one or two-year term. The officers comprise the Executive Committee and conduct day-to-day business of Summit Hockey while the Board of Directors is responsible for policy decision and management.

Each Board member assumes supervisory responsibility for one or more organizational functions. Board members also serve on one or more Summit Hockey Committee such as (and not limited to): fundraising, budget and finance, and conflict resolution. All Board members, managers, and coaches must register with CAHA and provide a confirmation copy on file with the association.

Conflict of Interest Policy

Summit Youth Hockey association will comply with the USA Hockey Conflict of Interest Policy.

2024 - 2025 Board Members

Tracy Larson - President
Heather Walsh - Vice-President
Phil Calvin - Treasurer and Finance Committee Chair
Katelyn Huston - Secretary
Andrew Webster - Conflict Committee
Kurt Sorenson
Tom Thatcher
Kelly Greenlee

Board members may be reached at board@summityouthhockey.org.

Board Meetings

The Board of Directors usually meets on the last Monday of the month at 5:00 p.m. at the rink, subject to change. Changes will be posted on the Summit Hockey website. Contact the Board Secretary via e-mail to request that an item be added to the agenda or to make a presentation to the Board of Directors. The Board of Directors encourages communication and parent feedback. A Board meeting recap will be posted on the website. Board meetings are not a forum for grievances. **If you have a complaint or a problem, please refer to the Conflict Resolution policy on page 13.**

Annual Meeting

The Annual Meeting will be held in May of each year, or at such other date as may be designated by the Board of Directors, to install new members, to fill vacancies on the Board, if any, and to transact any other lawful business that may come before the meeting.

Preseason Parents' Meeting

There is a mandatory pre-season parent meeting to be held in September to discuss policies, procedures, SafeSport, coach expectations, as well as plans for the season. Some members from the Board of Directors, coaches, and key volunteers will be introduced and there is opportunity for questions. Time and place will be posted on the website. Parents are a part of the membership and are subject to fines and or suspensions for violations of CAHA or USA Hockey Policies.

Communication

Our website is www.summithockey.org. Summit Hockey will communicate with all families via the website and email. It is imperative that you check your emails and the website on a regular basis since there can occasionally be last minute changes in schedules. Board meeting recap and other reports and documents will be available to all members via our website. If you do not have email, **it is your responsibility to get the information**. The website will be the primary source of information.

Affiliations

Summit Hockey is affiliated with USA Hockey, the national governing body of ice hockey, and the Colorado Amateur Hockey Association (CAHA). Teams compete in the Western Colorado Hockey League (WCHL), and the Colorado Girls Youth Hockey League (CGHL).

Summit Hockey will abide by and act in accordance with Articles of Incorporation, Bylaws, Rules and regulations, and Playing rules of USA Hockey, CAHA and Summit Youth Hockey.

Member coaches and players shall be registered with USA Hockey and CAHA. Teams shall be registered with USA Hockey and CAHA.

Hockey Director

The Hockey Director is Chris Miller, chris@summityouthhockey.org, 304-521-9008.

Job Overview: The Summit Youth Hockey (SYH) Director will create strategies to develop and promote a sustainable nonprofit ice hockey program in the community. The Director will drive registration, promote athlete/coaching development, organize tournaments and work in conjunction with other organizations to support programs. The Director will support all staff to assist with managing day to day operations. The Director will collaborate with the Board of Directors and Bookkeeper to drive a fiscally solvent budget.

General Responsibilities (not limited to):

- Oversee pre-season and in-season hockey development for all programs
- Oversee age specific coordinators
- Oversee tryouts for all levels of play above U8 level
- Oversee coaching development
- Coordinate hockey development with coordinators
- Mentor for Summit Hockey programs
- Networks with the state hockey organizations

Director of Operations

The Director of Operations and is Cody Aidala, Cody@summityouthhockey.org, 563-210-1337

General Responsibilities (not limited to):

- Scheduling, Cancellations, Invoicing of Facilities
- Website maintenance and upkeep, Inter-league scheduling communications
- Director of all tournaments and try hockey for free events
- Oversee Summit Prep & Mites program

Player Classification

Player classification is determined by an age cut-off established by USA Hockey:

Youth:

U6 & U8 youth 2016/17
& 2018/19

U10 youth 2014 & 2015

U12 youth 2012 & 2013

U14 youth 2010 & 2011

U10 girls 10 years and younger

U12 girls 12 years and younger

U14 girls 14 years and younger

U19 girls 19 years and younger

The age classifications of a player are his/her age as of midnight December 31st prior to or during the current playing season. The above classifications for girls are subject to change based on the number of players available per age group.

Practice Plans and Philosophy

The responsibility for daily practice planning will be each team's head coach. These plans will be based on guidance from the Hockey Director, a group coordinator and the USA Hockey training manuals for each age division. Summit Hockey fully endorses and abides by USA Hockey's "American Development Model" commonly referred to as ADM.

Double Rostering

Because we are a small organization, we at times need to double roster players on teams so we can offer playing opportunities to kids of all levels. At times, the A team may call upon the B team for help, but only if it does not conflict with the B schedule – their priority will be the B level team. The same is true for the B team calling upon A players. If we have double rostered teams – we make every effort to provide a schedule that will allow flexibility. If girls choose to play on another team in addition to the U12, U14 or U19 – they will be charged the higher registration cost. We will not know the need for double rostering until after registration. DR rules may be mandated by a particular league.

Each double rostered (DR) player will be assigned to a primary team by the Hockey Director, with input from coaches. The primary team coach will determine and approve what games the player may play for the other teams. The primary coach will take into consideration several factors such as recovery time between games, importance of games, player burnout, distance between venues, and others. The primary team coach may also take into account practice attendance as a factor. The coaching staff will be given wide latitude in making their decision and may consider other factors not listed above. If a game playing time situation arises, a coach may favor a primary rostered player over a DR rostered player.

Player Selection Process

Summit Hockey conducts a player selection (try-outs) at the beginning of the season (generally early September) to determine where to place players on teams. We will look at the player's skill, level of play, as well as confidence and place them on an appropriate level team. All teams in Summit Hockey are composed of dedicated players, coached by individuals who love the game of hockey. Try-outs can be incredibly stressful for both players and parents if they take the approach that a top- level team is the best place for every player. We are fully aware that this approach is popular in both high- level sports and business, but in developing youth athletes starting as young as five, this approach must be balanced with what is best for the player's development, both physical and emotional.

Recommendations to Parents:

- Parents should refrain from watching try-outs. This will help reduce the temptation to make comparisons of the players, second guess the evaluators and discuss opinions and rumors with others.
- Parents should encourage players to try their best, but reinforce the notion that the purpose of tryouts is to place them on an appropriate team, and that no matter where they end up, it will be a great place, where they will have a great time
- Parents should remind players and themselves that rating a person's hockey ability has nothing to do with their rating as a person.
- Parents should never give excuses to their player that blames other people for their child not making a certain team. This is counter-productive to the program as well as to the child's character development.

Keeping all of the above in mind, Summit Hockey has developed a fair and measurable process that helps the evaluator's best select players for the appropriate teams. Selection can be based on all of the following:

- Skating Skills
- Puck Handling Skills
- Hockey/Game Knowledge
- Athletic Ability
- Player being coachable
- Player Commitment
- Player Attitude and/or behavior

Player Move-Up Policy

Summit Hockey does not allow "move up" to an older age level other than those set by USA Hockey.

Registration

Prior to Summit Hockey registration, all families will need to register online with USA Hockey. Please go to www.usahockey.com

Registration will be held online via the Summit Hockey Website. Per USA Hockey, no child can be on the ice unless they are registered with USA Hockey per insurance regulations.

Registration fees for the 2024/2025 season can be found online at www.summithockey.org. We abide by CAHA rules regarding player release requirements before a player is authorized to participate in another program.

Post Registration New Player Policy

Summit Hockey welcomes players of all abilities throughout the year.

Scholarships

Summit Hockey goals include broad participation and reasonable registration fees. A limited number of partial scholarships are available. Scholarships are granted strictly on the basis of need – skill level is not a consideration. In addition to providing basic financial information and family information; a parent's statement of "why my child should receive a scholarship" must accompany the request. This information remains confidential. For more information, and to apply please visit www.summithockey.org. All online applications get reviewed and approved by the Hockey Director & scholarship board.

Insurance

Players are covered by USA Hockey insurance while participating in Summit Hockey activities once they register for USA Hockey. There are a number of exclusions including travel to and from practices, fighting, intentional acts, player's personal property, etc. To obtain more information, please refer to the USA Hockey website.

Jersey's

All levels, from U10-U14, will participate in the jersey lease program, which is included in the registration cost for each team. The jersey lease program is our attempt to do the following:

- Allow players to have properly fitted jerseys every season.
- Provides a less expensive way to keep jerseys updated.
- Update jerseys when needed.

The jersey lease program includes the following:

- Reversible jersey (deposit required) returned after season.
- Breezer covers (returned after season)
- Game socks (for each player to keep)
- Practice jersey (for easy player to keep)

Locker Rooms

Use of the rink and the locker rooms is a privilege, not a right. Prior to a practice or game, players should arrive at the rink to dress at a time designated by individual coaches. Summit Hockey will not tolerate excessive noise, rough-housing, physical abuse of locker rooms, inappropriate language and other displays of poor judgment. It is expected that all players respect one another no matter what level of play. The coaches, manager and parents will work together to provide for adult supervision in the locker room. Players who are disruptive or disrespectful in the locker rooms will be benched for a period of time determined by the head coach. Players who continue to misbehave will be required to dress at home.

Mite players who need assistance in dressing are encouraged to dress at home. As a general rule, parents are not allowed into the locker room, unless that parent has undergone a background check. USA Hockey has provided a limited exception to this rule for a parent of a mite age child who needs assistance with dressing. For the limited purpose of assisting your own child with dressing, a parent may enter the mite locker room, if a locker room monitor is present. A parent may not enter a locker room if a locker room monitor is not present. Please do not dress in the lobby of the indoor or outdoor rink.

Players older than the mite level should be able to dress without the assistance of a parent. If a player needs adult assistance with their skates, they should do so outside the locker room. Players at the U12 level and older should be able to tie their own skates.

All players should be dressed on time and appropriately so that all players can attend team meetings and be ready for the start of a practice or game.

Girls rostered on teams with boys need to change in the locker room assigned to them for games and practices. At away rinks – please ask at their front desk.

Parents need to respect the time before and after a game for the coaches to talk with the team in private to prepare for and/or evaluate the game.

Locker rooms will be monitored in accordance with SafeSport guidelines.

Coach Selection

Qualifications include

- Coaching certification Level (I,II or III)
- Hockey knowledge and skills
- Coaching experience
- Ability to work effectively with children and other Summit Hockey volunteers
- Maturity and responsibility.
- Ability to put in the time and effort required throughout the season.
- Ability to create a positive experience for the team.
- Information provided by the applicant.
- The selection committee's view based on personal experience and the experiences of the Summit Hockey membership.
- Results of criminal background check

Individuals interested in coaching should contact the Director of Hockey. Coaches are required to sign a Coaches Code of Conduct setting forth coaching performance standards.

Team Rules and Meetings

Each Head Coach will establish individual team rules. Before the first game of the season, Head Coaches will hold a team meeting with players and parents to discuss and explain team rules. Coaches are encouraged to have team meetings with players and parents on a regular basis throughout the season to provide information, resolve concerns and answer questions. Team rules may vary from team to team, and it is the responsibility of the team manager/head coach to get the information to the parents.

Team Captains

At the U10 level and above, each Head Coach may hold an election for a team captain and two assistant captains. U10 & U12 may be designated on a rotating basis. All team captains are expected to demonstrate leadership by example. At the U14 and High School age, head coaches may request captains to play a more active leadership role. Head Coaches should establish realistic goals and meet with team captains to clearly explain their expectations.

Number of Games and Practices

Each league determines the number of league games each age division will play during a season. The game number is determined by the number of teams in each division. A number of non-league games may also be scheduled. Competitive teams may play more games than the recreation teams. Each team will have a minimum of two practices per week either full or half ice based on numbers.

Practice Attendance

Hockey is a team sport and players should attend as many practices as possible. At the Head Coach's discretion, failure to attend one or more practices during the week prior to any game may affect game participation. Players must arrive at the rink in time to dress, attend team meetings and be on the ice on time. Each Head Coach will establish team rules regarding tardiness and absences.

If a child is involved with another sport and it overlaps with hockey, a discussion with the coach is mandatory so that both parties are aware of commitment requirements.

Tournaments

Summit Hockey will pay for 100% of an entry fee for two tournaments per season as is stated in the registration fees. Additional tournaments will be the responsibility of the team. Payment for participants for extra tournaments will be split among the players participating. A consensus of parents should be obtained from parents before registering for any tournament.

Code of Conduct

All players, parents and coaches will sign the USA Hockey Code of Conduct at the time of registration agreeing to abide by certain standards of conduct based on USA Hockey, CAHA and Summit Hockey guidelines. The Code of Conduct outlines in general terms a minimum standard of behavior. Players, parents, coaches and managers are expected to have an understanding of their obligations. If they are unsure, they should discuss any questions with their coach or their team manager. Failure to conform to the standards of the Code of Conduct will be a cause for action by the Director of Hockey and possibly the Conflict Committee. The code of conduct can be found at www.summithockey.org.

The Conflict Resolution Committee will follow the above protocol, however; the seriousness of the violation could result in the accused person losing membership immediately.

Summit Hockey members cannot contact league board members, referees or referee supervisors or anyone outside the Summit Youth Hockey association to register a complaint or suggestion of any kind. Concerns need to flow through appropriate internal channels. If you have a suggestion, concern or complaint, please contact the Hockey Director, Chris Miller or Cody Aidala, Director of Operations.

Zero Tolerance Policy

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

Examples of unsportsmanlike behavior:

- Openly disputes or argues any decision by an official.
- Uses obscene or inappropriate language or gestures at any time.
- Visually demonstrates any sign of dissatisfaction with an official's call.

- Taunting of players, coaches, officials or spectators.
- Throwing of objects in the viewing areas, player's area or on ice surface.
- Criticizing officials, coaches or players on teams live game feed.

USA Hockey Zero Tolerance Policy must be adhered to at all times. Officials have the right, with no warning, to require removal of the offending person, assess the penalties during the game to the team representing the offending person, as well as run the clock if it is not an advantage to that team. For more details see the USA Hockey website.

Conduct Subject to Discipline

Examples of words or actions which will constitute a violation of the Code of Conduct include, but are not limited to the following:

- Making physical contact with any player, coach, official, league representative, arena personnel or spectator.
- Taunting or threatening any player, coach, official, league representative, arena personnel or spectator.
- Going into the locker/dressing room of an opposing team or obstructing their access to or exit from said room or arena.
- Going into the official's locker/dressing room or obstructing their access to or exit from said room or arena.
- Using inappropriate, profane and/or vulgar language or mannerisms.
- Going onto the ice surface.
- Throwing of any object onto the ice surface, into the player area(s) or at another individual.
- Pounding or climbing on the glass.
- Use of alcohol, tobacco and controlled or illegal substances in the ice arena.
- Defacing or damaging property belonging to any individual, team, association or arena.
- Being involved in any activity that would warrant the summoning of law enforcement.
- Inciting any person(s) to become involved in any of the above listed behaviors.
- Any other conduct that is not in compliance with the Code of Conduct of Summit Hockey and USA Hockey.

Whistleblower Policy

A whistleblower as defined by this policy is a Summit Hockey Association member, volunteer, executive committee member, or board member who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the Summit Youth Hockey President who is responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be

disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals with their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Summit Hockey President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

24 Hour Rule and Member Issue Resolution

A member is not to approach a coach within a 24-hour period following a game to discuss said game, game incident, or a situation that occurred during the game that may provoke an adverse emotional response or a hostile situation. Violation of this rule will result in a hearing with the Conflict Resolution Committee.

Coaches should not discuss a game, a game incident, or a situation that occurred during the game that may provoke an adverse emotional response or create a hostile situation. An exemption to this being physical or sexual indiscretion or any situation that compromises the immediate safety of the children, refer to Safesport document.

The Conflict Resolution Committee has been developed to provide a consistent and fair way to deal with disciplinary issues that may arise within the organization. The Conflict Resolution Committee, consisting of at least one board members and two non-Board members, will accept allegations from Members or other hockey officials which show a violation of a Code or Procedure of Summit Hockey or the USA Hockey Code of Conduct **as per the Protocol for Issuing Formal Complaints**. The Committee will accept allegations at its discretion, will review and investigate each of the alleged allegations, and come to a conclusion which may involve consequences and penalties for all parties involved. The decision and penalties of the Conflict Resolution Committee are final.

Protocol for Issuing Formal Complaints

Summit Hockey recognizes the fact that over the course of a season certain issues may arise that need to be addressed. Please remember that we are all adults and professionals. Petty grievances should be addressed amongst the parties involved. If the parties involved are not able to amicably resolve the issue amongst themselves and should a formal complaint need to be issued, the following steps are required:

- **PHONE CALLS WILL NOT BE AN ACCEPTABLE MEANS OF ISSUING A COMPLAINT.**
- **NO** complaint may be addressed before the “24 Hour Rule” (exception being physical or sexual indiscretion or any situation that compromises the immediate safety of the children).
- After the 24 Hour Rule, schedule a meeting between the Director, Coach(es) and Parent(s).if appropriate
- If the issue still cannot be resolved after the meeting, the Director of Hockey can escalate the matter to the Conflict Resolution Committee.
- If a violation of a Code, Penalty or Procedure of Summit Hockey is determined, the Committee shall issue a written finding of fact and penalty within seven days of the determination. The parties to the action are bound by the determination of the Committee, and there will be no right to appeal to Summit Hockey for any of the issues determined.

Scholastic Guidelines

Summit Hockey strongly believes that good grades are of greater long-term value than participation in youth sports. Parents should monitor their child's academic performance. If a player is having academic difficulty, parents are encouraged to discuss with the Head Coach and address the situation

appropriately. Middle School and High School students are expected to maintain the academic eligibility standards established by their schools.

Parent Participation

Everyone wants their child to have the best possible hockey experience. Parents must get involved to help make this happen. Summit Hockey is primarily a volunteer organization and with the many necessary tasks that are needed, these tasks cannot be undertaken by a small group of volunteers. In order to encourage broad participation, each family will be required to give their Managers at the preseason parent meeting a \$250.00 check that is made out to SYH. These checks will be held by the team manager until the end of the season. As work is completed and documented by the team manager, at the end of the season, the Managers will go over the documentation and if the total required hours are completed then the Volunteer check will be shredded. If the required hours are not completed, then the check will be handed to the Treasurer of Summit Hockey and the check will be cashed.

Volunteer requirements will be noted when you register, posted on the SYH website and discussed at the initial team meeting.

Please remember that when you are asked to help, it is another parent volunteer doing the asking. Please do what you can and if the timing is not right, offer your assistance for another time. We really need everyone's help!

Fundraising

Player registration fees cover only a portion of the actual costs of Summit Hockey programs. Summit Hockey depends upon sponsorships and gifts from businesses and individual members of the community to fully fund its programs. Parents are encouraged to participate with fundraising activities and to contact any board member if they are aware of potential sources of financial support.

Summit Hockey, Inc. is a 501(c)(3) tax exempt charitable organization and has also been granted sales tax exemption by the State of Colorado. Contributions to Summit Hockey are tax deductible. The following are fundraising efforts scheduled (but not limited to):

Golf Tournament July/Aug
Kingdom Kup High School Tournament Oct
Pond Hockey Jan/Feb
Hockey Classic Tournament April

We are definitely open to ideas and suggestions for the fundraising efforts!