

## **Spring-Ford Ice Hockey Club**



## **Parent/Player Handbook**

*Spring-Ford Ice Hockey Club  
P.O. Box 1132  
Oaks, PA 19456-1132*

<http://www.springfordicehockey.org>

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## Club Overview

The Spring-Ford Ice Hockey Club, a non profit organization, was founded in 1988. The purpose of the Club is to provide an organized environment for boys and girls in grades 5 – 12 of the Spring-Ford School District to participate in the sport of ice hockey. We have teams participating at the Middle School, Junior Varsity and Varsity levels. Our Varsity and Junior Varsity teams compete in the Inter-County Scholastic Hockey League and our Middle School teams compete in the Middle School Ice Hockey League at Ice Line in West Chester. Our teams practice at Center Ice in Oaks, PA.



<http://www.iceinfo.info>



Our Club has been organized and is governed by parent volunteers. Coaches also serve on a volunteer basis. There is a heavy emphasis on player development achieved through skill and physical training. The Club will provide, to the best of its ability, playing time based on skill level, and specific game situations. The Club is funded totally by membership dues and fund-raising events that are conducted by the Club. We have an active membership and encourage all new members' to participate in Club activities.

## Player Requirements

The following pieces of information need to be completed before a player may participate in any club activity:

- Registration Agreement signed and received one week prior to start of season
- Birth Certificate
- USA Hockey Registration Form
- Parental Medical Consent/Release
- Medical History
- Registration Fees current to payment schedule

## Equipment Requirements

### *Skaters*

- Regulation helmet with ear protection flaps
- Full-face mask (approved type)
- Colored Mouthpiece
- Shoulder and elbow pads
- Gloves
- Shin Guards



- Pants with thigh guards
- Athletic Support/Protective Equipment
- Skates
- Hockey Stick
- Throat protectors/collars are recommended

## **Goalies**



- Helmets with approved cages
- Athletic Support/Protective Equipment
- Skates
- Hockey Stick
- Pants
- Leg Pads
- Body Protector
- Blocker
- Catching Glove

Our Equipment Coordinator will arrange a “fitting” prior to the start of the season. Payment is required at the time of order.

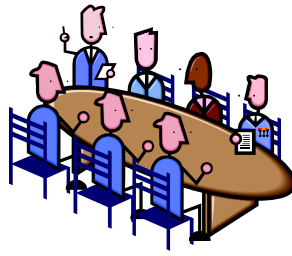
All players are required to purchase home and away Club socks and Jerseys, as well as a Club shell.

## **Team Selection**

Players shall participate according to Grade Level:

<u>Level</u>	<u>Age</u>
Middle School ‘AA’	5 <sup>th</sup> – 8 <sup>th</sup>
Middle School ‘B’	5 <sup>th</sup> – 8 <sup>th</sup>
Junior Varsity	9 <sup>th</sup> – 12 <sup>th</sup>
Varsity	9 <sup>th</sup> – 12 <sup>th</sup>

There could be very rare circumstances when players may be evaluated to play on the next higher age level than the one to which they qualify; e.g. middle school 8<sup>th</sup> graders may play Junior Varsity). Cases as such will be referred to the Board of Directors, by the Team Coaches on an individual basis. The Board of Director’s will make the final decision. There will be no appeal of said decision.



## Board Positions and Responsibilities

The board of the Spring-Ford Ice Hockey Club consists of five volunteer members:

**President** - The President shall be the Chief Executive Officer of the Club, and it shall be his/her responsibility to supervise and coordinate the activities of the Club and to preside at meetings of the Club membership and the Board of Directors. He/she shall appoint appropriate committees for conducting the business of the Club and shall announce to the membership the names of those appointees.

**Vice President** - In the absence of the President, the Vice President shall be the Chief Executive Officer and shall act as such. He/she will act as League Representative to ICSHL and shall handle all grievances.

**Registrar** - The Registrar shall keep and maintain a current and accurate listing of all members and information relevant to each member's qualifications for membership. He/she shall receive all applications for membership from candidates and present them to the Board of Directors. It shall be his/her duty to receive and acknowledge all communications to the Club addressed to him/her or that may be submitted to him/her by officers of the Club, and perform such duties as assigned by the President.

**Treasurer** - The Treasurer shall be the custodian and sole depositor of the funds for the Club and shall disburse such funds by check or cash as herein authorized or upon approval by the Board of Directors for purposes which promote the welfare and objectives of the Club. He/she shall render a completed summary of all income, disbursements and balances whenever required by the Board and to the members at each regular meeting. A written copy of this report shall be made available to any member upon request.

**Secretary** - The Secretary shall keep record of the minutes of the Club, the Constitution & by-laws and all other documents of value. He/she shall also serve as the chairperson of the Constitution & by-laws Committee.



## Committees / Volunteers

The success of this club relies on its Members taking an active interest and committing any available time or talent towards such committees listed below:

**Fundraising** – Coordinates all fund-raising activities that occur throughout the year. The committee works on a number of fund-raising projects for the Club each season. The projects can include: Flyers Alumni Game, WaWa Hoagie certificates, Grocery store receipts, The Club Store on Team Web site, Gianna's Pizza, 50/50 raffles, Corporate Sponsorship and more.

**Recruitment** – Actively recruit new players throughout the year to keep growing our program. This committee helps bring public awareness to the club. The projects that this committee will work on include, creating brochures for recruiting, working with the local papers to publicize events and/or games, organizing a community service project, and working with the school district to ensure our hockey teams and players are more recognized.

**Player Development** – Continually finding methods to develop all players from the Middle School through Varsity levels, laying a solid foundation for the club for future years.

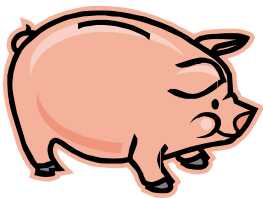
**Equipment Coordinator**– Coordinates the fitting of jerseys, socks or shells for new and returning players, ensures the coaching staff has the appropriate supplies pucks, water bottles, coaching boards, etc. to run their team. Coordinates the purchase of Spring-Ford apparel that is available through our club website.

**Coaching Selection** – Cross-section of parents from the Club (middle school, high school, etc) including one member of the board. The purpose of this group is to review the applications from individuals that are interested in coaching our teams for the upcoming season. The committee will interview the said candidates and make a recommendation that goes before the Board for final approval.

**Webmaster** – Maintains the club website, the primary communication vehicle of information to club members.

**Game Photos and Updates** – Takes game photos and/or writes a brief game summary to be posted to our web site.

If you have an interest in helping one of the above roles or in any capacity contact the Club President for more information.



## Financial Guidelines

### **Fees**

### **Membership**

The membership fee will be divided in 3 payments. Payments will be in the month of July, September, and October. Payments are due on the 15<sup>th</sup> of each month. **If payments are late beyond the 14 day grace period and no communication has been made, then a player will be deemed ineligible.** If a player joins the Club after the start of the season, the membership fees will be prorated. This rate will be based on the number of full weeks remaining in the season.

Payments should be mailed to:

***Spring-Ford Ice Hockey Club  
P.O. Box 1132  
Oaks, PA 19456-1132***

This will ensure that payments are received in a timely manner. A receipt will be provided for payments made in cash.

Extenuating circumstances regarding payments should be directed to the Club Treasurer.

## **USA Hockey**

USA Hockey Fees will be added to each players invoice. If a player is registered with another club for the same season, USA Hockey fees will not be charged. Proof of payment for USA Hockey Fees is required.

## **Junior Players**

Junior players are encouraged to play for the Club. Regular rates apply for those players who live in the district permanently. If a player is temporarily residing in the district, but playing for a Junior Club and attends a SFASD School, a discount will be given to that player.

## **Refunds**

Membership dues will be refunded only if:

1. A player relocates to another school district and is deemed ineligible by the league, after Club petitioning.
2. A player suffers a physical disability supported by a medical certification preventing him or her from playing ice hockey.

Refunds shall be prorated and will be based on the number of full weeks remaining in the season.

## **Discounts**

Coaches and Assistant Coaches will be given a discount for their volunteer time. Goalies and multiple player families are also eligible to receive a discount on membership fees. Discounts will be determined annually and communicated in the registration packet.

## **Financial Reporting**

Each month a treasurer's report will be prepared. The report will contain financial activity for the club. A copy can be sent to the members upon request if they are unable to attend the monthly meeting.

## **Fundraising**

Each year the Board analyzes costs for the upcoming season to determine the annual membership fees for Club participation. The membership fee will cover costs associated with ice times, referee payments, etc. The Board



attempts to anticipate all costs at the beginning of the season. Despite our best attempt, additional costs may be incurred during the season. To help offset some of these costs, we create activities to promote fundraising. For these activities to be successful, we need 100% participation. Therefore, we expect that each family associated with the Spring-Ford Ice Hockey Club will also support the Club's fundraising efforts. The types of fundraising you can expect are as follows:

### **Fall**

- WaWa Hoagie Coupons
- Flyers Alumni Game
- 50/50 Raffle

### **Winter**

- Pizza fundraiser or equivalent

## ***Corporate Sponsorship***

We also have three different levels of Corporate Sponsorship packages available. If you solicit Corporate Sponsorship, 10% of the amount will be available to offset your child's fee or you can donate it to the club. Our organization is a 501C3-non profit and donations are tax deductible. For more information on Corporate Sponsorships, please contact the Club President.

# **Expectations & Operating Procedures**

## ***Code of Conduct***

The primary objectives of the Spring-Ford Ice Hockey Club are the promotion of good sportsmanship, the development of hockey skills, team cooperation and constructive recreation. Additional objectives include developing an appreciation for competition and the striving for excellence, managed in conformity with the primary objectives. As a result, the Spring-Ford Ice Hockey club has developed the following guidelines for sportsmanship and rules of conduct. In addition, the Club upholds the Spring-Ford Area School District Student Athletic Guidelines as well as the USA Hockey Code of Conduct. Both serve as a foundation for the SFIHC guidelines in this handbook. All players are governed by these guidelines.

1. Scholastic eligibility is of most importance and will be enforced at all levels. The guidelines are the same as a School District sponsored sport.
2. Practices are designed to improve individual and team skills of all players. The coaches will determine where improvement is required.
3. Players will be expected to willingly assist the coaches in whatever duties are assigned during practices and games.
4. All players are expected to attend all practices and games and to be on time for all sessions – fully dressed and ready to go on the ice before the session is scheduled to begin. Moreover, at the end of the session all players are to leave the ice immediately.
5. There will be no horseplay in or around the rink area, on the ice, or during transportation. Transportation is the responsibility of the players and their parents.
6. Each team will have a Manager who is in charge of the Club's equipment assigned to that team. Each participant is expected to heed the instruction in regard to the use, care and treatment of this equipment. All players are expected to share in the proper care of equipment, scrimmage pullovers, pucks, goalie gear and coaching equipment.
7. No player or coach will be allowed on the ice without USA Hockey and SFIHC required equipment. Please consult Club officials regarding proper colors and equipment, if unaware.
8. The coaching staff is solely responsible for player position assignments.
9. Participants are urged to be aware of the SFIHC philosophy in regard to allocation of playing time.

## ***Disciplinary Policy***

Because of a variety of factors, including officiating and player control, the SFIHC may encounter situations involving unsportsmanlike behavior. The expectation of the Club is that USA Hockey and League rules will govern on-ice conduct. However, there may be situations that require SFIHC Board of Directors to impose disciplinary penalties. To administer this process, a set of action guidelines has been established. The SFIHC believe that the program given below will prevent or control difficult situations arising at games or practices.

## Definitions of Unsportsmanlike Behavior

Unsportsmanlike behavior consists of any one or any combination of the following acts:

1. Deliberate injury or attempt to injure an official, coach, or player.
2. Fighting or attempting to fight, including dropping or removing gloves.
3. Leaving players' bench, or goaltender leaving goalie crease, to join or attempt to join an altercation.
4. Verbal or physical abuse of an official, coach or spectator, and/or teammate or opposing player.
5. Incurable behavior, including refusal to obey coaches; refusal to comply with a referee's decision.
6. No swearing or abusive language on the bench, in the rink, or at any team function.
7. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
8. Taunting or threatening any player, coach, official, league representative, arena personnel, or spectator.
9. The throwing of any object onto the ice, into the player area, or at another individual.
10. Theft, defacement or damage of property, including but not limited to that of other players, or the property of hotels/motels, restaurants, dressing/locker rooms, and rink facilities.
11. Other examples of behaviors that, if reported, will constitute disciplinary action, but are not limited to the following:
  - Being involved in any activity that would warrant the summoning of law enforcement officials.
  - Any other conduct that is not in compliance with the beliefs of the SFIHC Code of Conduct, and/or the USA Hockey Code of Conduct (see page 4).

Most of the above are considered match gross misconduct, game misconduct or major penalties by USA Hockey. There may be others not mentioned which fit such categories. Moreover, any act of unsportsmanlike behavior may call for the imposition of a SFIHC penalty.

## Penalties for Unsportsmanlike Behavior

It is the responsibility of all Spring-Ford coaches, players and spectators to report any case of unsportsmanlike behavior that occurs in practice and/or in games as defined above to the Spring-Ford Ice Hockey President.

The initial report may be oral but shall be made within 48 hours of the incident. If an oral report is given, a written report should be provided within 5 days of the incident naming the player(s) involved, the infraction, and related circumstances. The Board will conduct a review of each case. Spring-Ford Club penalties may be imposed in accordance with provisions of the section below. These Club penalties may be either concurrent or in addition to any penalties resulting from violation of League or USA Hockey rules.

1. First infraction: suspension from remainder of game/practice and from one additional game:
2. Second infraction: expulsion from remainder of game/practice and from two additional games.
3. Third infraction: expulsion from Spring-Ford Ice Hockey Club.

Infractions that involve deliberate injury or attempt to injure an official, coach, or other player may result in expulsion from the remainder of the game or practice and possible suspension from the Club for the remainder of the season.

Late season infractions incurred, and not served, will carry over into the following season.

The SFIHC will also support any suspension levied by rink management against a SFIHC member. If an individual is suspended from a rink, SFIHC games will not be rescheduled to accommodate the player or SFIHC member, nor will the suspended or expelled person receive any compensatory monies from SFIHC.

Coaching issues shall not be addressed 12 hours prior to, or until 24 hours after a game or practice. Failure to comply with the above stated policies will result in disciplinary action.

## ***Grievance Procedures***

SFIHC policy allows grievances to be filed for situations Club Members deem as handled inappropriately.

### **Definition of Grievance**

A concern of an actual or supposed circumstance by a parent, player, coach, fan, committee member, appointed position, referee, or board member regarded as just cause for complaint

### **Grievance Procedure**

A written statement of the Grievance must be presented to the SFIHC President prior to the next game.

### **Player Grievance**

Players may need to be disciplined for certain actions. Issues with disciplinary actions, involving players, must first be discussed with the player's Head Coach. If no acceptable resolution can be found a written report including the situation that occurred, the disciplinary action taken, and the concern of the player is to be submitted to the SFIHC Vice-President.

The Vice President will review the grievance and complete an inquiry. A decision will be made based on this inquiry and the player will be notified in writing of the decision. If no acceptable resolution is found with the Vice-President of the Board, a grievance may be filed with the President of the SFIHC. The President will review the grievance and render a final decision.

### **Coach Grievance**

Coaches may need to be disciplined for certain actions. Grievances involving coaches must be submitted in writing to the President of the SFIHC. The President will review the grievance and render a final decision.

### **Parent/Fan Grievance**

Parents involved in conflict should meet with their team representative to see if a solution can be arranged.

If no acceptable resolution can be found a written report including the situation that occurred, the disciplinary action taken, and the concern of the player is to be submitted to the SFIHC Vice-President.

The Vice President will review the grievance and complete an inquiry. A decision will be made based on this inquiry and the player will be notified in writing of the decision. If no acceptable resolution is found

with the Vice-President of the Board, a grievance may be filed with the President of the SFIHC. The President will review the grievance and render a final decision.

## **APPENDIX A: Spring-Ford Area School District Student Athletic Guidelines**

Participation in extra-curricular activities and interscholastic athletics is a privilege and not a right! The students of the Spring-Ford Area School District and student athletes are expected to and will demonstrate sportsmanlike conduct at all times.

1. Drugs, alcohol and tobacco use on school grounds, during the school day and any school-sponsored activity will not be tolerated and will result in immediate dismissal from the team. (*Policy #222, Policy #227*)
2. Any student athlete who brings a weapon to a team function will be automatically dismissed from the team. (*Policy #218.1*)
3. Any student athlete who violates the Sexual Harassment Policy will be dismissed from the team. (*Policy #248*)
4. Any student athlete who violates the Hazing Policy will be dismissed from the team. (*Policy #247*)
5. Any student athlete who violates the Terroristic Threat/Act Policy will be dismissed from the team. (*Policy #218.2*)
6. Any student athlete who has committed an act of theft or vandalism, which is detrimental to the Club's reputation, may be dismissed from the team.
7. Any student athlete, who possesses, uses or is under influence of alcohol and/or drugs during the season of athletic participation will be dismissed from the team.
8. Notwithstanding anything to the contrary, this policy shall not preclude individual coaches from adopting any reasonable rules and policies which will regulate the conduct, attendance and participation of student athletes.

## **Appendix B: USA Hockey Parental & Youth Sportsmanship**

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## **Sportsmanship**

USA Hockey highly values sportsmanship and proper codes of conduct among not only its players and coaches, but also its administrators, officials, parents and spectators. We feel that the policies and guidelines that USA Hockey has adopted regarding these issues not only provide a responsible environment for hockey at all levels, but also help safeguard against unnecessary injuries and setbacks.

## **Core Values**

As a result, the organization has adopted seven core values, which are spelled out in the USA Hockey Annual Guide. The seven core values are:

1. Sportsmanship: the most important value is learning a sense of fair play. Foster friendships with teammates and opponents alike.
2. Respect for the Individual: treat all others as you expect to be treated.
3. Integrity: this includes fostering honesty and fair play beyond mere strict interpretation of the rules.
4. Pursuit of Excellence at the Individual, Team and Organizational Levels: all members of the organization should seek to perform each aspect of the game to the highest level of his or her ability.
5. Enjoyment: it is important for the hockey experience to be fun, satisfying and rewarding to all participants.
6. Loyalty: USA Hockey aspires to teach loyalty to the ideals and fellow members of the sport of hockey.
7. Teamwork: we value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

## **Codes of Conduct**

In addition to its core values, USA Hockey also has established a set of Codes of Conduct. These are designed to guide the organization's members in their planning, programming and play, not only now but in the future.

### ***Here are USA Hockey's Codes of Conduct:***

#### **Administrators Code of Conduct:**

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

#### **Coaches Code of Conduct:**

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are 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

