



**SUN VALLEY YOUTH HOCKEY**  
**Guidebook**

# Contents

The Sun Valley Youth Hockey Association guidebook is designed to provide a comprehensive framework to guide players, parents, coaches, and administrators in understanding their roles and responsibilities within the organization.

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# 1. Introduction

## Welcome to the Sun Valley Youth Hockey Program!

Thank you for signing your child up for hockey! We are excited to welcome them to our thriving hockey community and look forward to watching them develop over time.

Hockey is a beautiful, fast, and challenging game that requires continuous improvement at all levels. Its complexity and athletic demands make it both difficult to learn and deeply rewarding.

Sun Valley Youth Hockey is a 501(c)(3) non-profit organization reliant on volunteerism. We follow guidelines from the Idaho Amateur Hockey Association, USA Hockey, rink rules at various venues, and corporate laws in Idaho.

In an effort to create transparency and continuity for the association and all community members, Sun Valley Youth Hockey developed these guidelines to be used as a reference when questions arise.

Thank you for supporting your child's development and positively supporting Sun Valley Youth Hockey. Let's work together to create the best possible hockey experience for your child and all participants.

Thank you,

~Sun Valley Youth Hockey Board of Directors

Sun Valley Junior Hockey Inc. DBA Sun Valley Youth Hockey Association is a 501(c)3 nonprofit organization.

## Mission Statement

Sun Valley Youth Hockey (SVYH) provides high quality ice hockey programs for youth in an environment open to all players at all levels of interest, ability and economic standing. SVYH assists participants in reaching their athletic potential by teaching skills that enhance the performance and enjoyment of ice hockey, while also developing lifetime skills of goal setting, commitment, self-discipline, determination, teamwork and sportsmanship.

## Purpose

This Guidebook is designed to provide a comprehensive framework to guide players, parents, coaches, and administrators in understanding their roles and responsibilities within the organization. It also provides the specific rules and policies that govern SVYH.

The SVYH Board will evaluate and modify this Guidebook in accordance with the needs, growth and vision for Sun Valley Youth Hockey. By inference, all USA Hockey rules are incorporated and stand as

written unless the IAHA Board and/or SVYH Board has implemented a more restrictive policy or practice. Any rule NOT specifically addressed in this publication will automatically follow the USA Hockey rule/policy as written in the USA Hockey Annual Guide ([www.usahockey.com](http://www.usahockey.com)).

## **Core Values**

Sun Valley Youth Hockey is built on a foundation of core values that align with USA Hockey's Core Values:

- Sportsmanship
- Respect for individuals (players, officials, coaches, rink managers, etc.)
- The pursuit of excellence, enjoyment, loyalty and teamwork.
- Honesty, integrity and fair play go hand in hand with developing playing skills, winning and having fun.
- Providing a fun, safe and rewarding experience for all participants and their families.
- Hockey is a game for life.

## **History**

Sun Valley Youth Hockey held its first hockey season in 1977-78 with about 20 players. The program has grown and developed over time to support 300 skaters each year. SVYH continues to be a strong program that develops great hockey players and solid citizens due in part to the community-based support.

# **2. Governance and Structure**

## **Organizational Structure**

SVYH is a 501 (c) (3) organization and is governed by a Board of Directors as established by the organizational Bylaws. The Board's responsibilities are to set policy, hire/supervise the SVYH senior staff, create and manage the annual budget, and administer the SVYH Program.

The SVYH board also creates committees that function to help facilitate the work of the board. Examples might include Fundraising, Finance, Governance, Coaching, and Grievance and Discipline. Committees may consist of Board members as well as other volunteers. Committees are created and function on a temporary basis in response to the strategic and operational needs of the association.

The Executive Director and Program Director/Registrar will work together to run the day-to-day business and hockey programming for SVYH.

### **Executive Director**

The Executive Director is responsible for overseeing the creation and delivery of an effective hockey program for every level within the association. This role supports and manages all coaches in creating practice plans, determining appropriate tournaments, overseeing and implementing assessments, and standing as the face and voice for hockey within the association. The ED serves as the primary point person for families and coaches for any questions or concerns directly related to hockey development.

Contact: [director@sunvalleyyouthhockey.com](mailto:director@sunvalleyyouthhockey.com).

### **Program Director/Registrar**

The Program Director / Registrar manages the financial operations of SVYH. This includes overseeing the registration process for individual players, ice scheduling and team tournaments. The PD also acts as the primary contact for USA Hockey to ensure compliance for all coaches and other personnel.

Contact: [sunvalleyyouthhockey@gmail.com](mailto:sunvalleyyouthhockey@gmail.com).

## **SVYH Community**

Players - there are close to 300 players in the association ranging from age 5-19.

Coaches - there are over 100 coaches who help each season, many of whom are volunteers!

Families - we are lucky to have over 200 families in the SVYH community.

SVYH expects every player, coach, parent and volunteer to contribute to the success of each player and the association as a whole. All players and coaches are considered "members" of USA Hockey

## **Guiding Associations**

SVYH is a member of the [Idaho Amateur Hockey Association](#) (IAHA), which is the governing body for youth and adult amateur hockey in Idaho. IAHA adheres to all the rules, policies, and guidelines of [USA Hockey](#).

SVYH is governed by both IAHA and USA Hockey. Both bodies have required policies, as well as guidelines for managing associations within the designated regions and for facilitating players and teams within the regions. They establish best practices for player development, coaching development, game rules, etc. The overall governing body for amateur hockey in Idaho is USA Hockey.

## **Board and Bylaws**

The SVYH board is comprised of 5-10 volunteer directors who serve 2 year terms, representing a wide range of player ages and who place the needs of the association above personal interests. Additional details of board representation, officers, and other governance policies can be found on the SVYH website.

## **Meetings**

### **Board Meetings**

The Board holds monthly meetings throughout the year. Board meetings include two sessions: general and executive. General sessions are open to SVYH community members and board-invited guests. Executive sessions are not open to the public, and only include board members. If you would like to

present something to the Board, please contact the SVYH President at least ten (10) days prior to the meeting at which you would like to present your item.

Please check the website or contact the Registrar or Board Secretary if you have more questions about the board.

Contact: [board@sunvalleyyouthhockey.com](mailto:board@sunvalleyyouthhockey.com).

## **3. Membership Information**

### **Eligibility and Registration**

Youth between the ages of 5-19 who live in Idaho are welcome to participate in the SVYH program. All participants must be registered with SVYH and follow all participation requirements.

Registration links can be found on the [SVYH website](#).

### **Fees and Financial Policies**

Participation in SVYH programming includes fees to cover the costs of administration, coaching, equipment, and other operational expenses. Each year, the board creates an operational budget for the coming year, and player registration fees are based on the budgeted operational costs. SVYH is flexible with the unique situations of families, and works with families to create payment plans. Whether paid in a lump sum or on a payment plan, all fees for the current season are expected to be paid no later than January 15th.

SVYH has a scholarship endowment awarded based on demonstrated need. Applications for scholarships can be made at the time of registration. Applications can be found on the [SVYH website](#).

### **Volunteer Expectations**

SVYH welcomes volunteers to help support the Mission and Programming of SVYH. Volunteers are essential to the success of SVYH. Many opportunities exist for volunteers, Fundraising (Wreaths, raffles etc.), Events, Timing and Scorekeeping, Coaching, Team managers, etc. If you are interested in volunteering for SVYH please contact the Program Director. Volunteers, like all members of the association, are expected to follow the SVYH code of conduct.

Contact: [sunvalleyyouthhockey@gmail.com](mailto:sunvalleyyouthhockey@gmail.com).

## **4. Teams and Programs**

## Eligibility

We believe that playing hockey with SVYH is a privilege—one that comes with commitment, teamwork, and a shared pursuit of excellence. Our mission is to provide a top-quality playing experience that develops individual skills and instills values such as sportsmanship, hard work, and a love for the game. We are proud to prioritize hockey as our core focus, while also recognizing and respecting the reality that many of our athletes participate in multiple sports throughout the winter season.

For players seeking more advanced hockey opportunities beyond what our small valley can offer, or who are balancing other athletic commitments, we understand the unique scheduling challenges this can present. SVYH is committed to supporting these athletes while also maintaining the integrity and cohesion of our program. We aim to strike a thoughtful balance that encourages growth, commitment, and community. In doing so, we've created a range of participation categories to accommodate the different levels of engagement among our skaters—ensuring that every athlete feels supported, valued, and able to grow through the sport.

## Team Structure

### Teams/Programs

SVYH is a Recreational Travel Program. SVYH follows USA Hockey age classifications. Age groups relate to the year of birth and can be found at [www.usahockey.com](http://www.usahockey.com).

A brief summary of each age class can be found on our Hockey Progression Chart on the [SVYH website](#). USA Hockey will now only refer to the age class by age rather than Mini, Mity, Squirt, Pee Wee, Bantam and Midget.

SVYH endeavors to support as many local hockey players as possible, following guidelines and policies from IAHA, while also doing what is best for the organization as a whole. SVYH works to create opportunities where there are variable enrollment numbers.

SVYH will typically host teams in the following age classes:

#### Youth Teams

- 6U (Mini Mites)
- 8U (Mity Mites)
- 10U (Squirts)
- 12U (Pee Wees)
- 14U (Bantams)
- 18U (Midget)

#### Girls Teams

- 12U Girls
- 14U Girls
- 19U Girls

#### High School Teams

- Varsity

- Junior Varsity

## Tryouts and Selection

### Evaluations

Based on the experience ranges within age groups, and to better align with USA Hockey's ADM model, SVYH will conduct evaluations to place players on the team best suited to their development for the upcoming season. These evaluations will take place for 12U teams and older that have enough players for multiple teams. Evaluations are typically in late September before the regular season begins, and are facilitated by the Executive Director who often includes experienced coaches to evaluate players at level they are not coaching, nor those in which their children are participating.

## Practice and Game Schedules

SVYH creates practice schedules for the season, taking into account the ages and developmental abilities of each player level.

Annual game and practice schedules are posted on the [SVYH website](#).

## Cancellation Policy

SVYH and representative coaches, in conjunction with the Program Director and Executive Director reserve the right to cancel practices/games. SVYH will make and communicate these decisions as early as possible.

## Player Eligibility

### Dual-Roster Players

Dual-roster players are those that sign up for and play for their local SVYH team, while pursuing part-time options with another team, or that roster with multiple teams within the SVYH organization. SVYH follows [IAHA and USA Hockey guidelines](#). There are limitations to dual-roster opportunities.

- Registration - Players intending to roster on multiple teams, with SVYH as their primary team, must register with SVYH before registering with another organization so that SVYH will be reflected as their home organization with IAHA and USA Hockey.
- Schedule conflicts - Any conflicts that arise between team schedules should be worked out ahead and communicated to SVYH coach and other team's coach. The expectation is that dual team skaters will prioritize SVYH games or tournaments when there is any conflict between team schedules. Rare exceptions may be granted with prior permission from the Head Coach and Executive Director, as long as it does not impact SVYH's ability to roster a team.

If a player does not choose to make SVYH their primary team, or if there are conflicts that interfere with SVYH responsibilities, that player's status and eligibility may be reconsidered as a Non-Member Idaho Player and may no longer be eligible for SVYH membership.

Families are encouraged to review IAHA guidelines, and to communicate with hockey administrators and coaches to make a fully informed decision.

High school players are subject to the eligibility rules and regulations defined by IAHA.

- For example: High School aged SVYH players enrolled in high school or home schooled in the Wood River Valley may be eligible to roster on a SVYH HS varsity or HS JV team in addition to their other SVYH team. If there is a schedule conflict, priority is given to the youth or girls team.

Some players may be eligible to play on two SVYH teams. These decisions will be based on factors such as age, maturity, registration numbers, tournament and practice schedules, conflicts, and playing ability. SVYH will assess each situation individually to best support the player and the organization's mission. The player's primary team will always remain the top priority.

### **Non-Member Idaho Players**

The strength of SVYH hockey is directly related to the strength of all hockey programs in Idaho. SVYH recognizes the value of supporting other Idaho youth hockey programs when a need arises. Historically, due to limited numbers of players in certain age groups, SVYH has successfully combined with other programs to roster a team. The Board has authority to approve a roster which has a combination of SVYH players along with players from other IAHA Member Associations based on a recommendation from the SVYH administration. The Board should consider the following before rostering other Idaho players:

- SVYH administration recommendation.
- Demonstrated need such as not enough players in their home organization.
- Expectation that players commit to a SVYH team roster for the duration of the season and attend a majority of games.
- For 12U ages and above, players will be evaluated - their records or playing, injuries, attitude, etc. – and SVYH will evaluate the impact on their progression and that of the team.
- Eligibility and participation will be decided by the SVYH Executive Director, or the board when the ED is not available. Non member players may be considered for a SVYH roster.
- Non-members and their families must comply with applicable SVYH codes of conduct and must meet all applicable USA Hockey and [IAHA Rostering requirements](#).

### **Dual Sport Athletes**

Dual-Sport Athletes are those skaters who want to play hockey while simultaneously pursuing another winter sport. Dual sport athletes are encouraged to prioritize SVYH. Playing time could be impacted for dual athletes. Dual sport athletes are encouraged to coordinate with their coaches and team managers at the beginning of, and throughout the season.

### **Play Up and Play Down Policies**

SVYH, IAHA and USA Hockey generally discourage players from moving to another age classification. However, play ups may be warranted in some cases. In all cases, play up requests must comply with the policy, be it SVYH, IAHA or USA Hockey. Players may be required to seek additional play up approvals

from IAHA ADM Committee, if required, including approval to play up from a non-checking to checking division.

If there is interest in playing up, Head coaches from both affected teams should review individual requests with the Executive Director. If the ED determines that play up should be considered, that player should be evaluated for the team in their age division and the requested play up team. Based on evaluations, the Executive Director will determine if the play up will be permitted by SVYH. The ED will consider the following in evaluating any request:

- The player has the skill, maturity and size to significantly and substantially contribute at the next level. Typically, this would mean the player is ranked by evaluators in the top 3 or 4 players on the team they are requesting to move to.
- Special consideration will be given when play up is necessary to have enough players to roster a team, or if there are not other available opportunities.
- Play-ups are for the season and not for individual games or tournaments.

The District Registrar is the only person that can approve a player to play down an age classification. Waivers to play down an age classification are granted for medical reasons and not for lack of playing ability or skills level experience. If a waiver is approved, the player may not be allowed to play in any State, Regional or National Championship. SVYH will refer to USA Hockey guidelines for these requests.

## 5. Participation & Representation

### Participation in SVYH

SVYH supports sportsmanship, team play and expects its participants to represent SVYH accordingly. When registering for SVYH, players, coaches and parents sign a *Code Of Conduct* as positive contributors to the hockey community. By signing the document, participants will be held to these standards. Infractions could result in a disciplinary response for the parent, the family and the player.

### Skill Development Philosophy

SVYH creates player progression charts based on recommendations from USA Hockey and ADM. SVYH creates practice plans that develop age-appropriate skills, knowledge and abilities. USA Hockey provides resources for players, coaches and parents on all aspects of hockey.

### Player Expectations

#### Behavior Expectations

Players are expected to commit time on and off the ice to grow and develop as hockey players and as representatives of the association. SVYH created a [Code of Conduct for skaters](#), outlining their roles and responsibilities as active members of the SVYH community.

## **Academic Expectations**

SVYH is committed to our student athletes. SVYH expects that all students will maintain the academic standards of their specific school. Players may lose their playing eligibility if they are unable to maintain their academic standards.

## **Parents/Guardians**

All SVYH parents are expected to adhere to the [USA Hockey Codes of Conduct for Parents and Spectators](#) and the [parents](#) code of conduct, found on the SVYH website. These are designed to help parents establish a growth-oriented mindset in all players and guide adults in their roles and responsibilities as active members of the SVYH community.

SVYH expects every parent to read and sign the [SVYH Parent Manual](#) each year to ensure they are adhering to expectations of SVYH and USA Hockey. Parents are also welcome to complete USA Hockey education opportunities through the [USA Hockey website](#).

## **Coaches**

Coaches are essential to the success of SVYH. Coaches are chosen based on their hockey knowledge, conduct, belief in youth development and availability. The Executive Director and the Coaches Committee select head coaches and then work with head coaches to identify assistant coaches.

## **Coaches Code of Ethics**

All USA Hockey ice hockey coaches (head and assistant) and instructors must abide by the [USA Hockey Coaching Ethics Code](#), and understand that violations may result in full or partial forfeiture of coaching privileges in programs, at sites or events under USA Hockey's governance.

## **Coaching Certifications**

Coaches must all be in compliance with our youth hockey requirements before the season begins, where they complete the following certifications:

**Safesport:** (90 mins, 30 mins annually, thereafter)

The United States Center for SafeSport is an American 501(c)3 nonprofit organization set up to reduce sexual abuse of minors and athletes in Olympic sports in the United States. Safesport provides training in preventing, recognizing and responding to issues related to abuse and neglect.

**Background Check:** (15 mins)

All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen before any such contact with those athletes.

**USA Hockey:** (4-6 hrs)

Coaching level certifications

**Coaching Modules:** (2-4 hrs)  
Age-specific coaching training

Most SVYH coaches are volunteering their time over the course of the season. Hockey has a six month season, and coaches are putting in as much as 50-80 hours of on-ice time, 20-40 hours of off-ice time and upwards of 20 weekend days entirely committed to the players and their development.

## **Team Managers**

The Team Manager is an important volunteer that provides a clear and direct channel of communication between the coaching staff, parents and SVYH. The Team Manager serves at the direction of the Head Coach as an off-ice administrative and organization assistant to the coaching staff. Team managers can be recommended by the team coach, but need final approval by the Executive Director in conjunction with SVYH administration. In making decisions about team managers, SVYH considers the limited supply of capable people, conflicts of interest, history of involvement in the association and other relevant factors. Team Managers may not concurrently manage a SVYH team, and a team outside of SVYH. SVYH responsibilities must always be the top priority, if conflicts arise.

## **Officials**

USA Hockey and SVYH have an obligation to create a non-threatening environment that promotes respect for officials and an opportunity for officials to improve through education and evaluation. USA Hockey does this through playing rules, points of emphasis, zero tolerance policies and comprehensive education programs for officials, coaches, parents and players. SVYH participants are encouraged to refer to the USA Hockey website to understand the rules and expectations related to game play and officiating.

## **Conflicts of Interest**

SVYH relies on parent coaches to support teams every year, especially at the younger age levels. SVYH recognizes that this structure creates the potential for conflicts of interest to surface, or other issues to arise. The SVYH Executive Director and Board will work to proactively minimize these situations, and will respond with as much objectivity as possible is/when conflicts occur. The ED will work with the Coaching Committee in most cases to address any concerns that may arise.

In situations where a conflict of interest is identified involving a Board member or coach, they may be asked to recuse themselves if the ED or Board feels this would create a necessary level of objectivity.

# **6. Inclusivity and Accessibility**

## **Diversity and Inclusion**

SVYH agrees with, supports and adheres to the USA Hockey statement on diversity and inclusion:

*SVYH is committed to fostering a welcoming environment for all by building a diverse, equitable and inclusive game. We celebrate every race, gender and background to unite as one community. We believe meaningful action can positively affect important change in our sport and carry over into our everyday lives.*

### **Financial Aid Program**

SVYH is proud to offer scholarships for families that demonstrate a financial hardship for their child(ren) to participate in the program. Families must follow the scholarship application steps to be eligible. Scholarship applications are confidentially evaluated by the scholarship committee, comprised of board members and specified community members. Financial assistance is distributed within the needs of individual families and the available scholarships funds within the annual budget.

## **7. General Policies and Procedures**

### **General Procedures**

#### **Hockey Equipment**

Equipment used by SVYH players should be fully functional and fit appropriately, or activity could lead to injury. Any customized gear that is exclusive to individual teams (12U A and/or B, 14U A and or B, etc.), must utilize the correct Suns colors of red, white and Black (name actual colors) and also receive board approval before utilized in a game or practice.

SVYH requires each player to wear the following gear and protective equipment (made specifically for hockey) for practices and games:

- Approved HECC helmet with chin straps and HECC approved face mask
- Colored mouth guard
- Hockey gloves
- Shin pads
- Elbow pads
- Shoulder pads
- Protective cup (boys and girls)
- Padded hockey pants
- Hockey socks (these go over the shin pads)
- Hockey jersey
- Hockey skates
- Neck laceration protection (required for ALL players as of August 1, 2024)
- Hockey stick – tape the blade of the stick and the top of the stick. Coaches can assist with this.

#### **Loaner Gear**

SVYH understands that hockey equipment is expensive and an investment in your player's safety and protection. SVYH does have a Loaner Gear Program for registered players where hockey gear may be

borrowed free of charge for the season. Most of the gear is sized for younger players, but SSH does have a limited supply of gear for older players. In addition, SVYH also has some loaner gear specifically for goalies (Chest, arm and shoulder pads, leg pads, catcher and blocker gloves).

### **Goalie Gear**

SVYH provides goalie gear when needed up to the second year of 14U (boys and girls). The expectation is that loaner gear may need to be available to be shared within the organization when not in use. Once goalies reach their second year of 14U, they should purchase their own goalie gear. SVYH acknowledges goalie gear is expensive, and we have established a goalie gear scholarship fund to assist with these costs.

### **Ice Time Allocation**

Practice schedules are created every fall based on enrollment numbers, ice time availability and age-appropriate timing and are designed to maintain efficient use of ice time. Practices may include whole or half ice sheets based on enrollment numbers, frequency, and other factors.

## **Travel and Tournament Policies**

### **Tournaments**

#### **Travel Guidelines**

SVYH creates opportunities for every player level team to participate in competitive tournaments each season. The number, frequency and level of play is based on factors such as age-level, ability level, equity, cost, location and other factors.

The SVYH registrar works together with team managers, head coaches and the Executive Director to determine tournament play for the season.

#### **Travel Policy**

SVYH has teams that travel regularly to play individual games or in tournaments. Most travel is defined as 'regional travel' where parents coordinate and are responsible for travel arrangements.

In rare circumstances, a SVYH team will engage in 'team travel,' where the coaches and organization coordinate travel and share a bus or other means of transport. Travel procedures differ in each case. Special precautions will be taken under these circumstances as required by Safesport.

#### **Tournament Selection**

Head coaches will determine rosters for each tournament. They are empowered to make independent decisions based on factors that may include level of play, number of participants in the program, age of players, travel distance, etc. Coaches may seek input from the Executive Director if desired.

Sanctioned Games - No Sun Valley Youth Hockey team may play in any event that is not sanctioned by USA Hockey.

## **Playing time**

Every SVYH player can expect regular playing time in tournament games for which they are rostered, at the 6U-12U levels. This approach helps players of all abilities to develop their skills and deepen their hockey knowledge. 6U-12U coaches have the discretion to restrict players on the ice during the last 3 minutes of a tournament game or during the entirety of a championship game.

Coaches at the 14U, 18U and 19U have full discretion to skate specific players, in order to be as competitive as possible.

## **Communication Channels**

Communication is critical for a successful season at every level. Proactive communication is what everyone strives for, and there are times when communication breaks down. Hockey players, coaches and parents are passionate about the game. This energy fuels the sport and maintains motivation during a long season. It can also lead to moments of confusion, anger, frustration, etc.

Open, honest communication is vital – however, many concerns may not be best served by the ‘heat of the moment’ dialogue, and so we ask all to follow the “24 hour rule.” Wait 24 hours to bring your concerns to the coach, Executive Director, Board, or SVYH representative. During these moments we encourage all members of the SVYH community to follow the guidelines outlined below:

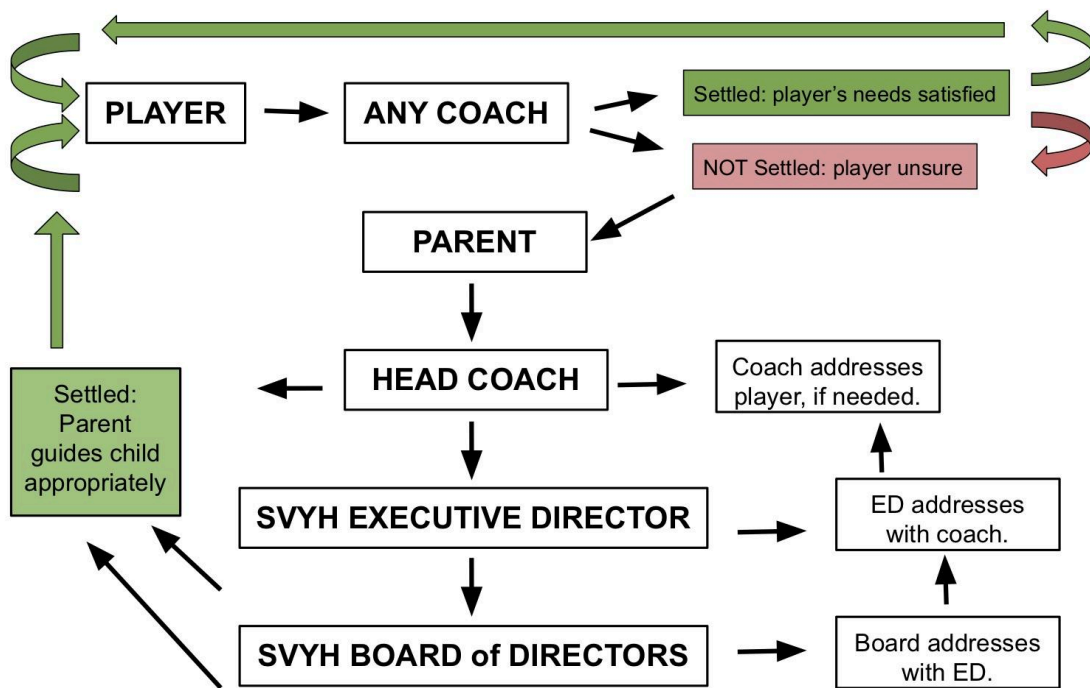
### **24 Hour Rule Approach**

First, if you find yourself frustrated, angry or otherwise limited in your capacity to hear other perspectives and ideas, we encourage you to take a break. Write down your thoughts somewhere, BUT DON'T send them.

Secondly, let your emotions settle, then go back to those thoughts the next day and reread them. Consider the parties involved, ask yourself what others’ perspectives may be, and decide if this issue is critical enough to take action.

Third, once you feel in a place to have a calm and open conversation, reach out to the appropriate person using the visual guide below.

## HIERARCHY OF RESPONSIBILITY & COMMUNICATION



## 8. Player Safety

### Concussions

#### **IMPACT Testing**

SVYH recommends that each player 12 years of age and older have an ImpACT baseline test on file every two years. ImpACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most widely used, and most scientifically validated computerized concussion evaluation system. SVYH will set up a few testing options before the season starts. Players may already have taken the ImpACT test with their school sport. For information on the ImpACT test and signs and symptoms, please check out their website at [www.impacttest.com](http://www.impacttest.com).

#### **Concussion Protocol**

Head injuries can happen while playing hockey. SVYH follows updated concussion protocols defined by USA Hockey. If a player is suspected of having a concussion, coaches, team managers, parents and players are expected to follow the protocols and adhere to the policies outlined by the [USA Hockey Concussion Information](#).

Players may only return to the ice after the SVYH Executive Director has approved their "[Return to Play Form](#)."

## SafeSport

USA Hockey and SVYH are committed to creating a safe and positive environment for its participants' physical, emotional, and social development and ensuring it promotes an environment free from abuse and misconduct. SVYH, as a member of USA Hockey, agrees to and complies with the SafeSport Program. All SVYH coaches, board members, employees, team managers, locker room monitors, and other volunteers who have contact with skaters are required to complete Safesport training and complete a background check. SVYHY will appoint a Safesport Coordinator to oversee compliance with Safesport policies. More information on SafeSport may be found at [www.usahockey.com](http://www.usahockey.com).

USA Hockey Safe Sport is a program focused on the organization's off-ice safety efforts. The USA Hockey Safe Sport Handbook addresses the following:

Policies prohibiting the following:

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying
- Threats
- Harassment
- Hazing

Other policies included address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- One-on-one interactions
- Locker rooms
- Athletic training modalities
- Social media and electronic communications
- Travel

## SafeSport Reporting Procedure

How to Report a SafeSport Complaint: Under both federal and Idaho law, our coaches/volunteers must report complaints or allegations of child abuse or sexual abuse/misconduct. Complaints or reports can be made directly to the US Center for SafeSport, USA Hockey, or to the IAHA SafeSport Coordinator. A report should also be made to the appropriate law enforcement agency or child protective service organization. For other forms of abuse addressed by SafeSport, complaints or reports can be made to USA Hockey, or directly to the IAHA SafeSport coordinator.

Procedure for Handling a SafeSport Complaint or report: <https://www.usahockey.com/makingareport>

1. IAHA SafeSport Coordinator receives report either directly from the complainant or from USA Hockey.
2. Persons involved are contacted for statements and other information/statements gathered as necessary.
3. Disciplinary Hearing held if warranted.

## **Background Screening**

In compliance with requirements from the United States Olympic & Paralympic Committee (USOPC), USA Hockey launched a national level background screening program. All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen before any such contact with those athletes. The background screening program will be handled at the national level using NCSI and screens are valid for 2 years. There is a cost associated with the screening. More information and screening registration available at [usahockey.com/backgroundscreen](http://usahockey.com/backgroundscreen).

## **Locker Room Policy**

SVYH endeavors to communicate clear policies related to locker room usage and conduct, ensuring that all participants understand their roles and responsibilities when using locker rooms for practices and games.

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 SVYH goals. SVYH 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.

To help prevent abuse or misconduct from occurring in our locker rooms, SVYH has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At CAMPION ICE HOUSE, players are assigned to one of four locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one other locker room. For practices, players may also change in designated areas outside of the locker rooms.

At SUN VALLEY RINK, players may be assigned to one of four changing rooms available for our program's use. All SVYH players must have a base layer when changing in the Sun Valley facility. This facility has shared public bathrooms located in the entryway. For practices, players may also change in designated areas outside of the locker rooms.

Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. SVYH team managers will attempt to provide information on the locker room facilities in advance of games away

from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

### **Locker Room Monitoring**

SVYH 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. Locker room monitors are put in place at every team event to monitor behavior. While constant monitoring inside of locker rooms and changing areas is preferred and the most effective way to prevent problems, we understand that this could make some players uncomfortable and may even place our monitors in an uncomfortable position.

Team representatives conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either an assistant coach or volunteer locker room monitors (each of which has completed safety courses including SafeSport and a background check) will be assigned to monitor locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### **Parents in Locker Rooms**

Except for players at the younger age groups [8U and younger], parents are discouraged 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 parents are asked to let the coach know beforehand that he or she will be helping the player.

Naturally, with the youngest age groups it is necessary for parents to assist the players getting dressed. Parents are encouraged to teach their players as young as possible how to get dressed so that players will learn 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.

### **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, SVYH will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players. In cases where there is not a separate gender locker room for a co-ed team, players are expected to arrive with a base layer.

### **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 in the locker rooms. Phones should be left with parents, at home or in the car - not in the locker room. [it may be permissible to have team manager collect phones]

### **Prohibited Conduct and Reporting**

SVYH 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 SVYH 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](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## **Alcohol, Tobacco, Smoking Products and Drug Abuse**

It is the considered judgment of SVYH and the Board of Directors of USA Hockey that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey.

Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol, tobacco, smoking products or drugs, as these terms are defined below, during participation in its programs as follows:

1. Zero tolerance for possession or use of drugs by any participant unless participant is currently under a doctor's care and the medication is required for treatment of an illness or injury;
2. Zero tolerance for providing or condoning the use of alcohol, tobacco, smoking products or drugs to or by a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;
3. Zero tolerance for being under the influence of alcohol, tobacco, smoking products or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and
4. Abuse of alcohol, tobacco, smoking products or drugs by a participant while participating at a USA Hockey event other than that prohibited by #3 above.

Violation of this policy shall subject the participant to disciplinary action up to and including suspension or disqualification from membership. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs and affiliates develop and enforce alcohol, tobacco, smoking products and drug abuse policies and practices that are consistent with this policy.

For purposes of this policy, the word "alcohol" shall include the following:

1. Intoxicating beverages.
2. For purposes of this policy, the words “drug” shall include the following:
  - a. Any controlled substances.
  - b. Prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.
  - c. Any mood altering or psychoactive substance that produces a state of intoxication in the participant.

For purposes of this policy, the words “tobacco and smoking products” shall include the following:

1. Electronic Smoking Devices are devices that heat a chemical solution into a vapor that is inhaled into the lungs (e-cigarettes, e-cigars, e-pipes, vape pens or other similar devices).
2. Smokeless Tobacco are tobacco products chewed or snuffed rather than smoked by the user, including dipping tobacco, chewing tobacco, snuff, snus or similar tobacco products not used for smoking.
3. Tobacco smoking is the use of regular tobacco in cigarettes, cigars, pipes, hookahs, water pipes or other similar tobacco smoking products.

Further, the word “participant” shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.

## 9. Code of Conduct Violations

SVYH and USA Hockey are committed to creating a safe and fair environment for all participants. All participants - players, coaches, managers, parents and spectators - are responsible for their actions and how they impact their team and the association.

SVYH is responsible for enforcing the rules and policies established and approved by USA Hockey, and their Affiliate, IAHA. This includes taking disciplinary action, as deemed appropriate, towards any participant as required or deemed necessary in the pursuit of creating and maintaining a positive hockey community.

Reports of harassing or hurtful actions, or violations of Safesport guidelines should be reported immediately to the appropriate coach and Executive Director. Refer to the [Safesport policies](#) in these cases.

### **Zero Tolerance**

Respect for the game, the opponents, coaches and officials is a critical part of the environment that is created. This [Zero Tolerance Policy](#) summarizes required actions to be taken when violations occur. All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey

sanctioned events. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

### **Hockey as a Youth Sport**

The relationships and mutual understanding between SVYH players, coaches, and parents is of paramount importance to our success. Tensions will and do arise. We expect common sense and good manners to prevail.

Open, honest communication is vital – however, many concerns may not be best served by the ‘heat of the moment’ dialogue, and so we ask all to follow the “24 hour rule.” (See page 15 for more information on the 24 Hour rule) Wait 24 hours to bring your concerns to the coach, Executive Director, Board, or SVYH representative.

## **10. Disciplinary Procedures**

### **Disciplinary Policies**

All parties in the SVYH community are expected to behave in ways that meet the relevant code of conduct, reflect the SVYH core values and positively represent the association. Violations of these expectations will be met with an immediate and appropriate response.

### **Prohibited Player Behaviors**

Examples of actions that will not be tolerated:

1. Bullying, Harassment, or Discrimination
2. Violence or Aggressive Behavior (e.g., fighting, unnecessary roughness)
3. Disrespectful Language (e.g., swearing, insults, racial slurs)
4. Substance Use (e.g., drugs, alcohol, tobacco)
5. Damage to Property

### **Disciplinary Procedure**

Players, Parents/Guardians/Family and SVYH Staff/Affiliates and Board Members will abide by the relevant code of conduct while attending SVYH events, including demonstrating self-discipline, responsibility, respect, and conducting themselves in a dignified manner.

SVYH, in its sole discretion, may determine that SVYH athletes that violate the Code of Conduct represented in this guidebook are subject to discipline, which may ultimately lead to suspension or dismissal from SVYH. In cases when a player behaves in ways that violate the code of conduct expectations:

1. First Offense:
  - Determination is made if [USA Hockey Bylaw 10](#) should be enacted or if a Safesport rule has been violated.
  - If not, verbal warning issued by a coach or team official.
    - i. Coach determines if individual consequences are appropriate to the situation.
  - Documentation of the incident in the association's records and email sent to parents
2. Second Offense:
  - Ice time may be jeopardized.
  - Determination is made if [USA Hockey Bylaw 10](#) should be enacted or if a Safesport rule has been violated.
  - If not, a meeting is scheduled with representatives from the player's family and SVYH to address the behavior.
  - Documentation of the incident in the association's records.
3. Third Offense or Severe Misconduct:
  - Ice time may be jeopardized.
  - Referral to the association's Disciplinary Committee for review.
  - Enact [USA Hockey Bylaw 10](#)

- After a hearing, potential consequences may include extended suspension, removal from the team, or expulsion from the association.
- Documentation of the incident in the association's records.

Disciplinary action may also be taken against coaches or other members of the organization who condone, permit or fail to take appropriate preventative, corrective or other action against illegal, unethical or other improper conduct. In addition to discretionary discipline handed out by coaches, any coach, team manager, volunteer, parent, player, administrator, vendor or other participant in Sun Valley Youth Hockey may bring incidents that rise to the level of violating any rules, procedures, policies or codes to the attention of Sun Valley Youth Hockey for disciplinary consideration.

In most cases, player issues can be addressed by the coach. Most conflicts don't arise to the level of a bylaw 10 hearing and can be addressed at the team level, where feedback can be corrected immediately by those involved.

If an incident does escalate, reporting such incidents generally follow a series of escalating steps, as described below:

1. The party reporting the incident should contact the appropriate person within SVYH.
  1. Issues related to players: contact the Head Coach or Executive Director
    - Contact: refer to appropriate email for child's playing level
  2. Issues related to coaches: contact the Executive Director
    - Contact: [director@sunvalleyyouthhockey.com](mailto:director@sunvalleyyouthhockey.com)
  3. Issues related to the Executive Director: contact the board
    - Contact: [board@sunvalleyyouthhockey.com](mailto:board@sunvalleyyouthhockey.com)
  4. In all cases, please submit a written record to ensure the incident is understood and documented accurately.
2. After receiving the incident report, the SVYH representative may investigate and/or prepare a report that will be reviewed by the Disciplinary Committee.
3. If an issue escalates to a Disciplinary Committee, that group will determine if it is appropriate for the Committee to handle the incident in-house, or if it should be reported to another authority.
4. If the Committee elects to handle the incident, or the family elects to request a hearing, a hearing committee will be appointed to implement procedures of [USA Hockey Bylaw 10](#), including:
  1. Conduct a hearing
  2. Write reports
  3. Appeals
  4. Any other factors informing the incident
5. The Disciplinary Committee will follow all procedures listed under USA Hockey Bylaw 10 C, including any written decisions and appeal options, if applicable.
6. SVYH complies with [USA Hockey Bylaw 10](#) Dispute Resolution, Discipline, Arbitration.

It is the purpose of the USA Hockey Unified Procedure in Bylaw 10 to provide parties a fair hearing prior to being subject to Discipline, which shall include reasonable notice of the grounds for the proposed

discipline, and to contest any action taken by a Disciplinary Committee. Note, players and families may elect to seek a Bylaw 10 hearing at any time.

### **Disciplinary Committee**

The Disciplinary Committee will consist of a minimum of three reasonably disinterested and impartial persons to conduct a hearing in instances requiring discipline. The Committee may also elect to enlist the participation of the Head Coach of the team in question, other pertinent coaches as determined by the team's Head Coach, and any other pertinent individuals. The Disciplinary Committee is appointed by the SVYH Board of Directors and is responsible to the board of directors for administering the code. Any member of the board of directors may be a substitute for any member of the Committee that is unavailable for any reason. The Committee meets in all situations in which SVYH, in its sole discretion, believes it is appropriate for the Committee to consider the conduct of any participant in the SVYH association. The committee's primary objective is to apply a procedure that is fair and reasonable and is carried out in good faith for consideration of an athlete, parent or guardian's conduct and potential discipline.

### **Levels of Disciplinary Action**

In considering conduct and discipline, the Disciplinary Committee will consider the allegations, the reasons for the alleged conduct and the impact of the conduct on SVYH. Consideration is given to past conduct and discipline, if any, and the degree of honesty, maturity and respect in approaching and attempting to resolve the allegations of conduct with SVYH and those individuals involved or affected by the conduct. Depending on the severity of the action, possible disciplinary action in no specific order may include but are not limited to:

- Suspension of practice privileges
- Suspension of game privileges
- Suspension of a tournament privileges
- Dismissal from SVYH organization

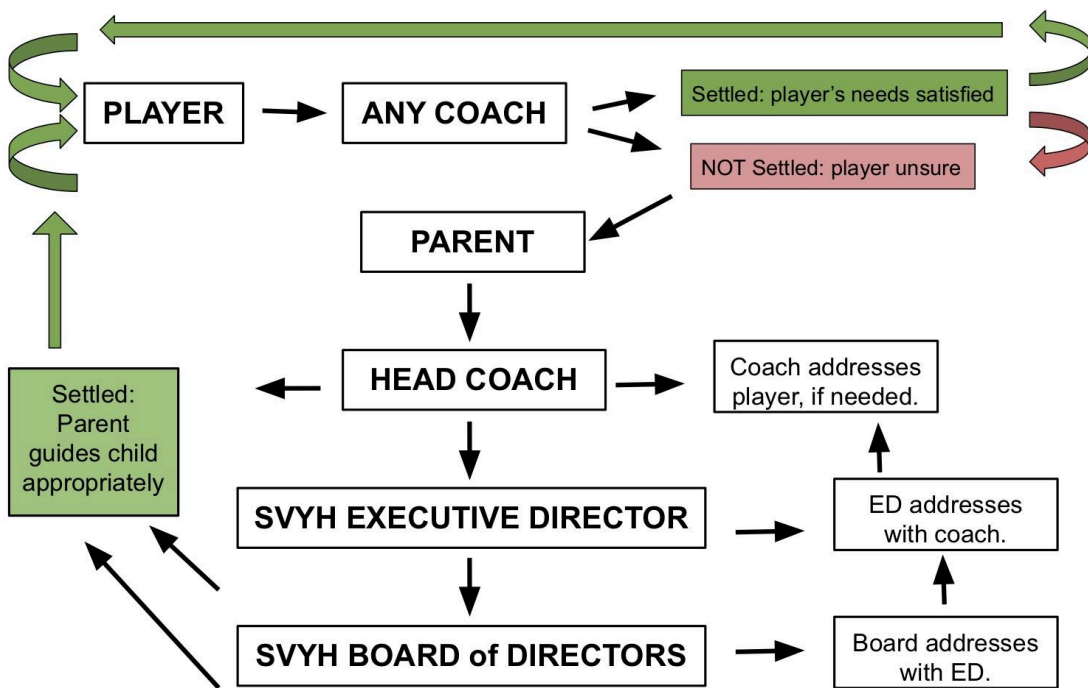
## **11. Conflict Resolution**

### **Complaint Procedures**

#### **Communication Between SVYH Members**

The need for clear communication structures and channels within the SVYH community is vital. It is the intent of the SVYH Association to provide avenues for family members, coaches, referees and players themselves to express their legitimate concerns and issues and to be considered in a fair and unbiased way, and also to receive a timely and respectful response in return.

## HIERARCHY OF RESPONSIBILITY & COMMUNICATION



### Addressing Grievances:

- Community members are encouraged to try and resolve grievances directly with those involved first. While focused on the skating and learning experience of the children involved, please discuss your concern directly with your Team Manager, Head Coach, or an Assistant Coach when possible and where appropriate.
- Cooling-off Period: Anyone submitting a grievance is asked to wait 24 hours before doing so. The intent of this time period is to provide time and space for reflection before submitting a complaint or grievance.
  - The exception is if the grievance relates to a SafeSport Violation or a criminal act, then it should be reported ***immediately***.
    - **Safesport Contact:** [sunvalleyyouthhockey@gmail.com](mailto:sunvalleyyouthhockey@gmail.com)
- Determine if the grievance can be resolved by talking to the coach and/or manager of the team or to the others involved?
  - If the answer is no, then notify the next appropriate member of the SVYH association, likely the Executive Director.
- The Executive Director has the final say in all grievances related to issues within SVYH. (Parents always have the option to appeal to IAHA.)
- Grievance exceptions:
  - Calls in games by officials are never subject to appeal.

- Discipline for in-game infractions (match penalties) are handled by IAHA although SVYH may take action and issue additional discipline if appropriate.

## Appeals Process

Most situations will likely be resolved at the team level. There may be cases that require the participation of the ED.

If a member feels an issue has not been resolved, they are encouraged to refer to the [USA Hockey Annual Guide](#).

Issues related to discipline and appeals can be found in [Bylaw 10 in the USA Hockey rulebook](#).

If the grievance is with the Executive Director, the Board should be notified by sending an email to [board@sunvalleyyouthhockey.com](mailto:board@sunvalleyyouthhockey.com) who will ensure the grievance is shared with the entire board and be addressed appropriately.

## Whistleblower Policy

A whistleblower as defined by this policy as a SVYH member, volunteer, employee, executive committee member, or board member of SVYH who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy or association. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the SVYH registrar AND a voting member of the SVYH Board of Directors. They will follow IAHA Whistleblower protocols. The member or volunteer must exercise sound judgment to avoid baseline allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension or expulsion.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the SVYH registrar and a voting member of the SVYH Board of Directors immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Members or volunteers with any questions regarding this policy should contact the [IAHA President](#) or any voting member of the [SVYH Board of Directors](#).

## 8. Financial Management

### Fundraising

SVYH is a nonprofit organization that relies on registration fees and fundraising to generate operating revenue. SVYH fundraising may include tournament raffles, wreath sales, organized events or annual solicitations. SVYH respectfully asks every participating family to participate in the fundraising process, either by direct donations or through actions that generate revenue for the association such as tournament raffles and the annual wreath sale.

### Sponsorships

SVYH relies on annual sponsorships for ongoing costs of equipment and materials. SVYH and its sponsors will adhere to policies and contracts that maintain the 501(c)3 status, are aligned with the core values of the association, and generate revenue for the association.

### Budget Transparency

The SVYH board of Directors will create and share an annual report each year that provides sufficient details of the organization's budgetary operations and fiduciary oversight.

## 12. General Records

### Records Retention

This document applies to all areas of the SVYH. Records can be in the form of any type of media such as hard copy or electronic media.

#### Record Retention

SVYH will retain records in an orderly fashion for time periods that comply with legal and government requirements, and USAH policy, and as dictated by acceptable accounting procedures.

**Storage and Protection:** Records are maintained and stored in a suitable manner to permit appropriate access and retrieval, as well as an environment that protects against deterioration, damage and loss.

**Record Disposition:** When the record retention period expires, records are to be discarded without further authorization, unless they are connected to litigation, investigation or claim.

The owner/custodian of the record is responsible for determining the appropriate means of disposal of the record.

## **Record Management of Electronic Documents**

The same care in storage, protection, retrieval, retention and disposition is given to records stored using electronic media. SVYH follows suggested records management processes articulated by [USA Hockey](#).

## **12. Appendices**

- **Contact Information:** Key personnel and resources.
  - SVYH Executive Director: [director@sunvalleyyouthhockey.com](mailto:director@sunvalleyyouthhockey.com)
  - SVYH Board Chair: [board@sunvalleyyouthhockey.com](mailto:board@sunvalleyyouthhockey.com)
  - List of SVYH Board of Directors: [SVYH Board of Directors](#)
  - [IAHA President](#)
  - [Idaho SafeSport Coordinator](#)
- **Forms:** Registration, waivers, medical releases, and incident reports: refer to the [SVYH website](#).