

Parma Hockey Association

Standing Rules & Team Guidelines

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Parma Hockey Association

Standing Rules and Teams Guidelines

I. Introduction:

- A player must be a Parma Hockey Association (PHA), member in good standing prior to any conditioning sessions, training sessions and/or tryouts sponsored or affiliated with the Parma Hockey Association.
- This is defined as a member who is:
 1. Registered with the Parma Hockey Association with all registration forms completed and signed.
 2. All past and present financial commitments (fees due to date have been paid) to the Association have been satisfied.
 3. All disciplinary issues have been resolved.
 4. All PHA equipment, if applicable returned.

A player that is not in good standing with the Parma Hockey Association will not be allowed on the ice for any Parma Hockey Association sponsored activity.

II. Code of Conduct:

- All PHA members, players, skaters, coaches, managers, parents and spectators are required to conduct themselves in a civil manner and to abide by strict standards of conduct on and off of the ice.
- All parties listed above will be expected to abide by Parma Hockey, CSHL and USA hockey rules of conduct and USA Hockey Zero Tolerance Policy. Obscene gestures and rude comments and behavior will not be tolerated. The PHA will not tolerate comments or actions directed at another individual because of that individual's sex, race, religion or ethnic origin. This policy will apply to anyone participating in or attending a PHA activity.

- The PHA, CSHL and USA Hockey, as all or in part, reserve the right to take disciplinary action in the event the Code of Conduct policies are violated. Coaches, players, parents and spectators may be suspended and/or expelled from the ice and/or the program. The PHA will also support any suspension levied by rink management against a PHA member. If an individual is suspended from a rink, PHA games will not be rescheduled to accommodate the player, coach, spectator or PHA member. The PHA further reserves the right to take disciplinary action beyond any imposed by the CSHL, rink management, or any other applicable youth hockey governing body.
- The PHA Board will handle all disciplinary actions on a case-by-case basis. The severity of any offense will be considered when determining action to be taken against a coach, player or PHA member.
- Permanent disciplinary action against a PHA player by a PHA coach requires notification and approval of the PHA Board. The PHA Board's decision is final.

III. Role of Parents:

- There are many benefits of playing youth hockey: learning good sportsmanship and self-discipline, how to sacrifice for the good of a team, how to enjoy winning and how to accept defeat while becoming physically fit and healthy. Many of the benefits a player achieves are enhanced by the involvement of the parents. In order for each child to get the most out of their amateur hockey experience, it is important that the parents support the children by encouraging and showing interest in the team and by supporting the coaches and the Parma Hockey Association.

- Parents are role models for their children and are a vital part of the success their child enjoys. Parents are not participants on their child's teams. Because children often exhibit their parent's attitudes, parents must be aware of this situation and strive to be positive role models. This includes showing good sportsmanship at all times to coaches, referees, opponents and teammates. Remember, you as a parent are responsible for your child while he/she is participating in PHA activities. Coaches are not expected to be babysitters.
- Parents should encourage their child to establish and achieve their own goals.
- Parents should be careful not to impose their own goals on their child.
- Parents will be positive and supportive of each child's efforts, recognizing that each child is an individual and each possesses different skills and abilities.
- Parents will remember that the development of hockey skills through practice and perservance is more important than winning hockey games.
- Parents will demand that the PHA coaches will be trained and certified by USA Hockey and that the coaches meet the standards of behavior set forth by USA Hockey.
- Parents will encourage the efforts of the children – as long as they are giving their best, parents should make them feel like a winner!

IV. Grievance Procedure:

Problems existing prior to teams being selected or after the season:

1. PHA level representative should first be contacted with the complaint, either in writing or verbally, of the problem. If this cannot be resolved by the level representative, then:
2. PHA Board should be contacted to review the complaint of the problem and determine final resolution.

Problems occurring with PHA once teams are established:

1. Coach and/or team manager should receive notice, either in writing or verbally, of the complaint. If the problem cannot be resolved, then the following shall occur:
2. Level representative should then be contacted with a verbal and/or written complaint of the problem. The level representative shall review all pertinent information and attempt to reach a mutually agreeable resolution. If the problem still cannot be resolved, then the following shall occur:
3. A written complaint shall be provided to the PHA Vice President by the complaining party.
 - a. Prior to any resolution being made, the other party shall have the opportunity to respond in writing to the written complaint.
 - b. The PHA Vice President shall review the complaint and any response and attempt to determine a final resolution.
 - c. If the problem still cannot be resolved, then the following shall occur:
4. PHA Board should be contacted to review the written complaint describing the problem and determine the final resolution.
5. Prior to any complaint being reviewed by the PHA Board, all parties involved will be notified and have the opportunity to be present to discuss all relevant issues.

PHA Board decision is final.

V. Registration:

- Registration for PHA takes place annually at Ries Rink, Parma, Ohio, online on the PHA website and via U.S. Mail. The information regarding registration is published in the Parma Flyers newsletter, on the PHA website and, if possible, posted on the PHA message board at Ries Rink. Mail-in registration and online registration is available for all members.
- All required forms (as supplied by the PHA Board) need to be completed at the time of registration to register the players with the PHA, and place them in the appropriate level. In addition to the PHA, players will also be registered with USA Hockey, the sanctioning body for youth hockey in the United States.
- The following requirements and items are necessary for registration:
 - A. Returning players and mini-mites:
 1. Previous year membership in good standing with PHA. (I.e. all fees paid and equipment, if applicable returned).
 2. The registration fee will be an amount determined prior to registration by the decision of PHA Board. An additional fee will be determined by PHA Board prior to on-ice conditioning beginning. The balance of all fees is due on or before November 30th.
 3. Completed PHA official registration form, Consent to Treat form, Waiver of Liability form and PHA jersey request form.
 4. Code of Conduct form signed by player and parent.

- B. Players new to PHA hockey program:
 1. All mini-mites will be registered and placed in the PHA program pursuant to Section V.A. herein.
 2. Any player new (other than mini-mite) to the Parma Hockey Association (i.e. player did not play for PHA during the previous calendar year) must contact the PHA registrar during registration to be placed on the player waiting list for the coming hockey season. The players will be placed on the waiting list until the final returning player registration date to allow the PHA Board to review the number of returning players and possible number of teams. The players will be contacted no later than ten days after the final registration date regarding his/her status. Upon confirmation into the PHA program, all fees and registration forms are required to be submitted to the PHA.

In the event that PHA reaches its maximum capacity of returning players for any level, a waiting list will be established. The waiting list will be in effect for the duration of the program for which it was established. Openings will be filled on a first-come first-serve basis with priority given to players from outside Cuyahoga County, second given to former PHA players that left the PHA program to play at a higher level not available in the PHA program, third to siblings in the organization, fourth to Parma residents and fifth to players from outside the organization.

A player will not be allowed to take the ice for any PHA sponsored preseason conditioning or team try-outs until all of the registration requirements and items are completed.

- The final deadline for registration will be published in the Parma Flyers newsletter, posted on the PHA website and, when possible, posted on the PHA message board located at Ries Rink, Parma, Ohio. Timely registration is tantamount to effective planning and a successful season.
- Registration and membership in the PHA is closed on December 31st of each hockey season. Coaches and assistant coaches listed on the team roster (maximum of two per team) are granted full PHA privileges and waiver of the membership fees.
- Individual membership with full PHA privileges (those interested and concerned individuals without children in the program) is ten dollars (\$10.00) per year. PHA Board reserves the right to refuse individual membership to any person.

VI. Season Fees and Policies:

- The fees required to participate in the PHA program are determined from the annual budget projection that is prepared prior to the start of the season. The fees for each level will be determined and distributed to the members prior to the start of the upcoming hockey season. The fees are used to cover operating expense such as ice time, league fees, league registration (CSHL and USA Hockey) and other administrative expenses.
- The PHA will require members who have history of not paying their fees, according to PHA policy, to remit the entire season's hockey fee at registration.
- The PHA reserves the right to sponsor skater(s) with unique and unusual circumstances. In this instance, the PHA Executive Board may waive all or part of the skater's registration and playing fees. The general membership may

submit written nominations to the PHA Executive Board when necessary.

- Parma Hockey Association members that still have outstanding balances by December 1st of the hockey season will be suspended from their team until all financial obligations have been met or alternative arrangements have been made. A player will not be able to take the ice for team practices or games. The player will also be prohibited from sitting on the bench during games or practices. In this situation, by not meeting all the financial obligations to the PHA or making alternative arrangements for payment, the parent has made the decision for his/her child.
- If payments are not made on time, or in accordance with the agreed upon payment plan at registration, a ten dollar (\$10.00) processing fee will be added monthly until the balance is paid in full. A service charge for any returned checks will be enforced.

VII. Player Release:

- A release will be considered when the parents request a release for their son or daughter to Parma Hockey Association President. The PHA President will handle all requests.
- Parma Hockey Association members requesting refunds should contact the PHA Board in writing, stating a valid reason for the refund. Each formal request for pro-ration, withdrawal, or refund will be evaluated on a case-by-case basis. Dissatisfaction with team placement is not a valid basis for a full refund. No refunds will be given after December 31st except in the case of injury and/or illness.

- In the event a member of Parma Hockey is granted a release, after the player has been registered with the Parma Hockey Association, registration, jersey and ice fees will be assessed. One Hundred dollars (\$100.00) will be assessed for Registration and administrative fees. An additional fee will be assessed for jerseys. In addition, ice fees will be pro-rated. *Players in the Mini-Mite program are exempt from this policy. Fees for the mini-mite program for players that leave the program will be determined on a case by case basis. PHA Board will handle all requests.*

VIII Team Divisions and Level:

- The age levels and team distinctions followed by the PHA will be those as specified by USA/CSHL hockey before the start of each season.
- Parma Hockey Association will field teams at the Midget, Bantam, Peewee, Squirt, Mite and Mini-mite Divisions. The limiting factor with regard to fielding each Division will be determined by the number of qualified players available to compete at each Division. Final decision to field each Division rests with the Board of Directors of PHA.
- The number of teams at each Level in each Division will be determined after final registration.

IX Coaching Responsibilities:

- The coach's responsibilities include, but are not limited to:
 1. Showing respect toward opposing coaches, players and to game officials at all times. Know the rules of the game.
 2. Understanding the spirit of discipline and adhere to it.

3. Fostering team building by preventing criticism and hazing of players by teammates.
 4. Forbidding the use of profanity and/or obscene gestures.
 5. Communicating clearly with parents and players so that all know what to expect.
 6. Respecting, encouraging and complimenting players. Use only constructive criticism, never degrading a player.
 7. Developing each player's abilities as much as possible within the limits of his or her physical and mental ability.
 8. Using proper control at all times. A coach is a model for the players and parents.
 9. Enforcing rules fairly without prejudice toward any player.
 10. Developing written practice plans.
 11. Being available on CSHL team scheduling days.
 12. Being enthusiastic and making hockey fun!
- Prior to the first try-out for each team, each Coach will meet with the players, their parents and the Board Representatives for that division to provide, in writing, an overview of his team's intentions and will include, but not limited to the following:
 1. Goals and objectives for the team.
 2. Approximate number of practices to be held each week.
 3. Approximate number of games to be played
 4. Approximate number of tournaments and out of town trips. *The final number of tournaments and out of town trips will be decided upon a majority vote between the coaching staff and parents after the team has been selected.*
 5. Commitment expected by the players and players parents who are selected for the team.
 6. Explain the player selection process.

7. Explain parent and player communication expectations.
8. Team management.
9. Assistant Coaches who will be with the team, if known prior to first try-out.
10. Discuss policy of ice time, including coach's position regarding double shifting and disciplinary benching.
11. Financial commitments.

X. Team Guidance:

- Every attempt will be made to provide equal ice time to all players, exceptions being power plays and penalty killing.
- The coach has the authority to determine playing time based upon the player's attendance at practice, in accordance with policies stated prior to team selection process beginning.
- Per CSHL rules, there will be no double shifting of players at the second pick team or below.

XI. Team Selection:

- One of the goals of the Parma Hockey Association is to field the best team at each level. Pre-selected teams at any level are against all PHA moral and ethical standards and guidelines. The practice will not be tolerated by the PHA Board and will result in dismissal of the Coach and reorganization of the team.
- All players participating in the team selection process must sign in with the designated PHA volunteer before taking the ice for each and every session. Sign-in sheets will be maintained by the designated PHA Board members at the completion of team selection session.

- A Coach will be designated as a coach of the first picked team, second picked team, third picked team, fourth picked or fifth picked team, depending on the number of players at each level prior to the beginning of the team selection process.
- A team selection committee will include qualified individuals and all level coaches. The team selection committee will be determined by the PHA Board of Directors.
- The team selection committee will select the teams for each designated level. The team selection committee will choose the first seventy percent of the team roster. The head coach for each designated team will choose the remaining thirty percent of the team roster with consideration given to the recommendation of the team selection committee.
- The team roster must be agreed upon before the team selection committee and head coaches leave the rink at the completion of the last team selection session.
- No player may be placed at a team higher than the last placed team who did not participate in ALL of the team try-outs. Exceptions to this must be agreed to by ALL coaches of that Division, and agreed to by Board Representatives for the particular Division. Exceptions include illness, injury and/or family emergency. *No exceptions will be made for family vacations.* If an agreement cannot be reached between all coaches of the particular division, the final decision rests with the PHA Board of Directors.
- The PHA Board of Directors reserves the right to place a player on the last pick team of the designated level provided the team does not exceed a 20 player limit. No cuts can be made from the team placed at the lowest level of the designated division provided the roster does not exceed a maximum of 20 players.

XII Players:

- Any player wishing to move between teams within a division must first contact his/her current Coach. The current Coach will then contact the PHA level representative. The PHA level representative will meet with the Coaches involved in the move. The PHA level representative must then approve the move by a majority vote. Player movement must be completed and team rosters frozen by December 31st per USA Hockey rules.
- Players who want to play at a Division above their current age approved Division, must petition the Board of Directors no sooner than the end of the CSHL play-offs (approximately March 15th) and no later than June 1st of the upcoming season. The decision to allow a player to move up will be reviewed on a case-by-case basis after the final registration date. A letter is required from the current Coach and a Coach from the requested Division regarding that player's ability to play at a Division above their current age approved Division.
- Players from out of town (resides outside Cuyahoga County) who have not previously played in the CSHL that wish to enter and play in the Parma Hockey Program after teams have been formed will follow the procedure listed below for placement on a team:
 1. Player must present request to play for the Parma Hockey Association to the PHA Board of Directors.
 2. The player will skate with the first picked team, of the determined Division, with ALL Coaches or Assistant Coaches from every level of the division present along with a Division Representative.

3. The Coach of the first picked team retains the right of first refusal. If the player is not chosen for the first picked team the right of first refusal then goes to the Coach of the second picked team and so on until the player has been placed on the appropriate team for his/her skills. In a dispute of team placement for any player, final decision for any player placed on a team rests with PHA Board of Directors.
4. The PHA Board Treasurer and Registrar will determine fees.

- Any *in-town* (resides within Cuyahoga County) players who have previously played for a CSHL team, wishing to enter and play in the Parma Hockey Program after teams have been formed, will be placed on the team of their appropriate Division as determined by the PHA Board of Directors.

XIII Preseason Conditioning:

- All Parma Hockey Association registered players may have at least two (2) hours of on ice conditioning prior to try-outs. These will be scheduled by the Board.
- Players are only allowed to attend the conditioning session for their Division.
- The team selection committee will coordinate and run the conditioning sessions.
- A schedule for the conditioning sessions will be posted on the PHA website and in the PHA newsletter. The condition skates are not mandatory for the Players.

XIV Injuries:

- In the rare instance of injury, please abide by the following:
 1. Any player injured and bleeding must leave the ice.
 2. Any injured player may not return to the ice until all bleeding is stopped and the blood is removed from the contaminated clothing or other articles.
 3. Any injured player requiring professional medical care may not return to the ice until a Return to Play form, provided by the child's physician, is submitted to the PHA Board of Directors.

XV Season Play-General Information:

- Each Coach must conduct a parent's meeting no later than the first pre-season game to review:
 1. Coaches, Parent's and Player's Code of Conduct and Zero Tolerance Policy.
 2. Team rules.
 3. Team philosophy.
 4. Tentative season schedule, tournaments, backers and other pertinent information.
 5. CSHL rules for team placement.
 6. Select team manager and a parent to represent the Team as a non-voting member at all PHA Board meetings. Neither the team manager nor the parent representative may be related to the head coach.
 7. The number of out-of-town tournaments and trips shall be discussed and determined by a majority vote of the coaches and parents.
- Practice and game ice will be limited to only those players, coaches and on-ice assistants registered with USA Hockey and scheduled for that ice time.

- Level of play of all teams will be determined after pre-season play per CSHL team placement guidelines. No team will be allowed to move up without prior discussion and approval of the Parma Hockey Association Board and CSHL. Final decision for teams to petition to play at a higher or lower level rests solely with the PHA Head of Program.
- The number of games played by a AA team should be at least fifty (50) games to remain competitive. Playing teams outside the CSHL is encouraged.
- PHA Board of Directors will allocate funding for a specific amount of games each year. The amount of money will be determined by the PHA Board of Directors. All other games will be paid for by the team funds.

XVI Financial Policies:

- The coach and team manager should present a proposed budget to the team parents and PHA Board of Directors within two (2) weeks following the selection of the team. Items such as team apparel, memorabilia, publicity, team parties, etc. should be approved by the parents prior to committing to the expenditure of the funds.
- PHA Treasurer shall provide the team financial statement to the head coach or team manager on a monthly basis. The team manager shall provide the parents with a copy of the team financial statement on a monthly basis.
- Teams are encouraged to obtain financial backers and have team fund-raisers to help with the cost of tournaments and team expenses. Backers will receive recognition of their support.
- Board approval is necessary for any fund-raisers. This is necessary so teams will not compete with other Parma

Hockey Association or team fund-raisers. All team fund-raisers must be concluded by January 1st of the hockey season. The Board allows a maximum of three fund-raisers per team.

- Coaches and teams are expected to promote all Parma Hockey Association Fund Raisers.
- Goal cans are strictly at the discretion of each team and reflect the wishes of the parents. Goal can funds are to be used for minor team expenses and not as a supplemental fund-raiser.
- The Parma Hockey Association for the team's use will hold all money raised by the teams through Backers/Sponsors or fundraisers in an account. Checks from team sponsors and team fund-raisers should be made payable to "Parma Hockey Association." The funds will be deposited in the specific team account.
- To access the funds, the team Coach or Manager will submit a request payment form, with receipts, to the Parma Hockey Association Treasurer. The Treasurer, upon validation of the expenses, will then disburse a check for the requested amount to the team.
- Any remaining funds in the team accounts after May 31st of the hockey season will be placed in the PHA General Fund.
- Parma Hockey is a non-profit organization registered with the State of Ohio and contributions are tax-deductible.
- The Treasurer's box is inside the Parma Hockey Association hockey room located at Ries Rink. The box is located on the wall by the door and identified as such. Checks (No Cash Please) for fees, deposit and request for team disbursement can be dropped in the box.

This document of Standing Rules and Team Guidelines (updated 2006) supersedes all other Standing Rules and Team guidelines published or listed previously by The Parma Hockey Association. Final authority, interpretation and review of this document rests solely with the Parma Hockey Association Board of Directors.

Provisions and/or modification to these Standing Rules and Team Guidelines can/will be made by The Parma Hockey Association Board of Directors at Board meetings and approved by a majority vote of the Board of Directors. These changes will be documented in the Parma Hockey Association Board meeting minutes, available upon request.