

Lakeshore Youth Hockey Organization, Inc. Policies and Procedures

Table of Contents

Section 1:	Purpose
Section 2:	Code of Conduct
2.1:	Coaches
2.2:	Players
2.3:	Parents
	2.3.1: Parent's Pledge
	2.3.2: Parent Code of Conduct
2.4:	Team Officials
2.5:	Reporting
2.6:	Disciplinary Action
2.7:	Disciplinary Carryover
2.8:	Board Code of Conduct
Section 3:	Abuse
3.1:	Hazing/Bullying/Harassment
3.2:	Physical Abuse
3.3:	Verbal Abuse
3.4:	Sexual Harassment
Section 4:	Team Organization
Section 5:	House
5.1:	Cost
5.2:	Evaluation Skate
5.3:	Draft Process
5.4:	Min/Max number of players
5.5:	Playing time
Section 6:	Travel
6.1:	Cost
6.2:	Tryouts
6.3:	Min/Max number of players
6.4:	Playing time
Section 7:	Dress Code
7.1:	Uniform/equipment
7.2:	Game day attire
7.3:	Coaches
Section 8:	Jersey numbers
8.1:	Selection Priority
8.2:	Retirement
Section 9:	Discounts
9.1:	Goalie
Section 10:	Compensation
10.1:	Travel Coaches
10.2:	House Coaches
10.3:	Assistant Coaches

- 10.4: Team Managers
- 10.5: Reimbursement Procedures

Section 11: Coaches

- 11.1: Safesport
- 11.2: Coaching Education Program (CEP) Requirements
- 11.3: Background checks
- 11.4: Responsibilities
- 11.5: USA Hockey Registration

Section 12: Fundraising

- 12.1: Team Fundraisers
- 12.2: Whole Organization Fundraisers
- 12.3: Application and Collection of Fundraising Materials
- 12.4: Utilization of LJL Logo

Section 13: Sponsorships

- 13.1: Organization
- 13.2: Team

Section 14: Playing Above Age Level

Section 15: Organizational Fees

Section 16: Member Financial Obligation

- 16.1: House Player Payment Plan
- 16.2: Travel Player Payment Plan
- 16.3: Refund Policy

Section 17: Locker Room Policy

Section 18: Social Media Policy

Section 19: 24-hour Rule

Section 20: Consumption Abuse

Section 21: Right of Refusal of Service and Registration

Section 22: Inclement Weather Policy

Section 1 - Purpose

The fundamental goal of the Policies and Procedures (P&P) of the Lakeshore Youth Hockey Organization (LYHO) is to set forth a clear set of guidelines as to how the organization will operate all while giving the best possible experience to the greatest number of children, families, coaches, volunteers, and employees. While we hope that our teams will win their share of games, it is more important that all players have fun, develop hockey skills and learn the rewards of teamwork, dedicated effort and sportsmanship. This outline is a compilation of LYHO policies. Anyone with questions about these policies should contact a LYHO Board Member.

The LYHO P&P should not contradict the LYHO bylaws, but in the event of a conflict, LYHO bylaws take precedence.

Section 2 - Code of Conduct

Section 2.1: Coaches

Coaches are role models on and off the ice and are expected to exhibit quality leadership and enthusiastic behavior. Per USA Hockey Annual Guide Policies all coaches must refrain from all forms of tobacco use within the arenas and avoid alcohol consumption prior to participating in any official LYHO event. It is the intent of LYHO to enjoy a variety of coaching styles and techniques, however any type of behavior that could be considered derogatory or abusive will not be tolerated.

Coaches within LYHO will provide a positive team atmosphere both on and off the ice. Coaches will provide positive support, care and encouragement for all players. Coaches will encourage good sportsmanship, lead by example, show self-control and refrain from using profanity.

Coaches will do their best to provide positive practice and game plans to develop the overall skills of each player. Coaches will be consistent with both praise and punishment as the rules apply to everyone. Coaches will be expected to avoid participating in verbal disputes with parents/guardians in the public eye by strictly adhering to the 24-hour rule (Section 19). Coaches will do their best to be empathetic towards the concerns and constructive criticism of parents/guardians, players, referees and LYHO officials.

Per USA Hockey, Safe Sport, and MAHA guidelines, the use of derogatory profanity or other verbal or physical abuse towards a player will result in the offending coach being immediately suspended pending a formal LYHO investigation, and may lead to said coach to be banned from future coaching consideration.

Per USA Hockey Coaching Code of Conduct, coaches shall cooperate with any and all disciplinary investigations by LYHO or MAHA Suspension Review. Failure to be less

than 100% compliant with any investigation may result in a violation of the Coaching Code of Ethics and may result in formal disciplinary action. Coaches will treat the on-ice officials with respect. Failure to do so may result in a formal complaint filed against a coach by the MAHA Officials. Any formal complaint, pending an LYHO investigation, could be viewed as a Zero Tolerance Policy violation.

Section 2.2: Players

Players are expected to conduct themselves in a respectful and responsible manner at all times. Any conduct deemed not in the best interest of youth hockey or the LYHO, will be viewed as a violation of the player code of conduct by LYHO.

On the Ice – Unsportsmanlike conduct (i.e. trash talking; swearing; disrespecting the referees, opposing team or your own teammates) or the intent to injure another player (kicking, slashing, checking from behind, high sticking, etc.) will not be tolerated.

Any violation of the USA Hockey/Safesport/MAHA Zero Tolerance Policy will be strictly enforced (see Section 2.6). Any disciplinary actions taken by on-ice officials, league or governing body may be referred to LYHO for further review and additional sanctions may be implemented.

Off the Ice – In the locker rooms, corridors, lobbies, parking lots and elsewhere, you are a representative of your team and LYHO. Players are expected to show the highest level of respect for their teammates, officials, opponents and spectators. This means no bullying, no teasing, no trash talking, no hand gestures, no demeaning locker room antics, no swearing, no hazing, no locker boxing and no fighting.

All coaches will be addressed as “coach”, “sir/ma’am” or the term “coach” preceding their first/last name (i.e. Coach John). Coaches are never to be addressed by their first name only. Coaches and league officials also command the respect of all players, regardless of team or level affiliation and will be treated as such. Under no circumstances will a player display disrespect of a verbal or physical nature towards a member of rink staff, coach, on-ice or league official when said individual gives a player verbal direction regarding inappropriate behavior.

Section 2.3: Parents/Guardians

2.3.1: Parent/Guardian Pledge

As a parent/guardian of a young person in the LYHO, I will do my part to help respect all participants.

- I will not participate in any name calling or undesirable acts that detract from the game of hockey; either in person, via telephone, via email or any other media.

- I resolve to conduct myself as a parent and adult even under the most trying circumstances.
- I will remember that all of our children are looking to us for guidance.
- It is important to remember that through hockey we are building a solid foundation for future character development.
- I will do my part to make this season of hockey the best for my child and our team, welcome our guests at our home rink and recognize a good play regardless of who makes it.
- I will assure that my player is properly equipped to play the game of hockey including all safety equipment.
- Finally, I will remember that each game is for our young people and win or lose; it's a stride in life for them.

2.3.2: Parent/Guardian Code of Conduct

Parents/guardians will refrain from engaging in any physical altercation. Any physical altercation or unwanted physical contact with another will result in a thorough investigation and may result in extended suspension penalties or expulsion from LYHO for life or referral to law enforcement for appropriate prosecution of state law.

Parents/guardians will conduct themselves in a manner which will exemplify good sportsmanship, fair play, and be supportive of all team players and coaches both on and off the ice.

Parents/guardians will refrain from negative or derogatory comments about players, coaches, referees, and LYHO or league officials; either in person, via telephone, via mass email or any other social media format.

Parents/guardians will be responsible to see that their child attends all mandatory skills development sessions, practices and games.

Parents/guardians will contact their Team Manager or LYHO Board Member if a problem exists on their team.

Parents/guardians will be aware that their conduct at games is a reflection on the LYHO. Excessive, obnoxious or overbearing behavior which paints the LYHO in a negative light will not be tolerated. LYHO enforces a policy regarding the abuse and use of excessive noisemakers. Team officials shall have the responsibility to advise parents/guardians or spectators of a noisemaker violation.

Section 2.4: Team Officials

A Team Official is defined as ANY person who serves in an off-ice capacity, be it as a Team Manager, Game Score Keeper, Game Clock Operator or Penalty Box Tender. The role of the Team Manager is to serve as the liaison between the coaching staff and the parents/guardians.

It is strongly encouraged in order to maintain the integrity of this position and the duties/responsibilities thereof, it is encouraged that Head Coaches select a Team Manager who will not be an active part of the coaching staff.

These positions are viewed by both LYHO and MAHA in the same capacity as a member of the coaching staff. Behavioral expectations are the same and will fall under the same penalties should a Zero Tolerance Violation or similar USA Hockey Rule violation occur.

The Team Manager is also responsible for the submission of the game score sheets to the appropriate league upon completion of each game.

All team managers are required to complete both a background screening check conducted by authorized MAHA contractors as well as complete the mandatory Safe Sport Training through USA Hockey. Failure to comply with either will negate your eligibility to continue as a manager for the Lakeshore Youth Hockey Organization.

2.5: Reporting

In an effort to ensure the validity of a potential violation of the LYHO Code of Conduct, USA Hockey/MAHA Annual Guide, USA Hockey Zero Tolerance Policy or other LYHO Bylaws and Policies & Procedures the LYHO has an official [grievance form](#) that must be filled out in its entirety. This document must be completed, or email equivalent, and submitted to the LYHO Board of Directors within one (1) week of the occurrence. Within the document there is room to give specifics of the alleged violation as well as listing of any witnesses who may be able to support the allegation. The reporting individual shall include their name, signature and a telephone number to be reached at for formal investigative purposes by LYHO. Any grievance received will be reviewed for validity and then determined which governing Authority is best suited for follow-up e.g. LYHO Board of Directors, MAHA, USA Hockey SafeSport/SafeSport Center.

Any person found to have filed a false and/or malicious report against another coach; player, parent or member of LYHO by the Board of Directors shall be in violation of the Lakeshore Youth Hockey Organization Code of Conduct. This will lead to an immediate Disciplinary Action as documented in 2.6 of these LYHO Policies & Procedures.

Additionally, should any complainant, at their own voluntary discretion, choose to take a complaint to law enforcement, the LYHO Board of Directors shall have the right, but not the obligation, to bow to the higher authority and choose to NOT intervene or conduct a parallel investigation exposing the investigating body, its members, or any member of LYHO to involvement in a criminal investigation and possible future court proceedings. LYHO retains the right to determine if a follow up investigation conducted by, or on the behalf of LYHO, MAHA or USA Hockey is warranted. The severity and nature of the criminal complaint will be evaluated on a case-by-case basis to determine if LYHO will intervene. However, the criminal complaint and subsequent investigation by law enforcement and any/all conclusions and outcomes of said criminal investigation will be considered final by the LYHO and a subsequent investigation will not be initiated after the fact if the law enforcement conclusions are not in favor of the complainant.

2.6: Disciplinary Action

Per USA Hockey and MAHA guidelines, any violation of the Zero Tolerance Policy will result in an immediate minimum suspension of five (5) games. All suspensions for Zero Tolerance violations are set forth by USA Hockey and MAHA.

LYHO shall adhere to all guidelines and sentencing recommendations set forth by these organizations. During the period of suspension, the coach shall refrain from engaging in any and all coaching duties and responsibilities including participation in practices, pre/post game discussion, and attendance of a game behind the bench. The coach may only watch the games during the suspension period from the spectator area of the ice arena. Players may not participate in practice and must sit in the spectator area of the ice arena during games.

If a situation occurs in which any player, parent/guardian, Coach, or Team Official exhibits behavior in violation of USA Hockey's Zero Tolerance Policy or LYHO's Code of Conduct, an LYHO Disciplinary Committee hearing will be directed by the LYHO Board of Directors.

The LYHO Disciplinary Committee will recommend a specific course of action which will be voted on by the LYHO Board of Directors, at which time the player, parent/guardian, Coach, or Team Official will be required to appear before the LYHO Board of Directors. Players shall be accompanied by a minimum of one parent/guardian.

Appeals may be made to the LYHO Board of Directors.

2.7: Disciplinary Carryover

Any disciplinary action taken by LYHO that remains un-served at the end of a season will carry over to the following season, whether it is Spring or Fall/Winter. If the

suspended party chooses not to return to the Lakeshore Youth Hockey Organization and coach or play elsewhere, the notice of suspension will be forwarded to MAHA and the new organization will be notified of the time remaining on the disciplinary action. Should a coach, player, or parent/guardian move to another organization and not serve said suspension and returns to LYHO at a later date, the pending, un-served suspension will be re-instituted and must be served in its entirety before resuming coaching privileges.

2.8: Board Code of Conduct

As a member of the Board of Directors of LYHO, a non-profit youth hockey organization, we are committed to upholding the values of integrity, accountability, respect, and service. The following Code of Conduct outlines the expectations for board members' behavior and responsibilities, ensuring the effective and ethical governance of the organization.

- Commitment to Mission and Values: Act as an ambassador for LYHO, prioritizing its mission of youth hockey development and upholding the values of teamwork, respect, sportsmanship, and inclusivity.
- Integrity and Accountability: Conduct all activities ethically and transparently, avoiding conflicts of interest to the best of your ability, maintaining confidentiality, and taking ownership of decisions.
- Respect and Professionalism: Treat all individuals with dignity and respect, fostering an inclusive environment and engaging in constructive dialogue.
- Compliance with Laws and Policies: Adhere to all applicable laws, organizational bylaws and policies & procedures enabling safety standards, and regulations, preventing harassment, discrimination, and unethical behavior.
- Collaboration and Teamwork: Work collaboratively with others to achieve organizational goals, supporting board decisions and sharing expertise.
- Financial Stewardship and Transparency: Ensure responsible fiscal management, transparent financial reporting, and efficient resource allocation.
- Board Attendance and Participation: Attend meetings, actively participate, prepare in advance, and communicate any absences promptly.
- Advocacy and Fundraising: Promote the organization's mission, support fundraising efforts, and seek new partnerships and members.
- Conflict Resolution: Resolve conflicts respectfully and promptly, being open to feedback and seeking mediation if necessary.
- Continuous Improvement: Participate in development activities, stay informed about relevant trends and best practices, and strive for organizational excellence.

Section 3: Abuse

Any situation involving any form of suspected abuse will be handled in accordance with USA Hockey Safesport guidelines.

3.1: Bullying/Hazing/Harassment

It is the policy of USA Hockey and LYHO that there shall be no Bullying of any Participant involved in any of its Member Programs by any other Participant. The hockey environment should be conducive to the enjoyment of hockey and free from any type of bullying behavior.

Bullying is any repeated and/or severe behavior(s) that occurs within a context that is reasonably related to hockey and that is (a) aggressive (b) directed at a Minor, and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically or sexually. Bullying-like behaviors directed at adults are addressed under other forms of misconduct, such as Hazing and/or Harassment.

Any behavior that is to be considered any kind of bullying, hazing, or harassment shall be reported to the LYHO Board of Directors immediately.

3.2: Physical Abuse

At no point will any form of physical abuse be tolerated. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical contact may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking or other hockey skills (with reasonable force), and communicating with participants during the course of a game or practice, by touching them in a non-threatening, non-sexual manner. In the event that a coach, team official, parent/guardian, or referee is required to physically contact a player in order to stop an altercation or prevent a player from causing harm to him/herself or another person, this is also not considered physical abuse.

Any occurrence of physical abuse shall be reported to the LYHO Board of Directors immediately.

3.3: Verbal Abuse

At no point will any form of verbal abuse be tolerated. Verbal abuse, a type of emotional abuse, can be defined as when someone uses their words to assault, dominate,

ridicule, manipulate, and/or degrade another person and negatively impact this person's psychological health.

Hockey is an emotional sport that is played on a large playing surface which at times, requires coaches to elevate the volume of their voice so they can be heard. Which, at times, coaches can carry an elevated volume when communicating on the bench as well. There is a distinct difference between a coach “yelling at” versus “yelling to” a player. Elevated volume is not considered verbal abuse unless it is accompanied by aspects of the definition above.

Any occurrence of verbal abuse shall be reported to the LYHO Board of Directors immediately.

3.4: Sexual Abuse

At no point will any form sexual abuse be tolerated. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the coach, team official, parent/guardian, employee, etc. Neither consent of the player to the sexual contact, mistakes to the participant's age, nor the fact the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended by LYHO/MAHA/USA Hockey sanctioned programs and/or the programs of its Affiliate Associations.

LYHO reserves the right to notify the appropriate authorities and recommend criminal charges be brought against anyone found in violation of this policy.

Section 4: Team Organization

Head Coach: The head coach is responsible for the team's activities, staying within the framework of the LYHO by-laws and P&P as determined by the Board. The coach may not enter additional league tournaments or incur additional expenses without the approval of the LYHO Board of Directors. He/she will be responsible to follow all USA Hockey and MAHA Hockey Rules and Regulations. The head coach must attend eighty (80) percent of the team's games and practices to remain in good standing. Failure to comply with this attendance requirement may result in disciplinary action as voted on by the LYHO Board. Each coach must hold a pre-season parent/player meeting in conjunction with the Hockey Director.

Assistant Coach: The assistant coach shall work under the direction of the Head Coach and fill in as the head of the team when the Head Coach cannot be present. He will be responsible to follow all USA Hockey and MAHA Hockey Rules and Regulations.

Team Manager: The team manager will be responsible for the administration of the team including keeping of the team book and functionality, scheduling of games and practices, booking hotels, as well as team accomplishments. It is highly recommended that team managers attend board meetings during the season.

Players: Must be registered with USA Hockey and abide by USA Hockey and MAHA requirements.

Registration, Rostering, Participants and Teams

- All Participants must be USA Hockey registered before participating in any manner.
- Before playing any games, a team must have a USA Hockey Certified roster from the appropriate USA Hockey Associate Registrar. All rosters and required paperwork with signature must be submitted to the appropriate USA Hockey Associate Registrar for review and certification 72 hours before your first scheduled game. Any team presenting an incomplete roster with incomplete required paperwork for any player, coach, or managers will have them removed from the roster by drawing a line through their name.

Section 5: House

5.1: Cost

Player costs will be determined by the items listed below with the understanding that these costs can and most likely will change from year to year.

- Practice and game ice rental
- Tournaments
- League Fees
- Referees
- Organizational fees
- Goalie discount
- Uniforms/Apparel

5.2: Evaluation Skate

There shall be an evaluation skate of all House players to be scheduled by the Hockey Director. This evaluation skate shall be observed by each respective level's Head Coach(es), the Hockey Director, and any additional LYHO members the Board may appoint on a case by case basis in order to evaluate each individual player. LYHO will appoint coaches to run players through a series of drills to exhibit their skills on ice.

Evaluation Form and rating process: A list of eligible players will be distributed to each evaluator. Each evaluator will rate individual players on their overall skill level when compared to the whole within their respective age group. A 1-4 scale will be utilized, with a 1-being the highest skill, a 2-being above average skill, and 3-average level and

4-below average skill. An average of each player's rating will be taken by adding together each individual evaluator's player rating and dividing that by the total number of evaluators.

5.3: Draft Process

LYHO shall follow all rules as stated in MAHA Annual Guide: Rules and Regulations: Article 4.D.8.

Head coaches and MAHA Representative must be present at the MAHA supervised draft, to be scheduled by LYHO, in order for teams to be drafted. Each coach will have been given an average rating of each individual player within their respective age divisions. It is the goal of LYHO to adhere to MAHA's regulation of maximum second year players in regards to overall number of players per team.

Coaches will take turns selecting players, beginning with players rated at 1, until all 1 level players are selected. All coaches will then take turns selecting players rated at 2 until all level 2 players are selected. Coaches will then take turns selecting players rated at a 3, until all level 3 players and then until all 4 levels are selected.

Ability equal teams will be determined by the sum of all players on a team compared to the sum of all players on other teams within the same age division. No more than 2 total skills points may separate teams with the same number of total players. Teams having differing number of total players may have a point spread of 4.

Special requests, including, but not limited to, to not have specific coaches and ride shares will be considered and allowed if they do not interfere with the creation of ability equal teams. All special requests must be submitted to the LYHO Board of Directors in writing prior to the draft.

5.4: Min/Max number of players

All Squirt (10U) House teams may roster 14 players including the goalie, with a minimum of 10, including a goalie. Coaches may request an exemption to add more players through a LYHO Board vote.

All Peewee (12U) and Bantam (14U) House teams may roster 15 players including the goalie, with a minimum of 11, including a goalie. Coaches may request an exemption to add more players through a board vote.

5.5: Playing time

The focus of LYHO is long term player development, building confidence, and having fun! "Shortening the bench" does not accomplish any of these goals. It is LYHO's policy to do everything possible to provide equal playing time for all players at the House level.

It is unreasonable to expect that every player will receive the exact same amount of ice time in every game down to the minute. For example, 3rd period 12:00 running clock, if a team has three lines of forwards, at 2:00 per shift, the clock may expire before the 3rd line gets back on the ice for a second shift, not by design but by circumstance.

“Minute counting” by parents is highly frowned upon and only creates animosity. However, if it becomes apparent that a player is consistently receiving less ice time than other players on the team, it is encouraged to reach out to the Team Manager and/or Head Coach, in compliance with the 24-hour Rule, and have a positive and constructive conversation.

Section 6: Travel

6.1 Cost:

Player costs will be determined by the items listed below with the understanding that these costs can and most likely will change from year to year.

- Practice and game ice rental
- Tournaments
- League Fees
- Referees
- Organizational fees
- Coach discount/compensation
- Goalie discount
- Uniforms/Apparel

6.2: Tryouts

In order for a player to be considered for an LYHO Travel roster they must attend a minimum of one on-ice tryout skate. Exceptions to this policy will only be considered in the event of injury or illness and require LYHO Board of Director approval with the recommendation of the Head Coach and Hockey Director.

Roster spots will not be set prior to tryouts. Coaches may have “an idea” of what their roster is going to look like prior to conducting tryouts, but the concept that a coach is only looking to fill a couple of roster spots for their team will not exist. Every roster spot shall be considered available and shall be competed for.

6.3: Min/Max number of players

- Each team must roster a minimum of 11 total players
- The maximum number of players shall not exceed 18 total players.
- Coaches may request an exemption to add more players through an LYHO Board vote.

6.4: Playing time

The focus of LYHO is long term player development, building confidence, and having fun! Maximum puck touches and ice time is the key to achieving these goals, however, at the Travel Level, there are players who will receive more ice time than others in specific game situations.

If a player is not playing in specific situations and would like to, we encourage **the player** to ask the Head Coach “how” to put themselves in a position to play in these situations, not “why” am I not.

At the Travel level, playing time is earned not given.

Section 7: Dress Code

7.1: Uniform/equipment

All players shall wear a black helmet, black pants or shell, and gloves with the predominant color of black.

Helmet stickers will be in compliance with Figure 1.

- Memorial helmet stickers will be allowed with LYHO Board approval

Tape being used on the outside of the uniform will be limited to the following colors:

- Clear, black, white, or gray

7.2: Game day attire

Players shall wear the Lakeshore Jr. Lumberjacks warm-up jacket for the current season, or suit and tie (as directed by Head Coach)

7.3: Coaches

Coaches shall wear the current season Lakeshore Jr. Lumberjacks warm-up jacket and dark colored slacks, jeans, khaki style pants, or warm-up pants that match the current season warm-up jacket.

Section 8: Jersey numbers

8.1: Selection Priority

For some players their jersey number is extremely important to them. The intent of creating a standardized jersey number selection priority process is to reduce potential animosity between players if there is a conflict for a jersey number. This will also reduce the amount of “number hopping” by players and potentially take a number from another player who actually cares about a particular number.

The selection priority process shall be as follows:

1. Player returning to the same team has priority to keep number from previous season
2. LJL player joining a new team has priority to keep number from previous season

Example: A player who played LJL Squirt B last season who is now playing Squirt AA

3. Player returning to the same team but wishes to select a number different from the previous season
4. LJL player joining a new team but wishes to select a number different from the previous season
5. Players new to the LJL organization

If a stalemate occurs between two players within one of the categories listed above that cannot be resolved, the player who is older will take priority.

Expenses incurred requiring jersey alteration due to jersey number change are the responsibility of the player.

8.2: Retirement

Requests for the retirement of a jersey number may be submitted in writing to the LYHO Board of Directors. Jersey numbers that have been retired by LYHO shall not be worn by any player at any level.

Section 9: Discounts

9.1: Goalie

Full time goalies receive a 50% reduction in player fee, with the exception of Spring season. This discount does not apply to uniforms or mandatory apparel. This discount will be absorbed by the team budget.

- 50% must be approved prior to invoice by coach and Treasurer.

Section 10: Compensation

10.1: Travel Head Coaches

Head Coach compensation/discount is predicated on previous hockey and coaching experience. Head Coaches may choose to disseminate funds throughout the coaching staff as they deem appropriate.

Player fee discounts will be credited at the beginning of the season and absorbed into the team budget. Any additional compensation will be paid at the end of the season

pending a performance review.

- Travel Head Coach (Parent)
 - Squirt/Peewee
 - Up to one player fee discounted
 - Bantam/Midget
 - Up to one player fee discounted +\$2000.00
- Travel Head Coach (Non-Parent)
 - Squirt/Peewee
 - Up to \$4000.00
 - Bantam/Midget/JV
 - Up to \$6000.00

10.2: House Head Coaches

House Head Coaches will receive one player fee discounted and may choose to disseminate funds throughout the coaching staff as they deem appropriate. LYHO will provide reimbursement for CEP Certifications through Level 4, Coaching Modules, USA Hockey Registrations, and Domestic Background Checks.

10.3: Assistant Coaches

LYHO will provide reimbursement for CEP Certifications through Level 4, Coaching Modules, USA Hockey Registrations, and Domestic Background Checks.

10.4: Team Managers

LYHO will provide reimbursement for USA Hockey Registrations and Background Checks.

10.5: Reimbursement Procedures

All applicable reimbursements must be turned into the treasurer via email (treasurer@juniorlumberjacks.com) within 30 days of expense. Submit all associated receipts and the LYHO reimbursement form found on the Lakeshore Jr Lumberjacks website (Resources > Forms > Reimbursement Form).

Section 11: Coaching Responsibilities

As a coach in the LYHO you have responsibility for your team. All coaches will be responsible for upholding the LYHO conduct policies. Coaches are responsible for supervising and controlling behavior of your players during any and all hockey related events. Coaches will remain in the locker room after games for any post game breakdown discussions. Coaches shall encourage sportsmanship, a hard work ethic and teamwork. Coaches will not allow bullying, hazing or any other misconduct by

players. They are responsible for enforcing the Player's Code of Conduct. Any acts of vandalism related to a coach's team during the applicable playing season may result in the termination of their position, financial reimbursement or both, as determined by the LYHO Board of Directors. LYHO takes this responsibility seriously and expects the Head Coach and their staff to conduct themselves at all times in a manner that reflects youth hockey and the LYHO in the most positive way.

Coaches are obligated to fulfill certain requirements mandated by the Michigan Amateur Hockey Association (MAHA), USA Hockey and LYHO. This shall include each coach's personal responsibility to maintain the following:

- *Coaching Education Program (CEP) and Age Specific Module Training*
 - *Coaches will be reimbursed for applicable fees if renewed by December 31st of the current year*
 - *CEP reimbursements made after December 31st of the current year will be non-refundable*
 - *Head Coach failure to renew CEP by December 31st will result in forfeiture of your coaching stipend and removal from their coaching position*
 - *Assistant Coach failure to renew CEP by December 31st will result in clawback of their applicable reimbursement fees and removal from their coaching position*
- *Safe Sport*

11.1: USA Hockey Safe Sport

The following individuals are required to complete Safe Sport initial training or a refresher course prior to September 30 of the playing season:

- Local Program Administrators
- Coaches
- Officials
- Other Volunteers/Employees
 - On-ice helpers
 - Any parent/guardian who will be entering the locker room

11.2: Coaching Education Program (CEP) Requirements (6U/8U "on-ice helpers" are exempt)

All coaches must have the required certification level by January 1 of the current season, unless earlier deadlines are established by the district and/or affiliate.

All coaches must complete the online age-specific modules PRIOR to participating with their team.

(a) All coaches must enter USA Hockey's Coaching Education Program at Level 1, and must continue their education with a coaching clinic each year until, at a minimum, they achieve Level 4. Coaches of only 8 and Under players should remain at Level 1 until such time as they are coaching any older age level of play.

A coach may attend only one (1) certification clinic per year.

Once Level 4 is achieved, coaches will need to complete 5 credit hours of continuing

education within each subsequent three-year period [as outlined in Paragraph (c) below].

(b) In addition to the training in paragraph (a) above, coaches must also complete online age-specific training modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific module in any given season.

(c) Effective in the 2021-22 season, coaching certification at Levels 4 and 5 is valid for three (3) seasons, as indicated by the expiration date. Before the expiration of their level, coaches must accumulate 5 credit hours of continuing education by either taking Level 5, or by attending other USA Hockey continuing education clinics. The USA Hockey clinic listings will indicate all continuing education offerings and the credit value of each. The Coaching Education Program retains the responsibility for defining continuing education credit values, including clinic or online course work.

(d) Grandfather Clause

For those coaches who received Level 4 or Level 5 PRIOR TO January 1, 2021, only coaches of Tier I and Tier II teams are required to do continuing education as required in (c) above.

(e) Previous/Expired Certifications

Coaches with any expired certification will retain their previous certification levels provided the certification can be verified. Coaches may re-enter the certification system at that previous level and be subject to the certification guidelines in (a) through (c) above.

11.3: Background checks

Background checks are required to be completed every two calendar years for the following individuals:

- Coaches, officials (18 years or older), board members, employees, volunteers, billets and anyone else who will have regular contact with, or authority over, minor athletes are required to submit a background screen before any contact with minor athletes.

11.4: Responsibilities

As a Head Coach in the LYHO you will report directly to the Hockey Directors, LYHO. Assistant Coaches will report directly to the Head Coach and therefore fall under the direct supervision of the Hockey Directors, LYHO. Any conduct deemed to not be in the best interest of youth hockey or the Lakeshore Youth Hockey Organization, will be viewed as a violation of the Coaches Code of Conduct by LYHO.

11.5: USA Hockey Numbers

The following individuals are required to be registered with USA Hockey:

- Members of the Board of Directors
- All Coaches

- All Players
- Team Managers
- Any volunteer who will be entering the locker room

Section 12: Fundraising

The Lakeshore Junior Lumberjacks will offer multiple fundraising types. We are happy to offer the following fundraising options to help offset hockey costs.

- Organization wide: Pay down your individual hockey account. 100% of the money raised will be credited to your hockey account.
 - These fundraisers are optional. You may do as little or as much as you would like.
 - Any fundraising accumulated after January 31, will be applied to the next season's hockey bill (Spring or Fall).
 - If the player leaves the organization, the funds will be forfeited to the LYHO general fund or the LYHO Scholarship Funds.
- Raise Right:
 - Funds from RaiseRight will be deposited into your hockey account once a month.

12.1: Team Fundraisers

- Teams may do their own fundraising
- Teams must submit a proposal using this [Google Form](#). This form will ask for details about the fundraiser, contact person, dates of the fundraiser and how the money is intended to be used. This must be submitted two weeks prior to beginning the fundraiser. All fundraisers must be approved prior to beginning the fundraiser.
- Team fundraising Categories:
 - A - Fundraisers that benefit the team as a whole: will support the entire team. Money will be equally divided between the players and applied to each player's hockey account or used for the good of the team (tournament fees, team apparel, extra ice time, etc).
 - B -Team Fundraisers that pay down the cost of individual player bill. These will follow the same guidelines as organizational pay down your bill fundraisers. See above.
 - If your hockey bill is paid in full and your team participates in fundraising, which gives you a positive balance on March 31st, you will be issued a check when the season is over or you may choose to have it roll into the following spring or fall hockey bill.

12.2: Whole Organization Fundraisers

- Participation is highly encouraged. These funds will be used towards the good of the organization.

- Types:
 - Raffles
 - Golf Outing
 - Bowl-a-rama

12.3: Application and Collection of Fundraising Materials

- Team managers must apply for each fundraiser through the Fundraising Coordinator. This application can be found on the LJL website.
- All members participating in fundraising, must turn in all necessary items on or before the due date. This includes but is not limited to ticket stubs, money to be collected, order forms, excess materials. Failure to do so, could result in separate invoice being sent by the organization or future credits/rebates being deducted for those financial responsibilities. To ensure accuracy, please make sure all items are secured in an envelope or baggie and properly labeled with player name, team name and contact information. If you are unable to follow these directions, the member may be disqualified from fundraising with our organization.

12.4: Utilization of LJL logo

- Any utilization of the LJL logo for fundraising marketing or the sale of products for profit must be approved by the LYHO Board of Directors.
- This request must be made in writing (e-mail) to the Board prior to logo usage.

Section 13: Sponsorships

13.1: Organization

Organizational sponsorships will be generated by or coordinated through/with the LYHO Sponsorship/Marketing Director. Sponsorships requiring affiliated logo to be placed on the LJL uniform or organization wide equipment (helmet stickers, bags) will be approved by the LYHO Board of Directors

Uniform sponsorships will be considered as but not limited to any logo that will be visible while on the ice during a game.

13.2: Team

Individual teams may seek out team sponsorships. Team sponsor logos may be placed on practice jerseys, t-shirts or other team specific apparel

Team sponsor logos may not be placed on game uniforms or equipment.

Section 14: Playing Above Age Level

The expectation and standard of LYHO is that all players will play at their appropriate birth year classification (Travel) or age group (House). Players who exhibit a skillset greater than that of their birth year and it is determined by the Hockey Director(s) and appropriate coaching staff that by keeping said player at their current birth year will be detrimental to their hockey development will be allowed to move up one birth year/age group classification.

Beginning in the Fall 2025 season, moving players to play above their birth year Travel or House will require approval from the Hockey Director(s). The Hockey Director(s) will engage with coaching staff from both impacted teams prior to rendering their approval or denial. The Co-Hockey Directors will engage the Board of Directors if deemed necessary.

See section 6.2: Tryouts for specific requirements.

Section 15: Organizational Fees

Organizational fees are fees factored into individual player costs to cover the costs of but not limited to the following:

- Paid employee compensation (Hockey Directors and Operations Manager)
- Website hosting and team communication software
- Goalie Clinics
- 6U/8U/Instructional equipment
- Game and Practice Pucks
- Reimbursements
 - CEP Certifications, USA Hockey Registrations, Background Checks
- Coach Discounts

Section 16: Member Financial Obligation

The LYHO Board of Directors shall set the dues amount and a proposed payment plan for each age group at each level of participation prior to the commencement of the season. All participants must review a payment plan and sign a payment agreement prior to registering for any team. Any registered member not financially capable of paying his or her annual dues with the proposed payment plan may negotiate a payment plan with the Treasurer and Operations Manager, and/or apply for financial assistance through a scholarship. Any payment plan, other than that established below, shall be in writing, signed by the Regular Member and supported by a two-thirds (2/3) majority vote of the LYHO Board of Directors.

If the member falls behind the scheduled payment plan by more than 15 days, the member will be notified via email as a reminder for payment. If the member's account becomes 31 days delinquent, the Regular Member and Player Member will be suspended immediately until the account has become current or new terms have been established and agreed upon by two-thirds (2/3) majority vote of the LYHO Board of Directors. All agreements must be in writing and signed by the member, Operations Manager, and Treasurer. Any member account that is left outstanding more than 60 days after December 15 shall be subject to civil litigation and the filing of a small claims civil lawsuit.

Any member's check who is returned by the bank will be assessed a \$25.00 fee to their players account.

16.1: House Player Payment Plan

Registration:	\$250.00 non-refundable deposit Squirt, Peewee, Bantam, Midget \$150 non-refundable deposit of Mini-Mite and Mite
September 15:	25% of annual fee after deposit payment
October 15:	50% of annual fee after deposit payment
November 15:	75% of annual fee after deposit payment
December 15:	100% of annual fee

16.2: Travel Player Payment Plan

(2023-2024 Season)

Squirt, Peewee, Bantam, Midget, JV

Registration:	\$300.00 non-refundable deposit
September 15:	25% of annual fee after deposit payment
October 15:	50% of annual fee after deposit payment
November 15:	75% of annual fee after deposit payment
December 15:	100% of annual fee

Midget Split Season:

Registration fee:	\$300.00 non-refundable deposit
July 15:	33 $\frac{2}{3}$ % of annual fee after deposit payment
August 15:	66 $\frac{2}{3}$ % of annual fee after deposit payment
September 15:	100% of annual fee

Any player whose balance remains unpaid at the completion of the season (Spring or Fall/Winter) shall not be allowed to tryout or register for another LYHO team until the balance is paid in full. LYHO reserves the right to contact other organizations to inform them of the delinquency if the player attempts to register elsewhere.

16.3: Refund Policy

LYHO will pursue collection of the maximum allowed fees if the player leaves early for reasons other than a Board approved decision or physician documented six-week or greater injury. The refund schedule is as follows:

- Members will be required to pay for any equipment/apparel ordered for the benefit of the participant
- After player contract is signed but no participation has occurred, the member will forfeit 100% of the non-refundable deposit and any costs associated with any equipment/apparel ordered
- Participation through September 15, 75% refund of annual fee
- Participation through October 15, 50% refund of annual fee
- Participation through November 15, 25% refund of annual fee
- Participation through December 15, no refund available

Section 17: Locker Room Policy

The use of the locker room facility at all ice arenas, both home and away is a privilege bestowed upon our teams, not a right. Therefore, when using a locker room (as a player, coach and parent/guardian) LYHO insists we treat these facilities with respect. This is our home and we expect to have the ability to have our guests use a clean and functional facility while they are here. Coaches, players and parents/guardians are expected to pick up after themselves (i.e. tape, bottles, wrappers, etc.). The intentional destruction or vandalism of these facilities can result in the offending player or team losing their locker room privileges. If there is intentional damage to the facility, the responsible person(s) may face prosecution for Criminal Damage to Property.

The LYHO adheres to Safesport, USA Hockey and MAHA regarding eavesdropping violations and unlawful videotaping. Therefore, **NO VIDEO EQUIPMENT WILL BE USED IN THE LOCKER ROOMS OF ANY RINK AT ANY TIME.** This will include cameras, video cameras, cell phones or any other media collecting format. It shall be the responsibility of the players and parents to ensure that these devices remain unused. Any intentional and unauthorized video taken within the confines of any locker room at any time shall be viewed as a Zero Tolerance Violation. Any unlawful video will be reviewed by the Lakeshore Youth Hockey Organization Board of Directors (LYHO) and if warranted, the matter may be referred to Law Enforcement for formal criminal investigation and prosecution.

Players and coaches shall be in the locker room, dressed and ready for the practice or game in a reasonable amount of time to allow for pre-practice or game preparations. LYHO encourages Head Coaches to set their own minimum time requirements for player pre-practice and game showtimes.

Except for extenuating circumstances outside of the coach's control, a minimum of one team coach (preferably the Head Coach) shall arrive no later than 30 minutes prior to the beginning of practice and no later than 45 minutes prior to game time.

Section 18: Social Media Policy

Members of LYHO shall not engage in any social media action that could be considered to project LYHO, the Lakeshore Jr. Lumberjacks, or its logo in a negative light. These forums include, but are not limited to Facebook, Twitter, Instagram, Tik-Tok, internet blogs or any other public online forum.

Per the USA Hockey/MAHA Safe Sport manual:

"...All electronic communication of any kind between coach and player, including social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey/MAHA Program will not be tolerated and are considered violations of USA Hockey/MAHA's Safe Sport Program."

In this era of social media, LYHO believes its membership needs to be held to the highest standard of integrity. Participation in negative, or defamatory online chat room discussions, "tweets", and/or postings by any member of LYHO or their family members will not be tolerated. Violations may be reported to law enforcement with the potential of formal criminal complaints to follow.

If any player, parent/guardian, Coach, or Team Official is suspected to be in violation LYHO's Social Media Policy, an LYHO Disciplinary Committee hearing will be directed by the LYHO Board of Directors.

The LYHO Disciplinary Committee will recommend a specific course of action which will be voted on by the LYHO Board of Directors, at which time the player, parent/guardian, Coach, or Team Official will be required to appear before the LYHO Board of Directors. Players shall be accompanied by a minimum of one parent/guardian.

Section 19: 24-hour Rule

The 24-hour rule is a concept that many sports throughout the United States have adopted in an effort to reduce the impact of an emotional conversation between a parent/guardian and a coach, team official, or referee following a game or practice, especially in the presence of a player or players. LYHO subscribes to the 24-hour rule.

As parents/guardians, we will not always agree with a coach's decision. Coaches too make mistakes and are developing on a daily basis just as the players are. However, it is important to recognize that a coach's role is to make decisions for the team first and player second. Often, we tend to recognize our coaching staff's decisions through our player first and team second. Also, we need to understand that most players are not aware of any problems until we, as parents/guardians, bring it to their attention.

Briefly, this means that parents/guardians are not allowed to confront a coach, team official, or referee to discuss any "negative" game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice. After 24 hours have elapsed, the parent/guardian may address their concern with the Head Coach or Team Manager.

AT NO TIME will a parent/guardian EVER confront a referee. If a parent/guardian has a fundamental issue with how a game was officiated, the parent/guardian will channel said concerns through the Head Coach or Team Manager.

If the parent/guardian feels the issue of concern remains and has not been appropriately addressed, the parent/guardian may schedule a meeting with the appropriate Hockey Director and/or LYHO Board of Directors.

If a parent/guardian violates the 24-Hour Rule, this will be viewed as a violation of the Parent Code of Conduct, and the Head Coach may recommend a disciplinary hearing.

Section 20: Consumption Abuse

The consumption/use/abuse of mood-altering substances is detrimental to the healthy state of mind, body and spirit of an athletic participant. This is especially true of those participants aspiring to develop their talents in the furtherance of their playing, coaching, or officiating careers in the sport of ice hockey.

Therefore, with the best interests of its participants in mind, LYHO prohibits the use/abuse by any participant of mood-altering substances during active participation in its programs, and upon discovery of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time until a full investigation by LYHO can be completed.

For the purposes of this policy, mood altering substances shall include the following;

- Intoxicating beverages, including but not limited to alcohol.
- Non-prescription or prescribed controlled substances.
- Prescription or prescribed controlled substances when used to an excess in violation of doctor's orders or to produce the state of intoxication in the participant.

Section 21: Right of Refusal of Service and Registration

In an effort to maintain the highest standards of sportsmanship and to demonstrate the LYHO as a leader in Michigan youth hockey both on and off the ice, the LYHO reserves the right to not accept and/or deny registration for participation in any, and all LYHO programming including, but not limited to, the following: all sanctioned leagues, summer camps, on-ice developmental programming, off-ice conditioning programming, and/or any other program authorized and/or originated by the LYHO should the LYHO Board of Directors, through a simple majority vote, determine said registration jeopardizes the goals and mission statement of the organization.

Such refusal of service may be based upon the commission of any act by the individual attempting to register, any immediate family member, extended family member, former marital partner, or social network that resulted in any disciplinary action taken by LYHO, MAHA, USA Hockey or law enforcement resulting in a conviction or finding of guilt, or which the LYHO Board of Directors in its discretion deems to not be in the best interest of youth hockey and the LYHO.

Any registrant being refused or denied registration shall receive notification of the same in writing (via email or traditional memorandum). Notwithstanding the foregoing, LYHO maintains its antidiscrimination policies and procedures and shall not deny service to anyone based upon race, religion, ethnicity, creed, sexual orientation or any other protected characteristic.

While this document provides a great deal of information pertaining to the guidelines, policies and procedures of the LYHO it is not all-encompassing. Throughout the course of a season, if you feel you have witnessed a violation of the LYHO P&P it is imperative that you, as a responsible adult, follow the procedures set forth in this document. The LYHO Board of Directors will take all complaints seriously and if deemed necessary, investigate them to the fullest extent. Upon completion of all investigations, any disciplinary action taken will be in the best interest of the LYHO and the parties involved.

Section 22: Inclement Weather Policy

If a rink closes, practices are cancelled for that rink. Email/Facebook/SportsEngine messages will be sent/posted for the specific rink so impacted teams are aware as soon as closure occurs.

If a rink stays open, coaches may choose to offer practice(s) during their scheduled time. Team Managers will coordinate with their Head Coach and communicate to families.

Parent(s)/guardian(s) may use their discretion on attending a team practice/game due to inclement weather and should communicate this with their Coach and Team Manager.

