

# Homer Hockey Association



## Member Handbook

Revised 2009

**Homer Hockey Association**

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[www.homerhockey.org](http://www.homerhockey.org)

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## INTRODUCTION

This handbook was compiled to acquaint you with Homer Hockey Association (HHA). We have included information for newcomers to the association, plus general and special rules governing several aspects of the program. This information provides HHA's fundamental beliefs, goals, structure, and rules governing the program. This handbook will be updated on a regular basis and is to be used in addition to the complete playing rules in the annual USA Hockey Official Rules of Ice Hockey publication and the Alaska State Hockey Association Affiliate Handbook (ASHA).

HHA was formed in 1991, then became an affiliate member of USA Hockey and incorporated as a nonprofit 501(c)3 entity in 1996. HHA has grown from a small informal group of hockey players to an organization with teams at every age level competing with other associations throughout the state. HHA has fielded teams participating at the Tier III and IV levels that have gone on to win state championship tournaments, and grown to include Tier II competitive teams, girl's hockey, women's hockey, and men's hockey. The Kevin Bell Arena also supports broomball and Homer High School teams.

### Mission Statement

HHA is a non-profit corporation which exists to promote and facilitate learning to skate as well as to provide wholesome recreation and competition for all skill and age levels, both youth (ages 4 -18) and adults, through the sport of hockey. It also fosters, encourages and promotes the principles of sportsmanship and fair play for all who participate in the sport by providing a safe environment, quality facility and dedicated coaching staff for skating enthusiasts.

## GENERAL CALENDER OF EVENTS

### **SEPTEMBER**

Rink Opens  
Tier II Season Begins  
General Registration  
Gear Swap  
Coaches Meeting  
Referee & Coaching Clinics

### **OCTOBER**

Player Evaluations & Team Organization  
Practice Begins  
Manager Meeting  
House League Game Scheduling Meeting

### **NOVEMBER**

Team Photos  
Games & Tournaments Begin

### **DECEMBER**

Christmas Eve Skate

### **FEBRUARY**

Tier II State Tournaments

### **MARCH**

Tier III/IV State Tournaments

### **APRIL**

Kevin Bell Day Fundraiser  
HHA Awards Banquet  
General Membership Annual Meeting  
Board of Directors Election

### **MONTHLY**

Board of Directors Meetings - all members welcome

## Board of Directors

The Board of Directors (BOD) consists of ten elected positions: President, Vice President, Secretary/Treasurer, Registrar, HHA Advisory Board Chair, two Advisory Board Directors, Kevin Bell Arena (KBA) Advisory Board Chair, and two KBA Advisory Board Directors, see Figure 1. These positions are elected at the annual meeting in April.

The HHA Advisory Board focuses on the success and well-being of the association, its players and property. Some of the responsibilities include player recruitment, registration, gear swap, equipment, discipline, coach recruitment/placement, player placement/tiering, team managers, tournaments, banquet, referees, player & coach clinics and team pictures. The KBA Advisory Board focuses on the operation and maintenance of the ice rink facility. Some of the responsibilities include facility improvements, repairs, maintenance, janitorial support, bulletin boards and grounds keeping.

### 2009-2010 Board Members

President	Cinda Martin	399-4574	<a href="mailto:duggansdiva@hotmail.com">duggansdiva@hotmail.com</a>
Vice-President	Laura Sheldon	235-5950	<a href="mailto:lsheldon@xyz.net">lsheldon@xyz.net</a>
Secretary/Treasurer	Emily Hutchison	715-205-6110	<a href="mailto:Emily_hutch@yahoo.com">Emily_hutch@yahoo.com</a>
Registrar	Kim Duggar	235-5695	<a href="mailto:homrdugr@alaska.net">homrdugr@alaska.net</a>
HHA Advisory Board Chair	Lisa Pitta	235-4119	<a href="mailto:lcharboldpitta@hotmail.com">lcharboldpitta@hotmail.com</a>
HHA Advisory Board Director	Leslie Slater	235-1279	<a href="mailto:gazelle@xyz.net">gazelle@xyz.net</a>
HHA Advisory Board Director	Brandon Grochow	320-224-4267	<a href="mailto:homerbroomball@gmail.com">homerbroomball@gmail.com</a>
Ice Rink Board Advisory Board Chair	Chip Duggan	235-9949	<a href="mailto:dugganspubhomer@yahoo.com">dugganspubhomer@yahoo.com</a>
Ice Rink Advisory Board Director	Matt Wise	235-6992	<a href="mailto:matthew.wise@acsalsaska.net">matthew.wise@acsalsaska.net</a>
Ice Rink Advisory Board Director			

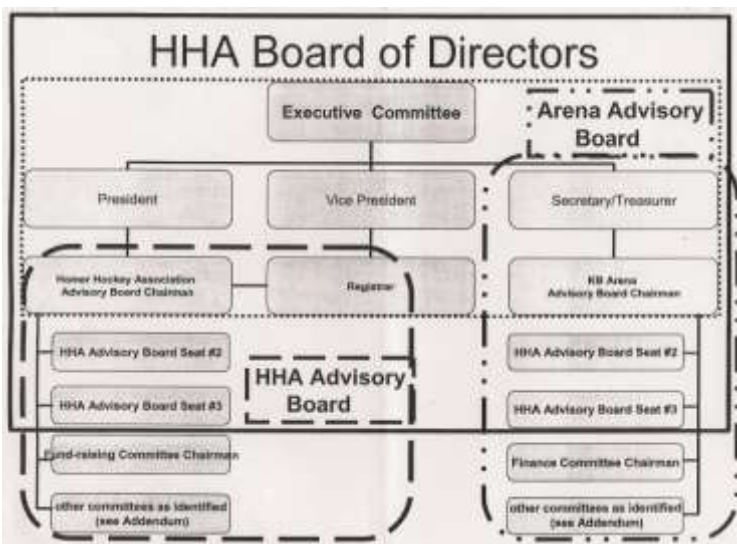


Figure 1

### List of coordinators

HHA is always in need of volunteers including but not limited to: Equipment Coordinator, Managers, Referees, Coaches, IP Instructors, Public Skate Monitors, Tournament Coordinators, Picture Coordinator, Banquet Coordinator, Coaches Coordinator, Kevin Bell Day Coordinator, Fundraising Coordinator, Newsletter Coordinator, and Board Members. If you are interested, please contact a Board Member.

### Coaching Coordinator

The Coaching Coordinator may or may not be a member of the Board of Directors but is an integral part of the structural body of HHA. The Coaching Coordinator oversees the coaches and their teams, ensuring proper training for the coaches and proper skating skills for the players. The Coaching Coordinator acts as a liaison between parents, athletes and coaches and is instrumental in resolving concerns that may arise.

### Coaches

The Coaching Coordinator and the HHA Board of Directors are responsible for recruiting and appointing the coaches. Assistant coaches are usually selected by the head coach but are also subject to the approval of the Coaching Coordinator. Coaches are required to

complete USA Hockey coach training. All coaches must sign a statement saying they have read and will abide by the USA Hockey's Coach's Code of Conduct. To serve as a HHA coach, potential candidates must successfully complete the ASHA screening process. Coaches are responsible for following the standards of consistent play set by USA Hockey throughout all age divisions, striving to develop the full potential of each player, line, and team. Coaches decide the most compatible structure to produce balanced lines and fair play. HHA philosophy holds that winning is not the only consideration in playing time for young athletes. Players are encouraged to become involved in hockey for fun and enjoyment. Coaches are encouraged to be positive role models, and ensure that all players receive consistent, honest, and fair communication. Coaches should be open to the personal needs and problems of players, giving them opportunity to improve their skills, gain confidence and develop self-esteem. All coaches are expected to be familiar with the rules, techniques and strategies of USA Hockey. Maintaining the goals and objectives of USA Hockey will help HHA to achieve the overall development of team players.

### Managers

Team Managers, appointed by individual coaches and approved by the BOD, organize and communicate with the players and parents regarding practice times, games, questions, etc. Managers also handle all fees, schedule games, work out the logistics of team travel, and ensure that HHA paper work is correctly completed and submitted. This helps to free up the coaches' time so they can concentrate on coaching. Managers must be USA Hockey registered and successfully complete the ASHA screening process.

### Volunteers

HHA is a program about people helping people. Each member is needed to conduct a successful program and is encouraged to participate as a volunteer. Just as a team of players with a variety of talents is molded into a functioning unity by a coach, so too, is a group of volunteers, each providing unique contributions that form the structure that supports, maintains and promotes the organization.

## Questions or Concerns

Questions and concerns are a natural occurrence. Members who have issues for which they desire an explanation or resolution are encouraged to work with the appropriate program personnel before approaching the BOD for action. By doing so, most issues can be resolved short of Board action. As a general guideline, the Team Manager, Assistant Coach, or Head Coach will usually be able to provide an answer or direction. If not, the Coaching Coordinator or a Board Member should be contacted for further assistance. Questions or problems regarding players or the program should be directed as follows: 1. Team Manager, 2. Coaching Staff, 3. Coaching Coordinator, 4. Advisory Board

## MEMBERSHIP

### Eligibility

HHA membership is open to anyone not currently a member of any other hockey association, and not prohibited from participation by USA Hockey or the Alaska State Hockey Association. All players must be registered with HHA and USA Hockey and may not practice or play in games or scrimmages for any HHA team until fully registered. A player may not be listed on the roster of more than one team registered with HHA and USA Hockey. School sports are governed separately. All fees from the previous season must also have been paid before you may register for the current season.

### Registration

Registration is generally held in September. All fees are due and payable at the time of registration. A limited number of scholarships may be available dependent on the financial ability of HHA and the KBA. Contact the HHA Registrar for more information as the application is due to the Registrar within one week of HHA's registration and prior to the start of the hockey season.

A copy of a certified birth certificate must be presented to the Registrar at the time of registration and will be kept on file with HHA. Other registration documents include the USA Hockey registration, consent for medical treatment and Code of Conduct. Player and parent signatures are required.

## Fees and Refund Policy

HHA establishes the cost of registration each fall after review of the annual budget. Fees are due at registration and do not include the mandatory USA Hockey membership fee. Members may be eligible for a partial refund of the HHA registration fee paid through December 1<sup>st</sup>. As a member of HHA, all HHA members have fundraising obligations including, but not limited to, the annual Kevin Bell Day fundraising event.

## Insurance

All HHA players/coaches are covered by a group insurance policy with USA Hockey. This is a secondary policy, meaning it only pays costs not covered by a member's primary insurance carrier. If a member has no primary insurance, then this insurance may be considered a primary policy covering only hockey related injuries. In the event that a player suffers an injury, the HHA Registrar must be contacted for claim forms and information about the deductible.

## Age Divisions

The age of the player on December 31 of the current season determines divisional placement of the child pursuant to USA Hockey requirements. Children with advanced skills may be placed in the next higher level upon recommendation of the Coaching Coordinator and approval of both head coaches of the respective levels. However, players may not play in a division below that established by their age on December 31. The following youth age classifications have been established for all teams registered with USA Hockey:

Initiation Program (IP)	9 thru adult
Micro-Bell	6 years or under
Mite	8 years or under
Squirt	10 years or under
Pee Wee	12 years or under
Bantam	14 years or under
Midget	15 to 18 years
Girls	see registrar

## Tryouts or Evaluations

It is possible that HHA may have more than one team in any given age division. If that situation arises, HHA will conduct tryouts or evaluations to determine placement. They will be administered by a neutral evaluation committee. Tryouts will be held for Tier I & II and evaluations for Tier III & IV teams.

## Initiation Program (I.P.)

USA Hockey introduced the Initiation Program to make a person's first contact with hockey a safe and positive experience. It is a structured, learn-to-play hockey program designed to introduce beginners to the game's basic skills and become contributing members of a team effort.

# CONDUCT

## Sportsmanship

Fair play will be emphasized and considered essential for all HHA players, coaches, parents and spectators. Spectators are not to interfere with any officials. Referees carry the authority to stop play to inform coaches of unacceptable spectator behavior (see Spectator Code of Conduct). Coaches will then have the responsibility to correct the situation. It is the referee's decision to suspend play.

## Substance Abuse

It is the considered judgment of USA Hockey that consumption, use, or abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athlete. Therefore, HHA prohibits use of mood altering substances by players, coaches, referees, parents, and all persons involved in the conduct of an ice hockey contest.

## Theft and Vandalism

Theft or vandalism is a criminal offense, and will not be tolerated by HHA. HHA facilities have been built and are maintained by volunteers with donated time, effort and funds. Acts of vandalism and theft are not only offensive to other participants, but they are highly damaging to the overall hockey program. It is the responsibility of each player to respect the privilege of using the rink, and to immediately report any observance of theft or vandalism to the rink manager.

## Noisemakers

All HHA participants are asked to be courteous and considerate. Using mechanical or electrical noisemakers at games or practices is not allowed. Whistles used by anyone other than an on ice official will not be allowed.

## Abusive Language and Behavior

Profanity, abusive language, and obscene behavior are not allowed during HHA on or off-ice functions, and will be strictly enforced through USA Hockey Rules.

## Facility Upkeep

Teams are expected to clean their locker room after each use. NO shooting pucks unless you are on the ice. Noncompliance may result in a financial penalty.

## Spectators Code of Conduct

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

Any Parent/Guardian Who cannot abide by these rules or violates them, will be subject to HHA sanctions for noncompliance.

## Zero Tolerance

In an effort to make HHA activities a more rewarding and desirable experience for all participants, HHA follows the zero tolerance policy of USA hockey. This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.

## GENERAL PROGRAM INFORMATION

### Equipment

Parents or guardians have the responsibility to ensure that their child is furnished with and wears during all games and practices the following **mandatory** safety equipment. This equipment is mandated by USA Hockey rules and the insurance coverage provided to their membership.

- Helmet with face mask, as approved by USA Hockey
- Internal/attached mouth piece
- Neck guard (recommended)
- Shin guards
- Elbow pads
- Shoulder and chest pads
- Hockey gloves
- Hockey pants/breezers
- Athletic supporter with hard plastic cup/pelvic protector
- Hockey skates
- Hockey stick
- Practice jersey/socks
- HHA has goalie equipment available to loan
- Helmets worn by coaches

HHA provides both game socks and jersey. The game jersey is the property of HHA and is to be returned at the end of the season. In honor of Kevin Bell, the number 9 has been retired.

### Ice payment protocol

The continued operation of our rink is dependent on the timely receipt of user fees. Should an individual member be unable to pay their share of the scheduled team related expenses, then it will be necessary to make acceptable payment arrangements with the appropriate team manager. All of our members are valued and if need be, the team manager and/or Board of Directors want to work to maintain both individual participation as well as the success of the rink. However,

if necessary, future ice times may be forfeited if a member fails to make and meet payment arrangements.

### First Aid Station/AED

There is a First Aid Station located between locker rooms 2 & 3. It is stocked with basic first aid supplies. An AED is in the rink office.

### Sponsors

Without the generous donations of individuals and corporate sponsors, HHA would not exist. Contributing sponsors are essential to the operation of HHA. Local businesses donate funds to help sponsor teams and equip goaltenders. These funds are applied toward the cost of jerseys, socks, ice maintenance, etc. HHA also encourages its members to patronize sponsoring businesses and agencies. If you are aware of a potential sponsor, please contact a Board Member so they can approach interested parties.

### Contributions

HHA will gladly accept cash donations and contributions in any amount. Children who are unable to pay registration fees may use special contributions as “scholarships” to allow participation or purchase needed equipment.

## PERSONAL HOCKEY NOTES