

North Central Ma Youth Hockey Association

Policy Statements

A Policy Statement as here in mentioned should be the clear statement of the Board of Directors of NCMYH to cover a particular situation or problem not covered in the By-Laws. Policy Statements are decisions related to matters of procedure that are expected to change from time to time during the life of the organization.

When it becomes clear that a unique situation or problem requires a written policy the Board shall direct the Policy, Information, Personnel and Discipline Committee to formulate an acceptable policy on the subject.

In the following statement and all subsequent statements a quorum of the Board of Directors will be defined as being at least 51% of the Board members being in attendance.

The written Policy Statement shall become policy only after review, discussion, and a majority vote transpires with a quorum of the Board of Directors in attendance.

An accepted Policy Statement shall then only be amended, altered, expanded, or deleted with a majority vote of a quorum of the Board of Directors in attendance.

All board members will be provided with a copy of all accepted Policy Statements.

Attendance by Board Members

1. Board members MUST call the Secretary if they need to be excused from the meeting.
2. Beginning with the first regular meeting in June, no board member may have more than a 40% absentee record, including excused absences by the September meeting. This only applies to regular monthly meetings. Special meetings will be handled on an individual basis.
3. If enough members call the secretary to ask to be excused from the upcoming meeting and a quorum cannot be reached, the Secretary will then notify the President, as an Executive meeting may become necessary to conduct business for that meeting. Or the date of the meeting can be changed to accommodate a majority of the board members.

Suspension and Expulsion of Members

1. A committee of the President, Secretary, executive board, and Chairperson of the Policy, Information, Personnel and Discipline Committee along with two additional members named by the President shall have the power to suspend any member for conduct detrimental to hockey either on the ice or off the ice. This shall include abusive or threatening words of actions by or towards any officer, director or game official of the Association.
2. Any violation of the By-Laws or Policies of the NCMYH or conduct detrimental to the best interest of the Association shall render such member liable to suspension and ultimately with majority vote of the Board of Directors, from the Association.

3. If a player or team official is put out of a game for a Match or Gross Misconduct, further disciplinary action may be taken if a review of the violation warrants it. The player or team official who receives the Match or Gross Misconduct may be suspended from ALL NCMYH activity for the duration of their penalty.
4. All Match and Gross Misconduct suspensions are to be conducted. If a break in the NCMYH activity occurs or if the season ends prior to the completion of the suspension, the remaining portion of the penalty will be served when the individual's NCMYH activity resumes.
5. The first right of appeal is granted to any player or team official who is suspended as a result of any rule infraction or referee's report, which results in suspension of more than one game. This appeal MUST be made in writing to the President within 48 hours of notification of the suspension.
6. If an appeal is requested, a hearing will be conducted within thirty (30) days of the receipt of the written request.
7. "Appeal Review Board" appointed by the President will consist of not less than three (3) Directors. The decision of the "Appeal Review Board" is final.
8. In order to preserve, as far as possible, the purity of amateur hockey, any recourse to the courts or legal action by a member or individual before all the rights of the By-Laws and Policies of the NCMYH shall have been exhausted, shall be grounds for immediate suspension and disqualification of any member or individual.

Billing

1. The specific billing policy for NCMYH will be reviewed on a yearly basis. This policy will be finalized during the annual Budget Committee meeting and approved by the Board of Directors. Every effort will be made to minimize the financial burden for NCMYH participants. In particular, prepayment incentives and preseason payments may be made available in order to minimize payments during the holiday seasons.
2. Overdue accounts will be handled promptly. The Treasurer will be responsible for resolving overdue accounts in a timely and professional manner.
3. If an overdue account cannot be satisfactorily resolved, the Treasurer shall notify the parent or guardian as well as the coach and appropriate association and league officials of the player's ineligibility for all NCMYH activities.
4. Upon resolution of the account, the Treasurer will notify all parties involved of the players reinstated eligibility for all NCMYH activities

Billing Adjustments

1. With the approval of the Board of Directors, the Treasurer is the only person authorized to deduct credits from a member's bill.
2. Multi-player discounts will be decided on a yearly basis after the preliminary financial report is submitted for the season.
3. In the event of a player suspension, the member is still responsible for the total bill.

Players Ice Time

1. All coaches will strive to provide players with approximately equal ice time during the regular season for all leagues and all games, in every age classification.
2. If a team has more than one (1) goalie, ice time will be equally shared by the goalies. Each team may override this policy providing all parties involved agree on the policy modification.

Primary Programs

1. The cost to take part in a NCMYH Primary Program (Learn to Skate/Learn to Play, Mini-mite, and Cross-Ice) will be kept to a minimum, at a figure to be determined on a yearly basis taking into consideration program expenses.
2. All expenses associated with the instructional program MUST be determined and presented with the recommended recovery charges at a Board of Directors meeting prior to the announcement of the continuance of the instructional program.
3. Each year the full content of the instructional program must be reviewed and modified to adjust to the deficiencies of the most recent instructional program.
4. Both the costs and content of the instructional program must be approved by a majority vote of a quorum of the Board of Directors.
5. Player movement from the instructional program to a competitive or non-competitive program will be at the coach's discretion.

Waivers

1. It shall be the policy of the NCMYH to abide by and follow the rules and guidelines set forth by the state and national organizations in regard to waivers of players.
2. Application for waivers will be handled on an individual basis.
3. NCMYH Youth Hockey Association reserves the right to protect all current and future NCMYH players and deny waivers where the granting of the waiver would infringe upon another's right to participate or hurt NCMYH Youth Hockey.

Divisional Coordinator (Representative)

1. A divisional coordinator is selected by the Board of Directors (on or before the September monthly meeting), to oversee the smooth and successful operation of a given age classification.
2. Responsibilities include but are not limited to:
 - a. Help design and implement structured and effective practice sessions for their respective age classifications.
 - b. To participate with all divisional Coordinators to ensure a progressive learning approach across all age classifications.
 - c. To assume the responsibility to resolve player, parent and coaching issues within their age classification.
 - d. To attend all schedule coaches meetings.

Coaches

1. All coaches are required to read and accept by signing the “Coaches Code of Conduct” before the season begins. Furthermore, the Assistant Coaching list must be submitted to the Board of Directors no later than the August Meeting.
2. The Discipline Committee as approved by Board of Directors will reprimand any coach(es) who violate the “Coaches Code of Conduct” in the prescribed manor.
3. Each “Head Coach” will be given the appropriate USA Hockey Rule Book and Mass Hockey Rule Book.
4. It is the responsibility of each “Head Coach” to ensure that all assistant coaches review both rulebooks.
5. Under NO circumstances will ignorance of USA Hockey or Mass Hockey rules justify non-compliance to those rules.
6. At the start of the season, coaches will retrieve and be responsible for all equipment issued to them by the equipment manager.
7. Coaches who take their team out of state must have a travel permit. The coach needs to contact the NCMYH District 7 Representative to acquire/submit the proper paperwork.¹
8. Coaches are responsible to notify the Vice President of Operations, Coaches Committee and the Treasurer of players with prolonged absence.
9. Coaches are encouraged to have team meetings to distribute handouts with upcoming events, NCMYH information and other relevant information.
10. Each coach should take that opportunity to ensure all players and parents have an updated schedule.
11. Coaches should be aware of any medical problems a player may have and talk to the parents about it, if there are any questions as to insurance ramifications, notification to the Board of Directors would be warranted.
12. ALL coaches must be USA Hockey Patched to the appropriate level. If the coach is not listed in the USA Hockey Coaching registrar then they need to be patched no later than December 31st of that playing year.
13. All newly patched coaches must submit a copy of their invoice for reimbursement and verification of completion to the Secretary.
14. NCMYH must present itself in a positive way both on and off the ice. It is the responsibility of the coaches to ensure proper behavior in all NCMYH activities. This includes, the rink, locker rooms before/after games and practices, on the bench, and all other NCMYH team activities.
15. It is the responsibility of the coaches to address and resolve any and all disputes raised to them or if not resolvable by the coach then submit said dispute to the proper committee and Divisional Coordinator within five (5) business days from dispute submission. If said dispute cannot be resolved at this level, it shall be escalated to the Coaches Committee Chairman for

¹ I am unaware of this requirement and feel we need to find out more about it as well as if this is something we will have to do for the NSYH inter league play.

final review and disposition. Dispute resolution will be communicated back to the originator of the dispute.

16. All coaches are required to be approved by the Board of Directors.

Placement Evaluations – Players

1. Placement evaluations must be held for each age group when more than one (1) team is participating in a given age group, Mite, Squirt, PeeWee, Bantam and Midget.
2. Only registered members in good standing with NCMYH will be allowed to participate in the placement evaluation process.
3. Any individuals who are not in good standing at the time of evaluations must rectify the situation prior to being allowed to participate in the placement evaluation process.
4. Any player that does not evaluate will be placed on lowest team. All registered players in good standing of a lower team will be considered for movement to a higher team if an opening becomes available.
5. All pre-registered individuals, in good standing, must be notified 14 days prior to the evaluations with schedule for evaluations.
6. The Ice Time Coordinator/Committee (Scheduler), Board of Directors and the evaluation committee will work together to ensure adequate ice time is provided for all registered individuals for the sole purpose of the evaluations. Furthermore, it is also the responsibilities of the evaluation Committee to insure we do not over load the ice with too many players that proper determination of skills will be in jeopardy.
7. There will be a minimum of two (2) evaluation sessions for each age classification.
8. Notification to players of team assignments will occur after the conclusion of team formations and the Board of Directors has approved coaches. Coaches will then have one week to notify all players upon receipt of their team roster.
9. The Evaluation Committee will be responsible to oversee the successful completion of the placement evaluation process.
10. If a dispute should arise from the placement evaluation process, the dispute must be submitted in writing, within two (2) weeks, to the Secretary of the Board.
11. The Evaluation Committee is responsible to hold hearings with the proper committee and the originator of the said dispute in a timely manner from the dispute submission. Furthermore, the Evaluation Committee will make recommendations to the Board for final disposition.
12. The Board of Directors will make the following publicly know to the membership via a newsletter, and/or Internet Access.
13. The prescribed proceedings are for placement evaluations and players should give their best effort.
14. Players should be fully prepared for evaluation at the specified time.
15. Players should refrain from displaying their last name anywhere on their equipment.

Placement Evaluation – Process

1. Players: (Upon arrival at the rink)

- a. All players will sign-in in the designated area. All required documents for player registration and / or forms are to be completed and turned in. Registration fee and any outstanding past due balance will be collected at this time.
 - b. All players will be issued a numbered pullover jersey on a first come first serve basis. This, along with age classification will be the only means of identification.
 - c. All players will be queried as to their intention of playing the position of Forward, Defense or Goalie during the registration process. All players interested in playing the Goalie position will be evaluated as to their skill levels in that position, independent of their abilities as a forward or defense.
2. Evaluators:
- a. Must be registered, insured and selected by the Evaluation Committee.
 - b. Will use pre-approved rating forms.
 - c. Will rate players by displayed number, not name. In no situation will an evaluator rate their own child or influence the selection process during team formation as it pertains to the placement of their own child.
3. Process:
- a. The Evaluation Committee shall choose evaluators for each age group.
 - b. All evaluators will be required to attend a meeting with the Divisional Coordinator and the Evaluation Committee to discuss the evaluation process prior to evaluations.
 - c. Have various skill drills, which players will rotate through for evaluation. Overall hockey ability will be evaluated.
 - d. Players will be pooled by ability from which teams will be formed. It will be the responsibility of the Registrar to identify a conflict between the number of players anticipated and the number of players registered that will drive the number of players on a team above 15, thus leaving a potential for an incremental team in a division. The Registrar will immediately notify the Chairperson(s) of the Evaluation Committee to insure the team formation process properly aligns players to the new team numbers.
4. Scoring System:
- a. Players will be rated on each drill using a rating system that will correlate with the hockey abilities displayed at the evaluation.
5. Team Formation Process:
- a. Under no circumstances will coach(s) be allowed to form or personally select a team for the purpose of regular season primary league play.
 - b. The Evaluation Committee using the evaluation process will form teams. Committee members will be required to leave the team formation meeting at the time of discussion of their own child's placement. Coaches shall be responsible for providing a report card of their current players prior to evaluations. The report cards shall be used in conjunction with the evaluations to determine final placement of player(s).
 - c. The Board of Directors will ensure the team formation process used by the Evaluation Committee and/or Evaluators is fair and just for all players. Furthermore, a Board member will be present at the team formation meetings as an overseer of the process; the overseer will not participate in the selection process.

- d. Each player will be ranked in order of hockey evaluation criteria, the ranking will be kept on file by the Coaching Coordinator with only access is the Board of Directors and Coach Coordinator at that level until November 30th then kept on file with the President.

Player Movement

1. The board will recognize only two forms of player movement:
 - a. Movement Within A Specific Division of Play
 - i. The Head Coaches shall be responsible for all player movement within a division. He/she shall also be responsible to notify the Divisional Coordinator (Level Representative), Treasurer, the Registration Committee and the Secretary of ALL player movement. He/she shall make himself available to the Coaches Committee to answer all questions on any dispute of a player movement. We offer the parents the right to appeal to the Board of Directors. It is the responsibility of the Coaches Committee to notify the Board of Directors of ALL player movement so that the Secretary can make annotation of the movement in the meeting minutes.
 - ii. The Registration Committee will be responsible to ensure that amended Massachusetts Hockey rosters have been submitted through the District Representative.
 - iii. The District 7 Representative will ensure that the amended Massachusetts Hockey rosters have been submitted to the District Registrar.
 - iv. Allowance of player movement up and down as the season progresses until December 15th. Exceptions must have the Board of Directors approval and be in accordance of league policies.
 - b. Movement Outside Of A Division Of Play
 - i. All NCMYH Youth Hockey Players must play their proper age level. The only exception shall be when a unique situation is brought before the Board for discussion and review and is approved by a majority vote of the Board.
 - ii. Intentions of the player's parent(s) or coaches must be presented to the Board at a Board meeting. At least one parent or guardian must be present before the Board. ALL PLAYER MOVEMENT OUTSIDE OF A DIVISION OF PLAY IS SUBJECT TO LEAGUE APPROVAL, MASSACHUSETTS HOCKEY, and USA HOCKEY.
2. NO player movement will transpire after December 15TH of that playing year. Exceptions must have the Board of Directors approval.

Player Substitution:

1. On the occasion a substitute player is needed to play on a team they are not rostered on, the following protocol must be followed:

- a) The head coach seeking a sub must contact the head coach or asst. coach, if head coach is not available, of the sub's team prior to speaking to the player or the parents for approval each time a sub is required.
 - i. In the event of a last minute substitute, if a coach can not be reached, the division representative may give permission to contact a substitute player and parents.
 - ii. If a sub is needed for more than one game due to injury etc., the subs will be restricted to playing only the amount of games allowed by the league to avoid being added to that roster. League rules should be referenced by all head coaches to prevent this from happening.
 - iii. Division Reps should be notified each time a player subs for another team to help track player eligibility.
 - iv. No player shall miss their own team's game to play as a sub for another team.

- b) Substitute players should be pulled up from a lower designated team with in that division i.e. the 1 team should pull from the 2 team and so on.
 - i. Players can not be pulled down from an upper level team with out a waiver from the league.
 - ii. Eligibility of a Mite to sub up for a Squirt team must be confirmed by USA and MASS Hockey rules.