

Palouse Youth Hockey Association

Coaching Manual

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PALOUSE YOUTH HOCKEY ASSOCIATION

COACHING MANUAL 2015-2016

Introduction

Thank you for volunteering your time as a PYHA coach. We appreciate all that you do to help kids learn to love hockey.

About PYHA

PYHA is a non-profit hockey program, servicing the Palouse for more than ten years. We are a member of Idaho Amateur Hockey Association and USA Hockey. Instructional Hockey and House Leagues are offered to boys and girls of preschool through age 18. The coaches, managers, and board of directors consist of dedicated volunteers whose goal is to inspire kids to learn and love the sport of ice hockey.

PYHA Meeting Schedule 2015-2016

Coaches are expected to attend PYHA meetings to provide updates to the members and suggestions to the associations. All PYHA members are encouraged to attend association meetings. The dates for the 2015-2016 season are as follows:

Date	Time	Location
October 12	7:00 PM	Palouse County Fairgrounds Kitchen
January 11	7:00 PM	Palouse County Fairgrounds Kitchen
March 7	7:00 PM	Palouse County Fairgrounds Kitchen

We are a House Program - What does that Mean?

At PYHA, we consider ourselves a "house league program". This means that we welcome all players of any skill level with the intent to develop their hockey skills and love of the game. The following characteristics make PYHA hockey a house program:

- we stress player development over winning
- we welcome new players at any age group
- players get equal ice time in practice and league play provided they have regularly attended practices

Travel Teams

PYHA give priority to its House program in order to grow the game of hockey on the Palouse and maintain a rewarding environment for all. There are no Travel Teams below the PeeWee level. All Travel Teams are created with the approval of the PYHA Board, in order to ensure compliance with USA Hockey and PYHA policy. Upon approval from the PYHA Board, Travel Teams must hold open tryouts that allow all players of the appropriate age division to compete for a spot on the team. Travel Teams may not operate at the expense of our House program

and players/coaches must honor their commitments to their House teams in order to participate with a Travel Team. Please see Travel Team information on page 13 for more information.

Expectations

Coaches Code of Conduct

Coaches are expected to follow the rules of fair play as well as show good sportsmanlike behavior at all team functions. Coaches are expected to emphasize respect of fellow team members, opposing team members, parents, officials and places where the team practices and/or plays at. While it is easy to get caught up in the competition of the game, coaches are role models for their players and set the tone both on and off the ice of what type of behavior is acceptable. USA Hockey lists the following points for coaches:

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved, be consistent, honest, be fair and just, do not criticize players publicly, and study to learn to be a more effective communicator and coach and don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official, give all players the opportunity to improve their skills, gain confidence and develop self-esteem, teach the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey, encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To win the game is great; to play the game is greater; to love the game is the greatest of all.

Parent Code of Conduct

As the parent of a hockey player, you set the example for good sportsman like conduct. The teams we play, you could more than likely see for the next 12 years. Learning how to win and lose graciously and having respect for teammates, coaches, officials, opponents and the rinks where they play is just as important as the skills they are learning.

PYHA places a high value on good sportsmanship and respect. These are life skills that will carry throughout the hockey player's life. While players are taught to skate "heads-up", parents should adopt a similar attitude when it comes to game behavior. Cheer strongly in a positive manner, congratulate the opposing team of a job well done regardless of outcome of the game, emphasize the good things your player did even if he/she didn't score a goal or have a shut-out. Refrain from "ugly talk" or commenting negatively about the other team, coach or referee in front of your player. USA Hockey gives these points for parents:

- Do not force your children to participate in sports, but support their desires to play their chosen sport.
- Emphasize skill development and practices and how they benefit your young athlete. Deemphasize games and competition in the lower age groups.
- Children are involved in organized sports for their enjoyment. Make it fun.

- Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Know and study the rules of the game, support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud good effort in victory and defeat, and reinforce the positive points of the game. Never yell or physically abuse your child after a game or practice, it is destructive. Work toward removing the physical and verbal abuse in youth sport
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game and volunteer!

Player Code of Conduct

PYHA's Player Code of Conduct explains the type of conduct it expects from all levels of players. Good sportsmanship, respect for teammates, coaches, parents, opponents, officials and the rinks where they play are expected from all players. Players will not swear or use abusive language on the bench, in the rink or at any team function. There will be no lashing out or verbal abuse to officials. Fighting is not tolerated. There are severe penalties for any player caught fighting. Drinking, smoking, using chewing tobacco or illegal substances during any team function will not be tolerated. Any player who violates any of these rules of conduct is subject to disciplinary action. USA Hockey defines the Players' Code of Conduct as follows:

- Play for FUN!
- Work to improve your skills.
- Be a team player-get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time for practices and games.
- Learn the rules, and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with officials' decisions.

Coaching Requirements

PYHA requires that each coach be certified by USA Hockey for the appropriate level age. In addition to knowing the game, it is mandatory that the coach pass the USA Hockey Safesport and background check.

Steps to become a USA Hockey Certified Coach:

The following steps must be completed prior to first practice:

- 1) Obtain a USA Hockey CEP #: <https://www.usahockeyregistration.com>. Cost is \$46.00
- 2) Sign-up for and attend a CEP Clinic at www.usahockey.com. Cost =\$40.
- 3) Take an online age specific module for the age group you wish to coach. Cost is \$10 each.
- 4) Complete SafeSport training: www.usahockey.com/safesporttraining. Safesport is free of charge.
- 5) Complete IAHA Cleared Background Check:
<https://idahoamateurohockeyassociation.sportngin.com/register/form/252574094>

USA Hockey registration must be completed each year. Coaches may only practice with teams for which they have completed the appropriate age specific module for. SafeSport and Background Checks are valid for 2 years.

Coaches Training

All coaches are required to attend our start of season meeting on August 23rd from 6:00 – 8:00PM at Smoky Mountain Pizza in Moscow.

Coaches Meetings

All coaches are asked to attend PYHA general meetings. Additionally, there may be some meetings during the season that are organized by the Director of Coaching. Meeting dates and times will be communicated by email.

Communication and Reporting Issues

Association Communication & Updates

Association communication will be sent out through the two following methods:

1. Email via SportNgin
2. Updates on the Palouse Hockey website (www.palousehockey.com)

Please ensure that you have your primary email account listed in your SportNgin account settings and that your email settings are enabled to allow for receiving messages from SportNgin. You can adjust which types of messages you would like to receive (Association wide messages vs. team messages) in your account settings.

SafeSport Program Reporting Policy

[http://www.usahockey.com/page/show/908963-safesport-program-reporting-policy-](http://www.usahockey.com/page/show/908963-safesport-program-reporting-policy)

USA Hockey's Reporting Policy is a key part of its SafeSport Program and an effective reporting policy is crucial to preventing abuse. Section IV of the SafeSport Handbook contains specifics on the Reporting Policy.

The Policy requires that every employee or volunteer of any USA Hockey Member Program must report (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook, (2) any violations of the policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment, and Hazing, and (3) suspicions or allegations of child physical or sexual abuse to the appropriate USA Hockey representatives.

Additionally, in all cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of USA Hockey Member Programs must also report to the appropriate law enforcement authorities.

To make a report to USA Hockey, you may do so either by: (1) clicking on "Report to USA Hockey" and completing the Reporting Form, (2) emailing to SafeSport@usahockey.org, or (3) calling 800-888-4656.

Reports may also be made to the Affiliate SafeSport Coordinator. To make a report to your Affiliate SafeSport Coordinator, please click on the link for the contact information for each Affiliate's SafeSport Coordinator.

Practice schedules

Practice and game schedules will be available on the Palouse Hockey website via Google calendar. Due to Saturday games, your player's practice/game time will be variable from Saturday to Saturday. Please check the Google calendar regularly. Should any changes arise in the schedule please contact the PYHA scheduler Tim Kinkeade (tim.kinkeade@gmail.com).

Requesting Additional Ice

All ice paid for by the association must be approved by the PYHA Board, to ensure that adequate funds are available and that all teams have equal share of ice based on age and team numbers. To request additional ice, please contact PYHA President Joanne Tiroke (nocitymouse@yahoo.com) at least 2 weeks in advance.

Reporting Issues or Concerns

Should you have any questions or concerns regarding your team, players or parents, please contact the PYHA Board. Email can be directed to PYHA President Joanne Tiroke (nocitymouse@yahoo.com) or PYHA Vice President Joanne Greene (joannegreene11@hotmail.com).

What is USA Hockey?

USA Hockey Inc., is the national governing body for the sport of ice hockey in the United States. As such, its mission is to promote growth of hockey and provide the best possible experience for all participants by encouraging, developing, advancing and administering the sport.

For the player, USA Hockey annually conducts regional and national championship tournaments in various age classifications; sponsors regional and national player identification and development camps; studies and makes recommendations for protective equipment; provides an insurance program that includes excess accident, general liability and catastrophic coverage.

For coaches and officials, USA hockey conducts clinics and produces training manuals and videos through the Coaching Education Program and the Officiating Education Program. These programs enrich the knowledge of coaches and officials through careful study, training and examination. USA Hockey also promotes uniformity in playing rules and the interpretations of those rules.

For parents, USA Hockey provides valuable information so you can help your hockey player learn the most while having fun. There are explanations as to what to expect at each level as well as guidelines as to how to support your player in a positive way. For more information on USA Hockey, go to: www.usahockey.com. USA Hockey Registration, PYHA requires all players to be registered with USA Hockey.

Player Eligibility

Registration

In order to practice or compete, all players must be registered with PYHA. No players may be on the ice or in dryland practice if they are not fully registered with PYHA. Rosters can be obtained on the SportNgin website and coaches are responsible for verifying registration status of any players on the ice.

Players may only practice and compete within their registered age division. For exceptions, requests must be made to the PYHA Board via Joanne Tiroke (nocitymouse@yahoo.com) at least 2 weeks in advance.

Playing Up Policy

Coaches may not move players up a division without permission from the PYHA Board. Playing at higher age divisions does not benefit the higher level team, increases the risk of injury and imposes a liability to our association and our rink if appropriate guidelines are not followed. Player safety is our first priority, and thus the “play up” criteria will be specific to each age division.

To request an exception to allow a child to “play up”:

- The request to play up a division must be based upon one or more of the following reasons: 1) Family constraints 2) Skill 3) Team/division composition 4) Grandfather clause*. Making a request to play up using any of these reasons does not guarantee approval. The request will be evaluated using criteria outlined in the rubric for playing up.
- The request must originate from the parent(s), be in writing, and have a clear and legally binding acknowledgement of the increased injury risk. A waiver indemnifying the association, coaches, and rink must also be included prior to beginning any practice or play with the older division.

The decision based upon outlined criteria, and written request will be made together by the PYHA President and Director of Coaching **or** at the discretion of the above an impartial committee of three named association members not to include the parent of the player.

Players will never be allowed to play up two years. For example, a first year squirt will not be permitted to play at the peewee level. Requests for a player to move up a division by one year will be evaluated on a case by case basis using ALL of the following criteria. The decisions of PYHA to allow a player to move up a division may be revoked and the player may be asked to return to their age appropriate division if the player has not played 4 or more USA Hockey sanctioned games at the upper level, and there is a basis to indicate that the decision to move the player up a level is inappropriate.

Justification for request to play up	Information Required:	As determined by:	Should NOT play up an age division	MAY be considered to play up an age division	Why this criterion is important?
1. Skill	Ability of the player with regard to all of the fundamentals of hockey.	Former and current coaches of the player OR an independent skills assessment by a neutral party.	Player would be among the bottom 90% of the team to which they are playing up.	Mites to Squirts: Player would be among the top 3 of the players for the division to which they are playing up. Peewees and up: Successful try-out for a regionally tiered hockey team at the age appropriate level, but family would like to remain in PYHA.	Moving up a division only makes sense for player development if they will be appropriately challenged ONLY at the higher division.
2. Family constraints	# of players in family, # of parents in family, teams on which siblings play, other considerations	Parents, PYHA rosters	The ability of the player to attend practices and games does not differ with regard to age division.	The ability of the player to attend practices/games of the age appropriate division is severely compromised by family constraints, AND , these constraints are mitigated by playing up a division (typically with a sibling).	Single parent households. Households with more teams than parents.
3. Team/Division Composition	Number of players per team in each age division. How will the lower and upper level teams be impacted?	PYHA rosters	The team of the higher division has more than 16 players, OR , The team of the lower division will be left with less than 13 players.	The team of the higher division needs more players (has fewer than 13 or lacks critical position such as goalie) to remain viable.	It is not fair to the other players on the team to give up "ice time" to a non-age appropriate player, or have the lower division team be unable to field a team due to insufficient numbers.
4. Grandfather clause*	Has the player played up to this division in the year prior within or outside of our association?	PYHA Rosters	The player did not play to the higher division last season.	The player played in the higher division last season.	The decision to play up a division predated the development of these rules. Moving the player back down a division would be pointless.
1. Safety	Size, fitness, ability	Approval committee	Player is at a significantly higher risk of injury.	Player's risk of injury is not significantly higher.	Always the first consideration
2. Size	Height and weight of the player compared to the median size of the higher division.	Start of season measurement	Player would be below the median size in the higher age division.	Player would be above the median size in the higher division. OR , the player is so much bigger than their age group that they impose a safety risk to kids their own age.	Safety. Even in non-checking divisions, collisions with significantly smaller players increase injury risk.
4. Division Characteristics	Rules for body contact/checking for each division.	USA Hockey	The higher division involves significantly more body	The rules for body contact in the two divisions are the same.	Safety.

contact than the age appropriate division.

5. Emotional Maturity / Development	Past, present and potential division up coaches' assessment.	Coaches, parents, evaluation committee	The player is deemed not mature enough to thrive under the increased demands or changes in social dynamic of older teammates.	The player is mature enough to thrive under the increased demands and changes in social dynamic of older teammates.	Optimal player development, efficiency of coaching, team cohesion. Increased playing/practice time and team expectations.
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Age Divisions

Termites - Boys and girls ages 5 & 6 who are just starting out. This level is developmental (USA Hockey's "Active Start" phase), getting the player used to being on skates with equipment on and learning new skills. The cross ice games are non-competitive in nature (no score keeping) keeping the emphasis on fun!

PYHA's Goals: a great first experience, develop skills in skating, and learning the basics, fun, social. Practices once a week, and when ice time is available other activities will be scheduled.

Mites – Boys and girls 8 years of age and under. Emphasis is still on sharpening skating skills while learning strategies thru practice and games, as this is USA Hockey's "Fundamentals" stage. The games are cross ice and small ice (2/3rd) timed with referees. Players are encouraged to play different positions including goalie.

PYHA's Goals: Learning the fundamentals and basic skills are enhanced through fun but challenging practices. Practices twice a week, cross ice games home and away, games are generally start in December.

Squirts – Boys and girls 9 & 10 years of age. Players build on the skills they have learned as Mites. This is USA Hockey's "Learn to Train" stage where there is more focus on puck control, and even greater skating control. At this level positioning is introduced, though not prioritized. Games will played on a full sheet of ice and offsides is used. There is also one tournament early in the season where in Montana where second year squirts will be used to fill a roster.

PYHA's Goals: Utilizing USA Hockey development model to take advantage of the accelerated learning of coordination and fine motor control that occurs in players 8-12 years old. Players will improve skating, agility, stick handling and use of legal body contact during this critical stage for acquisition of hockey skills. Improved group interaction, team building, gaining awareness of team play are outcomes. Players will start learning to transfer skills and concepts from practice to games.

Peewees – Boys and girls 11 & 12 years of age. Faster play, more complicated maneuvers and working as a team in a more competitive way is introduced.

PYHA's Goals:

Utilizing USA Hockey development model to take advantage of the accelerated learning of coordination and fine motor control that occurs in players 8-12 years old. Players will improve skating, agility, stick handling and use of legal body contact during this critical stage for acquisition of hockey skills. Improved group interaction, team building, gaining awareness of team play are outcomes. More focus on legal body contact and positional play will result in greater understanding of hockey concepts.

Bantams – Boys and girls 13 & 14 years of age. Faster, competitive play where they develop more sophisticated skills while honing the skills they have already learned.

PYHA's Goals: In the "Train to Train" stage of development, players will further develop sport specific skills, introduce competition and continue to develop speed, strength and stamina while maintaining flexibility through off ice conditioning. Players will continue to develop individual and group tactics through more emphasis on positional play, team building and consistent practice of skating/stick handling.

Midget – This is high school level hockey ranging from incoming freshman to seniors. Most players in this level have talent and desire. Independent development both on and off ice is common at this level.

PYHA's Goals: In the "Learn to Compete" stage, players are prepared for a more competitive environment, where they will continue to refine technical and team play skills. Players will improve position specific technical and tactical skills, as well as fitness. Players will have an increased understanding of mental and physical preparation for games and practice, as well as recovery strategies.

For more information about youth hockey levels, see the [USA Hockey Parent Handbook](#).

Transition Program

We encourage to start hockey at any age. But to keep safety in mind we will transition players from practice to games when their skills have been evaluated by coaches. New players may practice with younger age groups temporarily in order to gain fundamental skills, or may not be asked to play in games/competition until they can safely do so. Prior to competition play, kids will need to be able to skate, understand rules and be emotionally ready to play/compete.

Safety and Risk Management

PYHA's Locker Room Policy

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 PYHA's goals. PYHA 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, PYHA 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 Palouse Ice Rink, there are 4 of locker rooms available for our program's use. 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. PYHA's team organizers 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

PYHA 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. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent

problems, we understand that this would likely make some players uncomfortable. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or screened locker room monitors will be posted directly outside of the 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 and family members 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 (termites, mites and squirts), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

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, PYHA 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.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, **are not permitted to be used** in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. Team managers may choose to collect phones to enforce this policy and to protect valuables.

Prohibited Conduct and Reporting

USA Hockey and PYHA has a zero conduct policy for abuse and misconduct.

We do not tolerate, sexual, physical, emotional abuse; bullying, threats and harassment; or hazing.

PYHA 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 PYHA 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 contact PYHA President at nocitymouse@yahoo.com, email USA Hockey at SafeSport@usahockey.org, or call 1-800-888-4656.

Practice Plans and Player Development

ADM

PYHA follows USA Hockey's ADM Coaching model for Termites through PeeWees. Coaches are expected to be familiar with and follow those guidelines for practice and competition.

USA Hockey ADM Practice Plans

Practices are to be run according to ADM guidelines. Head coaches (or their designee) are expected to design and send out practice plans for every ice session in advance of practice. Maximizing ice time through proper preparation and ADM station work is a priority to increase player development and cost efficiency.

ADM Practices are published on the USA Hockey website. Coaches are expected to use these plans, as they have been developed by experts based on research and child development theory. Due to our smaller rink, coaches may choose to eliminate one station for Termites/Mites practices. Typically the neutral zone is not split into two, but used as one space.

Practice plans available at www.usahockey.com/practiceplans include:

- Mites 6& Under
- Mites 8 & Under
- Squirts
- PeeWee
- Goaltender
- Learn to Skate
- Small Area Games

Practice to Game Ratio

USA Hockey recommends a 2:1 ratio of practice to game for Mites (assuming less practices for this age group) and 3:1 ratio of practice to games for older age groups. Mites are to play cross ice/half ice games only. Squirts and above play full ice games, although cross ice games in practice are extremely beneficial to get every player more puck touches.

Practice Schedules and Tournament Play

Practice Schedules

Practice schedules are determined by the PYHA Board and coaches, based on ice and coach availability. Current schedules of practices can be found online at www.palousehockey.com.

Tournaments

Tournaments are determined by the PYHA Board and coaches, based on ice and coach availability. Current schedules of practices can be found online at www.palousehockey.com.

PYHA's Travel Policy

PYHA has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. PYHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

Local travel occurs when PYHA or one of its teams does not sponsor, coordinate, or arrange for travel

- a. Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- b. The employees, coaches, and/or volunteers of PYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- c. Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- d. Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- e. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of PYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when PYHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, parents, and chaperones will often travel with the players.

- a. When possible, PYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within PYHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- b. PYHA will announce specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information.
- c. We rely on parents to serve as chaperones and if unable to travel, we encourage parents to make travel arrangements with other parents that they know and trust. In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

- d. A parent that has not been screened may participate in team activities and assist with supervision/ monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
- e. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- f. Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- g. Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- h. Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- i. If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- j. During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- k. Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules.
- l. No coach shall at any time be under the influence of alcohol or drugs while performing their coaching duties.

Travel Teams

PYHA give priority to its House program in order to grow the game of hockey on the Palouse and maintain a rewarding environment for all. There are no Travel Teams below the PeeWee level. All Travel Teams are created with the approval of the PYHA Board, in order to ensure compliance with USA Hockey and PYHA policy. Upon approval from the PYHA Board, Travel Teams must hold open tryouts that allow all players of the appropriate age division to compete for a spot on the team. Travel Teams may not operate at the expense of our House program and players/coaches must honor their commitments to their House teams in order to participate with a Travel Team.

Purpose of the Travel Policy

The Travel Team policy was developed by the PYHA Board with input from PYHA parents based on the following considerations:

- The policy is intended to ensure a fair process for Association players and coaches
- Travel teams will not negatively impact the PYHA House Program and will intentionally function around players' House Team commitments
- PYHA, rather than volunteer coaches will assume the financial burden to facilitate Travel Teams (pre-paying tournament fees or paying for ice that will be recovered from players upon team selection)
- Travel teams will operate in accordance with USA Hockey and PYHA policy
- There is a process via the PYHA Parent Representative for parents and players to address concerns regarding any aspect of the team

Travel Team Objective

PYHA Travel Teams will be groups of Association players who possess the skills for and would like more experience in a competitive setting. Participation on a Travel Team will require continued commitment to a PYHA House Team as well as additional practice and 2-3 tournaments per year.

PYHA Travel Teams are supported by PYHA, but associated costs are not included in House Team registration fees. In accordance with being compliant with PYHA and USA hockey, the Travel Team will be registered as a PYHA entity and insured by USA hockey as a sanctioned event/team. Travel Team members will be responsible for costs of additional ice for practices and tournament fees. Fees will be communicated to parents at or prior to Travel Team tryouts.

Travel Team Schedule / Commitment

Tournaments: teams will participate in tournaments (2-3 per year) early in the season (October - December) and late in the season (late February-April), with the option for an additional tournament mid-season which does not conflict with House Team schedules.

Tournament schedule will be determined by the Head Coach as early as possible in the season, prior to tryouts, in order to reserve space in these events and to allow parents to determine if they can commit to the travel.

Once tournaments are determined, PYHA will advance the Travel Team the funds to register. The Travel Team must repay tournament fees within one week in advance of the tournament. Team Coach or Manager will be responsible for collecting funds and submitting to the PYHA treasurer.

Practices: practices will be determined by the Travel Coach. A practice schedule must be submitted to the PYHA scheduler prior to tryouts, in order to secure ice and to determine the costs of additional ice to be passed on to Travel Team members. Fees will be communicated to parents at or prior to Travel Team tryouts. Practices may not interfere with House Team practices.

A minimal number of upper level players will be allowed at practices. Those players will be selected by the Head Coach and must pay for a portion of ice costs. Practices will be administered towards the level/age of play of the Travel Team (example: bantams at peewee practice will remain non-check, in accordance with USA Hockey). Upper level players will be no more than 2 years age difference than the Travel Team players (example: only first year Bantams with the PeeWee Travel Team).

Costs

The Travel Team is responsible for all tournament and associated travel fees and for other team incurred equipment expenses (e.g. Travel Team jerseys if the team elects to purchase new jerseys instead of borrowing Association jerseys). Payment for Travel Team fees will be due prior to the beginning of practices.

Tryouts: A tryout fee will be charged to participants to pay for ice time used in the tryouts.

Travel Team Practices: team members (and any additional players attending practices) will share in the cost of ice for Travel Team practices.

Tournaments: Travel Team members will share in the cost of tournament fees, payable to the Coach or Manager no later than 1 week prior to the tournament.

An estimate of the current year's travel fees will be provided to interested families prior to tryouts so they can make informed decisions regarding their participation.

Player Eligibility

In order to participate on the PYHA Travel Team, players must meet the following requirements:

- Be a currently registered PYHA player
- Pay Travel Team dues/fees by assigned date(s)
- Be in the same division as the Travel Team
- Be rostered on and maintain commitments to a PYHA House Team
- Uphold PYHA Player Conduct Agreement

Team Selection

Tryouts:

- The Travel Team will be selected from approximately 2 tryout clinics (2-3 clinics recommended in order to accommodate player/parent schedules) that are designed to be developmental in nature as well as appropriate for assessing skills.
- Players will be evaluated and the team will be selected by a minimum of four coaches selected by the PYHA Coaching Director, who will choose a mix of impartial coaches from other age groups combined with the Travel Team Head Coach and other coaches possessing familiarity with the players.
- All players will receive coaching at the clinics and written feedback within one week of the clinic, in order to further the development of all of our players

Team Roster: the PYHA Coaching Director and Head Coach will cooperate with the evaluators to determine and publish a team roster within one week of tryouts. The roster will consist of a maximum of 15 skaters and 2 goalies (or 17 skater/goalies). Optionally, alternates will be identified and listed as well. Alternates may practice with the team and will be responsible for a share of ice costs only, unless they participate in a tournament.

The PYHA Registrar will provide rosters to Tournament Directors as needed.

Advertising: All parents and players registered within that division will be notified of the Travel Team opportunity prior to the start of the season or at least 2 weeks prior to tryouts. Notification will include all proposed tournaments, practices and approximate applicable costs. Parents will be asked to respond to indicate interest in participating in the Travel Team so that an estimate of numbers can be identified early.

There will be open advertisement for tryouts within the PYHA community notifying players of the try-out dates at least two weeks in advance of those dates. The information should be posted, available on the website, and circulated through emails to reach the broadest audience and allow new community members to participate if they are interested. The size of the intended team will be clearly communicated in terms of number of players and alternates which are going to be selected.

Coaches

Selection: Travel Team volunteer coaches will be assigned by the PYHA Director of Coaching

Process for Travel Coach selection (beginning 2015-2016 season): Interested individuals will give the Board a letter of interest by July 1, applicants can expect feedback by August 1 so they can prepare for the season. Volunteering as a coach does not ensure nor should it be contingent upon that coaches child being selected for the Travel Team.

Requirements: all coaches must follow the same requirements as are followed for the House Program, including registration with USA Hockey, appropriate age level modules completed, successful background check, SafeSport Training and committed to maintaining the PYHA code of conduct. All coaches will be volunteers.

PYHA Responsibilities to Travel Teams

- Providing certified coaches
- Securing ice for additional practices
- Paying upfront costs of ice and tournaments and collecting appropriate fees to cover those costs from team members
- Supporting Travel Team as a PYHA entity, allowing for entry into USA Hockey sanctioned tournaments and providing *insurance coverage for the team and its officers
- Loan of PYHA game jerseys

* All players should be covered by parent/guardian medical insurance in case of injury. PYHA does not provide individual medical insurance for players on House or Travel Teams.

Coach & Manager Responsibilities

- Maintain compliance with PYHA and USA Hockey
- Recruit and select players for Travel Team following PYHA guidelines
- Recruit and select additional players for practices to cover cost of practice ice, based on financial model determined by Head Coach and PYHA Treasurer
- Ensure fees for tournaments and practices are collected from all players
- Communicate financials to the Treasurer and President of PYHA for tracking purposes (ice costs, tournament participation and cost, team purchases, sponsorships, etc.)
- Communication with parents and PYHA Board regarding team events, changes in schedule or any issues with players (where appropriate)

Additional Resources

Gear List for Hockey

When purchasing and fitting hockey equipment, remember two important factors:

- 1) The player must be adequately protected - equipment must fit properly to provide the maximum protection.
- 2) Fitting allows freedom of movement so the player can properly perform the necessary skills.

Skates – Purchase skates that will fit your child today with no more than ½” allowed for growth. Skates normally fit 1 to 1-1/2 sizes smaller than street shoes. While wearing the sock that will be worn when skating, press the ends of the toes against the front of the skate. In this position, you should be able to place one finger between the inside of the boot and the heel of the foot (no more than ½”). Seek adequate protection in the ankle, toe and instep areas, improperly fitted skates will hamper your child’s ability to skate. It’s important to maintain your skates and keep them sharp for the best performance and control and reduce knee and ankle injuries.



Helmet – Must be of a design and construction approved by the Hockey Equipment Certification Council (HECC). Must be sized at the time of purchase to fit properly. The helmet should be adjusted to fit snug to prevent any shifting and maximize protection. (New style helmets will have flaps on the side to adjust the helmet. Older style helmets will need a screw driver and loosen the helmet. Open the helmet to its largest setting, place the helmet on your child’s head so that the rim is one finger width above the eyebrow. Gradually begin to downsize the helmet until a comfortably snug fit is achieved. Make sure the chinstrap is adjusted so it gently makes contact under the chin when fastened.



Facemask – Must be of a design and construction approved by the Hockey Equipment Certification Council (HECC).



Mouth guard – Required for players in the 12 & Under (youth) and 8 & Under (girls) through Junior age classification. The most effective mouth guards fit well and are comfortable, but they also stay in place, are durable, easy to clean and don't restrict speaking and breathing.



Stick – Length should generally extend from the ice to the players chin (with skates on). Quality and price differ greatly, so the choice is yours. Sticks are made for left- or right-handed players, depending on the curve of the blade, but youth skaters often use a straight blade stick. A straight blade stick is recommended for young players, as it is inexpensive and allows them to experiment with playing right and left handed with the stick.



Shin Pads – Check for proper lengths so they protect the knee and shin completely. The kneecap should fit directly into the center of the kneecap cup (or donut area) of the shin pad. The shin pad should then extend down the full length of the lower leg (to the top of the ankle bone). Make sure the shin pad isn't too long so that the skate does not push it up out of position.

Gloves – Hockey gloves should provide full protection for the hands and wrists within compromising a player's grip on the hockey stick. The glove's palm and cuff need to be flexible but protective. The main concern with the



fit of a glove is making sure the gap between the glove and the elbow pad is minimal. The tightness or looseness of a glove is an individual preference. The tip of the fingers should not go completely to the end of the glove.



Shoulder Pads –A fiber cap is extremely important in preventing shoulder separations and should extend to the tip of the shoulder. Adjust to fit the individual at the time of purchase. The center of the player’s shoulder needs to line up directly with the center of the shoulder caps. Good shoulder pads will provide protection for the collar bone, chest, ribs, back and upper arms.



Supporter and Cup – Essential protective equipment. Purchase according to waist size. Available for girls and boys.



Elbow Pads – Hard, plastic hockey elbow pads protect the elbow joint from impacts, falls and unnatural twisting movements. Must be properly fitted so they do not slide. The elbow should fit comfortably into the center of the elbow pad cup. Should provide forearm protection which extends down to near the cuff of the player's hockey glove.



Pants/Breezers –Pants provide protection for the lower spine, hips and thighs. Most hockey pants today are manufactured with pads built inside to cover and protect the hips, thighs, kidneys, and tailbone. Properly fitted pants can prevent your pads from sliding out of place and exposing an area to injury. While the fit should be loose and comfortable the pants should have the ability to be secured firmly by a belt around the waist. Approximately 90% of all players will be able to use their waist size as their guide for choosing the correct size pant. The bottom of the pants need to overlap the top of the shin pad kneecaps by 1 or 2 inches. Pants can be held in proper position by suspenders.

Neck Guard: fits comfortably, covers entire neck.

Please remember that all gear listed above is required for every practice, including mouth guards and neck guards. Players cannot practice or compete without the required safety gear.

PYHA has some gear kits available for sale or rental:

(kits include helmet with face mask, shoulder pads, elbow pads, shin guards, hockey gloves, breezers, jersey and equipment bag)

To rent or purchase gear contact Scott McBeath at scott.mcbeath@gmail.com.

Mouth guards: Dr. Wayne Peterson is offering free custom mouth guards again this year to all Palouse Youth Hockey players. Please contact his office and schedule an appointment in advance by calling (208) 882-9310 or visiting www.drwaynepeterson.net. PYHA is extremely grateful for this service and Dr. Peterson's continued support that helps keep our children safe.

Where else to buy gear:

Moscow: Paradise Creek Bicycles, Big 5, PYHA

Lewiston/Clarkston: Sports Authority

Spokane: Hockey Armor, Ice Arena Sport Shop

There are also many online shopping options

Sources:

www.usahockey.com

USA Hockey Level 1 Instructor's Manual

www.sportsmedicine.about.com

www.greatskate.com