



**2020-2021
LAHA
Guidebook**

Updated June 2020

Lane Amateur Hockey Association
P.O. Box 50211
Eugene, OR 97405
541-937-5260

Table of Contents

Introduction	5
Updates Between Editions	5
Oregon Hockey Family Tree	5
Oregon State Hockey Association	5
USA Hockey Pacific District	6
USA Hockey Sanction	6
LAHA Status	6
LAHA Board of Directors 2020-2021	7
Board Officers	7
Appointed Chairs & Auxiliary Personnel	7
Board Elections, Meetings, Minutes & Financials	8
Relationship with The Rink Exchange	8
Mission Statement	9
Our Vision	9
Our Eugene Jr. Generals Culture	10
Programs	11
Try Hockey For Free	11
Intro to Hockey Program	11
Eugene Jr. Generals Hockey Program	11
Girls Hockey	12
Special Hockey Program	12
Level of Competition	13
Travel Hockey	13
Hockey Is For Everyone	14
Sexual Orientation and Gender Identification Acceptance Plan	14
Social Media and Electronic Communications Policy	16
Player Development	18
American Development Model (ADM)	18
Building Blocks of ADM	18
Volunteering	19
Expectations & Opportunities	19

Requirements	19
Registration	21
Deadlines	21
Waivers & Forms	22
Fees	22
Prorated Fees	23
Multiple Children Discount	23
Scholarships	23
Failure to Pay	24
Refunds	25
Player Guidelines	26
Rostering	26
Player Releases	26
Movement Between Age Divisions	27
Tryouts	27
Goalie Rotation	27
Locker Rooms and Dressing	27
Coach Guidelines	29
Education	29
Screening	29
Attire	30
Responsibilities	30
Team Guidelines	31
Hockey Team	31
Team Duration	31
Team Coaches	31
Team Manager	31
Responsibilities — Coaches and Team Manager	32
Off-Ice Officials	33
Persons on the Bench	34
Travel and Tournaments	34
Team & Player Attire	35
Uniforms, Gear & Equipment	35
Games	36
Team Records	38
Practices	38
Locker Rooms and Dressing	38

Grievances	39
Team Fees & Celebrations	40
Health & Safety	40
Background Checks	40
SafeSport Training	40
Consent to Treat	40
Concussion Protocol	41
Return to Play	42
Substance Abuse	42
COVID-19 & All Other Illnesses	43
Miscellaneous Items	44
Eugene Jr. Generals Apparel	44
Fundraisers	44
Ice Rental	44
Reimbursements	44
Use of Logo	45
OSHA Guidebook	45
Pacific District Guidebook	45
USA Hockey Rules	45
Codes of Conduct	46
Player Code of Conduct	46
Parent Code of Conduct	47
Coach Code of Conduct	48
Spectator Code of Conduct	49
Administrator Code of Conduct	50
LAHA Rules and Regulations In Effect at The Rink Exchange	51
LAHA Discipline Policy	52
Players	52
Appeals	53
Coaches	53
Parents	53
When You Have a Concern or Complaint	54
Breach of Code of Conduct	55
Breach of Player Code of Conduct	55
Breach of Parent Code of Conduct	55
Breach of Coach Code of Conduct	56

SafeSport Violations	57
Appendix	58
LAHA Operations Calendar	58
LAHA Player Development Protocol	60

Introduction

This Guidebook is presented to assist parents and players gain a more complete understanding of the Lane Amateur Hockey Association (LAHA) operations, rules and expectations. The key to a successful youth hockey program is a plan to provide the best possible path for growth and player development under the direction of well trained coaches who implement ADM practice plans in a fun, supportive and safe environment.

While this Guidebook is a good resource for our members, not all circumstances can be included herein. Therefore references to the USA Hockey Annual Guide and the USA Hockey Rule book are included as USA Hockey is the overriding governing authority. The Board of Directors always welcomes your questions or feedback.

Updates Between Editions

During the course of the season, instances may arise that necessitate the Board of Directors to set policy or guidelines. Those will be noted and published in the monthly Board Meeting Minutes and should be referenced there until they are included in the next edition of the LAHA Guidebook.

Oregon Hockey Family Tree

National: USA Hockey
District: Pacific District
Affiliate: Oregon State Hockey Association (OSHA)
Youth
Associations: Bend Ice
Klamath Ice Sports
Lane Amateur Hockey Association
Pacific Edge Hockey Academy
Rogue Valley Hockey Association
Rose City Hockey Club
Winterhawks Jr. Hockey

Oregon State Hockey Association

Currently OSHA holds quarterly meetings. The OSHA quarterly meetings are rotated between member associations. The meetings are typically open to visitors and interested parties are encouraged to become involved. Meeting dates are set three to six months in advance.

USA Hockey Pacific District

The Pacific District is one of eleven Districts established by USA Hockey and is composed of five (5) Affiliates which represent the states of California, Arizona, Oregon, Washington, Alaska, and one non-affiliated State: Hawaii. The Pacific District follows the objectives of USA Hockey as they pertain to the support and management of competition for its common benefit. The Pacific District supports OSHA and LAHA in the implementation of the zero tolerance, sexual abuse, physical abuse screening, hazing, and consumption/use/abuse of mood altering substances and codes of conduct as set forth in the USA Hockey guidebook. You can also check www.pacificdistricthockey.com for information on the Pacific District.

USA Hockey Sanction

USA Hockey, Inc. is recognized as the country's national governing body for the sport of ice hockey under the Ted Stevens Olympic and Amateur Sports Act Title 36, Chapter 17 §391 United States Code. For additional information concerning USA Hockey and the Annual Guide please visit the USA Hockey website at www.usahockey.com.

LAHA Status

The Lane Amateur Hockey Association is a non-profit corporation registered in the State of Oregon. All elected Board of Directors members, coaches, team managers and representatives are unpaid volunteers. LAHA operates under the authority of the State of Oregon with guidance from the LAHA Bylaws and this Guidebook. As a non-profit, LAHA has an IRS 501(c)(3) tax exempt status.

*Please note: This tax exempt status does not allow donations to be earmarked for a specific player. All donations must serve to benefit a team, program, or the whole of the organization.

LAHA Board of Directors 2020-2021

Board Officers

President	Joy Pendowski joy.pendowski@laha.org
Vice President	Dan Trent dan.trent@laha.org
Secretary	Joel Dunham joel.dunham@laha.org
Treasurer	Jenn Nyberg jenn.nyberg@laha.org
Registrar	Carrie Stewart carrie.stewart@laha.org

Appointed Chairs & Auxiliary Personnel

Coach in Chief	Flint DOUNGCHAK flint.doungchak@eugenegenerals.com
SafeSport Chair	Kara Minchin safesport@laha.org
Off-Ice Trainer	Lanae Falls lanea.falls@laha.org
Goalie Coach	Christian Vivian ctvivian30@gmail.com
Scheduler	Sarah Chambers sarah.chambers@laha.org
Equipment Manager	Volunteer Wanted!

Event Coordinator	Volunteer Wanted!
Volunteer Coordinator	Volunteer Wanted!
Communications	Lanae Falls & April Bernacki communications@laha.org
Tournament Chairs	Mara McManus & April Bernacki tournaments@laha.org

Board Elections, Meetings, Minutes & Financials

LAHA operates under the direction of an elected Board of Directors. The Board is made up of five (5) members, two (2) elected and three (3) elected based on even or odd years as directed in the LAHA Bylaws. The Board of Directors meets in open meetings once per month in each of the twelve months. Typically, the meetings are the first week of each month and are held at The Rink Exchange unless noted otherwise. During the off-season, meetings may be held at alternate locations which are posted on the LAHA website. The meeting minutes will be posted on the website once they have been approved which is typically after the following month's meeting. Representatives from each age division are asked to attend these monthly meetings and report on age division activities to the Board.

As LAHA is a non-profit association, there is not a "business" income producing aspect to support operations. The financial well-being of LAHA is dependent on the fees paid by the players, donations of equipment, supplies, money, time, and occasionally team or association fundraising activities. Individual and corporate financial and material donations are tax deductible under LAHA's 501(c)(3) non-profit status.

Relationship with The Rink Exchange

LAHA is one of many different user groups who rents ice from The Rink Exchange and is an independent organization from The Rink Exchange. LAHA coordinates activities with The Rink Exchange and some of The Rink Exchange personnel volunteers for LAHA but we operate and are managed/governed separately. LAHA has no control over other user groups who rent ice from The Rink Exchange.

Mission Statement

Lane Amateur Hockey Association promotes citizenship, sportsmanship, fellowship and physical development among the youth of Eugene, Lane County, and outlying counties. This is accomplished by sponsoring and promoting the game of ice hockey at both a recreational and competitive level through education and development of players, parents, coaches and officials. This helps to promote the growth and enjoyment of hockey through honest work, self-discipline and fair play for boys and girls from the ages of 4 through 18 years of age in compliance with the rules and regulations of USA Hockey and the Oregon State Hockey Association.

Our Vision

To inspire local youth to embrace good sportsmanship, to compete to the best of their ability while lifting up those around them, and to become lifelong fans of the game.

Our Eugene Jr. Generals Culture

Our Eugene Jr. Generals culture is one of pride, respect, and a desire to always improve. With this in mind, our aim is to develop players who exhibit the following qualities:

Genuinely Good People

Eugene Jr. Generals are respectful and kind to those around them, not because that is what is expected, but because they want to. This includes their coaches, teammates, officials, volunteers, and their opponents. Eugene Jr. Generals listen to and follow direction, win graciously, and view losses as opportunities to learn and get better.

Skilled Passers

Eugene Jr. Generals are known for their ability to read the game and make great passes. The ability to think and read what is happening on the ice allows players to set their team up for success.

Have Grit and Want to Compete

Eugene Jr. Generals are willing to give one hundred percent to every battle, every puck race, and every opportunity to score, and they expect their opponents and teammates to do the same. Eugene Jr. Generals can battle and compete hard and still leave the ice as friends.

Have Resilience

Eugene Jr. Generals players never give up, especially the goalies. Eugene Jr. Generals goalies are known for not just stopping the first shot, but for stopping that shot, resetting, and stopping the second, third, and fourth shots, too.

Programs

Try Hockey For Free

Every year, USA Hockey sponsors opportunities for kids to try hockey for free. This is a great opportunity for children ages 4-9 to experience what it is like to get geared up, get out on the ice, and learn a few hockey basics. All gear is provided for the event at no charge and each participant receives some goodies to take home with them. There is no requirement for participants to be able to skate. In fact, most participants can't skate yet, but our on-ice volunteers help everyone have a fun experience all the same.

UPCOMING NATIONAL DATES

- November 2020
- February 2021

Intro to Hockey Program

This program is available twice (Wednesday or Saturday) per week for youth who are new to the sport of ice hockey and want to learn some fundamentals before joining a Eugene Jr. Generals team for regular season practices and games. The program is administered by The Rink Exchange and is not a direct program of LAHA.

Eugene Jr. Generals Hockey Program

This program is open to players ages 4-18 and consists of "house level" teams in age divisions as prescribed by USA Hockey.

Teams are formed at the following age levels for the 2020-2021 season:

- 8U Birth years 2012-2016
- 10U Birth years 2010-2011
- 12U Birth years 2008-2009
- 14U Birth years 2006-2007
- 18U Birth years 2002-2005

Our program follows the American Development Model which emphasizes creating opportunities for players to be learning and doing the things they are best equipped to learn at different age levels. Ultimately, the goal is to create strong, well-rounded athletes who develop a lifelong love for the game.

Practices are held in Eugene at The Rink Exchange and include a combination of both off-ice, dryland exercises as well as on-ice, station-based drills and scrimmages.

Throughout the season, teams will play against associations from across Oregon and Washington. The majority of games are typically held in Eugene but there are occasional away games, sometimes, but not always, requiring an overnight stay. These trips make for great team bonding opportunities. In addition to regular season games, teams typically register for 2-3 tournaments.

Because our program is a "house level" program, we accept players of all abilities. Our emphasis during games is on development, not what's on the scoreboard. We want all players to have fun and enjoy hockey.

All players are issued a uniform for games, however families are to supply their player with their own set of gear and practice attire.

Girls Hockey

Girls ages 4-18 are encouraged to join the Eugene Jr. Generals and play hockey! Teams at all age divisions are co-ed and each season we have more girls join the fun. Our goal is to grow the Jr. Generals program to the point where we can offer full-time girls teams.

In addition to the co-ed teams offered here in Eugene, there are also girls-specific clinics provided throughout the season to get all of the girls on the ice together. It's a lot of fun and these events help the girls feel better connected within the program.

For girls looking to add an all-girls experience to their hockey season, USA Hockey and OSHA permit girls to dual roster on both a youth team and a girls team so long as both are not nationally bound.

Special Hockey Program

This program is available once per week for athletes with both physical and developmental disabilities and works with the disabled hockey section of USA Hockey, as well as with local agencies and organizations.

Level of Competition

Travel Hockey

By definition, any team that plays outside of their association's rink is deemed a travel team. Due to the size of our program, all LAHA teams will play some games outside of our association and will therefore be referred to as travel "B" teams which is consistent with the guidelines set forth by OSHA for youth teams in Oregon. Despite this designation, LAHA operates a house program in all other aspects – all players who register are placed on a team and integrated into the program.

The availability of a competitive team is variable and may not be readily available at all age levels. While we strive to create a playing schedule that highlights an equal share of home and away games with other associations within the state of Oregon, in any given season, it is not always possible. In some situations, teams may elect to attend additional games or tournaments than those provided through the LAHA registration process. The cost of these games will be covered by the members of the team electing to participate in them.

The cost of travel to away games is NOT covered by LAHA and is the responsibility of each player's family.

Hockey Is For Everyone

LAHA believes hockey is a sport for everyone. We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, handicap or veteran status. All qualified individuals will be given equal opportunity to play, coach, and volunteer.

In August 2018, the LAHA Board adopted a Sexual Orientation and Gender Identification Acceptance Plan. This plan is noted below and can be referenced for policy violations.

Sexual Orientation and Gender Identification Acceptance Plan

Adopted by the LAHA Board August 2018

The goal of the plan is to recognize, protect and include all players, regardless of one's real or perceived sexual or gender orientation, appearance, capacity, disability, ethnicity or religion. We value differences while aiming to respect and preserve the dignity of all our players by providing equitable treatment for all.

The purpose of this plan is to provide inclusive opportunities for all players by identifying inappropriate behaviors and actions in order to prevent discrimination and harassment. Any communication or behavior (which may include but is not limited to assault, bullying or harassment) that deliberately degrades, denigrates, labels, stereotypes, incites hatred, prejudice and discrimination towards players on the basis of one's real or perceived sexual or gender orientation, appearance, capacity, disability, ethnicity or religion, or for any other reason, will not be tolerated. This also includes making gestures, publishing or displaying anything that would indicate an intention to discriminate against an individual or group, or expose them to contempt or ridicule.

Best Practices:

1. **Common language** – Every party involved will be well-informed and equipped with appropriate and respectful language. Any set of terms should acknowledge that language is ever evolving and that the individual is always the expert on how they may identify and on what language or terms they consider respectful and inclusive of themselves.
2. **Safety/Anti-Harassment** – Proactive and reactive measures that ensure all players are protected from bullying, discrimination, harassment and violence based on their sexual orientation and gender identity or expression.
3. **Self-Identification** – Players have the right to self-identification, which includes the name by which they wish to be addressed and their preferred pronouns that correspond to their gender identity.

4. **Gender Integrated and Inclusive Activities** – LAHA’s house program focuses on integrated and inclusive activities. Should gender specific programs exist, players will have the option to be included in the group that corresponds to their gender identity or, in the case of gender non-conforming players, the group they would like to participate in. Please note: with regard to National team play, USA Hockey currently requires players to participate as the gender they are registered under with USA Hockey. Please see www.usahockey.com for further details.
5. **Coaches Training** – Coaches will be given support and training to handle discrimination, as well as information to be able to support individual needs of their players.
6. **Facilities** – Individuals may choose to use washrooms and change rooms that match their gender identity, including non-gendered single-stall washrooms and change rooms.

Social Media and Electronic Communications Policy

LAHA understands that social media is a popular communication tool for players, parents and coaches. LAHA is also aware that social media is a venue where inappropriate behavior and misconduct can occur. The risk associated with social media include: inappropriate access, sharing personal information, bullying, unwanted and unsupervised contact between adults and minors, receiving unwanted material, online grooming for sexual abuse or actual unlawful sexual exploitation.

Today's youth have grown up with technology as one of their primary means of communication; while it is instant and effective, it also desensitizes them to responsible and appropriate communication. Electronic communication empowers and emboldens people to say things they would never say directly to someone, often resulting in language that is insensitive, hurtful, discriminatory and disrespectful. Over time this pattern can escalate into language that is harassing, bullying, threatening, or abusive in nature. LAHA has zero tolerance for violations of the USA Hockey SafeSport policy on Electronic Communications (SafeSport Electronic Communications Policy). Any known or proven violations of this policy could result in disciplinary action, including suspension or termination of the privilege to play hockey.

Failure to comply with USA Hockey SafeSport Program guidelines can result in disciplinary action. LAHA has a zero tolerance rule when it comes to player safety and preventing abuse and misconduct. Coaches are prohibited from having players joined to or connected through their personal Facebook page, Instagram page, or any other similar social media application.

Texting, Email and Similar Electronic Communications

If it is necessary for a coach or staff member to send a direct text message or email to a player, the TeamSnap application should be used. Coaches should include the player's parent/guardian on the communication. When a player feels the need to text or email a coach or staff member, the message should be sent using TeamSnap, and a parent (or guardian) must be copied. It should only include information regarding the organization, team, or club activities.

Social Media (Facebook, Instagram and Similar Sites)

- Coaches are not to have contact with players on any personal social media application.
- Players are never to post pictures of other club members or players that can be hurtful or embarrassing or without their permission.
- Protecting the identity and privacy of all LAHA's players is required. Do not post names, photos or identifying information at any time.
- Players and parents can "friend" or "follow" the official LAHA social media pages and coaches can communicate to players through the site. The communication must be

open, transparent and professional in nature and for the purpose of communicating information about the team or club activities.

- Social media sites should not be used to abuse or criticize the organization, members or players.

Player Development

American Development Model (ADM)

LAHA structures its youth hockey program based on the American Development Model (ADM).

From USA Hockey:

Building Blocks of ADM

PLAY

Playing the game is where kids learn that the game is, in its simplest form, fun. And if you can mix in age-appropriate training and practice with skills and athleticism introduction, kids will have even more fun. And to keep it fun, there should be a low priority placed on winning and losing and a high priority placed on just introducing the game to a young kid.

LOVE

Once a kid learns to play the game and begins to develop skills and athleticism, hockey starts to take priority among other activities. Skills become more refined, their physical and mental makeup is stronger and the friendships they developed early on continue to grow. The games become more important and hockey in general becomes a bigger part of their life.

EXCEL

Now that they play and love the game, a higher premium is placed on excelling at it. Tougher competition and more of a focus on mastering skills play an increased role in their development. Hockey starts to take a larger priority over other activities. But, above all, the game is still fun and the friendships that were forged back in Mites are as strong as ever.

The bottom line is that if we can give kids reasons to stick with the game, we can unlock their potential and help them excel at the game they play and love.

In alignment with USA Hockey Guidelines and with ADM, LAHA has adopted a player development protocol. This protocol outlines the expectations for rosters, coaches, season length, practices, games and tournaments for each age division. This player development protocol is located in the Appendix.

Volunteering

Expectations & Opportunities

LAHA is an all volunteer run organization, from the coaches and team managers to the LAHA Board to all of the off-ice helpers. As such, it takes all families working together to make for a fun and successful season. **Every family is required to volunteer during the season. The suggested minimum number of hours is eight (8) hours per family.** The following are ways you can help support LAHA and your player's team.

- Run for and serve in a position on the LAHA Board (elections are held every March)*
- Attend a board meeting as a team representative
- Volunteer to help on a committee (i.e. communications, fundraising, tournaments, etc.)
- Be a locker room monitor*
- Volunteer to be a team manager*
- Help run the clock during games
- Help keep score during games
- Staff a penalty box during games
- Volunteer to be a coach*
- Assist the coaches with getting borders on/off the ice for practices
- Assist the coaches with getting the half-ice boards on/off the ice for practices and games
- Help out during the annual Ice Cup tournament (gift baskets, checking in teams, organizing snacks, etc.)
- Help get kids geared up for a Try Hockey For Free event
- Help spread the word about the Eugene Jr. Generals at your child's school (fliers, signs, etc.)
- Other ideas you might have!

* USA Hockey membership, SafeSport and background checks are required.

Requirements

Please note: ALL volunteers who have regular and meaningful contact with youth are required to have completed background checks and SafeSport certification. This is not required for volunteers in the penalty box, time keeping, score keeping, or when assisting in open areas like the rink lobby where multiple adults are present.

USA Hockey Registration

All volunteers for LAHA are required to register with USA Hockey as volunteer members. Registration as a volunteer is free. Register here: <https://membership.usahockey.com/>.

If you are volunteering as a coach, you must register with USA Hockey as a coach which has an associated fee.

Background Checks

Background checks are now processed by the USA Hockey national clearinghouse here: <https://www.usahockey.com/backgroundscreen>. Background checks are valid for two (2) years. All coaches must complete the screening process before taking to the ice for the current season. Managers and other individuals required to be screened must complete the screening process by September 30 of the current playing season. Any individual who begins an activity after September 30 of the playing season that would require the individual to be subject to the LAHA/OSHA Screening Policy must complete the screening process within three (3) days after beginning such activity.

Any coach, manager or other individual who is required to be screened per LAHA/OSHA's SCREENING POLICY who continues to coach, manage or otherwise participate in any LAHA/OSHA activities without the proper screening certification will be referred to the Disciplinary Committee for appropriate action.

SafeSport Training

LAHA adheres to the SafeSport policies set forth by USA Hockey. SafeSport training is required on an annual basis and can be completed here: <https://www.usahockey.com/safesportprogram>. All adults who will have regular and meaningful contact with players, as well as all players who are a 2002 or 2003 birth year must complete SafeSport training. Players from these birth years must complete the training prior to participation for the 2020-2021 season.

Registration

Open registration enables all players to enroll in LAHA's youth hockey programs. **Registration for regular season teams begins in July** and is processed through the LAHA website (www.laha.org). All players are required to have a current 2020-2021 USA Hockey membership prior to registration with LAHA. Get your USA Hockey membership here: <https://membership.usahockey.com/>.

Deadlines

Players are encouraged to register early. Early registration helps LAHA to determine numbers of players, the need for one or more teams per age division, and the reserving of ice time to accommodate the teams.

For the 2020-2021 season, registration will be in three (3) phases:

- Early Bird — July 1-31
- Regular — August 1-31
- Late — September 1 and later

Early Bird registrations received between July 1-31, 2020 will be entitled to a \$50 discount, per player, plus some free swag. Registrations received after August 31, 2020 are considered "late" registrations and are subject to a \$50 late fee, per player. Players registering for 8U are not subject to the late fee as their schedule starts later in the year. Late registration is based on a first come, first serve basis.

After open registration is complete, players will be divided within their respective age divisions into teams based on the total number of players registered. Team rosters will not exceed 20 players (18 players and 2 goalies) per USA Hockey guidelines.

LAHA will not turn away players during the "open registration" process. In the case where an age division has more than 20 players, the head coach, along with the guidance from the coaches committee, will determine how best to divide the players into teams. This decision will be based on the number of players, skill level of players and the head coaches' recommendations on how best to effectively manage the size of the teams.

After open registration is complete, new players may register through December 31st of the calendar year to accommodate late registration. "Late registration" is permitted as long as the player has properly registered on or before December 31st and the size of the available team is under 20 players. After December 31st, exceptions can only be made with the approval of the LAHA President and the Pacific District Registrar.

Registration will not be effective for any purpose, including insurance, until all required information is completed through the online registration system, payment is received, either in full or through an approved payment plan, and required signed documents are submitted to the LAHA Registrar.

Registration must be complete prior to a player taking to the ice for practice or games.

LAHA uses and complies with OSHA and USA Hockey registration rules. OSHA and USA Hockey rules or procedures may take precedence over LAHA handbook guidance.

Waivers & Forms

In order to participate in LAHA's youth hockey programs, certain waivers and forms are required prior to your player's participation. These items are noted below:

- Consent to Travel
- Consent to Treat
- Concussion Protocol & Return to Play
- Facility Liability Waiver
- USA Hockey Participation Liability Waiver
- Photo Release
- Codes of Conduct Agreements

Fees

The player fees assessed each season cover the expenses required to provide for the program. The fees cover the costs of a number of items including but not limited to:

- Ice rental for practices, games, clinics, goalie sessions, trainings, and other needs
- Officials to referee all home games
- Equipment such as pucks, puck bags, cones, nets, medical kits, dryland, etc.
- Supplies for printing, mailing, advertising, post office box, telephone, forms and supplies, and other related administrative costs
- Fees for coaching improvements, advancements and education
- Team entry fees for all tournaments and jamborees
- Player uniforms

Fees are not collected to cover team expenses outside of tournament entry fees. If teams choose to host end-of season celebrations, have team dinners, etc., the costs for these activities are optional and are up to each team to manage pending the following guidelines:

- The “Team Financial Records” are open to review by the player families and LAHA Board of Directors. Receipts and records should be kept of all monies spent and collected for team expenses.
- Individuals are not allowed to make a profit from team fees.
- Unused team fundraising money may be used for such activities agreed on by the team (such as a team party); returned in a fair manner to the families as agreed upon by the team; donated back to LAHA to help support the organization.

Prorated Fees

As a general rule, LAHA does not prorate season fees for late registration. One exception to this rule is for new players who are transitioning from the Intro to Hockey program to the regular season Jr. Generals program. Special circumstances or requests falling outside of this general rule must be reviewed, discussed and voted on by the LAHA Board of Directors. Season fees are not prorated if your player starts late or ends the season early due to overlapping sports commitments, i.e. football in the fall or lacrosse/baseball in the spring. Proration is determined on a case-by-case basis upon Board approval. It will only be considered via written request to the Board.

Multiple Children Discount

Families registering three (3) or more siblings for LAHA’s regular season teams (8U-18U) in the same season are eligible for a 15% discount off the combined registration fees. In order to receive this discount, all registrations and payment must be completed and submitted for all (3 or more) children at the same time. If a family is also registering in the Early Bird phase of registration, the Early Bird discount is to be applied prior to the 15% discount.

Intro to Hockey registration does not qualify for this discount.

Families taking advantage of the “Multiple Children Discount” in a given season will not be eligible to receive a scholarship during the same season.

The LAHA Board of Directors reserves the right to make the final decision regarding qualifying for the discount, questions of eligibility and/or in cases of special circumstances. Proof of relationship or of residence may be required upon request by the LAHA Board of Directors.

Scholarships

LAHA supports inclusiveness with this sport and provides scholarships to assist families in need. Questions regarding scholarships can be directed to the LAHA Vice President. The scholarship application is available on the LAHA website (www.laha.org).

Scholarship Policy

- Each year, based upon the current season's fees, the Board will establish, and make public, the maximum allowable amount of scholarship to be paid out per player. This amount must not exceed 30% of established annual fees for each player's current registered level. The current maximum allowable amount is \$500 per player with a family maximum of \$1,000.
- Completed applications must be received by September 15 for the current season to qualify for consideration. Late applications will not be accepted unless the player is new to the organization and not previously registered.
- Applicants must have significant financial need. Proof of state/federal assistance or financial hardship must accompany the application.
- Applicants must be in good financial standing with the Association (no outstanding monies owing).
- Applicants will normally be eligible for scholarships every other year. Extenuating circumstances, including, but not limited to extreme financial hardship, significant, unexpected medical expenses, job or housing loss, may be considered for an exception to this rule, at the discretion of the Board.
- Scholarships, when awarded, will be applied directly to the player's account after receipt of a first payment.
- Scholarship applications will be first reviewed by the Vice President for completeness and then proposed to the Board, for approval.

Scholarship amounts will vary based upon the financial needs of the applicant. The primary determination will be based upon a family's qualification for the Free and Reduced Meals program through the Oregon Department of Education. LAHA will use the following criteria to determine eligibility and need:

- Families qualifying to receive "Reduced" fee meals may receive a maximum of 70% of total allowable scholarship monies. Families qualifying to receive "Free" meals may receive up to 100% of total allowable scholarship monies.
- Families not qualifying to receive either Free or Reduced meals must supply proof of an alternate State or Federal program, or other documentation demonstrating significant financial need. Determinations for eligibility will then be made on a case by case basis by the Board.

Failure to Pay

LAHA allows families to pay their player registration fees either in full or through an installment plan. If payment fails to clear the bank or if an installment payment fails to process on the monthly draft date, your player(s) will not be allowed to participate until payment is resolved. Any fees incurred by LAHA for payment failures will be added to your total amount due.

Refunds

All fees are non-refundable. Exceptions may be considered in the case of player injury which terminates a player's season and in the case that a player's family relocates outside of LAHA's geographic service area. Failure to attend practices, games, tournaments, clinics, etc. for which the player is registered is not grounds for a refund.

Player Guidelines

Rostering

Once teams are formed for the season, rosters are considered “set” unless there is a change in registration due to new or exiting players. For the purposes of qualifying for state tournaments, districts, or national tournaments, rosters must be set by December 31st. Player movement after this date is not allowed with exception of new players who have moved to the area and are registering as new players. Those player additions to set rosters are subject to approval by the Pacific District Registrar.

New Players from Out of State

Per OSHA guidelines, any team which includes players on its roster, who are new to Oregon, must provide written evidence to LAHA that said player is in good standing (financially and otherwise) with his/her past team.

Dual Rostering

Players may not dual roster during the season with a team from another association without a written “player release” letter from the LAHA President. There are restrictions on the types of teams players may be rostered on, per USA Hockey, and are subject to approval from the Pacific District Registrar. To obtain a player release letter, a written request must be submitted to the LAHA President for consideration. Not all requests are automatically granted. Requests that jeopardize the player’s home team’s ability to compete, or those requests received while the player has financial or disciplinary sanctions are not likely to be granted.

Girls Rostering

OSHA permits and follows USA Hockey dual rostering and dual registration for girls. OSHA supports the USA Hockey position on promoting female hockey and agrees that in order to promote female hockey, a female player may dual register as long as only one of the teams she is playing for is classified by USA Hockey as a Girls/Women team. LAHA, as an association member of OSHA, is bound by this decision.

Player Releases

Financial Default / Sanctions

Players in debt or default to LAHA are ineligible for membership to any other USA Hockey registered association or team until the indebtedness is satisfied and a player release letter from LAHA is obtained. The release letter or form will be required for presentation as proof of payment to the receiving association or team.

Prior to LAHA seeking assistance from the affiliate (OSHA) or USA Hockey, it is required that a certified/return receipt requested letter be sent to the last known address of the party that owes the money. The letter will contain the following: the amount of debt, what the charges are for; the fact that the player may not register with another association until the debt is paid (citing this LAHA guidebook as reference); and that if the player has registered with another association or team then further action/sanction will be sought through OSHA and USA Hockey. The player will have fifteen (15) days to reply.

Post-Season Play / Transfers

Release letters may be requested by associations for post-season play as well as if the player is transferring from one association to another. If your player is directed to obtain a letter, please forward all information from the requesting association to the LAHA President.

Failure to obtain a player release or willfully ignoring this requirement may result in sanctions from LAHA, OSHA, and possibly higher levels within USA Hockey, depending on the severity of the violation.

Movement Between Age Divisions

Players and parents desiring a change of play level must petition the LAHA Board directly and in writing for consideration. LAHA will abide by OSHA and USA Hockey Guidelines.

Tryouts

Based on roster sizes or enrollment, tryouts may be needed for any tiered level of play. Tryout information and dates will be determined and announced if needed.

Goalie Rotation

It is LAHA's policy that the goalie position at the house program 8U level and the 10U level be rotated on an equal basis upon all players that are interested in that position. There are to be NO dedicated goalies at the 8U and 10U levels. All players should be able to "skate out" as well as play goaltender at these age divisions. The ability to adequately skate applies to all players regardless of position. At 12U level and above, dedicated goalies are allowed. It is recommended that if a player wants to be a dedicated goalie that he/she does not skate out and devotes himself/herself to being the best player in that position as possible.

Locker Rooms and Dressing

All LAHA players are to use the rink's locker room facilities, and NOT the rink's lobby, to dress and undress prior to and following practices and games. Because teams will often have both

boys and girls on the same roster, the following policies will be referred to with respect to the issue of gender-specific locker rooms.

Meeting

In lieu of an individual team procedure, all players will meet in the rink lobby or foyer 15 minutes prior to the scheduled practices and 45-60 minutes prior to a scheduled game. By meeting in the lobby, locker room determinations and assignments can be easily made.

Players are **not allowed** to enter the locker rooms at any time without properly screened locker room monitors.

Please see **Locker Rooms and Dressing** on page 38 for age division rules.

Coach Guidelines

Coaches are the foundation of the LAHA program. To ensure quality and to continue improving our hockey program, all LAHA coaches are required to adhere to the following guidelines:

Education

All LAHA coaches are required to have current season USA Hockey membership and be certified through the USA Hockey Coaching Education Program (CEP). All coaches must recertify based on current USA Hockey guidelines prior to the start of the season. In addition to completion of CEP coursework, all coaches are required to complete modules specific to the age and gender division(s) they will be coaching. Age modules must be complete prior to the start of the season. Head coaches are preferred to have at least one year of assistant coaching experience before taking a head coach position. LAHA also maintains a coaching committee that meets to discuss coaches, coaching needs and continuing education. Part of the mission of LAHA is to continue the development of coaches as well as players and volunteers.

Screening

Background Checks

Background checks are now processed by the USA Hockey national clearinghouse here: <https://www.usahockey.com/backgroundscreen>. Background checks are valid for two (2) years. All coaches must complete the screening process before taking to the ice for the current season. Any individual who begins an activity after September 30 of the playing season that would require the individual to be subject to the LAHA/OSHA Screening Policy must complete the screening process within three (3) days after beginning such activity.

Any coach, manager or other individual who is required to be screened per LAHA/OSHA's SCREENING POLICY who continues to coach, manage or otherwise participate in any LAHA/OSHA activities without the proper screening certification will be referred to the Disciplinary Committee for appropriate action.

SafeSport Training

LAHA adheres to the SafeSport policies set forth by USA Hockey. SafeSport training is required on an annual basis and can be completed here: <https://www.usahockey.com/safesportprogram>. All coaches must complete SafeSport training.

Attire

All coaches with LAHA are required to wear Eugene Jr. Generals attire for all practices, games, tournaments, and other official LAHA functions. A basic set of attire will be provided to coaches at no cost. Replacement items are the financial responsibility of the coach and should be ordered through The Rink Exchange.

Responsibilities

All coaches are responsible for fostering a learning environment consistent with ADM guidelines and the Eugene Jr. Generals' cultural values. In addition, coaches are responsible for holding their team's players and families accountable to the Codes of Conduct. The Head Coach is responsible for ensuring compliance by their assistant coaches, team manager, players, and families of all LAHA policies and guidelines, background checks and SafeSport training.

Documentation

All coaches are to provide written documentation to the LAHA Disciplinary Chair for any issues that arise with players, parents, coaches, etc. Just because written documentation is submitted it is not automatic that action will be taken, however this documentation will help to establish context should action be needed. Documentation is to be submitted within 24 hours of occurrence.

Practice Plans

The Head Coach is responsible for making sure a practice plan is prepared ahead of time for each practice. In addition, it is the Head Coach's responsibility to make sure the assistant coaches receive the plans with enough advance notice so as to prepare to run assigned stations, drills, etc. Coaches can use a variety of resources for planning practices including USA Hockey's Mobile Coach application. All practices should be ADM compliant.

Team & Parent Meetings

The Head Coach is responsible for scheduling team and player meetings throughout the season, typically at the beginning of the season and then again as needed.

Player Goal Setting

Coaches are encouraged to work with players in setting goals for the season on what the players and/or team would like to accomplish. Mid-season check-ins and end of season evaluations are also encouraged so that players and parents can understand the progress made and any adjustments that are deemed necessary.

Team Guidelines

Hockey Team

A hockey team is composed of the coaches, manager(s), and players duly registered and listed with USA Hockey and the Oregon State Hockey Association.

Teams will be as balanced as possible in terms of the number and skill level of players. Note that while our goal is to create balanced teams, individual player development happens at different rates, meaning that teams may not necessarily be “even” as the season progresses.

Team Duration

A team becomes a team upon the proper registration with USA Hockey, the Oregon State Hockey Association and with the Lane Amateur Hockey Association. Registration is deemed complete with presentation of the USA Hockey Individual Membership Registration (IMR) barcoded receipt, the LAHA registration forms (processed online) and full registration fee. Upon receipt of these items and activation of the IMR a team will become an official team. A team will go out of existence when formally disbanded at the end of the hockey season on a date as listed in the LAHA calendar; after the date of the team end of year function, or no later than the last day of the USA Hockey playing year, currently August 31.

Team Coaches

Coaches are assigned to teams by the LAHA Board and Coaches Committee. Each team shall have one (1) head coach and up to three (3) assistant coaches. No team shall have more than four (4) coaches total. Coaches are to be certified to coach the age level to which they are assigned.

Team Manager

Each team shall have a minimum of one (1) team manager. The team manager is required to be registered as a volunteer with USA Hockey, be SafeSport certified, and have submitted a background check.

The team manager fulfills a variety of jobs for the team including:

- **Delegates duties.** Not all duties have to be completed solely by the team manager, nor should they. As all functions are voluntary it is suggested that the manager obtain assistance from as many team parents as possible to complete the tasks needed.

- Acts as the intermediary between the parents and coaches, assisting with team communication
- Attends monthly LAHA Board meetings (or designates a parent representative to attend)
- Arranges for time clock operator, scorekeeper and penalty box personnel (minor officials) at home games, as well as a spectator monitor for all games.
- Coordinates locker room attendants for SafeSport compliance
- Prepares score sheets with player information for games
- Uses TeamSnap for communicating with parents
- Promotes LAHA fundraising efforts
- Reserves a block of hotel rooms for out of town travel
- Reports game misconducts and match penalties occurring while traveling to the appropriate authority (LAHA board and OSHA) upon return to home association
- Makes sure injury reports are filled out and provided to the LAHA President
- Duties last until the completion of all hockey functions for the year
- Carries team credentials with them at all hockey functions where required (this can be electronic)
- Contacts opposing teams or organizations to determine if a host hotel is required when the team travels to their area.

Responsibilities — Coaches and Team Manager

Responsibility for the team rests with the Head Coach who in his/her absence may delegate any and all team responsibilities to the registered assistant coach(s). If no team coaches are available for the bench, a temporary coach substitution may be made with approval of appropriate game or tournament officials provided the coaching level requirements have been met. No further delegation of team responsibility is allowable consistent with risk management and legal considerations.

- Up to four (4) persons may be allowed on the bench. The team manager may be allowed on the bench if they also have a proper coaching registration and USA Hockey certification.
- All Tier I and Tier II coaching staff must be certified in accordance with USA Hockey if that coach/team is planning on participation in a regional or national tournament. The coach(s) must have a valid USA Hockey certification and be listed in the USA Hockey database.
- At all times and places and during events that would qualify the team or any of its members for USA Hockey required insurance coverage as defined above and during team travel by private conveyance, the Head Coach has responsibility for all public actions/behaviors of all team members; however, such responsibility may be delegated to assistant coaches in the required, excused or unavoidable absence of the Head Coach. Additional considerations may be contained in the USA Hockey Annual Guide that is referenced here and made a part of these guidelines.

- At all times on the ice, coaches are required to wear a certified helmet. No exceptions. Failure to wear a helmet while on the ice will result in an automatic 30-day suspension.

Off-Ice Officials

Time Clock Operator

The volunteer person that operates the time clock performs the duty of timekeeper or time keeper/scorekeeper. The timekeeper performs the operations of setting the time, inputting penalties and tracking time between periods. Timeclock operator is selected by and assists the team manager for game operations. Time clock operators are not to coach or engage with players serving penalties, nor are they to overtly cheer for one team over the other.

Scorekeeper

The scorekeeper is the person that fills in the score sheet and sits in the timekeeper's box with the timekeeper. The scorekeeper and timekeeper help each other in tracking time, stoppage, penalties, and the infraction, player off the ice, player on the ice, and the player receiving the penalty. Also communicates with penalty box attendants concerning length of penalty and at times when a player may be let out of the penalty box. Scorekeepers are not to coach or engage with players serving penalties, nor are they to overtly cheer for one team over the other.

Penalty Box Attendant

This person is located in the penalty box, one in the home box and one in the away team's box. LAHA recommends this person to be at least 18 years of age but should be at least one age division higher than the teams involved in the game. The team manager will check with the visiting team's manager to determine if the visiting team would like to place a visiting team parent in the visitor's penalty box. The attendant is responsible for letting the player in the box and letting them out when the penalty expires or a goal has been made prior to the ending of the penalty time or the time for concurrent penalties has expired and a whistle stops the play. The penalty box attendant opens the door upon approach of the player and shuts the door behind the player immediately after the penalized player(s) enters the penalty box; helps calm the players in the box; communicates with the scorekeeper or time clock operator if there is some uncertainty of penalty length, when to let player(s) out or other concerns. For liability reasons, penalty box attendants are **NOT** to stand on the boards to view the game from above the glass. Penalty box attendants are not to coach players or engage with the opposing team's players while penalties are being served.

Spectator Monitor NEW THIS SEASON

Per OSHA, All teams are required to have a monitor in the stands to enforce USA Hockey's Zero Tolerance policy and to ensure spectators from their team maintain a sportsmanlike atmosphere. This individual has the full support of the LAHA Board, OSHA, and USA Hockey.

Persons on the Bench

Players may not be on the ice, on the bench or in the area of the bench unless dressed to play in a game (full gear). The exception is an injured player that will not be participating in the game but will assist in gate opening or in learning from the coaches as the game progresses. The player is required to wear a certified helmet and gloves. No player who is ineligible to play in a game due to suspension may be in the area of or on the bench during a game. No player may count for purposes of fulfilling the minimum game requirements for a game in which the player is ineligible. There shall not be anyone on or in the area of the bench that is not a member of that team.

Travel and Tournaments

Each individual team member is responsible for their travel costs for participating in away games and tournaments. To the best of LAHA's ability, overnight travel is kept to a minimum for regular season games although it cannot be avoided completely due to the geographic distance between rinks across Oregon and Washington.

Team Managers, whenever possible, will work with local hotels to block a book of rooms at a negotiated rate to minimize expense. Families are not required to stay in these hotels (outside of a sponsor/host hotel situation) but doing so can often be a great bonding opportunity for players and their families.

Entry Fees

Funds are collected through the player registration process at the beginning of the season to cover the entry fee for a team into two to three tournaments. The LAHA Registrar will process all team tournament registrations once teams have selected where they would like to attend.

All tournaments must be sanctioned and have a USA Hockey tournament permit.

Game Misconduct & Match Penalties

Out of State/Canada Tournaments: Match penalties occurring while traveling must be reported to the appropriate authority (LAHA Board and OSHA) upon return to their home association.

Travel Restrictions & Permits

Per OSHA guidelines, 8U and 10U teams are discouraged from playing tournaments or jamborees outside of Oregon, however it may be permissible for those just across the Oregon border, i.e. Vancouver, WA.

Per LAHA guidelines, 10U teams are encouraged to travel no further than 200 miles from Eugene. 12U teams are encouraged to travel no further than 300 miles from Eugene. 14U and 18U may travel farther distances however Board approval is required.

All travel outside of the state of Oregon requires a travel permit to be submitted to the OSHA President at least two (2) weeks in advance of planned travel for approval. All travel to Canada requires a travel permit to be submitted to the Pacific District Registrar and OSHA President at least 60 days in advance of planned travel for approval. Travel permit forms are available on the LAHA website (www.laha.org).

Sponsor Hotels/Motels

Teams may be required to comply with an organization's host/sponsor hotel policy when traveling. Associations who have this policy generally use funds from these hotels to help grow and/or sustain their programs and failure to comply can result in a financial penalty to the team in violation of the policy. Determination and enforcement of this policy is up to each individual organization and LAHA has no jurisdiction on what other organizations choose to do in this regard. The team manager should be in contact with opposing teams or organizations to determine if a host hotel is required. Any imposed fines are the responsibility of the team to pay, not LAHA.

Team & Player Attire

LAHA does not provide nor require warm-up suits for players, however teams may elect to set dress codes for before and after games. Over the years, sometimes this has meant dress pants and shirt or simply a clean pair of jeans and a nice shirt, depending on the age group and desires of the teams. Remember, you are an ambassador for the Jr. Generals program wherever you travel so think about the image you want to project to others.

Uniforms, Gear & Equipment

All players are required to have the appropriate, non-expired gear in order to take to the ice for practices, games, and other on-ice activities. A list of required equipment is also available on the LAHA website (www.laha.org/uniforms). LAHA has a limited number of temporary loaner gear sets for use by new players to the sport who have not yet had a chance to obtain their own gear. This gear is available on a first come, first serve basis and may be requested from the LAHA Board of Directors.

The following is a list of ice hockey equipment that each player is required to have. If sizing of equipment or skates is in question please consult with one of the coaches or Board members who will be pleased to answer your questions.

- Mouth guard (Must be colored (non-clear) and worn by 12U and older players. Strongly recommended for 10U and younger players.)
- Protective cup and athletic supporter (boys)
- Pelvic protector (recommended for girls)
- Skates

- Stick (in good repair – sticks with chips or nicks in the blade may be disallowed by an Official in a game scenario as it can be dangerous)
- Garter belt/shorts with sock attachments (players may elect to use sock tape in addition to the garter or shorts with sock attachments but not in lieu of)
- Approved non-expired HECC helmet with mask, ear pieces, chin strap, and mask straps
- Neck guard (optional in LAHA but may be worn if desired)
- Shin guards
- Hockey pants
- Practice jersey*
- Practice socks
- Game jersey (ordered thru LAHA)**
- Game socks (ordered thru LAHA)***
- Shoulder pads/Chest protector
- Elbow pads
- Gloves – ice hockey style gloves
- Equipment bag (not required, but handy)

*NEW THIS SEASON: For practices, players are to ONLY wear Jr. Generals white or navy jerseys. No other jerseys may be worn. Players are encouraged to wear their favorite jerseys from camps, NHL teams, etc. at stick times and open skates but not at practice. For the 2020-2021 season, players can use their 2019-2020 Jr. Generals game jerseys for practices. If your player does not have jerseys from last season, navy and white jerseys can be purchased in the pro shop at the rink.

**Game jerseys may not be altered in any way (do not add names, patches, or other adornment) with exception to a sewn-on “C” or “A” as designated by the team. These captain’s letters must be removable. Jerseys with unauthorized alterations may not be worn in games and your player will not be allowed to participate until they have a new unaltered jersey. Replacement costs are the responsibility of the player’s family.

***NEW THIS SEASON: In addition, players must wear the LAHA provided game socks for games. Refusal to do so is a uniform violation and will result in your player not being allowed to participate until they wear the correct socks.

Games

A game is defined as the time during which a team is in the rink preparing to go on the ice, physically on the ice, moving between the ice and the dressing room, and in the dressing room during the game intermission. The game ends upon signature of the score sheet and the exiting from the ice of all players, coaches and officials.

Game Length

Per 2020-2021 OSHA guidelines, all games within the state of Oregon will have consistent game lengths as noted below:

Run Time – All recreation hockey in Oregon will use run clocks. All regular season games will not have overtime. Each team is allowed one (1) 30-second timeout per game. Per USA Hockey rules, all three periods will be the same length, unless directed by game officials to shorten the third period to maintain the ice schedule.

Time Block	Period Length	Age Divisions	Warm Up
60 Minutes	17 Minutes	8U, 10U, 12U, 14U	3 Minutes
75 Minutes	20 Minutes	18U	5 Minutes

Stop Time – All Tier Hockey (A – AAA or Tier III to Tier I) will use stop clocks. Per USA Hockey rules, all three periods will be the same length, unless directed by game officials to shorten the third period to maintain the ice schedule.

Time Block	Period Length	Warm Up
60 Minutes	12 Minutes	3 Minutes
75 Minutes	13 Minutes	5 Minutes
90 Minutes	15 Minutes	5 Minutes
120 Minutes	20 Minutes, 1 10-Minute Ice Cut	5 Minutes

Game Format

- All 8U games will be played on half ice and will use blue pucks and intermediate size nets. Half-ice boards shall be used to section off the ice.
- All 10U games will be played on half ice with standard black pucks and intermediate size nets. Games will have goalies and will be played 4 v 4. Half-ice boards shall be used to section off the ice.
- All 12U to 18U games will be played on full ice with standard black pucks and regular size nets.

Games with Teams from Other Federations

Games with Canadian teams can be approved with a Travel Permit or a Tournament Sanction Form. Games with all other teams from differing Federations, even when played in the USA, must be sanctioned as provided in the USA Hockey Annual Guide, Section XV, INTERNATIONAL. Please note that there will be a fee associated with playing a team from

another Federation, excluding Canadian; consult the USA Hockey Annual Guide or the website for details.

Team Records

Teams are required to maintain all game records. All final scores are to be entered into TeamSnap at the conclusion of each game. The white copy of your game sheet OR a clear, easily readable photo of the game sheet is to be submitted to the LAHA President after each game so that game details may be tracked, i.e. which players were in attendance, penalties, points, etc. This is a new requirement for the 2020-2021 season to comply with OSHA guidelines.

Practices

LAHA teams practice 3-4 times per week and players are expected to attend regularly. Practices have an on-ice and off-ice portion and players are expected to participate in both. If your player is unable to attend practice, please talk with the Head Coach ahead of time so he/she is aware. The practice schedule for each age division is posted on the LAHA website (www.laha.org).

Locker Rooms and Dressing

All LAHA players are to use the rink's locker room facilities, and NOT the rink's lobby, to dress and undress prior to and following practices and games. Because teams will often have both boys and girls on the same roster, the following policies will be referred to with respect to the issue of gender-specific locker rooms.

Players are **not allowed** to enter the locker rooms at any time without properly screened locker room monitors.

Meeting

In lieu of an individual team procedure, all players will meet in the rink lobby or foyer 15 minutes prior to the scheduled practices and 45-60 minutes prior to a scheduled game. By meeting in the lobby, locker room determinations and assignments can be easily made.

8U

Players are allowed to use the same locker room; background screened and SafeSport compliant parents are allowed into the locker room to help their child dress and undress. This joint use would occur if players are not undressing fully or utilizing the showers. If a player wishes to use a gender-specific locker room, they are welcomed to do so. All locker rooms require a minimum of two like-gender coaches or managers or parents or combination thereof be present while the players are in there, both before and after practices and games.

10U

Players are allowed to use the same locker room; with coach's permission, background screened and SafeSport compliant parents are allowed into the locker room to help their child dress and undress. This joint use would occur if players are not undressing fully or utilizing the showers. If a player wishes to use a gender-specific locker room, they are welcomed to do so. All locker rooms require a minimum of two like-gender coaches or managers or parents or combination thereof be present while the players are in there, both before and after practices and games.

12U and Above

Players of different genders are not to use the same locker room when dressing, undressing, showering, etc. Parents should not be in the locker rooms unless a background check and SafeSport training have been completed prior to fulfilling any locker room monitoring request of the coaches. Both locker rooms should be supervised when occupied by players. A minimum of two adults of the appropriate gender should supervise as coordinated by the Head Coach or team manager. Once players have their underlayers on, they may join together in the same locker room for pre- and post-game team talks.

Alternate Dressing Facilities

On occasion, a facility will lack adequate locker rooms for genders to dress separately. At these times, it may be necessary to utilize one of the facility's restrooms for dressing and undressing purposes. Should this occur, the coach should note the need to use the restroom and arrange to have the restroom monitored by the team manager or another background checked individual. At the time the team is ready for a pre-game or post-game chalk talk, the coach will notify players to join together in the team's assigned locker room. At this time there will be a minimum of two coaches/managers in the room at all times.

Special Hockey

Typically a parent, or coach/mentor assists the players with their preparation to enter the rink. The players typically are engaged in skating and skills development and must wear, at a minimum, helmet, gloves, elbow pads, shin guards, and skates. Learning is on a more individual level and as such, dressing and undressing only partially occurs at the rink and often can take place near the gate entrance to the rink at the southwest corner. If possible, it is recommended to use the locker rooms for ease of dressing and as part of the hockey experience.

Grievances

At times there may be grievances with teams. All team-related issues should be discussed with the Head Coach. If there is not a satisfactory resolution, the issue may be brought forward to the LAHA Board. Also see **When You Have a Concern or Complaint** on page 54.

Team Fees & Celebrations

Teams may elect to fundraise to cover the expenses for end of season celebrations, team gifts, team dinners, coach appreciation gifts, etc. These fees are optional and up to each family as to how they participate. It is strongly recommended, for added accountability, that team funds are counted and monitored in front of at least one other parent/team representative and that receipts are retained in case they are needed for review.

Health & Safety

Background Checks

Background checks are now processed by the USA Hockey national clearinghouse here: <https://www.usahockey.com/backgroundscreen>. Background checks are valid for two (2) years. All coaches must complete the screening process before taking to the ice for the current season. Managers and other individuals required to be screened must complete the screening process by September 30 of the current playing season. Any individual who begins an activity after September 30 of the playing season that would require the individual to be subject to the LAHA/OSHA Screening Policy must complete the screening process within three (3) days after beginning such activity.

Any coach, manager or other individual who is required to be screened per LAHA/OSHA's SCREENING POLICY who continues to coach, manage or otherwise participate in any LAHA/OSHA activities without the proper screening certification will be referred to the Disciplinary Committee for appropriate action.

SafeSport Training

LAHA adheres to the SafeSport policies set forth by USA Hockey. SafeSport training is required on an annual basis and can be completed here: <https://www.usahockey.com/safesportprogram>. All adults who will have regular and meaningful contact with players, as well as all players who are a 2002 or 2003 birth year must complete SafeSport training. Players from these birth years must complete the training prior to participation for the 2020-2021 season.

Consent to Treat

As with any sport, players may incur injury during the season. All players must have a current Consent to Treat form on file with LAHA. Players will not be allowed to participate until this form is received by LAHA.

Concussion Protocol

When concussive activity is suspected, an athlete will be removed from participation until he/she can be evaluated by a medical professional trained in the diagnosis and treatment of concussions, then cleared to safely return to participation. The medical professional shall not be a family member of the athlete.

The Pacific District Concussion Protocol includes the additional terms and conditions:

- An athlete who is suspected of sustaining a concussion or head injury shall be immediately removed from participation for the remainder of the day. Removal can be at the request of a coach, official, team manager, parent/guardian, program administrator, onsite EMT/ATC or the athlete. **The one-day rule is Pacific District Protocol and supersedes any state legislation allowing same day return to participation.**
- An athlete removed from participation for evaluation shall not be permitted to return to participation until evaluated and released by an appropriate medical professional (trained in the management of concussions, and acting within the scope of his/her practice). A written release or medical clearance must be provided to the team manager prior to return to participation.
- If a concussion is diagnosed and concussion management protocol has been enacted for an athlete, there is no review period or negotiation as to the course of action and return to participation outside of the recommendations of the evaluating medical professional who has been selected to treat the athlete, in conjunction with the District protocol, national acknowledgement and applicable state laws.

Concussion legislation is also state-specific. For Oregon, this requires the following are met:

- Pacific District Statement of Concussion Protocol: All affiliates of the Pacific District will use this protocol as a baseline, in addition to any more stringent components required by individual state legislation.
- Legislative requirements:
 - **Parent** education and acknowledgement: Met by the USA Hockey acknowledgement
 - **Coach** education and acknowledgement: Met by the Coaching Education Program in tandem with the USA Hockey acknowledgement
 - **Referee/Official** education and acknowledgement: Oregon is the only state in the Pacific District with this requirement. The USA Hockey acknowledgement covers this requirement in tandem with the education provided by the OSHA Officials Organization. OSHA leadership should ensure that the education provided to the Officials is in line with Oregon Senate Bill 721.
 - **Athlete** education: All athletes are required to receive concussion education ANNUALLY and acknowledge it with a signature prior to the start of participation.

There are forms available on the Pacific District Website for athletes of all ages that can easily be printed, distributed, signed and returned. The organization (not the team) must keep these signed forms in the athlete's files for the duration of that season.

Return to Play

Players who have incurred injury that stopped their ability to participate may not return to play without clearance by a medical professional who has deemed they can safely participate. The medical professional shall not be a family member of the athlete. A medical clearance letter must be submitted to LAHA before the player is allowed to return to play.

If the injury incurred is a concussion, return to play guidelines outlined in the above **Concussion Protocol** section must be followed.

Substance Abuse

LAHA abides by the USA Hockey policy on alcohol and drug abuse as outlined below.

It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol or drugs, as these terms are defined below, during participation in its programs as follows:

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

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

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

1. Intoxicating beverages.

For purposes of this policy, the words “drug” shall include the following:

1. Any controlled substances.
2. Prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.
3. Any mood altering or psychoactive substance that produces a state of intoxication in the participant.

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

COVID-19 & All Other Illnesses

The health of our players and their families is of utmost importance. As such, it is critical that if you or your player are ill, suspect illness, or have been exposed to a person who is COVID-19 positive, that you **do not come to the rink or participate** in LAHA activities until you are absolutely certain the risk of exposure has passed. In conjunction with the rink and other Oregon programs, we will comply with all state and local health guidelines.

Miscellaneous Items

Eugene Jr. Generals Apparel

LAHA has made arrangements with designated vendors to produce Eugene Jr. Generals branded apparel and accessories. To protect and maintain the integrity of the Eugene Jr. Generals brand, and per licensing agreements with the Eugene Generals, orders for items with the Eugene Jr. Generals logo and/or name may only be purchased through these specified vendors. A link for placing orders is available on the LAHA website. For additional items or questions, please contact the LAHA Board.

Fundraisers

LAHA is committed to keeping costs down by fundraising. There is usually at least one fundraiser per year and more opportunities may become available throughout the season. Please cooperate with your team manager's request for help. All activities are intended for the benefit of the players.

Ice Rental

Per the Bylaws of LAHA, only the LAHA President may obligate LAHA to financial obligations and therefore the President must rent ice time on behalf of the Association or any one team for ice time to be included under the LAHA registration fee for that year.

If any LAHA team desires to purchase extra ice, the team's head coach or team manager must communicate their need with the LAHA President stating if the requested ice is a "rescheduled ice" rental or if it is an "additional ice" rental outside of the ice time included in the LAHA fee. The extra ice must be booked through the LAHA President, not directly with The Rink Exchange.

If for any reason ice time must be cancelled, the team manager of that team is responsible for letting the LAHA President know four (4) weeks in advance. If thirty-two (32) days advance notice is not given, that team will be responsible for either the cost of the reserved ice time or for selling the ice to another LAHA team if another team is interested in purchasing the ice. Final approval of ice changes is dependent on the contract with the rink of the current season.

Reimbursements

All reimbursement requests are to be submitted to the LAHA Treasurer with receipts and explanation for what the expense was (i.e., Ice Cup supplies, etc.). Reimbursement requests

without proper documentation will not be honored. Please allow up to two weeks for reimbursement requests to be processed.

Level 4 Certification

LAHA will reimburse a coach the certification fees associated with a Level 4 certification ONLY when the following process has been followed and the Board has approved the request. Transportation and travel expenses will be the responsibility of the coach, and will not be included in the reimbursement. LAHA may limit the number of Level 4 reimbursements in a calendar year based on the availability of funds.

Process: If a coach is planning to request a reimbursement, then prior to registering for the Level 4 certification, coaches should receive confirmation from the LAHA Board of Directors that the coach actually is required to receive the certification and that the coach will be eligible for reimbursement. (Not all coaches needing to recertify at a Level 4 will be approved.) After providing documentation showing successful completion of the course, LAHA will reimburse the certification fees to the coach.

Background Checks

Coaches and Team Managers may submit for reimbursement of their background check fee at the end of the season. Please submit your receipt to the LAHA Treasurer.

Use of Logo

The Eugene Jr. Generals logo is licensed for use by LAHA from the Eugene Generals. The Eugene Jr. Generals logo may not be used for personal items, team items, or used in any other manner without written permission from LAHA.

OSHA Guidebook

LAHA operates within the guidelines outlined in the Oregon State Hockey Association's annual guidebook. Please check online at www.oregonstatehockey.com for information.

Pacific District Guidebook

Supplemental information concerning the Pacific District of USA Hockey can be obtained in the Pacific District Guidebook. Please check online at www.pacificdistricthockey.com for information.

USA Hockey Rules

The official USA Hockey playing rules shall be used in LAHA games and tournaments. The USA Hockey Annual Guide shall prevail.

Codes of Conduct

LAHA aims to provide a positive and supportive program for all of its participants. As such, we have adopted the following codes of conduct:

Player Code of Conduct

Each player is required to read the following guidelines. A separate copy of the Player Code of Conduct will be provided to the players for their signature and filed in their player records. The Code of Conduct was established so that all players understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please consider the terms carefully. Players who breach the Player Code of Conduct may be referred to the Discipline Committee for further review and/or action.

The Player Code of Conduct:

- I will, to the best of my abilities, work hard to improve my skills.
- I will support, encourage, and motivate my fellow team members.
- I will strive to be a positive member of my team.
- I will respect my coaches, teammates, parents, opponents, and officials.
- I will play the position or positions that my coaches feel will be the best for my team.
- I will be on time for all practices, games, and team functions.
- I will notify my coaches as soon as possible if I will miss a game, practice, or team function.
- I will learn the rules and play by them. I will always be a good sport.
- I will not argue with an official's decision.
- I will not fight.
- I will not swear or use abusive language while representing LAHA on the bench, in the rink, at any team function, on the Internet, or with electronic communications.
- I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions and at all times when wearing team attire.
- I will not use drugs, alcohol, chewing tobacco, or illegal substances.

Parent Code of Conduct

Parents are asked to read the following guidelines. A separate copy of the Parent Code of Conduct will be provided to the parents for their signature and filed in their player's records. The Parent Code of Conduct was established so that all parents understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please read and consider the terms carefully. Parents that breach the Parent Code of Conduct may be spoken to about their behavior or may be asked to leave the immediate area of the Ice Rink. If an official, tournament director, or a member of the Board of Directors requests the parent to leave the immediate area of the Ice Rink or to leave the building the parent will do so. The matter of breach of Parent Code of Conduct may be referred to the LAHA Discipline Committee for further review and/or action.

The Parent Code of Conduct:

- I will encourage my child to play by the rules. I understand children learn best by example, so I will applaud the good plays of both teams.
- I will not embarrass my child by yelling at players, coaches or officials. I will show a positive attitude toward the game and all of its participants.
- I will maintain sportsmanlike conduct as a parent representative of LAHA.
- I will take the time to know the rules of the game and I will 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.
- I will applaud a good effort in both victory and defeat, and enforce the positive points of the game. I will not yell at or physically abuse my child after a game or practice – it is destructive. I will support the removal of physical and verbal abuse in youth sports.
- I recognize the importance of volunteer coaches. They are important to the development of my child and the sport. I will communicate with them respectfully and support them.
- I will support the coaches' decisions, reserving the right to have my questions addressed at the appropriate time. I will not approach a coach or team manager during a game or in the locker room. I realize the job of my team manager is as a liaison between parents and coaches if needed.
- I will notify the coaches as soon as possible if my player will miss a game, practice, or team function.
- I will follow the proper channels provided for any grievances, comments, or suggestions concerning my player, the team, the coaches, or the LAHA Board.
- I will support, encourage, and motivate the team to uphold the positive image of LAHA.
- I understand it takes volunteers to make this program run and for games to occur. I will volunteer and help the team as needed.
- I will not use drugs, alcohol, chewing tobacco, or illegal substances while attending a LAHA practice, game, team function, or other event.

Coach Code of Conduct

Coaches will be asked to read and sign a copy of the following Code of Conduct. The Coach Code of Conduct was established so that all coaches understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please read and consider the terms carefully. Coaches that breach the Coach Code of Conduct may be spoken to about their behavior or may be asked to leave the immediate area of the Ice Rink. If an official, tournament director, or a member of the Board of Directors requests the coach to leave the immediate area of the Ice Rink or to leave the building the coach will do so. The matter of breach of Coach Code of Conduct may be referred to the LAHA Discipline Committee for further review and/or action.

The Coach Code of Conduct:

- I will care more about the players than winning the game. Winning is a consideration, but not the only one, nor the most important one. I understand players are involved in hockey for fun and enjoyment.
- I will be a positive role model to players, display emotional maturity, and be alert to the physical safety of players.
- I will be generous with my praise when it is deserved; be consistent and honest; be fair and just. I will not criticize players publicly; I will learn to be a more effective communicator and coach and I won't yell at players.
- I will 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 them the basics.
- I will organize practices that are fun and challenging for players. I will familiarize myself with the rules, techniques and strategies of hockey; encourage all of my players to be team players.
- I will maintain an open line of communication with players' parents. I will explain the goals and objectives of the team and of LAHA.
- I will care for the overall development of players. I will stress good health habits and clean living.
- I will not use drugs, alcohol, chewing tobacco, or illegal substances while attending a LAHA practice, game, team function, or other event.

Spectator Code of Conduct

Spectators are asked to read the following guidelines. The Spectator Code of Conduct was established so that all spectators understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please read and consider the terms carefully. Individuals that breach the Spectator Code of Conduct may be spoken to about their behavior or may be asked to leave the immediate area of the Ice Rink. If an official, tournament director, or a member of the Board of Directors requests the individual to leave the immediate area of the Ice Rink or to leave the building the individual will do so. The matter of breach of Spectator Code of Conduct may be referred to the LAHA Discipline Committee for further review and/or action.

The Spectator Code of Conduct:

- I will display good sportsmanship. I will respect players, coaches, and officials.
- I will act appropriately. I will not taunt or disturb other fans so we can all enjoy the game together.
- I will cheer for the good plays of all participants and avoid booing opponents.
- I will cheer in a positive manner and encourage fair play. I understand profanity and objectionable cheers or gestures are offensive and may be grounds for removal.
- I will help provide a safe and fun environment. I will not throw any items on the ice surface as they can cause injury to players and officials.
- I will not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- I will support the referees and coaches by trusting their judgment and integrity.
- I will be responsible for my own safety. I will be alert to prevent accidents from flying pucks and other avoidable situations.
- I will respect locker rooms as private areas for players, coaches, and officials.
- I will be supportive after the game – win or lose. I will recognize good effort, teamwork and sportsmanship.
- I will not use drugs, alcohol, chewing tobacco, or illegal substances while attending a LAHA practice, game, team function, or other event.

Administrator Code of Conduct

Administrators are asked to read the following guidelines. The Administrator Code of Conduct was established so that all administrators understand the commitment needed to make the team a cohesive unit, all working together for the good of the team. Please read and consider the terms carefully. Individuals that breach the Administrator Code of Conduct may be spoken to about their behavior or may be asked to leave the immediate area of the Ice Rink. If an official, tournament director, or a member of the Board of Directors requests the individual to leave the immediate area of the Ice Rink or to leave the building the individual will do so. The matter of breach of Administrator Code of Conduct may be referred to the LAHA Discipline Committee for further review and/or action.

The Administrator Code of Conduct:

- I will follow the rules and regulations of USA Hockey and my association to ensure that the association's philosophy and objectives are enhanced.
- I will support programs that train and educate players, coaches, parents, officials and volunteers.
- I will promote and publicize LAHA's programs; seeking out financial support when possible.
- I will communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- I will work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- I will recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- I will encourage coaches and officials to attend USA Hockey clinics.
- I will make every possible attempt to provide everyone, at all skill levels, with a place to play.
- I will read and be familiar with the contents of the USA Hockey Annual Guide and USA Hockey's official playing rules.
- I will develop other administrators to advance to positions in my association, perhaps even my own.
- I will not use drugs, alcohol, chewing tobacco, or illegal substances while attending a LAHA practice, game, team function, or other event.

LAHA Rules and Regulations In Effect at The Rink Exchange

- Players are not permitted to enter the locker rooms without the minimal required SafeSport certified and Background screened volunteers.
- Players dress both into and out of hockey gear in the locker rooms, not the lobby area.
- Children are not allowed to “run wild” throughout the rink.
- Parents are responsible for any damage to the rink grounds or property caused by their child.
- No hockey is to be played anywhere on the grounds except on the ice or a designated dry land practice area. No wall hockey, no lobby hockey, or street hockey.
- Keep children out of the restrooms unless they are using the facilities. No playing is permitted in or around the restrooms.
- Parents are not allowed near the player benches or up on the platform between benches during games or practices.
- The entire time of practice, both on and off the ice, with your children belongs to the coaches. If you wish to address the coach, please do so either before or after the game or practice. A parent who disregards this rule will be asked to leave the area immediately. Continued disregard will result in expulsion from the arena and the offender may be subject to further disciplinary action.
- No one is allowed on the ice until the Zamboni/Olympia doors are closed and locked. Anyone found continually violating this policy will be subject to disciplinary action.
- No player is allowed to go on the ice surface without a coach present. Players must wait for a coach to enter the bench area or take the ice.
- Players must leave their helmets on while on the ice or the bench. Removal of helmets is strictly prohibited.
- All players must treat rink employees, league officials, coaches and referees with respect. Players and children will listen to adults and follow directions when reprimanded.
- Foul language will not be tolerated. Players and coaches are subject to immediate disciplinary action for failure to comply with this rule. We have guests in the rink to watch games and small children present on a regular basis.
- No alcohol or drugs are allowed on the grounds at any time. Rink employees are instructed to call police if alcohol or drugs are present. In addition, any player or coach who comes to a LAHA practice or game under the influence of alcohol or drugs is subject to further disciplinary action, up to and including expulsion from the program. This is a serious area of concern and will be strictly enforced. If you witness this violation, please notify the rink staff immediately or contact a LAHA Board member.

LAHA Discipline Policy

LAHA, as a USA Hockey affiliated organization, and all our players, as USA Hockey members, are bound by Bylaw 10 as it appears in the USA Hockey Bylaws available on the USA Hockey website (www.usahockey.com).

LAHA strives to create a positive, sportsmanlike environment for our hockey players. We, as an organization, believe that it is important to set and maintain high standards and expectations for team, player, and parent/spectator conduct.

Players

Game Misconducts — Players who receive a game misconduct are subject to the following disciplinary actions:

- **First Offense:** Automatic USA Hockey one game suspension.
- **Second Offense:** USA Hockey one game suspension plus one additional game suspension (two total suspensions). The second suspension is per LAHA policy.
- **Third Offense:** USA Hockey one game suspension plus two additional game suspensions (three suspensions total).
- **Fourth Offense:** Player is suspended from all games until player's behavior is reviewed by the LAHA Discipline Committee. Player review and recommendations will be sent to the LAHA Board of Directors for final approval.

Match Penalties — If a player is given a Match Penalty, the player is suspended immediately and will not return to the ice until a full investigation is completed by the OSHA Discipline Committee. Per USA Hockey Annual Guide, the Annual Guide process will be followed with a review and decision process not to exceed 30 days.

In all circumstances the player consequence ladder (see page 55) must be enforced by the coaching staff immediately. Failure to do so may result in further player suspension and disciplinary action toward the coaching staff.

A player may also be brought before the Discipline Committee for actions deemed "violations of the spirit of the Player Code of Conduct". Grievances of this type must be submitted in writing to the Discipline Committee Chair (LAHA Vice President) at least 24 hours before a scheduled disciplinary hearing.

Appeals

A player or player parent may appeal any suspension. Appeals will be heard at a regularly scheduled committee meeting or a meeting specifically called for the purpose of reviewing an appeal. Appeals must be filed in writing with the chairman of the committee at least 24 hours prior to a scheduled meeting. No “emergency” appeals will be heard under any circumstance.

Coaches

Coaches are responsible for establishing a high level of discipline on and off the ice. The number of game misconducts accumulated by a team will be an important factor in evaluating the coaching staff.

Coaches may also be subject to disciplinary considerations. At the start of each season the LAHA Coaches Committee will provide to all Head and Assistant Coaches a copy of USA Hockey’s Coaches Code of Conduct and the Coaching Ethics Code that outlines the expectations and requirements to be held to by coaches. Violation of these can result in disciplinary actions up to and including dismissal.

Parents

At the time of registration all parents are required to read and sign a Parent Code of Conduct. Signing by one parent will serve as agreement from all biological/step/adoptive parents and/or guardians. Violations of the Code of Conduct may result in disciplinary measures against the parent(s). Parents are also expected to inform any other guests or spectators of the Codes of Conduct and their requirement to also comply as a condition of their attendance/presence.

When You Have a Concern or Complaint

OSHA and USA Hockey govern all Oregon associations. Each association is an individual entity that also has Bylaws that govern the association business. **Questions, problems and suggestions regarding LAHA should all be directed to the appropriate person(s) within LAHA.** If an issue continues to remain unresolved it can be referred to the OSHA President.

The LAHA Board of Directors is committed to making sure all concerns and complaints are heard and appropriate action is taken. To help with knowing how to address concerns or complaints, the following steps should be taken:

If the concern or complaint is about a player and/or parent on your team:

1. First talk with your head coach so they can follow the LAHA discipline ladder.
2. If the issue or concern persists, submit a written outline of the issue to the Discipline Committee Chair (LAHA Vice President).
3. If the issue or concern still persists, contact the LAHA President in writing and the matter will be taken up with the Board of Directors.

If the concern or complaint is about a player and/or parent not on your team:

1. First talk with the head coach of that team so they are aware of the issue.
2. If the issue or concern persists, submit a written outline of the issue to the Discipline Committee Chair (LAHA Vice President).
3. If the issue or concern still persists, contact the LAHA President in writing and the matter will be taken up with the Board of Directors.

If the concern or complaint is about a coach or other volunteer:

1. First talk with the head coach of that person's respective team if he/she is not the individual with whom you have an issue so they are aware and can take appropriate action. If the issue or concern is with the head coach, go to step 2 noted below.
2. If the issue or concern persists, submit a written outline of the issue to the Coaches Committee Chair (LAHA President) if the issue is with a coach, or to the Discipline Committee Chair (LAHA Vice President) if the issue is with a volunteer.
3. If the issue or concern still persists, contact the LAHA President in writing and the matter will be taken up with the Board of Directors.

If the concern or complaint is about a Board or Committee member:

1. First talk with the LAHA President and submit the concern or complaint in writing.
2. If the concern or complaint is in regard to the LAHA President, submit your written concern or complaint to the next highest ranking Board member.
3. If the issue or concern still persists, the Board may take up the issue in executive session and determine appropriate action as outlined in the LAHA Bylaws.

Breach of Code of Conduct

Each coach is responsible for his or her own disciplinary actions. However, the following guidelines are intended to be helpful when deciding if disciplinary action should be taken. Coaches are to provide the LAHA Discipline Committee Chair (Vice President) written documentation of all disciplinary issues and breaches of the codes of conduct within 24 hours of occurrence.

Breach of Player Code of Conduct

Defined as non-compliance with ANY of the terms outlined in the Player Code of Conduct provided to and signed by the player at the start of the season.

Recommended Disciplinary Ladder* for Breach of Player Code of Conduct:

- First Offense: Player is reminded of his/her agreement to comply and a copy of the signed code of conduct is provided to the player and their parent(s).
- Second Offense: Player does not play the next game but practice is mandatory.
- Third Offense: The player's offense record will be reviewed by the Discipline Committee and the Board of Directors and a decision of additional suspensions or expulsion from the program can be made.

*The Discipline Committee reserves the right to take more aggressive action based on the severity of the breach of the Player Code of Conduct.

Breach of Parent Code of Conduct

Defined as non-compliance with ANY of the terms outlined in the Parent Code of Conduct provided to and signed by the parent at the start of the season.

Recommended Disciplinary Ladder* for Breach of Parent Code of Conduct:

- First Offense: Parent is addressed by the coaching staff of the team about the aspects of the code that are being broken and a copy of signed code is provided.
- Second Offense: Parent is given a warning letter from the Board of Directors that their behavior is in violation and they are asked to not be present at the next practice, game, and/or team function.
- Third Offense: Parent is given a letter from the Board of Directors requesting they no longer attend practices, games, and/or team functions but to please only provide transportation to and from the team events.

*The Discipline Committee reserves the right to take more aggressive action based on the severity of the breach of the Parent Code of Conduct.

Breach of Coach Code of Conduct

Defined as non-compliance with ANY of the terms outlined in the Coach Code of Conduct provided to and signed by the coach at the beginning of the season.

Recommended Disciplinary Ladder* for Breach of Coach Code of Conduct:

- First Offense: Coach is addressed by the Coaches Committee about the aspects of the code that are being broken and a copy of signed code is provided.
- Second Offense: Coach is given a warning letter from the Board of Directors that their behavior is in violation and they are asked to not be present at the next practice, game, or team function.
- Third Offense: Coach is referred to the Board of Directors for review and a decision of additional suspensions or dismissal from the program can be made.

*The Discipline Committee reserves the right to take more aggressive action based on the severity of the breach of the Coach Code of Conduct.

SafeSport Violations

LAHA abides by the national USA Hockey SafeSport regulations and follows the procedures outlined for disciplinary action for violations. If you suspect a SafeSport violation has occurred, notify the LAHA President immediately. Depending on the nature of the violation, it may be handed to the LAHA SafeSport Coordinator for follow up and/or recommended disciplinary action. If the suspected violation involves child sexual or physical abuse, you are to immediately notify law enforcement and the LAHA President. Reports of SafeSport violations are kept in strict confidence.

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.

To make a report to USA Hockey, you may do so online by completing the [Reporting Form](#), emailing SafeSport@usahockey.org, or by calling 800-888-4656.

Reports may also be made to the OSHA SafeSport Coordinator.

Appendix

LAHA Operations Calendar

January

- Announce open Board of Directors positions
- Board Meeting – regular monthly schedule
- Oregon State Hockey Association Quarterly Meeting
- Oregon USA Hockey Development Camps U-17, 16, 15, & 14

February

- Nominations open for announced Board positions
- Board Meeting – regular monthly schedule
- LAHA Ice Cup Tournament

March

- Regular LAHA Season ends
- Board Meeting – regular monthly schedule (this is the Annual Membership Meeting)
- Election of members to open Board positions
- Distribute Coaches Evaluation Survey to families

April

- Board Meeting – regular monthly schedule
- Newly Elected Board Members take office
- Create new financial budget – first draft projections
- Create new Ice Schedule – first draft
- Number of Players – first projection
- Coaches End of Year Review and Planning Meeting
- Coaching Applications and next season intentions / desires due
- Oregon State Hockey Association Annual Meeting

May

- Board Meeting – regular monthly schedule
- Financial Budget – second draft, update projections
- Ice Schedule – second draft, update potential usage
- Pacific District USA Hockey Meeting

June

- Board Meeting – regular monthly schedule
- Ice Schedule – final tentative draft (revisions at time of registration completion)
- Oregon Hockey Officials – contact for any changes in fees and availability

- Registration Plans – Draft completed
- Jerseys and Apparel draft proposals / changes
- Financial budget completion and setting fees
- USA Hockey Annual Congress – Colorado Springs

July

- Board Meeting – regular monthly schedule
- Oregon State Hockey Association Quarterly Meeting
- Registration plan completed and emailed to members and posted on LAHA website
- Photographs – research photographers, schedule October date for team and individual photographs

August

- Board Meeting – regular monthly schedule
- Game Schedules – work with other associations for potential season game schedule times and dates
- Oregon Hockey Officials Association – check in for updates and scheduling
- Registration Day and Gear Swap

September

- Board Meeting – regular monthly schedule
- LAHA Hockey Season Begins

October

- Board Meeting – regular monthly schedule
- Oregon State Hockey Association Quarterly Meeting
- LAHA Team Photographs

November

- Board Meeting – regular monthly schedule
- LAHA breaks from schedule for Holidays and Tournaments

December

- Board Meeting – regular monthly schedule
- LAHA breaks from schedule for Holidays and Tournaments

LAHA Player Development Protocol

The following outline is LAHA's player development protocol. This is a guideline for what we would like our program to be able to achieve, however this is a target, not an absolute rule. Each season, the number of registered players and their skill levels, as well as external factors with ice availability and the ability of other associations to field teams will impact our ability to accomplish these goals.

I. Classifications

In accordance with the USA Hockey Annual Guide, LAHA has established criteria for each of the age classifications consistent with best practices as established by USA Hockey, the Pacific District, OSHA, LAHA Board of Directors, and the LAHA Coaching Committee.

A. 8U - Mite (8 and under)

1. **Roster.** Each team roster will consist of a minimum of 6 players and shall not exceed 11 players. Each team shall be formed in such a way that parity of competition is achieved. Goalies will not serve full time in the position and only one goalie will be dressed during a game.
2. **Coaches.** Each team will have a Head Coach and a minimum of one (1) Assistant Coach.
3. **Season Length.** The maximum season length is twenty-two (22) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start in October and end no later than the last day in February.
4. **Practices.** There shall be a minimum of two (2), 50 minute on-ice practices per week during the season. For at least one (1) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on ABCs (agility, balance, coordination) shall be conducted. The practice shall last between 15 and 30 minutes. The total number of on-ice practices shall be between 34 and 40 for the season. The total number of off-ice practices shall be between 20 and 40.
5. **Games.** All games shall be conducted cross-ice and shall be against in-house opponents only. These games shall be played with medium sized nets. Each game shall last no longer than 60 total minutes (including warm-ups and intermissions). A minimum of 16 and maximum of 20 games shall be played during the season.
6. **Tournaments.** A total of one (1) cross-ice tournament and one (1) jamboree may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.A.5 will not exceed 22 games. Team must seek written

approval of LAHA prior to registering for any tournament. Tournaments may only be played within a 200-mile radius of the Rink.

B. 10U – Squirt (10 and under)

1. **Roster.** Each team roster will consist of a minimum of 9 players (8 skaters and 1 goalie) and shall not exceed 18 players (16 skaters and 2 goalies). Each team shall be formed in such a way that parity of competition is achieved. Goalies may serve full time in the position however, only one goalie will be dressed during any one game. Coaches are encouraged to continue to develop multiple goaltenders at this classification.
2. **Coaches.** Each team will have a Head Coach and a minimum of one (1) Assistant Coach.
3. **Season Length.** The season shall be between twenty-two (22) and twenty-six (26) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start no earlier than September 15 and end no later than March 15 of the playing year.
4. **Practices.** There shall be a minimum of three (3), sixty (60) minute on-ice practices per week during the season. For at least two (2) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on ABCs (agility, balance, coordination) shall be conducted. The off-ice practice shall last between 15 and 30 minutes. The total number of on-ice practices shall be between sixty-six (66) and seventy-eight (78) for the season. The total number of off-ice practices shall be between forty-four (44) and fifty-two (52).
5. **Games.** All games shall be played against in-house or interstate opponents only. All games prior to December 31 of the playing year shall be conducted half-ice 4 v 4. These games shall be played with intermediate sized nets. Each game shall last no longer than 60 total minutes (including warm-ups and intermissions). A minimum of 20 and maximum of 25 games shall be played during the season. No more than five (5) games shall be played on full ice. A majority of games shall be played against in-house (local association) opponents.
6. **Tournaments.** A total of two away (2) tournaments or jamborees may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.B.5 will not exceed 27 games. Only one (1) of these tournaments may be full-ice. Team must seek written approval of LAHA prior to registering for any tournament. Tournaments may only be played within a 200-mile radius of the Rink.

C. 12U – Pee wee (12 and under)

1. **Roster.** Each team roster will consist of a minimum of 10 players (9 skaters and 1 goalie) and shall not exceed 20 players (18 skaters and 2 goalies). Each team shall be formed in such a way that parity of competition is achieved. Goalies may serve full time in the position. Coaches are encouraged to continue to develop multiple goaltenders at this classification.
2. **Coaches.** Each team will have a Head Coach, and a minimum of one (1) Assistant Coach.
3. **Season Length.** The season shall be between twenty-six (26) and twenty-eight (28) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start no earlier than August 15 and end no later than March 31 of the playing year.
4. **Practices.** There shall be a minimum of three (3), sixty (60) minute on-ice practices per week during the season. For at least two (2) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on ABCs (agility, balance, coordination) and hockey skills shall be conducted. The off-ice practice shall last between 30 and 45 minutes. The total number of on-ice practices shall be between seventy-eight (78) and eighty-four (84) for the season. The total number of off-ice practices shall be between fifty (52) and fifty-six (56).
5. **Games.** At minimum of 20 games shall be played against in-house or interstate level opponents during the playing season. Each game shall last no longer than 60 total minutes (including warm-ups and intermissions). A minimum of 30 and maximum of 35 games shall be played during the season.
6. **Tournaments.** A total of two away (2) tournaments and one (1) jamboree may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.C.5 will not exceed 35 games. Team must seek written approval of LAHA prior to registering for any tournament. Tournaments may only be played within a 300-mile radius of the Rink.

D. 14U – Bantam House (14 and under)

1. **Roster.** Each team roster may consist of a minimum of 15 players (13 skaters and 2 goalies) and shall not exceed 20 players (18 skaters and 2 goalies). Each team shall be formed in such a way that parity of competition is achieved. Goalies are encouraged to serve full time in the position.
2. **Coaches.** Each team will have a Head Coach, and a minimum of one (1) Assistant Coach

3. **Season Length.** The season shall be between twenty-eight (28) and thirty (30) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start no earlier than August 15 and end no later than April 30 of the playing year.
4. **Practices.** There shall be a minimum of three (3), sixty (60) minute on-ice practices per week during the season. For at least two (2) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on ABCs (agility, balance, coordination) and hockey skills shall be conducted. The off-ice practice shall last between 45 and 60 minutes. The total number of on-ice practices shall be between eighty-four (84) and ninety (90) for the season. The total number of off-ice practices shall be between fifty-six (56) and sixty (60).
5. **Games.** All games shall be played against in-house or interstate (including Vancouver, WA) level opponents during the playing season. Each game shall last no longer than 60 total minutes (including warm-ups and intermissions). A minimum of 35 and maximum of 40 games shall be played during the season.
6. **Tournaments.** A total of three (3) away tournaments may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.D.5 will not exceed 45 games. Team must seek written approval of LAHA prior to registering for any tournament.

E. 14U – Bantam Tier II (14 and under)

1. **Roster.** A minimum of thirty (30) players must be registered at the 14U division prior to any and all consideration to the formation of a Tier II team. Shall the number of players be greater than fifteen (15) but less than thirty (30), two 14U House teams must be formed for the playing year.
2. Each team roster shall consist of a minimum of 15 players (13 skaters and 2 goalies) and shall not exceed 20 players (18 skaters and 2 goalies). Goalies shall serve full time in the position.
3. **Coaches.** Each team will have a Head Coach, and a minimum of two (2) Assistant Coaches.
4. **Season Length.** The season shall be between thirty-two (32) and thirty-six (36) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start no earlier than August 15 and end no later than April 30 of the playing year.
5. **Practices.** There shall be a minimum of three (3) and up to five (5), sixty (60) to seventy-five (75) minute on-ice practices per week during the season. For at least two (2) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on age appropriate

LTAD training shall be conducted. The off-ice practice shall last between 45 and 60 minutes. The total number of on-ice practices shall be between 120 and 130 for the season. The total number of off-ice practices shall be between sixty (60) and seventy (70).

6. **Games.** A minimum of 40 games and no more than 50 games shall be played during the playing season. Each game shall last no longer than 90 total minutes (including warm-ups and intermissions).
7. **Tournaments.** A total of four (4) away tournaments may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.E.5 will not exceed 45 games. Team must seek written approval of LAHA prior to registering for any tournament.

F. **18U – Midget House (18 and under)**

1. **Roster.** Each team roster may consist of a minimum of 15 players (13 skaters and 2 goalies) and shall not exceed 20 players (18 skaters and 2 goalies). Goalies are encouraged to serve full time in the position.
2. **Coaches.** Each team will have a Head Coach, and a minimum of one (1) Assistant Coach.
3. **Season Length.** The season shall be between twenty-eight (28) and thirty (30) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start no earlier than August 15 and end no later than April 30 of the playing year.
4. **Practices.** There shall be a minimum of three (3), sixty (60) minute on-ice practices per week during the season. For at least two (2) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on ABCs (agility, balance, coordination) and hockey skills shall be conducted. The off-ice practice shall last between 45 and 60 minutes. The total number of on-ice practices shall be between eighty-four (84) and ninety(90) for the season. The total number of off-ice practices shall be between fifty (50) and sixty (60).
5. **Games.** All games shall be played against house level opponents during the playing season. Each game shall last no longer than 75 total minutes (including warm-ups and intermissions). A minimum of 35 and maximum of 40 games shall be played during the season.
6. **Tournaments.** A total of three (3) away tournaments may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.F.5 will not exceed 45 games. Team must seek written approval of LAHA prior to registering for any tournament.

G. 18U – Midget Tier II (18 and under)

1. **Roster.** A minimum of thirty (30) players must be registered at the 18U division prior to any and all consideration to the formation of a Tier II team. Shall the number of players be greater than fifteen (15) but less than thirty (30), two 18U House, HS teams must be formed for the playing year.
2. Each team roster shall consist of a minimum of 15 players (13 skaters and 2 goalies) and shall not exceed 20 players (18 skaters and 2 goalies). Goalies shall serve full time in the position.
3. **Coaches.** Each team will have a Head Coach, and a minimum of two (2) Assistant Coaches.
4. **Season Length.** The season shall be between thirty-two (32) and thirty-six (36) weeks. A week shall be counted starting on the first day of any sanctioned activity of any kind to include on-ice or off-ice practices, games, or tournaments. The season shall start no earlier than August 15 and end no later than April 30 of the playing year.
5. **Practices.** There shall be a minimum of three (3) and up to five (5), sixty (60) to seventy-five (75) minute on-ice practices per week during the season. For at least two (2) of the on-ice sessions per week, prior to the scheduled practice, an off-ice practice to include work on age appropriate LTD training shall be conducted. The off-ice practice shall last between 45 and 60 minutes. The total number of on-ice practices shall be between 120 and 130 for the season. The total number of off-ice practices shall be between sixty (60) and seventy (70).
6. **Games.** A minimum of 40 games and no more than 50 games shall be played during the playing season. Each game shall last no longer than 90 total minutes (including warm-ups and intermissions).
7. **Tournaments.** A total of four (4) tournaments may be played during the season. Should a tournament be played during the season, the total game count, inclusive of those defined in the section I.G.5 will not exceed 45 games. Team must seek written approval of LAHA prior to registering for any tournament.