



Sibley Area Youth Hockey Home  
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# **Boys and Girls Hockey Policy Handbook**

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**Sibley Area Youth Hockey  
Boys and Girls Hockey Policy Handbook**

## Table of Contents

Purpose .....	1
Youth and Girls Programs .....	1-2
Waiver Policy .....	3
Registration and Fee Information .....	3-4
Refund Policy .....	4-5
Request to Play-up with Grade Policy.....	5-6
Clinics .....	7
Tryout Schedule.....	7
Tryout Policy .....	7-9
Tryout Procedure .....	10
Coach Qualification/Selection.....	11
Team Managers .....	12
Directors .....	13-14
Equipment Requirements .....	15
Grievance Procedures .....	15

# **Sibley Area Youth Hockey**

## **Boys and Girls Hockey Policy Handbook**

### **Purpose**

Sibley Area Youth Hockey is a sports program offering of the West St. Paul Youth Athletic Association (WSPYAA). Its purpose is to provide a fun and educational experience for the children residing within Independent School District 197 boundaries who want to play ice hockey in accordance with our affiliate agreement with Minnesota Hockey.

The hockey program is planned, promoted, and administered by unpaid volunteers. The hockey program stresses the development of basic skills, encourages team play, sportsmanship and strives for fair playing time for all players. The volunteer coaches who teach our children the sport of hockey have completed one or more courses in the United States Amateur Hockey Coaches Certificate Program (CEP). Our coaches and volunteers within our hockey program are committed to teaching players to respect their teammates, coaches, opponents and officials.

Parents or legal guardians of players participating in WSPYAA are members of the association.

### **Youth and Girls Programs**

Sibley Area Youth Hockey offers youth teams for boys and girls and girls' only teams beginning at the 8 & under age. At the Mini-Mite and Mite levels boys and girls play together. At the Mite age, girls can choose to enter the Sibley Area Wings program. This program consists of the following levels:

8 & under: Consists of girls of any age under the age of 8 as of July 1<sup>st</sup> in the year the season starts.

10 & under: Consists of girls of any age under the age of ten as of July 1<sup>st</sup> in the year the season starts.

12 & under: Consists of girls of any age under the age of twelve as of July 1<sup>st</sup> in the year the season starts.

14 & under: Consists of girls of any age under the age of fourteen as of July 1<sup>st</sup> in the year the season starts.

## **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

For boys after the Mite age, boys enter the Youth Program. This program consists of the following levels:

Squirts	Consists of youth players generally age 9-10. Must be no older than 10 as of June 30 in the year the season starts.
Pee Wees	Consists of youth players generally age 11-12. Must be no older than 12 as of June 30 in the year the season starts.
Bantams	Consists of youth players generally age 13-14. Must be no older than 14 as of June 30 in the year the season starts.

Beginning at 10 & under and Squirts, Sibley Area Youth Hockey travel teams consist of A, B and C level teams.

### **A and B Level Traveling Teams:**

“A” and “B” teams are the highest level “traveling teams”. Players are selected for traveling teams through a tryout process based on the Tryout Policy set forth in this policy handbook. All players in a given age group are eligible to tryout for A and B teams.

“A” and “B” traveling hockey teams may require an increased commitment on the part of a player and his/her parents.

### **C Teams:**

“C” teams in travel hockey are for players who do not make an “A” or “B” team or choose not to tryout. The commitment can be slightly less than what is expected for players of an “A” or “B” team at the squirt level. At the Pee Wee and Bantam levels, the commitment level is comparable to the A and B teams. The primary difference at these higher levels is that C teams are not eligible for regional and state tournament play.

Sibley Area Youth Hockey is committed to support every player in our hockey program regardless of their team playing level.

# **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

## **Waiver Policy**

Sibley Area Youth Hockey's general policy is to deny any waiver request from players seeking entry from another association into the West St. Paul Youth Athletic Association.

Sibley Area Youth Hockey's policy regarding players requesting to waive out of our association is as follows:

We do not believe that granting waivers to players in our association is in the best interest of our program or to all of our players. It is our position that waivers should be used to facilitate team formations with associations that have numbers problems after tryouts. If one association has 10 players on a "C" team and another association has 20 players, waivers can and should be considered to allow the associations to form teams with an appropriate number of players.

As an association, we make decisions based on what is in the best interest of the program as a whole, and not on what any one individual wants or thinks they need. While we understand the disappointment that people feel when they are not placed on the team they want to be on, we feel we owe it to all of our members to make decisions based on what is in the best interest of our program.

Sibley Area Youth Hockey waiver policy also adheres to the waiver policy of District 8 Hockey and Minnesota Hockey.

## **Full Roster Policy**

In the event we have more players than roster spots, Sibley Area Youth Hockey will provide waivers for those players who wish to play in another association.

These waivers are good for one year only. Players will receive a refund of the balance of their fees in accordance with our Refund Policy. Players will be 100% responsible for fees payable to the association accepting the waived player.

## **Registration and Fee Information – Set prior to each season**

### **Registration Date**

Registration dates for Sibley Area Youth Hockey shall be publicized during the summer and will be held at West St. Paul arena at the appointed dates and times. Actual registration must be completed no later than September 1<sup>st</sup> of each year. Registrations after September 1<sup>st</sup> must be accompanied by a \$30 per child late fee. New skaters into the hockey program are not required to pay the late fee, only returning families.

Registration fees will be posted on the SibleyAreaHockey.org WebPages prior to and during our

## **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

registration period.

Registration fees are projected fees for the season as Sibley Area Youth Hockey is dependent on fundraising efforts and donations to meet its budget. If fundraising and/or donation projections are short during the season, additional player fees may be charged.

### **Hockey Fee Minimum Payments**

A minimum payment of \$250 per child is due at the time of registration for players on traveling teams. The balance of hockey bills will be due by November 21<sup>st</sup>.

If fees are not paid in full at registration, families must sign a payment plan contract.

Full payment is due at registration for Mini Mites.

#### **Registration Fee Balance:**

Registration fee balances are due in full by the Final Due Date announced annually during registration.

Failure to settle the account will result in the player not being allowed to participate in any way in Sibley Area Youth Hockey until the balance is paid in full.

#### **Past Due Accounts:**

Members who have any past due obligation to the West St. Paul Youth Athletic Association are required to pay all past due amounts and all fees or other charges prior to being allowed to register for the hockey season. No member, or immediate family of a member, will be deemed registered prior to full payment of all such amounts, and will not be permitted to attend tryouts, obtain equipment, or be assigned to a team.

### **Refund Policy**

If, for any reason, a player decides not to participate in the Sibley Area Youth Hockey Program (this includes being selected to play for a high school program) a player may request a refund of the fees paid. The player must inform the hockey commissioner in writing. WSPYAA will deduct a \$50.00 registration fee and \$10.00 per hour of scheduled ice time up to the date that the commissioner was notified of your request for a refund. Scheduled ice time includes any ice hours that the player's team has been assigned, whether or not the player attended the session.

The total deductions may not exceed the total amount of fees paid. The \$6.00 WSPYAA membership fee is not refundable.

**NO REFUNDS WILL BE GIVEN AFTER DECEMBER 1<sup>st</sup>.**

# **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

## **Mini-Mite & Mite/U8 Refund Policy**

Mite players who quit before December 1<sup>st</sup> will receive a full refund of their registration fees, less \$40 for their registration fees paid to Minnesota Hockey and USA Hockey and less \$6 for their WSPYAA membership fee.

Mini-mite players who quit before December 1<sup>st</sup> will receive a full refund of their registration fees, less the \$6.00 WSPYAA membership fee.

Mini-Mite and Mite players who quit after December 1<sup>st</sup> will not receive a refund.

The family concession operations fee or any other family volunteer fee will only be reimbursed if the mite or mini-mite player is the only child participating in the program.

## **Request to Play with Grade Level Policy**

### *Minnesota Hockey Age Guidelines*

#### *Player Movement is by Age Level/Process for Players Wanting to Move-up and Play with Grade Level*

Minnesota Hockey establishes the maximum and recommended minimum age requirements for youth hockey. Sibley Area Youth Hockey recommends that boys and girls play at the Minnesota Hockey age requirements. Players can not play below the minimum age requirements. All players in our association must register at the appropriate age level.

Requests to move-up to squirts/U10 because a player wants to play with his/her grade level must be submitted in writing to the Commissioner by the date of the first mite clinic. Requests to move-up to pee wees/U12 or bantams/U14 because a player wants to play with his/her grade level must be submitted in writing to the Commissioner a minimum of 14 days prior to the first clinics at these levels.

To be eligible to request to play up with grade level at squirts/U10, the following requirements must be met:

#### Squirt/U10

Entering 4<sup>th</sup> grade, and have a birthday between 7/1 and 8/31

Players requesting to move-up to play with their grade level at Squirts/U10 will be offered the option to play-up on a squirt c or the lowest level U10 team formed if there is roster space on a squirtc/U10 team after tryouts are complete. Requesting players do not participate in the squirt/U10 clinics or tryouts.

If there is more than one request, the requests will be considered in the order of the birth date of the player.

## **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

To be eligible to request to play up with grade level at pee wees/U12 or bantams/U14, the following requirements must be met:

### Pee Wee/U12

Entering 6<sup>th</sup> grade, and have a birthday between 7/1 and 8/31

### Bantams/U14

Entering 8<sup>th</sup> grade, and have a birthday between 7/1 and 8/31

Once a player requests to play-up with their grade at these levels and receives approval from the Commissioner to move-up with their grade level and the player begins participation in tryouts at the higher level, the player must remain at that playing level and will be placed on a team at that playing level based on the tryout result. Once approved, these players moving forward will advance by grade level.

If there is more than one request, the requests will be considered in the order of the birth date of the player.

All requests to move-up based on grade level will be reviewed on an individual basis. The review process will consider each request balanced against the needs of the association and team formations.

Sibley Area Youth Hockey reserves the right to regulate the number of players and teams at all levels. Depending on player and team numbers, this exception to player movement by age level policy may be suspended for all or some players in any given year.

# **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

## **Clinics**

Preseason clinics are held for all age groups for both youth and girls levels. The purpose of clinic hours is for players to get used to skating again, break-in any new equipment (such as skates), and to prepare the players for the upcoming tryout hours, if applicable.

Players will receive on-ice instruction, focusing on skating fundamentals, puck handling fundamentals, and basic hockey skills.

Goalies will have their own pre-season clinic. Sessions will be held both before and during the season.

## **Tryout Schedule**

Tryout schedules for all levels above Mites will be handed out at registration. Tryouts are typically held in October for each age level for both the youth and girls programs. The Tryout Policy is set forth in this Policy handbook.

## **Tryout Policy**

Independent, non-parent, evaluators will be used to rate all players at all tryouts. The independent evaluators will be disinterested persons that have experience with the hockey level being evaluated. A person may not be an evaluator if a family member is participating in the tryout.

Skaters will be ranked on the following skills: skating, puck handling, shooting, passing and general hockey sense – both from the standpoint of an individual player and as a team player. The tryout hours will consist of assorted drills as well as scrimmages.

## **“A” and “B” Traveling Teams**

The “A” and “B” traveling teams will consist of no less than 13 and no more than 15 skaters, unless total player numbers for the team formation level suggest lower than 13 skaters. One or two goalies will also be selected. The actual number of skaters on each team will be the discretion of the Level Director and Commissioner.

For youth and girls teams at all levels, independent evaluators shall select the “A” and “B” pool for each age level, The “A” and “B” pool shall consist of up to the top 35 skaters and up to the top 6 goaltenders as rated by the independent evaluators. Once the “A” and “B” pool is selected, the Commissioner and/or the Level Director(s) may meet with all or some of the coaching candidates for that particular age level. During this process, the “A” and “B” head coaches may be selected. Along with the Commissioner and the Level Director(s), the “A” and “B” head coaches may help determine the final traveling team rosters based on the rankings by the independent evaluators and based on the size of the team (13-15 skaters and 1-2 goaltenders) desired to be carried by each coach.

## **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

### **“C” Teams**

The “C” teams shall be selected from the players not selected for the “A” or “B” team. The “C” teams shall be selected by the age level Director(s) and the “C” coaches. All efforts will be made to assure that each “C” team is evenly matched with the other “C” teams for that age level.

### **Multiple “B” Teams**

Should any one level in a given season have more than one “B” team, as decided by the Commissioner and the Director(s) for that level, the B Teams (if both B1 level teams) are to be evenly divided with each team selecting every other player ranked highest after the “A” Team has been selected. For example, B1 team #1 would choose the 16<sup>th</sup> ranked player, B1 team #2 would select the 17<sup>th</sup> ranked player and so on. A coin toss will decide which coach selects first. The coach losing the coin toss will have first selection of available goaltenders.

### **BANTAM MOVE-UP POLICY**

High school teams and their junior varsity teams are selected after Bantam tryouts. A high school coach may select a player already playing on a Bantam traveling team. The Bantam coach losing players to high school teams may replace their players from the team the next level down. For example, the “A” coach losing 2 players may select up to 2 players from the “B” team. The “B” coach may then select up to 2 players from the “C” team. The selection of players moving up under this process must be approved by the Level Director and the Commissioner.

### **GOALIES**

For Pee Wees and Bantams, all players trying out for goalie who try out and are selected for a traveling team must play goalie throughout the season. If the overall number of goalies at a given level is insufficient, the coaches and the Director(s) for each level will decide, together, the number of goalies for each team for that particular level for that season.

### **PLAYERS UNABLE TO TRYOUT**

#### *Medical Reasons*

Players unable to tryout due to medical reasons must notify the Commissioner and the age level Director(s) of that level in writing prior to the beginning of tryouts. If a player is unable to complete the tryouts due to medical reasons, the Commissioner and the age level Director(s) of that level must be notified immediately.

A player must verify her/his medical problems in writing. The Commissioner and the age level Director(s) review each situation independently and decide on a placement for the player. Consideration must be given to the following:

1. Ability of player in the past.
2. Consultation with past coaches.

## **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

Players Unable to Tryout (continued)

3. Severity of disability/probability of return for the coming season.

4. *Non Medical Reasons*

The age level Director(s) will try to accommodate a legitimate scheduling conflict. Notice of conflict must be given at least 48 hours prior to first scheduled tryout session. The age level Director(s) will work with the player and his/her parents to try to accommodate the request, within reason.

### **PLAYER MOVEMENT AFTER TRYOUTS**

A player must play at the highest level he/she signs up for. A player cannot change levels once tryouts have begun.

### **Mites**

Depending on the number of registered players for Squirts, Mite players may be permitted to move up an age level. If a C Squirt team is in need of additional players to round out a full roster, the number needed to round out the team (no more than 13 skaters and two goalies) may be selected from final year Mite age players wanting to play up a level. Any Mite age players who elect to exercise this option must be at least 8 years old as of July 1 of the sign up year. Requesting players must have played at least one year of Mites prior to being allowed to move up to the Squirt C level.

If there are more Mite players requesting to play at the C-Squirt level than spots available to round out full rosters, like a majority vote of the Commissioner and the Mite Director(s), the Squirt Director(s) and the C Squirt Coach will decide the players selected for the C Squirt Team. First consideration will be given to Mite players requesting to play-up with their grade level. If additional players are still needed, consideration will be given to skating ability, age of child, maturity of the child, and the best interests of the children involved.

# **Sibley Area Youth Hockey**

## **Boys and Girls Hockey Policy Handbook**

### **Tryout Procedures**

#### **Traveling Teams Tryout Procedure**

Step #1: The age groups will be divided into two sub groups of very similar, if not equal ability. The groups will have as close to the same number of skaters and goaltenders as possible.

Step #2: The two groups will be further divided into two teams of very similar, if not equal, ability. These teams will then scrimmage against one another at least twice.

Step #3(1): In age groups that have one B team, approximately the top 20 players from each group will be selected to continue to compete for the A and B team. These players will be assigned to one of two teams of very similar, if not equal, ability and scrimmage for one or two more sessions. The players will then be ranked from 1-40 or the highest number of players in the pool. The players ranked 1-15 will be the A team. The players ranked 16-30 will be the B team. All other players will be assigned to a C Team.

Step #3(2): In age groups that have two B teams, the top 12 players from each group will be selected to continue to compete for the A team. These players will be assigned to one of the two teams of very similar, if not equal, ability and scrimmage for one or two more sessions. The players will then be ranked from 1-24. The players ranked 1-15 will be the A team. The players ranked 16-24 will be assigned to one of the B teams. The players who did not rank in the top 12 of their group will continue to compete for the remaining positions on one of the B teams. All competition at this step will be wider the scrimmage format as set forth above. **ALL SCORES WILL BE CUMULATIVE.** The commissioner and age group directors will follow the procedures as set forth above. However, the commissioner and age group directors must have the discretion to limit the size of the A and B teams based on the tryout scores. If there are large disparities in total points, the commissioner and age group directors have the obligation to place players on the team that most reflects the scores given by the evaluators. This may result in fewer than 15 players on a team. The commissioner and age group director will also have the discretion to vary the number of players selected pursuant to steps #3(1) and #3(2) above, based on the scores given the evaluators.

Step #4: After the tryouts are completed, the teams will be selected based on the scores given by the evaluators. The age level director and commissioner will review the scores; check for mathematical errors; and rank the players according to the total points given by the evaluators. The scores given by the evaluators will determine the makeup of the teams. If there is a tie for the final position on the A or B team, the second year player will be given preference, if the tie is between a first and second year player. All other ties will be decided by coin flip.

Step #5: Only applicable to the Bantam A team. Provided the Bantam A coach is a non-parent coach, the Bantam A coach has three discretionary skater selections and one discretionary goalie selection. All discretionary selections must be made from the A tryout pool.

Tryout scores will be derived primarily from scrimmage competition. However, skating drills may be incorporated into the tryout procedure to aid the evaluation process.

Once teams have been determined, the results will be announced and posted.

# **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

## **Coach Qualification/Selection**

### QUALIFICATIONS

All Sibley Area Youth Hockey coaches shall be USA hockey certified as required by District 8. Cost of certification of head coaches will be paid for by Sibley Area hockey. Certification sessions shall be announced to interested coaches of each level by the respective Director(s) of that level as soon as possible after player registration. It is highly recommended that these sessions are prior to or very early into the season in which the individual is coaching.

#### *Mini-Mite, Mite, U10 and U8 Coaches*

All Mini-Mite coaches are required to attend an Initiation Level (Level I) hockey sponsored clinic. All U10, U8 and Mite coaches must also have a Level I certification. It is the preference at U10 in Sibley Area Hockey for coaches to have a Level 2 certification.

#### *Squirt*

All Squirt head coaches must be certified at least at the Associate Level (Level 2).

#### *PeeWee, Bantam, U12 and U14 Coaches*

All PeeWee/U12 and Bantam/U14 head coaches must be certified at the Intermediate Level (Level 3).

All coaches must be certified at the appropriate level to be rostered on a team.

Coaches of traveling teams must have prior coaching experience in some sport. Head coaches must have experience commensurate with the playing level.

### SELECTION

#### *Application*

Prospective coaches must complete an application to the Hockey Commissioner no later than the last date of player registration.

#### *Timing*

Selections of head coaches may be made by the Commissioner and the age level Director(s) from the pool of interested candidates after the "A" and "B" traveling team pool has been selected.

#### *Parent Coaches*

If a coaching candidate has a child participating in the age level the candidate wishes to coach, the Commissioner and the age level Director(s) will consider the child's ranking in determining which candidates will be coaching which team. In other words, it is the child's ranking which will dictate where a parent will coach rather than the parent's coaching status, which will dictate the team on which the child will play and where the parent will coach.

#### *Assistant Coaches*

Head coaches selected may choose his/her assistant coaches and manager(s). The Head coach will present his assistant coach selections to the Commissioner and the age Level Director for approval. The maximum number of assistant coaches shall be governed by the rules of MAHA and USA Hockey.

# **Sibley Area Youth Hockey**

## **Boys and Girls Hockey Policy Handbook**

### **Team Managers**

In handling the administrative duties of a hockey club, head coaches have the option of having a team manager or handling the duties themselves. A team manager is highly recommended and as viewed as a critical component to a smooth, efficient, and fun season. A team manager is the central communication point between the team, the Association, and other teams.

#### **RESPONSIBILITIES**

1. **Communication:** Act as liaison between coaches, parents, the Association, Ice Director, tournament officials, the Equipment Director, and others.
2. **Coordination:** Equipment needs, set up scrimmages, referees, tournaments, team meetings, year-end party, and additional practices. Monthly calendar developed and distributed.
3. **Budget:** Establish and administer budgets agreed upon by the parents and coaches. Handle team finances if necessary.
4. **Administration:** Birth certificates, forms, documents, and rosters as may be required by tournament officials, MAHA, or District 8.
5. **Tournaments:** Contact the Tournament Director for details on assigned tournaments and communicate all information to team.

Sibley Area Youth Hockey needs greater parental involvement. The team manager position is a great way to participate in a child's season.

# **Sibley Area Youth Hockey Boys and Girls Hockey Policy Handbook**

## **Directors**

By August 1<sup>st</sup> of each year, the Commissioner of Hockey shall select Directors for the upcoming season. The following Directors shall be selected annually:

- Ice Director
- Registration Director
- Concessions Director
- District 8 Representative
- Tournament Director
- Equipment Director
- Age Level Directors:
  - Mini-Mite Director
  - Mite Director
  - Squirt Director
  - PeeWee Director
  - Bantam Director
  - Girls Director

No two Directorships may be held by the same individual or by the Commissioner or the Ice Director.

The Ice Director and the Commissioner are selected annually at the May WSPYAA monthly Board meeting in accordance with the Association's Articles and Bylaws.

## **RESPONSIBILITIES**

### *District 8 Representative*

Responsible for being the liaison between District 8 and Sibley Area Youth Hockey. Required to attend District 8 Meetings and inform the Commissioner and the Directors of any developments at the District level.

### *Tournament Director*

Responsible for setting up the home Sibley Area Youth Hockey tournaments. This includes advertising the tournaments, signing up teams, organizing the programs, ice time scheduling, time keepers, ticket takers, and referees for tournaments. Works closely with Commissioner and Directors.

### *Equipment Director*

Responsible for distributing all hockey equipment for all teams at the beginning of season and collecting and inventorying the equipment at the end of the season. This includes uniforms, pucks, goalie equipment, and any other equipment. With the Commissioner's approval and in accordance with the budget for hockey for that season, is authorized to purchase and repair equipment for the association.

**Sibley Area Youth Hockey**  
**Boys and Girls Hockey Policy Handbook**  
**Directors - Continued**

*Age Level Directors*

1. Communication: Act as liaison between coaches, managers, ice director, officials, the equipment director, commissioner, and others.
2. Sign-Up teams for tournaments: Each team is allowed two tournaments with registration fee.
3. Coordinate referees for C teams: Work closely with team managers to schedule referees for home games. Not responsible for supplying a referee for home scrimmages.
4. Tryouts: Responsible for setting up and coordinating tryout schedule for age level. Includes working with the Commissioner to schedule the independent raters for the tryouts.

*Concessions Director*

Responsible for coordinating volunteers to work the necessary hours in the concession stand, posting available hours and keeping track of the hours that families have worked. The other responsibilities include contacting vendors to install concession equipment in the fall and remove it in the spring. Other responsibilities would include weekly shopping to keep the stand stocked and contacting vendors to order other products used.

*Advertising Director*

Responsible for contacting individuals and businesses to solicit advertising donations. We want to have team sponsors for all practice jerseys for travel teams and all mite and mini-mite jerseys. It is the advertising director's responsibility to find as many sponsors early in the season as possible and coordinate getting the sponsors on the backs of all jerseys. This person works closely with the commissioner coordinating what jersey will have what sponsor. The advertising director is also responsible for billing and collecting the money from all sponsors.

**Sibley Area Youth Hockey  
Boys and Girls Hockey Policy Handbook  
Equipment Requirements**

In order to assure safety of all hockey players, each player is required to wear the following equipment:

- Hockey helmet - black for all traveling teams
- Mouth guard
- Shoulder pads
- Chest protector
- Elbow pads Hockey
- Gloves
- Breezers - black for all traveling teams
- Shin pads
- Hockey skates
- Protective cup/Pelvic protector
- Hockey stick

The Hockey Equipment Certification Council (HECC) is an independent organization which tests the performance standards for protective ice hockey equipment. When selecting skates, face masks, and skate blades, look for the HECC Certification to assure that you are purchasing a product that has met acceptable safety standards.

**Grievance Procedures**

The following grievance process must be followed in all matters:

1. Mandatory 24 Hour “cooling off” period from any incident before any action is taken.
2. Attempt will be made to resolve issue with coach in a setting that is agreeable to the coach.
3. If the issue is not resolved after (2), attempt will be made to resolve the issue with the Level Director.
4. If the issue is not resolved after (3), attempt will be made to resolve the issue with the Commissioner.

The decision by the Commissioner is final.

As members of the WSPYAA, Sibley Area Youth Hockey families can take an issue directly to the WSPYAA board, although the board may direct the member to follow the above process first.