

Ashland Youth Hockey Association

Member Handbook

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www.ashlandhockey.org

Welcome to

Ashland Youth Hockey Association

Welcome to the Ashland Youth Hockey Association (AYHA)! You and your child have joined a group of people who love the game of hockey. Our goal is to provide an opportunity for your child to learn about hockey and to have fun. We hope that you will feel that this is your association, and that you will want to become a long-time member of AYHA. Remember that AYHA is a group of volunteers, and your voice counts.

If you have any questions, concerns, or suggestions, please contact any Board member. Board members are present at registration, hold parent meetings early in the season for every team in order to go over information and answer questions and are listed on the AYHA website along with contact information.

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History

For many years, hockey in Ashland was played on outside rinks around town. Eventually, a 'permanent' site became available near the high school (where Lake Superior Elementary School is now located). A warming house was built, and many hours were spent with a hose and a handmade ice re-surfacer making ice and trying to maintain it during the January thaws.

During the mid 1970's, the Ashland Youth Hockey Association was created. The original purpose of AYHA was to handle player registration, schedule games, and raise the money necessary to operate a hockey program. As AYHA grew, the need for an indoor rink also grew. A site near downtown was chosen, and within two years the Bay Area Civic Center (BACC) was built.

Today, the BACC hosts many different events, including sports shows, wedding receptions, dances, meetings, and more. During the winter months, AYHA rents the BACC and is responsible for all maintenance and cleaning, utilities, and rent.

USA Hockey and Wisconsin Amateur Hockey Association

AYHA is a member of both USA Hockey and the Wisconsin Amateur Hockey Association (WAHA). USA Hockey sets standards for hockey programs throughout the United States. It defines rink specifications, team guidelines, playing rules, and officiating guidelines. USA Hockey also handles insurance programs for the protection of both the player and the Association.

WAHA governs hockey within the State of Wisconsin. WAHA is primarily concerned with age levels, and tournament rules. WAHA conducts State Tournaments and other hockey programs in coordination with other states.

AYHA pays membership dues to, and is sanctioned by, both of these organizations. This allows AYHA to be officially recognized by other associations, and participate in tournaments and leagues.

There are links to both WAHA and USA Hockey websites on AYHA's website.

AYHA Bylaws-Some Selected Information

Parents of players automatically become members AYHA and carry voting privileges when their player registers for AYHA.

The fiscal year of AYHA runs from June 1 to May 31.

The election of officers and the Board of Directors shall take place at the annual membership meeting (the banquet) and duly elected officers and directors will assume their duties immediately.

Registration and Age Levels

All players must register in order to become a member of AYHA. No player will be allowed on the ice without the completion of the registration and payment of appropriate fees. When your child registers, you pay an annual registration fee and purchase the required insurance coverage. Registration is usually held in mid September. The registration fees help to pay for things such as ice time, facility rental and utilities, banquet and trophies, equipment and game jerseys. Because we are a volunteer run organization, membership in AYHA requires parents/guardians to help with the workload during the season and to participate in Association fundraisers (see Volunteer Hours section below).

If your child drops out of the program for any reason, please notify the coach or a board member. This will help us to keep our records current and to reassign your assigned hours to other families if necessary. Refunds of money paid for registration will only be given for skaters dropping out prior to December 30th and only after all jerseys and/or AYHA equipment is returned. (2/12/01 Board Meeting)

During registration, you must determine the level that your son or daughter will be playing. The level is determined by the year your child was born.

Age	Level
3-8	Learn to Skate
4-5	Mini-Mites
6,7,8	Mites / In-House Mites
9-10	Squirts
9-12	Girls 12U
11-12	Pewees
13-14	Bantams
13-19	Girls 19U

**Children 7 and older must pay the USA Hockey Insurance fee in addition to the registration fee..*

Levels of Play

AYHA teams have players with a range of hockey experience. Our teams welcome players at all levels of talent to learn and enjoy the great sport of hockey. Coaches work hard and are encouraged to help every player improve their skills and knowledge of hockey, develop good sportsmanship, and to provide opportunities for each child to be successful. At the younger age levels where fundamental hockey skill development is stressed, all players play on a consistent basis. At the older age levels (Squirts and older) where team concepts become more important and the level of competitiveness increases, playing time may vary depending on game situations.

Learn to Skate Program (LTS) is an eight week program aimed specifically at new skaters, ages 3 through 8. The program meets twice weekly from October through December. These children will be taught the fundamentals of skating, including stride development, turning and stopping.

As these children advance in their skill development, they will be moved to a more advanced group to continually challenge them. Sticks and pucks will also be introduced at the later stages.

The use of all required protective gear will be provided free of charge by the association. You must supply only skates (and a hockey stick at the later stages).

At the end of the eight week program, the more advanced skaters will have the option of signing up for the In-House Mite season (through mid-March), which includes a practice once a week and a 3x3 game once a week. Please consult your coach to determine if your child is ready for this step.

Mini-Mite (In-House Mite) Program: The Mini-Mite program is a full-season program (through mid-March) for 4 and 5 year old skaters. These children will continue to work on stride development, balance, starting and stopping, edges and stick handling. This is also when the children will start to learn game fundamentals.

The use of all required protective gear will be provided free of charge by the association. You must supply only skates and a hockey stick.

This program meets twice weekly from October through mid-March. The early season schedule (first eight weeks) is a shared-ice schedule with the LTS program during which the Mini-Mites will be joined by the more advanced LTS skaters. After Christmas (when the LTS program ends), the Mini-Mites and the more advanced LTS skaters join Mite level skaters who are not on the traveling Mite team to form the In-House Mites. The In-House Mite schedule is a practice once a week and 3x3 games once a week. The Mini-Mites/In-House Mites will host a Jamboree and usually attend one or two Jamborees.

Mite (In-House/Traveling) Program

The Mite program is for boys and girls ages 6 through 8. These children will continue to develop their skating and stick handling skills as well as learning the game of hockey.

The use of all required protective gear will be provided free of charge by the association. You must supply only skates and a hockey stick. During the early season there are typically two practices per week with 3x3 games once a week.

Around Christmas, players at this age level will split into In-House Mite and Traveling Mite teams. Those players whose skills, interest, and progress will benefit from the In-House Mite program will join the Mini-Mites to form the In-House Mites. The In-House Mite schedule is a practice once a week and 3x3 games once a week. The Mini-Mites/In-House Mites will host a Jamboree and usually attend one or two Jamborees.

The more advanced Mite skaters will form one or two (depending upon numbers) Traveling Mite teams based upon skill level of the players. Traveling Mite(s) will have one or two practices per week and will start a game schedule similar to the older teams in the association.

Squirts The Squirt level provides a no-checking league where positioning and team play are further enhanced. Players are challenged to skate faster, harder and cleaner. Players often discover preferred positions and comfort level. Coaches work with players, improving individual skills and building game knowledge.

PeeWees Players at this level just love to play the game! They learn how to be a physical player while mastering checking, learning to take a check and to develop hands – particularly their shooting skills. Kids blossom at this level as hockey players. Team first attitude, off-ice expectations and representation of the association take on a greater meaning for all players.

Bantams The eldest level of the association, Bantam players fine-tune their positions while developing physically. Bantams are safely pushed to their limits in an environment that encourages team play and constructs bonds that carry into their high school careers. Development of team and individual skills is practiced.

Girls Teams Girls ages 9-19 play a full “girls only” schedule. Skating, stick handling and positioning skills are developed. Girls also learn the rules of the game.

Volunteer Hours

Every hockey family, except Learn to Skate families, must volunteer during the season. Some of the hours are assigned, and some are worked when your child’s team plays or hosts a tournament. These hours are critical to the operation of AYHA. Without this help, the association would have to hire people to operate the program. Our goal is to keep registration fees as low as possible in order to allow as many players as possible to join AYHA. In addition, we think that working these hours is a great way to get to know other hockey parents.

The team volunteer responsibilities need to be done every time your child’s team is playing. Below are some of the ways to work volunteer hours, and training is provided:

Concession The concession stand is open whenever a game is scheduled. Parents/guardians of the team playing are responsible for the concession stand during the games. Be sure to work with other team parents/guardians to ensure the concession stand is adequately staffed and that we all take our turn. Help make it fun, rather than work! If your team has the first game of the day, you will need to arrive early to set up the concession stand. Coaches should have the keys. If your team has the last game of the day, you are required to stay a little later in order to clean up the entire facility. The concession stand requires a minimum of two to four people to operate, depending on the event. It is common for teams to

agree with other teams to operate the concession stand for each other. That way, parents can watch their own children play and run the concession stand during the other team's game.

Score booth The score booth requires at least two people. Your team is responsible for the score booth during its games. Duties include: running the clock, keeping the required score sheets, keeping track of saves/shots on goal. Some practice is required to operate the scoreboard, but instructions are posted in the score booth. Score booth people also run the music before games and between periods.

Penalty boxes This requires one person for each box. Your team is responsible for both penalty boxes during its games. Individuals staffing the penalty boxes are considered off-ice officials. Therefore, individuals operating the penalty box should be neutral observers. In other words, this duty does not provide a front row seat for cheering on your child or team. If you cannot help cheering for your team/child, you should avoid this duty. During the game, your only responsibility is to open the door for penalized players to enter and leave the box. During intermissions when the ice is being resurfaced, you will need to move the nets for the ice re-surfacer, shovel the ice by the Zamboni door, and replace the nets when the ice has re-frozen.

Ice Re-surfacer (Also known as Zamboni) The ice is normally resurfaced after every two periods. Training will be provided every year early in the season or you can ask any driver to show you how. This job is not as difficult as it looks and can be learned with a few practice sessions. It helps to have at least two or three drivers on every team for after practices and during games.

Generally, it takes 3 or 4 people to set up the concession area for serving food if you are the first event of the day. Parents also find it is difficult to watch their child's game if they are in the concession area. It works the best to have two or three people in concessions at a time during the game (once the set-up is done), having three or four people work in concessions at the break between periods and switching the people working in concessions every period.

If everyone takes their turn, the most any family would have to work per game in the concession area is one period. Everyone wants to watch his or her child play, so be considerate and take turns.

After the last game of the day; clean up, money counting, restocking, putting away of concessions food also takes time, so having at least three people in concessions after a game helps to get that area cleaned up efficiently while others are cleaning the rest of the facility.

Each team needs as many people as possible to learn the zamboni and the score booth. If you are interested, please speak up and someone will provide training. Watch for training sessions posted in the concession area at the beginning of the season or ask the person running the zamboni to provide training. Both the zamboni and score booth can be learned with a little practice. The more you know, the more successful our home games work.

Additionally, each team needs someone to do the following roles.

Team Managers are needed for every team and duties may include:

- Helping the coach with paperwork and keeping the Board informed of players dropping out and late registrants
- Finding an out of town tournament to attend
- Taking care of all paperwork for entry into tournaments, finding a hotel and getting a block of rooms for out of town tournaments
- Resolving scheduling issues
- Keeping birth certificates for all players

- Keeping a current roster
- Help distribute team jerseys
- Collecting jerseys at the end of the season and following up until all jerseys and equipment are returned.
- Maintaining the medical kit for the team, as provided by the Association
- Turning in League game scores to Duluth Amateur Hockey Association (DAHA) and the score of all games to the Daily Press.

Team Calling Person This is a parent volunteer who will contact other team parents regarding schedule changes, team needs, team meetings, etc. AYHA's Secretary will provide a list of team members, parent's names, and telephone numbers.

Team Tournament Coordinator - This person handles organizing the team's home tournament and works directly with the Association Tournament Director.

Team Calendar Person - This person is responsible for collecting calendar slips and money from each person on the team and turning it into the Association calendar person.

Assigned Hours

Some hours will be assigned. These assigned hours are critical to the smooth operation of AYHA. Groups are assigned to work during high school and college games, open skating, and tournaments. In addition, hours may be assigned at the beginning of the season to make ice and ensure that the building is ready for the season, and at the end of the season for building cleanup and "ice out".

At the beginning of the season, each family will be assigned to a group. Each group will have families from each team level so new members can meet new people and can become familiar with the different work assignments. Each group's hours will be assigned at the beginning of the season for high school and college games and for open skating. Only one family member needs to work the assigned hours at an event. **Please check the bulletin board at the hockey rink in the concession room for any changes in assigned hours.** Hours for tournaments and "end of season" work will be assigned as those events are scheduled.

If you cannot work during your assigned hours, you are responsible for finding a replacement. A volunteer list is posted on the front bulletin board for people who are looking for hours to work, willing to switch hours, or people who need to find a replacement for their assigned hours. Assigned hours will be posted on the bulletin board. If you find a replacement, it is important to cross your name off the schedule and write the replacement's name. By doing this, you are no longer responsible for those hours, the other person is. Everyone should stay for clean up. There is always extra cleaning that can be done to keep the facility in good shape if there are too many workers for the regular duties

If you do not work the **entire** assigned hours on a given work event, you will be fined. A fine (per event) will be assessed if you miss your assigned hours. In case of extenuating circumstances, written appeals can be made to the AYHA Board of directors. If the fine is not paid within two weeks, your child will not be able to participate in games or practices until it is paid.

Work Group Calling Person This is a parent volunteer who will contact others in their work group as required and let the Board and/or Blue Line know of any problems. This person also acts as the lead person for the group. The person who sets up the work groups will provide a list of work group members and telephone numbers.

Open Skating The rink is open to the public every Wednesday evening from 7 – 9 pm. Eight workers are needed: two in the ticket booth until shortly after the end of the break, two on-ice chaperones, three in the concession stand, and one ice re-surfacer/skate sharpener. The children of parents working during open skating do not receive free admission. All workers must start 1 hour before the doors open and remain until the rink is cleaned up.

High School Games Eight workers are needed during high school hockey games: two in the ticket booth, four in the concession stand, and two in the penalty boxes. All workers must start 1½ hours prior to the start of the game.

College Games The concession stand and clean up at the end of the event are the responsibility of the association during college games. Four workers are needed. All workers must start 1 hour before the start of the game.

Home Tournaments at Your Child's Age Level

Whenever any team hosts a game at BACC, whether we are playing in the game or not, we are responsible for concessions, score booth, ice re-surfacing, working penalty boxes and clean up of the *entire* facility after our game. Individuals working the last game of the day are responsible for clean-up, but it helps to keep the facility picked up during the day by emptying garbage as it needs it, keeping the floors picked up, and keeping the bathrooms clean. In order for the burden not to fall on the same people all the time, please plan your day to do your share of the cleaning duties after your child's games. If you are unsure of what needs to be done before we can leave for the day, please ASK someone! There are lists hanging in the concession area of what needs to be done, but basically it includes emptying garbage, sweeping, vacuuming, mopping if necessary, complete cleaning of the concession serving area and putting things away, locker rooms, upstairs, bleacher area, player's box area. As time allows, at any time you are at the rink, you are always invited to go above and beyond in the cleaning of BACC by mopping areas needing it, usually upstairs and the bleachers, cleaning glass around the ice and in concessions, etc.

Fundraisers

To keep our registration costs as low as possible, all members are required to participate in AYHA fundraisers. The fundraisers are discussed at parent meetings early in the season. The success of our fundraisers and the hard work of our parent volunteers, keeps our registration costs among the lowest in the state. Any suggestions on other fundraising ideas are welcome.

Calendars are AYHA's major fundraiser. The calendars are distributed at the parent meetings early in the season. When a calendar is sold, the proceeds help to fund a raffle and AYHA. The cost of the calendar is for the opportunity to enter the raffle. Money and slips must be returned by December 15th to your team's calendar representative. No calendars will be returned to the association. ***All calendars must be sold.*** If the money for all assigned calendars is not turned in by the deadline, the skaters will not be able to skate until the money is paid. (2/12/01 Board Meeting) If you are having difficulty selling them, ask your team members if they can help or speak to a board member.

Hack & Slash Golf Outing This fundraiser is for hackers, slashers, real golfers, and even those who despise the game. Everyone is welcome to play a round or simply join the evening festivities after the event. Categories include youth, adult, and adult-junior with teams of two competing for awards and prizes. Watch for information each year during the summer and join the fun.

Game and Practice Schedules/Limits

Practice and game schedules are normally on the concession bulletin board at least one week before the beginning of each month. Monthly schedules are also posted on the AYHA web site at <http://www.ashlandhockey.org/> Game are added as they are scheduled. Please check the bulletin board often for changes. If your child is going to miss a practice or a game, please let one of the coaches know. If you are unable to get your child to a game or practice, consider ride sharing with other parents on your team.

AYHA has set game limits for each age level. These are as follows.

<u>Level</u>	<u>Max. # of Games</u>
Bantam	35
Pee Wee	32
Squirts	28
Mites	20
U 19 G	35
U 12 G	28

If a team wishes to play more than the maximum number of games, the coach must petition the board and receive approval from the board before it can take place.

Tournaments

AYHA sponsors several different types of tournaments every year. You may volunteer to work for any team's tournament. As tournaments are one of the major sources of income for the association, each team, in most cases, will host at least one team tournament. Everyone in the association is encouraged to spread the information about our tournaments to other teams in the area and teams that you may play during the season.

Team Tournaments Each team has its own scheduled tournament. The parents of the team run the tournament and divide the scheduling of the work among them.

Playdown Tournaments Playdown tournaments will be run by the team at the same level as the tournament. For example, the Squirt parents will run a Squirt playdown tournament.

State Tournaments Circumstances surrounding the State Tournament will determine who will work. If the tournament does not have an Ashland team, AYHA teams will be asked to work. Some teams might not be asked to work if they are involved in a State Tournament outside of Ashland.

Association Tournaments These are tournaments with no Ashland team participating. AYHA sponsors these tournaments as a way to raise money. The Board will determine who will work.

Tournament Responsibilities

Each team in AYHA hosts an invitational tournament every year. In order to help control expenses, each tournament normally will be sponsored by a local business. Certain guidelines have been set up by the tournament committee so that each team can organize a good tournament. Having a well run tournament helps spread goodwill among visiting teams and it encourages them to return in future years.

The parents of the host team are responsible for the tournament, since most other Ashland teams will often be out of town. If someone from another team wants to work, they are encouraged to do so. Each team will designate a **tournament director** who will coordinate the tournament with the help of the association tournament director.

Areas of volunteer work for tournaments:

1. **Concession** Must be opened 60 minutes before the first game.
2. **Host/Hostess** This person will stand by the entrance or in a designated area in concessions to answer questions and provide assistance to incoming teams/families.
3. **Sweatshirt/T-shirt** sales occur at the concession stand and prices are marked on garments.
4. **Locker Room** Responsible for contacting the coaches, giving the coach the locker room key and getting it back, and inspecting the locker rooms after each use.
5. For tournaments, the locker room attendant should take the coach's car keys for a security deposit. The car keys will be returned after the locker room is inspected and cleaned and the locker room key is returned. Locker rooms should be inspected immediately after the team leaves so that, if any damages are incurred, the appropriate team is charged for the cost of repairs.
6. **Skate Sharpener** This is a person who knows how to sharpen skates and should be on duty at all times.
7. **Ice re-surfacer/On-ice helper** Ice will be resurfaced either between every game or every two periods, depending on tournament rules. There must also be helpers to move the nets and to shovel snow near the Zamboni entrance.
8. **Score booth** Three people are needed to work the score booth: one to run the clock, one to keep the stats, and one to track saves and shots on goal.
9. **Penalty Box** There must be one person in each penalty box.
10. **Floater** This person will keep in contact with all other workers to help out where needed.
11. **Cleaning** Every volunteer must pitch in and clean the entire facility at the end of each tournament day.

Each year, a general program is prepared for use in all tournaments, with team rosters, sponsors, etc. It may be necessary for the tournament director to coordinate an update with team rosters, locker room assignments, etc. prior to the tournament.

Local businesses are usually asked to sponsor our tournaments. The sponsor helps pay for some tournament expenses. In return, AYHA promotes the sponsor in tournament advertising. An advertisement should be placed in the Daily Press on Friday before the tournament. This advertisement should thank the sponsor. The sponsor should also be invited to present the trophies if they wish.

AYHA pays for tournament trophies, which are presented to 1st Place, 2nd Place and 3rd Place teams. In addition, the Association provides Hat Trick, Playmaker, and Shutout Patches. Tournament managers should work with the tournament committee to make sure the paperwork required with the patches is completed.

More information will be distributed to the teams from the tournament committee prior to the tournament planning.

It is optional when we host Playdown games to charge admission. Refer to the information packet received with the Playdown information for the prices allowed to charge for playdowns. Double-check with the Board if we are going to charge. (Effective February 2001).

League Affiliation

AYHA has found that it is easier to schedule games if we are part of a league. Although membership in a league requires travel to some games, it also guarantees that we will have some home games. We are members of the Duluth Amateur Hockey Association (DAHA). AYHA's Squirt, Peewee, and Bantam teams participate in the DAHA leagues. AYHA's Mini-Mite and Mites are not participants in the DAHA league.

Coaches

Anyone interested in coaching should apply to the AYHA Player Development Committee. Coaching applications can be found on the AYHA web site at <http://www.ashlandhockey.org/>. Coaching applications will be reviewed by the Player Development Committee which will subsequently provide recommendations for coaches at each age level to the Board of Directors for approval/selection.

Coaches that have a child in AYHA are still required to fulfill the work requirement. Coaches must be certified by USA Hockey in order for their teams to participate in tournaments and must complete a one-day training course offered by USA Hockey. Coaches are required to pass a law enforcement background check as required by USA Hockey.

AYHA coaches are guided by USA Hockey's Code of Conduct.

Coaches Code of Conduct

USA Hockey – October 2006

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
2. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
3. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
4. 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.
5. 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.

6. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
7. Be concerned with the overall development of your players. Stress good health habits and clean living.

Parent/Coach Relationship

The coach must be concerned about all players on the ice. On the ice, the coach(es) are in charge. Parents must remain off the ice surface unless the coach asks them to be there. Coaches and parents are encouraged to talk about your player's progress and to discuss activities that may help a child improve his/her skills. Parents and coaches' support and encouragement of players are important to each child's enjoyment, improvement, and continued participation in hockey. Any comments or questions can be directed to the coach, team manager, player development committee, or Board member.

Parents Involvement

As a parent, you play a special role in contributing to the needs and development of your youngster. Through your encouragement and good example, you can help assure that hockey players learn good sportsmanship and self-discipline. Young people learn to work together, to sacrifice for the good of the team, to enjoy winning and to lose gracefully – all while becoming physically fit and healthy. *Best of all, they have fun.*

Some tips to help your child become successful in AYHA's hockey program:

- Support your child by giving encouragement and showing interest
- Help your child work toward skill improvement and good sportsmanship
- Always be positive – as parents, we serve as role models – applaud good plays on both teams
- Your child wants to have FUN – try not to burden them with pressures to win. Surveys reveal that **72% of children would rather play for a losing team than ride the bench for a winning team.**
- Reinforcing positive behavior is the best way to help your child achieve their goals and their natural fear of failure. Encourage your child's efforts and point out the good accomplishments.
- Let the coaches' coach. Coaches and referees are parents, too. Help teach your child to respect their coach (or referee) and if you'd like to become more involved, AYHA can always use more volunteers at this level.

Parents Code of Conduct

USA Hockey – October 2006

1. Do not force your children to participate in sports, but support their desires to play their chosen sport.
2. Children are involved in organized sports for their enjoyment. Make it fun.
3. Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
4. Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.

5. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
6. Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
7. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
8. Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
9. If you enjoy the game, learn all you can about the game, and volunteer!

Player Code of Conduct

1. Play for FUN!
2. Work to improve your skills.
3. Be a team player – get along with your teammates.
4. Learn teamwork, sportsmanship, and discipline.
5. Be on time for practice and games.
6. Learn the rules, and play by them. Always be a good sport.
7. Respect your coach, your teammates, your parents, opponents, and officials.
8. Never argue with the officials' decision.

Injuries

Each fall, coaches attend a training session regarding injuries during games or practices. When a player is injured, parents should remain off the ice unless asked by the coach. Younger players tend to become more upset when a parent comes on the ice. Older players may become embarrassed when a parent comes on the ice, and they may attempt to get off the ice in situations where they should not be moved without medical attention. Each team should have their first aid box available to them for practices and games.

Equipment

The following protective equipment is required for all players Mini-Mite and older:

1. Helmet with mask
2. Shin pads
3. Elbow pads
4. Shoulder pads
5. Hockey gloves
6. Mouth guard
7. Breezers
8. Protective cup
9. Bag suitable for carrying equipment.

All protective gear except mouth guard and protective cup is provided to children through Mite Level.

No player will be allowed to play in any game or practice without a mouth guard and no player will be allowed on the ice at any time without a helmet. Neck guards, while not mandatory, are strongly recommended. AYHA Jerseys may not be worn for practice, only for games. Jerseys must be returned at the end of every season in order for the deposit to be returned.

Care of Hockey Equipment

The most important factor to consider in caring for hockey equipment is to dry it thoroughly after each use. Equipment that is not dried will rot, mold and smell!

Skate blades should be dried and then covered with a skate guard made of fabric, not plastic. Plastic skate blade covers tend to rust the blades. Toe protector can be purchased from sporting good stores to help keep the toe of the skate from wearing away prematurely. If your child seems to be falling a lot while skating, they may need to have their skates sharpened. AYHA has a policy of free skate sharpening for all the AYHA hockey players. Non-AYHA hockey players and pleasure skaters, pay a fee for us to sharpen their skates. This fee for non-AYHA hockey players is payable in concessions. There should be several people at each level trained in proper skate sharpening. If you are interested in learning how to sharpen skates, ask a board member or your coach to have someone train you. Tournaments and open skating are especially busy times when someone is needed to sharpen skates.

Because of the high cost of replacing game jerseys, AYHA strongly encourages players to take special care of game jerseys. Game jerseys should be kept either in a garment bag or at the very least, separate from the other equipment in the equipment bag. Velcro on shoulder, elbow and leg pads should be reattached. Skate blade cuts and Velcro sticking to jerseys are the two most common elements that can ruin a jersey. Depending on the use, game jerseys should be washed at least weekly for the older players and every few weeks for the younger players. If the jersey is not washed out, it needs at least to be dried after the game.

Helmets, shoulder, elbow and leg pads should be dried after practices and games. Shoulder and elbow pads and some breezers can be washed in washing machines.

Insurance

Since hockey is a contact sport, accidents can happen. All players 7 years and above must purchase USA Hockey's insurance coverage, providing insurance protection for excess accident, catastrophic, and liability coverage. Insurance is paid for at the time of registration.

Discipline Code

The AYHA Discipline Code was created to stress to our athletes that good discipline off the ice is just as important as good discipline on the ice. A copy of the Code follows. Please be sure that you and your child understand this policy.

The following rules are applicable during the hockey season, from the first practice through the final game.

1. The use of tobacco (including chewing tobacco), alcohol, or narcotics will not be tolerated.
2. Players involved in theft or destruction of property, whether that of AYHA or any other facility, will be held financially responsible for replacement, repair, or clean-up.

Penalties for violation of these rules are as follows:

- First offense: The player will be suspended for two weeks. During this time, the player will not be allowed to participate in any game. The player will attend all practices.
- Second offense: The player will be immediately suspended from all AYHA activities for the remainder of the season.

The penalty for a violation of the discipline code shall be applied immediately when discovered by a coach. If someone other than a coach reports the violation, the AYHA Board will conduct a hearing within 5 days of the reporting of the offense. If the Board feels that the offense occurred, the penalty will take effect immediately.

All AYHA players should conduct themselves in a manner that will bring credit to himself or herself, the team, and the community.

Un-sportsmanlike behavior includes, but is not limited to:

1. Obscene gestures
2. Fighting before, during or after games (outside of USA Hockey jurisdiction).
3. Swearing
4. Not participating in a "sportsmanlike" handshake with the opposing team. Players who violate this policy three times will be suspended from the next game.

AYHA Board of Directors

AYHA is governed by an elected Board of Directors. The Board consists of President, Vice President, Secretary, Treasurer, three elected Directors, Blue Line President, and one Director appointed by the President and approved by the Board who also serves as Chairperson of the Player Development Committee. With the exception of the appointed Director, all voting Board members are elected by the AYHA membership. The Board also has three non-voting members: the Past President, the Game Scheduler, and the Northland College Coach. The Game Scheduler is an appointed position. Other ad hoc positions may be added as necessary.

The Secretary, Treasurer and most Directors serve two-year terms. President, Vice-President, Blue Line President, and Player Development Chair serve one-year terms. All positions can be re-elected.

Board meetings are open to any AYHA members. Elections are held every spring at the Annual Meeting. If an Officer or Director cannot serve his/her full term, the Board may appoint a replacement. In that event, the new Officer or Director will serve until the next regularly scheduled election.

Early in the season, Board Members have team parent meetings at each level. Attendance at these meetings is mandatory for all parents. Board members are open to feedback regarding any aspect of the association. Board members names and phone numbers are listed on the bulletin boards at the BACC.

A list of board members and contact information can be found on the association website.

Player Development Committee

The Player Development Committee ensures that AYHA players are gaining the proper fundamentals they need to progress through the age levels of the Association, and helping players to develop a life-long interest in the sport of hockey. The Committee will also serve as a liaison between coaches, parents, players, and the AYHA Board of Directors. The Committee will focus its attention on skill development, overall team atmosphere, attitude, and sportsmanship. The Committee must have the approval of the AYHA Board in order to carry out actions or implement programs.

The Player Development Committee will consist of the Player Development Chairperson, AYHA President, Past AYHA President, AYHA Vice-President, and Two At-Large Members.

Blue Line Club

The Blue Line Club is an auxiliary of AYHA. By belonging to AYHA, you can be a member of the Blue Line just by attending Blue Line meetings or helping out the Blue Line Board when they post a notice for help. Blue Line meetings are usually held monthly at the Bay Area Civic Center. Dates and times are posted on the bulletin board and a notice is published in the Area Reports section of the Daily Press. The Blue Line Club is typically involved in several different projects:

1. Organizing the annual banquet
2. Helping with registration
3. Sweatshirt/T-shirt sales
4. Training concession workers
5. Setting up, pricing and stocking the concession stand
6. Putting away concession equipment at the end of the season
7. Holding the raffle drawing
8. Overseeing the volunteer hours (reporting problems to the board monthly)
9. Communication with board problems about concession stand concerns/events/etc.

Your attendance at Blue Line Club meetings ensures that members at every level of AYHA will have an opportunity to participate. It is a good place to ask questions and discuss problems.

Conclusion

*Please help us by letting us know what you would like included in future editions of this handbook. You can give your suggestion to any Board Member. **We have made every effort to include as much information as possible. However, it is impossible for us to anticipate every situation that might occur. Therefore, the AYHA Board of Directors reserves the right to make necessary changes to this handbook, or to AYHA policies, during the season. Any changes will be posted on the bulletin board in the concession eating area.***

Once again, welcome to the Ashland Youth Hockey Association. We sincerely hope that you will enjoy being a member of AYHA. As we continuously strive to improve, the AYHA Board of Directors appreciates any comments or suggestions from its members. You are invited to attend any Board meeting, or you may contact any of the Board Members.