

# JUNEAU-DOUGLAS ICE ASSOCIATION



## MEMBERSHIP HANDBOOK

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Juneau-Douglas Ice Association

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## Table of Contents

Message from the President .....	4
Introduction .....	5
JDIA Mission Statement .....	5
JDIA Goals and Objectives .....	5
JDIA Administrative Body .....	7
Questions and Concerns .....	7
Volunteers .....	7
Fees and Refund Policy .....	7
Equipment .....	8
Jersey Responsibility .....	9
Birth Certificate and Other Documents .....	9
Insurance Coverage .....	9
Safesport .....	10
Health Conditions .....	10
Player Evaluation and Team Selections .....	11
Fair Ice Time .....	11
American Development Model .....	12
Transfer within Division .....	12
Transfer to Upper Division .....	12
Skating and Skill Development Programs .....	13
Parent Responsibility .....	13
Team Managers .....	14
JDIA Youth Hockey Gear .....	14
Pictures .....	14
Score Sheets .....	14
JDIA Program Staff .....	15
Selection of Team Coaches .....	15
Director of Coaching .....	15
Coaching Education Program Director .....	16
Coaching Liaison .....	16
Fund Raising .....	17
Registration Fees .....	17
Annual Fund Raising Program .....	17
Youth Activity Grant .....	17
Special Fund Raising .....	17
Contributions .....	18
Conduct .....	18
Sportsmanship .....	18
Rink .....	18
Noisemakers .....	18

Substance Abuse .....	18
Abusive Language/Behavior.....	19
Fighting .....	19
Vandalism/Theft .....	19
Puck and Stick Misuse .....	19
Locker Rooms .....	19
General and Special Rules for All Divisions .....	20
Length of Games/Scrimmages .....	20
Make-up Games & Ice Time.....	20
General Rules.....	20
USA Hockey Spectators Code .....	21

## **MESSAGE FROM THE PRESIDENT**

The Board of Directors is pleased to present the JDIA Membership Handbook. Over the years as our program continues to grow, we realize that members have many questions regarding all aspects of our association. This year we have assembled this handbook so that members have a place to turn to when questions arise regarding our association and the parameters that we operate within.

This handbook covers topics such as composition of the JDIA Board of Directors, Registration, Refund Policy, Equipment, Player and Parent responsibilities, Fund Raising, Code of Conduct, Travel Team, and many other details

Our membership fluctuates between 165 and 210 players and ranges in age between 4 year olds, and 18 year olds. We have 5 age levels – Mites, Squirts, Pee Wees, Bantams, and Midgets, plus our Introduction to Hockey class. In the 12 years we have been in existence, we have enrolled nearly 2,000 players into the sport of Hockey. We have five state championships, which are all proudly displayed at our local Treadwell Ice Arena. We have grown much in a short time and have produced many great hockey players, and watched our first generation grow from Mites to High School Hockey.

None of this would be possible if not for the dedication of so many volunteers that keep the program going. We have 11 members on the board that meet throughout the year. We have coaches that donate endless hours preparing practice plans and being on the ice. We have a great arena, and of course we have the parents and players that make it all worth it. We are very fortunate to have so many dedicated people in our association, and we are fortunate to have the first indoor ice arena in southeast Alaska.

This handbook is another step in our pursuit of defining who we are. We hope you find it to be a useful.

Thanks for your support of this great association and we will see you at the rink.

Matt Boline  
President  
Juneau Douglas Ice Association

## **INTRODUCTION**

The Juneau Douglas Ice Association (JDIA) is an affiliate of the USA Hockey Association and the Alaska State Hockey Association (ASHA) in good standing. JDIA is a 501(c) 3 non-profit corporation committed to conducting a developmental and recreational Youth Hockey Program. This handbook is designed to acquaint you with JDIA as an organization and their youth hockey program rules and procedures. Every adult that has a child registered in a JDIA program becomes a member of JDIA. Every family who has a registered player(s) is entitled to one vote per family at the JDIA annual meeting or during special membership meetings. Since everyone is a member in the association, general and special rules governing several aspects of the program are included. These program rules and procedures may be updated occasionally but will be implemented in addition to the State Affiliate Handbook, Pacific-District Guidebook, and the USA Hockey Annual Guide. JDIA will utilize the Treadwell Ice Arena for practice/instruction sessions as well as scrimmages and games. Use of this facility is made possible by rental basis only, and scheduling is subject to change at the discretion of the Rink Manager, CBJ-Parks and Recreation Department. Information regarding the Treadwell Ice Arena may be obtained by going directly to their webpage: <http://www.juneau.org/parkrec/icerink/index.php>

## **JDIA MISSION STATEMENT**

JDIA is a non-profit volunteer organization that provides a safe and fun learning environment so youths between the ages 4 and 18 can develop skills, character, confidence and self-esteem by participating in the sport of hockey.

## **JDIA GOALS AND OBJECTIVES**

JDIA is staffed by a volunteer Board of Directors, coaches and parents who are committed to providing an enriching and challenging program by teaching teamwork, discipline, self respect, respect for others, and a lifelong appreciation of the game of hockey. The overall goal of the JDIA is to provide ice hockey opportunities for youth who wish to participate, regardless of their physical abilities or financial capabilities. JDIA defines success as continual player development that improves one's skill while building sportsmanship and character through active participation in the sport of hockey. Hockey activities are designed to meet the need of entry-level youth with progressive and challenging programs as they move up each age specific divisions in the recreation league.

Good sportsmanship from all members and participants is stressed and all players are given a fair opportunity to play during games. All divisions emphasize skating skills along with stick control, puck handling, various team positions, the essentials of team play, and general objectives of the game. Emphasis is placed on the youth gaining necessary basic abilities and enjoying the sport of recreational hockey. It is our goal to deliver the appropriate level of coaching, mentoring and inspiration to ensure players have developed the skill and attitude to continue on to high school hockey programs or various levels of hockey beyond High School.

Each Hockey Season JDIA may participate in both Tier III and IV of the Alaska State Hockey Association. Divisions eligible to compete are Squirts, Pee Wees, Bantams and Midgets. The Tier III and IV levels that JDIA may participate in are tiers that JDIA have chosen as a means of continuing a learning and recreational atmosphere for development.

As the JDIA Youth Hockey Program matures and develops it is JDIA's intention to support participation at the Tier I and II levels if it's feasible. Development of all travel team(s) will be based on availability of resources, ice time, selection process, funding, travel costs, the desires of its players and the commitment of membership. However, final approval is required by the JDIA Board of Directors.

### **JDIA ADMINISTRATIVE BODY**

JDIA as an organization is managed by eleven Board of Directors. The directors are elected from the general membership and hold their seat for a three-year term; directors are volunteers and receive no compensation, in fact, there are no paid staff members employed with JDIA. The membership elects the Board of Directors during the annual meeting but the Board may fill vacated seats. Members are encouraged to become board members or to participate as a committee member or to special projects.

The Board of Directors will generally meet once a month. Any member of JDIA may attend these meetings. Anyone wishing to address the Board may do so by contacting the president or vice president and request to be placed on the agenda. In the event that a member is unable to make contact with the president or vice president, they may show up and request to have the agenda amended at the beginning of the meeting in order to be heard.

### **JDIA Board Committees:**

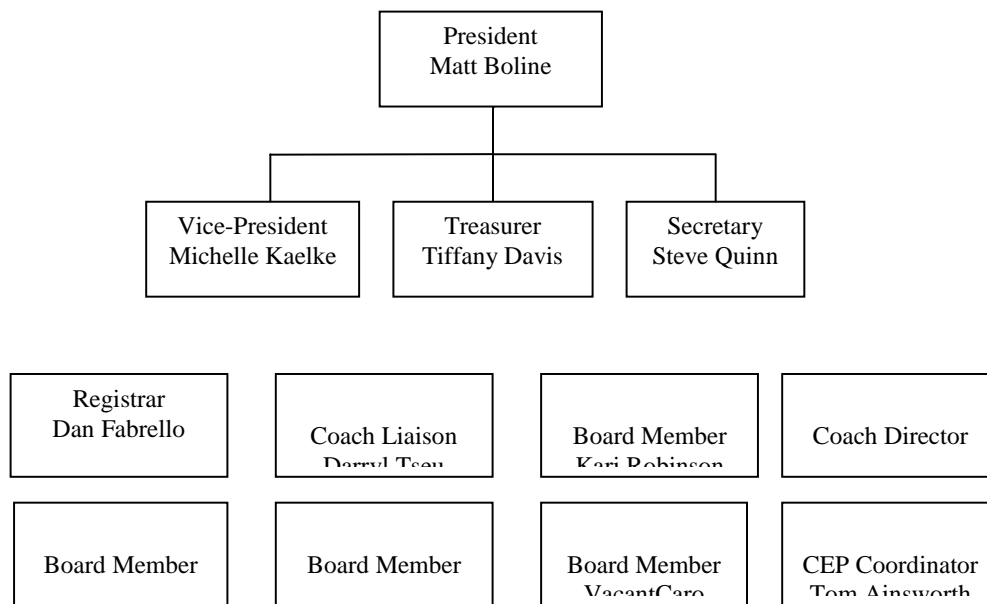
In accordance with JDIA bylaws, the board will establish standing committees and subcommittees to address specific topics.

Current subcommittees include:

- Fundraising;
- Youth Activity Grants;
- Registration/Scholarship;

- Discipline;
- Blue Line Club.

### Juneau Douglas Ice Association Organizational Structure



### QUESTIONS AND CONCERNS

Questions and concerns are a natural occurrence. Members who have issues for which they desire some explanation or resolution are encouraged to first contact the head coach and they will usually be able to answer your questions or address your concerns. By doing so, most issues may be resolved at the first level. However, if the matter is unresolved, please contact the Coaching Liaison. Serious matters will be brought to the attention of the CEP Instructor and the JDIA Board of Directors.

### VOLUNTEERS

The Youth Hockey Program is operated by volunteers and parents who donate many hours of their time; to achieve a successful program. There are many duties which need to be accomplished by the membership. Some span the full season and other duties are occasional. If you have an interest in becoming a board member or see a special area of need in the JDIA program where you can make a positive contribution, please contact your Head Coach or a JDIA Board Member for more information. Your participation is appreciated and will contribute to the long-term sustainability of JDIA.

## **FEES AND REFUND POLICY**

The fee schedule is set by the Board of Directors each year and is based on the estimated number of participants, the cost of ice time rentals and the amount of ice hours purchased (fees established by CBJ-Parks and Recreation) and other administrative costs. Registration for JDIA must be done on-line. The registration fees are rendered upon registration with JDIA online Pay Pal. Scholarships are available for families of any player experiencing financial hardship. They may apply for a scholarship from the CBJ Parks and Recreation. In addition, the JDIA Board of Directors will also consider awarding scholarships on a case-by-case basis, please feel contact the JDIA Registrar. The Board keeps the list of scholarship recipients confidential.

The Board will consider a request for refund on a case-by-case basis. A written justification must be submitted for the Boards review and consideration. Parents may either send an e-mail directly to [jdiainmail@gmail.com](mailto:jdiainmail@gmail.com) or may deliver the written justification to the JDIA Treasurer. The registration subcommittee is responsible for reviewing all refund requests and presenting their recommendations to the board for approval. Approved refunds may be pro-rated. Members should allow up to 30 days to receive refunds from the time the request is submitted. The amount paid to ASHA and USA Hockey is non-refundable.

### **2014-2015 JDIA Fee Schedule**

<b>Age Division</b>	<b>Regular Fee</b>	<b>Early Fee</b>	<b>Early Reg. Dates</b>
<b>Midget</b> 18 & Under	\$269.00	\$229.00	8/8/2014 - 8/31/2014
<b>Bantam</b> 14 & Under	\$499.00	\$459.00	8/8/2014 - 8/31/2014
<b>PeeWee</b> 12 & Under	\$499.00	\$459.00	8/8/2014 - 8/31/2014
<b>Squirt</b> 10 & Under	\$499.00	\$459.00	8/8/2014 - 8/31/2014
<b>Mite</b> 8 & Under	\$280.00	\$240.00	8/8/2014 - 8/31/2014
<b>Intro/Girls</b>	\$99.00	\$99.00	8/8/2014 - 8/31/2014

## **EQUIPMENT**

Parents or guardians have the responsibility to ensure that their child is furnished with and wears – during all games and practices – the following mandatory safety equipment:



- Helmet with face mask as approved by USA HOCKEY – HECC, with a valid expiration date.
- Internal mouth piece attached to face mask for Pee Wee & above ages
- Shin pads
- Elbow pads
- Shoulder and chest pads
- Hockey gloves
- Hockey pants
- Athletic supporter with hard plastic cup - Mites and above
- Hockey skates (Regular sharpening recommended)
- Hockey stick

The above equipment is made mandatory by USA Hockey rules and our insurance coverage. Failure to wear this equipment on-ice negates our insurance coverage. At the start of any game the referee may conduct an equipment check. Any player not wearing mandatory safety equipment required for that age group will not be allowed to play. If a piece of equipment breaks during the course of a game, it is to be repaired or replaced before the player may continue.

### **JERSEY RESPONSIBILITY**

JDIA will provide practice and game jerseys along with a set of hockey socks for each participant each season. A designated person will issue game jerseys at the beginning of the season to all players. Each player will be assigned a black and a white game jersey that for which they will be responsible entire year. By season's end, players must return their sets of game jerseys. A \$150 fee will be assessed if they are not returned by mid-April. Players are responsible for their own practice jersey for the entire season and are required to wear their issued jerseys and hockey socks during all JDIA practices.

### **BIRTH CERTIFICATE AND OTHER DOCUMENTS**

Player's must be registered using their name as it appears on their birth certificate. This is important because a copy of the birth certificate is needed by the ASHA State Registrar when authorizing the team rosters for the State Tournaments and for trips to Canada. The JDIA Registrar will coordinate the approval process with the Team Manager and Head Coach to ensure all required documents are in order.

### **INSURANCE COVERAGE**

Each registered player and coach is covered by a group insurance policy with USA Hockey. This is, however, a secondary policy, which means that it only covers costs not

covered by a member's primary insurance carrier. If a member has no primary insurance, then this insurance may be considered a primary policy covering hockey-related injuries.

In all cases, there is a minimum deductible that may vary from year to year. In the event that a player suffers an injury, the player or the family must:

1. Notify the rink and complete an incident report. This is a CBJ requirement.
2. Contact the head coach (if not on the ice). The Head Coach and parent will work with the JDIA Registrar to complete the required insurance form.

It is the responsibility of the head coach to receive the required claim forms from the JDIA Registrar. If a player or coach suffers an injury, even where no intent or need for filing of a claim is perceived at the time of incident, the player, coach and parent are required to report the matter to the team's head coach who will also notify the Registrar and the Coaching Education Program (CEP) Coordinator of the incident in case a claim needs to be filed at a later date. Note that in most cases, treatment must be received within 30 days of the incident to receive coverage through USA Hockey insurance policy.

The head coach may request that the player or coach be seen by a physician if the injury is deemed potentially serious. Parents will be notified immediately and the consent to treat forms will be used in the event the parent(s) are unavailable. Any player who suffers an injury during a JDIA sanctioned session requiring ongoing medical treatment must provide a Doctor's statement of release before they will be allowed to return to and participate in the JDIA Youth Hockey Program. If the injury prevents the player from returning to the ice for the duration of the season, then a refund may be requested for a pro-rated amount. See FEES AND REFUND POLICY, page 7

## **SAFESPORT**

The safety of its participants is of paramount importance to USA Hockey. This includes not only on-ice safety, but also off-ice safety in any part of USA Hockey's programs.

USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. This season, USA Hockey and JDIA require all coaches to complete an online SafeSport training module by October 15. In addition, USA Hockey developed the SafeSport Handbook and made it available on the USA Hockey website. It is intended to update and collect USA Hockey's various policies to protect its youth participants from all types of misconduct and abuse. Coaches must be familiar with the SafeSport Handbook and abide by its policies.

## **HEALTH CONDITIONS**

Any health or physical impairment which might potentially affect a player's performance in the sport of hockey must be noted on the registration and medical release / consent to treat form. In the event this did not occur, please contact the registrar so that it is documented. Conditions such as asthma, epilepsy, visual or auditory impairment, etc. are included and should also be reported to the team coach to insure that he or she is fully aware.

## **PLAYER EVALUATION AND TEAM SELECTIONS**

All players will begin the season in their age appropriate division. Skills evaluations and team selections may be conducted in a fair and impartial manner under the supervision of JDIA coaches. The Head Coach is responsible for the choice and number of players for his/her team. Team selections will be based upon the player's desire to play, abilities and the coach's view of the needs of the team. Skating skills, experience, work ethic and commitment are among the criteria considered when making selections. Race, gender, ethnic background and religion are not to be considered during the selection process. Whether a player is currently with JDIA or from another organization, positions will not be "*promised*" to a player prior to the selection process. All slots on each team will be open for consideration and selection.

At the discretion of the Head Coach, teams can change multiple times throughout the season. This can have the benefit of having players experience different positions on the ice and experiencing play with different players.

Players may not play in a division below their age bracket per regulation of USA Hockey. However, those who are considered to be advanced in skills and are mentally and emotionally capable of playing in an advanced division can be considered to play up a division. This process is explained in detail later in this handbook under the header: *Changing Divisions*.

Travel Team selection will be made in accordance with ASHA rules and regulations. Participation on a Travel Team is voluntary and additional expenses are incurred by participants. See *Travel Team Guidelines* for more information.

## **FAIR ICE TIME**

JDIA supports fair ice time for all players for JDIA games. Coaches are encouraged to use their best efforts to give ice time fairly to all players on their team. In general, the "fair ice" policy applies to goalies. However, it is left to the coaches to decide how to rotate goalies on teams with more than one. For travel teams, the travel team coach will have greater latitude in providing ice time for players.

Generally, each division will have two-three hours of indoor ice time scheduled per week at the Treadwell Arena. The Intro to Hockey will have an abbreviated season and ice

time schedule. Typically one hour of practice ice will be geared toward a skills building session, and the other hour will be geared toward teaching the basics of hockey and participation in games. However, additional hours of ice time, or scheduled games, are scheduled depending on the size of the JDIA membership, availability of coaching staff and availability of funds. Recent seasons have allowed for two (2) practice sessions and one (1) game per week for most levels of play.

### **The American Development Model**

The American Development Model (ADM) is a nationwide model developed by USA Hockey for successfully developing American hockey players. It is a tool that will ensure every kid will have the same chance to succeed. For example, part of that success will come from kids of all skill levels playing together. They'll be able to work with the best coaches and learn from each other as they grow and learn the sport of hockey. Another great benefit of having more kids on the ice together is that the total cost of ice goes down per player. Again, the ADM is a set of guidelines designed specifically to help kids reach their full potential.

In accordance with the Alaska State Hockey Association, JDIA has incorporated the ADM into its program for all age groups. Part of the ADM is that players need to be balanced. Studies have shown that the best developed hockey players are those that play in multiple sports and activities. Not just hockey. That is why we encourage players to stay active year round in different sports. Another aspect of the ADM is the emphasis on individual skill development. The emphasis at practices will be developing each player to their full potential while having fun. This includes lots of small area drills and games. Hockey games are seldom won with the one man break away. It is mostly won in the small area battles in the corners and in front of the net. The result is more puck touches and skating development for every player. JDIA will continue to incorporate the ADM philosophy into its program.

### **TRANSFER WITHIN DIVISION**

Players improve their skills and mature physically and psychologically at different rates. Coaches are expected to manage the team rosters in a manner that allows all players an opportunity to progress both individually and as a team. Player transfers, when required, will only be made with consent of the Head Coach of the division who will coordinate the transfer with the other coaches involved. The Head Coach has the authority to transfer players between teams within their division as needed to create balanced teams in order to improve the quality of the game, foster good sportsmanship and ensure a positive experience for players, teams and spectators.

### **TRANSFER TO UPPER DIVISION**

USA Hockey regulations prohibit players from playing in an age division lower than that established by the player's age at the end of the calendar year (December 31) - with the exception of 18 year olds who have until June 30 of the following year. Players on House Teams may be evaluated while skating in their age appropriate division. Occasionally a talented player may not be adequately challenged in his/her age group. Coaches wishing to move a player to an upper division, or return a player to their respective age division after receiving approval to change divisions must follow the outlined criteria. **Note: JDIA has a strict policy in place to evaluate and move players. Requests for transfers to move players up divisions are not to be initiated by parents.**

1. The Head Coaches of the two divisions affected, along with the Coach Liaison, will make a recommendation regarding the request. An evaluation committee may assist in this recommendation.
2. This recommendation is forwarded to the JDIA Vice President who will make a recommendation to the JDIA Board of Directors.
3. The Board of Directors will make the final decision on the Request to Change Divisions. Parent(s) and player are encouraged to appear before the Board of Directors at the final review to make any comments they may have.

### **SKATING AND SKILL DEVELOPMENT PROGRAMS**

JDIA offers Introduction to Hockey to beginning skaters. JDIA may offer other skills development opportunities for all players interested in additional hockey instruction, including goaltending. These Clinics or Camps will be scheduled as often as coaching and ice availability allows. Additional fees do apply and are in addition to the Youth Hockey Program registration fees.

In recent years, JDIA applied for and received Youth Activities Grants from the City and Borough of Juneau, which supplement costs of reputable hockey programs such as Rocky Mountain Hockey School, Turcotte Stick Handling Hockey School, Kim Muir-Cant Skate Can't Play, and Steve MacSwain. Your continued participation in these great hockey camps will help ensure their return to Juneau in future years.

### **PARENT RESPONSIBILITY**

Parents are responsible for seeing that their child has proper safety equipment worn during all on-ice sessions whether it is a practice, a scrimmage, or an official game. Any player without proper equipment will not be permitted on the ice unless fully dressed with all required equipment. If you have any questions regarding what equipment is required for a player in your child's age division, please contact the Head Coach. JDIA relies upon parent volunteers for performing game duties such as running the time clock, keeping score at all home games and monitoring players in the penalty box. They are also needed to serve as team manager, fundraising coordinators, equipment monitors and other duties considered necessary by the Head Coach. These voluntary duties are critical and important to making a successful season. Please do not be shy, let your coach know

when you can be available and what duties you can perform or are willing to learn. Also remember, your child's coach is a volunteer. You can make his or her job easier and your child's experience a more successful one by getting your player to practices and games on time, volunteering to help where possible, and role modeling good sportsmanship. Be sure to take the time to thank coaches and other parents for their time, talent and effort.

### **TEAM MANAGERS**

Each year, JDIA looks for parents from each tier to serve as Team Managers. The Team Managers are determined by the Head Coach. Team Managers assist coaches with fund raising, tracking team jerseys, and travel team logistics. More than one parent can serve as Team Manager. The Head Coach must notify the JDIA Registrar of their selected Team Manager so their name can be included in the Registrar's data base. Team Managers will be listed on the Travel Team Rosters. This parent volunteer works with the Registrar to ensure all necessary documentation for travel team credentials and travel permits are in order and with the JDIA Treasurer to ensure fund raising and budget items are accounted for. All team managers are required to complete safesport.

### **JDIA YOUTH HOCKEY GEAR**

A JDIA appointed coach(s) or assigned volunteer will inventory and check out JDIA owned hockey equipment by appointment only. The staff of the Treadwell Arena is not responsible for assisting in this area. Goaltenders require additional specialized equipment which is much more expensive than that of forwards and defensemen.

JDIA coaches will work toward providing as much of this equipment and assistance as possible prior to each practice and/or game. Goaltender equipment for players will be checked out to coaches rather than parents as it is the policy of the JDIA that players at these age levels rotate positions frequently.

### **PICTURES**

Individual hockey player pictures are contracted out to a professional photographer and are scheduled after team rosters have been established. Photographs are taken at the Treadwell Ice Arena in a designated locker room. The cost of team pictures must be paid for separately by those individuals wanting to have their child's photo taken. The Head Coach will notify parents of the date and time photographs will be taken, players must wear their JDIA Game Jersey and equipment.

### **SCORE SHEETS**

The home team is defined as the team listed first on the game schedule. The home team is responsible for securing a score sheet from the JDIA area designated in the arena, listing the home team roster in the left side column, and having the visiting coach list the

visiting roster in the right hand column. Players must be listed in numerical order. The home team shall provide a scorekeeper and a timekeeper, and when appropriate goal judges and penalty box keepers. Upon completion of the game it is the responsibility of both team's coaches to check over the score sheet to be certain that all goals, assists, saves, and penalties have been awarded correctly. If an award is challenged, the referees must make any change to the official score sheet. If the referees decide that the questioned award is in fact correct, the score sheet is to be turned in as it is. All parties should be sure to sign the score sheet. The original is deposited in the metal box behind the score booth. The yellow copy goes to the winning coach, the pink copy to the losing coach, and the gold copy to the referees.

## **JDIA YOUTH HOCKEY PROGRAM STAFF**

### **SELECTION OF HEAD COACHES**

Being a head coach of any tier comes with great responsibility. The head coach can expect to donate much time on and off the ice. Responsibilities include:

- Strong organizational skills;
- Strong communication skills;
- Ensure that all practices are conducted using the USA Hockey American Development Model
- Strong coaching skills – following lesson plans that build on one another as the season progresses;
- Ability to build strong rapport with players and parents;
- Ability to command respect;
- Ability to identify a team's (and players) weaknesses and strengths, and develop practices to build upon them;
- Ability to fully use your assistant coaches.

Being a head coach can be challenging, but it can also be extremely rewarding. JDIA encourages coaches to step up and embrace this challenge.

Prior to the season's start, the Coach Liaison and the Coaching Education Program (CEP) Coordinator will have a meeting to review coaching requirements and expectations for the upcoming season. Prior to this meeting, all former coaches will receive notice of the meeting and be asked if they would like to serve as head coach and for which tier. If more than one coach wants to serve as head coach for the same tier, the Coach Liaison, the CEP Coordinator and the JDIA Vice President will select the head coach, based on criteria that will include coaching philosophy, years of coaching experience, communication, professionalism and organization skills. Coaches may ask to provide this information in writing for consideration in order to be assigned a head coach position.

### **DIRECTOR OF COACHING**

The Director of Coaching oversees the coaching program and works with the Coaching Education Program (CEP) Coordinator and the Coaching Liaison to make sure all coaches are certified to be on the ice and that all issues that arise during the course of the season are addressed in a timely manner. The Director of Coaching will primarily work with the JDIA coaches, whereas the Coach Liaison will be more involved in addressing issues that arise with parents, players, and coaches.

Some the responsibilities of the Director of Coaching include but are not limited to the following:

- Organize beginning of the season coaches meeting.
  
- Maintain JDIA Coaching Manual.
- Disseminate information to coaches as needed.
- Work with coaches to assure that appropriate skills and drills are being coached for the appropriate age groups.
- Assure fair ice time for all players.
- Conduct parent meetings in consultation with the CEP and Coaching Liaison
- Recruit and retain coaches.

### **COACHING EDUCATION PROGRAM (CEP) COORDINATOR**

The CEP Coordinator is responsible for all items related to certification of coaches so that coaches can be on the ice and in the locker rooms with the kids. The CEP works closely with the Alaska State Hockey Association and with USA Hockey. Rules and requirements change every year, and the CEP is responsible for being informed about these changes and making sure that JDIA coaches stay current with all certification requirements and that they maintain good standing with USA Hockey. Some of the responsibilities that the CEP is responsible for include but are not limited to the following:

- Correspond with District Coach in Chief.
- Coordination of on ice and off ice classes for coaches.
- Attend USA Hockey Coach Education Training as needed.
- Attend USA Hockey Officials training classes annually.
- Assist in selection of head coaches and assistant coaches.
- Disseminate information to coaches as needed.
- Enforce USA hockey coaching philosophy among JDIA coaches
- Manage the “Player Move up Policy”

### **COACHING LIAISON**

The Coach Liaison has responsibility with coaching, player, and parent issues that arise throughout the year and serves as the “eyes and ears” at the rink. Whereas the CEP coordinator is more aligned with complying with USA Hockey and the Alaska State Hockey Association, the Coaching Liaison is more related to JDIA compliance. This



position exists to assist coaches in resolving conflict, either among themselves, between players, or with parents. The liaison is a member of the board and will serve as a pivotal communication link between the board and coaches. Some responsibilities will overlap between the Coaching Education Program Coordinator and the Coaching Liaison. Responsibilities for the Coaching Liaison include but are not limited to the following:

- Assist in dispute resolution as needed among coaches and or parents.
- Assist with coaching disciplinary action as needed.
- Assist with player disciplinary action as needed. In consultation with Director of Coaching, evaluate coaches as needed.

There will be much overlap in the responsibilities between the Director of Coaching, the CEP, and the Coaching Liaison. It is the goal of the association that coaches are evaluated and be given feedback on their performance as a coach. Coaching hockey can be extremely challenging, and the JDIA Board of Directors wants to do everything possible to promote safe and appropriate coaches so that every player on the ice feels welcome, challenged, and part of a team.

## **FUND RAISING**

The JDIA needs money to operate. The main sources of revenue are

1. Registration fees;
2. Fundraisers; and
3. Youth Activity Grant through the City and Borough of Juneau.

## **REGISTRATION FEES**

The registration fees are set annually by the Board of Directors in conjunction with the budget. Registration fees are based on the anticipated number of players enrolled, ice rental fees, equipment costs and fees for the on ice officials.

## **ANNUAL FUND RAISING PROGRAM**

The average cost of hockey is far more than our registration and ice fees. Annual fund raising events may be conducted during the year in an attempt to keep registration fees as low as possible. JDIA Fundraising events vary from year to year. New fundraising ideas and parents willing to coordinate these events are greatly appreciated.

## **YOUTH ACTIVITY GRANT**

Every year the JDIA applies for funding through the CBJ Youth Activity Grant. This is a competitive process open to all organized youth sports in the City and Borough of Juneau. Funds will be used for offsetting the cost of camps that come to Juneau (Rocky Mountain Hockey School and Steve MacSwain). Funds will also be used to pay for all practice jerseys, game jerseys, and socks for all registered players. This program has allowed JDIA to keep registration costs low.

## **SPECIAL FUND RAISING**

House or Travel Teams wishing to conduct individual fund raising activities shall present their proposals to the JDIA Board and obtain approval prior to conducting the activity. The purpose of this is to make sure we do not have different travel teams doing the same fund raising event and thus competing against each other. The Head Coach of each tier will select a parent committee to coordinate these proposals and ensure the financial proceeds are collected, documented and deposited with the JDIA Treasurer. The Head Coach will consider the best interest of the team with input from assistant coaches, parents and players on how to best utilize these funds. The ultimate decision on how these funds will be used will be made by the Head Coach of each team. The Head Coach is also responsible to communicate to team parents the options and /or plan for funds raised. The JDIA Board of Directors must sanction approval of any and all fundraising events conducted by or on behalf of any JDIA sponsored team.

## **CONTRIBUTIONS**

The JDIA will gratefully accept donations and contributions in any amount. Businesses that are able to donate to JDIA receive special recognition on our webpage. Special contributions may be used as scholarships to allow participation by children who are unable to pay registration fees or purchase needed equipment.

## **CONDUCT**

### **SPORTSMANSHIP**

Fair play is to be stressed at all times for both participants and spectators. Spectators shall not interfere with the referees who are assigned the task of interpreting rules and officiating.

A referee shall have the authority to halt play and inform the coaches of the offensive behavior of any spectator. It shall then become the responsibility of the coach to correct the situation. If a referee suspends play, game shall not be replayed or restarted without approval from the JDIA Board in accordance with USA Hockey rules.

### **RINK**

No person shall be on the ice when the Zamboni is resurfacing the ice. There shall be no skating on the hockey rink between periods during JDIA league, tournaments, or traveling games by anyone other than players of competing teams. There shall be no puck shooting on the rink between periods by players or referees except during authorized warm-ups.

### **NOISEMAKERS**

Objectionable mechanical and electrical noisemakers are discouraged at JDIA sponsored events. Use of whistles during a game by anyone other than the referee will not be allowed.

### **SUBSTANCE ABUSE**

The illegal use and/or sale of drugs or the consumption of alcoholic beverages is strictly prohibited by anybody engaged in any JDIA youth hockey activity. Each hockey rink will have their own zero tolerance policy regarding drugs and alcohol and these rules must also be followed.

### **ABUSIVE LANGUAGE AND BEHAVIOR**

The use of profanity, obscene language, or gestures on the ice or anywhere in the rink will cause a ten-minute misconduct penalty to be imposed on the offending player for the first offense. A second penalty will result in ejection from the game and a three game suspension. These USA Hockey rules will be strictly enforced. If parents or spectators ignore warnings about abusive behavior towards players, coaches, or officials they run the risk of having their children removed from the JDIA program.

### **FIGHTING**

During games - A player penalized by the referee for fighting during a game shall receive a game misconduct penalty. A second offense shall result in an indefinite suspension from the league with notification made to the player by the Coach Liaison. The suspended player, his or her coach, and referee must appear before the JDIA board who will then decide when the player may return to the league. Noncompliance can result in suspension/financial obligations as a result of the committee's rulings. JDIA will not provide refunds to players suspended as a result of a fighting incident. Before and after games - Players fighting before or after a USA Hockey / JDIA Sanctioned game shall be suspended for one game.

A second offense shall result in an indefinite suspension from the league, with notification made to the player by the Coach Liaison. The suspended player, his or her coach, and referee must appear before the JDIA board. A decision will then be made regarding the date when the player may return to the league. USA Hockey rules regarding fighting will be strictly adhered to.

### **VANDALISM AND THEFT**

Vandalism and/or theft at the Treadwell Arena are unacceptable and will not be tolerated. Violators will be dealt accordingly which may include a suspension, restitution and possible criminal charges.

## **PUCK AND STICK MISUSE**

Pucks and sticks will only be used on the ice surfaces or on arena premises under the direct supervision of a coach. Players caught doing otherwise may be required to forfeit their stick and puck to Treadwell Arena staff or a JDIA official. Mini-sticks are also subject to this rule.

## **LOCKER ROOMS**

**Locker room use is a privilege, not a right.** Locker room keys are available to coaches (or other adults designated by a coach) in the Treadwell Arena office. The coach and team are responsible for making sure the locker room is left clean—always leave the locker room cleaner than you found it. If vandalism is discovered or the room is littered upon entering, notify a rink employee or a JDIA official immediately before accepting responsibility for the locker room. If a JDIA Youth Hockey team litters a locker room the entire team will be required to pay a clean up fee to the Treadwell Arena. If such behavior continues, the offending team may be denied further use of locker rooms by the Treadwell Arena rink manager. Restitution will be made by any individual or team responsible for damages they have caused.

## **GENERAL AND SPECIAL RULES FOR ALL DIVISIONS**

### **USA HOCKEY/ASHA TEAM REGISTRATION AND TEAM ROSTER**

All Youth Hockey registrations and rosters must be submitted to the JDIA Registrar prior to the player being allowed on the ice. The registrar will make arrangements to ensure that the required paperwork is collected from each player or late registrant. The registrar will provide each Head Coach a roster of players approved to participate. A registration deadline will be established by the JDIA Board of Directors.

### **LENGTH OF GAMES & SCRIMMAGES**

JDIA games will be three 12-minute stop-clock periods. All players shall get equal ice time when possible. All games on all rinks will have a designated length and will not be allowed to run over this time. The clock will normally be stopped at the referee's signal to the timekeeper for injury only. At all levels, if necessary, the referee will announce a shortened third period to accommodate these time limits.

### **MAKE- UP GAMES & ICE TIME**

Changes to schedules are sometimes unavoidable. If a change is required, Head Coaches will be notified of the date set for makeup games.

## **GENERAL RULES**

- League officials, referees, parents of young players (Intro / Mites / Squirts) and medical personnel are the only individuals authorized in the locker room during games and tournaments besides the coaches, team personnel, and players.
- Only the scorekeeper, timekeeper, and announcer are allowed in the score box.
- No more than three certified team officials are allowed in the player's bench area during a game.
- Players and coaches are expected to observe principles of good sportsmanship before, during, and after games and practices.
- Spectators are expected to set a positive example during practices and games.
- Coaches are responsible for players entering the ice and vacating the ice properly.

## **USA HOCKEY SPECTATORS CODE OF CONDUCT**

1. Display good sportsmanship. Always respect players, coaches, and officials.
2. Act appropriately; do not taunt or disturb other fans; enjoy the game together.
3. Cheer good plays of all participants; avoid booing opponents.
4. Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
5. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
6. Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
9. Respect locker rooms as private areas for players, coaches and officials.
10. Be supportive after the game - win or lose. Recognize good effort, teamwork and sportsmanship.

If you have any suggestions to improve this Membership Handbook, please send your ideas to [jdiamail@gmail.com](mailto:jdiamail@gmail.com)