

# LINCOLN-WAY DISTRICT HOCKEY CLUB

Policy Manual 2017-18



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## **Mission Statement**

The mission of the Lincoln-Way District Hockey Club (LWDHC) is to provide an excellent environment conducive to the development of highly competitive, good character, hockey players for high school students residing in the Lincoln-Way District 210 boundaries and attending a Lincoln-Way District high school . Our approach is to provide both tactical and technical coaching required to perform at all levels of high school hockey with a focus on individual skill development, team commitment, and respect for the game. We provide both on-ice and off-ice training that challenges players to reach their full hockey potential. We demand good sportsmanship and respect for one another including players, coaches, league officials, and parents which is enforced through our Code of Conduct Policy.

## **Club Structure**

**Board of Directors:** A Board of Directors, elected by the membership, governs the affairs of Lincoln-Way District Hockey Club (hereafter referred to as the Club). The Club is governed by its By-Laws, which include a definition of who maintains member status.

**Club/Board Meetings:** Meetings of the Board of Directors are held as necessary to conduct the business of the Club. Typically, the Board meets monthly throughout the year. Contact any board member or visit the club website ([www.lwhockey.com](http://www.lwhockey.com)) to confirm location, dates and times. Board members, team representatives, and Coaches attend these meetings. **All Club members are welcome and encouraged to attend.** 📌

**Annual Meetings:** The annual meeting will be held prior to the end of the fall season.

**Parent Meetings:** The coaching staff will notify parents if and when they feel it necessary to hold a parent meeting.

## **General Information**

**Placement Evaluations:** Players will be placed on a team appropriate to their skill level based on coaches' evaluation. All players must participate in a minimum of one evaluation session in order to be placed on a team. An exception to the evaluation requirement will be made for returning LWDHC players that have an injury prohibiting them from taking the ice with written medical documentation. The coaches will use the player's performance from the previous LWDHC play for evaluation and team placement.

**Schedules:** The Board of Directors, coaches and managers work diligently to schedule practices and games at reasonable times and at rink locations as near as possible to Lincoln- Way High School communities. All information regarding games, practices and tournaments is posted on the Website as soon as it is available.

**Coaches:** The Coaching staff is accredited through the USA Hockey Association.

**Team Manager(s):** Team managers serve as the communication, administrative and initial point of contact for team parents.

**Equipment:** Please be sure your player's equipment is in good condition and fits properly. All helmets must be certified. Mouth pieces are mandatory; clear mouth pieces are not allowed. Neck guards are required. Pants must be zipped along the inside seam.

Team uniforms, home and away, team clothes, accessories and equipment are not paid for by the LWDHC. Uniforms, home and away, must be purchased through the Club. When replacing equipment (particularly helmets, gloves and pants), the Club urges you to purchase **BLACK** to lend uniformity to the players.

**Physicals:** All players are required to submit physical forms, at the time of registration. Players are encouraged to get their physical after June 1<sup>st</sup> of the current school year. No player will be allowed to take the ice without a current physical.

**Practice - On and Off-Ice:** In order to effectively teach hockey skills and strategies, mandatory on and off ice practices are held. Skills practice, off ice conditioning and recreational ice time is encouraged.

**Tournaments/Road Trips:** There may be additional fees assessed for tournaments that have not been budgeted and included in the fees. Should this transpire, separate communications will be sent.

**Fundraisers:** The LWDHC Board of Directors does its best to provide a limited number of club-sponsored events to its members in order to help reduce program cost for the regular season. Fundraising proceeds are earned on an individual basis. Participation in fundraising activities is strictly voluntary. The LWDHC makes no guarantee as to the number of club-sponsored

fundraising events. Fundraising credits will typically be applied to the January payments.

**Annual Banquet**: At the end of the fall season, the Board of Directors will host an Annual Awards Ceremony. This is a special occasion where the players and parents are honored for their participation. Additionally, team representatives and other volunteers are recognized for their efforts. Please attend this most enjoyable event. Respective costs for the banquet will be communicated in advance and payment is necessary for attendance.

**Website**: The most current source of information is the Club website: [www.lwhockey.com](http://www.lwhockey.com). This site contains the latest news, general club information, contacts, schedules, league standings and meeting notices.

**Hockey Director/Head Coaches Player Expectation**: Hockey Director and Head Coaches will be responsible to hand out expectations and rules to coaches and players at the beginning of each hockey season.

## **AHAI Zero Tolerance Policy**

Part 4

In an effort to keep ice hockey a more desirable and rewarding experience for all participants, AHAI has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require 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. Thus, the following points of emphasis must be implemented by all On-Ice Referees and Linesmen:

### **PLAYERS**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, he or she shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

### **COACHES**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

### **OFFICIALS**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as baiting or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

## PARENTS/SPECTATORS

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators viewing and game area.

Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
2. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

### Additional penalties

The following rules have been implemented for all ice hockey games played in the State of Illinois. All USA Hockey registered teams (whether registered with AHAI or not) must abide by these additional penalties:

A. In regards to Rule 613 - Fisticuffs (Fighting) of the official Playing Rules of USA Hockey, the following addition has been imposed on all games under the jurisdiction of AHAI:

Any player who is assessed a penalty for fisticuffs under Rule 613 shall be suspended for the next three (3) games of that team not including the game in which the penalty was assessed.

Any player, coach, team, manager, association, club or individual violating this Rule shall be referred to the AHAI Rules & Ethics Committee and/or AHAI Suspension Committee for disciplinary action.

Any Tier I team, or, any team participating in a league based outside Illinois, or, any other Illinois team participating in a game outside the State of Illinois, shall follow regular USA Hockey Rules and/or the Rules of the Affiliate/Federation, and/or tournament rules they are playing that game within.

These penalties supersede the USA Hockey Playing Rules (2007-09 edition).



## Code of Conduct

### Part 5

All members must accept the responsibilities that go along with participation in Lincoln-Way District Hockey Club. The purpose of this Code of Conduct is to establish rules for that participation. As a Lincoln-Way School club, LWDHC team is allowed, not entitled, to wear their respective jersey and play under the "Lincoln-way" name. This is a privilege, one that can be revoked by the district at any time. Team members represent both the LWDHC and their respective high schools. Team members are expected to follow all rules. Discipline for violations of any rules will be handled in a consistent and equitable manner to all members in accordance with club policies.

**Section 1. Players:** Each player is required to:

- a) Submit a signed contract of coach's expectations.
- b) Submit a completed medical information/permission form.
- c) Uphold mission statement.
- d) Arrive at practices and games as specified by the coach.
- e) Comply with the current dress code.
- f) Refrain from using derogatory, abusive, profane or negative language directed at coaches, teammates, parents, students, fans, officials, opponents, or fans of other teams.
- g) Refrain from using derogatory, abusive, profane or negative language on social networking websites like Facebook, Snapchat or Twitter etc. This includes comments directed at the club, coaches, teammates, parents, students, fans, officials or opponents.
- h) Refrain from throwing equipment in anger.
- i) Refrain from intentionally attempting to injure someone.
- j) Refrain from disruptive horseplay.
- k) Refrain from hazing of any type.
- l) Refrain from alcohol use or possession.

- m) Refrain from tobacco use or possession.
- n) Refrain from drug use or possession.
- o) Refrain from any illegal activity.
- p) Respect the property of others including the facilities in which the team plays and practices. Refrain from vandalism, theft and damage. In addition, comply with any and all posted rules and expectations at those facilities.
- q) Adhere to all respective school codes, rules and policies.

Team members are expected to act in a respectful and sportsmanlike manner at all times, on and off the ice.

Violation of any of the items listed above will result in a player being punished in accordance with Part 6 – Discipline Policies.

Full equipment is required whenever on the ice or bench for all practices and games. This includes, but is not limited to, neck guards, athletic cups and mouth pieces (clear mouth pieces are not allowed). Equipment certification must comply with AHAI guidelines. The Coach will not permit any player on the ice if he is not fully equipped.

**Section 2. Parent/Guardian:** Parents and fans have an effect on the performance and morale of the team members and other parents, and thus, each parent/guardian is required to:

- a) Comply with USA Hockey, AHAI and participating league Zero Tolerance policies.
- b) Only give positive remarks from the stands. Negative remarks or coaching of players from the stands will not be tolerated. Only the Coaches can instruct the players.
- c) Not enter the locker room at any time. Only AHAI screened individuals are allowed in the locker room.
- d) Not engage in illegal and/or illicit conduct at any LWDHC event or activity.
- e) Refrain from using derogatory, abusive or profane language directed at coaches, teammates, parents, students, fans, officials, opponents, or fans of other teams.
- f) Refrain from using derogatory, abusive or profane language on social networking websites like Facebook, Snapchat or Twitter etc. This includes comments directed at the club, coaches, teammates, parents, students, fans, officials or opponents.

Any and all costs for fines incurred by parents/guardians due to violation of the code of conduct for USA Hockey, AHAI or the league are to be paid by the parent/guardian, not LWDHC.

**Section 3. Board Member:** Board members are required to:

Conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of a board member must be above reproach. Actions such as verbal abuse of officials, players, coaches and/or spectators are strictly prohibited. Board members are ambassadors of the Club and must always conduct themselves with this responsibility in mind.

**Section 4. Controlled Substances & Criminal Acts**

Possession, use, distribution or sale of drugs, drug look-alikes, controlled substances, cannabis, drug paraphernalia, alcohol, tobacco and tobacco products by a LWDHC player will not be permitted. No player shall knowingly remain in the immediate presence of any person who is **illegally** using or in possession of drugs or using or in possession of alcohol, except when the player could not leave the person's presence without endangering himself or others. "Immediate presence" includes presence within the same vehicle or the same room.

**Criminal Acts and/or Conduct.** Misconduct involving theft, assault, battery, vandalism, harassment, misuse of weapons, or any other serious criminal activity or any conduct, which would bring disrepute to LWDHC, is not permitted. This rule applies seven (7) days a week, twelve (12) months a year, without exception. Violation of this Code of Conduct rule will result in an investigation to determine what penalty options will be enforced.

**Voluntary Admission.** A player voluntarily reporting an infraction of the substance abuse rules, prior to public record, will not result in a suspension from the hockey club, but will count as a first offense. Public record being defined as any person or persons outside of the player's immediate family becoming aware of the abuse, this includes, but is not limited to law enforcement officials. Voluntary admission may be used only one (1) time.

**Reporting.** Any reputable adult reporting a violation of this Code will give cause to the Rules and Ethics Committee (R&EC), President, Board of Directors or Director of Hockey/Head Coach to investigate and evaluate the situation and report the findings to the entire Board.

## Discipline Policies

These policies identify those disciplinary actions and penalties attached to Club member behavior deemed inappropriate or detrimental to the mission of LWDHC and high school hockey. The Rules and Ethics Committee (R&EC), as defined by the LWDHC By-Laws, shall be responsible for enforcing the rules of the LWDHC, Lincoln-Way Community School District 210, USA Hockey and AHAI.

**Section 1 - Procedures.** Application of this policy shall be in accordance with the following provisions:

- A. **Citation:** Any member of LWDHC may be cited for a violation of this policy by any other adult member of the Club or by any member of the coaching staff (paid or volunteer). Such citation, addressed to LWDHC President, must be in writing and made within 36 hours, or as soon as reasonably possible as determined by the Board of Directors, of the alleged violation, and shall specify the date, place and form of the violation. Disciplinary action against a LWDHC adult member and/or player member by any league or official operating under affiliation with USA Hockey or the Amateur Hockey Association of Illinois (AHAI) shall automatically invoke the application of this policy.
- B. **Investigation:** Upon notification of a violation, the R&EC chairperson shall contact all members of the R&EC and any other person(s) deemed relevant to the investigation. This conference may be conducted via email, telephone, in person or by any other means agreeable to those being called to assemble. The Committee and those assembled will determine the relevant facts and whether or not a violation of this policy has occurred and what action should be taken.
- C. **Determination:** If the Committee determines that a violation has occurred, it shall forward a determination of sanction, in writing, specifically stating the reason for the determination, to the Board of Directors for majority approval.
- D. **Notification:** Upon approval of sanction by the Board of Directors against any member of LWDHC, that member shall be notified immediately and in writing. The member(s) may, at this time, request a hearing, in writing, to the Board of Directors, which will stay all disciplinary action.
- E. **Hearing:** If requested by the member or members, the R&EC shall conduct a hearing as soon as reasonably possible. All parties to the allegation shall be notified of the hearing and shall have the right to be heard before the Committee. A parent or legal guardian must accompany any player being heard before the Committee. At this hearing, the member or members may offer evidence to refute any committee findings.

**Section 2 - Infractions/Sanctions.** In the event of a violation or violations of the discipline policy by any player member during a game and/or practice, but not limited to such events, the following guidelines shall be taken into consideration and include, but are also not limited to, the following:

1. **Bench Reprimand:** Any player conduct deemed inappropriate by the coach(s) during any game or LWDHC event or activity, may result in immediate disciplinary action at which time the player may be required, but not limited to, leave the ice, sit the bench or be removed from the event. The coach may also suspend the player for a maximum of three (3) game periods for each incident.

2. **Board Appearance:** Suspension of any player, by a referee, of a minimum of one game may necessitate that player's appearance before an executive session of the Board of Directors. The player will be accompanied by at least one parent/guardian. Failure to comply with this appearance will result in immediate suspension of participation, with no further notification being required, in any Club activity or event, including, but not limited to, games and practices, until such compliance is met. Such appearance must be requested by the Director of Hockey, Head Coach or the R&EC.

3. **Written Reprimand:** The following conduct may result in a written reprimand from the R&EC/Board of Directors:

- a) Violation of USA Hockey or AHAI zero tolerance rule.
- b) Violation of LWDHC code of conducts and discipline policies.
- c) Failure to obey any appropriate directive by the coach(s).
- d) Excessive or egregious penalties. ⚠️
- e) Violation of respective school rules or policies.

4. **Probation:** The following conduct may result in probation for a period of time to be determined by the R&EC/Board of Directors:

- a) Receipt of a written reprimand in accordance with any part of this policy twice during any 60 day period.
- b) Violation of any provision of USA Hockey, AHAI Zero Tolerance or the LWDHC Code of Conduct and Disciplinary Policies.
- c) Failure to obey any appropriate directive by the coach(s).
- d) Excessive or egregious penalties. ⚠️
- e) Violation of respective school rules or policies.

5. **Suspension of Ice Privileges:** The following may result in suspension of player ice privileges for a period of time to be determined by the R&EC/Board of Directors:

- a) Failure to respond to a notice of hearing in accordance with any part of this policy.
- b) Repeated and/or blatant violation of any provision of USA Hockey, AHAI or LWDHC Code of Conduct and Disciplinary Policies.
- c) Failure to obey any appropriate directive by the coach(s)
- d) Excessive or egregious penalties.

- e) Any behavior that results in negligence for another person's safety, whether accidental or intentional.
- f) Nonpayment of any fees due the Club at any time for any reason.
- g) Inappropriate behavior by a player's parent/guardian when attending a LWDHC activity or event.
- h) Violation of respective school rules or policies.

6. **Expulsion:** The following conduct may result in member and/or player member expulsion from Lincoln-Way District Hockey Club:

- a) Any behavior that results in negligence for another person's safety, whether accidental or intentional.
- b) Any behavior deemed detrimental to the Club as determined by the Board of Directors.
- c) Nonpayment of any fees due the Club at any time for any reason.
- d) Inappropriate behavior by a player's parent/guardian when attending a LWDHC activity or event.
- e) Conviction of a felony by any court of competent jurisdiction.
- f) Violation of respective school rules or policies.

**Forfeiture of Fees:** No adjustment or refund of fees will be made due to the implementation of any of these policies.

**Section 3. Consequences for Violation of Controlled Substance Abuse Rule.** For first and subsequent offenses, a notice, written or otherwise, may be sent to the parent(s) and/or guardian(s) of the player notifying them of the violation. Within one (1) week of notice of issuance, a meeting must be scheduled between the player, parent(s) and/or guardian(s), the R&EC, Director of Hockey and any other adult deemed appropriate to review the incident and discuss the penalty that will be imposed. As part of the penalty, the player may be disqualified from team leadership position, if any, (i.e. team captain). Disqualification shall last for the remainder of the player's season. If the Code of Conduct violation is found to be potentially dangerous to the health and/or wellbeing of others, the player may be denied the privilege of participating with LWDHC for the remainder of his high school career.

**First Offense.** Drugs, Alcohol, Tobacco.

The player:

1. May be required to attend an approved education substance abuse program. A parent and/or guardian must attend the program with the player. Written verification will be required. Associated costs are the responsibility of the player for program participation.
2. Will be suspended from any/all LWDHC participation for a maximum of five (5) games.
3. A meeting with the Discipline Committee may be required prior to resuming participation.
4. The R&EC and/or the Board of Directors may impose any other discipline they deem appropriate.

**Second Offense.** All Substances

The player may be suspended for one-half (1/2) of a season:

1. The player and at least one (1) parent and/or guardian may be required to attend an approved education substance abuse program. Associated costs are the responsibility of the player for program participation. The player may have to submit to a substance abuse evaluation. Written verification of program attendance sufficient enough to satisfy the Committee's requirements must be provided.
2. Meeting with the R&EC and/or the Board of Directors and the Director of Hockey before player participation can resume may be required.
3. The R&EC and the Board of Directors may impose any other discipline/penalty they deem appropriate.

**Third Offense.** All Substances

The player will be prohibited from participating for the remainder of his/her high school career. It is recommended that a meeting be held between the player, the player's parent(s) and/or guardian(s), the Director of Hockey and the Board of Directors to discuss outside resources where the player can obtain professional help or counseling. Associated costs are the responsibility of the player for program participation.

The player and parent may petition the Board of Directors for reinstatement to the Club.

The LWDHC Board of Directors has the right to amend or add additional rules as needed.

No adjustment or refund of fees will be made due to the application of these policies.

## **Player/Parent Conflict Procedure**

The Lincoln-Way District Hockey Club Board of Directors believes that every player should be able to approach their coach and discuss any problem or concern. The appropriate time for them to do so would be before or after a practice and not before, during or after a game. The Board further believes that every parent should have an opportunity to obtain answers from the coaches regarding any problem or concern. In order to prevent miscommunication between players, parents and coaches, the Board has implemented the following procedure for parents and players to resolve their questions or concerns:

1. Prior to bringing any issues forward to the Team Manager, Coach or Board Member there will be a 24-hour "cool down" period.
2. After 24 hours the player or parent should speak to the Team Manager or Coach.
3. If, after the player/coach meeting there are still unresolved questions, concerns, or complaints, a discussion should take place with the Director of Hockey and the VP of Hockey Operations.
4. Issues that cannot be resolved by the Director of Hockey will be referred to the board.