



Ithaca Shooting Stars Tompkins Girls Hockey Association 2021-2023

TGHA Handbook

NYSAHA - Central Section and USA Hockey

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★ WELCOME TO TOMPKINS GIRLS HOCKEY ASSOCIATION (TGHA)! ★

TGHA is made up of players and families from Tompkins County and surrounding area. Our mission is to provide the opportunity for an introduction to the sport of hockey, all the way to a competitive, high quality, travel hockey experience. We are proud of our 49+ year history, and of all the wonderful young women that are and have been associated with our program.

★ OUR PHILOSOPHY★

TGHA is dedicated to fostering the social, personal, and athletic growth of girls through the game of ice hockey. We strive through our team formation process to place every player on an appropriate team, and to form teams that will support and challenge our players to develop the individual skills, teamwork, and discipline needed to achieve success at the game of ice hockey

We expect coaches to work with all players who are prepared to commit to participation in our practice and game schedule. Coaches should strive to foster the development of all players' through the teaching of individual skills; by teaching and promoting teamwork and team play; and by promoting the discipline and commitment necessary to achieve success at the game of ice hockey.

Above all, hockey should be fun. Hockey is a competitive sport, and trying to win is inherent in its play. Coaches should strive to use player's love for the game, and desire to succeed, to motivate and promote their development. For coaches, winning should be a result of player and team development, achieved by asking every player to contribute to the team effort to the best of her ability. We must recognize that age, size, athletic talent, personality, family support, and commitment to hockey will vary among our players. Coaches should be alert to their player's personalities, abilities and potential for development, and seek to instruct and challenge all players to be as good as they can be. All players who come to practice regularly, work to improve at the game of hockey, and support their team and teammates to the best of their ability should get significant and largely equal ice time in games. All players must be given the opportunity to learn to compete in game situations. A coach will have succeeded in their role if all players have had fun, have worked to improve their skills at the game of hockey, and can believe that they have helped their team play to the best of its ability.

★ FROM THE TGHA BOARD ★

The Tompkins Girls Hockey Association (TGHA) is happy to continue the proud history of girls hockey since 1972. We are very excited to be a part of New York State Amateur Hockey Association and USA Hockey.

The TGHA board oversees the running of the season with registration, scheduling & ice time contracts, skating clinics, tryouts, tournaments, fundraising, etc. We would like to highlight a few areas of importance for our families:

We all need to stop to reflect on why we continue to commit the time, money and effort to this game. It's really fairly simple. **It's for the KIDS!** It's all about their development as players, as people and for their enjoyment. Remember, as hockey parents, your job is to be a positive role model and encourage your child to always give 100% effort, to listen to their coach and have FUN. Hard work and enjoyment go hand in hand, which will ultimately lead to success on the ice.

Volunteers Always Needed – Volunteer as often as you can. TGHA runs totally on volunteer help, and there are never enough people to fill all the positions available! Please help out whenever you can. There are a wide range of projects and that need you time. Check out www.lthacagirlshockey.org or contact any board member and ask how you can help!

Founded in 1972, the Tompkins Girls' Hockey Association (TGHA) is one of the oldest girls' hockey organization in the country and the oldest in New York State. TGHA's mission is simple: to provide instruction in the game of hockey, develop individual skills, encourage concepts of team play & sportsmanship and have fun!

Make it a fantastic season and LET'S PLAY HOCKEY!

★ TGHA BOARD OF DIRECTORS ★

TGHA is run by a Board of Directors, a group selected by the current sitting Board of Directors of the association. Board selection is ongoing and current Board Members contact potential members, or volunteers come forward. Each board term is 2 years with maximum time held by a member, 4 terms or 8 years. Our bylaws allow up to 11 board members. We currently have several open Board positions. If you are interested in serving, please contact one of the current Board members.

★ Current Board members and their contact information is available on our website at www.ithacagirlshockey.org

Board Positions

President

Vice President(s)

Treasurer

Secretary

Registrar/Scholarship Coordinator

At Large Members

Other Key Positions (non Board)

ACE Coaching Coordinator

Communications Coordinator

Tournament Director

Ice Time Master Scheduler

Fundraising/Sponsorships

Cub Club Coordinator

Player Safety Coordinator

SafeSport Coordinator

ADM Coordinator

Equipment/Apparel Manager

The Executive Leadership Team is voted on annually by the Board. Please feel free to contact the Board of Directors with questions or feedback regarding TGHA at tghahockey@gmail.com.

★ COMMITMENT AND EXPECTATIONS ★

Players and parents should expect that commitment to a team requires a significant amount of time. Coaches at all levels will expect that players attend ALL practices and games.

Communicating with the coaches when a player can't be at a practice or game is essential for the coaches to prepare their game and practice plan. Each coach will have his/her own rules and discipline regarding absences. These rules will be clearly explained in an early season parent meeting. Please respect their need to establish these parameters for their team. The TGHA Board will back coaches in the enforcement of team rules. The TGHA Board cannot stress enough that, regardless of the level at which your child will play, the commitment she is making is significant. Be sure both you as the parent, and the player understands this at the time of registration. This is especially true at the older levels of play. Please contact any member of the board of directors if you have questions regarding time commitment and expectations.

★ TGHA COACHES JOB DESCRIPTION ★

Purpose: Lead, teach and instruct players of a designated team.

Reports to: Board of Directors

Approval: Head Coaches are approved by a TGHA Board vote. Assistant coaches are nominated by Head Coach and Assistant coaches serve upon approval by TGHA Board of Directors. Only approved coaches who are in compliance with USA Hockey coaching requirements are allowed to be on the ice and in locker rooms.

Measures of Success:

- Players improve as hockey players
- Players improve as people
- Players have fun
- Create a team environment

Responsibilities:

- Abide by guiding principles of TGHA.
- Be well organized both in practice and game preparation
- Show 100% commitment to your team
- Treat all players with respect and in an unbiased fashion
- Be a positive role model at all times
- Create a positive learning environment for all players regardless of skill level.
- Continuously seek ways to improve coaching knowledge
- Treat opposing coaches, and players with respect and ensure your players do the same
- Treat officials with respect and ensure players do the same
- Wear a helmet when on the ice

- Adhere to USA hockey guidelines for locker room behavior and monitoring.
- Use creative coaching to allow for equitable ice time for each player
- Be in good standing with USA hockey coaching requirements; these include SafeSport certification, certification from approved USA hockey clinics and age-appropriate online coaching modules, and compliance with background checks.
- At all times represent the spirit of TGHA. Review all USA Hockey and NYSAHA and USAH rules and requirements and abide by the requirements as outlined by both organizations, including the Coaching Education Program. TGHA has ZERO TOLERANCE for violations of USA Hockey and NYSAHA Hockey requirements

Coach's Rights:

- Be treated with respect by players and parents of TGHA
- Access to all resource material available through TGHA and USAH
- Access to all necessary safety and practice equipment
- Support from TGHA coaching coordinator and the TGHA Board of Directors.

★ TEAM MANAGER RESPONSIBILITIES ★

The team manager is an essential parent volunteer role. The team manager is nominated by the team's Head Coach and then serves upon approval by TGHA Board of Directors. The team manager maintains close communication with the coaches, parents, and the TGHA Board of Directors and facilitates communication between these groups. The team manager receives training early in the season to maintain the team book which includes filing scoresheets, ongoing tracking of number of games to be counted towards qualifying games, and ensuring all required player and coaches' paperwork is filed in the book. The team manager is responsible for coordinating parents for the following suggested volunteer roles:

Ice Scheduler – Schedules all games home and away. Responsible for communicating schedule and schedule changes with the team coach, parents, and TGHA Master Ice Scheduler. (At times the team coach chooses to fill this role)

Locker Room Monitors (2) – Ensure that USA hockey locker room guidelines are followed. No cell phones or cameras are allowed in the locker rooms.

Game Day Coordinator – Schedules parent volunteers for each game to man the clock (home only), penalty box, and complete the scoresheet.

Travel Coordinator – Coordinates hotels, ride arrangements, food, directions, etc. for away games and tournaments.

Tournament Committee Representatives - At least two parent volunteers from each team. The Tournament Committee meets several times early in the season to plan TGHA's annual tournament (usually held the first weekend in December). In addition to the pre-tournament committee work, representatives recruit and schedule tournament parent volunteers, coordinate raffle baskets, and help with on-site duties during the tournament.

Fundraising Representative – Coordinates team fundraising activities with the TGHA Fundraising Coordinator.

Off-Ice Activities Coordinator – Coordinates teambuilding activities off-ice.

*Each team is different and will combine and coordinate these, and additional roles, according to team needs. **EVERY PARENT/GUARDIAN IS NEEDED AND EXPECTED TO VOLUNTEER IN SOME WAY TO SUPPORT THEIR PLAYER AND TEAM.**

★ “MOVE UP” POLICY ★

The TGHA philosophy of player development is that it is usually best for all players to play within their respective age groups. However, in special circumstances it may be appropriate for a player to move up to a higher age group. All requests to play “up” must adhere to the following protocol:

1. All requests must be made in writing to the TGHA Board of Directors,
2. Head coaches from the team for which the player is age-appropriate, and the team the player is requesting to be moved up to, must be involved in the decision.
3. The player's skills on the ice should be such that the she would be played on the first or second line of the team she would be moving up to.
4. The player must attend the team formation sessions for the team for which the player is age-appropriate & the move-up team the player is requesting.
5. The TGHA Board of Directors will have the final say on whether or not a player can move up, and will make its decision after giving all parties involved a chance to be heard.

★ FUNDRAISING ★

Members of TGHA are required to participate in the annual fundraising campaigns as outlined below. The TGHA Shooting Stars Invitational Tournament, held the first weekend in December, is TGHA's signature fundraising event.

1. Annual TGHA fundraiser – is determined by the Board of Directors each year and is mandatory for each player/family to participate.
2. TGHA Shooting Stars Tournament – profits from the tournament fees, hotel contracts, t-shirt sales, chuck-a-duck, etc. go to TGHA general funds. Each team is required to contribute a minimum number of raffle baskets to the tournament, as determined each year by the Board. Profits from the raffle baskets are pro-rated for the team that provided the basket.
3. Tournament fundraising policy – TGHA pays for the home tournament plus 1 other tournament during the season. Additional tournaments are to be paid for by the team either through additional fundraising or direct payment from each player/family.
4. Other individual team fundraising events which are not dictated or mandated by TGHA, but are planned by each team are to be approved by the Board.

★ PARENTS CODE OF CONDUCT ★

TGHA expects parents to:

1. Allow coaches to coach. Our coaches have been trained in the development of players. Please let them do their job! Putting a player between the wishes of their parents and the wishes of their coach is a very unfair place to put a child. Please support your child by supporting the coach.
2. Remain positive. Remember to remain positive with your child. Children can stress out and burn out on a sport at a very young age if parents exert too much pressure.
3. Get child to practice. Remember most development of player talents occurs in practice. One recent study showed that the average player spends about 30 seconds a game with the puck on their stick and up to 30 minutes a practice with the puck on their stick. Please give your child the chance to learn and develop by getting them to practice on time and on schedule. At the end of practice, pick up your child in a timely manner as well.

4. Model good sportsmanship. Your child sees and hears everything you do. [You are a role model!](#) Please demonstrate good sportsmanship by never yelling at officials, coaches, players or opposing fans. Violating the sportsmanship and/or conduct rules of TGHA will be subject to disciplinary action up to, and including dismissal of their child from the program. The parent may be banned from the arena if necessary. See our ZERO TOLERANCE POLICY.
5. Make sure your child has proper equipment. The biggest factor in safety of players is the equipment they wear. Your child's equipment should fit snugly but comfortably. Allow no more than ½ inch of growth room in skates as an example. Most sporting goods stores that sell used or new equipment can help you size and select your child's equipment. Take the time to get it right and ask for help if needed.
6. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
7. Volunteer as often as you can. TGHA depends on you! We run totally on volunteer help, and there is never enough. Please help out whenever you can. There are a wide range of projects, committees and jobs needing to be filled before, during and after the season. Contact any TGHA Board Member and ask how you can help.

★ PLAYERS CODE OF CONDUCT ★

TGHA expects players to:

1. Demonstrate good sportsmanship at all times.
2. Respect opposing players and coaches.
3. Refrain from using profanities.
4. Refrain from fighting.
5. Listen to their coach and show them respect.
6. Be a good team player by supporting their teammates at all times.
7. Say no to drugs and alcohol and stay away from others who use them.
8. Respect officials. Only coaches or designated captains should talk to officials.
9. Respect our arena and those we visit.
10. Be a role model for the kids coming up behind you.
11. Cell phones/video/camera or audio recording devices are not allowed in the locker rooms
12. All must treat TGHA locker room with respect

★ USA HOCKEY LOCKER ROOM POLICY ★

USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to TGHA's goals. TGHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. The details of USA Hockey's policies related to locker rooms can be found within the USA Hockey Annual Guide (<https://www.usahockey.com/annualguide>). To help prevent abuse or misconduct from occurring in our locker rooms, TGHA has adopted the following USA Hockey locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

Locker Room Monitoring

TGHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas.

Parents in Locker Rooms

Except for players at the younger age groups [e.g. 8U and 10U], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Prohibited Conduct and Reporting

TGHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in TGHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

★ ZERO TOLERANCE POLICY AND GRIEVANCE PROCEDURES ★

TGHA has a zero tolerance policy for violations of USA Hockey and NYSAHA policies and regulations. TGHA members shall be responsible for ensuring that they, their spouse, family members, guests and player(s) conduct themselves and behave in a mature and sportsmanlike manner at all times during which players are participating in TGHA activities, and that coaches, players and officials are treated in a respectful and non-abusive manner at all times. In the event that a TGHA member or their spouse, their family members, guests, or player(s) fail to conduct themselves in the proper manner as required by the TGHA bylaws, the TGHA Board of Directors has the authority to take appropriate disciplinary action. This may include, but is not limited to, an immediate suspension from all TGHA functions, which would preclude attending and/or participating in TGHA games, practices and other activities for a stated period of time. The Board will endeavor to provide all parties with the opportunity to be heard before a final decision is made.

In cases that are presented as SafeSport issues, the reporting of incidents will follow the requirements outlined by SafeSport and will receive the full cooperation of the TGHA board. For grievances that do not fall under SafeSport, the TGHA Executive Board will investigate all complaints made against TGHA players, parents and coaches. The Executive Board is made up of the TGHA President and other selected board members. Investigations will be handled in a thorough fashion in accordance with association and District rules, as defined in New York State Amateur Hockey Association 2019-2020 Annual Guide, Article VIII Resolutions of Disputes and Suspensions (<https://www.nysaha.com/page/show/885596-nys-usah-guide-book>) .

Coaching Complaints

From time to time there may be a question or issue that arises about decisions a coach makes or behavior that seems to be out of alignment with our coach's job description requirements. The following procedure documents how these situations should be handled:

1. If there is a question or concern that a player or parent has regarding the decisions/actions of a coach, the parent or player must calmly express the concern

to the coach directly. We recommend waiting 24 hours before approaching the coach so that the parent or player has time to think about the incident, and does not approach the coach with unchecked emotion or anger. The majority of all concerns can be handled immediately between the coach/parent/and players. TGHA will not tolerate the verbal or physical abuse of our coaches.

2. If the parent or player does not get a satisfactory conclusion to their issue/concern, they may contact a member of the TGHA Executive Board of directors.
3. After reviewing all of the information regarding the complaint, and conferring with the TGHA A.C.E. Coordinator and the full TGHA board of Directors, the Executive Board will determine the appropriate course of action. Any recommended disciplinary action will require a full Board vote.
4. The course of action determined by the board will be communicated to all affected parties in a one to one, confidential manner. All decisions of the Executive Board of Directors are final.

Parents and Players

Occasionally, parents and players forget the good sportsmanship focus of TGHA and behave in an unsatisfactory manner. Any physical or verbal abuse of a coach, player, official, opposing coach, opposing player, or parent will not be tolerated. The following procedure documents how these situations will be handled:

1. The incident should be immediately reported to a TGHA Board member.
2. The Board member will immediately contact the TGHA President and/or Vice President.
3. The President and Vice President will convene the Executive Board and review all of the facts of the incident. They will hear all sides of the issue and interview all necessary witnesses and/or participants.
4. After reviewing all of the information regarding the incident, the Executive Board will make a recommendation of action to the full TGHA Board of Directors. After a vote of the members, disciplinary action (if any) will be taken and communicated to the affected parties. All information will be treated in a confidential manner.
5. Failure to abide by the TGHA Board's decision regarding disciplinary action will result in further action, up to and including dismissal of a parent or player from TGHA.

★ TGHA DIVERSITY, EQUITY & INCLUSION POLICY ★

As an association, TGHA values the diversity of its players. To support diversity amongst our players/coaches, we continue to create an environment that is racially and culturally inclusive. In the event that there are racial slurs, racist acts, or harm based on race, the following procedure documents how these situations will be handled:

1. The incident should be immediately reported to a TGHA Board member.
2. The Board member will immediately contact the TGHA President and/or Vice President.
3. The President and Vice President will convene the Executive Board and review all of the facts of the incident. They will hear all sides of the issue and interview all necessary witnesses and/or participants.
4. After reviewing all of the information regarding the incident, the Executive Board will make a recommendation of action to the full TGHA Board of Directors. After a vote of the members, disciplinary action (if any) will be taken and communicated to the affected parties. All information will be treated in a confidential manner.
5. Failure to abide by the TGHA Board's decision regarding disciplinary action will result in further action, up to and including dismissal of a coach, parent, or player from TGHA.

★ EQUIPMENT POLICY ★

New players should reach out to TGHA Board or coaching staff on resources for player equipment. We also recommend our apparel partner, Instant Replay Sports, located in the Rink and at Triphammer Mall for quality used hockey equipment. TGHA-branded apparel can be ordered or purchased off the rack throughout the season.

Required Equipment for All Skaters:

USA Hockey Approved Helmet (Preferably Black)

Face Mask

Mouthguard

Neck Guard

Shoulder Pads

Elbow Pads

Gloves

Supporter & Cup/Pelvic Protector

Shin Pads

Pants (Preferably Black)

TGHA-branded Game Socks

Stick

Skates

★ PLAYER FEES AND PAYMENT SCHEDULE ★

All balances for a player's family from a previous year must be paid in full prior to registration

Fees: TGHA has an on-line registration process via our website www.ithacagirlshockey.org.

Registration fees are due in full on the day of registration, and payments can be made by check or via Paypal. If payment is by check, one check can be written for the entire fee, or two checks can be written; each for ½ the fee, one dated 1/15 of that year to be deposited on that date. If a player is planning to attend tryouts, the tryout fee must be paid for at registration.

★ REGISTRATION AND FINANCIAL ASSISTANCE ★

See the TGHA website for registration information: www.IthacaGirlsHockey.org. Registration is typically done in September online through SportsEngine, which can be accessed through the TGHA website. Financial assistance is available. Please contact the TGHA Board of Directors with requests for financial assistance. All requests are considered by the Board at the time of registration. Assistance is not guaranteed, but we make every effort to create an opportunity to participate for any eligible player. Financial assistance is funded through donations and fundraising, and any decision regarding the allocation of funds must be reevaluated on a yearly basis. Any donations will be welcomed. TGHA appreciates your cooperation with the fee and payment structure.

★ DROP OUT POLICY ★

A player who drops out of the TGHA program mid season may request partial reimbursement for their season fees. All requests are considered by the Board of Directors, which will take into consideration the reason that the player is leaving the program.

★ PARENT/GUARDIAN ACCEPTANCE & SIGNATURE PAGE ★

I (we) have received, read and agree to the rules as set forth in the TGHA Handbook for the season. I (we) understand that non-compliance with these rules may result in termination of play with TGHA which may/may not include a refund of payments made in advance.

PLAYER NAME(S): _____

Parent/Guardian

Date

Parent/Guardian

Date