

Lewistown Youth Hockey Association

Guidebook

Updated September 2024



Table of Contents

1.0	LYHO Overview
1.1	LYHO Vision
1.2	LYHO Mission Statement
1.3	LYHO Core Values
1.4	Diversity, Equity, and Inclusion Statement
2.0	LYHO Structure
2.1	USA Hockey
2.2	Montana Amateur Hockey Association (MAHA)
2.3	LYHO Board of Directors
3.0	Registration and Financial Information
3.1	Registration
3.2	Fee Structure
3.3	Refund Policy
3.4	Financial Assistance
4.0	Player and Parent Requirements
4.1	Code of Conduct
4.2	Protective Equipment Requirements
4.3	Gear Rental
4.4	Volunteer Obligations
4.5	Age Group Manager
5.0	Season Structure
5.1	Age Group Classifications
5.2	Practices and Scrimmages
5.3	Learn to Skate
5.4	Travel Opportunities
6.0	Communication
6.1	HEJA Application
6.2	Who to Contact
7.0	Coaching
7.1	Coaching Guidelines and Duties
7.2	Coach Selection
7.3	Coaching Certification Requirements
7.4	Student Coaching Guidelines and Responsibilities
7.5	Coach-in-Chief
8.0	LYHO Policies
8.1	USA Hockey Safe Sport Reporting Policy
8.2	Zero Tolerance
8.3	Whistleblower Policy
8.4	Locker Room Policy
8.5	Grievance Protocol
8.6	Disciplinary Policy

APPENDICIES:

- A:** LYHO By-Laws
- B:** Lewistown Youth Hockey Scholarship Form
- C:** USA Hockey Required Gear
- D:** USA Hockey Participant Code of Conduct
- E:** Parent's Code of Conduct
- F:** Coach's Code of Conduct
- G:** LYHO Board Member Code of Conduct
- H:** Player Media Release Form

This guidebook is intended as a general guide to understanding the rules and policies of LYHO. While the handbook is intended to cover most organizational issues, it is not intended to be all-inclusive and situations may occur that are not covered in this document. There may also be certain extraordinary conditions where it is in the best interest of LYHO to suspend or amend these policies. The LYHO Board of Directors has the authority to rule on any situation not covered by these guidelines as well as to suspend or amend existing policies.

1.0 LYHO Overview

1.1 LYHO Vision

To develop character, sportsmanship, and physical fitness among athletes in the Lewistown Area.

1.2 LYHO Mission Statement

The Lewistown Youth Hockey Organization is committed to providing young athletes in the Lewistown Area the opportunity to develop skills, knowledge, and love for the game of hockey in a fun, safe and inclusive environment. LYHO is committed to affirming the importance of hockey as a team sport and instilling a life-long appreciation for the game and the values of teamwork, respect, integrity, and sportsmanship it embodies. LYHO strives to provide a positive youth hockey experience for as many players as possible in the Lewistown Area and is committed to growing membership numbers.

1.3 LYHO Core Values

- **Sportsmanship** – Teach a sense of fair play, be humble in victory, gracious in defeat. Foster friendship with teammates and opponents alike.
- **Respect** – Treat others as you wish to be treated, respect the game.
- **Teamwork** – Teach the value of working together and the idea that success on the ice and in life is best achieved by working together toward a shared goal.
- **Loyalty** – We aspire to teach loyalty to the game of hockey as well as to team members and the organization.
- **Integrity** – Promote honesty and fair play that goes beyond the rules and regulations of the game.
- **Enjoyment** – We strive to create a youth hockey experience that is fun, satisfying and rewarding for all players.
- **Inclusiveness** – Hockey is for everyone!

1.4 Diversity, Equity, and Inclusion Statement

Lewistown Youth Hockey is committed to fostering a welcoming environment through a diverse, equitable and inclusive experience. We encourage individuals from every race, color, sexual orientation, gender, and background to come together as a united community. We will support all coaches, teammates and fans who bring heart, energy, fun and passion to the rink. We encourage participation from individuals of all skill levels and abilities.

2.0 LYHO Structure

2.1 USA Hockey

USA Hockey is the national governing body of amateur hockey in the United States and establishes all minimum rules of play and on- and off-ice conduct for its members. As a member organization, the Montana Amateur Hockey Association (MAHA) requires that all referees, coaches, players, and volunteers register with USA Hockey which in turn provides them with medical insurance should they become injured during the season while playing hockey. Players, coaches, and on-ice volunteers are NOT allowed to participate in USA Hockey sanctioned events (i.e., games, practices, tournaments) without being registered. All LYHO players and coaches must be registered with USA hockey. Sign up for the season at membership.usahockey.com.

2.2 Montana Amateur Hockey Association (MAHA)

Montana Amateur Hockey Association (MAHA) is the governing body of amateur hockey in the state of Montana. All LYHO programs are subject to the rules and regulations of MAHA.

2.3 LYHO Board of Directors

The LYHO Board of Directors oversees and implements the Lewistown Youth Hockey Organization By-Laws in addition to this guidebook. The By-Laws can be found in appendix A.

3.0 Registration and Financial Information

3.1 Registration

All participants must be registered to play hockey with LYHO. Registration consists of the following:

- Completed USA Hockey Registration with confirmation number.
- Completed LYHO Registration.
- Player and Parent signed Code(s) of Conduct.
- Payment of registration fees according to the fee structure.
- Copy of Birth Certificate for all first-year participants.

Late registration is discouraged, and a \$25 late fee will be applied to all late registrations received after the posted deadline.

3.2 Fee Structure

The fee for the season is \$100 per player. If more than one family member is registering, the second child is \$75, and all children after that are \$50. The fee for children 6 years old or younger is \$50. Fees are due prior to the registration deadline.

To encourage participation as LYHO grows all tournament and game fees are covered by LYHO. All players will have an equal opportunity to participate and LYHO will strive to provide equal opportunities across age divisions.

3.3 Refund Policy

LYHO will offer a full refund to any new player that determines they do not want to continue the season before the 5th official practice. After that, refunds will be given on a case-by-case basis as voted on by the LYHO Board of Directors. Refunds from LYHO will only include LYHO registration fees, jerseys, and gear rental and will not include USA Hockey membership fees or any gear purchased separately from the rental program.

3.4 Financial Assistance

LYHO strives to provide a youth hockey experience to as many players as possible. Families struggling with financial hardship can apply for financial assistance. The scholarship form can be found in Appendix B. The LYHO Board determines if a scholarship will be awarded and the amount. Financial assistance is limited to registration fees, jerseys, and gear rental only.

The LYHO Board requests families awarded scholarships attempt to volunteer at least an extra 5 hours beyond the 20 hours required.

4.0 Player and Parent Requirements

4.1 Code of Conduct

All players, parents, board members and coaches are required to read through, sign and return the appropriate Code of Conduct Form as a part of registration and before participating in any LYHO practices or games. Code of Conduct forms can be found in the appendix of this document and will be available during registration.

4.2 Protective Equipment Requirements

Hockey is a physically demanding sport which requires protective equipment. Players are required to wear full gear at practices and games. This gear includes hockey helmet, elbow pads, shoulder pads, knee pads, hockey pants or breezers, athletic cup, hockey gloves, hockey socks, hockey skates, hockey stick and neck guards.

All players above the 8u age group must always wear a mouth guard. For the 8u group, mouth guards are recommended but not required. As of the 2024-2025 season, USA Hockey is requiring neck laceration protection for all ages.

Players that are not in compliance with protective equipment requirements will be asked to leave the ice until they are in full equipment.

All players are required to have a blue Lewistown Youth Hockey jersey which will be available to be ordered during registration and is the players to keep. LYHO will provide a white jersey which must be returned at the end of the season. Used blue jerseys can be returned to LYHO for a \$20 credit toward a new jersey, and those jerseys will be available to purchase for \$20 during registration.

Players are encouraged to dress for the weather. Warm socks, neck gaiters, hand, and toe warmers, and warm underlayers may be required on cold nights. Dressing appropriately for the conditions is the responsibility of the player and his or her parent/guardian. Wet equipment, underlayers and socks in combination with cold temperatures increases the probability of hypothermia and frostbite.

Additional laceration protection that provides extra protection to the neck, wrists, and legs are recommended but not required.

A breakdown of required gear can be found in Appendix C of this document.

4.3 Gear Rental

LYHO offers equipment rentals to young players (4–10-year-olds) for a fixed yearly fee of \$50. The rental gear includes elbow pads, shoulder pads, hockey gloves, knee pads and hockey pants/breezers. There are a limited number of gear sets that will be available to be checked out on a first come first serve basis during in-person registration events. Gear sets must be returned upon the completion of the season.

4.4 Volunteer Obligations

LYHO runs entirely on volunteer efforts. Families are required to volunteer 20 points per season. Volunteer opportunities include but are not limited to running the Chokecherry booth, Fair ticket sales, assisting with tournaments, snow removal, serving on the LYHO Board of Directors, shoveling snow during practice, participation on committees set by the LYHO Board of Directors, and assisting the Lewistown Ice Skating Association with work events.

Families are required to sell fundraiser calendars that will be given out at registration. Selling calendars does not count as volunteer time.

4.5 Age Group Manager

LYHO will look to designate one parent per each age group as a manager. The goal of the age group manager is to assist with the organization and communication within the appointed age group. As

our program grows, it is getting increasingly more difficult for our small board/coaching staff to ensure good communication and organization among the age groups. This person will be the liaison between their age group and the coaches/board to ensure the best experience and opportunities for all players and families. The board will assist and support the parent rep to ensure they have the resources needed to fulfill these duties. The age group manager will be required to complete a free SafeSport training through USA Hockey prior to the beginning of the season.

- Responsibilities
 - Routine Tasks
 - Assist player/parent communication with coaches, board, etc. as needed.
 - Encourage families within your age group to utilize the Heja app to commit to upcoming games and scheduled events before the deadlines. This will allow coaches to create rosters and provide the best playing opportunity possible.
 - Assist the board/coaches in collecting and distributing paperwork, picture packets/payments etc. to/from families in your age group to ensure that everyone is included and accounted for.
 - Jamborees
 - Lewistown hosts a jamboree for each age group inviting teams from all over the State. These weekends are a great opportunity for kids to get in lots of hockey without having to travel. These weekends are a lot of fun but are also a fair amount of work. The parent rep for each age group will be responsible for assisting the board and coaches with the organization of their Jamborees.
 - Encourage families to respond to the scheduled event on HEJA ASAP before the deadline.
 - Create a sign-up sheet for parents to volunteer for: set up/tear down, assign locker monitor, empty garbage, scorekeeping, and other tasks.
 - Reach out to the rental shop to reserve items needed for around the rink: heaters, standing tables (if needed) etc.
 - Food options (If desired): reaching out to food trucks, potluck, etc.

5.0 Season Structure

5.1 Age Group Classifications

LYHO does not have the participant numbers to follow age group criteria set in place by USA Hockey. Instead, we strive to be similar to House Hockey programs such as those in Helena, Great Falls, Big Sky and Bozeman. For the 2024-25 season we will have three age classifications and practice groups. 6u/8u will be combined into one group. The next group will be 14u, and the most experienced group will be 18u. The LYHO coaches reserve the right to place participants into the appropriate group for their skill level. Any players considered to be placed outside of their age group due to ability will be contacted by a coach or board member to discuss options. Any disagreements with placement into an age group should be discussed with the Coach-in-Chief.

5.2 Practices and Scrimmages

The practice schedule will be as follows.

- 6u/8u will practice from 5:30-6:30 on Tuesdays and Thursdays
- 14u will practice from 6:30-7:30 on Tuesdays and Thursdays
- 18u will practice from 7:30-8:30 on Tuesdays and Thursdays

Each participant will only be allowed to participate in one session per night. Head coaches reserve the right to make exceptions as needed for things such as goaltending or player numbers.

The practice season in Lewistown will run as long as the Lewistown Ice Skating Association (LISA) has the rink open. Typically, this is from the week after Thanksgiving through the beginning of March.

Practice attendance is encouraged but is not mandatory and individuals who miss practice for any reason will not be punished.

The ice hockey season in Lewistown takes place during the cold and snowy winter. Coaches will determine whether conditions are appropriate to practice or not in extreme cold or snow and will notify parents ASAP if the decision is made to cancel practice. If practice is held and the parent is not comfortable with their child participating in the conditions, they should not attend.

If you know you will not be participating in a practice it is helpful and appreciated to send your head coach a message via the HEJA app so that they can plan accordingly.

5.3 Learn to Skate

A Learn to Skate class will be provided for players that are brand new to hockey and ice skating. This class lasts approximately half of the season and is geared towards younger individuals in the 6u/8u group that are new to hockey. Older players brand new to hockey and skating can participate in Learn to Skate, but permission should be granted by a coach or member of the LYHO Board of Directors first. If a player develops quickly, they can graduate from the Learn to Skate program early and join their appropriate group. As a general guideline, if a player can get up easily when they fall, turn while skating, push off both feet, and begin to be able to stop, Learn to Skate is not for them. For new players in the Learn to Skate program, it is highly recommended a parent be present at practices to assist their player with gear or attitude if needed.

Learn to skate will run from 4:30-5:15. Players that wish to participate in the normal practice time for their age slot are welcome to do so.

The Learn to Skate instructor has the right to remove any player that has become a distraction for other skaters or has skills beyond the level of Learn to Skate.

5.4 Travel Opportunities and Policy

Lewistown Youth Hockey does not participate in the Treasure State League or any other league that provides regularly scheduled games. Instead, efforts are made to find tournaments, jamborees, and scrimmages with similar competition. LYHO pays the fees for these events through fundraising efforts, and players of all abilities are welcome. LYHO will not fund any event where players are selected via tryout or ability and are not open to everyone that fits the age criteria.

USA Hockey restricts the number of players on a youth hockey roster to 20, which is the maximum number of players LYHO will allow to participate on one team in out-of-town events. Roster spots will be filled on a first come first serve basis through the HEJA application. If there is an opportunity to split into two teams to allow more players to participate and increase ice time for all individuals LYHO will do so.

LYHO age groups do not always fit perfectly with out-of-town events. All efforts will be made to try and not exclude any players in an age group, but the wishes of the event organizer must be considered. Players that participate for both Lewistown and another youth hockey organization will be given the same opportunities to participate in events unless the rules and recommendations from the event organizer prohibit it.

The Coach-In-Chief, Rob Beattie, oversees scheduling out of town events and in town jamborees, with oversight from the LYHO Board of Directors.

6.0 Communication

6.1 HEJA Application

Lewistown Youth Hockey communicates to parents through the HEJA application. Instructions on how-to sign-up parents and players will be provided during registration. Participation in the app is mandatory, LYHO uses the app to relay information about volunteer opportunities, practice cancellations, sign up for additional events, and more.

6.2 Who to Contact

Please be aware that coaches can be extremely busy during practices and other events and try to address questions you have for coaches via the HEJA application or a phone call.

Parents can refer to the list below to determine who to contact with questions, comments or concerns:

- Issues with a specific coach – Coach in Chief Rob Beattie, 734-536-8088 or Rbeattie@mt.gov
- Issues with the Coach-in-Chief – LYHO Board President Dan Rhyner, 406-366-0535 or danr@hcr-inc.com
- Financial questions and financial assistance – LYHO Board Treasurer, Kendra Wichman, 406-366-0117 or kendra@fergusfcu.com
- Gear Rental – Julie Kirsch 734-629-7099 or Julie.kirsch18@gmail.com
- SafeSport Coordinator – Julie Kirsch 734-629-7099 or Julie.kirsch18@gmail.com
- Questions about events or travel – Coach-in-Chief Rob Beattie, 734-536-8088 or Rbeattie@mt.gov

7.0 Coaching

7.1 Coaching Guidelines and Duties

All individuals interested in a coaching position should display good communication skills, an understanding of hockey fundamentals, and good teaching skills. Coaches must complete all certification requirements of USA Hockey and the Montana Amateur Hockey Association. Responsibilities of all coaches include, but may not be limited to:

- Enforce USA Hockey's Safe Sport Policy.
- Meet current USA Hockey coaching criteria and be familiar with all rules and regulations of USA Hockey and MAHA.
- Read, sign and follow the MAHA coach code of conduct.
- Strive to create practices that focus on kids with specific needs and beginners without holding back kids that are developing more quickly.
- Promote sportsmanship in practices and games.
- Emphasize fun, teamwork and competition without an overemphasis on winning.
- Strive to develop the skills and game knowledge expected of their age group.
- Minimize the amount of time spent standing around during practices.

- Consider the weather when developing practice plans and keep players moving on cold nights.
- Treat each player equally and with respect.
- Serve as a good role model to 100% of the players 100% of the time.
- Demonstrate and teach respect for referees.
- Understand LYHO's vision, mission statement and core values and work to follow those guidelines.

7.2 Coach Selection

- All coaches must be approved by the Lewistown Youth Hockey Board of Directors.
- Head coaches will be selected by a coaching committee that consists of head and assistant coaches from the previous year. The Coach-In-Chief will take those selections to the Board of Directors for final approval.
- The most highly qualified coaches will be chosen based on past coaching experience, ability to exemplify LYHO's core values, experience working with teams of young people, and commitment and availability to the program.
- An understanding of hockey fundamentals is preferred but not mandatory for assistant coaches and other on-ice helpers.

7.3 Coaching Certification Requirements

- Current (prior to first on ice session) USA Hockey Coaches Registration.
- Current USA Hockey Background screening.
- Current USA Hockey SafeSport Training certification.
- USA Hockey Age Specific Module for age level they are coaching.
- Current USA Hockey Coaching Education Program level 1 or higher (before Jan 1st of season)

7.4 Student Coaching Guidelines and Responsibilities

Student coaches are a valuable part of any youth hockey organization. A student coach is defined as a LYHO player under the age of 18 who wishes to gain experience coaching and learning from certified and experienced adult coaches. To ensure a quality experience for student coaches, players, volunteers, and coaches, we have developed the following guidelines for student coaches:

- The minimum age for a student coach is 13.
- Student coaches must wear a helmet during practices and games. With the head coach's permission, they may be on the bench during games.
- Student coaches will be selected by the head coach for the age group they are assisting with.
- Student coaches must attend a training session organized by LYHO or audit a Level 1 CEP clinic.

Student coaches will:

- Arrive at the rink on time to assist with coaching duties.
- Lead by example and engage with players on the ice during practices.
- Assist in set up and cleanup of practices.
- Communicate with the head coach about practice plans, drills, and other duties that may be assigned to the student coach.
- Notify head coach of any absences to practices as early as possible.
- Be a role model for younger players.
- Exemplify LYHO's core values.

The opportunity to student coach is a privilege offered to older players within LYHO that exemplify LYHO's core values. Head coaches reserve the right to choose student coaches, and it is not an opportunity that will be offered to all players.

7.5 Coach-In-Chief

The current LYHO Coach-in-Chief is Rob Beattie.

The LYHO Coach-in-Chief is an individual with in-depth knowledge and appreciation of USA Hockey's ADM skill development programs and objectives. The Coach-in-Chief is tasked with assembling and managing a staff of quality coaches to ensure the proper curriculum is taught to our member players.

The Coach-in-Chief acts as an advisor to the LYHO Board of Directors and an intermediary between the coaching committee and the Board of Directors. The Coach-in-Chief reports to the LYHO Board of Directors with the primary responsibilities as follows:

- Oversee the recruitment, selection, evaluation, education, development and retention of LYHO coaches. Facilitate and manage the annual selection process in accordance with LYHO needs, requirements and guidelines.
- Make recommendations to the LYHO Board for one Head Coach and the appropriate Assistant Coaches for each age group.
- Selection of coaches will be an annual LYHO Board decision, with Coach-in-Chief providing input.
- Provide oversight of coaches to organize and implement practice plans. Periodically attend practices at all age groups and levels.
- Serve as a mentor and educator for all coaches in the LYHO program.
- Continually monitor coaching staff compliance with USA Hockey coaching education requirements and ensure all selected head coaches and assistant coaches have all needed certifications.
- Provide oversight input to the LYHO Board on program quality and performance evaluation of LYHO coaching and player development.
- Serve as a contact with age group managers, coaches and parents on player, parent, and coaching issues as may be necessary during the LYHO season.
- Serve as LYHO Board advisor on player/coach/parent disciplinary matters.
- Attend monthly LYHO Board meetings.
- Serve at the discretion of the LYHO Board. The LYHO Board will have the final say in the selection/retention of the position.

8.0 LYHO Policies

8.1 USA Hockey Safe Sport Reporting Policy

USA Hockey's Reporting Policy is a key part of its Safe Sport Program, and an effective reporting policy is crucial to preventing abuse. Section IV of the Safe Sport Handbook contains specifics on the Reporting Policy.

The Policy requires that every employee or volunteer of any USA Hockey Member Program must report:

- Actual or perceived violations of the USA Hockey Safe Sport Program Handbook.
- Any violations of the Policy prohibiting sexual abuse, physical abuse, emotional abuse, bullying, threats/harassment, hazing, and;

- Suspicions or allegations of child physical or sexual abuse to the appropriate USA Hockey representatives.

In all cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of a USA Hockey Member Program must also report to the appropriate law enforcement authorities.

To make a report to USA Hockey, you do so by:

- Completing the reporting form found at USAHockey.com/makingareport
- Emailing safesport@usahockey.org
- Calling 800-888-4656

Reports may also be made to the MAHA Safe Sport Coordinator or LYHO Safe Sport Representative.

- MAHA Safe Sport Coordinator Kari Riley 406-945-4291 or mahasafesport@yahoo.com
- LYHO Safe Sport Coordinator: Julie Kirsch 734-629-7099

8.2 Zero Tolerance Policy

All LYHO hockey players, parents, guardians, family members, referees, coaches, and team managers are strongly encouraged to read and understand the USA Hockey Zero Tolerance Policy.

A copy of this policy may be found on the USA Hockey website at:

<http://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>.

8.3 Whistleblower Policy

The whistleblower policy of LYHO encourages board members, staff, members, and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of LYHO. The whistleblower policy specifies that LYHO will protect the person from retaliation and identifies where such information can be reported.

- Encouragement of reporting: LYHO encourages complaints, reports of inquiries about illegal practices or serious violations of LYHO policies, including illegal or improper conduct by LYHO itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, SafeSport violations or other similar illegal or improper practices or policies. Other subjects on which LYHO has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- Protection from retaliation: LYHO prohibits retaliation by or on behalf of the LYHO against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. LYHO reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, the identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.
- Where to report: Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should

be directed to the LYHO Board of Directors President or Vice President immediately. LYHO will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that the LYHO may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

8.4 Locker Room Policy

LYHO will strive to provide a safe and positive locker room experience while working within the constraints of our program and facility.

LYHO will follow USA Hockey's Co-ed Locker Room Policy by using the minimum attire policy. This policy states that all players are required to arrive at the rink wearing their hockey base layers or shorts and t-shirts (in good condition – no holes or tears in clothing) under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress.

LYHO will provide a certified screened Safe Sport locker room monitor during all events to assure that only participants and parents are permitted in the locker room and to supervise the conduct of participants in the locker room.

Challenges with the facility and age groups require that locker rooms are open to parents and siblings. The verified and screened locker room monitor, and minimum attire policy are meant to protect players as much as possible.

The use of a mobile device's recording capabilities in locker rooms is not permitted at any USA Hockey sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

8.4 Grievance Protocol

If a member has an issue regarding coaching, parent behavior, practices, games or Organization policy, the issue should be brought first to the attention of the Age Division Rep in an appropriate and respectful manner. In the case of a parent having an issue with a coach, the manager would talk the issue over with the coach and then either take the results back to the parent, or if the coach wishes, schedule a conference with the parent, coach and manager. If the issue is not resolved to either party's satisfaction, the manager will take the issue to the LYHO Board of Directors President. In the absence of a team manager or Age Division Rep the member should take the issue directly to a person serving on the Board of Directors. If the issue has to do with Organization policy, the team manager should go to a member of the Board of Directors. At no point should a parent confront a player that is not their child.

8.5 Disciplinary Policy

Failure to comply with the Player Code of Conduct adopted by LYHO is detrimental to the organization and will not be tolerated.

- Parents are encouraged to work with the coach and or/team manager first regarding a violation(s) by a player. If the problem cannot be resolved at this level, the youth hockey director should be contacted.
- If needed, after discussion with the coach and/or team manager, a hearing with the Discipline Committee will be held for a violation of the player code of conduct as outlined in Bylaw 10 of USA Hockey's Annual Guide.

- The Discipline Committee may determine that the situation be handled by the player's coach, or the Discipline Committee may apply an appropriate consequence (e.g. community service, suspension, removal from the organization, etc.).

Violation of the Parent Code of Conduct is detrimental to the organization and may be brought forward to the youth hockey director by a coach, manager, rink staff, spectator, official or parent. If a parent violates the code of conduct, the following consequences may occur:

- The Discipline Committee will hold a hearing with the parent(s) as outlined in Bylaw 10 of USA Hockey's Annual Guide.
- The Discipline Committee may apply an appropriate consequence/sanction.
- Continued violation of the Parent Code of Conduct may result in permanent removal from LYHO programs for both parent and player.

Violation of the Coaches Code of Conduct is detrimental to the organization and may be brought forward to the youth hockey director by a coach, manager, rink staff, spectator, official or parent.

- The Discipline Committee will meet with the coach as outlined in Bylaw 10 of USA Hockey's Annual Guide.
 - Coaches who violate the Code of Conduct will be subject to disciplinary action which could include verbal warning, written warning, suspension from practice or games, community service, removal from the organization, etc.
 - LYHO has a zero-tolerance policy on drug and alcohol use while working with players. If a coach has consumed alcohol or drugs before a game or practice, LYHO has the right to terminate the coach. If a coach has been arrested for a drug or alcohol related offense, LYHO has the right to terminate the coach.

A standing committee will be appointed by the LYHO Board each season and will consist of the following:

Voting Members: Consists of elected board members including the Vice President (Committee Chairperson), and two At-Large Directors.

- If any of these members are not able to attend a scheduled meeting, another member of the LYHO Board (as appointed by the Committee Chairperson) may serve as an alternate.
- In the event of a conflict of interest, the board will appoint substitute voting members from the board on a case-by-case basis.
- As a prerequisite for participation on the Committee, all voting members must be objective and impartial.

Non-Voting Members: Consists of two representatives from the age group where an alleged infraction occurred.

- This may include the Team Head Coach, Team Manager, or Assistant Coach.
- Non-voting members can provide first-hand accounts of alleged incidents, and/or provide additional perspective for consideration by the voting members.
- Non-voting members do not have to be members of the LYHO Board.
- The Coach-in-Chief may serve as a non-voting member of the Committee when a coach is involved in a complaint, or when the Coach-in-Chief has specific knowledge of an alleged incident.

Lewistown Youth Hockey Organization By-Laws

Name: The name of this organization is Lewistown Youth Hockey Organization. The name may officially be abbreviated as LYHO.

Purpose: Lewistown Youth Hockey Organization is committed to provide a positive youth hockey experience for players of all skill levels and ages that will help them develop as players and individuals to foster a lifelong enjoyment of the game of hockey.

The purpose of this organization is to encourage, promote and improve the standards of youth ice hockey in city of Lewistown, MT and surrounding areas. It is also to encourage adult involvement through education in the sport of ice hockey and to encourage further involvement through game participation, refereeing and youth coaching.

This organization will schedule youth practices, youth hockey events and provide adult supervision for said practices and events.

The organization will also participate in fund raising activities for LYHO.

Membership: Any person 18 years or older may be a member of LYHO. A member is defined as any parent or legal guardian of a player or players in LYHO. Membership in the organization is granted immediately upon payment of annual dues. Any individual that is 18 years or older may become a member, even without a player or players in LYHO, simply by paying the annual membership dues. Membership dues shall be established each year at the August Board of Directors meeting. Members can participate and will be allowed (1) vote to vote in new board members at the annual Board of Directors meeting.

Organization: The LYHO shall be governed by a Board of Directors consisting of a total of six members. The Board of Directors shall establish the associations overall goals, priorities, projects and programs. All acting members of the Board of Directors will have a direct role in authorizing the disbursement of funds, fund raising and approval of projects/activities by LYHO. Any motions will require the approval and majority of the Board. The LYHO Board of Directors will be a working board with direct involvement and active participation of the board members in at least 2/3 of all board sanctioned activities.

The LYHO Board of Directors shall at least require the following officials:

President: Shall preside over meetings of the Board of Directors and duties usually associated with the office of president including conducting any business for the organization when the board is not in session.

Vice President: Shall serve as assistant to the president and will preside over meetings in the absence of the president. They will also temporarily fill any board positions vacant due to resignations until a suitable replacement can be appointed.

Secretary: Shall be responsible for keeping the minutes of all meetings, distributing Board meeting minutes to all members of the Board and perform other duties that the president and/or Board of Directors may direct.

Treasurer: Shall provide all financial bookkeeping requirements and provide accurate financial statements to the Board of Directors at each Board meeting. They shall also make timely and

accurate payments of any invoices billed to LYHO. Make timely deposits of all cash and checks received. Shall seek proper Board approval of any invoices if necessary and perform any other duties as the president and Board of Directors may direct.

Coaching Coordinator: Act as overall head coach for the association and will oversee the implementation of LYHO coaching requirements. They will also select a coaching committee to include themselves and at least one other person to identify and recruit potential coaches. They will also oversee the interview process for any coaching recruits and involve the Board of Directors for final Board approval of all coaching candidates.

All Board terms will be one year but can serve for up to two consecutive terms. Positions shall be staggered so 1/3 membership is voted in at each annual meeting. Election to the Board will happen after a successful nomination by anyone in the ice skating and youth hockey community, and a successful vote by the LYHO Board membership, as described above, at the annual meeting.

The Board will meet at least nine (9) times a year including all Board meetings and an annual meeting of the members to be held in August. Board members are required to attend at least 50% of all called meetings. All Board members are expected to participate in work projects, fund raising projects, to maintain and improve the infrastructure of the ice-skating facility and any other duties assigned by the president or Board such as chair committees, organize work parties and participate in fund raising events.

Player Participation: Any youth between the ages of 4 and 17 may participate in Lewistown Youth Hockey. As a minimum there will be three (3) separate age groups for youth hockey: all players from 4 years old up to age of 8 years old (8U), players between the ages of 9 years old and 12 years old (12U) and all players from the age of 13 years old and older (14U). As LYHO membership and numbers increase it will be the goal of the association to expand the youth hockey age groups to standard youth hockey organization: Mini Mite (5- and 6-year-old) Mite (7- and 8-year-old), Squirt (9- and 10-year-old), Pee wee (11 and 12 year old), Bantam (13 and 14 year old) and Midget (15 to 16 year old).

Coaches: The coaching coordinator shall convene a committee of himself and at least one (1) other Board approved member to identify and recruit coaches for the upcoming season. The committee will conduct interviews and do complete background checks on all possible recruits. All coaches are required to be members of LYHO or LISA (Lewistown Ice Skating Association) unless otherwise waived by the Board of Directors.

All coaches will coach within the guidelines, principles and philosophy of LYHO.

All coaches will be allowed one (1) to (2) assistant coaches. Any assistant coaches will be brought to the committee by the head coaches and must go through the same interview and background check process as the head coaches.

Sportsmanship: All LYHO members and players shall always abide by the USA Hockey rules of conduct and sportsmanship. All LYHO players, parents and board members will review and sign the LYHO Code of Conduct agreement at the start of each season. Any LYHO players, parents or board members that violate the signed Code of Conduct agreement will be subject to disciplinary action by the Board of Directors. All violations will be presented to the Board in a written statement citing violation(s) of the code and will be evaluated as to the severity of the violation(s). Severe violation(s) may result in the elimination of a player's membership for the year.



LEWISTOWN YOUTH HOCKEY SCHOLARSHIP FORM

TODAY'S DATE: _____

PLAYER'S NAME: _____

PLAYER'S D.O.B.: _____ PHONE #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TOTAL HOUSEHOLD INCOME

EMPLOYER: _____ EMPLOYER: _____

ANNUAL INCOME: _____ ANNUAL INCOME: _____

OTHER INCOME: _____ OTHER INCOME: _____
(Child Support, Unemployment, Disability, SS, etc.) (Child Support, Unemployment, Disability, SS, etc.)

TOTAL HOUSEHOLD INCOME ANNUALLY \$ _____

MEMBERS OF HOUSEHOLD

NAME	DOB	RELATIONSHIP
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____

- ❖ Please complete this form and return it to a LYHO Board Member for consideration. A big part of our Youth Hockey programs relies on parent volunteers, and we typically ask families to donate 20 points (equivalent to 20 hours) of volunteer time each year. If your player is qualified for a scholarship this season, we ask that you attempt to volunteer extra time on top of the required 20 points to help our program grow so we can continue providing scholarships in the future. Thank you!
-

LYHO BOARD USE ONLY

QUALIFIED: YES / NO SCHOLARSHIP AMOUNT: \$ _____ BOARD MEMBER INITIALS: _____

Gear Checklist

As a parent, shopping for youth hockey equipment for your child can be a daunting and overwhelming task. It is hard to remember what gear is required, what gear is recommended, and what purpose each piece of gear serves. No matter what youth league your child plays in, they will need each piece of equipment shown in this checklist. This ensures that they will be as safe as possible while on the ice, as this equipment protects your child from falls, errant sticks, pucks, and so on.



Additional Equipment information

Hockey Stick

- With skates on and the toe of the stick on the ground between the player's feet, the stick should be between the chin and the nose of the player. Without skates the stick should be to about the bridge of the nose.



- Stick flex should be approximately half the weight of the player. EX: A 120 lb player should have a stick flex of 60. A 90 lb player should have a stick flex around 45.
 - Cutting a stick down decreases flex, adding length to a stick increases flex
- A player who holds the top of their stick with their left hand and grips the middle with their right hand is considered right-handed and will need a right-handed curve. Opposite for left-handed.

Helmet

- Players need a HECC (Hockey Equipment Certification Council) approved helmet and a HECC approved full facemask.
- There is an expiration date on a sticker on the helmet, check before purchasing used.
- Even without playing full contact, concussions are very possible in ice hockey and a properly fitting, certified and up to date helmet can help prevent concussions.

Mouthguard

- USA hockey requires mouthguards for all players 11 and older
- Mouthguard must be colored, not clear
- Recommend getting a moldable mouthguard meant for hockey, smaller than what would be used for football, only covering the upper teeth

Neck guard

- New USA Hockey requirement for 2024-2025 season
- Protection from skate blades and sticks that could potentially cause laceration

Properly fit hockey equipment can help prevent injury and allow your player better range of motion, and will result in a safer, more enjoyable experience for your player

<https://www.purehockey.com/c/pure-hockey-fitting-guide>



**USA HOCKEY
PARTICIPANT
CODE OF CONDUCT**

NAME: _____

To be read and signed by you as a member of Team: _____.

Participating in USA Hockey for the _____ season.

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated. Fighting will result in an appearance before a Discipline Committee.
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc) during all team functions.
7. Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

Signed: _____ Date: _____

Appendix E. Parent's Code of Conduct



Parent's Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- 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.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- 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.
- Applaud a good effort in both victory and 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.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.

Parent/Guardian

Parent/Guardian

Appendix F. Coach's Code of Conduct



Coach's 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 player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

Coach

Coaching Director

Date

Appendix G: LYHO Board Member Code of Conduct

Lewistown Youth Hockey Organization is a non-profit organization that is committed to providing young athletes in the Lewistown area the opportunity to develop skills, knowledge and love for the game of hockey in a fun, safe and inclusive environment.

As a member of the Lewistown Youth Hockey Organization, I pledge to support the program to the best of my ability by adhering to the following:

- I will always conduct LYHO business in a professional and courteous manner with respect for the community, our coaches, players, parents, and volunteers.
- I will be a positive role model and encourage good sportsmanship through support for all players, coaches, officials, volunteers, families, etc.
- I will regularly attend meetings and stay informed on current events, issues, and future plans regarding youth hockey in Lewistown.
- I will participate and support the program to the best of my ability. *This is a volunteer board, and it is understood that not everyone will be able to assist with every task.*
- I will encourage and model good communication between players, coaches, officials, parents, other board members and volunteers.
- I will abide by the LYHO rules, regulations, and by-laws to ensure a safe and positive environment for all.

The following actions and activities are not condoned by LYHO and may result in disciplinary action including removal from the board:

- Abusive or disrespectful language towards board members, coaches, officials, players, parents, volunteers, etc.
- Any type of harassment towards board members, coaches, officials, players, parents, volunteers, etc.
- Any actions carried out with intent to disparage LYHO or anyone involved in the program.

I have read and understand the LYHO Board Member Code of Conduct. I agree to abide by the rules above and support the program to the best of my ability.

Board Member Signature

Date

Appendix H: Player Media Release Form

Lewistown Youth Hockey Organization Athlete Media Release Form

I, _____ (please print), grant permission to Lewistown Youth Hockey Organization and its agents and board members to use photographs, voice recordings, or video taken of me or my child/ward during the games and events associated with Lewistown Youth Hockey Organization in any manner to help promote the organization activities as determined in the sole discretion of the Lewistown Youth Hockey Organization. Such use could include publications, media releases, announcements, electronic or otherwise, and Lewistown Youth Hockey websites or social media pages. I understand that neither I nor my child/ward will receive and compensation if such image appears in any of the manners listed above or any other manner the organization deems appropriate. I agree that such image is the property of Lewistown Youth Hockey Organization. I waive my right to any compensation.

I acknowledge that I am _____ [] over the age of 18

[] the legal guardian of the following

If legal guardian of model(s), please list name(s) here:

Name(s): _____

Signature: _____ Date: _____