

INTRODUCTION

This is our third attempt at unraveling what, to many of our members, is the mystery surrounding the St. Albans Skating Association. SASA continues to be one of the largest organizations in the state and intends on sustaining the numbers we have. In any large organization, communication becomes not only more difficult, but also more important. We hope that this booklet will answer most of the questions you have, as well as explain just what our program has to offer. You will find a great deal of information here on what is expected of parents, coaches, and players, as well as what we expect of ourselves.

Our goal will be to update this booklet as deemed appropriate by the SASA Board, so we have stayed away from aspects of the SASA programs which are specific to each hockey season. We will present general information which does not need to be updated yearly.

SASA Board meetings are open to the public and anyone is welcome to attend. Anyone that wishes to address the Board on a specific topic, must send written notice to the President or Secretary of the SASA Board no later than 72 hours prior to the next scheduled meeting. This provides ample time to be added to the agenda. Dates and times of each meeting will be posted on the common bulletin board and at www.stalbanshockey.com. All of us believe that youth hockey is the best youth sports experience that your child can have, and we are all working very hard to make sure that the SASA program is the best hockey program in the country. Hopefully, with this booklet we will enhance lines of communication so that you can help us make this an accomplished fact.

The St. Albans Skating Association Board of Directors.

MISSION STATEMENT

To provide a fun, safe, competitive environment that allows not only each child to grow and develop into the best hockey player they can be, but the best person they can be.

This is to be done by learning teamwork, camaraderie, sportsmanship, dedication, and having respect for the game, coaches, officials, and parents who help serve our hockey community

MEMBERSHIP

SASA provides an opportunity for children that reside in the greater St. Albans area (This includes but is not limited to St. Albans, Sheldon, Bakersfield, Fairfield, Fairfax, Cambridge, Jeffersonville, Montgomery, Fletcher, Georgia, Grand Isle, South Hero, North Hero, Isle Lamotte and Alburg) to play hockey, but does not accept children from communities that provide a similar opportunity. In extenuating circumstances, the board of directors may extend the membership to families outside of the geographical area defined above.

ST. ALBANS SKATING ASSOCIATION (SASA) HISTORY

The St. Albans Skating Association (SASA) came from humble beginnings. However, through the efforts of hundreds of individuals and several service clubs in the St. Albans area, the Association has flourished during its thirty years. The following is a brief history of a hockey association that started out small and through the years has become the benchmark by which other hockey associations measure their success.

In the winter of 1965, some interested individuals erected boards around a skating rink at Houghton Park. This was done so that hockey could be played but because it was a public rink, hockey playing was limited. Because of the conflicts that arose, many of the same individuals worked out an agreement with the Hard'ack Board, part of the Aldis Trust.

A rink was established at Hard'ack in 1966 and hockey and skiing shared the area. Dressing areas were also shared and because hockey was best played at night and the skiing program was busiest at the same time, scheduling conflicts arose. The boards came down and were erected again at Houghton Park for the winter of 1967-68. Though tired of moving boards up and down the hill, these hockey enthusiasts were not discouraged.

In December of 1967, a building was leased from the Canadian National Railroad, the boards were set up and technically the St. Albans Skating Association, Inc. was born. The first officers of the Association were President, Dick Hungerford; Vice President, Don Choiniere; Treasurer, Father James McShane; and Secretary, Bob Bliss. With the establishment of a 60' X 190' rink in the old railroad machine shop, interest in hockey and skating skyrocketed. Family memberships totaled 50 in the first year. The railroad structure was badly in need of repair and during the second year, the walls and ceiling were painted, Bleachers and lights were installed and heated dressing rooms were made available. By the winter of 1969-70, the railroad rink was in pretty good shape and family memberships rose to 150.

It looked like the Association had finally reached its goal - a place to play hockey and hold public skating sessions when it wished. In August 1970, the Association was notified that the property had been leased to International Structures Inc. and would be used for storage. The boards came down yet another time and the search was on for another building. The Association contacted the Coote Field Trustees and leased land next to the athletic dressing rooms.

Through the cooperation of local banks and city residents who backed the venture, money was acquired to erect a structure on Coote Field land. A contract was signed September 21, 1970, to construct the building, but it was not completed until early January 1971. The natural ice surface would thaw and freeze throughout the day depending on the sun. The following year, the Association decided to install compressors to provide artificial ice. A longer skating season could be achieved and the project was completed in October 1971. What started out as a \$60,000 building was now a \$250,000 operation. About 50 individuals each signed \$2,500 notes to make the Association possible.

In 1975, the Governor's Committee on Children and Youth presented the Association with an award. It read: *The St. Albans Skating Association is a remarkable example of community initiative and commitment. Without benefit of government, state, or federal funds, nor of funds from local taxes, but through sheer hard work and cooperative endeavor on the part of members and friends, land was leased and a \$60,000 structure built that now serves 300 children from 18 communities on both sides of the border. Figure skating, hockey, ice shows, or just skating for fun and exercise are available from 6 a.m. to 1 a.m. daily from mid-October to mid-April. No child is denied use of the facilities due to the inability to pay for fees or equipment. Local groups or individuals absorb the costs. Children, who themselves graduated from the skating programs, in turn serve as volunteer instructors, thus character-building, self discipline, and a sense of social interest are built in values that are immeasurable in a democratic society. This committee is happy to recognize the St. Albans Skating Association and herewith presents a Distinguished Service Citation at its Annual Meeting in Montpelier, Vermont, on March 18, 1975.*

Governor Thomas Salmon presented this award to then Secretary-Treasurer Thomas Hall.

In the spring of 1985, the plug was pulled on the Coote Field arena forever. Our new home was now the Collins Perley Sports Center and the winter of 1985-86 was our first season there.

Stephen B. Collins and Bessie V. Perley had a vision of enhancing life at Bellows Free Academy. Together they left nearly \$3.2 million so their dreams could become a reality for the youth of St. Albans and surrounding communities. The Collins-Perley Sports Center began construction on November 15, 1984, and has quickly become one of the finest extra-curricular centers in the State of Vermont.

While the Association has been at the CPSC, we continue to follow in our founding fathers footsteps. In the winter of 1985, the Association constructed and equipped the current snack bar. The snack bar was constructed by volunteers so the Association could sell food and beverages in an effort to keep membership fees at an affordable rate. The press box above the scorer's table was constructed by the Association. The skate sharpening room was constructed by the Association in an effort to provide a sharpening service to not only our members, but to our guests as well.

As we enter the 2005 – 2006 season the St. Albans Skating Association continues to thrive and grow. Our girl's program has established its self as the premier program and continues to grow at an incredible rate. The girls program is comparable to the boy's program of 30 years ago. As it grows, it is the envy of the entire state. The boy's program continues to be the benchmark for all other associations to attain.

Over the years, the St. Albans Skating Association has been fortunate enough to have good people work very hard for the benefit of the Association. Through that hard work we have reaped many benefits. The early years were at times tough and discouraging, but the members got tougher and more supportive. Good things happen when we have a vision for the future. Great things happen when we all work together to fulfill that future vision. What we can see in our future is the desperate need for another ice surface so that we may continue to provide the top quality program that is SASA.

As you will learn while reading this booklet, the Association has a mechanism in place to ensure our future, to ensure that your children's children can experience the joy of scoring a goal, recording a shutout, making a new friend, experiencing competition, and just having fun. Remember, the first members of this Association are now watching their grandchildren learn to skate and play hockey. Who are they? Look in the stands at the next youth hockey game and catch the smiles . . . there they are.

Collins-Perley Sports & FitnessCenter
890 Fairfax Road
St. Albans, VT 05478
Phone: 527-1202

Home of the St. Albans Skating Association

Dear SASA Members:

When my son first started to play hockey, Dick Hungerford, the “Father” of the St. Albans Skating Program, was selling bumper stickers. He was doing it to raise money and awareness. The bumper stickers said: “Keep A Kid Out Of Hot Water – Put Him On Ice”. I truly believe skating in organized hockey (and Figure Skating) programs does build character. The St. Albans Skating Association has worked hard to maintain discipline while encouraging intensity. That is no easy task.

The Collins Perley Sports and Fitness Center hosts over 500,000 annual visitors to its 52-acre site. The rink is our most active venue. The St. Albans Skating Association is our largest single user, after B.F.A.

Collins Perley was made possible by the generous bequests of Stephen Collins and Bessie Perley. It is owned by Bellow Free Academy. While they are its primary user, the high school has the vision to understand its best use is as a facility for the entire region to use. Toward that end, B.F.A. leaves operations of Collins Perley to a separate non-profit corporation, which is independent of B.F.A. Our goal is to offer a wide range of leisure and recreational facilities and activities, which provide the opportunity for all area residents to improve their mental and physical health.

We encourage S.A.S.A. members to join our Facility for Tennis, Racquetball, the Weight Room, Yoga, Martial Arts, Aerobics or any of our fitness programs. Perhaps you could get in a workout in the weight room while your child is practicing on the ice.

We want every guest to enjoy his or her visit. We strive to treat everyone with respect and ask the same of all who come here. We encourage interaction between players and spectators from opposing teams. Good hosts make their guests feel welcome. We hope all who visit S.A.S.A will leave with three images of St. Albans.

WOW! What a great place.

WOW! What nice people.

WOW! Can they ever play hockey!

All the best,

Dave Kimel, Manager
Collins Perley Sports & Fitness Center

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I. CODE OF CONDUCTS

GENERAL

S.A.S.A. will strictly adhere to USA hockey's Zero Tolerance Policy. This policy pertains to all SASA members including players, parents/guardians, and siblings whether you are at our home rink (game or practice), an away rink, away hotel, or any venue. You must remember to act in a professional, courteous, and respectful manner. You are representing not only yourselves but you are representing every member of the S.A.S.A organization.

A. ADMINISTRATORS' CODE OF CONDUCT

1. Follow the rules and regulations of USA Hockey and SASA to ensure that the Association's mission and objectives are enhanced.
2. Support programs that train and educate players, coaches, parents, officials, and volunteers.
3. Promote and publicize your programs and seek out financial support when possible.
4. Communicate with parents by holding parent/player orientation meetings as well as being available to answer questions and address problems throughout the season.
5. Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
6. Recruit volunteers, including coaches who demonstrate qualities conducive to being role models to the youth in our sport.
7. Make every possible attempt to provide everyone, at all skill levels, with a place to play.
8. Develop other administrators to advance to positions in SASA.

B. COACHES' CODE OF CONDUCT

1. Winning is a consideration, but not the only one, NOR THE MOST IMPORTANT ONE. Care more about the child than winning the game.
2. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
3. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; learn to be a more effective communicator and coach; don't yell at players.
4. Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence, and develop self-esteem; teach them the basics.
5. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all players to be team players.
6. Maintain an open line of communication with your players' parents. Explain the goals and objectives of SASA.
7. Be concerned with the overall development of ALL your players. Stress good health habits and clean living.
8. To play the game is great, to love the game is greater.
9. It is mandatory to maintain the proper level of coaching certification required.

C. PARENTS' CODE OF CONDUCT

1. Parents are encouraged to attend practices and games and be vocal in their encouragement of their child. Don't single out individual players for critical comments. Hockey is a team sport.
2. Refrain from "coaching" from the stands or bleachers. You probably will not be helping the team or any players on the ice.
3. Be sensitive and/or appreciative to the other team and its fans. Sometimes your team will be in similar circumstances.
4. Your attitude and your conduct towards the other team's fans should be beyond reproach. Keep it friendly!
5. Believe it or not, referees are human, too, and are deserving of respect. They will make mistakes but at least they are trying to do a good job. They don't need a lot of "grief" from some ill-mannered fans.
6. Your child's on-ice and off-ice attitude will reflect how you, the parent, act. Try to maintain a positive attitude about your child's team and his/her progress.
7. If a parent feels that there is a problem, they are encouraged to speak with the coach but should do so in private. If after meeting with the coaches of the team there is no resolve then a meeting should be scheduled with the parents, team coaches, and the Head Coach of the Association.
8. Parents should not approach the player's bench and talk with the coaches or players during a game.
9. Transportation to and from the local rink and "away" games is the responsibility of the parents. Parents who do not do their fair share of driving should give compensation to the drivers who are providing rides for their children. We encourage car-pooling.
10. Hockey is a team sport. Coaches and the SASA Board of Directors have the authority to discipline players for late arrival, missing a game or practice, or unsportsmanlike conduct.
11. Respect locker rooms as private areas for players, coaches, and officials. Coaches need time both before and after each game to communicate with the team members. The amount of time that each coach would like will be set in the team meeting at the beginning of the season.

D. PLAYERS' CODE OF CONDUCT

1. Play for FUN.
2. Work hard to improve your skills.
3. Be a team player - get along with your teammates.
4. Learn teamwork, sportsmanship, and discipline.
5. Be on time for practices and games.
6. Learn the rules and play by them. Always be a good sport.

7. Respect your coach, your teammates, your parents, opponents, and officials.
8. Never argue with an official's decision.
9. Remember, all negative actions whether on the ice or off reflect not only on the player and parents but the entire SASA organization!

E. SPECTATORS' CODE OF CONDUCT

1. Display good sportsmanship. Always respect players, coaches, and officials.
2. Always act appropriately; do not taunt or disturb other fans; enjoy the game together.
3. Cheer good plays of all participants; avoid booing opponents.
4. Profanity and objectionable cheers or gestures are offensive; cheer in a positive manner and encourage fair play.
5. Throwing any items on the ice surface can cause injury to players and officials; help provide a safe and fun environment.
6. Do not lean over or pound on the glass surrounding the ice surface.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
9. Respect locker rooms as private areas for players, coaches, and officials. Coaches need time both before and after each game to communicate with the team members. The amount of time that each coach would like will be set in the team meeting at the beginning of the season.

F. OFFICIALS' CODE OF CONDUCT

1. Act in a professional and businesslike manner at all times and take your role seriously.
2. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
3. Know all playing rules, their interpretations and their proper application.
4. Remember that officials are "teachers". Set a good example.
5. Make your calls with quiet confidence, never with arrogance.

6. Control games only to the extent that it is necessary to provide a positive and safe experience for all participants.
7. Violence must never be tolerated.
8. Be fair and impartial at all times.
9. Answer all reasonable questions and requests.
10. Adopt a "zero tolerance" attitude toward verbal or physical abuse.
11. Never use foul or vulgar language when speaking with a player, coach, or parent.
12. Use honesty and integrity when answering questions.
13. Admit your mistakes when you make them.
14. Never openly criticize a coach, player, or other official.
15. Use only USA Hockey approved officiating techniques and policies.
16. Maintain your health through a physical conditioning program.
17. Dedicate yourself to a personal improvement and maintenance of officiating skills.
18. Respect your supervisor and his/her critique of your performance.

II. DISCIPLINARY

A. TEAM RULES

1. Any SASA member shall be prohibited from unsportsman like behavior at any time or place while attending or participating in any SASA function, to include language, fighting, vandalism, or negativism.
2. Coaches have the right to request that no parents enter locker rooms except at their discretion.
3. Coaches will make the rules as to when a player must arrive for practice and games. It will be at his discretion to penalize a player. Rules should be in place at beginning of season.
4. Depending on the severity of the offense of any of the preceding rules, action taken can first be determined by the coach, which can involve the following:
 - a. Benching during a game
 - b. Parent/coach conference
 - c. Suspension from a game/games

5. Depending upon the severity of the offense, a coach may find it necessary to involve the disciplinary committee and/or the SASA Board of Directors who can do as follows:
 - a. Impose any of the above as well as expulsion from the Organization.
6. The Discipline Committee, while always keeping the best interest of the offending party in mind will meet for discussion at the next earliest convenience of the Discipline Committee members.
7. Should the Discipline Committee with proper due process determine that either a player and or parent/guardian be suspended/expelled for any part of the season then the player /guardian are not entitled to any refund whole or in part of the registration fees.

B. SUBSTANCE ABUSE POLICY

1. SASA firmly believes that the use of chemical substances neither enhances nor improves an individual's performance. Therefore, the use of tobacco, alcohol, or non-prescribed drugs is prohibited. The consequence(s) for violation of this Policy may be at the discretion of the Board.
 - a. With the first incident there will be a suspension from the next two (2) games. Attendance at all practices is still required.
 - b. With the second incident, there will be an immediate suspension from participating in all future practices and games for the remainder of the season, including all tournament and playoff games.
 - c. Infraction of the second incident will mean automatic loss of any team award(s) for that season.
 - d. With each incident, a meeting will be held with the skater, parent(s)/guardian(s), coach, and Discipline Committee. It is then at the discretion of the Discipline Committee to involve the board in its entirety.

III. TRANSFERS

- A. In the event a family/member chooses to leave or join SASA according to the geographical boundaries outlined previously, SASA will follow the VSAHA policy and procedures.
- B. If a member chooses to leave SASA via a transfer to another team/association, the board of directors reserves the rights to not allow the member back into SASA.
- C. When a player joins SASA after tryouts have occurred, SASA will try to place the player on a team that best matches the player skill level, but the placement of the player should not impact the placement of the previously placed players. The board of directors will facilitate the placement of the player.

IV. SASA PROGRAMS

A. YOUNG BLADES

The Young Blade Program is for beginning skaters who are 4 - 8 years of age and is designed in compliance with USA Hockey's Initiation Program. The goal of the Young Blade Program is to ensure that a youngster's first contact with hockey is a safe and positive experience. Young Blades is a structured, learn-to-play hockey program. It is designed to introduce beginners to the game's basic skills, in a low cost, low commitment program. It enables participants to become contributing members of a team effort; to develop self-confidence, and to experience a sense of personal achievement. These goals are achieved in an atmosphere of cooperation and fun. The Young Blade Program meets mid-week and on Saturday mornings. SASA Age Definition is that a Young Blade player must have obtained the age 4 and be no older than 8 as defined by USA Hockey's age chart. There are two sessions in the Young Blade group (YB1 and YB2). YB1 is for the first time skater and those players still needing a crate to skate. YB2 is typically for the players that completed YB1 the year before or for the skater that can skate without the help of a crate.

B. HOUSE MITES

The House Mite Program is very similar in philosophy to the Young Blade Program. It is designed for children ranging from 6 - 8 years of age who exhibit the necessary skills required to keep pace at this level. SASA will use the USA Hockey age chart. In this program, a youngster continues to refine the skills developed in the Young Blade Program by

practicing twice a week. They also start testing their skills in half-ice games. No travel is required to play these games as they are played once a week in St. Albans against other St. Albans House Mite teams. No score is kept in these games as the emphasis is on fun and participation. These games are spirited affairs that are extremely fun to watch. SASA age definition is that a player must be 6-8 years old to play House Mites. The highlight of the year is the Andrew Irving Mite Jamboree in January. The house teams get to play other house teams from Essex and Burlington. The stands are usually packed with smiles all around the rink.

There will be a limit of 13 players on each of the 4 House Mite teams. When numbers warrant then a House Mite try-out will be held with some players returning to the Young Blade program.

C. HOUSE PROGRAM

The House Program is offered for new skaters and other players ranging in age from 9 – 14 wanting limited travel and/or commitment. As with the Young Blade and Mite Programs, the House Program is designed to teach the basic skills of the game in an atmosphere of fun and participation. The House Program also requires less commitment than travel hockey and comes at a lower cost. This program typically meets once during the week and once per weekend. About 10 - 15 games are played either against other St. Albans House teams or other local organizations. This program is committed to skill improvement, participation, and fun. This program is offered when the number of players, ice availability, and proper coaching are available.

D. TRAVEL PROGRAMS

Travel programs are available from Mites through Midget levels dependent on the number of skaters at each level. At each age level, a competitive tryout process is conducted to establish the “A”, “A/B”, and “B” teams.

The "A" Team is made up of the best players at each level, chosen by the coaching staff and Head Coach of SASA. The selection process is intended to cover a wide range of categories to ensure the best players are chosen at each level. The "A" Team will play a very competitive schedule against the top "A" teams in Vermont and surrounding areas.

If the number of players warrants at a level then an A/B team will be chosen as described above.

The "B" Team/s will consist of the remaining players. Again, dependent on numbers, there could be two "B" teams. This again is determined at the beginning of the season, based upon the recommendation of the Head coach and the SASA Board. When two “B” teams are needed then the teams will be split equally talent wise. All travel teams should receive the same number of practices, games, and tournaments.

Each skater is encouraged to participate in the tryout process at the beginning of the year. No matter what team your child makes, the intent is to ensure that each skater has fun and enhances his skills throughout the year and grows as a hockey player and young adult.

SASA age definition is that a player must have obtained the age of 7 by the USA Hockey age chart to play travel hockey. SASA recommends players playing at the team level appropriate for their age (Mites – ages 7&8; Squirts – ages 9&10; U12 Girls – ages 9, 10, 11, 12; PeeWees- ages 11&12; U14 Girls – ages 13&14; Bantams – ages 13 &14; U16 Girls – ages 15&16; Midgets – ages 15, 16, 17 & 18)

The number of games each program plays will be contained in the Scheduler Guidelines.

E. GIRLS

The girls program enables girls ages 9-16 to play competitive hockey against other girls teams throughout the state. The program is committed to having fun while developing skills in a positive learning environment. SASA age definition is that a girl must have obtained the age of 9 using the USA hockey age chart to play Girl's 12U hockey.

F. OFF-SEASON PROGRAMS

SASA has a warm-up with the SASA Clinic the week before tryouts.

V. COACHING GUIDELINES

- A. SASA Head Coach will coordinate all Team Meetings. Each teams' head coach will have a "team meeting" prior to the start of the season. Players and parents will be informed as to what is expected of them and what they can expect. The Head Coach or level coordinator as appointed by the Head Coach shall attend each team's Team Meeting.
- B. All coaches shall be certified for the level the are coaching as mandated by the USA Hockey Coaching Education Program.
- C. All coaches will have successfully completed the screening process as set forth by USA hockey. Any appeals of this process may be made in writing to the Head Coach of SASA and the Executive Committee of the Board of Directors. It will be at the discretion of the Executive Board to endorse the appeal process to the VSAHA and/or USA hockey.
- D. Coaches and players are expected to meet the game commitments made by the scheduler. Of course this should be a collaborative effort should a conflict arise. Coaches and schedulers work together.
- E. Hockey is a competitive sport. In striving to win, stronger players may get extra ice time; an example would be pulling the goalie at the end of a game to tie the score. Over the course of the season, all players should receive as equal an amount of ice time as possible.
- F. The Team Coach and his assistants are the **only people** to be on the ice during practices and on the bench during games.
- G. At the Parents' Meeting, a team coordinator will be appointed, whose duties shall consists of the following:
 - 1. Welcome visiting teams
 - 2. Arrange accommodations on overnight trips
 - 3. Oversee team publicity
 - 4. Appoint game minor officials (at least two on scorer's table)
 - 5. Be prepared to reciprocate of player gift exchange. (Due to cost SASA only exchanges gifts in special circumstances)
 - 6. Oversee distribution and return of uniforms and equipment. However the head coach of each team will be ultimately responsible for uniforms, equipment, team books, etc.
 - 7. Provide game home sheets at home games.
 - 9 Help with home tournaments.
- G. The Coach, his/her assistant, or the Team Coordinator shall be at the rink at the times the players are required to be there and in the locker room when players are in the locker room. Parents/Guardians are responsible for their own children until the coaches arrive.
- H. Coaches are to refrain from using profanity to players, referees, other coaches, and parents.
- I. Keep your duties to "on ice" duties only.

J. PRACTICE

1. Be prompt 20 minutes early -minimum
2. Be organized written practice schedule
3. Be innovative New fun drills
4. Be analytical Review games (even H.S.) Make your players students of the game.
5. Incorporate everyone Including goal tenders
6. Split ice practices Encourage minimum 20 minutes Full Ice

K. CONDUCT

You are a major role model for six months:

1. Self discipline Commitments and responsibility
2. Representing City, State, and Association

L. GENERAL

1. Equal ice time
2. Rotating positions for younger age groups

M. DON'T LOSE SIGHT OF THE OBJECTIVES

1. Build character
2. Promote teamwork
3. Composure under pressure, etc.
4. Most importantly - HAVE FUN!

VI. TRYOUT PROCESS

A. OBJECTIVE

1. To impartially assign players to appropriate teams according to ability level and stated criteria. To afford players the opportunity, as much as possible, to play at their own ability level with players of their own ability.

B. PROCESS

1. The Team Head Coach has the responsibility of selecting his/her players pending full review and approval of the Association Head Coach and an Association Board Member (assigned by the Board). This group should work together on the selection process. A selection committee will be formed by the Association Head Coach for each age group. The selection committee will be made up of not less than three or more than five members. The possible members will be made up of the team head coach, SASA Head coach, and other appointed impartial knowledgeable hockey personnel.
2. The philosophy of this system is to allow a coach and/or selection committee to structure the team in the fashion that the coach/committee chooses while at the same time being accountable to justify his selections to the SASA Board of Directors. This should serve to ensure the absence of any prejudices.
3. The Coaching/ACE coordinator or tryout committee will be the coordinator of the entire selection process.

C. CRITERIA

1. Ability is the primary criteria for team selection but not the only criteria (skating skills, speed, agility, puck control, shot, etc.)
2. Age: If ability levels for some players are arguably equal in many facets of the game, the second year child should have a decided advantage to make the higher level team. A player should not be placed on a team strictly due to age but this criteria should be used in close selection situations.
3. Attitude and Work Ethic: This intangible should be used as important criteria. Input from previous coaches and legitimate sources should be sought to determine a child's attitude and "coachability" as well as potential.
4. Game Instincts: Consideration should be given to a player's ability to mentally grasp the game, anticipate the play, and understand concepts.
5. Size and Strength should be considered when classifying the players during the selection process (for their own benefit).
6. Special Situation: Injuries, illness, etc., should be taken into account to ensure that a player is placed on the proper team based on the player's situation and "full strength" ability.

D. NOTES

1. A player must be present at the final tryout in order to be considered for a team. There are exceptions due to illness, etc., that would require notification of the selection group to be exempt from this requirement.
2. The selection group must be fully aware of the total number of players in each level classification so that the entire organization is best served by the numbers of players assigned to each team; however, a predetermined number of players is not to be used. The final team number should be determined by the selection criteria and the board of directors.
3. Although the final day of tryouts is the official mandatory tryout day, the selection group should use all of the information available to them including knowledge of the players previous years performance, etc. to determine where a child should be placed for both their benefit and enjoyment as well as the benefit of the entire organization. The multiple day tryout is definitely not to be used as the only information available to the selection group.

E. FINAL COMMENTS

1. Due to the number of players in each given year, the objective of this particular process may or may not be met in varying degrees. The purpose of the process stands: that we strive to place players in an environment that they most closely belong based on ability and other stated criteria. This process has been established to remove any possibilities of prejudice and is designed to ensure as fair a team selection process as possible.
2. Keep in mind that someone will always be disappointed if their child is not chosen. By having a knowledgeable hockey person coordinating the entire process in the form of the associated HEAD COACH, as well as the involvement of an appointed board member, the Association can comfortably feel that everyone is given an equal and unbiased opportunity to attain the highest level of hockey participation as possible. The underlying intent is to be fair to everyone.
3. The decisions and placement of players on teams by the selection committee is final. Appealing to the board will not alter the decision of the committee. Movement from team to team is not an option after the selection process, except in extraordinary conditions as approved by the board of directors.

VII. SASA SCHEDULER GUIDELINES

A. RECOMMENDED NUMBER OF GAMES

- | | |
|------------|-----|
| 1. Mite-A | 30* |
| 2. Squirts | 35* |
| 3. Pee Wee | 40* |
| 4. Bantam | 40* |

* Does not include State's

- The Scheduler should attempt to schedule competitive organizations.
- No games scheduled until after one full week of practice at the Complex, all age groups except the Bantams, Midgets, and U-19 Girls.
- Make every effort to schedule all "A" teams together, all "A/B" teams together, and - all "B" Teams together.

B. NUMBER OF GAMES PER WEEKEND

- 4 game weekends should not be scheduled -- Tournaments Excluded
- 2 game weekend should be our target
- 3 game weekend is allowed on occasion

C. NUMBER OF TOURNAMENTS

1. Number of SASA paid tournaments

- a. Determined by Board yearly. Presently a dollar amount is given to each team to spend on tournaments. Teams with a home tournament will be given a lesser dollar amount than teams without a home tournament.

D. NOTES

1. The following months schedule should be presented to the team by the 20th of the preceding month. The schedule will be posted in the lobby of the Complex and at www.stalbanshockey.com.
3. Periodic Scheduler/Team meetings should be held.

VIII. SASA DUTIES

The administration of organized youth hockey is far more complex than any other youth sport. One of the major factors is the cost of the sport. It is expensive to play hockey and SASA does its best to make sure that the cost does not become prohibitive for any family who wishes to become members.

USA Hockey, who administers youth hockey from the Initiation Programs through the Olympic Team, does a tremendous job of setting guidelines for local organizations as well as providing insurance, coaches, training, and certification, and officials' training and certification. The responsibility that lies with us is to be sure to take advantage of all of these benefits.

The following is a list of jobs or committee chairs that are mainly, but not exclusively, filled by the fifteen SASA Board members. All are major commitments in time and energy and each one needs to be handled effectively for our programs to run smoothly.

A. EXECUTIVE BOARD DUTIES

1. PRESIDENT: The executive officer of SASA is responsible for the overall administration and management of all programs and projects, the fiscal responsibility of the Association, and the planning process on which our operation is so dependent. Also serves on the SAHFT Board.
2. FIRST AND SECOND VICE PRESIDENTS: Both have wide latitude in the management of SASA operations both on ice and off ice. They are involved in the planning process and serve on many committees to help the President manage the overall operations of SASA. The first vice president chairs the discipline committee.
3. SECRETARY: Must keep accurate minutes of all meetings of the Board of Directors and general membership and assist the President with SASA correspondence.
4. TREASURER: The Treasurer is responsible for the collection and disbursement of all SASA funds as well as financial supervision of all SASA entities (snack bar, skate sharpening, fund-raising, hockey clinics, and capital projects). Shall provide financial statements and track SASA's financial status throughout the year. Also serves on the SAHFT Board.

B. FUND-RAISING CHAIRPERSON

Fund-raising Chairperson shall create, implement, organize, and supervise plans for raising funds. The Fund-raising Committee shall coordinate all fund-raising events and activities with the approval of the Board of Directors. *No individual team shall perform fund-raising on their own without the approval of a minimum two-thirds vote of the SASA Board.*

C. REGISTRAR

The Registrar is responsible for the registration of all players and coaches, and the filing of all corresponding forms in the registration process. Also, is responsible for notifying the Treasurer of all fees due to accompany the various registration forms. Ensuring compliance with all USA Hockey guidelines and regulations.

D. COACHING/ ACE COORDINATOR

Responsible for the recruitment, training, and certification of all SASA coaches. Also takes part in the planning process and has supervisory responsibilities in clinics and the tryout and selection process. Monitors coaches in practices and games.

E. SNACK BAR MANAGER

Responsible for the overall operation of the snack bar. This includes ordering on a weekly basis, scheduling of volunteers, planning for large events, and interaction with all team snack bar coordinators. With expanded hours of operation and a growing volunteer work force, special attention is being paid to training and cleaning responsibilities.

F. SKATE SHARPENING SHOP

The manager must establish hours of operation, provide training for potential volunteers, maintain the equipment, and ensure we provide a service that is beyond reproach.

G. VSAHA REPRESENTATIVE

State representative must take an active role in governing the State Association as well as their own local association. The duties include conveying regulations and restrictions as defined by the U.S.A.N.B and U.S.A. Hockey as well as monitoring the local association for compliance to these regulations.

This person must represent their local association interests at state meetings to ensure that issues that are voted on represent the feelings of their association.

H. EQUIPMENT MANAGER

The Equipment Manager shall plan, purchase, disburse, collect, maintain, and store all SASA equipment.

I. MASTER SCHEDULER

The Master Scheduler is responsible for the entire years ice schedule, both for games and practices. Also responsible for auditing the ice bill and authorizing payment after ensuring the billing complies with our actual usage.

J. SCHEDULERS ("A", "B", MITE, GIRLS, MIDGET)

Schedulers are responsible for providing a competitive schedule in accordance with our guidelines and arranging for distribution of those schedules to all the appropriate parties.

K. HEAD REFEREE

The Referee Scheduler is responsible for the assignment of the appropriate level official for all home games and tournaments. Also for delivery of the schedule to the proper authority for proof of payment.

L. TOURNAMENT DIRECTORS

Tournament Directors are responsible for the planning, scheduling, and supervision of all SASA-hosted tournaments.

IX. INDIVIDUAL TEAM DUTIES

A. TEAM MANAGERS

Managers are responsible for assisting coaches in a number of ways. Team jerseys need to be collected and taken care of throughout the season. Each team has a medical bag which needs to be kept supplied and must travel with the team. All home games need to have a full compliment of minor officials assigned, and game sheets need to be filled out ahead of time to ensure that we run on time. Tournament Directors should rely on team managers of all participating home teams to help them schedule minor officials for all tournament games. When attending away tournaments, Team Managers should arrange for accommodations and be sure that directions and schedules are correct. Ensuring that schedules are passed out and changes are duly noted is another important part of the Team Managers' job.

B. SNACK BAR REPRESENTATIVE

A Snack Bar Representative from each team is a very important resource for the Snack Bar Managers to help ensure the operation of this very important SASA function is properly staffed. They need to be part of the planning for all major events, (tournaments, various shows), and their interaction with fund-raising on tournaments can be very helpful to ensure equitable distribution of extra task on these busy weekends.

X. EQUIPMENT

- A. Helmet and FaceMask obtain a helmet and mask that provides full facial protection and is HECC approved. All straps and snaps are in place and working properly. The player will be asked to leave the ice if the helmet and face mask are not working properly.
- B. Shoulder Pads the cap of the pad should cover the shoulder and the straps under the arm should attach securely. The front flap should come down far enough to cover the collarbone.
- C. Elbow Pads The straps should remain tight, providing a snug fit over the elbow. Some pads have adjustable straps, some have only elastic straps. When straps become loose, the pad may slip off.
- D. Shin Pads the knee is a primary area of concern for protection. The pad should cover the knee when the leg is straight and when it is bent at the knee. Pads should bend just below the knee in order to conform to the bent leg.
- E. Gloves: Gloves should have ample room for the fingers and thumb and must not be too snug in the wrist area. Be sure the cuff comes up far enough to adequately cover the wrist.

- F. Stick The stick length can be determined by placing the front bottom edge of the stick on the ice between the skates. The top of the shaft should touch the player's face between the chin and the tip of the nose. It should touch closer to the nose of the player is wearing shoes, not skates.
- G. Neck Protection A neck guard is recommended to be worn at all times while playing hockey.
- H. Pants Pants are usually six sizes larger than the normal waist size. The top padded portion of the pants should cover hips, lower ribs, and the kidneys. The legs should be an inch or two above the knees, overlapping with the top of the knee pads. The area above the knee is often hit by a puck; therefore, make sure there is no gap between the pants and the knee pads. If a gap exists, loosen the suspenders and lower the pants or obtain others that fit appropriately.
- I. Mouth Guards Mouth guard are recommended for all, and are mandatory for pee-wee and above, and also for all girls teams.
- J. Skates Skates are the hockey player's most important piece of equipment. Skates should be slightly smaller (approximately one-half size) than normal shoe size. They should fit snugly with just one pair of socks. Push toes all the way to the front of the skate. At the heel area, there should only be enough room for a pencil to fit between the heel and the back of the boot. When properly laced, players should not be able to lift their heels, and they should be able to move their toes. ****Reminder *** Skates should be sharpened frequently, sometimes as much as once a week. Sharp skates helps with the entire hockey experience.

SASA would like to stress that when buying equipment, that the helmets be in GOLD COLOR, the PANTS be BLACK, and the SOCKS for the SHIN PADS be GOLD with GREEN STRIPES. This helps to identify the players from SASA.

XI. REGISTRATION INCOME

Every effort is made by SASA to design and provide programs for skaters of all ability levels, and also to assess our membership fees accordingly.

When registering three or more players, a family is required to pay for the two most expensive programs and is only required to pay for USA hockey registration/insurance costs for any player after the first two.

XII. TRUST FUNDS

In November of 1987, SASA appointed a Finance Committee to consider the administration of two federated trust funds. The trust funds had been administered without definition by a bank that was discontinuing this practice. The Committee recommended, and SASA Board accepted, the establishment of the following two trusts:

A. The John Ducham Hockey Trust Fund

This fund was formalized in 1989, and continues to assist needy children with scholarships and equipment each year. Applications are available from the SASA Registrar.

B. The SASA(SAHFT) Trust Fund

This fund became known as the "Year 2000 Fund" because of its goal of attaining a \$100,000 balance by the year 2000. The main objective of this fund was to "ensure the long-range viability of youth hockey in St. Albans".

The beginning balance of the funds was approximately \$20,000, mainly generated by the sale of assets from the Coote Field Arena, recognizing the foundation that was laid by the original SASA members who, at their own risk, funded the facility. The SASA Board also accepted the committee's recommendation that it fund a yearly contribution to the fund principal. This fund was formalized in 1995 as the "St. Albans Hockey Future Trust", with a separate board of directors who are responsible for the management of the fund, and acting upon request for expenditures.

The growth of this fund ensures that St. Albans will head into the 21st Century

continue to offer a first-class hockey program as we
