

Prairie Ridge Hockey Club



Policy Manual

Version 1.0
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Code of Conduct Policy

I. BASIC GUIDELINE

The purpose of the Prairie Ridge Hockey Club (PRHC) Code of Conduct is to reinforce our alignment with School District No. 155 policy. The enforcement of this code of conduct shall be consistent with those consequences outlined in the 155 policy except as further defined below relative to the Training Rule violations.

“School District No. 155 has adopted an athletic and extra-curriculum Code of Conduct”. The Prairie Ridge Hockey Club being an independent organization has adopted the Districts Code of Conduct and will enforce its provisions within the Club. Furthermore, the Prairie Ridge Hockey Club will enforce addendums to the Districts policy.

Except where specifically outlined in this addendum the School District No. 155 *“Student Conduct”* rules shall apply to participants in the Prairie Ridge Hockey Club. The *“Student Conduct”* policy addresses the majority of instances expected within the Club and the provisions for disciplinary action shall be followed in their entirety.

II. APPLICATION

The Prairie Ridge Hockey Club Code of Conduct applies to all athletes participating on our Club team, as well as, any other students participating in PRHC events.

III. IMPROPER CONDUCT AND DETRIMENTAL BEHAVIOR

The Prairie Ridge Hockey Club Board and Coaches have sole authority and discretion in determining an athlete’s compliance with the Code of Conduct. Furthermore, if at any time an athlete is found to be acting in a manner detrimental to the best interest of the team or Club they (he/she) may be removed from the organization and not allowed to participate in any PRHC activity for the balance of the season. As an example, detrimental behavior may be described as gross violation of the law, a legal conviction or other behavior not specifically called out in the School District No. 155 policy as determined by the Board or Coach(es).

IV. UNEXCUSED ABSENCES

The first absence not cleared through the team's coach may result in the athlete not participating in the next game. The second unexcused absence may result in the athlete being dropped from the team for the remainder of the season. Unexcused absences from the practice by freshman athletes in fall sports prior to the beginning of school may be dealt with individually by the coaches involved.

V. OVER-LAPPING SEASONS

In the event that a student athlete violates the School District No. 155 Code of Conduct while participating in a School sponsored sport which overlaps the Prairie Ridge Hockey season, the enforcement handed down by the school shall apply to the athletes participation in PRHC activities.

VI. SCHOOL DISTRICT NO. 155 "TRAINING RULES"

In addition, the Prairie Ridge Hockey Club will enforce the School District No. 155 "*Training Rules*" where applicable to the student athlete. These "*Training Rules*" state that "*no member of a Community High School District 155 athletic team will use, attempt to use, solicit, possess, sell or assist any other student in the procuring or use of*" -

- *Tobacco or tobacco based products*
- *Alcoholic beverages*
- *Any form of drugs or steroids other than those prescribed by a physician*
- *Any look-alike drugs*
- *Any drug paraphernalia*
- *Any misuse of prescription drugs, including using another person's prescription or giving your prescription to someone else.*

Participants in Prairie Ridge Hockey are expected to abide by the School District No. 155 Code of Conduct in its entirety as if the student athlete was participating in a school sanctioned athletic event. The Prairie Ridge Hockey Club strives to develop good, clean, healthy and trustworthy citizens by implanting in our players the ideals of good sportsmanship, teamwork, loyalty and respect. It is our goal that participation in our club builds confidence, discipline, character and pride. Therefore, Prairie Ridge Hockey shall impose harsher penalties for violations of the Code of Conduct "Training Rules" than those outlined in the District 155 student handbook. The Clubs addendums to the District 155 Code of Conduct follow –

VII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

The Prairie Ridge Hockey Club hereby appends the District 155 “*Training Rules*” as follows –

All penalties listed in the District 155 code of conduct are cumulative for the tenure of the player’s participation in Prairie Ridge Hockey and will be enforced upon confirmation of the violation.

- **1st Violation** – The player shall lose eligibility from Prairie Ridge Hockey competition for 20% of contests during the season beginning with the first competition following the notification of the player of the infraction. During this suspension the player shall not participate in practices or other Prairie Ridge Hockey sponsored events.
- **2nd Violation** - The player shall lose eligibility from Prairie Ridge Hockey competition for one calendar year beginning with the date of the infraction. During this suspension the player shall not participate in practices or other Prairie Ridge Hockey sponsored events.
- **3rd Violation** – The player shall lose eligibility from all Prairie Ridge Hockey competition for the remainder of their high school career.

Due Process Procedures

Before making a decision regarding whether to impose a penalty upon the player, the Rules and Ethic Vice President will confront the player with the accusation and allow the player the opportunity to tell their side of what happened concerning the training rules violation. The Rules and Ethics VP will contact the parents of the athlete to apprise them of the violation and the penalty. The player or their parents may request a hearing with the Prairie Ridge Hockey Club “Board” if they are not satisfied with the decision that has been made. The player may not participate in any contest while waiting for the hearing to take place.

Incidents shall be documented in a written report and filed with the club records. A date for return to club activities will be issued.

There will be no consideration for reimbursement of fees for team activities missed (practices, game or other off-ice activities) due to violations of the Code of Conduct or investigations therein.

Game-Day Dress Code

Players are required to wear respectable dress pants, dress shirts and ties when attending school on game days. It is not required to adhere to this dress code on Friday's when the games are scheduled for that following Saturday or Sunday. Each team coach shall define attire for dress code before and after games.

On-ice Uniform

PRHC has an on ice uniform. We want all the players were the following:

- 1) Black Helmet.
- 2) Black pants.
- 3) PRHC Jersey
- 4) PRHC Socks, all of one set not, half home and half away.
- 5) Black gloves. If you do not have gloves, PRHC has a limited amount of black gloves for rental. We will add \$75.00 to the players equipment deposit and the rental fee will be the current charge to re-palm the gloves(as stated by Jerry's on November 1 each playing year) at the end of the season

Failure to dress in this manner will have the player removed from the game.

Academic Qualifications

A PRHC player must maintain a GPA of 2.0 or higher. If a player's GPA falls below a 2.0, the player will be suspended from all PRHC activities until the player's GPA is at or above a 2.0.

If an individual grade shows up as an "F", the player will be unable to participate in any PRHC activities until such grade is brought to a "C" (a written note from the teacher is required). This includes quarter grading.

A copy of a player's quarter, midterm and semester grades must be turned into the coaches within one week of receiving them or the player may be suspended. There will be no return on fees for any time missed due to unacceptable grades or GPA

Attendance

Attendance is required at all team practices and games. Attendance may also be required by the coaching staff to attend other functions as well. Some examples would be the club food pantry drive or having varsity come watch a junior varsity game.

The penalty for not attending a function will be up to the coaching staff.

Dual Roster Policy

This policy covers the ability of PRHC (Prairie Ridge Hockey Club) to play on two teams, subject to the restrictions placed on the organization by the applicable sanctioning bodies, namely AHAI (Amateur Hockey Association of Illinois) and USAH (USA Hockey).

Players will be allowed to roster on a PRHC team (Varsity or Junior Varsity) as well as any AHAI sanctioned team (other hockey team) as long as the primary team is considered to be the Prairie Ridge Hockey Club team. Primary team is hereby defined as the team for which the player practices and plays with in preference over the other hockey team such that games and practices have priority over the other hockey team's activities. PRHC reserves the right to bench or sit any player who missed games or practices for missing PRHC practices or games due to commitments to the other hockey team.

There will be no refund in fees for games or practices missed (in which a player is not allowed to participate) for this reason.

Dual Sport Policy

PRHC understands that in the fall some players will also play a fall sport at PRHS. We will only allow this during the high school fall sports time frame. PRHC also understands that fall sport will take precedence over PRHC hockey. PRHC does expect the player to attend hockey practice and/or games when not attending the fall sport. There are also times when PRHC will require a player to attend a practice. We understand that it will cause a problem but please

understand our team needs also. A hockey game shall take precedent over watching game films of the other sport for example. This will not happen all the time but may happen from time to time. For those players playing fall sports also understand we may not play you during a game if you have missed PRHC activities. PRHC will play players as it sees fit with regards to this.

Developmental Players Policy

Developmental players will be rostered but will only participate in practices only, no games. Fees will be 1/3 of standard fees. A developmental player may be brought up only if a JV player becomes injured or should leave the team. Fees will then be pro-rated.

Parent's Code of Conduct

1. Support your player by attending as many games as possible.
2. Help your player get to practices and games on time.
3. Avoid putting pressure on your player to play varsity, score or be the star of the team.
4. Support the coach in public, around other parents and fans.
5. Avoid speaking negatively about the coach in front of your player as it may create a major barrier in the player's hope for improvement in the sport.
6. Serve as a good role model for the students, athletes and fans.
7. Contribute as a member of the booster club. This means volunteering to help with projects and committees.
8. Do your part to help the club to function by running the clock, keeping score, manage water bottles, manage the gate and security at home games and manage other game activities as needed.
9. Appreciate the educational value involved in High School athletics (the coaches, athletes, fans, officials and administration).
10. Follow the chain of command of the club if you have a concern. If a concern develops during a game and you are upset about it, you must wait 24 hours before approaching a coach about it. That will provide you with enough time to logically think through your approach and will allow you to communicate more rationally and effectively.

11. Express concerns and questions in a courteous and civil manner and do it at the right time, in the proper setting.
12. Understand that the goals of the team and hockey program are more important than the hope and dreams you have for your player.
13. Avoid constant and chronic complaining - it affects your player's attitude.
14. Foul language is an indicator of a poor education. During this influential time in your player's life, teach your player to speak intelligently. Be a role model for proper grammar. Refrain from foul language around the players and their families.
15. Understand the ultimate purpose of athletics. It is an integral part of the total educational mission of Prairie Ridge High School. Participation in athletics is a privilege and not a right.
16. Respect the "Zero Tolerance" rule. If you disagree with an official's call, keep it to yourself. Trust that the official is doing the best job he can. The official, the coaches, our team's families and friends, the opposing team's families and friends and especially your player do not want to hear your complaints. If become belligerent, you will be escorted out of the facility.
17. Violations of the Parent's Code of Conduct will be subject to escalating penalties including a warning by team manager or PRHC Board member and being asked to leave the game or activity. Repeat offenders will be barred for 2 games, then 20% of the game and then barred permanently from all PRHC activities.

Volunteer/Fundraising Responsibilities

Wolves Cup: Each PRHC family (adults only) is required to volunteer for a minimum of 3 shifts (per player) during the PR Wolves cup. These shifts include but are not limited to security, scorekeeper, clock, or registration.

Other Events: These include the Food pantry food drive, the Alumni game, home games and Senior night. Each PRHC family is required to volunteer to help for at least ONE (per player) of these events. These volunteer duties include but are not limited to organizing event, soliciting donations, set up/clean up of event, contributing a donation and working the actual even

Equipment Deposit

Each year the board will determine what the fee will be for equipment deposit. The equipment you are given each year is expected to be returned to PRHC in good condition less normal wear and tear. There is no equipment deposit on hockey socks as PRHC expects that the player will need a new set of home and away socks each year. The equipment deposit will be returned to the person who paid the fees for that player. The deposit will be returned no later 30 days after the last person on that player' team turns in their equipment. A family will be considered in default of return of equipment when they do not have it turned in within 3 days of the club turn in date for that player's team.

Fee Payment

A fee schedule is set each year and included in the packet of information you get when registering your player up for PRHC hockey. A player fees are considered late if they are not received per the schedule. Payment to schedule means arrived in the PO Box for PRHC on that schedule date.

Failure to pay the player fees within five days of the scheduled date will result in the player being considered in default of payment. When that happens, a player maybe removed from ALL PRHC functions.

For returned checks - .

- 1) Family will be contacted and asked to correct the problem within 5 calendar days.
- 2) Family will pay PRHC any fees that are charged to PRHC for the rejection.
- 3) If the payment and extra fees are not paid within 4 calendar days the player will be considered in default and follow the above rules of a player in default.

P.O. Box & Mail Processing

All mail shall be picked up from the PRHC mailbox by a board member except the treasurer. That board member will deposit all checks and give a report to the treasure stating, check number, from family, date of check, date of deposit, player check is for. All other mail will be handed out as needed.

Injury Policy

This policy covers all reimbursement request related to injuries. **There is no reimbursement for injuries that occurred outside of team activities.** While PRHC (Prairie Ridge Hockey Club) hopes every player has a safe, fun and successful time playing hockey, injury does occasionally occur. For purposes of reimbursement, PRHC separates injuries into two categories: Major Injuries sustained on or off the hockey rink and Minor Injuries sustained on or off the hockey rink.

(1) Major injuries are those injuries sustained by a player that will require him or her to miss two months or more of the hockey season. A request in written form must be submitted to the PRHC Treasurer accompanied by a doctor's note detailing the injury, date of the injury and the estimated time to recover. PRHC will then, upon receipt of the request, prorate a portion of the fees from the date of the injury and provide partial reimbursement for the period of time missed, within thirty days of the receipt of the written request. Note that many of the fees (ice, referees, coaches, etc.) that the club must pay are not impacted by having one less player on the ice so reimbursements will be limited to \$13 per practice and \$24 per home game in which the injured player cannot participate due solely to an injury that occurred due to PRHC activities.

(2) Minor injuries those injuries sustained by a player that will require him or her to miss more than 30 days, but less than 60 days. The Treasurer will review these request with its Board of Directors on an individual basis. Requests must be in writing within 14 days of the injury and include the estimated time to recover. The Treasurer, within two weeks of the receipt of the letter, will send a response to the injured party. An appeal can be made to the PRHC Board of Directors within thirty days of the date if the request for reimbursement was denied. After thirty days of the initial denial, no appeals can be made. Players with a Minor injury will not be required to travel with the team or incur travel expenses during the injury period.

Prorated fees will be determined by the percentage of the season which the player missed due to injury and will cover only items associated with ice time and tournament fees. Hard cost items such as association overhead, coaching fees, jerseys, league fees, etc. are paid over the first **X** installments and are not refundable. Injuries occurring after January will not be eligible for reimbursement. PRHC will not provide reimbursement for any injury until a doctors note is received along with a request in writing. In the event that a prorated reimbursement was provided and the player returns earlier than originally expected, any applicable player's fees due PRHC shall be paid in full before the player can participate in PRHC on-ice activities.

PRHC will not provide reimbursement for games or practices missed on an individual basis. PRHC will not provide reimbursement for any injury that requires a player to miss less than 30 days of the season.

Release of Information Policy

This policy covers the release of official club information from PRHC (Prairie Ridge Hockey Club) to the member families regarding team activities.

PRHC will collect and maintain contact information (address, phone numbers, emails, relationship, etc.) as defined by the PRHC Registrar and/or Secretary for the player and up to two parental/guardian contacts. PRHC will send emails to the player (if they provide an email address) and up to two additional parental and/or guardian contacts. Each member shall designate one of the parental/guardian contacts as primary.

PRHC reserves the right to limit official communications to the player and the primary contact, subject to other laws and statutes applicable to the club. PRHC shall not be held responsible for communicating to other individuals except as provided by reasonable and practical means thru the PRHC website or by completing the "Communications Authorization Form" and obtaining the primary member's approval.

Reasonable attempts shall be made to post current and accurate information on the web site but the information on the web site is subject to change at any time. PRHC shall not be liable for the accuracy of information provided on the website.

PRHC may post player names and team rosters as well as team and player pictures on its website. PRHC may also use images (photos, videos, etc.) of team-related activities (games, fund raising events, civic support activities, etc.) to promote and advertise the club such as in, but not limited to, tournament flyers. Player and team images may also be used during certain teams (such as player posters honoring and celebrating senior players on Senior Day). PRHC may request player images for such purposes. Parents/guardians/members wishing not to participate must provide PRCH with explicit instructions on the use, or non-use, of such images.

Note that the press occasionally covers PRHC activities and may publish stories and images of the players. Also, third parties may also take and use images. PRHC has no explicit or implicit control over press activities or those of such third parties and assumes no liability, expressed or otherwise, as to the use of names or images by other parties.

Buses

When the team travels via bus to games all players are required to ride the bus to and from games unless a “travel release” is filled out and turned in to the coaching staff. The coaching staff will make the decision on allowing that player to ride with a parent or guardian.

Hotels

When provided by PRHC, players will be assigned a room to be shared with another player, coach or chaperone. The players are required to stay in their assigned rooms. Failure to do so will be penalized by the coaching staff.

Chaperones

When PRHC assigns chaperones for any overnight stay in hotels. Chaperones will be an adult male of at least 21 years of age for all male players and adult female for any female player. Each chaperone will be responsible for 1–3 players. They will be assigned by an acting manager or PRHC board member. Each chaperone will be assigned a room to share with one player and most likely required to look after one additional room with up to 2 players. PRHC reserves the right to approve or deny any chaperone.

PRHC Chaperone Conduct

1. A chaperone is expected to know who they are in charge of, what room their charges are staying in and have a good idea where their charges are located at all times.
2. Chaperones need to be in control of themselves at all times.
3. Chaperones need to be within close proximity to their charges. Within same building or within walking distance.
4. Chaperones will need to transfer responsibility to another chaperone if a need arises to separate from one or all of their charges.

Prairie Ridge Hockey Club coaching staff and board members reserve the right to approve or deny any chaperone.

PRHC Travel Release Form

This is to certify that _____ has my permission to
name

Ride (to/from) _____ hockey game on
contest

_____ at _____.
date location

I certify that I am the (parent/ legal guardian) personally transporting the above
named student. The reason for their not riding the bus is _____
_____.

Date _____

Signature _____