



# SWE Hockey Parents Meeting Agenda

Sunday 10/26/10  
ENIA, Verona

1. Introductions
2. Evaluation Process Overview – Courtney Corning, VP
3. Evaluation Feedback Process – Courtney Corning, VP
4. Season Overview – ALD
5. Coaching – Joe Taylor, Ace Diretor
6. Team Manager Overview and How parents can get involved – ALD
7. Player and Parent Code of Conduct overview and Sign off – ALD
8. Question and Answer



# PLAYER EVALUATIONS

Courtney Corning – Vice President

On Thursday, September 30th our Mites will lead off the evaluation process for this season. Tryouts will run through Thursday, October 7th. Teams for Mite through Pee wee age divisions will be posted on the website, no later than Friday, October 8th.

Over the summer months the evaluation committee, in conjunction with the coaches committee and the board of directors, has worked on a few changes to the evaluation process.

A common theme within the membership, as it pertains to the evaluation process, has been communication. To address this, I will be providing several opportunities to discuss the evaluation process. The first opportunity will be during preseason conditioning. I, along with one other board member, will be available in the mezzanine during the first on-ice conditioning time for each level. During this time, it will be an open forum to ask questions about, and get clarification on, the evaluation process. All parents are welcome to drop in at any time that works for them.

The second opportunity will be after evaluations have concluded. I, along with one other board member, will be available in the mezzanine during each team's first on-ice practice to discuss your individual skater's evaluation process. This is a time for parents to get feedback on each skater's strengths and weaknesses. Our hope is that this feedback will help all of our families by giving skaters areas to focus on for improvement, and positive encouragement on what they do well.

## Skater Evaluations

Like last season, evaluations will consist of 3 on-ice sessions. Following is an outline of each of these sessions.

### Skills (1 session, 33.3% of total evaluation score)

Players will be evaluated in five equally weighted categories: forward skating, backward skating, stops and starts, puck control, and passing and shooting. Some of the drills that the players will be asked to perform may have changed from prior seasons. The goal is to better provide drills that are more challenging in nature, but will allow the player to shoot, pass and stickhandle more than in the past. This will also give our evaluators more chances to see each player demonstrate their hockey skills.

### Scrimmages

#### (2 sessions, 66% of total evaluation score)

During each scrimmage, players are evaluated on their overall hockey performance, with equal weight given to offensive and defensive awareness and expertise, in each controlled scrimmage. You will notice that the word awareness is used. The reason behind this is simple. Over 95% of the time a player is on the ice during a game situation, the puck is not on his/her stick. With this in mind, we believe it is important to evaluate what players do without the puck, as well as with it. We also believe this system of evaluation will encourage more complete, and better overall team play.

- **3 vs. 3 Scrimmage** (33% of total evaluation score).

The second session will be a scrimmage that includes all players in a specific age classification using a 3 vs. 3 reduced surface formats.

- **5 vs. 5 Scrimmage** (33% of total evaluation score).

The third session will be a scrimmage that includes all players in a specific age classification using a 5 vs. 5 full-ice format.

Scrimmages for Pee wees and Bantams will include checking. The Board may change the format of the scrimmage sessions in consultation with the evaluators.

## Evaluation Schedule

Date	Start Time*	Age	Group	Session
9/30 Thursday	5:20 pm	Mite	A-L	Skills
	6:30 pm	Mite	M-Z	Skills
10/3 Sunday	12:00 pm	Mite	All	3 x 3
	1:15 pm	Squirt	A-K	Skills
	2:30 pm	Squirt	L-Z	Skills
	3:45 pm	Pee wee	A-K	Skills
	5:00 pm	Pee wee	L-Z	Skills
10/4 Monday	5:20 pm	SQ & PW Goalies		Skills
10/5 Tuesday	5:20 pm	Mite	All	5 x 5
	6:30 pm	Squirt	All	3 x 3
10/6 Wednesday	5:20 pm	Squirt	All	5 x 5
	6:30 pm	Pee wee	All	3 x 3
10/7 Thursday	5:20 pm	Pee wee	All	5 x 5

\* All sessions 1 hour

## Goalie Evaluations

Similar to the skater evaluation process, the goalie evaluation process will consist of three sessions. All sessions are weighted equally, with each session accounting for 33.3% of the player's total evaluation score. The first session will be a skills session. The second and third session will be the scrimmage sessions for the age division.

- **Skills (33.3%):** The player is graded on the skills of angles, glove/pad saves, use of stick, puck control (rebounds) and movement/reactions.
- **Scrimmages (66.6%):** The player will be evaluated on overall performance in a game situation in both scrimmages for their age level.

Only Squirt and Peewee goalie should attend the skills evaluation session for goalies. Bantam goalies will have approximately a month to show their skills. See Bantams below.

## Bantams

This age group will not go through the SWE evaluation process used at other age levels. All Bantam players will be assigned to a Southwest Bantam pre-season team. A best effort will be made to divide the players into equally matched pre-season teams.

Coaches of the pre-season teams, with oversight from the Coaches Committee, will be evaluating skaters during pre-season practices and games. After all area High School evaluations have concluded (approx. Nov. 10th), the Southwest Bantam evaluations will conclude, and the players will be placed on a team for the season.

In order to get a jump on an early season tournament, Kris Roehrig (Bantam ALD) will enter both our "A" and our "B" teams into a tournament. Southwest will advance the entrance fee for each team, with the understanding that each teams' budget will reimburse the organization.



## 2010-2011 Age Classifications

Age	Year of Birth	Southwest Eagles Level
7 – 8	2002 – 2003	Mite A
9 – 10	2000 – 2001	Squirt
11 – 12	1998 – 1999	Peewee
13 – 14	1996 – 1997	Bantam
15 -18	1991 – 1995	Midget / High School 2

## Mites

The Southwest Age Classification defines Skaters 7 – 8 years old (2002 – 2003 birth date) as Mite A eligible. Accordingly, skaters 6 years of age and younger must follow the Southwest guidelines for "Skating at a Higher Age Classification" as defined in the Southwest Parents' Handbook. The 2010 – 2011 Southwest Parents' Handbook will be available via the website in early August.

- The policy for skating at a higher age classification is for players that have demonstrated exceptional skills and by playing up they will have the opportunity to compete at a level that is appropriate for their skill level.
- Players requesting to play up must obtain a recommendation from the Coaches Committee and notify the appropriate Division Director by the first Sunday in September. A player will be allowed to tryout at the older age classification unless the Board of Directors determines that it will adversely affect team sizes at either age classification.
- All requests to play up require the parent, player and ACE Director signatures.
- The Southwest Eagles Youth Hockey Association will allow a player to play up one age group, if after participating in tryouts at the older classification, the player's total tryout score is in the top five for that older classification. If the player's total tryout score is not in the five for the older classification the player will be placed on a team at their age classification. The Southwest Board of Directors may make exemptions to this policy if a majority vote of the Board decides that the situation warrants special consideration due to number of skaters at each of the age divisions affected.

The Southwest Board is responsible for the success of the entire organization and will consider the effects of adding a player to a team before granting permission to any player to tryout for a higher level.

See you at the rink,  
Courtney Corning, Vice President  
608-320-3564 • sweaglesvp@gmail.com

## YOUR SKATER'S TRYOUT NUMBER IS \_\_\_\_\_

- The first session will evaluate specific hockey skills. During this session each player is graded on the skills of skating (forward & backward), stops and starts, stick handling, and shooting.
- The second and third sessions will be controlled scrimmages. The second session will be 3 X 3 cross-ice games and the third will be a 5 X 5 full-ice scrimmage. Checking will be allowed at the peewee level. All players will be given a score for offensive awareness and for defensive awareness. These scores are weighted equally.
- Each session is weighted at 1/3 of a players overall evaluation score.
- Players may not wear Southwest Eagles jerseys or other jerseys or equipment that bears their name or other identifying information during any evaluation session.
- See the Southwest Eagles Parent Handbook for a complete description of the player selection process.
- Team posting will be posted with the tryout numbers at the Eagle's Nest and on the official web site at [www.southwesteagles.com](http://www.southwesteagles.com) no later than Saturday, October 9<sup>th</sup>.
- **Players are required to attend all evaluation sessions.** If a player misses any of the evaluation sessions they will be placed on the lowest level team at that age level. The player may be moved to a higher---level team in the age division with approval of the Division Coaches and Board of Directors. This roster change must be completed prior to the USA Hockey deadline for submission of official rosters.
- **Players must return their pinnie after each session.**
- If you have any questions please contact your Division Representative:
  - Mites Walter Iszczyszyn 608 358-1582
  - Squirts Matt Smith 608 848-9305
  - Peewee Dana Borgerding 608 848-4785
  - SWE VP Courtney Corning 608-320-3564

Thank you for your cooperation and good luck!



# Evaluation Process Overview

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1. Skills Evaluation – 33% of evaluation score
  - a) Players will be evaluated on multiple individual skills.
  - b) These skills vary based on age level
  - c) Points awarded from all 4 evaluators will be added to obtain a skills score
  
2. 3 v 3 Scrimmage – 33% of evaluation score
  - a) 4 Evaluators will watch all of the skaters compete in a 3 v 3 scrimmage
  - b) Evaluators will score each skater for both offensive and defensive awareness
  - c) Points awarded from all 4 evaluators will be added to obtain a 3 v 3 scrimmage score
  
3. 5 v 5 Scrimmage – 33% of evaluation score
  - a) 4 Evaluators will watch all of the skaters compete in a 5 v 5 scrimmage
  - b) Evaluators will score each skater for both offensive and defensive awareness
  - c) Points awarded from all 4 evaluators will be added to obtain a 5 v 5 scrimmage score
  
4. Total Score
  - a) Scores from all 3 sessions are then added together
  - b) Teams are then created taking in to account optimal team size and a logical break point in skater evaluation scores





# Feedback Process Overview

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1. This year SWE Hockey will be offering evaluation feedback to skaters and parents
2. Feedback meeting times will be held during practices for your skaters team
3. This meeting will include two members of the SWE Board ideally the VP and the age level ALD as schedules allow.
4. This feedback process is intended to:
  - a) Give parents and skaters positive feedback on the skaters strengths
  - b) Give parents and skaters insight on areas to focus on for improvement
  - c) Provide additional transparency in the evaluation process
5. This feedback will include:
  - a) Total score for each of three sessions
  - b) Total score for each skill set
  - c) Total possible score for each skill set and session
  - d) Average Score of all skaters in each area and session
  - e) Average total score of all skaters for all sessions
6. This feedback will NOT include:
  - a) Information that is specific to any other individual skater
  - b) Information that is specific to any individual evaluator
  - c) The ability or forum to lobby for a different placement for a skater





## SOUTHWEST EAGLES YOUTH HOCKEY ASSOCIATION

103 Lincoln Street  
Verona WI 53593

# PARENTS' MEETING 2010: COACHES

## Philosophy

Our primary focus is skater development: **fundamental skills**, conceptual development, sportsmanship and respect for teammates, opponents, coaches, officials, parents and off-ice officials.

- USA Hockey Coaching Materials: [http://www.usahockey.com//Template\\_Usahockey.aspx?NAV=CO\\_07&ID=19650](http://www.usahockey.com//Template_Usahockey.aspx?NAV=CO_07&ID=19650)
- USA Hockey ADM: <http://www.admkids.com>

## Organization

**Association Coaching and Education Director: Joe Taylor (608-663-4577, [ace@southwesteagles.com](mailto:ace@southwesteagles.com))**

The ACE Director is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In their role, Association ACE Directors organize and manage CEP requirements, assist the local association in the development of a well-trained coaching staff, promote parent education and provide clear goals and objectives for player skill development. At Southwest, the ACE Director is also the chair of the SWE Coaches' Committee.

## Coaches' Committee

The Coaches Committee is comprised of senior coaches. They develop and recommend our association coaching policy, conduct interviews for assigning coaches, and hold disciplinary hearings when necessary. The Coaches Committee also sets player development skills standards, works to maintain a consistent coaching philosophy, and maintains a library of coaching manuals, drill books, and videos.

Coaching assignment recommendations are made by the Coaches' Committee and are submitted to the Board of Directors for final approval. The Coaches' Committee considers coaching experience, philosophy, past performance, as well as prior parent and coach feedback when making their coaching assignment recommendations.

Committee Members:

- Tom Hill, Kevin Hughes, Peter Johnson, Jim Kenneally, Ken Keryluk, Carl Makuch, Joel Marshall, Mike Moore, Bill Schmitt, John Sturges, Tim Ritter, Scott Dahlk

## Code of Conduct and Communication

I encourage you to contact me if you have any coaching concerns or questions (positive feedback and compliments are also appreciated and are also considered during future coaching assignment selections). I will be thorough and respectful when investigating any complaints. Please keep in mind that anonymous complaints are typically much more difficult to resolve.

Coaches, like players and parents, are bound by the SWE Code of Conduct policies. Please directly contact me if you feel a coaching code of conduct violation has occurred.



## SOUTHWEST EAGLES YOUTH HOCKEY ASSOCIATION

103 Lincoln Street  
Verona WI 53593

### PARENTS' MEETING 2010: COACHES

#### Logistics

##### *USA Hockey Registration,*

- All coaches must register online with USA Hockey.

##### *Southwest Eagles Paperwork*

- New coaches are required to submit a SWE Application to Coach.
- For the 2010 - 2011 season, all Southwest Coaches will be required to complete the Background Check, Waiver form, and Coach's Code of Conduct form.
- Background checks will be completed via a WAHA selected vendor.

##### *Student Coaches*

- All Student Coaches (18 years of age and under) are required to fill out a Student Coach Application
- Student coaches need to be a positive addition to the practice environment; they are on the ice to help, not for extra ice time. Whether student coaches are welcome to help with practices, and the number of student coaches on the ice for practices is the head coach's prerogative.

##### *USA Hockey Coaching Education Program (CEP) and CEP Certification*

- Coaches must be certified at the correct CEP level for the age at which they are coaching. Level 1, Level 2, and Level 3 CEP Clinics are typically 8 hours per clinic.
- Level 1 - Mite & younger
- Level 2 - Squirt (& younger)
- Level 3 - Peewee, Bantam, Midget, HS2 (& younger)
- Level 4 - All age levels (no expiry date)

A coach must be certified at the appropriate level by DEC 31 to participate on the ice during practices or on the bench during games. Certifications are valid for 3 years.

Our coaches thank you for your support, and I hope all of your skaters have a successful season.

Joe Taylor  
ACE Director  
608-663-4577  
ace@southwesteagles.com



Last Name \_\_\_\_\_

Division & Team \_\_\_\_\_

## ***SOUTHWEST EAGLES HOCKEY ASSOCIATION PLAYER CODE OF CONDUCT***

The philosophy of the Association is to emphasize individual participation by providing relatively equal attention to player during practices and relative equal playing time in scheduled games. This philosophy does not apply, however, when an individual team member has not participated in scheduled practice sessions, demonstrates attitudes or displays conduct not conducive to good team morale or sportsmanship, or is being disciplined by the coach. All players, parents/guardians and coaches are expected to maintain and demonstrate good sportsmanship throughout their association with Southwest. Practice hard, play hard, accept the outcome and have fun! If it is not fun, and if you do not love the game, then you should not be playing.

### **PLAYER**

#### **TIER I RULES**

Use of alcohol, tobacco, controlled or illegal substances is prohibited.

**Violation of this rule will automatically result in immediate suspension until the Board of Directors determines appropriate disciplinary action at its next regularly scheduled meeting.**

- A. The parents or guardians of the player will be notified of the suspension as soon as possible by the coach or team rep.
- B. A meeting will be scheduled with the player, the parents or guardian, the coach(es) and division rep to investigate the specific violation.
- C. The punishment for violation of this rule can range from:
  1. Suspension from a game or specified number of games.
  2. Suspension for remainder of hockey season. Reinstatement must be approved by the Board of Directors prior to the start of the next hockey season.
  3. Permanent suspension from the Southwest Eagles Hockey Program.
  4. Other appropriate action as deemed necessary by the Board of Directors.

#### **TIER II RULES**

Unlawful and/or unacceptable conduct.

- A. Any deliberate abuse of equipment, buildings or rink facilities at home or on the road is prohibited. Player will be responsible for repair or replacement costs and/or community service at the discretion/direction of the rink manager.
- B. Theft of another player's equipment or personal belongings is prohibited.
- C. Fighting or abusive behavior is prohibited. *This includes remarks made to or about teammates or opponents.*

If a player violates a Tier II rule:

1. The parents or guardians of the player will be notified as soon as possible by the coach or team rep.
2. A meeting will be scheduled with the player, the parents or guardian, the coach(es) and the division rep to investigate the specific violation *using guidelines outlined in the SHA Code of Conduct Policy.*
3. The punishment for violation of any Tier II rule shall be:
  - A. First Offense: One game suspension.
  - B. Second Offense: Three game suspension.
  - C. After the second offense, incident will be reported to the Board of Directors who will review the incident and determine appropriate action.





**Southwest Hockey Association, Inc Parent/Player Code of Conduct Form**  
(Revised August 12, 2004)

At registration or before season begins, each parent must sign this Southwest Hockey Association, Inc. (SHA) Code of Conduct form that the association will enforce. **SOUTHWEST IS A ZERO TOLERANCE ORGANIZATION**

1. I will encourage and demand that my son/daughter treat other players, coaches, officials, and spectators with respect regardless of race, color, creed, sex, or ability and will treat all players, coaches, other parents, and officials with dignity and respect in language, attitude, behavior and mannerisms.
2. I will encourage good sportsmanship through my actions, by demonstrating positive support for all players, coaches, and officers at every game or practice.
3. I will, at all times, refrain from using profanity and discourage its use by team members, parents, and spectators.
4. I will refrain from coaching my child or other players during games and practices unless I am a registered team coach.
5. I will promote the emotional and physical well-being of the athletes ahead of any personal desire to win.
6. I will teach my son/daughter to play by the rules and resolve conflicts without resorting to hostility or violence.
7. I will provide support for coaches and officials working with the athletes to provide a positive experience for all.
8. I will demand a drug, alcohol, and tobacco-free environment for my athlete, and agree to assist by refraining from their use at SHA events.
9. I will hold any discussion of disagreement with the coach first, in an appropriate manner, out of the presence of players, parents, or spectator.
10. I will respect the property and equipment used at Eagle's Nest Ice Arena and at rinks where SHA teams play their games.
11. I will remember the game is for the athletes and not for the parents.
12. I will learn the rules of the game and the policies of USA Hockey.
13. I agree that if I fail to abide by these rules and guidelines, I may be subject to disciplinary action.
14. I agree to support and promote the philosophy of SHA: teamwork, effort skill, development, character, sportsmanship, safe environment, humble and thankful in participation.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Southwest Hockey Association, Inc Parent Code of Conduct and Review Procedures

(Revised Aug 2004)

## SOUTHWEST IS A ZERO TOLERANCE ORGANIZATION

### **1.0 Parents**

Parental support is critical to the success of our children. The majority of parents whose children participate at Southwest are well behaved. The Southwest Hockey Association, Inc. (SHA) Board of Directors (BOD) wishes to thank all those parents for their excellent behavior and to enlist support in administering these guidelines.

Unfortunately some parents believe they have a role that is often greater than their knowledge and understanding of the game. While parents do play a major role in supporting the children who are actually playing, some believe that part of that role includes disputing an official's call or helping coach their team from the bleachers. Sarcasm, negative remarks and unsolicited advice have never helped a child enjoy his or her sporting experience.

Just like at home when your child falls, it is sometimes better to let your child pick her/himself up rather than always stepping in to do that for them. Unfortunately, as hard as we all try, not all situations in hockey are fair. Show your confidence in your child by letting him/her face a problem, deal with it and then move on, just as we do as adults. Remember that Southwest is about organized hockey for kids only.

### **2.0 Preamble**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." (Arizona Sports Summit Accord)

### **3.0 Code of Conduct**

At registration or before the season begins, parents must sign the SHA Code of Conduct form that the association will enforce. The code is as follows:

1. I will encourage and demand that my son/daughter treat other players, coaches, officials, and spectators with respect regardless of race, color, creed, sex, or ability and will treat all players,

coaches, other parents, and officials with dignity and respect in language, attitude, behavior and mannerisms.

2. I will encourage good sportsmanship through my actions, by demonstrating positive support for all players, coaches, and officers at every game or practice.
3. I will, at all times, refrain from using profanity and discourage its use by team members, parents, and spectators.
4. I will refrain from coaching my child or other players during games and practices unless I am a registered coach.
5. I will promote the emotional and physical well-being of the athletes ahead of any personal desire to win.
6. I will teach my son/daughter to play by the rules and resolve conflicts without resorting to hostility or violence.
7. I will provide support for coaches and officials working with the athletes to provide a positive experience for all.
8. I will demand a drug, alcohol, and tobacco-free environment for my athlete, and agree to assist by refraining from their use at Southwest Hockey Association events.
9. I will hold any discussion of disagreement with the coach first, in an appropriate manner, out of the presence of players, parents, or spectator.
10. I will respect the property and equipment used at Eagle's Nest Ice Arena and at rinks where Southwest Hockey Association teams play their games.
11. I will remember the game is for the athletes and not for the parents.
12. I will learn the rules of the game and the policies of USA Hockey.
13. I agree that if I fail to abide by these rules and guidelines, I may be subject to disciplinary action.
14. I agree to support and promote the philosophy of SHA: teamwork, effort skill, development, character, sportsmanship, safe environment, humble and thankful in participation.

Failure to abide by these rules and guidelines could result in any of the follow disciplinary actions:

- a. Verbal warning
- b. Written warning
- c. Parental game suspension
- d. Parental season suspension
- e. Parental disbarment

- f. Player removal
- g. Player suspension

These actions may not necessarily be taken in an escalated manner, and SHA reserves the right to select and apply any penalty dependant on the situation and the recommendation of the Parent Review Committee (PRC), as outlined in Section 5.0 of the Parent Code of Conduct guidelines.

#### **4.0 Reporting Allegations of Parent/player Misconduct**

The purpose of this section is to outline the procedures for anyone, coach, parent, spectator, to report any conduct that may be prohibited under the Code of Conduct guidelines outlined in Section 3.0 above. Anyone who wishes to report an allegation should not feel or believe that there will be retribution directed at them or their child because of their desire to report inappropriate conduct. Southwest will fully review and/or investigate all allegations of parent/player/coach misconduct it believes potentially violates the misconduct guidelines in Section 3.0.

##### **4.1 Individuals to whom allegations should be reported**

If you believe that certain conduct, observed during any SHA game or practice, violates or borders on violation of the SHA code of conduct requirements, please be prepared to submit the allegation to any of the following individuals:

- a. Team Manager of that level, e.g. Squirt A, Peewee C.
- b. Age Level Director, who is on the Board of Directors
- c. Any member of the SHA Board of Directors.

##### **4.2 Elements of misconduct allegations and Confidentiality Provisions**

Allegations of misconduct, reported to individuals outlined in section 4.1 above, at a minimum, should include the following information:

- a. When (date, approximate time), did the incident/action occur?
- b. Where the incident/action was observed?
- c. What happened? A detailed description of what was heard or observed by the reporter.
- d. Any possible witnesses to the incident.
- e. Why you believe this incident/event occurred.
- f. Contact information so that the recipient of the allegation has the appropriate information to provide follow up communication.

The reporter may use any written means necessary, e-mail, regular mail, etc., to report an incident.

**Confidential reports.** It is not the policy of the board that to accept confidential reports. Although confidentiality may be requested, the Board cannot guarantee 100% confidentiality.

In the event that disciplinary actions result from the allegation, the individual against whom the allegation is made may request identification of the reporter.

#### **4.3 Timelines for reporting, investigating and resolving misconduct allegations.**

So that all misconduct allegations are received resolved in a timely manner, especially those that could potentially result in suspension or disbarment, the following timetable is recommended by the SHA Board of Directors and individuals charged with resolving the misconduct allegations.

- a. Within 3 calendar days of witnessing an incident/event s/he believes constitutes misconduct, the incident should be referred to any of the individuals outlined in Section 4.1
- b. Within 3 calendar days of receiving a complaint, the recipient of the allegation shall determine if the allegation constitutes misconduct, based on the guidelines outlined in Section 3.0. The recipient shall via email or postal service, acknowledge receipt of the complaint within 2 calendar days.
- c. The recipient of the allegation, if not the Age Level Director (ALD), shall refer the complaint to the ALD within 2 calendar days of receiving the complaint.
- d. With 14 calendar day of receiving the complaint via c. above, the ALD shall conduct an investigation to determine if the allegation is substantiated.
- e. If the allegation is substantiated, the ALD shall, within 5 calendar days, select a "Parent Review Committee" who will serve as the judicial panel to determine the appropriate level of disciplinary necessary to close the complaint.
- f. The Parent Review Committee shall, in 7 calendar days and in concert with the ALD, notify the parent/coach/player, who is alleged to have violated the code of conduct, and schedule a pre-disciplinary hearing. During the hearing, the parent/coach/player may bring any witness they deem necessary to present information on their behalf.
- g. Within 2 calendar days of the completing the hearing, the Parent Review Committee shall submit the recommended disciplinary action to the ALD for approval at the next Board meeting.
- h. The BOD shall send official notice the parent/coach/player summarizing the outcome of the investigation and judicial review and notifying the parent/player of the discipline that has been determined.

#### **4.4 (open)**

### **5.0 Parent Review Committee (PRC)**

The Board of Directors of SHA strongly believes that the best manner to resolve parent/player misconduct is to encourage the parent members to serve as members of the PRC to oversee the disciplinary action proceedings against parents/players when misconduct occurs.

#### **5.1 Selection of PRC Members**

Members of the PRC shall not participate in disciplinary actions for cases at their age level. For example, if the allegation is of misconduct of a parent/player from the Squirt A program, parents from the Squirt program should not serve on the PRC. Members of the PRC for this example shall be from Peewee, Bantam or Midget levels.

## **5.2 Composition of the Parent Review Committee**

The PRC shall be comprised of not more than five (5) SHA parent members. From these members, one shall be responsible for facilitating the disciplinary hearing and one shall be appointed the spokesperson for the committee. After selection by the ALD, the PRC should meet to assign these roles.

## **5.3 Selection of PRC Committee Members**

With the assistance of other members of the Board of Directors, the ALD charged with investigating the allegation should select the PRC members. The ALD shall meet with the PRC members and discuss the outcome of the investigation, which resulted in the formation of the Committee. The ALD shall submit copies of the completed investigation to each of the members.

**5.3a. Conflict of Interest Determination.** All PRC members should ensure that they are fully able to participate as a neutral reviewer.

## **5.4 Scheduling Disciplinary Reviews**

PRC members and ALDs should conduct a disciplinary hearing as soon as possible following the ALDs investigation of the alleged misconduct. This is to assure that the issues, however serious, are addressed in an efficient and effective manner and results are presented to the Board of Directors to follow through on recommendations from the PRC.

## **5.5 Power and Duties of the PRC**

The PRS shall have the power to recommend any course of action it deems necessary based on the gravity of any confirmed misconduct. This includes suspension or discipline of any member of the association.

## **5.6 Disciplinary Hearings**

The parent/player shall be given the right of due process. In so doing, they shall present information/evidence they deem necessary to refute the allegation and confirmation. The PRC is asked to conduct a thorough analysis of the information before arriving at a disciplinary recommendation. Information provided by witnesses, on both sides, shall be acceptable during the hearing.

## **5.7 Notification and Reporting of Hearing Decisions**

The PRC shall verbally notify the ALD within 24 hours of the decision so that this information can be referred to the Board of Directors for final decision.

## **6.0 Appeal Process**

If the parent/player wishes to appeal the disciplinary action imposed by the Board of Directors, the parent/player must submit a written request for appeal to the Board of Directors within 5 calendar days of receipt of the Board's decision. The Board will invite the parent/player to appear before the Board. The Board may wish to conduct a meeting specifically to hear the parent/player's appeal.

The Secretary of the Board of Directors must issue the Board's final decision within 2 days of the appeal meeting.

### **6.1 What Constitutes Grounds for an Appeal**

- a. New evidence not presented at the original hearing or during the investigation;
- b. Irregularities in the proceedings of the original hearing that may have resulted in an unjust or unfair recommendation and decision.
- c. The decision rendered at the original hearing was too severe.
- d. There is proof to establish that the decision of the original hearing was reached in an unjust manner. Examples include non-declaration of a conflict of interest.

## **7.0 Open**

## Goalie Evaluations

Similar to the skater evaluation process, the goalie evaluation process will consist of three sessions. All sessions are weighted equally, with each session accounting for 33.3% of the player's total evaluation score. The first session will be a skills session. The second and third session will be the scrimmage sessions for the age division.

- **Skills (33.3%):** The player is graded on the skills of angles, glove/pad saves, use of stick, puck control (rebounds) and movement/reactions.
- **Scrimmages (66.6%):** The player will be evaluated on overall performance in a game situation in both scrimmages for their age level.

Only Squirt and Peewee goalie should attend the skills evaluation session for goalies. Bantam goalies will have approximately a month to show their skills. See Bantams below.

## Bantams

This age group will not go through the SWE evaluation process used at other age levels. All Bantam players will be assigned to a Southwest Bantam pre-season team. A best effort will be made to divide the players into equally matched pre-season teams.

Coaches of the pre-season teams, with oversight from the Coaches Committee, will be evaluating skaters during pre-season practices and games. After all area High School evaluations have concluded (approx. Nov. 10th), the Southwest Bantam evaluations will conclude, and the players will be placed on a team for the season.

In order to get a jump on an early season tournament, Kris Roehrig (Bantam ALD) will enter both our "A" and our "B" teams into a tournament. Southwest will advance the entrance fee for each team, with the understanding that each teams' budget will reimburse the organization.



## 2010-2011 Age Classifications

Age	Year of Birth	Southwest Eagles Level
7 – 8	2002 – 2003	Mite A
9 – 10	2000 – 2001	Squirt
11 – 12	1998 – 1999	Peewee
13 – 14	1996 – 1997	Bantam
15 -18	1991 – 1995	Midget / High School 2

## Mites

The Southwest Age Classification defines Skaters 7 – 8 years old (2002 – 2003 birth date) as Mite A eligible. Accordingly, skaters 6 years of age and younger must follow the Southwest guidelines for "Skating at a Higher Age Classification" as defined in the Southwest Parents' Handbook. The 2010 – 2011 Southwest Parents' Handbook will be available via the website in early August.

- The policy for skating at a higher age classification is for players that have demonstrated exceptional skills and by playing up they will have the opportunity to compete at a level that is appropriate for their skill level.
- Players requesting to play up must obtain a recommendation from the Coaches Committee and notify the appropriate Division Director by the first Sunday in September. A player will be allowed to tryout at the older age classification unless the Board of Directors determines that it will adversely affect team sizes at either age classification.
- All requests to play up require the parent, player and ACE Director signatures.
- The Southwest Eagles Youth Hockey Association will allow a player to play up one age group, if after participating in tryouts at the older classification, the player's total tryout score is in the top five for that older classification. If the player's total tryout score is not in the five for the older classification the player will be placed on a team at their age classification. The Southwest Board of Directors may make exemptions to this policy if a majority vote of the Board decides that the situation warrants special consideration due to number of skaters at each of the age divisions affected.

The Southwest Board is responsible for the success of the entire organization and will consider the effects of adding a player to a team before granting permission to any player to tryout for a higher level.

See you at the rink,  
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