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2009-2010 LAHA BOARD OF DIRECTORS

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Let's have a successful, supportive & Fun 2009-2010 season!

INTRODUCTION:

This Guidebook is presented to assist the parent and player gain a more complete understanding of the Lane Amateur Hockey Association (LAHA) operations, rules and expectations. The key to a successful sports program is to provide quality coaching, facilities and support to the player in their quest for learning the sport and excelling at it both mentally and in skills development. This Guidebook therefore provides some insight into LAHA, its operations, guidance's and rules. Not all circumstances can be included herein and therefore references to the USA Hockey Annual Guide and USA Hockey Rule book are included as USA Hockey is the overriding governing authority. The Board of Directors welcomes your participation and suggestions.

LAHA STATUS:

The Lane Amateur Hockey Association is a non-profit corporation registered in the State of Oregon. All elected Board of Director members, Coaches, team managers and team representatives are unpaid volunteers. LAHA operates under the authority of the State of Oregon with guidance from the LAHA By-laws and this guidebook. As a non-profit LAHA has IRS 501 (c) (3) tax exempt status.

LAHA JUNIOR GENERALS MISSION:

MISSION STATEMENT

Lane Amateur Hockey Association promotes citizenship, sportsmanship, fellowship and physical development among the youth of the greater Eugene community by sponsoring and promoting the game of ice hockey at both a recreational and competitive level through education and development of players, parents, coaches and officials and in doing so to promote the growth and enjoyment of hockey through honest work, self-discipline and fair play for boys and girls from the ages of 5 through 18 years of age in compliance with the rules and regulations of USA Hockey and the Oregon State Hockey Association.

GUIDING PRINCIPLES

- To make the game of ice hockey available to amateur participants as defined by USA Hockey at the best value, at all levels of participation.
- To associate with other ice hockey organizations within Oregon and outside Oregon.
- To encourage and improve the standard of ice hockey in the State of Oregon.
- To provide an educational ice hockey experience to the people of the greater Eugene community.
- To continually improve the development of a quality program to advance the opportunity for an education or professional play via the sport of ice hockey.
- To assist Lane County Ice in all areas of the hockey programs and its relationship with LAHA members, Eugene Generals, and the University of Oregon Duck Hockey.
- To do or assist in any acts desirable in the furtherance of the foregoing purposes.

USA HOCKEY YOUTH PROGRAM PHILOSOPHY

To provide improved grass-roots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey.

USA HOCKEY CORE VALUES

- **SPORTSMANSHIP:** Foremost of all values is to learn a sense of fair play, become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- **RESPECT FOR THE INDIVIDUAL:** Treat all others as you expect to be treated.

- **INTEGRITY:** We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS:** Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **ENJOYMENT:** It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
- **LOYALTY:** We aspire to each, loyalty to the ideals and fellow members of the sport of hockey.
- **TEAMWORK:** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

USA HOCKEY AGE CLASSIFICATION

Based on USA Hockey rules for the 2009-2010 season, players are placed in the following divisions based upon their age:

High School	1991 thru 1994 Birth Years
Bantams	1995 and 1996 Birth Years
Peewees	1997and 1998 Birth Years
Squirts	1999 and 2000 Birth Years
Mites	2001 and younger Birth Years

PROGRAMS OF LAHA:

LAHA can be viewed as having up to four programs and interests in several others. The programs of LAHA are to be considered flexible as they are dependent on the number of players in the Association, the skill levels of the players, the desires of the players and parents and the financial strength of the organization. The core program of LAHA is the House program which provides entry and mid-level skills development, games and experiences. The travel or “rep” program is high level skills and competition with an eye to compete for State, Regional and National titles. These are typically referred to as Tier II and Tier I or A and AA. A third program is our Special

Hockey skaters. This program provides on ice experience with a hockey base to developmentally challenged players. A high coach and coach mentor to player ratio exists with the Special program. The High School program is newly developed to provide an opportunity to reach the high school student that wishes to play hockey against other high schools within the state. The high school program is currently considered a club program within the schools that has a national affiliation. The national affiliation is the USA Hockey program reached through LAHA. Other interests are the LAHA Prep program that serves as a bridge for those children that have completed a learn to skate or learn to play program but desire a little more experience before jumping into one of the other programs. LAHA also volunteers with the Ice Center's Learn-to-Play program in an effort to provide coaching as well as awareness to the learner of other hockey opportunities that are available.

HOUSE / RECREATIONAL PROGRAM

The House/Recreational Program is the player developmental backbone of LAHA. We ask and expect full cooperation of the parents and players to make this league as fun as possible while developing skills and team building that allow the player to continue playing or position themselves to play in more competitive programs. This program is designed to meet the needs of the beginning to intermediate player. Basic skills will be taught equally in a semi-competitive to competitive environment. This program may include checking drills and game play. Although not all teams may wish to check some teams may do so as members of the team are taught checking fundamentals that will allow them to move to a competitive travel program. At a minimum some checking drills will be taught as some players may not wish to check but they should know how to take a check should it come. Fun, physical development and a sociable environment are stressed. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Skill development and team concepts are stressed rather than winning. It should be noted that the LAHA House Program is not truly a house program as normally understood. Due to the size and location of LAHA there typically are not enough players to build out two or more teams that would play each other here in Eugene. A

typical house program obtains players from the local area, creates a number of local teams then arranges for games, in town, between these teams. In order for LAHA teams to play games some travel is required to play programs in Portland, Medford or Klamath Falls. The programs that LAHA travels too are also classified as House Programs but again, have some elements of travel in order to allow the programs to function with interactive games outside the local association, to expose players to other teams, players and skills and to use these games as a gauge to determine LAHA team progress in skating and skills improvement as well as team development.

TRAVEL/COMPETITIVE LEAGUE

The travel/competitive league will teach higher level skill development for players within LAHA who have the desire and ability for a competitive experience with the anticipation of advancing to Tier II or Tier I competitive national bound teams or for furthering their career with other organizations or Junior level teams. Balance of winning and sportsmanship is stressed, and travel for competition should be reasonable. Team objectives include local, league, and state championships. The availability of a competitive team is variable and may not be available at any one or all age levels in any given season. Some teams, after team meetings with players and parents, may elect to attend additional hockey games or tournaments outside those provided through the LAHA registration process. If agreed to the parents and players will agree to and will raise or contribute additional funds to pay for tournament fees and related expenses.

It is a desire and goal of LAHA to grow the program to the point that LAHA can support both House teams and Travel/Competitive teams.

HIGH SCHOOL HOCKEY

The High School Hockey program is new to LAHA. The program will be conducted as a High School Tier III Club Sports program. This means that the club is supported by the students and parents in affiliation with a National Governing body. In Eugene the National Governing body of USA Hockey is accessed and interfaced through

the Lane Amateur Hockey Association. The program will participate with the five teams in the Medford High School Hockey League. There will be approximately eight (8) home games in Eugene with about equal amount in the Medford area. Travel is conducted by parents or parent/player carpools. For the 2009-2010 season the High School team is sponsored as a club sport by Churchill High School. The High School team is open to both girls and boys. The High School league is a checking league. In the past a wide range of player skill sets have populated the teams. We believe it will continue to be an enjoyable program. The 2009-2010 season is the first full sanctioned season that the Churchill High School team will participate in.

SPECIAL HOCKEY PROGRAM:

This program is available once per week for the developmental challenged player with the autistic player making up the larger portion of the program to date. The Special Hockey program works with the special hockey section at USA Hockey and with local agencies and organizations that promote supportive activities.

LAHA PREP:

The prep program is conducted several times per season for a period of about 8-weeks and provides an opportunity for player(s) to improve their skill development from a Learn-to-Play program so that their comfort level of joining the house program is increased. It provides time for a player to adjust from the initial learning classes while having fun.

OBJECTIVES OF LAHA:

The overall objective of LAHA is the growth of hockey so that the number of players with LAHA support the Association financially so that the Association can provide the development of players in a quality program while providing lessons in teamwork, sportsmanship, and leadership and creating an atmosphere of fun resulting in the enjoyment that comes with playing the sport of ice hockey. The objectives of providing progressive

skills development and knowledge of the game are summarized in each of the age group objectives.

MITE OBJECTIVES

- Enjoyable introduction and experience in ice hockey.
- Provide a healthy environment for fun and learning.
- Teach the basic fundamental skills
- Stress participation and fun while developing skills.
- Development of communication at the player's level of learning.
- Introduction to games and player achievement program.
- Introduction to USA Hockey concepts and philosophies.

SQUIRT AND PEEWEE OBJECTIVES

- Enjoyable introduction and experience in ice hockey.
- Provide a healthy atmosphere for fun learning.
- Introduce the concept of games and the fun in playing hockey.
- Development of communication at the player's level of learning.
- Encourage the players to enjoy, learn and continue to play hockey.
- Develop qualities important to hockey: quickness, agility, coordination, balance, strength and flexibility.

BANTAM AND MIDGET OBJECTIVES

- Provide a healthy atmosphere for fun and development.
- Increased competition designed to expand existing skills.
- Development of communication skills at the player's level of learning.
- Stress the importance of modern American hockey - fast, combined action of individuals and groups (flow concept).
- Stress the importance of the educational development of the individual as a whole - socially, physically and mentally.
- Enjoyable and rewarding experience in ice hockey, that will encourage continued participation.

HIGH SCHOOL HOCKEY OBJECTIVES

- Development of a High School Hockey program that allows for participation by interested high school students of all skills
- Development of several High School teams to include a Junior Varsity level so that the program can accommodate new incoming players and those with greater skill and knowledge.
- To develop, in conjunction with the Medford High School league and Portland High School hockey as well as the Oregon State Hockey Association, a State wide high school hockey league with eventual State championships
- To provide a fun learning and game planning environment to foster a love of the game and a growth of interest in Eugene, Springfield and surrounding area high schools.
- To continue to stress educational development, knowledge of the game as well as physical, emotional and social well being of the player.
- To grow the High School program so that there are two (2) or more sponsoring High Schools in the Eugene / Springfield area

USA HOCKEY RECOMMENDED MAXIMUM NUMBER OF GAMES PER SEASON (travel programs typically)

Midgets (High School)	45 games per season
Bantams	35 games per season
Peewees	30 games per season
Squirts	20 games per season
Mites/Atoms	15 games per season/cross ice

It is also recommended that the team schedule at least two practices for every game. LAHA understands that the above are recommendations and that the schedules may at time either exceed or fall short of these recommendations. LAHA will try to find a balance between practice times, games scheduled and the associated cost for all activities and therefore will work to optimize the hockey learning experience within these parameters.

Hockey House programs typically experience one (1) practice per week and one (1) game per week. LAHA recognizes that it currently cannot support a true House program as defined by a number of teams within the same age

groupings within the Association that can play a rotation of games amongst themselves, in-house, without having to play outside the association. Due to the current size of hockey within Oregon and Eugene many of the associations have only one to three teams within any give age group. This makes scheduling games difficult from the stand point of diversity of play and players. Therefore the house programs within Oregon have tended to modify themselves to allow for some travel to other Associations to allow the players to experience the fun and excitement of playing teams you have no or limited knowledge of. The level of play though falls within the level of house programs.

OREGON HOCKEY FAMILY TREE

-USA HOCKEY

-PACIFIC DISTRICT of USA Hockey

-OREGON STATE HOCKEY ASSOCIATION (OSHA – a USA Hockey Affiliate)

-LAHA JUNIOR GENERALS, PORTLAND JR. HAWKS, ROUGE VALLEY and Klamath Falls (Associations)

The LAHA Junior Generals, Portland Jr. Hawks, Klamath Falls and Rogue Valley are all Association within the territory of the USA Hockey Affiliate of the Oregon State Hockey Association (OSHA).

Oregon State Hockey Association: Currently OSHA holds quarterly meetings. Although the OSHA offices are in Beaverton the quarterly meetings are rotated between Beaverton, Eugene and Medford. The meetings are typically open to visitors and interested parties are encouraged to become involved. Meeting dates are set three to six months in advance.

USA Hockey Pacific District: The Pacific District is one of eleven Districts established by USA Hockey and is composed of five (5) Affiliates which represents the states of California, Arizona, Oregon, Washington, Alaska, and one non-affiliated State: Hawaii. The Pacific District follows the objectives of USA Hockey as they pertain to the support and management of competition for its common benefit. The Pacific District supports OSHA and LAHA in the implementation of the zero tolerance, sexual abuse, physical abuse screening, hazing, and consumption/use/abuse of mood altering substances and codes of conduct as set forth in the USA Hockey guidebook.

Please keep in mind that OSHA and USA Hockey governs all Oregon Associations. Each Association is an individual entity that also has By-Laws which govern the Association business. Questions, problems and suggestions regarding LAHA should all be directed to the appropriate person(s) within LAHA. After talking/writing to the appropriate person within LAHA and if an issue remains to be resolved, everyone is free to bring unresolved issues to the LAHA president. If an issue continues to remain unresolved it can be referred to the Oregon State Hockey Association President. If outcomes are not satisfactory then the appeal process goes to

USA Hockey. Please refer to the USA Hockey Annual Guide Book Chapter 10 for the process.

LAHA operates under the direction of an elected Board of Directors. The Board is made up of five (5) members, two (2) elected and three (3) elected in based on even or odd years. The Board of Directors meets in open meetings once per month in each of the twelve months. The meetings are typically the first Wednesday of each month and are held at the Lane County Events Ice Center.

USA HOCKEY SANCTION:

USA Hockey, Inc., is recognized as the country's national governing body for the sport of ice hockey under the Ted Stevens Olympic and Amateur Sports Act Title 36, Chapter 17 §391 United States Code. For additional information concerning USA Hockey and the Annual Guide please visit the USA Hockey web site at www.usahockey.com , click on the "About USAH" tab then click on "Annual Guide". You can also check www.pacificdistricthockey.com for information on the Pacific District.

OSHA DETAILED SCREENING PROCESS

General: OSHA has implemented a new online background screening program in partnership with Acxiom Information Security Services ("Acxiom") and the Pacific District. Beginning with the 2006-2007 playing season (including Spring and Summer) all coaches (head and assistants), managers and other individuals who have routine access to children (anyone under the age of majority) must consent to be screened through Acxiom and complete the Acxiom screening process. Further, it is OSHA's policy that all member associations affiliated with OSHA adopt this Screening Policy as a condition of their affiliation.

Online Background Screening Program

All Coaches and Volunteers will need background checks every other year, starting September 30, 2006. If you were screened in the 2006-2007 season, you will not need to undergo screening until the 2008-2009 season. However, if you are a new Coach or Volunteer in the 2007-2008 season, you will need to be background checked by September 30, 2007. Any coach or volunteer who has not been screened under the new OSHA screening policy will be suspended from participation in any and all OSHA, Pacific District and USA

Hockey activities. This suspension will remain in effect until the individual has complied with the new screening policy and has been cleared by Acxiom.

LAHA complies with and has implemented the screening process as outlined above and included in the OSHA web site in conjunction with USA Hockey. Coaches and volunteers will complete a background screening and approval to be screened form and submit to the President, LAHA. Screening information is entered into the Acxiom web site. Information that is generated from the entry by Acxiom is forwarded to a screening committee chair within OSHA and is not available to persons within LAHA. Should the screen results indicated a “hit” the screening chairman and/or committee will confidentially contact the applicant and work with the applicant to understand the Acxiom feedback and determine further actions or suitability. Questions on the process or appeals can be directed to the President, OSAH.

FINANCIAL CONSIDERATIONS:

As LAHA is a non-profit association, there is not a “business” income producing aspect to support operations. The financial well being of LAHA is dependent on the fees paid by the players, donations of equipment, supplies, money and time and occasionally team or association fund raising activities. Individual and corporate financial and material donations are tax deductible under LAHA’s 501 (c) (3) non-profit status.

REGISTRATION (including late registration)

Open registration enables all players to enroll in LAHA Youth Hockey Program. Registration generally begins near the first of August. After open registration is complete, at a time at or near September 20th of the current hockey season, players will be divided among their respective divisional teams based on the number of players registered. As a general rule, the team roster will not exceed 20 players (18 players and 2 goalies). LAHA will not turn away players during the "open registration" process. In the case where a divisional team has more than 20 players, the head coach, along with the guidance from the coaches committee, will determine how best to divide the team. This decision will be based on number of players, skill level of players and the head coaches recommendations on how best to effectively manage the size of the team. After open registration is complete, new players may register through December 31st of the calendar year to accommodate late registration. "Late registration" is permitted as long as the player has properly registered on or before December 31st and the size of the available team is under 20 players.

Players are encouraged to register early in the process. This helps LAHA in determining numbers of players, the need for one or more teams per age division and the reserving of ice time to accommodate the teams. Ice time is at a premium as are costs. It is advantageous for each team to be optimized in numbers to help keep registration fees from rising rapidly or fluctuate too greatly.

Late registration is based on a first come, first serve basis. It is not anticipated that season fees will be prorated because of late registration. Special circumstances or requests falling outside of this general rule must be reviewed, discussed and voted on by the Board

of Directors. At this time proration is limited. The registrant is to complete the USA Hockey Registration, with the OSHA fees over the internet and include a copy of the USA Hockey Individual Member Registration (IMR) bar coded form with the non-refundable \$300 LAHA registration fee. Should proration be allowed it would be calculated by subtracting \$300 from the specified team registration fee then dividing the number of weeks of the season in the balance which provides a dollar amount to be associated with a week. Proration may be allowed for up to six weeks one time only. For example, using round numbers, If the registration fee is \$900 then \$900 minus \$300 leaves a balance of \$600 that is divided by 20 weeks equals \$30 per week. If a player registers 4-weeks late then their fee would be \$300 plus 20 weeks minus 4-weeks time \$30 per week which would equal \$780.00. The savings due to proration would be \$120.

Late registrants may also undergo an evaluation to help assess the placement of the player on the appropriate team if there are two or more teams at a particular age division.

Registration will not be effective for any purpose, including insurance, until the forms are properly filled out and received by the Association's Registrar. Registration forms are available on the LAHA web site (www.eugenehockey.com) and for USA Hockey on their web site of www.usahockey.com. The completed forms and the initial registration fee of \$300 must be in the Registrar's hand prior to a player, coach, or volunteer taking to the ice for practice or games.

LAHA uses and complies with OSHA and USA Hockey registration rules and processes and utilizes the USA Hockey Cybersport system. OSHA and USA Hockey rules or procedures may take president over LAHA handbook guidance's.

FEES:

The player fees assessed cover the basics required to provide for the program. The fees cover the costs of a number of items including but not limited to:

- Ice rental for Practices

- Ice rental for Games
- Officials-pay for officials to referee games
- Jersey(s)
- Equipment such as pucks, puck bags and medical kits
- Registration with USA Hockey for Players, Coaches and other volunteers needed to conduct the program
- Background screening process costs for coaching and volunteer staff that have frequent contact with and influence of or over players.
- LAHA supplies for printing, mailing, advertising, post office box, telephone, forms and supplies, and related administrative costs.
- Clinic fees for coaching improvements and advancements and education.
- Team Fees: these are fees outside of the LAHA Registration fee and are determined and voted on by the parents of the players of a team or teams. Although these fees are not included in the LAHA Registration fee and expenses, the team fees, once approved by a 2/3^{rds} vote of parents, are due and payable and are subject to the same payment responsibilities and default processes as if they were LAHA fees.

ICE RENTAL:

Per the By-Laws of LAHA only the LAHA President may obligate LAHA to financial obligations and therefore the President must rent ice time on behalf of the Association or any one team for ice time to be included under the LAHA registration fee for that year. If any LAHA team desires to purchase extra ice the team coach or team manager may communicate their need with manager of the Ice Center to see what times ice rental is available and to confirm with the LAHA president if the requested ice is reschedule ice or if it is additional ice rental outside ice time included in the LAHA fee. The extra ice must be booked thru the LAHA President, not Lane County Ice with the President informing Lane County Ice that the extra ice is being

booked by a specific team and that team is responsible for the cost. Once the ice is booked the team can communicate with the ice center on the usage or other related needs for that ice. All ice rentals must be paid for in advance. If for any reason an ice time must be cancelled, the team manager of that team is responsible for letting the LAHA President know two weeks in advance. If two weeks advance notice is not given, that team will be responsible for the cost of the reserved ice time or for selling the ice to another LAHA team if another team is interested in purchasing the ice.

ANTICIPATED HOCKEY EXPENSES

- USA Hockey Registration: Each season, to comply with USA Hockey's registration program, LAHA requests that your USA Hockey and OSHA fees be paid using the Internet (online). The log on to register is www.usahockeyregistration.com. The cost is \$48 (\$30 USAH & \$18 OSHA). This fee is NOT included in the LAHA registration fee; it is separate and does not go to LAHA nor is it available to purchase ice. Please print the bar coded USA Hockey receipt. The bar coded receipt and all of the completed LAHA registration forms along with the registration deposit must be received prior to the player's first practice. For those of you who cannot register online, LAHA will have a form for you to fill out and will, provided assistance in processing it for you. The USAH and OSHA fee would then be paid to LAHA in addition to the registration fee and again must be paid before any player is allowed on the ice. This provides for the USA Hockey accident insurance for covered of medical expenses of members in excess of their personal or group medical insurance. The USA Hockey registration is valid from September 1, 2008 through August 31, 2009 for USA Hockey sanctioned events. Please report all hockey related incidents that require outside medical attention to the President, LAHA. LAHA must be kept informed of all serious injuries.
- Oregon State Hockey Association (OSHA) Fees: these fees are included in the registration outline above. USA Hockey structure requires a state affiliate to work with that organizes, assists and administers the programs in relation to each of the associations. OSHA also provides funds for special activities, oversees the

State's U-17, U-16, U-15, and U-14 player select program. Selectees from Oregon attend the Pacific District select camp where selected players go on to the National select camp with a possible berth on the USA Hockey National development or national teams.

- **Travel and Tournaments:** Each individual team must cover their team travel expenses and tournament fees either personally or through sponsors, fundraising either individually or as a team. If and when a team collects funds for tournaments or fund raising the team manager will insure that each player parent is informed of all expenses, monies collected, purpose of funds and must provide periodic reports of funds usage on any and all expenditures.
- **Sponsor Hotels / Motels:** Teams participating in the OSHA league are required to adhere to the leagues Sponsor Hotel policy *should* an individual Association have a sponsor hotel identified. Failure for a visiting team to comply with a Sponsor Hotel policy will carry a financial penalty of \$50.00 per night to the team in violation of the policy. Other state associations have a similar policy, as do a majority of the tournaments. If you have any question whether this is a league game or a requirement of the tournament, please contact your team manager.
- **Team Fees:** at the discretion and voting by the parents of a team an additional fee may be self imposed on team members to help cover the expenses associated with selected tournaments, travel, coach support, team functions or additional ice rental as agreed to by the parents, players and coaches. A vote of 2/3rds of the parents is required to impose the fees with the vote taken at a meeting called for the purpose of discussing and voting on additional team fees. The vote of the 2/3rds of parents is binding on all players with each player responsible to make payment to the team. The coach, with the assistance of the Team Manager, will determine the payment schedule of the agreed upon team fee. Failure to meet the team fee payment schedule precludes the player or players from competing in the tournaments or other events whereby the team fee monies are expected to cover the costs. Default of payment will be treated by LAHA as a failure to pay fees and will carry LAHA and USA Hockey sanctions and/or penalties. The most notable penalty will be disallowing a player or players to participate in on-ice as well as off-ice team practices, games or related functions deemed to be USA Hockey sanctioned.

- LAHA recommends that parents help defray the travel expenses of their coaches, especially those non-parent coaches. In order to retain quality non-parent coaches, it is LAHA's policy that the team may pay for up to two hotel rooms, mileage for up to two cars and a food allowance for all coaches in attendance at away games. LAHA teams may have as many as four coaches on the bench for which we will cover their expenses. Non-parent coaches are encouraged, but not required, to car pool and share hotel rooms in order to keep expenses in line.
- At the younger levels-parents sometimes provide refreshments during games and practices for the players. This is decided on a team by team basis and parents are asked to contribute.
- LAHA is committed to keeping costs down by fundraising. There is, usually, at least one fundraiser per year and more opportunities may become available throughout the year. Please cooperate with your team manager's request for help. All activities are intended for the benefit of the players. All teams should notify a Board member of the fundraising event the team is engaging in. Fundraising by teams will provide 10% of funds raised to LAHA to assist in the building of the organization and in the general support of all teams, coaches, and volunteers in carrying out the duties required to provide for services and safety.

FINANCIAL SCHOLARSHIPS

LAHA desires to provide opportunities to participate in the association, when possible, by those who might not otherwise be fully able. LAHA's ability to offer scholarships is dependent on the following criteria:

LAHA should have a balance of \$3,000 or more from the year ending prior to offering scholarships the following season or,

- LAHA has adequate funds in the Richard Sherman / Evans Scholarship fund, as determined by a vote of the Board of Directors
- Scholarships are set at \$200 per award but upon review of financial status of LAHA the Board of Directors may, by appropriate Motion, increase the amount of the scholarship as agreed to by the Board of Directors.
- Should the above two items not be met then the Board of Directors

will analyze the projected revenue for the current season and should the revenue stream indicate that a surplus will remain at the end of the season the Board may elect to give scholarships.

- LAHA Board retains the right to suspend or delay scholarships during periods of low revenue.
- Applicant is required to provide with their registration the minimum non-refundable registration fee (\$300) at time of registration. Awarded scholarships will be deducted from the balance of the registration fee.

Application for Financial Scholarship:

- General Criteria for meeting requirements for a scholarship are contained in the forms section of this Handbook.
- All requests are to be in writing.
- Applicants should hand deliver, mail, or if they wish, Email their request to the President of LAHA prior to the regular monthly meeting prior to the posted registration date. Review of applications will be done in a closed and confidential session of the Board of Directors.
- Applicants should state their reason or reasons or other extenuating circumstances in addition to the forms provided for requesting a scholarship and indicate how they met requirements per the forms.
- Application is to be received by the Board of Directors on or before October 20th of each hockey season.

Review and Selection Criteria:

- Applicant has made a written request.
- Application was received by the stated deadline.
- Applicant has stated reasoning for their request and has not merely asked for money and has reasonably qualified per the LAHA qualifying forms.
- Applicants' financial request supports their participation. In other words, the scholarship supplements an already stated commitment to participate as shown by working fundraising events, by payment of the initial registration fee, by establishing payment plans or by other avenues or combination of participation that establish their commitment to the program and the season.

COACHING STAFF

To insure quality and to continue improving our hockey program, all LAHA coaches are required to be certified through the USA Hockey Coaching Education Program (CEP). Once certified all coaches must recertify every three years at levels one, two or three. The higher levels of Advance, level 4 and Masters, level 5 are life time certifications. In addition, head coaches are preferred to have at least one year of assistant coaching experience before taking a head coach position.

LAHA also maintains a coaching committee that meets to discuss coaches, coaching needs and continuing education. Part of the mission of LAHA is to continue the development of coaches as well as players and volunteers.

To further improvement of coaches and coaching practices there will be a coaching evaluation form made available to the parents/players of each team. The completion of the evaluation and provision of additional written feedback will allow the coaching committee and the Board of Directors to continue to improve coaching, communications or training for the betterment of the program and growth of the sport.

TEAM GUIDELINES:

To provide and understanding of authorities and responsibilities for the individual or collective actions of a team the following descriptions shall be used.

Hockey Team:

A hockey team is comprised of the coaches, manager(s), and players duly registered and listed with USA Hockey and the affiliate of the Oregon State Hockey Association.

Team Duration:

A team becomes a team upon the proper registration with USA Hockey, the Oregon State Hockey Association and with the Lane Amateur Hockey Association. Registration is deemed complete with presentation of the USA Hockey Individual Membership Registration (IMR) bar coded receipt, the LAHA registrations forms and initial non-refundable registration fee. Upon receipt of these items and activation of the IMR a team will become an official team. A team will go out of existence when formally disbanded at the end of the hockey season on a date as listed in the LAHA calendar; after the date of the team end of year function or no later than the last day of the USA Hockey playing year, currently August 31.

Persons on the Bench:

Players may not be on the ice, on the bench or in the area of the bench unless dressed to play in a game (full gear). The exception is an injured player that will not be participating in the game but will assist in gate opening or in learning from the coaches as the game progresses. This player is required to have a full and proper helmet on and gloves. No player who is ineligible to play in a game due to suspension may be in the area of or on the bench during a game. No player may count for purposes of fulfilling the minimum game requirements a game in which the player is ineligible. There shall not be anyone on or in the area of the bench that is not a member of that team.

Responsibilities – Coach and Team Manager:

-Responsibility for the team rests with the Head Coach who in his/her absence may delegate any and all team responsibilities to the

registered assistant coach(s). If no team coaches are available for the bench, a temporary coach substitution may be made with approval of appropriate game or tournament officials provided the coaching level requirements have been met. No further delegation of team responsibility is allowable consistent with risk management and legal considerations.

-Up to four (4) persons may be allowed on the bench. The team manager may be allowed on the bench if they also have a proper coaching registration and CEP level.

-All Tier I and Tier II coaching staff must be certified in accordance with USA Hockey if that coach / team is planning on participation in a regional or national tournament. The coach(s) must hold a valid CEP card and be listed in the USA Hockey data base.

-At all times and places and during events that would qualify the team or any of its members for USA Hockey required insurance coverage as defined above and during team travel by private conveyance, the Head Coach has responsibility for all public actions / behaviors of all team members however, such responsibility may be delegated to assistant coaches in the required, excused or unavoidable absence of the Head Coach. Additional considerations may be contained in the USA Hockey Annual Guide which is referenced here and made a part of these guidelines.

Game:

A game is defined as the time during which a team is in the rink preparing to go on the ice, physically on the ice, moving between the ice and the dressing room, and in the dressing room during the game intermission. The Game ends upon signature of the score sheet and the exiting from the ice of all players, coaches and officials.

Travel Permits:

Travel permits are required for teams traveling out of the state of Oregon or to Canada or other countries. Travel permit form is in the forms section of the handbook and also available on the OSHA website www.hockeyoregon.org. Completed travel permit(s) are submitted to OSHA president or treasurer prior to the travel occurring. Travel to Canada requires travel permit approval by the Pacific

District Registrar: This process may take some time so a permit should be submitted to the District Registrar at the earliest possible time. Note: match penalties occurring while traveling must be reported to the appropriate authority upon return to home association.

Tournaments:

Local association tournaments must have a USA Hockey tournament permit. The tournament permit is completed and mailed to USA Hockey Registrar with a Tournament Application Fee (this has been \$25 in the past – consult www.usahockey.com prior to completion and mailing).

Games with Teams from Other Federations:

Games with Canadian teams can be approved with a Travel Permit or a Tournament Sanction Form. Games with all other teams from differing Federations, even when played in the USA, must be sanctioned as provided in the USA Hockey Annual Guide, Section XV, INTERNATIONAL. Please note that there will be a fee associated with playing a team from another Federation, excluding Canadian; consult the USA Annual Guide or the web site for details.

Pacific District Guidebook: supplemental information concerning the Pacific District of USA Hockey can be obtained in the Pacific District Guidebook. Please check on line at www.pacificdistricthockey.com for information.

USA Hockey Rules:

The official USA Hockey playing rules shall be used in LAHA games and tournaments. The USA Hockey Annual Guide shall prevail.

MOVEMENT BETWEEN AGE DIVISIONS

In most cases it is not beneficial for players to move between age divisions and in consideration of the Association as a whole will not be automatically approved.

Moving players between divisions on a temporary basis is prohibited unless prior approved by LAHA's coaching committee. The coaches committee will review all recommendations from both teams' coaches to temporarily move a player between divisions and will base their decision on the needs of teams, skill level, and preparedness of the player. Should player movement be approved it is anticipated that players will have an opportunity to practice with the team that requests their help. It is recommended that the player have an opportunity to practice in at least two team practices before the player will be allowed to move up to play in a higher division. Deviation of this guideline will be at the discretions of the coaches committee and will be based on the players' skill level and the division where he/she will play. It is also anticipated that this will occur on an exception basis only, not to exceed one weekend in any one month. Special circumstances falling outside of this general rule must be reviewed and voted on by the coaches committee.

PLAYING UP

“Playing up” is defined as a player playing in an age group above their USA Hockey age. “Playing up” refers to both house/recreational teams and travel teams. Players and parents may petition to “play up” by following these criteria:

- Player must petition the LAHA Board of Directors in writing.
- The Head Coach at the older age group must approve the move in writing.
- The Head Coach at the younger age group must okay the move in writing.
- The Board of Directors will then look at the recommendations, team numbers, player ability and any other factors at both age groups and the affect on team numbers and expenses and make a final decision. Once a decision is made the board will notify all interested parties in writing.
- The parents of any player approved to “play up” will be required to sign a waiver indicating their understanding of the dangers inherent in competing with older players.

GOALIE ROTATION

It is LAHA's policy that the goalie position at the house program mite level and the squirt level be rotated on an equal basis upon all players that are interested in that position. There are to be NO dedicated goalies at the mite and squirt levels. All players should be able to "skate out" as well as play goal tender at these age divisions. The ability to adequately skate applies to all players regardless of position. At peewee level and above, dedicated goalies are allowed. It is recommended that if a player wants to be a dedicated goalie that he/she does not play out and devotes himself/herself to being the best player in that position as possible.

TRYOUTS

Based on roster sizes/enrollment tryouts may be needed at the travel level of play. Tryout information and dates will be determined if needed.

PLAYER RELEASE

Players in debt default to LAHA are ineligible for membership to any other USA Hockey registered association or team until the indebtedness is satisfied and a player release letter from LAHA is obtained. The release letter or form will be required for presentation as proof of payment to the receiving association or team.

Prior to LAHA seeking assistance from the affiliate (OSHA) or USA Hockey, it is required that a certified/return receipt requested letter be sent to the last known address of the party that owes the money. The letter will contain the following: the amount of debt, what the charges are for; the fact that the player may not register with another association until the debt is paid (citing this LAHA guidebook as reference); and that if the player has registered with another association or team then further action / sanction will be sought through OSHA and USA Hockey. The Player will have 15 days to reply.

LOCKER ROOMS and DRESSING:

All LAHA players are to use the rink's locker room facilities, and not the Ice Center lobby, to dress and undress prior to practices and games. Because teams will often have both boys and girls on the same roster, the following policies will be referred to with respect to the issue of gender-specific locker rooms.

Meeting: in lieu of an individual team procedure, all players will meet in the rink lobby or foyer 30-minutes prior to the scheduled practices and 45-minutes prior to a scheduled game. By meeting in the lobby locker room determinations and assignments can be easily made.

Mites: Boys and girls are allowed to use the same locker room; parents of either gender are allowed into the locker room to help their child dress and undress. This joint use would occur if players are not undressing fully or utilizing the showers. If a girl (or her parents) wishes to use the girl's locker room, they are welcomed to do so. If more than one girl uses the girl's locker room, then either two female coaches or female managers or parents or combination thereof, should be present in the locker room while the players are in there, both before and after the practice or game. The same is true of the boy's locker room.

Squirts: Boys and girls are allowed to use the same locker room; with coach's permission, parents of either gender are allowed into the locker room to help their child dress and undress. This joint use would occur if players are not undressing fully or utilizing the showers. If a girl uses the girl's locker room, then they are welcome to do so. If more than one girl uses the girl's locker room then either two female coaches or two parents or a combination of each should be present in the locker room to provide supervision both before and after practices and / or games. The same supervision support made up of male coaches or parents would also hold true.

Peewees and Above: Boys and girls should use gender specific locker rooms or rooms designated Boys or Girls for dressing, undressing, showering, etc. Parents should not be in the locker rooms unless approved by the coaches, or a special circumstance arises (or unless they are being asked to serve as a supervisor in one of the locker rooms). Both the boy's and girl's locker rooms should be supervised when occupied by players. A minimum of two adults of the appropriate gender should supervise as coordinated by the Head Coach or team manager.

Facilities with Non-gender specific Locker Rooms: on occasion a facility will lack separate boys and girls locker rooms. At these times it may be necessary to utilize one of the facilities restrooms for dressing and undressing purposes. Should this occur the coach should note the need to use the restroom and arrange to have the restroom monitored by team manager or designated parent. At the time the team is ready for a pre-game or post game chalk talk, the coach will notify the girl(s) to join the team in the boy's locker room. At this time there will be a minimum of two coaches/managers in the room at all times.

Special Hockey: typically a parent or parents or coach / mentor assist the players with their preparation to enter the rink. The players typically are engaged in skating and skills development and wear, as a minimum, helmets, gloves, elbow pads, shin guards, and skates. Learning is on a more individual level. As such dressing and undressing only partially occurs at the rink and often can take place near the gate entrance to the rink at the southwest corner. However if possible it is recommended to use the locker rooms for ease of dressing and as part of the hockey experience.

REQUIRED EQUIPMENT

The following is a list of ice hockey equipment that each player is required to have to meet the protection and safety needs of the player and of LAHA. There may some loaner/rental equipment available from LAHA although the LAHA inventory is not great and varies in sizes. If sizing of equipment or skates is in question please consult with one of the coaches or Board members who will be pleased to answer your questions.

- Mouth guard
- Protective cup and athletic supporter (boys)
- Pelvic protector (recommended for girls)
- Skates
- Stick (in good repair – sticks with chips or knicks in the blade may be disallowed by an Official in a game scenario is it can be dangerous
- Garter belt/shorts with sock attachments (players may elect to use sock tape in addition to the garter or shorts with sock attachments but not in lieu of).
- Approved HECC helmet with mask and ear pieces with chin strap and mask straps.
- Neck guard (optional in LAHA but may be worn if desired)
- Shin guards
- Hockey socks (ordered or provided thru LAHA)
- Hockey pants
- Jersey (ordered thru LAHA)
- Shoulder pads
- Elbow pads
- Gloves – ice hockey style gloves
- Equipment bag (not required, but handy)

EQUIPMENT LOANING OR RENTAL:

LAHA maintains a limited amount of equipment that may be made available to a player upon request. At the mite and squirt level there are “hockey in a bag” sets of basic equipment including a helmet, shoulder pads, shin guards, elbow pads, pants and the bag for carrying the equipment. These items may be marked “Rental” and are essentially loaner equipment until personal equipment can be obtained or the season ends. This equipment will be checked out and may have a deposit fee attached to it.

Other loaner equipment is available on a first come first serve basis. Multiple sizes and conditions are available. LAHA works to cull out non-operable equipment each year so that remaining equipment will be serviceable. A deposit may be required for this equipment.

Skates: limited pairs of skates are available to loan. Skates are also first come first serve as there are multiply sizes and grades of skates available.

Equipment questions should be directed to team coaches or to a member of the Board of Directors.

VOLUNTEER POSITIONS FOR TEAMS

The following jobs are essential for a team to operate smoothly and informed. USA Hockey defines these jobs as Off Ice Officials with conduct responsibilities similar to On-ice officials and coaches. See the USA Hockey booklet on Off-Ice officials. These jobs are instrumental in supporting the coach as the coach is best utilized in practice plan development, managing players and keeping order in locker rooms or at places of other team gatherings.

JOB TASK OUTLINE OF TEAM PERSONNEL

TEAM MANAGER

- One volunteer per team.
- Intermediary between parents and coach.
- Arrange for timekeeper, score keeper and penalty box personnel (minor officials) at home games.
- Contact locker room attendants for security.
- Acquire a list of names and phone numbers of referees or contact LAHA representative head official or scheduler to assure home games are on time and properly staffed.
- Train all parents, or arrange for their training by another LAHA member for all parents interested in running the time clock, operating the penalty boxes and keeping score.
- Fill out player information on the score sheet for scorer.
- Distribute practice and game schedules.
- Set up an effective tool of communication so that parents can be informed of important information quickly, i.e. phone tree or e-mail group.
- Promote team fundraising.
- Help coordinate tournaments, both in town and out of town. LAHA is working to create a tournament director position which when created, will assist teams in the set up and operations of a home tournament
- Collect money for coach expenses and for tournament expenses (individual team fees). Prior to collecting money a parent meeting will be held to discuss the need for money and the creation of a budget. Also to be discussed, agreed to and recorded are the methods

of raising the money (fundraising or parent payment or a combination thereof), a listing of ALL items that the money will be used for, and an accounting of the money with reports to the parents after major expenditures. Included in the report is an itemization of the expenditures and notation of any deviation from the budget created and approved at the parent meeting. Default in payment is regarded as a default in LAHA fees and subject to USA Hockey sanction and penalty.

- Arrange a block of hotel rooms for out of town travel.
- Provide directions to out of town hotels and ice arenas. Many Associations will have this information on their web sites or can be emailed by the manager of the out of town team.
- Make sure disciplinary committee is aware of discipline issues.
- Make sure injury reports are filled out and provided to the President.
- Duties last until the completion of all hockey functions for the year.
- Have team credentials with them at all hockey functions where required.
- Delegate duties. Not all duties have to be completed solely by the Team Manager. As all functions are voluntary it is suggested that the manager obtain assistance from as many team parents as possible to complete the tasks needed.

TEAM REPRESENTATIVE

- One per team, voted in by team parents. (Cannot be the team manager.)
- Attend all board meetings and parent meetings. Communicate with parents the dates and times of Board of Director's meetings and other meetings or events of interest to the players and parents
- Communicate with parents and be their voice to the board and be the "public relations" of the team in support of the team manager.
- Supply a copy of the LAHA Board of Director's meeting minutes to the team manager and keep a copy of all minutes in a notebook available for parents at practices, games and team meetings.
- Distribute via e-mail or regular mail, a short synopsis of the LAHA board meeting.
- Assist with miscellaneous functions for the association during the year.
- Carry team vote to the LAHA board.

- Is one of LAHA's votes in the OSHA Officer Elections
- Term is from beginning of one hockey season to the beginning of the next hockey season.

TIME CLOCK OPERATOR (off ice official)

The volunteer person that operates the time clock performs the duty of timekeeper or timekeeper/scorekeeper. The timekeeper performs the operations of setting the time, inputting penalties and tracking time between periods. Time clock operator is selected by and assists the team manager for game operations.

SCORE SHEET KEEPER (off ice official)

The score keeper is the person that fills in the score sheet and sits in the time keeper's box with the time keeper. The score keeper and time keeper help each other in tracking time, stoppage, penalties, and the infraction, player off the ice, player on the ice, and the player receiving the penalty. Also communicates with penalty box attendants concerning length of penalty and at times when a player may be let out of the penalty box.

PENALTY BOX ATTENDANTS

This person is located in the penalty box, one in the home box and one in the away team's box. The team manager will check with the visiting team's manager to determine if the visiting team would like to place a visiting team parent in the visitor's penalty box. The attendant is responsible for letting the player in the box and in letting them out when the penalty expires or a score has been made prior to the ending of the penalty time or the time for concurrent penalties has expired and a whistle stops the play. The Attendant opens the door upon approach of the player and shuts the door behind the player immediately after the penalized players enters the penalty box. Helps calm the players in the box. Communicates with the score keeper or time clock operator if there is some uncertainty of penalty length, when to let player(s) out or other concerns.

LAHA DISCIPLINE POLICY

LAHA is concerned with creating a positive, sportsmanlike environment for our hockey players. We as an organization believe that it is important to set and maintain high standards and expectations for team, player and parent conduct. Therefore the following LAHA policies are:

Players-

Players who receive a game misconduct are subject to the following disciplinary actions:

- 1st offense-Automatic USA Hockey 1 game suspension.
- 2nd offense-USA Hockey 1 game suspension plus 1 additional game suspension (two total). The second suspension is per LAHA policy
- 3rd offense-USA Hockey 1 game suspension plus 2 additional game suspensions (3 total)
- 4th offense-player is suspended from all games until player behavior is reviewed by the Disciplinary Committee. Player review and recommendations will be sent to the LAHA Board of Directors for final approval.

Match Penalty- the player is suspended immediately and will not return to the ice until a full investigation is completed by the Disciplinary Committee. Per USA Hockey Annual Guide, Annual Guide process will be followed with a review and decision process not to exceed 30 days.

In all circumstances the player consequence ladder must be enforced by the coaching staff immediately. Failure to do so may result in further player suspension and disciplinary action toward the coaching staff.

A player may also be brought before the Disciplinary Committee for actions deemed “violations of the spirit of the player Code of Conduct”. Grievances of this type must be submitted in writing with the Chairman of the Disciplinary Committee at least 24 hours before a scheduled disciplinary hearing.

Appeals

A player or player parent may appeal any suspension. Appeals will be heard at a regularly scheduled committee meeting or a meeting specifically called for the purpose of reviewing an appeal. Appeals must be filed in writing

with the chairman of the committee at least 24 hours prior to a scheduled meeting. **No “emergency” appeals will be heard under any circumstance.**

Coaches-

Coaches are responsible for establishing a high level of discipline on and off the ice. The number of game misconducts accumulated by a team will be an important factor in evaluating the coaching staff.

Coaches may request that a LAHA imposed player suspension be lifted if there is clear justification. (e.g. a game misconduct for hitting from behind when the hit was obviously unintentional).

Coaches may also be subject to disciplinary considerations. At the start of each season the LAHA Coaches Committee will provide to all Head and Assistant Coaches a “Coaching Agreement” that outlines the expectations and requirements to be held to by coaches. Violation of the Agreement can result in disciplinary actions up to and including dismissal.

Parents-

At the time of registration all parents are required to read and sign a Parents Code of Conduct. Violations of the Code of Conduct may result in disciplinary measures against the parent(s).

DISCIPLINARY GUIDELINES FOR LAHA COACHES

Each coach is responsible for his or her own disciplinary actions. However, the following guidelines are intended to be helpful when deciding if disciplinary action should be taken and if so decided, the coach will have the full support of the disciplinary committee, coaches committee and the board.

Verbal Offense: Defined as any verbal expression that is a serious threat or intimidation, taken by a player towards teammates, coaches or other players. A serious threat or intimidation is if the threatened person perceives it as such.

Recommended Disciplinary ladder for verbal offense.

- First Offense-Player does not play the next game but practice is mandatory.

- Second Offense-Player does not play the next three games but practice is mandatory.
- Third Offense-The player's offense record will be reviewed by the disciplinary committee and the board and a decision of expulsion from the program can be made.

Physical Offense: Defined as any pushing or hitting of teammates, coaches and other players outside the context of a game.

Recommended Disciplinary ladder for physical offense.

- First Offense-Player does not play the next two games but practice is mandatory.
- Second Offense-Player does not play the next four games and is also closed off from practice.
- Third Offense-The player's offense record will be reviewed by the disciplinary committee and the board and a decision of expulsion from the program can be made.

A disciplinary offense form will be filled out and distributed to the player, LAHA Board, LAHA Disciplinary Committee and the original retained by the coach.

PLAYER CODE OF CONDUCT

Each player is required to read the following guidelines. A separate Code of Conduct will be provided to the players for their signature and filed in their player records. The Code of Conduct was established so that all players understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please consider the terms carefully. Players the breach the Player Code of Conduct may be referred to the Discipline Committee for further review and / or action.

The Player Code of Conduct:

- I will play the position or positions that my coaches feel will be the best for my team, reserving the right to ask for playing time in other positions.
- I will, to the best of my abilities, practice as hard as possible, giving 100% of my energies to becoming a better hockey player at practices and games.
- I will support, encourage and motivate my fellow team members. I will

strive to be a positive member of my team.

- I will notify my coaches as soon as possible if a game, practice or meeting will be missed.
- I will, at all times, strive to maintain sportsmanlike conduct on the ice, in the box and in the locker room.
- I will refrain from swearing or using abusive language while representing LAHA on the bench, in the rink, or at any team function.
- I will wear my neck guard at all times on the ice, both during games and practices.
- I will refrain from using drugs, alcohol, chewing tobacco or illegal substances at any team function.
- I will not lash out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
- If, I receive a penalty, I will skate directly to the penalty box.
- I will not fight. Fighting will not be tolerated. Fighting will result in an appearance before the Discipline Committee.
- I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.

PARENT CODE OF CONDUCT

Parents are asked to read the following guidelines. The Code of Conduct was established so that all parents understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please read and consider the terms carefully. Parents that breach the Parent Code of Conduct may be spoken to about their behavior or may be asked to leave the immediate area of the Ice Rink. If an official, tournament director, or a member of the Board of Directors request the parent to leave the immediate area of the Ice Rink or to leave the building the parent will do so. The matter of breach of Parent Code of Conduct may be referred to the LAHA Discipline Committee for further review and / or action.

The Parent Code of Conduct:

- I will support the coaches' decisions, reserving the right to have my questions addressed at the appropriate time. I realize the job of my team manager is as a liaison between parents and coaches if needed.
- I will notify the coaches as soon as possible if a game, practice or meeting will be missed by my player.
- I will, at all times, strive to maintain a sportsmanlike conduct as a parent

representative of LAHA.

- I will support, encourage, and motivate the team to uphold the positive image of LAHA.
- I will follow the proper channels provided for any grievances, comments, or suggestions concerning my player, the team, the coach or the LAHA board.

COACHES CODE OF CONDUCT

Coaches will be asked to read and sign a copy of the following Code of Conduct. The Code of Conduct was established so that all coaches understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please read and consider the terms carefully. Coaches that breach the Coaches Code of Conduct may be spoken to about their behavior or may be asked to leave the immediate area of the Ice Rink. If an official, tournament director, or a member of the Board of Directors request the coach to leave the immediate area of the Ice Rink or to leave the building the coach will do so. The matter of breach of Coaches Code of Conduct may be referred to the LAHA Discipline Committee for further review and / or action.

- 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 involved 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 and 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.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all 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.
- USA Hockey recommends coaches wear helmets at all practices, this is not mandatory.

LAHA RULES AND REGULATIONS IN EFFECT AT LANE COUNTY ICE

- Players dress both into and out of hockey gear in the locker rooms, not the lobby area.
- Children are not allowed to “run wild” throughout the rink.
- Parents are responsible for any damage to the rink grounds or property caused by their child.
- No hockey is to be played anywhere on the grounds except on the ice or a designated dry land practice area. No wall hockey, no lobby hockey, or street hockey.
- Keep children out of the restrooms unless they are using the facilities. No playing is permitted in or around the restrooms.
- Parents are not allowed near the player benches during games or practices.
- The time on the ice with your children belongs to the coaches. If you wish to address the coach, please do so either before or after the game or practice. A parent who disregards this rule will be asked to leave the area immediately. Continued disregard will result in expulsion from the arena and the offender may be subject to further disciplinary action.
- No one is allowed on the ice until the Zamboni/Olympia doors are closed and locked. Anyone found continually violating this policy will be subject to disciplinary action.
- No player is allowed to go onto the ice surface without a coach present. Players must wait for a coach to enter the bench area or take the ice.
- Players must leave their helmets on while on the ice or the bench. Removal of helmets is strictly prohibited.
- All players must treat rink employees, league officials, coaches and referees with respect. Players and children will listen to adults and follow directions when reprimanded.
- Foul language will not be tolerated. Players and coaches are subject to immediate disciplinary action for failure to comply with this rule. We have guests in the rink to watch games and small children present on a regular basis.
- No alcohol or drugs are allowed on the grounds at any time. Rink

employees are instructed to call police if alcohol or drugs are present. In addition, any player or coach who comes to a LAHA practice or game under the influence of alcohol or drugs is subject to further disciplinary action, up to and including expulsion from the program. This is a serious area of concern and will be strictly enforced. If you witness this violation, please notify the rink staff immediately or contact a board member.



LAHA GENERAL TIMELINE

+ January

- Announce Open Board of Director's Positions:
 - President, Secretary, and Member-at-Large (odd years)
 - Vice-President, Treasurer – even years
- Board Meeting – regular monthly schedule
- Oregon State Hockey Association Quarterly Meeting
- Oregon USA Hockey Select Camps U-17, 16, 15, & 14
- Distribute Coaches Evaluation Survey Forms to teams

+ February

- Nominations open for announced Board Positions
- Board Meeting – regular monthly schedule
- LAHA Tournament – (mites and squirts?)

+ March

- Regular LAHA Season ends
- Board Meeting – regular monthly schedule
- Election of members to Open Board positions

+ April

- Board Meeting –regular monthly schedule

- Promotional Brochures – Update/Post/Distribute
- Newly Elected Board Members take office
- Create New financial budget – first draft projections
- Create New Ice Schedule – first draft
- Number of Players – first projection
- Coaches End of Year Review and Planning Meeting
- Coaching Application Distribution & Next season intentions / desires

✚ May

- Board Meeting – regular monthly schedule
- Financial Budget – second draft, update projections
- Ice Schedule – second draft, update potential usage:
Draft Ice Schedule to Ice Center prior to Users Meeting
- Ice Center User Group Meeting and Updates
- Pacific District USA Hockey Meeting

✚ June

- Board Meeting – regular monthly schedule
- Ice Schedule – final tentative draft (revisions at time of registration completion)
- Oregon Hockey Officials – contact for any changes in Fees and availability
- Registration Package – Draft completed
- Jerseys and Apparel draft proposals / changes
- USA Hockey Annual Congress – Colorado Springs

✚ July

- Board Meeting – regular monthly schedule
- Financial Budget Completion and setting Fees
- Oregon State Hockey Association Quarterly Meeting
- Registration Package Completed and Prepared for Posting on LAHA website

✚ August

- Board Meeting – regular monthly schedule
- Registration Package Emailed to members and posted on LAHA website
- Notification in Register Guard announcing beginning of Registration for new season
- Game Schedules – work with Portland, Medford and Klamath Falls for potential season game schedule times and dates
- Oregon Hockey Officials Association – check in for updates and scheduling

✚ September

- Board Meeting – regular monthly schedule
- Photographs – research photographers, schedule October date for team and individual photographs
- Registration Meeting and Equipment Swap with Jersey sizing and ordering.

✚ October

- Board Meeting – regular monthly schedule
- Oregon State Hockey Association Quarterly Meeting
- LAHA Hockey Season Begins
- LAHA Team Photographs

✚ November

- Board Meeting – regular monthly schedule
- High School Hockey season begins on the first

✚ December

- Board Meeting – regular monthly schedule
- LAHA break from schedule for Holidays and Tournaments



FORMS
&
Miscellaneous Information