



Portland Jr. Hawks Youth Hockey Association

Policy Guide

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Purpose

The purpose of this policy manual is to establish basic guidelines, rules, and process to promote behaviors consistent with the Portland Junior Hawks Association values and beliefs.

The Portland Junior Hawks Youth Hockey Association offers the finest in youth hockey league play. Our goal is to exceed our members' expectations and provide an atmosphere for teamwork and good quality hockey. We offer many levels of competition at various skill levels.

Mission Statement

The Portland Jr. Hawks has been serving the greater Portland area since 1988. Our goal has always been to promote the best hockey experience for youth ages 4-18. This organization stresses fun, sportsmanship, fair competition, skill development and safety for hockey players of all skill levels. Excellence in coaching has always been a top priority and remains a fundamental core of our programs.

The Portland Jr. Hawks is a private, non-profit 501(c)3 corporation. The Portland Jr. Hawks organization is committed to and run solely by its members who are all volunteers. Our club is governed by By-Laws and Policies and Procedures. Copies are available on our web site at www.portlandjrhawks.org.

Purpose of PJH Organization

The PJH provides opportunity for all youths to play hockey, as defined in our mission. We encourage; sportsmanship, fairness, character, integrity, leadership, and socialization skills that fosters personal growth at all levels of all age groups. The PJH assists other hockey member associations to obtain finances, facilities, equipment, team formation, league schedule, league play, and tournaments. We encourage positive, productive participation by athletes, coaches, officials, administrators, and parents for their character growth and personal development of all involved in youth hockey. The PJH establishes, maintains uniform rules, and standards for minor amateur hockey in the greater Portland area. PJH is USA Hockey registered as an unalterable provision of the organization, Portland Junior Hawks shall be affiliated with USA Hockey and shall observe all laws, rules, and regulations by which USA Hockey is governed.

Program Overview

The Portland Junior Hawks Association has multiple levels of competitive skating for all age groups: Mites, Squirts, PeeWees, Bantams, Midgets, and Girls. Skaters are separated by both age and skill levels. The Portland Jr. Hawks offer competitive hockey at both the “House” (recreational) and “Tiered” (accelerated) levels. This allows the skaters and parents choose what is right for them.

While both programs stress the qualities mentioned above, they each offer players varying degrees of intensity. Each year, the player and his/her family can choose which level within their age division they wish to try out for.

The House Program

The main focus in the House Program is to develop the skills of all players through a fun and less competitive environment. Coaches focus on providing an equal opportunity for all players to progress (i.e. equal ice time). Players in the House league have either decided that the Tiered program (“Rep” hockey) is not for them (due to cost, travel, time commitment, etc.) or they are looking to develop their skills to move to a Tiered team in the future.

The House Teams will hold a skater assessment and scrimmage at which all skaters will be rated (confidentially) by a pre-determined evaluation team. The ratings will be used to place skaters on different teams with the intention of making all the teams as even as possible.

Once rated and placed on teams, the coaches of each team will contact the parent(s) of the skater to let him/her know on which team they will skate. Most practices and games in the House Program will take place Saturdays and Sundays.

The annual registration fee offers each player a season of play from October through mid-March (excluding Thanksgiving weekend, Christmas week, New Year’s week and President’s Day weekend). Each team will have approximately 16 games and 24 practices. These numbers could vary somewhat at the Mite level as practices are encouraged more than games at this age level.

The Tiered Program

The Portland Jr. Hawks are dedicated to a Tier Team Program that will enable players who possess advanced abilities and the desire to play at a more competitive level than House leagues.

The Tiered program is a more competitive level of hockey. It requires a greater commitment of time, intensity and finances. The emphasis at this level is on competitiveness with teams at the same level. Winning is a consideration but not the most important one. Players at this level should be prepared for the rigors of practice, travel and the intensity of the game. As players at this level represent the organization, respect, sportsmanship, self-discipline and adherence to team rules is extremely important.

Players and parents should understand that ice time at the Tiered level is not guaranteed. Players must continue to practice and play hard, keep up their grades and follow team rules in order to get ice time.

Tryouts for Tier teams generally commence in the late summer. Try out dates will be posted at the rinks as well as on the PJH web site. Players will be rated on skill, game awareness, team play and attitude. The head coach will have the final say as to who makes the team. The practice of pre-selecting players, making promises or recruiting players with the promise of a roster spot on a team is strongly discouraged.

Based upon the size of our association at this time, PJH will field Tier II teams at the Peewee, Bantam and Midget levels. These teams may play at the Tier I level if, in the opinion of the coach, the Coaching director and the Tier director, the team would be competitive at that level. In this case the coach must provide a memorandum to the PJH board indicating his/her desire to play at the higher level, signed by the coach and the Coaching and Tier directors.

A single Tier II team will represent Peewees and Bantams. Midgets may field Tier I and II teams as there is no longer a Midget House league due to high school hockey.

The Squirt division may field a team and compete at the appropriate level. The Squirt team will be treated as a Tier II and is bound by the same rules as all other rep teams. The Squirt team will play independent of the house program.

Unless designated otherwise by the coach prior to October 1st, all Tier II teams will play in PNAHA.

(Nothing in this section precludes a team from playing up or down in a tournament based upon the entry requirements and rules of the tournament.)

B Teams

B teams are defined as competitive recreational teams and may be formed at the Mite through Midget levels.

No B team will be formed before that division's Tier team to ensure the integrity of the tryout.

B teams competing in PNAHA will be given consideration when scheduling games in an attempt to keep conflicts to a minimum. Midgets may field a B team providing there are an adequate number of players.

B teams will adhere to all of the rules, policies and financial regulations as Tier teams.

Redshirt Players

The mission of the Redshirt Program is to create a bridge for those players who would like to develop their hockey skills and may choose to play Tier hockey in the future. These players must be a registered PJH member in good standing. They are typically players who have tried out for a Tier team, and though not selected for the team, were identified as high potential candidates for a future team or opening. This program is designed to give these players a place to develop their skills by practicing at the Tier level. The following outlines the program in more detail.

Selection

All of our Tier team coaches are encouraged, but are not required, to have a Redshirt program. The number of Redshirts should be limited in number such that it does not overcrowd or detract from the Tier hockey team practice. In accordance with PJH practice for determining team placement, and to more equitably offer the Redshirt opportunity to players at all age levels, coaches are encouraged to select players from an age and skill appropriate player pool (e.g. Squirts Redshirt with Squirts, PeeWees Redshirt with PeeWees etc).. Coaches are also asked to keep both Tier and Redshirt player parents informed about the current status and changes to their Redshirt program

Practices

Redshirts are invited to participate in all practices except where there is a conflict with a house practice, game or tournament, or if the team is practicing for a specific tournament or set of games where Redshirts will not play. Redshirts will be expected to pay for all practices. The cost range will be determined by the coach at each division and will range from \$10 - \$20 per ice time.

Games

Redshirts are NOT guaranteed any ice time for games, and in fact, may not play in a game all season. Redshirts will be individually invited by the coach to play in games on an as-needed basis, due to injury, illness or other circumstances. Redshirts who demonstrate a strong commitment to the team (by attending practices and participating in as many team activities as is possible) will be more likely to be invited to play in games. As with practices, if there is a conflict with a House practice, game or tournament, the House commitment comes first. The cost for games will be determined at a later date and is dependant on a home, away or tournament play.

Parent Meetings

Redshirt parents will attend parent meetings when requested by a team representative (coach or manager). Decisions will be made with regards to finances, travel, fundraising, and participation for outside activities, and Redshirt parent will need to be informed about the decisions made.

Please Note

House teams were created so that the teams are competitive with one another. When a strong player, such as a Redshirt, does not show, the House team is left at a disadvantage, especially in a game situation. Please understand that the commitment to the House team must come first - the viability of the Redshirt program, and the player's ability to be a Redshirt on the Tier team, depends on adherence to this rule! **Unless prior arrangements have been made by both the house and Tier team coaches**, if the Tier team manager is notified that a Redshirt has missed a House practice or game because of a Tier team practice or game, the Redshirt player will be unable to participate in the upcoming Tier team activity.

Players' Code of Conduct

We value our players and believe they are the reason for our organizational existence. We will provide a positive and fun learning environment that will promote character and skill development for all participants. A signed code of conduct for each player and parent will be a part of the player's form packet, which will be held by his or her team manager.

Players' Code of Conduct:

- Play for FUN!
- Work hard to improve your skills.
- Be a team player. Get along with your teammates, parents, & coaches.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules, and play by them.
- Be a good sport always.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue an official's decision.
- No mood altering substances.

Parents' Code of Conduct

We believe our parents and guardians are the foundation on which our program is built. We rely heavily on this group to provide volunteer time and funding to build a successful program. The parents and guardians work and communicate year round to build an effective program. We ask all our parents to abide by the following code of conduct.

Parents' Code Of Conduct:

- Cheer and Support good team play
- Have your child on time to practices and games and pick your child up on time after games.
- Understand team rules, discipline and technique corrections of players as part of the game.
- Let the coaches do the coaching and refrain from coaching any player except to encourage.
- Respect coaching decisions regarding playing time, position and placement.
- Accept referee decisions and understand verbal abuse or harassment of a referee could lead to expulsion from the ice arena.
- Be a positive role model for your child. Do not engage in public display of anger.
- Display good sportsmanship by respecting opposing fans, coaches and ice officials.
- Do not heckle, jeer or distract players and avoid the use of profane and obnoxious language and behavior.

- Remind those whose behavior is unbecoming that PJH has a code of conduct.
- Do not approach players or coaches before, during or immediately after games with anything other than congratulations. All questions and concerns regarding players or coaches should be addressed at another time more conducive to problem solving.
- File in writing to the Grievance Committee any complaints regarding violation of rules, questionable conduct, irreconcilable personality conflicts or abusive behavior by player, coach or fan.
- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, managers, officials, parents, or anyone. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!

Coaches' Code of Conduct

Our players look to our coaches for leadership. We believe a coach must be honest, fair, an advocate, a role model, and a good sport.

Coaches' Code of Conduct:

- Make it fun.
- Winning is a consideration, but not the only one, nor the most important one. Care more about the player than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
- Be fair and honest in your conduct.
- Set realistic expectations, you are not doing an NHL training camp. The best you can hope for is teaching a life long skill, your best player will succeed in spite off your experience.

- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; but do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player, an official, a parent, or anyone; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of PJH.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

Board of Directors

All board members promise to show leadership and be fair in accomplishing the mission of this organization.

The Board of Directors meets twice per month. Meetings are open to our membership. Everyone is encouraged to attend. Minutes will be posted on our web site for inspection. The Portland Jr. Hawks Board of Directors is elected by the PJH membership in February. Directors serve for two years and are elected on a rotating basis. All parents interested in becoming a board member can seek election. All board meetings are open unless otherwise noted. Please refer to the Association website www.portlandjrhawks.org for a list of meeting dates.

The Board of Directors consists of the President, Vice-president, Treasurer, Secretary and five Directors: Coaching, Fundraising, House, Tier and Director-at-large.

Vital Team Volunteers

In addition to the coaches, each team needs several volunteers to ensure the smooth running of that team. Each team shall select a team manager and financial manager for the hockey season.

Team Managers:

Each team in both the house and the Tier program must have a team manager. This person is the glue that keeps our teams and organization playing. They organize all team related activities and keep the team members up to date with any schedule changes. In addition, team managers coordinate all team travel. Without good management a team cannot play, we depend on you!

Finance Managers:

Each Tiered team must have a finance manager to handle the team's finances. The managers will prepare a budget based on estimated expenses anticipated for the upcoming hockey season with input from the head coach.

For some teams in the House division who opt to travel to tournaments, a finance manager is a good idea to handle and manage the team's finances.

Coaches:

The board selects a Director of Coaches to be responsible to review applications to coach, and leads in the selection of House and Tier head coaches along with a Coaches Selection Committee appointed by the Board, with final approval from the Board. This Director will determine if the applicants have qualifications, appropriate certifications, and will assess the performance of coaches. All coaches are subject to a background check.

Head Coach:

The Head Coach is responsible for selecting the most qualified players for the team. This selection should include technical skills, team play, maturity, player and parental conduct. This task is a large time commitment, as the Head Coach is required to attend all the practices and all the games. The Head Coach is responsible to help select, and to coordinate the support team. This support team shall consist of Assistant Coaches, the Team Manager, and the Financial Manager.

The Head Coach and support team are responsible for the care and moral of the players they supervise. The Tier Head Coach and/or Team Manager may solicit volunteers from the parents and guardians to assist in chaperoning the players during off-ice activities. The House Head Coach is encouraged to work with "parent" coach volunteers.

Association Rules and Policies

Eligibility

All players shall reside, go to school, or work within the metropolitan area of greater Portland, Oregon. Players requesting membership in the Portland Junior Hawks from another hockey organization must be released from that organization as a member in good standing.

Hockey registration is per USA Hockey Annual Guide, and Oregon State Hockey Association (OSHA).

Age Classifications

Playing “down” below your appropriate age class is not permitted.

A player may be permitted to play “up” one age level provided his/her skill level is consistent with the upper level of play. Player must obtain and fill out a League Permission form available from division directors and PJH board members.

Registration

All players will be USA Hockey registered and eligible to play upon their registration with the PJH.

No unregistered player will be allowed to skate in any PJH activity until final payment of registration and completion of registration form.

Goalies: Full payment is due at registration. Discounts may be applied once coaches have selected teams/goalies and USA Hockey team Roster is submitted to Association registrar. No more than TWO goalies per team are eligible to receive discounts. Such discounts will be determined each year by the board before the registration process begins.

Try-Outs, Evaluations

Tryouts will be conducted at the beginning of each season. Eligible players will be given opportunity to try-out. The purpose of the try-out is to select and establish teams.

Moving Up Divisions

In order for a player to be considered to play in a division above that determined by USA Hockey age requirements, the following criteria must be met:

1. The “Player Move-up Request Form” must be filled out.
2. A written letter from the parents with detailed information must be attached, explaining why the player should move up.
3. Three letters of recommendation from qualified coaches must be attached.

The policy for player wanting to play in a division above that determined by USA Hockey age requirements is as follows:

1. All forms and letters of recommendation must be filled out prior to any other action being taken.
2. All players wishing to move up must have **adequate skills** to play at the Division they are requesting to play.
3. The player must **participate in evaluations or tryouts within their current division**, not the Division they desire to play in.
4. The player's parents must **request and receive** authorization from the board to **attend** the upper Division Evaluation or Tryout.
5. This request must be **approved** by a board majority through an emergency meeting or through majority of email approvals
6. At that point, if the Parents and Player still want to move up a Division, the Coach and/or Division Director of the lower Division and the Coach and/or Division Director of the upper Division will be asked to provide information to the board members related to the individual player's abilities.
7. The **Board Members will then vote** to allow the player to move up or not.
8. The **parent must sign a waiver acknowledging** the risks of moving up a Division early because of the physical nature and speed of the game.
9. The follow criteria will be used to make the decision:
 - a. Hockey skill level
 - b. Attitude
 - c. Player size
 - d. Maturity level
 - e. Parental consent

Team Rosters

House Rosters will be random and balanced for fair play. House Goal keepers are on a first come basis.

The recommendation is that players be chosen for skill, conduct, and the willingness of the player and the player's family.

Final team rosters (with signatures) for House teams must be turned into Association Registrar no later than December 15th.

FOR ALL TIER TEAMS: Please mail or deliver copies of all **Tier I or II level players' birth certificates and a copy of your team's signed USA Hockey roster** to the PJH Registrar by October 15. B and Squirt teams only need submit the USA Hockey roster. Tier teams will not be certified for the 20/10 rule for attending Regionals or Nationals until the District Registrar receives and verifies the team roster and birth certificates. Only a roster with the necessary signatures, including the District Registrar, will be accepted at the Regionals and the Nationals. Please include cover letter stating team name/division, contact person phone or email.

After Team selection in the fall, Association Registrar will provide each team with a USA Hockey roster. Changes on this roster can be made up until December 15 after which time the roster is set and no changes can be made. Rosters are not final until all players/coaches/managers have signed it and turned it back in to registrar.

Coaches/Team Managers are responsible for this and have until December 15th to submit final rosters to Association registrar. The Association registrar will then submit these to USA Hockey by December 31.

Teams not having their roster officially received by USA Hockey by December 31 are ineligible to play and will lose all USA Hockey Status/Benefits.

Movement Between Teams

Should a player be “cut” from a Tier or B level team or choose to leave of their own accord before December 15, he/she can seek placement on another team in the organization. The following steps must be taken to move between teams:

- Prior to leaving the team the player is responsible for making every possible effort to replace him/herself on that team.
- The player must submit to the board a letter explaining the situation and to which team he/she would like to move. A statement must accompany the letter from both the old coach and the new coach. The board will give final approval.
- If the team had a financial contract (commitment letter) with the player outlining monthly dues agreed to by both player and team manager, the team has the right to insist that the departing player fulfill (pay out right) the remaining balance of that contract.

Borrowing Players

The practice of “borrowing” players can result in tired players and disgruntled parents. It is courtesy to all coaches that they be contacted if a coach from another team wants to borrow one of their players. It is ultimately up to the player and original coach whether that player can be borrowed or not. No players may be borrowed after rosters are set on December 31st. The board will look very seriously at any complaints about this practice.

Division Directors

The board values its division Directors and places in them a lot of confidence and trust. The board relies heavily on these volunteers to maintain the integrity of the PJH House Program. The board asks each division director to:

- Be familiar with the regulations of USA Hockey, and the contents of the USA Hockey Annual Guide and Rule Book. Follow the procedures and spirit of this policy manual.
- Include all parents and community members willing to help. PJH is an inclusive, not exclusive organization. Practice our Oregon State open meeting policy.
- Practice fairness with all PJH participants, and pursue sportsmanship.
- Make every possible attempt to provide everyone a place to contribute.
- Communicate with parents by holding parent and player orientation meetings, make yourself available to answer questions, and address problems throughout the season.
- Make hockey at all skill levels fun and safe.
- Promote hockey, publicize and seek out financial support.
- Divisions are not fiefdoms. Keep communication lines open across the PJH, there is no such thing as “my parents” or “my division”, “my team”, substitute “my” with “our”. PJH members are encouraged to work together; the Board is the last resort to resolve any grievance.
- Advertise and encourage coaches and officials to attend USA Hockey clinics. Support programs that train and educate players, coaches, parents, officials, and volunteers.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to our organization.

- Develop other administrators to advance to positions; perhaps even your own.

Game Organization

The Head Coach and Team manager are responsible to plan, organize, and conduct the competitive games between teams. These tasks will vary depending on whether the games are played on the road or at home.

On-Ice Activities (Practices)

Ice time is expensive and difficult to schedule. Each Head coach must plan the practices in a cost effective manner. The Head Coach may supplement the schedule with off ice training for the team.

On-Ice Activities (Games)

Coaches and players will conduct themselves to maximize the players' fun and safety. Conduct rules are described by the Portland Junior Hawks policy guide, USA Hockey, OSHA, and league regulations.

Off-Ice Activities (Players)

All players are expected to conduct themselves in a safe, law abiding, and sportsman-like manner. Players representing the Portland Junior Hawks are encouraged to create a positive image of our program. We expect to maintain and build cooperative relationships with teams we host or visit.

Off-Ice Activities (Adults)

Adults are expected to conduct themselves in a safe and law abiding manner. Our parents and guardians must lead by example and assist in conducting a safe and enjoyable hockey event for all participants. Good sportsmanship is expected at all times. Remember the USA Hockey Zero Tolerance Policy.

Communication

Communication is the key to any successful organization. The PJH encourages honest, open, clear communication between all groups. Everyone shares this responsibility.

The Board of Directors publishes newsletters, conducts regularly scheduled meetings, and leads PJH members to accomplish our mission. Meetings are open and everyone is welcome to attend, except for executive sessions.

The coaches and their support teams must meet regularly to inform all parents, guardians and players of up coming events or relevant information.

The players must communicate their concerns to the coaches, team managers, and parents or guardians on a regular basis.

The parents and guardians should develop good communications with the Board, Directors, Coaches, and team managers.

Disciplinary Actions

The Portland Junior Hawks provide positive reinforcement to the players that demonstrate behavior of fair play, teamwork, sportsmanship, respect for other people and property.

If there comes a time that behavior falls outside of what is considered acceptable, such behavior is subject to PJH discipline.

An offense may be either minor or major. Minor offenses may result in progressive discipline. For example, if a player becomes a first time rule offender, the Head Coach has the flexibility to deal with these team discipline issues.

If there are repeated minor rule infractions, the Head Coach should consult with the parents or guardians of the player. If the behavior is not corrected, the parents or guardians must become involved.

The Board may form a disciplinary committee of Board members for any major offense, or such offense may need to be resolved by a league, OSHA, or USA Hockey.

PJH Member Code of Conduct

USA Hockey Zero Tolerance Policy applies to equally to substance, verbal or physical abuse. PJH is obligated to enforce USA Hockey's Zero Tolerance Policy both on and off the ice, be it player, parent, coach, official, manager, director, or board member. Remember the penalty may be banishment from youth hockey.

Since everyone in PJH is a volunteer, it is important to recognize we need each member's efforts. Our members are important to the development of your child. Communicate with and support your fellow members.

The consumption, use or abuse of a mood altering substance is detrimental to a healthy state of mind, body and spirit in an athletic participant. PJH prohibits the use by any participant of any mood altering substances during participation in our program.

A "mood altering substance" may include but is not limited to the following: 1. Any intoxicating substance such as alcohol, 2. Any controlled substance, 3. Any prescription, or prescribed controlled substance if used to excess in violation of doctors orders, or to produce a state of intoxication in any participant.

Participants include players, coaches, referees, parents, and any persons involved in the conduct of an ice hockey contest. Disciplinary action will result from any misuse.

Finances-PJH

The PJH Board is responsible for establishing the budget before the beginning of the hockey season. Based upon the PJH budget, the Board will determine registration fees to be charged to each player taking fundraising, sponsorships, and other funds into consideration.

Finances-Tier Programs

Each team shall select a team manager and financial manager for the hockey season. The managers will prepare a budget based on estimated expenses anticipated for the upcoming hockey season with input from the head coach.

Each team will have its own checking account opened by the Treasurer to facilitate receiving and paying team expenses. A signature card on the account may include the head coach, financial manager, and must include the Treasurer of the Portland Junior Hawks. No team funds shall exist outside this account. Any funds deposited in any other account will be assumed to be theft.

Any material deviations from the team budget will require a team vote to validate any additional expenses.

Becoming a member of a Portland Junior Hawk Tier team obligates the player's family to pay monthly dues. Each team is responsible for collecting player dues no later than the 10th of any month. Any player who has not paid his dues by the 10th of the month may be held off the ice until the dues are paid.

Team financial managers are responsible for alerting the head coach, team manager and the PJH Treasurer of delinquencies.

The PJH voting membership is per family; this obligates the players' family to be responsible for each player's dues. If a player should be suspended or injured and not able to play or practice, his family remain obligated to pay dues. If a family member is not current with dues, the whole family does not skate.

Each team is responsible for collecting and paying its own bills. Monthly, the financial manager will prepare a statement of revenue and expense and submit it to the Portland Junior Hawks Treasurer for review by the 15th of the month.

The treasurer will review the statement and then present it to the board for review. The board and the treasurer will review each team's financial condition monthly to ensure timely collection of dues and payment of expenses.

The Treasurer will also review the statement of income and expenses with respective teams monthly.

Tier/B Coaches Monthly Stipend Payment Plan

It will be the policy of the Portland Junior Hawks to pay a monthly stipend to one non-parent/guardian head coach and one non-parent/guardian assistant coach per team. The monthly stipend payment plan seeks to help defray costs incurred by volunteer coaches for missed work days, holiday over-time opportunities, vacation days, and other expenses not reimbursed by the Portland Junior Hawks or their teams. Any abuse of this policy will result in immediate termination of the monthly stipend payment benefit.

The goal of this program is to retain the highest quality coaches for the Portland Junior Hawks programs. This has been an increasingly difficult task in recent years due to the higher cost of living and competing youth hockey associations in the area. The monthly stipend will help ensure that this goal is achieved to ensure a successful hockey experience for all Portland Junior Hawks members, including the House League, Tier/B League, and all coaches.

The stipend payment amounts will be determined and set by the board at the beginning of each season in accordance with the annual budgeting process. The stipend plan and payment schedule will be reviewed at the end of each season and adjustments made if such action is necessary. Teams may supplement the stipend payment if they choose to do so at the team's expense.

In order for the head coach and the assistant coach to receive this monthly stipend, they must be independent of any player, i.e. non-parent/guardian. If the head coach and/or the assistant coach have a child (including biological, step, foster and/or billeted child) in the Portland Junior Hawks organization, they will not be eligible for the monthly stipend payment.

The monthly stipend will be paid only during the fall/winter season in session for a period of six months. Should any league play or tournaments continue beyond the PJH season, a pro-rating of the stipend may be paid with board approval. A check request form must be filled out for each month in order to receive the stipend

Coaches participating in the Monthly Stipend Plan must also commit to 5 hours per month during the season the stipend is paid, assisting with the development of all Portland Junior Hawks members and coaches. This commitment includes running Skills Clinics for both House and Tier/B Leagues, and mentoring/working with the House League coaches to help provide a quality House League program.

The monies to fund this plan will come from Portland Junior Hawks Association fundraising programs and/or efforts of the Tier/B League and will be paid directly from the Portland Junior Hawks Association main account, without corresponding billings made to the coach in question's team. Fundraising programs currently in place include the Hotel Commission Program, the 5% Return to Association on fundraising and sponsorship funds, and Tier/B Tournaments held by the Portland Junior Hawks. We will continue to look at other sources of funding, such as sponsorships, to help fund the program. Registration fees will not be increased to provide funding.

The IRS has strict guidelines relating to the reimbursement and/or payment of expenditures to individuals for a 501(c)3 organization. Any violation of the guidelines will result in immediate termination of the Monthly Stipend Payment Plan. Form 1099s will be issued before January 31st for stipend amounts paid during the calendar year immediately preceding.

The monthly stipend payments for the 2006-07 season have been set as follows:

U-18 Midget Tier II

Head Coach = \$500 per month
Asst. Coach = \$250 per month

Peewee Tier II

Head Coach = \$300 per month
Asst. Coach = \$150 per month

U-16 Midget Tier II

Head Coach = \$500 per month
Asst. Coach = \$250 per month

Peewee B-1

Head Coach = \$200 per month
Asst. Coach = \$100 per month

Midget B

Head Coach = \$400 per month
Asst. Coach = \$200 per month

Peewee B-2

Head Coach = \$200 per month
Asst. Coach = \$100 per month

Bantam Tier II

Head Coach = \$400 per month
Asst. Coach = \$200 per month

Squirt Rep

Head Coach = \$100 per month
Asst. Coach = \$50 per month

Bantam B

Head Coach = \$300 per month

U-19 Girls A

Head Coach = \$400 per month

Asst. Coach = \$150 per month

Asst. Coach = \$200 per month

Tier/B Coaches Reimbursement

It will be the policy of the Portland Junior Hawks to reimburse coaches (2 coaches per team) for airfare, lodging, and, rental car/gas expenditures. A per diem of \$40.00 per travel day will be paid to cover meal expenses. Each team will decide if any additional coaches and/or expenditures will be reimbursed. Expenses, except for per diem, will be reimbursed after travel has taken place. In addition, a PJH Expense report must be completed and submitted along with the original receipts for approval prior to any reimbursement payment. Per diem funds for the coaches should be provided either before or during the travel period. All expense reports with appropriate approvals must be submitted at the end of each month in order to receive reimbursement.

Any proposal to cover expenses outside of airfare, lodging, meals, and rental car/gas expenditures must be submitted in writing to the PJH Treasurer at the beginning of the season for board approval. The coaches, team manager, and financial manager will sign this proposal after the players' parents vote approval. An approved agreement will be in effect only for the season it is drawn.

Both non-parent and parent coaches are eligible for per diem and reimbursement of airfare, lodging, rental car/gas expenditures, and any other team-related expenses approved by the team and/or board.

This policy applies to coaches only. Team managers, financial managers, and other team volunteer personnel are not eligible for reimbursement under this policy.

The IRS has strict guidelines relating to travel expense; consult your personal accountant to advise you on business travel guidelines.

Reimbursements

It shall be the intention of the PJH to reimburse approved expenses that are incurred by members of PJH, PJH teams, or PJH CEC by submitting a paid receipt on a monthly basis; allowance will be made for minor delay, for example foreign exchange.

Some teams may elect to reduce the monthly dues amount by paying for travel as it occurs. Dues are paid to the financial manager by the 10th of each month. If your payment is not received by the 10th, your player will not be allowed to participate in games or practices until they are paid. The financial manager will provide a report detailing the team's expenses monthly.

Typical Costs

Registration cost for players is \$675.00 for registration. A \$50 discount is allowed for each *additional* player in a family, if all players in a family register at the same time.

This registration typically covers: USA Hockey registrations for PJH, Teams, Coaches, OSHA, and PJH administrative expenses (some typical expenses are printing/copying, postage, licenses, equipment storage locker rental, uniform fund, insurance, website maintenance, taxes, player clinics, coaching clinics, sponsorships, Visa card processing).

For all players on Tier teams, \$300.00 of the registration money is held as a deposit towards the last month's dues for the team that player is officially rostered on as of December 31. Although the board discourages excessive movement between teams, it

also understands that players will occasionally be selected to play at a higher tiered level or be sent to a lower level for skill development. This money belongs to the player and not the team.

For House teams, registration costs are all inclusive of ice and game referees costs. There will be NO REFUNDS or REIMBURSEMENTS.

Tier teams typically can expect to pay dues of \$300-\$600 monthly from Sept/Oct through Feb/Mar. Team dues cover your share of your team expenses, such as practice ice (estimated \$275/hr), home game ice (1 - 1.5 hr. game @ \$275/hour/game), referees for home games, coaches' expense (typically hotels, per diem of \$40.00 per day when traveling, airline tickets). Individual airline tickets and meals are not generally included.

Some teams may elect to reduce the monthly dues amount by paying for travel as it occurs. Dues are paid to the financial manager by the 10th of each month. If your payment is not received by the 10th, your player will not be allowed to participate in games or practices until they are paid. The financial manager will provide a report detailing the team's expenses monthly.

Fundraising FFF (Food For Funds)

Our organization has taken the opportunity to operate an Ovation's (FFF) concession stands for donations. The following are standards for being a FFF volunteer:

The FFF takes these rules very seriously and any violation of FFF rules will prevent a volunteer from future work at FFF. The PJH volunteers must adhere to them, as they are critical for us to staying in the CEC program.

Volunteers must be at least 16 years old, and any volunteers working at an alcohol-dispensing stand must be at least 18 years old with a valid OLCC Server Permit. This permit is to be on the person at all alcohol events. All volunteers must attend a FFF training session before working any events and any mandatory meetings by the PJH.

Start time is typically 15 minutes before the scheduled shift to check in to the venue. The entrance is through the RG Employee Entrance and swipe cards are now issued.

Volunteers will not be permitted to check in after the "doors open" admitting the public.

You are required to furnish your own shirt, pants, shoes, and socks. Shirts are to be white, button front with long sleeves and a collar, such as a men's Oxford or button-down collar. Pants are to be black slacks or black jeans, clean, pressed and in good repair. Stretch material and stirrup pants are not acceptable. Shoes should present a businesslike appearance, and conform to safety standards. Sandals and other open-toed shoes are unsafe and are not permitted. Socks and other appropriate undergarments are required.

Volunteers should then report to the check-in table in the employee check-in area and be given the location of the assignment.

Sign in at the assigned stand to credit your volunteer hours and attendance.

All served food and beverage products to a customer must be dispensed in FFF authorized containers.

You will be allowed certain food items to be eaten on your break. The location manager can answer any questions about what foods can be eaten. All breaks, including meal breaks, are conducted near the assigned location out of public view.

A volunteer can remove no food or beverage from the building.

Volunteers are not allowed to enter the seating area (also known as the bowl). Violators will be sent home.

After completing an assigned shift, volunteers report immediately to uniform distribution area and check out.

Selection/Work Schedule - Volunteers will be selected to work events based upon a ratio of the general cost of relative hockey programs and worker availability.

Because the event schedulers rely upon people being available when they say they will be available, anyone who is assigned to work an event is responsible to show-up.

Because the organization gets charged \$50.00 by FFF, if a worker is a “no show” for an event or otherwise fails to fulfill their responsibility to staff an event, they will be charged a penalty of \$50. This penalty is imposed because the first “no-show” for an adopted stand causes a forfeit of the \$500-\$1000 bonus for perfect attendance. These “penalty” funds will be used to reimburse the PJH for the lost bonus opportunity.

Our organization will be held accountable for cash differences between the cash register inventory and actual cash. When working events please be very careful to VOID incorrect purchases. If you have any question about the transaction ask the stand manager to help you clarify your register entry.

Beer Vending/Tending - We will make an effort to rotate these slots among those who want to do beer vending consistent with the foregoing hierarchy. However, if we do not have a sufficient number of people who “want” to do beer vending, people will be assigned based upon their availability to work a given event. If a person is assigned to “beer-vend” and they do not want to do it, they are responsible to find someone with whom to trade or find replacement. If a person finds a replacement, they have given their shift away and will not be given a future work opportunity as a “make-up” event.

Car Pools- So as to minimize the inconvenience and cost to people who have to travel long distances, efforts will be made to group people from the same geographic area while maintaining a balance of work opportunities according to the priority described above.

FFF Event Sign Up - During the regular season a list of events will be made available on the web at www.portlandjrhawks.org.

Attempt will be made to email announce or list, please contact the current FFF scheduler or any FFF volunteer to get on the distribution.

The FFF scheduler will confirm and post the work shifts with the individuals following these general preferences: financial load, Tier parents, House parents, and any people willing to volunteer to make a contribution to the organization. The scheduler will review the book and make an effort to give equal opportunity to each member.

Once a volunteer is confirmed as working an event, it becomes the responsibility of that worker to find a replacement should a replacement be needed. The web site has a workers list; otherwise contact the schedule coordinator by email.

Extra Events - An event list is published each month and all not-for-profit organizations are eligible to request them. The FFF tries to balance the opportunities among all of its not-for-profit groups. These events often offer opportunities to non-OLCC volunteers and may be staffed by individuals who were not available for adopted stands. The same general rules apply with respect to access and individual responsibility to work according to their stated availability. A “no-show” for an extra event is the same as a “no-show” for an adopted stand. Any “no-shows” to events may jeopardize our selection; the same penalty as mentioned before (\$50.00) will be imposed.

Donation Calculation - All stands will be averaged on a month-to-month basis. Donations for stands will be pooled and divided by the number of workers for that month. Beer vending is not included in this average and is paid on a flat fee. The FFF financial coordinator tracks donations. Any administrative expense, such as checks or bank fees, will be paid from the donations to operate this program. For each shift worked, a \$1 fee will be allocated to the FFF scheduler and financial coordinator. Questions concerning disbursements should be directed to the FFF financial coordinator or the PJH treasurer.

Reimbursements - Donations promote and support charitable, philanthropic youth ice hockey environment. Donations from working events are only credited toward hockey expenses such as the payment of dues, team associated expenses, clinics, PJH equipment or hockey development camps, or other as specified by the Board. Expenses must be for the current season. An e-mail or statement from Rep team financial managers for payment of dues is acceptable and the reimbursement will be paid directly to the Rep team. An e-mail or statement from the PJH treasurer for payment of registration is acceptable and the reimbursement will be paid directly to the PJH organization. For Rep level players, only the administrative portion of registration is reimbursable. The Rep reserve portion of registration is not reimbursable from FFF funds and will need to be paid by the FFF member to the PJH organization. In order to get reimbursements for items other than dues or registration, original receipts must be submitted to the FFF financial coordinator. Hotel rooms will not be reimbursed, unless the room is paid for by the team, included in dues, and only players or coaches have stayed in the room. Only the FFF worker's players' portion of the room is reimbursable.

Donation money and other fund raising cannot be transferred to any other organization should you decide to leave the Portland Junior Hawk organization. Any monies earned through either the FFF program or any other fundraising effort using the Portland Junior Hawks name cannot be used for dues, registration or tryout fees for any other organization, other than approved associate member organizations, such as Carousel Figure Skating Club or the River City Jaguars.

RULES AND REGULATIONS

PJH programs comply with the Official Rule Book of USA Hockey. The Portland Junior Hawks is committed to develop the sport of amateur hockey within the greater Portland area.

Our intent is to provide a hockey environment suitable for the enjoyment of the players, coaches, managers, officials, parents, and members.

Our goal is to encourage good sportsmanship and to help players form good character. The player's welfare must be held paramount.

RULES AND REGULATIONS 1: AGES FOR COMPETITION

Date of Birth	Age Category	Age Division
1988	18 Years	Midget
1989	17 Years	Midget
1990	16 Years	Midget
1991	15 Years	Midget
1992	14 Years	Bantam
1993	13 Years	Bantam
1994	12 Years	Pee Wee

1995	11 Years	Pee Wee
1996	10 Years	Squirt
1997	9 Years	Squirt
1998 & Younger	8 & Under	Mite

NOTE: USA Hockey Age Changes go into effect in the 2006/07 season.

RULES AND REGULATIONS 2: COACHING CERTIFICATE

All members of the registered teams' coaching staff must be certified at the required level. This certification must be renewed according to the USA Hockey schedules. All coaches are subject to background checks. The coach, or a certified designate, must be on the bench during games or on the ice during practices. During a game, only certified coaches may be on the bench. Coaches must be certified by October 31 in of the playing year.

RULES AND REGULATIONS 3: PLAYER ROSTERS

USA Hockey player rosters will be completed in all details. Team rosters not completed may be returned for correction. Failure to return rosters fully corrected to the registrar within 7 days may result in player and/or teams being ineligible for further play.

Copies of all signed USA rosters (including players and team officials) must be available at all games.

Team managers must have, in their possession at all games, copies of each player's birth certificate, visas if appropriate, travel permissions, consent to treat and insurance waivers.

RULES AND REGULATIONS 4: COMPOSITION OF TEAMS

A team may register a maximum of 20 players. If the 20 players are registered, at least two (2) must be goalkeepers

RULES AND REGULATIONS 5: MANDATORY NATIONAL LIABILITY INSURANCE

Liability insurance is mandatory of all Jr. Hawk players, team coaches, managers, referees, administrators and minor officials performing under the umbrella of the PJH organization.

All players, teams, coaches, managers, referees, administrators, and minor officials are insured as members of USA Hockey in accordance with USA Hockey rules regulations and bylaws.

RULES AND REGULATIONS 6: ICE RENTAL

The PJH will handle rental of ice from the ice rinks in the greater Portland area.

If schedule problems develop or ice that is scheduled for use is not to be used, the PJH ice scheduler must be advised 18 days in advance.

RULES AND REGULATIONS 7: THEFT AND VANDALISM

Any team member who is found responsible for theft of private or community property, damage or defacement to rinks, arenas, community property or private property, on or adjacent to the Arenas, may face suspension.

Further, any player or team, which shall cause damage or defacement to arenas, will be suspended until the damages are paid in full.

Hockey players, coaches and team officials are forbidden from using chewing tobacco in all arenas.

RULES AND REGULATIONS 8: MOUTH GUARDS

The mandatory use of a mouth-guard is required for all players registered in USA Hockey that are Pee wee level, and above.

Mouth-guards are encouraged at all levels. The term “mouth guard” is defined as “a device, commercially manufactured for the purpose of protecting a player’s mouth.”

The mouth guards must be worn during all games and practices.

RULES AND REGULATIONS 9: OFFICIALS

The PJH organization requires that qualified USA Hockey certified officials referee all levels of hockey. All games involving teams that body check must be officiated by referees who have been certified in the current year and are qualified for that level of hockey.

The Oregon Hockey Officials Association assigns the Referee and Linesmen Officials. The referees’ duties are as described in the Official Rule Book of USA Hockey.

Any complaints about referees or other major officials by coaches, managers, players or parents must be sent to the Oregon Hockey Officials Association with a copy filed with a member of the Portland Jr. Hawks Board of Directors, and OSHA.

RULES AND REGULATIONS 10: LENGTH OF GAMES

This rule is intended for clarification purposes of start time and length of games that the O.H.O.A. officiates.

House season games:

- Mites; 3 periods, 17 minute running clock, with stoppage in the last 2 minutes of play if the score is with in 2 goals or less. NO OVERTIME, NO TIME OUTS.
- Squirts; 3 periods, 17 minute running clock, with stoppage in the last 2 minutes of play if the score is with in 2 goals or less. NO OVERTIME, NO TIME OUTS.
- Pee Wee; 3 periods, 17 minute running clock, with stoppage in the last 2 minutes of play if the score is with in 2 goals or less. NO OVERTIME, NO TIME OUTS.
- Bantam; 3 periods, 17 minute running clock, with stoppage in the last 2 minutes of play if the score is with in 2 goals or less. NO OVERTIME, NO TIME OUTS.
- Midgets; 3 periods, 17 minute running clock, with stoppage in the last 2 minutes of play if the score is with in 2 goals or less. NO OVERTIME, NO TIME OUTS.

House playoff games:

With prior agreement with officials, and scheduled time permitting, game time may follow Tier rules.

Tier games:

All Tier games will consist of three periods of 15 minutes duration, played by stopped clock rules, one Timeout may be allotted per each team.

If teams are allotted an additional amount of ice time by their respective division, the game start time will be adjusted for the OFFICIALS to be on the ice when the game is being played.

The teams may utilize the extra time for warm ups or practice, but NOT FOR GAME PLAY TIME.

If you have any questions regarding official rules, please feel free to contact any of the O.H.O.A. board members.

Typically, there will be 5 minutes to warm-up before each game.

For games of 1 hour and 1¼ hour duration, players will not leave the ice between periods.

No game will exceed the time scheduled. If undue delays occur for any reason and the game cannot be completed within the permit time, the following procedure will be followed:

At the first stoppage of play after time reaches 5 minutes left on the permit, the timekeeper will notify the referee.

At this play stoppage, the clock will be reset to 2 minutes and the remainder of the game completed with stop time.

RULES AND REGULATIONS 11: END OF GAME RESPONSIBILITIES

At the completion of each hockey game, the home team must stay on the ice at their bench until the visiting team is off the ice.

The winning team (home team in the event of a tie) is responsible for informing the League or Division Director of the score of the game, also of any incidents written on the back of the game sheet by the referee.

The Coach or team manager must inform the League or Division Director either in person or by telephone call within 24 hours after the game is completed. The game sheet is to be left in the Registrar box at Valley Ice Arena, or carried back from away rinks. Failure to inform Division Director or Leagues following the game and to deliver the game sheets in a timely manner may result in suspension of coaches and managers. Incident reports are required to be reported to a Board member immediately.

RULES AND REGULATIONS 12: OVERTIME

No overtime will be played in house games. In the event of a tied game, one point will be awarded to each.

RULES AND REGULATIONS 13: CANCELLATION OF GAMES

If a team does not appear for a regularly scheduled game, the team in attendance will fill out the game sheet, have the referee sign same, and contact the League or Division Director.

If a team fails to present itself at the time and place scheduled to play in any game, unless such failure is caused by an unforeseen contingency or an unavoidable accident, the game and/or series will be awarded to the opposing team. The manager, coach or official and/or players of the team that is responsible for willful absence may be suspended for a minimum of six (6) games and may be suspended for one year or more.

RULES AND REGULATIONS 14: SCHEDULE CHANGES

Coaches, team managers, or others may NOT reschedule games or practices without the approval of the Board appointed Scheduler and/or the Division Director or the Board. Only under exceptional circumstances (participation in exhibition games or fund raisers do NOT qualify) application can be made to the Jr. Hawks Board to reschedule a game. Failure to comply will result in a loss of the 2 points to the offending league team(s). The coach(s) may face further disciplinary action(s) including a minimum six (6) game suspension or a possible suspension of up to one (1) year.

All house play is finalized at the last scheduled game, unless otherwise extended by the PJH Board of Directors.

The PJH Board reserves the right to refuse any or all scheduling requests.

Requests for a schedule changes must be 14 days before the event.

RULES AND REGULATIONS 15: SUSPENSIONS

A coach, team official, player, or spectator who is suspended for any reason will not be permitted in the arena where their team is playing 1 hour prior, 1 hour after and for the duration of the game, unless permission is received from the PJH Board.

If a suspension occurs while at an away game, a suspended player may be in the arena to be chaperoned. Said player should not be allowed within 25 feet of the any players' area, bench, penalty box or door opening to the ice surface, nor allowed in the dressing room 1 hour before and 1 hour after the game.

RULES AND REGULATIONS 16: TRAVEL PERMITS

To travel to Canada a team must obtain a USA Pacific District travel form, which can be downloaded off Association Website or from the OSHA office.

For games, a permit is necessary if the team is traveling 100 miles outside of the city. For games within a 100-mile radius a travel permit is not required but teams must arrange schedules with their Division Director.

For all house teams traveling beyond the Portland /Vancouver Metro area, OSHA requires a travel permit be filed up to 2 weeks in advance. This form can be downloaded off Association website or contact the OSHA office.

At the start of the season, all Tier level managers and house division directors are given a list and master copies of the necessary forms. The list is also available on the Association Website.

A team must have valid travel permits in their possession before traveling to tournament or other games outside the Greater Portland area. Failure to obtain a travel permit may result in the team not being able to travel for the balance of the season and or the coach being suspended.

RULES AND REGULATIONS 17: EXHIBITION OR TOURNAMENT GAMES

Teams must not play any games against teams not registered with USA Hockey or affiliated branches of Canadian Hockey. This applies to any tournaments not sanctioned by USA Hockey or the CHA. Coach and team management may be subject to suspension by PJH for violation of this rule.

A team given permission to play exhibition or tournament games must use only players registered with their team, except that eligible affiliate players may be added to bring a team numbers, per OSHA and USA Hockey rules.

Copies of the game sheet(s) for all exhibition and tournament games played within the greater Portland area and of game sheet(s) for exhibition and or tournament games played within the 100 mile area must be sent to the PJH rink drop box within 5 days of the game or return from the tournament.

Copies of the game sheet(s) for all exhibition and tournament games played outside the greater Portland area that require a travel permit must be sent to the PJH drop box within 5 days of the game or return from the tournament. Failure to do so will result in teams not being granted permission to travel.

Teams wishing to run tournaments must obtain the necessary permit from the PJH board and the OSHA office, and all score sheets must be turned into the PJH Board drop box.

All house division games must be played as scheduled. House tournament travel permits will not be issued to teams unless prior scheduled games are rescheduled.

The deadline is December 1st for all tournament ice booked through the PJH organization.

RULES AND REGULATIONS 18: HOSTING TOURNAMENTS

A team planning to host a future tournament in the current season shall submit a “Hockey Tournament Application” to the PJH Board. The application must be approved the PJH Board.

The tournament shall be played under the PJH organization rules and regulations and proposed tournament committee must agree to follow the minimum suspensions as set out by PJH and OSHA. Failure of the tournament to follow PJH rules or suspensions guides may result in all travel permits being revoked for the “Host” team.

Within 10 days after the completion of the tournament, all official game reports, a copy of the tournament draw, and any Suspension Form must be submitted to the PJH.

RULES AND REGULATIONS 19: FUNDRAISING AND APPARELL BRANDING

Any team wishing to conduct a fundraising event needs to submit, for board approval, the date, place and nature of the event. 5% of the proceeds will go to the PJH association general fund.

RULES AND REGULATIONS 20: APPAREL BRANDING

Utilization of the Portland Junior Hawks Logo and any representation of the PJH Name for apparel, printed materials, etc. must receive PJH Board approval. In addition, only PJH-approved suppliers may be used.

The Portland Junior Hawks have a standardized jersey for both Tier and House programs that has been set by the Board of Directors. No deviations or exceptions will be allowed.

USA HOCKEY ZERO TOLERANCE—GENERAL

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials, administrators, parents, and spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey events. There are points of emphasis that must be implemented by all On-Ice Referees or linesman for the following Categories: PLAYERS, COACHES, OFFICIALS, PARENTS, and SPECTATORS.

USA HOCKEY ZERO TOLERANCE—PLAYERS

A minor penalty for un-sportsman-like conduct (Zero Tolerance) shall be assessed whenever a player: (1) Openly disputes or argues any decision by an official. (2) Uses obscene or vulgar language at anytime, including any swearing, even if it is not directed at a particular person. (3) Visually demonstrates any sign of dissatisfaction with an officials decision. Any time a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

USA HOCKEY ZERO TOLERANCE—COACHES

A minor penalty for un-sportsman-like conduct (zero Tolerance) shall be assessed whenever a coach: (1) Openly disputes or argues any decision by an official. (2) Uses

obscene or vulgar language in a boisterous manner to anyone at any time. (3) Visually displays any sign of dissatisfaction with an officials decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

USA HOCKEY ZERO TOLERANCE—OFFICIALS

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

USA HOCKEY ZERO TOLERANCE—PARENTS/SPECTATORS

On-ice officials will stop the game when parents or spectators display inappropriate or disruptive behavior that may interfere with the game or other spectators of the game. The on-ice officials will identify the violators to the coaches to remove the parents or spectators from the spectators viewing area or game area. Once removed, the play will be resumed. Lost time will not be replaced and violators may be subject to further disciplinary action by the PJH board.

Inappropriate or disruptive behavior may include: (1) use of obscene or vulgar language in boisterous manner to anyone at any time. (2) Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical or violence. (3) Throwing any object within the rink, including spectator’s area, player’s bench, penalty box or on the ice surface, directed in any manner as to create a safety hazard.

Note: USA Hockey regulations apply both to practices and games. The areas covered by USA Hockey include the rink and the rink parking lot.

2006-2007 Min. Suspensions

The following are PJH minimum penalties for violating PJH policy, OSHA policy, or USA Hockey Official Rules and Guidelines.

PENALTY	SUSPENSION
=====	=====
INELIGIBLE	3 years.

Team official who is party to or has knowledge of ineligible players or ineligible team official that are not registered with that team or not properly affiliated to that team.

SUSPENDED	Indefinite
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Team official who is party to or has knowledge of playing suspended players or suspended team officials.

MATCH PENALTIES

Match is the suspension from the game, suspension is indefinite until reviewed & reinstated by the PJH Board, and reported to OSHA, and USA Hockey. This section covers match penalty by anyone.

Injury or Attempted	Indefinite (deliberate, head butting, spearing, kicking, stick swinging, other)
Detrimental behavior	Indefinite (spitting, verbal or physical abuse, threatening, other)
Material on hands	Indefinite (that injured like rings, tape, other)
Refusal to start game	Board

GAME MISCONDUCTS

Game misconduct is suspension from the game with additional suspension unless Board review.

Touch or hold official	5 games
Team Official on Ice	1 game
Challenges or Disputing	3 games
Major & Game w/o review	1 game
Boarding	3 games
Charging	1 game
Cross-Check	2 games
Elbowing/Kneeing	1 game
High Sticking	1 game
Hooking	1 game
Slashing	3 games
Leg Checking	1 game
Body Check in Non-Check	1 game
Avoidable Check	1 game
Check after Whistle	1 game
Butt Ending	3 games
Head Butt	2 games
Hold/Grab Face Mask	3 games
Spearing	3 games
Check to Head	2 games
No surrender stick	1 game
Kicking	3 games
2 nd Major penalty same type	1 game
5-penalties same game	1 game
Persisting misconduct	1 game
Obscene gesture	1 game
Racial or Ethnic slur	1 game
2 nd Persisting misconduct	2 games
Persist after Bench Minor	1 game
Player with Non-Player	Indefinite
Banging Stick	1 game
Throwing Stick out	1 game
Swinging Stick Altercation	Indefinite
Hair pulling	3 games
Un-sportsmanlike	1 game
CHECK FROM BEHIND	
Match or Game Misconducts	
Check from behind	1 game
Check behind with head	2 games
Boarding from behind	4 games
PRE-GAME, POST-GAME FIGHTS	
First infraction	2 games

Second infraction	4 games
Third infraction	6 games
Outside arena	Indefinite
Coach of players in pre-game or post-game	Indefinite
Coach penalty if player leaves the bench or penalty box during a fight and player identified	3 games
Player(s) not identified	1 game

FIGHTING, FISTICUFFS

Match or Game Misconducts

Drop Gloves (w/o fight)	1 game
Drop Stick (w/o fight)	1 game
Leave bench during	3 games
Instigator	2 games
Third person in	2 games
Player with Non-Player	Indefinite
Continue after warning	1 game
Player with Non-Player	Indefinite
Swinging Stick Altercation	Indefinite
First infraction	1 game
Second infraction	3 games
Third infraction	5 games
Fourth infraction	Indefinite
Involved in fight Off Ice	5 games
Leaving penalty box	5 games
2 nd Major same stoppage	2 games
Aggressor	1 game

Note that unless specified the penalty is the same for player, team official, coach, official, off-ice official, spectator, parent.

The PJH Board must approve any reduction or elimination of suspension.

Suspensions may be increased for repeat offenders or if circumstances dictate.