

# FORT WAYNE YOUTH HOCKEY, INC.

## TRAVEL HOCKEY REGULATIONS AND PROCEDURES

(As amended and approved March 9, 2009)

### ARTICLE I. OBJECTIVES AND PURPOSE OF TRAVEL HOCKEY

Travel teams shall be organized to allow interested and qualified players an opportunity to play hockey in a more competitive regional environment than that available through house league play. This program will provide players with the opportunity to develop their hockey talent, physical skills, and social skills. The primary objectives of the Travel Division are as follows:

- A. Ice hockey is a team sport! The play, training, coaching, and education should be emphasized as such.
- B. Individual player records should be de-emphasized at all levels of travel hockey, while true emphasis should be placed upon individual effort, team play, sportsmanship, intensity, determination, and player development.
- C. The mutual development of the individual participant as both a team player and as an individual person is to be stressed.
- D. The development of both the physical and the mental skills necessary in ice hockey are to be pursued throughout the season through game situations, on practice ice, in educational sessions, and in dry land training.
- E. Sportsmanship and fair play are to be emphasized at all times.
- F. Travel hockey requires a commitment and a level of intensity not generally found in other noncompetitive environments. As such, this level of play should encourage youth to develop and exhibit control over the higher levels of intensity required in reaching their fullest potential.
- G. While travel hockey is not guaranteed to provide equal ice time for all players, through the course of the season, coaches will make every effort to allow all players an equitable amount of playing time, in balancing team results and individual needs.

### ARTICLE II. TEAMS

It is the intent of the Association to annually organize both an A and AA team at the Squirt, Pee Wee, Bantam, and Midget levels. These travel hockey regulations and procedures apply to FWYH Travel team not FWYH Select teams. All teams are subject to recommendation from the Travel Director and the Coaching Committee for the approval by the Board. Factors to be considered in the determination of teams at each

level shall include the availability of players, the talent level of players, the availability of ice times, and the availability of qualified coaches.

### ARTICLE III. COACHES

Head coaching applications for travel hockey will be made available in April of each year, to be completed and submitted to the Coaching Director/Coaching Committee no later than June 1. The Coaching Committee will conduct interviews with all applicants, recommending head coaches for each team for approval by the Board prior to the July regular Board meeting. Assistant coaches for each team are to be nominated by the Head Coach after the teams have been selected, to be approved by the Coaching Committee and confirmed by the Board.

Coaches desiring consideration for all coaching positions must be certified at a minimum to the Associate Level of the USA Hockey coaching education program. Consistent with USA Hockey Registered Coaches Education Guidelines, head coaches are to be certified at the following levels based upon the age level coached: (exceptions will be made on a as need be basis with the understanding that the appropriate level is obtained by December 31, of the calendar year)

<b>Level Of Play</b>	<b>Coaching Education Program Level</b>
8 & Under (Mite)	Level 1
10 & Under (Squirt)	Level 2 (Prerequisite Level 1)
12 & Under (Pee Wee)	Level 3 (Prerequisite Level 1 and 2)
14 & Under (Bantam)	Level 3 (Prerequisite Level 1 and 2)
16 & Under (Midget)	Level 3 (Prerequisite Level 1 and 2)
18 & Under (Midget)	Level 3 (Prerequisite Level 1 and 2)
Midget I (Tier I & Tier II National Tournament Bound)	Level 4 (Prerequisite Level 1, 2 and 3)

Coaches shall be evaluated and selected for positions based upon a number of factors, including their ability to teach team and individual skills; their ability to teach and demonstrate appropriate sportsmanship and citizenship; their ability to relate to and work effectively with youth, with parents, and with other coaches; their ability to represent and uphold the purposes of the Association and Travel Hockey; and their ability to abide by the following coaches code of conduct:

- A. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember that players are involved for fun and enjoyment.
- B. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- C. Be generous with your praise when it is deserved; be consistent, honest, fair, and just. Do not criticize players publicly. Learn to be a more effective communicator and coach.

- D. Adjust to personal needs and problems of players, be a good listener, and never verbally or physically abuse a player or official. Build confidence and develop self-esteem, while concentrating on teaching the basics.
- E. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey, encouraging all of your players to be team players.
- F. Maintain an open line of communication with your players' parents. Explain the goals and objectives of the Association and of your team.
- G. Be concerned with the overall development of your players. Stress good health habits and clean living.
- H. To play the game is great; to love the game is greater.

A signed letter declaring the coaches code should be returned to the Coaching Director by each coach stating that he/she has read, understands, and will abide by the code.

Coaches shall be expected to remain in control of both their staff and team members in the playing area. If necessary, appropriate disciplinary action of players is at the discretion of the coach. Serious rules or behavior infractions requiring further disciplinary actions are to be handled by the Discipline Committee of the Association, or by USA Hockey, Inc. officials as appropriate. Disciplinary actions involving coaches are to be reviewed and acted upon by the Coaching Committee, to then be referred to the Discipline Committee, the FWYH Board, or USA Hockey, Inc. officials, as may be appropriate under the specific circumstances for necessary actions.

#### ARTICLE IV. TEAM FORMATION

- A. The Travel Director will secure ice times in August from the Arena Manager for the scheduling of tryouts for all travel teams. The Travel Director, in conjunction with the Head Coach will secure on ice helpers for each session (Adults for Midget and Bantams, adults and/or Midgets for Pee Wee and Squirts). Also adequate pucks, cones, jerseys, and referees, if necessary, will be arranged prior to each session. Proper preparation should be verified by each Head Coach.
- B. A minimum of two 1 hour sessions will be scheduled for each team, as ice times are available. Sessions are to be balanced to allow evaluations of individual skills, team skills, and overall game awareness. Cuts may be made after the first session. Each division will hold AA & A tryouts separately, provided there are enough players to form two teams.
- C. If additional tryout times are deemed necessary for final selections by the Head Coach and the Coaching Committee, the Travel Director will secure such additional ice times as available to be paid for by the players trying out for that team.

- D. Players should attend both scheduled sessions to be eligible for selection, unless specific prior acceptable arrangements have been made through the Travel Director, on a reasonable exception basis. Exceptions to this rule for specific excused absences should be granted on only a very limited basis. Request for exceptions must be made in writing prior to the tryout session. Any unexpected emergencies that would prevent a player from attending a tryout must be communicated to the Travel Director as soon as possible. A player, who does not attend tryouts or receive approval to miss tryouts for a given team, will not be rostered by that team at any time during the season without prior approval of the FWYH Board of Directors. (Notification of this policy should be mailed out with each application.)
- E. The Travel Director shall determine the tryout fees, based upon ice rental expense and the approximate number of players anticipated to tryout. The tryout fee will be assessed (mites through midgets). The fee is paid at the first tryout a player attends. The price is the same regardless of the number of tryouts attended. Checks should be made payable to the FWYH. The Travel Director and the Registrar will attend tryout sessions to insure the payment of all fees and registration expenses, and to insure the completion of current Individual Membership Registration forms (IMRs) by each player prior to going on the ice. No player will be allowed to tryout without a current IMR in place.
- F. If supplemental tryouts for any team are deemed appropriate by the Head Coach in conjunction with the Travel Director, the tryout must be posted in the arena 7 days prior to said tryout. Any player trying out at a supplemental tryout will pay the same fee described in E above, payable to FWYH.
- G. Following team selections, the Travel Director shall organize a meeting of each teams' parents to reiterate the time and financial commitment of travel hockey. At this meeting a team manager must be selected. The Travel Director can not be the Team Manager.
- H. Upon completion of the team tryout, a list of the selected players is to be posted at the ice rink as soon as possible after the final tryout session, preferably within an hour. All selected players shall sign a Player and Parent Agreement at this time.
- I. It is the intent of the Association to annually organize both an A and AA team at the Squirt, Pee Wee, Bantam, and Midget levels. In the event that it is determined by the consensus of the evaluators and the Head Coaches that there are not a sufficient number of qualified players to field an A and AA team in any age division, the Travel Director and the Coaching Committee may form a team or teams appropriate to the talent level present at the tryout. This team or teams will either be an A or AA team depending on the mix of 1st and 2nd year players. FWYH's actual birth years are not evenly distributed. Some birth years are large and some are not. Depending on whether a large or small birth year is a 1st or 2nd year in its USA Hockey category, will be one of the determining factors whether the team or teams are A or AA. Conversely, if we have a large number of participants tryout, the formation of a third team may be considered. Factors to be considered will include the talent level present at the tryout, the availability of

ice and the availability of qualified coaches. The final approvals of the teams are to be made by the Board of Directors.

- J. Players electing to tryout for a travel team are obligated to play for that team if selected. Any player deciding not to honor this obligation can still play in the House Division including Select Teams as long as any financial obligation to the team has been met. 1<sup>st</sup> year players who wish to be considered for the AA team in their age division may tryout for the AA team. 2<sup>nd</sup> year players must tryout for the AA team at their level. If a 1<sup>st</sup> or 2<sup>nd</sup> year player is cut by the AA team, the player may then choose to tryout for the A team. Players wishing to play up a division (i.e. 2<sup>nd</sup> year Pee Wee trying out for 1<sup>st</sup> year Bantam) must follow the procedures outlined in the FWYH Play-Up Policy. Once a player is selected, the parents or guardian of each player must make a financial commitment, to be determined by the Travel Director, within 7 days after tryouts.
- K. Following the selection of team managers, the Travel Director is to schedule a meeting of all managers to organize group purchasing for equipment needs, apparel, and other common items needed by all teams. New team managers will be instructed on organizational and tournament procedures, scheduling coordination, league play, and other related issues, to insure uniformity among all travel teams.
- L. Following the organizational meeting, each travel team is to be organizationally managed by each respective team manager. The Travel Director will communicate with each team manager and team representative on a regular basis throughout the year to address the various issues and questions that may arise.
- M. The Travel Director and the Travel Committee shall review and select all leagues in which travel teams may participate. Tournament participation (other than the State Tournament, which is determined by the Board) is at the discretion of each team. AA teams, Pee Wee and above, are expected to register as a Tier II team. Single A teams will be registered as House Rec. teams. The Tier II teams will be expected to participate in the Indiana State Advancing Tournament.
- N. The recommended minimum number of players selected for each team shall be as follows:

Squirt	12
Pee Wee	14
Bantam	15
Midget	17

The maximum number of players per team shall be 20, or as set forth by USA Hockey regulations. The exact number of players selected for each team is to be determined by the Head Coach, in consultation with the evaluators.

A reserve list can be created by the Head Coach with players who could be called up due to injuries, drop outs, etc. This list must be numbered in priority of who is first, second, third, etc. All, some, or none, who attended tryouts may be eligible for the reserve list.

## ARTICLE V. PLAYER SELECTION

- A. Players are to be selected for each team within an hour after the final session. The selection process shall involve the Head Coach, the Coaching Director, and the evaluators assisting in the tryout evaluation process. Although the Head Coach has the final decision making authority, every attempt is to be made to utilize all input and to reach selection decisions on a consensus basis.
- B. Player selections are to be made through the open tryouts, which are to be conducted by coaches appointed by the Coaching Committee, in conjunction with the Head Coach. A minimum of two independent, non-ice evaluators, also as appointed by the Coaching Committee, shall be present at each tryout session to assist in the player evaluations.
- C. The AA team in each division is to be selected first, in descending order of age divisions. There are no restrictions as to the number of non-second year players which may be selected on the AA team, so long as the A team in that division is not unreasonably impaired by these selections. It is the intent of FWYH to field its most competitive teams at the AA level. Any irreconcilable differences as to the selections of non-first year players will be resolved by the Coaching Director.
- D. Selection of players deemed by evaluators to be of inadequate skill levels for competitive travel hockey simply to reduce the overall team cost per player is prohibited. A standard evaluation form should be used for each player to assist in the selection process.
- E. Factors considered in the selection process should include physical skating and hockey skill levels, attitude, motivation and effort levels, teamwork concepts, overall mental awareness of position play, past performance and experience results, and input from prior coaches, as applicable.
- F. Tryout drills should be prepared by the Head Coach. The Coaching Committee will provide oversight and assistance as necessary. Drills should be selected based on division level and skill required to best exemplify qualifications for each level.

## ARTICLE VI. PLAYER ELEGIBILITY

- A. All players registered with FWYH, playing on travel teams or house league teams during the previous regular season, are eligible to receive by mail, 21 days in advance notice of tryout dates, times, locations, costs, and guidelines for the tryouts. Registration must be returned post marked no later than 7 days in advance of tryouts. A notice should be posted at the arena and an advertisement can be placed in the local paper.
- B. Any player being identified as newly moving into the area, having played on a travel or house league level with another association is eligible to attend. Efforts

will be made to notify any such families prior to the tryout date for appropriate notification.

- C. Players must be registered by FWYH and USA Hockey to be eligible. In addition, any outstanding financial obligations to FWYH or to any other USA Hockey Association must be fully satisfied in order for that player to take part in tryouts or to be selected.
- D. Players must have certified birth certificates available as they will be required by the team manager after selection.
- E. Players registered within the FWYH Initiation Program at the conclusion of the prior season are not eligible for travel tryouts. A special request may be made in writing, received 7 days in advance to the Travel Director, as to why the parent feels their child is qualified and may request a special assessment be made prior to the tryout. The on-ice assessment will be evaluated by the Travel Director and Coaching Director. All ice expenses will be the responsibility of the parent(s) or guardian(s).
- F. Although strongly discouraged by FWYH and by USA Hockey, players may tryout for teams that are one age division above their actual playing age; a 2<sup>nd</sup> year Mite may try out for a Squirt team, a 2<sup>nd</sup> year Squirt may try out for a Pee Wee team, a 2<sup>nd</sup> Pee Wee may try out for a Bantam team, and a 2<sup>nd</sup> year Bantam may try out for a Midget team. Players wishing to move up an age division must follow the procedures outlined in the FWYH Player Play-Up Policy.
- G. Under certain circumstances a Minor (A) Team Player may be dual rostered on a Major (AA) Team roster.
- H. Any player moving into the area after tryouts and team formation may be considered for a travel team after a thorough evaluation, upon a recommendation to the Board from the Travel Director and the Head Coach. No existing player may be removed from the team to make room for a move-in player.
- I. Players may be added to the team roster until December 31 of each year, in accordance with tryout procedures. Generally, no addition to team rosters should be considered after team selections are completed, unless to permanently replace an injured player or player permanently leaving the team. All roster replacements must be approved by the Coaching Director, the Travel Director, and the Board. Temporary or part-time replacements are not permitted on any travel team. If replacements are approved, then a supplemental tryout can be posted as described in Article IV F.
- J. Any outstanding disciplinary problems or suspensions from the prior season must be cleared through the Travel Director and/or the Discipline Committee, as appropriate, prior to any such player being eligible to tryout.

## ARTICLE VII. TEAM MANAGER

- A. The team manager will oversee all business, financial, and scheduling matters of the travel team, in conjunction with guidelines and directives as may be established by the Travel Director, the Travel Committee, and the Board of Directors.
- B. Responsibilities of the team manager will generally include the following functions:
  - 1. Scheduling of practices, games, and tournaments for the season, within the guidelines established for eligible opponents, locations, and number of games.
  - 2. Provide current information to all parents as to commitments, responsibilities, and financial obligations involved with their respective team.
  - 3. Inform all parents of the responsibilities for appropriate behavior.
  - 4. Make all necessary arrangements for hotel accommodations and maps for out of town games, and provide similar information to visiting teams traveling to Fort Wayne.
  - 5. Secure and insure proper execution of all FWYH and USA Hockey registration forms, birth certificates, medical consent-to-treat forms, and parental agreement forms. All forms are to be maintained and carried by team managers at all times.
  - 6. Maintain accurate and current team and financial records, including preparation of projected team budget prior to the season and a detailed financial summary of all transactions at the conclusion of the season. The preliminary budget from each team is to be submitted to the Travel Director no later than September 30. Team manager is responsible for the collection of all bills and amounts due and payable in a timely fashion, and to notify the Travel Director of any problem with the non-payment of parental obligations when due. The submission of the year-end financial recap report is to be turned in to the Travel Director no later than June 1.
  - 7. Secure all major and minor officials for home games.
  - 8. It is the responsibility of the team manager and the Travel Director to report any such incidents to the Discipline Committee Chairperson promptly following the game in which the penalty was incurred.
  - 9. A monthly financial statement must be submitted to the treasurer, Travel Director, and parents by the 15th of the following month. (A sample form is available from the treasurer.)

## ARTICLE VIII. EQUIPMENT AND UNIFORMS (

- A. FWYH travel teams shall at all times comply with USA Hockey rules, regulations, and guidelines regarding equipment usage and playing rules.
- B. All travel teams will be primarily sponsored by the Fort Wayne Komet Hockey Club, to be known as the Komets, unless otherwise approved by the Board of Directors.
- C. All travel teams must wear common jerseys owned by the Association, bearing primary sponsor approved logos. Teams may not order or provide their own jerseys for use in games. All jerseys shall remain the property of FWYH, to be returned to the team manager for return to the Travel Director immediately after the end of the season (after laundering).
- D. Any possible alterations to the jerseys need to be approved by the Travel Director.
- E. All other apparel (jackets, hats, pullovers, shirts, sweats, bags, uniforms, etc.) must comply with FWYH marketing standards, policies, and guidelines. Financial commitments for such purposes requires 80% approval vote of the total number of team parents (one vote per family).

#### ARTICLE IX. FEES

- A. Travel teams are intended to be financially self-supporting, without any specific financial support from the Association. Each team player will pay an annual membership fee to FWYH Association which will be allocated to the general fund of the Association. This fee will be established each year by the Board prior to the commencement of the season.
- B. Each season, team fees allocated to each player/parent shall be determined by the team manager, through a proposed team season budget.
- C. A schedule for the payment of fees is to be submitted in writing to all parents, with payment requirements to be made to the team manager by specified dates. It is the responsibility of the team manager to notify the Travel Director in the event of delinquent payments from any parent. The FWYH Board and USA Hockey have the authority to suspend any player from on-ice activities upon unresolved delinquent payment problems. All payments must be current as of January 31<sup>st</sup> or that player will no longer be able to participate until said fees are current.

#### ARTICLE X. FUND RAISING

- A. Individual travel teams may conduct fund-raising activities. Use of proceeds shall be exclusively for the reduction of travel team costs and expenses. Each team will determine how any proceeds will be allocated within the budget (proceeds to team, proceeds to individual player based on participation or combination of team and player). Amended 6/19/06
- B. Future fund-raising activities may be coordinated throughout the Association, through a Fund-Raising Committee or task force. Should this occur, the Travel

Director will insure the cooperation of each team manager within fund-raising programs and efforts that may be generated.

## ARTICLE XI. SPONSORSHIPS

- A. Each travel team may solicit sponsors to assist in the reducing of costs and expenses. Any single sponsorship in excess of \$1,000 must be reported and approved by the FWYH Board of Directors.
- B. Contributions by any sponsor do not allow that sponsor to dictate or direct the operations or activities of that team.
- C. Sponsors that directly represent tobacco or alcohol products are specifically not permitted to advertise through any sponsorship identification with the FWYH program. In addition, any other sponsorship should be consistent and appropriate with the nature of youth programming. Any questions regarding the eligibility of any sponsor should be immediately referred to the Travel Director and the Board for final disposition.

## ARTICLE XII. PARENTAL GRIEVANCE PROCEDURE

- A. Parental grievances should be first brought to the attention of the Head Coach and team manager for appropriate resolution. Those situations which are not satisfactorily resolved through meeting with the coach and manager should then be addressed to the Travel Director and to the Coaching Director for review and decision. In the event that the grievance is still unresolved, the parental issue should then be put in writing and directed to the FWYH President and Secretary. A full review by the Board will then be conducted, including hearings with the involved parties as may be appropriate, consistent with the FWYH grievance guidelines. The Travel Director will be responsible for the communication and delivery of the results of the review to the parents involved in a timely fashion.

## ARTICLE XIII. DISCIPLINE

- A. It is intended that travel team parents, players, and coaches will be held to high standard of conduct, as representatives of FWYH and of the Fort Wayne community within regional competitive play. The Discipline Committee of FWYH has the responsibility and authority to impose disciplinary actions, as may become necessary and appropriate, upon behavioral problems deemed to be detrimental to the Travel Program or to the Association. The appeal process concerning any such disciplinary actions taken shall be consistent with Article III Section 18 within the FWYH Corporate Bylaws. All USA HOCKEY Resolutions of Disputes, Arbitration and Suspensions will apply.
- B. It is the responsibility of the team manager and the Travel Director to report any such incidents to the Discipline Committee Chairperson promptly following the game in which the penalty was incurred. A match penalty requires a hearing

within 30 days with the Discipline Committee and the Mid-AM Discipline Committee will be automatically notified.

- C. Any player or coach receiving a penalty for physical contact with an official is subject to an immediate hearing with USA Hockey Mid-Am officials. It is recommended that the Travel Director and Coaching Director be present at any such hearing involving Travel players or coaches to properly document and record the discussions and the actions taken for reporting to the Board.

#### ARTICLE XIV. CONDUCT AND DRESS CODE

Conduct and dress codes have been deemed to be an essential element of the FWYH Travel Program. Team conduct and appearance is a direct reflection upon the individuals, our Association, and the Fort Wayne community.

- A. An appropriate conduct code will be established by each team manager and Head Coach. This code is to include general behavior expectations for all group activities on and off the ice. A reasonable curfew is to be in effect for all players while participating in games requiring overnight stays.
- B. A standard Travel Hockey dress code will be established by the Travel Committee each season, to be communicated to all team managers immediately after team formation, prior to the start of the season.
- C. The responsibility for maintaining these conduct and dress codes begins with the manager and coaching staff, but is ultimately the responsibility of all team members and parents to uphold and protect these important standards. All teams within the program are expected to remain consistent with the established codes throughout the season.
- D. The Association, upon proper review and recommendation through the Travel Director and the Travel Committee, maintains the authority to terminate or suspend any player, parent, coach, or team, whose conduct intentionally violates or impacts the spirit of the travel regulations and procedures or the FWYH bylaws.

#### ARTICLE XV. GAMES AND PRACTICES

- A. All home games and practices are to be held at FWYH approved facilities (currently McMillen Park Ice Arena and Memorial Coliseum) unless otherwise approved in advance by the Board of Directors.
- B. FWYH recommends the maximum number of games to be played during the season by Travel Division teams is approximately 50 games. The maximum games should not exceed USA hockey guidelines, and in no event is to exceed 70 games.

- C. In compliance with USA Hockey and Mid-Am District policies, Travel teams are sanctioned to play games within the specifically designated seasons, as follows (unless extended due to national playdown tournaments):

Regular Season: September 1 to April 1

Spring/Summer Season: April 1 to August 31

Unless specifically approved by the Board, FWYH will sanction and roster travel teams under these Regulations and Procedures for the regular season only.

## ARTICLE XVI. Guidelines & Regulations

Travel Hockey Tryout Guidelines will change year to year. If the current guideline is changed and it conflicts with a current association Travel Regulations and Procedures in place, the guideline will take precedence. The Board of Directors will then modify the conflicting association regulation or procedure to coincide with the Travel Hockey Tryout Guidelines.

# Revision Record

## Travel Hockey Regulations and Procedures

The Bylaws Committee Chairman processes all authorized changes, and provides printed copies of the FWYH Travel Hockey Regulations and Procedures (THR&P) from time to time. The master copy of the THR&P is maintained in electronic format by the Bylaws Committee Chairman of FWYH and it is considered the final authority as to revision status of all sections in the THR&P.

DATE	SECTION AND PAGE	DETAILS
4/9/2002	Article II	Clarified intent of board approval of all teams and number of Midget teams
4/9/2002	Article IV, section H	Clarified the difference between “roster” and “list”
4/9/2002	Article IV, section I	Corrected wording of first sentence to match Art. II
4/9/2002	Article IV, section J	Corrected wording about house league from “must return” to “may return”
4/9/2002	Article VI, section G	Corrected the wording to refer to “rostered” instead of “selected” and deleted a dated exemption for the 98/99 season .
6/13/2002	Entire document	Converted to electronic Word format and added revision record.
6/19/2006	Entire Document	Reviewed and updated Travel Regulation.
7/20/06	Article VI, section G	Corrected the wording to refer to “selected” instead of “rostered”
7/20/06	Article IV, section J	Corrected “rostered” to “selected”
7/20/06	Article XVI	Added Article
3/09/09	Entire Document	Review and updated Travel Regulation