



San Jose Jr. Sharks

Policy and Procedure Manual

September 6, 2011

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Policies and Procedures

1. Mission Statement
 - 1.1. Provide a fun atmosphere to foster a lasting love for the game of hockey, to developing an individual on and off the ice, to create a competitive atmosphere at all age, skill, and dedication levels and to promote players within the organization and to college hockey.
2. Trademark
 - 2.1. The San Jose Jr. Sharks prohibit anyone from using the name or trademarks of the San Jose Jr. Sharks without written consent from the President or San Jose Arena Management.
3. Governing Bodies
 - 3.1. All SJS player and ice/bench personnel are registered with USA Hockey, CAHA, NORCAL, and Sharks Ice
 - 3.2. All SJS players and ice/bench personnel are bound by all USA Hockey, CAHA, NORCAL, and Sharks Ice rules, regulations, policies, and procedures.
 - 3.3. All SJS players and ice/bench personnel are covered by USA Hockey insurances.
4. Definitions
 - 4.1. Organization: the A, B, AA, AAA, Girls and Women's teams make up the San Jose Jr. Sharks which will be known as the Organization.
 - 4.2. SJS: the San Jose Jr. Sharks.
 - 4.3. Classifications: The teams within their respective designation:
 - 4.3.1. Tier:
 - 4.3.1.1. Tier I AAA: highest level of youth hockey. Teams will compete nationally.
 - 4.3.1.2. Tier II AA: competitive level of youth hockey that plays in NORCAL, CAHA, and compete nationally.
 - 4.3.2. Travel Hockey:
 - 4.3.2.1. Travel A. USA Hockey classifies this as recreational hockey that plays in NORCAL and competes at the State Level.
 - 4.3.2.2. Travel B: USA Hockey classifies this as recreational hockey; the teams play in NORCAL and compete at the State Level.
 - 4.3.3. Lady Sharks: the Girls/Women's Club will compete at the discretion of the HAB. 8U and 10U will be a developmental exhibition team while teams 12U and up will compete nationally.
 - 4.4. Teams: Makeup of players that compete.
 - 4.5. HAB: Hockey Advisory Board. Advisory group of the San Jose Jr. Sharks that is comprised of the Sharks Ice General Manager, Sharks Alumni, SVSE Management, and three Parent Reps.
 - 4.6. Nocal Rep: an independent not for profit company that oversees the Jr. Sharks fundraising, sponsorship, and financial aid.
 - 4.7. Equal Ice-Each player receives as equal as possible amount of ice time without regard to skill or situation.

4.8. Fair Ice- Each player receives ice based on merit, skill, and coaching discretion.

5. Registration

5.1. Player Definition

5.1.1. Veteran Player: player registered with the SJS during the previous season

5.1.2. New Player: player not registered with the SJS during the previous season.

5.2. Rules

5.2.1. A player cannot be under a playing contract with another USA Hockey reputable organization.

5.2.2. The Player's Parents must be in GOOD financial standing with USA Hockey, NORCAL, and Sharks Ice while rostered with the Jr. Sharks.

5.2.3. A player cannot talk to another organization without written permission.

5.3. Refunds

5.3.1. The San Jose Jr. Sharks do not give refunds without approval of Sharks Ice Management.

5.4. Required Documentation

5.4.1. Players

5.4.1.1. USA Hockey Code of Conduct (Exhibit)

5.4.1.2. Signed Form of acceptance of San Jose Jr. Sharks Policy Manual (Exhibit B)

5.4.1.3. Sharks Ice Release (Exhibit)

5.4.1.4. Consent to Treat (Exhibit)

5.4.1.5. Birth Certificate

5.4.1.6. USA Hockey Registration Card

5.4.1.7. USA Hockey Release

5.4.1.8. Any other required documentation

5.4.2. Parents

5.4.2.1. USA Hockey Code of Conduct (Exhibit)

5.4.2.2. Signed form of acceptance of San Jose Sharks Policy Manual (Exhibit)

5.4.2.3. SJS Financial Agreement

5.4.3. Coaches

5.4.3.1. USA Hockey Code of Conduct (exhibit A)

5.4.3.2. Signed form of acceptance of San Jose Jr. Sharks Policy Manual (Exhibit)

5.4.3.3. Sharks Ice Release (Exhibit)

5.4.3.4. CAHA Background Check as required by CAHA

5.4.3.5. San Jose Jr. Sharks Application

5.4.3.6. San Jose Jr. Sharks Coaches/ Independent Contract Agreement

5.4.3.7. USA Hockey Coaches Card

5.4.3.8. USA Hockey Registration Card

5.4.3.9. USA Hockey Release

5.4.4. HAB, Committee Members, and Team Managers

5.4.4.1. USA Hockey Code of Conduct (exhibit)

5.4.4.2. USA Hockey Release

5.4.4.3. CAHA Background check as required by CAHA

- 5.4.4.4. Signed form of acceptance of San Jose Jr. Sharks Policy Manual (Exhibit)
 - 5.4.4.5. Sharks Ice Release (Exhibit)
- 6. Permission to skate and release
 - 6.1. Permission to skate and release will not be issued to a player who has not fulfilled his/her financial obligation to the SJSJ. In addition, players NOT in Good Financial Standing will have their names sent to NORCAL to be put on the Delinquent List.
 - 6.2. A player must be released and in good financial standing with all USA Hockey organizations to be eligible to be a member of the San Jose Jr. Sharks.
 - 6.3. A member of the SJSJ must be in good financial standing to get permission to attend Sharks Ice Hockey Camps.
 - 6.4. Roster Changes must be approved by the President and the Registrar must be notified.
 - 6.4.1. Players being dropped by the SJSJ must have approval of the Sharks Ice Hockey Director that the player's account is up to date.
 - 6.4.2. Players being added the SJSJ must have all the required documentation completed before they play a game(see 5.4.1).
- 7. Team Make-up
 - 7.1. General
 - 7.1.1. SJSJ Staff is defined as anyone that has contact with the team must have a CAHA background check which would include but is not limited to the Head Coach, Assistant Coaches, and Team Manager.
 - 7.1.2. SJSJ shall pay the Head Coach's expenses to obtain the necessary USA Hockey Coaches Certifications up to Level 4. Coaches are responsible for all additional expenses.
 - 7.1.3. The deadline for coaches to get the appropriate USA Hockey Coaches Certification is December 31st.
 - 7.1.4. Each team is to have of one head coach and a minimum of one and a max of three assistants as rostered coaches. The Head Coach is responsible for finding assistant coaches with the approval of the President. Practice coaches are allowed if approved by the Director of Coaches and have the proper coaching paperwork on file (see 5.4.2). The additional coaches that are allowed are the President, Director of Coaching, Goaltending Coach, and Power Skating Coach. (Any and all coaches must be approved by the President.)
 - 7.2. Parent Coaches
 - 7.2.1. Coaching staffs are limited to two parent coaches on one staff unless approved by the President.
 - 7.3. Student Coaches
 - 7.3.1. A player between the ages of 13 and 17 who is currently properly registered with USA Hockey may serve as a student coach under the following conditions:
 - 7.3.1.1. Must attend a training session conducted by the local hockey association.
 - 7.3.1.2. Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs, and in the locker room.

- 7.3.1.3. May help out at practices, clinics, try-outs only. (May not play during scrimmages or games).
- 7.3.1.4. May not act as the head coach or assistant coach during practices or games.
- 7.3.1.5. Must wear a helmet with full face shield, gloves, and skates while on the ice. Must wear helmet during games while on the bench.
- 7.3.1.6. May only work with players at least one full playing age level down.
- 7.3.1.7. The organization that is using the student coach must provide a form indicating on what team he/she is participating as a student coach, and, if applicable, what team he/she is properly registered/rostered as a player. [A model form can be found here.](#)
- 7.3.1.8. Upon reaching the age of 18, the student coach must comply with all USA Hockey coaching and screening rules and regulations.

7.4. Head Coach

7.4.1. General

- 7.4.1.1. The SJSJ will attempt to recruit the best possible head coaches, seeking the most qualified candidates.
- 7.4.1.2. Individuals wishing to be considered for a head coaching position must submit an application and proof of USA Hockey background screening during the designated application time period to the President and must be willing to attend an interview by the Selection Committee.
- 7.4.1.3. The coaching term is for one season only. All coaches must sign a contract and reapply each season. All coaches will be deemed as independent contractors and subject to terms of the contract.
- 7.4.1.4. Hockey Advisory Board must ratify selections. The coaches must be contracted and follow the SJSJ Policy and Procedure Manual and Sharks Ice Code of Conduct.

7.4.2. Selection Criteria

7.4.2.1. Training

- 7.4.2.1.1. Training qualifications are based on USA Hockey’s Coaching Program. All prospective coaches must be committed to obtaining the minimum designation prior to December 31st.

7.4.2.1.1.1. USA Hockey Coaching Qualifications are as follows:

COACHING EDUCATION REQUIREMENTS	
Level Of Play	Coaching Education Program Level
8 & Under (Mite)	Level 1
10 & Under (Squirt)	Level 2 (<i>Prerequisite Level 1</i>)
12 & Under (Pee Wee)	Level 3 (<i>Prerequisite Level 1 and 2</i>)

14 & Under (Bantam)	Level 3 (<i>Prerequisite Level 1 and 2</i>)
16 & Under (Midget)	Level 3 (<i>Prerequisite Level 1 and 2</i>)
18 & Under (Midget)	Level 3 (<i>Prerequisite Level 1 and 2</i>)
Midget I (Tier I & Tier II National Tournament-bound)	Level 4 (<i>Prerequisite Level 1, 2 and 3</i>)
Level Of Play	Coaching Education Program Level
Girls/Women 8 & Under	Level 1
Girls/Women 10 & Under	Level 1
Girls/Women 12 & Under	Level 3 (Prerequisite Level 1)
Girls/Women 14 & Under	Level 3 (Prerequisite Level 1 and 2)
Girls/Women 16 & Under	Level 4 (Prerequisite Level 1 and 2)
Girls/Women 19 & Under	Level 4 (Prerequisite Level 1 and 2)

- 7.4.2.1.2. Each coach must attend the preseason and mid-season coach's clinic. Coaches who have a conflict must notify the Director of Coaches in writing.
- 7.4.2.2. Experience
- 7.4.2.2.1. Relevant experience includes the number of years as a head coach, number or years as an assistant coach, the category and level of the teams coached, and the associations of the teams coached.
- 7.4.2.2.2. Playing experience includes number of years played, level played, and teams played on.
- 7.4.2.3. Evaluations
- 7.4.2.3.1. Coaching evaluations by both the parents and players will be carried out and reviewed by the President, Director of Coaching, Sharks Ice Hockey Director, and Hockey Advisory Board.
- 7.4.2.3.2. Evaluation results will be shared with the individual coaches and used in coach's selection for the following season.
- 7.4.2.4. Other Commitments
- 7.4.2.4.1. Strong consideration will be given to coach candidates who are relatively free of other commitments; specifically, coaching another team, extensive job travel, or educational commitments.
- 7.4.2.5. Other Criteria

7.4.2.5.1. Other attributes that will be included, but not limited to, coaching philosophy and style, organizational abilities, leadership abilities, adherence to SJJS Coaches Manual, and conduct on and off the ice.

7.5. Other Staff

7.5.1. Once the coach is selected, he or she will choose their own assistant coaches and manager subject to approval of Jr. Sharks Director of Coaching and President. Parent Assistant Coaches and Team managers cannot be named until after tryouts.

8. Formation of Teams

8.1. General

8.1.1. Teams shall be up to 18 skaters and 2 goalies and not less than 12 players, which will be reflected in the team's budget.

8.1.2. The SJJS shall form a competitive team for a given division and category as long as there is sufficient interest and talent among its players to do so, as determined by the President, Director of Coaching, and Sharks Ice Hockey Director.

8.2. Recruitment

8.2.1. A/B and AA are not allowed to recruit per USA Hockey, CAHA, and NORCAL rules.

8.2.2. AAA and Girls/Women's Club AAA are allowed to recruit per USA Hockey and CAHA Rules.

8.2.3. It is in the best interest of the SJJS to use players from San Jose and NORCAL provided the player has an equal or better amount of talent than a non-local player.

8.3. Try-outs

8.3.1. Try-outs are to be posted by April 1st.

8.3.2. All players attending will pay a fee determined by the Committee.

8.3.3. Try-outs are open to all eligible players.

8.3.4. Players wishing to play for the Jr. Sharks must participate in the scheduled try-outs. Unless waived by the President, players must attend at least one try-out. The Director of Coaching, President, and Sharks Ice Hockey Director may make an exception based on extenuating circumstances. However, all players must be evaluated by the SJJS prior to being offered a position on a team.

8.3.5. Players are not to be guaranteed spots prior to try-outs.

8.3.6. A parent coach's child will be evaluated by the Try-out Selection Committee.

8.4. Selection

8.4.1. Selection of the team shall be monitored by the President, Director of coaching, Sharks Ice Hockey Director, and the Try-out Selection Committee.

8.4.1.1. The President, Director of Coaching, and Hockey Director at Sharks Ice will put together a committee of impartial people to oversee a team's try-out.

8.4.2. Coaches are responsible for the choice of players for his/her team. Such decisions should be made in a fair and impartial manner, based upon the player's abilities and the needs of the team. Skating skills, experience, work ethic, commitment, and dedication are among criteria that coaches might consider when making selections. Race, ethnic background,

and religion are not. Coaches should seek input from the Try-out Selection Committee in making these decisions. The coaches ultimately make the selection of players.

8.4.3. The coaches will post the teams at the conclusion of the tryouts. No alternates are to be named.

8.4.4. Coaches are encouraged, when making team selections, to consider the fact that a player has previously been with the Jr. Sharks. This is not intended to give a Jr. Shark player a “right” to a position on a team. It should be viewed as a “tie-breaker” when deciding between a Sharks player and roughly equal player from outside the organization.

8.4.5. A player wishing to play for the SJS that is not from NORCAL and must live with a housing family in NORCAL will pay a \$400/month fee to that family to cover living expenses.

8.4.5.1. Families wishing to be housing families must be CAHA screened and be interviewed by the President.

8.4.5.2. The rules for the player will be agreed upon by the Host Family and the Player’s parents.

8.4.6. Skating up: players are to play for teams in their age group. However on a rare occasion, a player may be asked to skate up. Skating up must be for the benefit of the organization and the player, not at the request of the player or coach. The player also must comply with NORCAL and CAHA rules in regards to playing up.

9. Team/Player Commitment

9.1. General

9.1.1. All SJS players will be required to sign a letter of financial commitment to the San Jose Jr. Sharks. In doing so, the players and their families agree to abide by all rules, regulations, policies, and procedures presented by the SJS and accept all consequences in failing to do so.

9.1.2. A player that attends a tryout and is offered a spot must immediately accept the position. The player must sign the letter of financial commitment at the conclusion of the tryout or risk losing your roster spot.

9.1.3. All players must notify their coach prior to an event when unable to attend a team function. This includes games, practices, off-ice strength and conditioning, along with other team functions.

9.1.4. All players will notify their coach if they are going to be late for a team event.

9.1.5. Players who regularly miss practices, games, or tournaments may be given less ice team than other players on the team at the coach’s discretion.

9.1.6. All teams are expected to go through qualification for NORCAL and CAHA playoffs.

9.1.7. The SJS are committed to developing Student-Athletes. , School and academics come before hockey and coaches are to work with players to manage both commitments.

9.2. Tier I

9.2.1. A coach may expect a certain amount of commitment to the team. In doing so, he can take the necessary action against any player who misses SJS activities due to outside commitments.

- 9.2.2. Other than for reasons of illness, injury, family commitments, or school activities; players are expected to be in attendance.
- 9.3. Other Hockey Commitments:
 - 9.3.1. Players shall notify in writing of a hockey commitment to another organization and receive written approval from the appropriate Committee to participate.
 - 9.3.2. SJS players shall not miss a SJS hockey event for another hockey functions unless approved by the player's coach. NOTE: Tier players may not participate for another hockey team within 24 hours of a SJS game.
- 9.4. Arrival times for team functions shall be the following:
 - 9.4.1. Meetings and dry land training players should be on time
 - 9.4.2. Practices players should be dressed and waiting by the door for practice to start
 - 9.4.3. Games players should be at the rink 1 hour before the game.
 - 9.4.3.1. Travel teams should arrive 30-45 minutes before a game.
 - 9.4.4. Coaches should limit their post game talk to less than 10 minutes.
- 10. Player Ice Time
 - 10.1. General
 - 10.1.1. Coaches are expected to develop all players for all situations including special teams. The San Jose Jr. Sharks believe in "equal" ice for all players in good standing. The Jr. Sharks would like to achieve all players earning "equal" ice over the course of the season. However, players may not receive "equal" ice in every game. Injuries and penalties do not get compensated.
 - 10.1.2. All players that are dressed are to be played in every game. The only exception is the backup goalie or a player facing disciplinary actions.
 - 10.2. Level of play
 - 10.2.1. The level of play may also have an impact upon playing time. Travel, minor tier I and all hockey under the age of 12 should seek nearly "equal" ice where as the Tier I major teams over 13 years old should seek "fair" ice.
 - 10.2.2. Girls/Women's Club may select practice players that will only practice with the team, but will not dress. These players are to be made aware of the situation and sign a form of acceptance.
 - 10.3. Discipline/ motivation
 - 10.3.1. Motivation and discipline may also affect ice time. Coaches may use a player's ice time as a motivational/disciplinary, either for violations of teams rules, repeated failures to follow directions, or lack of hustle during a game or practice.
 - 10.3.2. The coach will communicate with the players and their parents on how the player failed to meet coaches' expectations and what the player should do to prevent a reoccurrence when a player is benched before the next game or the game or at the next team practice.
 - 10.3.3. All players should be held to the same standard and accountability level.
 - 10.4. Goaltenders
 - 10.4.1. "Fair" ice applies to goalies. However, it is up to the coaches to decide how to rotate the goalies.

- 10.4.1.1. Split games, a coach may choose to play every game but split the game.
- 10.4.1.2. Rotate goalies, a coach may decide to rotate goalies, but it does not ensure each goalie will play every other game.
- 10.4.1.3. Coaches must communicate clearly with the goaltenders and their parents at tryouts how the goaltenders ice time shall be handled.

11. Team Finances

11.1. General

- 11.1.1. Individual dues are a reflection of the team budget. The SJS Organization operates on a break-even budget.
- 11.1.2. Budgets shall include: Staff Salaries and Expenses, registration fees, games fees, ice fee, weight room fee, website fee, practice jersey, and credit card processing fee.
- 11.1.3. The Committee is to submit a budget to the President by May 15th for their approval at the June meeting. Within the budget should be each team's budget.
- 11.1.4. Financial statements must be presented to the Board at the monthly meeting.
- 11.1.5. Player's dues shall be represented in the budget. All Player team fees must be paid in full by the start of February.
- 11.1.6. If a player leaves a team after the start of the season, he or she must pay the remaining team dues to be released of their commitment.
- 11.1.7. If a player joins the team after the start of the season, his or her team fee must be pro-rated.
- 11.1.8. The Hockey Advisory Board will review on a case by case basis as it relates to refunds.

11.2. Bill Payment Policy

- 11.2.1. Tier AA, Travel and Girls/Women's team payment procedures are as follows:
 - 11.2.1.1. 1st month's dues and payment for hard and soft goods are due upon acceptance of placement with the team.
 - 11.2.1.2. Dues are due on the 15th of the month and will be made in 6 payments.
- 11.2.2. Boys' AAA dues are as follows:
 - 11.2.2.1. 1st Months dues and payment for hard and soft goods are due upon acceptance of placement with the team.
- 11.2.3. Dues are due on the 15th of the month and will be made in 7 payments

11.3 Delinquent account The Sharks Ice Youth Hockey Manager will notify the President on the 17th of each month of the delinquent accounts.

- 11.2.3.1. The President will notify the delinquent's coach . The coach will notify the player. The player has until the 30th of the month to get caught up.
- 11.2.3.2. On the 30th of the month the Sharks Ice Youth Manager will notify the President of the delinquent's accounts.
- 11.2.3.3. The Coach of the delinquent player will suspend the player until the account is up to date.
- 11.2.3.4. The Delinquent player must pay a member of the Sharks Ice Management Staff. Once the player has paid, the player is to notify the coach. At which time, the player will be suspended up to 24 hours while the coach verifies payment.

- 11.3. Team budgets that are not included in the Organizational budget for the team shall be as follows: hotel, ground transportation, team functions, and exhibition game's referees (Travel Teams).
12. Fundraising / Volunteerism
 - 12.1. General
 - 12.1.1. The SJS, at the Committee's discretion, initiate an association wide fundraising effort. Teams will be required to participate.
 - 12.1.2. All parents are expected to volunteer 6 hours per season at SJS events and tournaments.
 - 12.2. Team
 - 12.2.1. Teams are allowed to initiate fundraising efforts on their own with the approval of the Club President.
 - 12.3. Player
 - 12.3.1. Individuals are not allowed to initiate fundraising efforts on their own using the SJS Organization name or likeness.
13. Sponsorships
 - 13.1. General
 - 13.1.1. People and organizations wishing to donate to or sponsor the Jr. Sharks can do so through Norcal Rep. Donations and sponsorships can be earmarked for the Organization, teams. Individuals cannot be sponsored.
 - 13.1.2. All sponsorship opportunities must be presented to the President and approved by the Chairman of the HAB.
 - 13.1.3. Our goal is to generate sponsors to help elevate the cost burden of hockey. We encourage our members to present sponsorship opportunities to the President.
 - 13.2. Team
 - 13.2.1. Teams are not allowed to initiate sponsorships for individual teams.
 - 13.3. Player
 - 13.3.1. Players are not to be sponsored.
14. Ice Allocation and Scheduling
 - 14.1. General
 - 14.1.1. Each team must specify someone, be it coach, manager, or parent as the teams contact for ice scheduling. All communication on the ice allocation will be between this individual and the Ice Scheduler.
 - 14.1.2. The Ice Scheduler will allocate all ice for each individual team.
 - 14.1.3. Shared practices will count as 50% ice toward ice allocation budgets for each team.
 - 14.2. Allocation will be decided by the President and Sharks Ice Hockey director with the assistance of the Hockey Council.
15. Exhibition games
 - 15.1. Team must notify NORCAL of all exhibition games to get a game number.
 - 15.2. Teams are responsible for organizing the referees and timekeepers for an exhibition game.

- 15.3. Teams must pay the referees and timekeepers at the conclusion of the game.
- 15.4. Jr. Shark teams are encouraged to play each other.
- 16. Tournaments
 - 16.1. General
 - 16.1.1. Decisions regarding a team's entry to a tournament will be made by the President, Director of Coaching, and Team Head Coach.
 - 16.1.2. Teams are to attend events that are in the best interest of the SJS and the level at which the team is competing. Teams are encouraged to stay in the proximity of NORCAL.
 - 16.2. Travel A/B/ AA Teams
 - 16.2.1. Teams are allowed 2 events at Sharks Ice and 2 events outside of San Jose.
 - 16.2.1.1. If an "A" team is relegated to "AA" the team is allowed to play in 1 Sharks Ice tournament, CAHA and NORCAL leagues. Or the team can choose to do NORCAL along with 2 Sharks Ice events and 2 non NORCAL events.
 - 16.2.2. Additional Tournaments must be unanimously approved by the team's parents and then the President.
 - 16.2.3. Mite and squirt teams are NOT allowed to travel to Central or Eastern Time zones.
 - 16.2.4. Qualification of a National Event will allow a team to advance in the event. (i.e. Silver Sticks)
 - 16.3. Tier AAA
 - 16.3.1. AAA teams are allowed up to EIGHT tournaments budget permitting.
 - 16.3.2. Teams are to attempt to structure their travel as such that players do not miss more than TWO school days a month or EIGHT from September-December, and Eight more from January-April. Teams may miss more with President approval.
 - 16.3.3. NOTE: Latitude will be given to schools days missed with regards to USA Hockey National Qualifications.
 - 16.4. Girls/Women's Club
 - 16.4.1. Teams are allowed ONE out of town tournament a month budget permitting.
- 17. League Games
 - 17.1. General
 - 17.1.1. Teams must play in designated leagues the SJS Board appoints to a team.
 - 17.2. Travel teams are to play in NORCAL. NORCAL will place teams with the following precepts in mind: strive for the best competition for most teams; not all teams can go undefeated; a division with all teams at .500 is neither possible. Travel AA teams will play in NORCAL with the option of playing in CAHA or doing 2 tournaments out of the Bay Area.
 - 17.3. Tier: AAA major teams will play in CAHA and North American Prospects Hockey League
 - 17.4. Girls/Women's Club is to play in NORCAL/ SHARKS ICE YOUTH LEAGUE as appropriate to the team's age and ability level.
- 18. Equipment
 - 18.1. General
 - 18.1.1. Jersey numbers will be picked based on seniority as a SJS player. Seniority is defined by the consecutive fall hockey seasons a player has been a member of the Jr. Sharks.

- 18.2. Hard Goods, players are responsible for their own gear that is up to HECC and USA Hockey standards.
- 18.3. Soft Goods will be mandated to be purchased by the families. Families are obligated to purchase these goods through the Sharks Ice Pro Shop. Note: all players are to adhere to the SJS dress code policy.
- 18.4. The dress code policy will be:
 - 18.4.1. Game Dress code is track suit, polo, and gym shoes for all travel and girls teams. Tier I will dress pants, dress shoes, polo, and track jacket.
 - 18.4.2. Game uniform is black helmet, black gloves, black pants, team socks, and team jersey.
 - 18.4.3. Dryland training will be appropriate length shorts and t-shirt for travel and girls while Tier I will be Jr. Sharks shorts and T-shirt.
 - 18.4.4. Travel dress code will be the same as Game dress code unless traveling with the player's parents.
- 18.5. In the event of the SJS securing an exclusive sponsorship deal, players are required to wear the mandated equipment or risk losing their roster spot without eligibility of refund.
- 19. Financial Assistance
 - 19.1. General
 - 19.1.1. SJS is fortunate to partner with NORCAL Rep 501.c.3 for financial assistance.
 - 19.1.2. Interested members shall apply for assistance after teams are picked.
- 20. Concerns/Questions/Complaints
 - 20.1. Team Issues
 - 20.1.1. The manner in which to address issues concerning the operation of a team shall be communicated with the following order specified:
 - 20.1.1.1. The Team Manager or Coach, as appropriate
 - 20.1.1.2. President in writing
 - 20.1.1.3. Dispute Resolution Committee
 - 20.1.1.4. Hockey Advisory Board (Appeals ONLY)
 - 20.2. Non-Team Issues
 - 20.2.1.1. President in writing
 - 20.2.1.2. Dispute Resolution Committee
 - 20.2.1.3. Hockey Advisory Board (Appeals ONLY)
- 21. Risk and Safety
 - 21.1. General
 - 21.1.1. The SJS are committed to creating and maintain a safe environment for its participants and spectators.
 - 21.1.2. All SJS participants and spectators must adhere to USA Hockey, CAHA, and Sharks Ice policies and procedures as outlined by each association.
 - 21.1.3. NO ONE, other than SJS registered players, coaches, or staff may go on the ice or bench for any of the team's activities.
 - 21.1.4. Coaches are not to make any discretionary decision in regards to a sickness or injury with respect to a player. All decision shall be made by the player's parent or guardian.

21.1.5. Any illness or injury, which causes a player to miss any team ice activities for more than 14 consecutive days, must have a doctor's written permission before the player is allowed on the ice.

21.1.5.1. Players are to be supervised by their parents or designated chaperone on the road.

21.1.5.2. Road Trips: Players are representing the Jr. Sharks and must conduct themselves in a manner representative of the Jr. Sharks code of conduct.

21.1.5.3. Hotels: players are to be under a parent's supervision at all times. Coaches are not baby sitters for the players. Parents are to work with the coach to monitor players. Coaches have final say on trips about players' behavior.

21.1.6. The Jr. Sharks do not have "team travel." Coaches are not there to chaperone players. Parents may work together to run travel together. Curfews on the road are to be set and enforced by the Head Coach

21.1.6.1. Bantams and younger should be 10-10:30 unless game time conflicts.

21.1.6.2. U16, U18 and U19 can be 11, but lights out by 11:30 unless game time conflicts.

21.2. Policy Record Check

21.2.1. Coaches must be properly screened in accordance with CAHA and USA Hockey rules.

22. Code of Conduct

22.1. General

22.1.1. The SJS are supportive of the USA Hockey Zero Tolerance Policy.

22.1.2. Members of the SJS shall abide by all facility, ice rink, and other venues rules.

22.1.3. The Code of Conduct identifies the standard of behavior that is expected of all San Jose Jr. Sharks members, including players, coaches, parents, volunteers, and Board Members.

22.1.4. THE SJS is committed to providing and maintaining an athlete-centered minor hockey environment where individuals are treated with respect. During the course of all SJS activities and events, members of the SJS shall conduct themselves at all times in a fair and responsible manner. They are expected to refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behavior that constitutes harassment or abuse will not be tolerated by the SJS.

22.1.5. All SJS teams are subject to and must abide by the Sharks Ice Code of Conduct. (<http://www.sjrsharks.com/Club/Codeofconduct.php>)

23. Discipline

23.1. General

23.1.1. All bench staff and player suspensions must be reported to the respective President immediately following the game.

23.1.2. The Dispute Resolution Committee will handle any grievance that cannot be settled by the President.

23.1.3. Discipline should be handed out in the following order:

23.1.3.1. Verbal reprimand.

23.1.3.2. Miss period

23.1.3.3. Miss Game

- 23.1.3.4. Suspension from activities
 - 23.1.3.5. Expulsion from the Jr. Sharks.
- 23.2. Player Conduct and Suspensions
 - 23.2.1. Team officials and chaperones are responsible for the supervising and controlling the conduct of their players before, during, and after each ice time. This includes, but is not limited to, player conduct while on team road trips.
 - 23.2.2. Fighting anytime during a team event will result in a one game suspension. The team head coach and President have the discretion to increase the penalty.
 - 23.2.3. Any player who is under the influence or in the possession of alcohol or drugs while participating in a SJS event will be suspended or expelled. This includes arriving at, leaving the arena, or on road trips.
 - 23.2.4. Swearing or Verbal harassment in dressing rooms, hallways, players' benches, or any other sanctioned SJS event are offenses liable for suspension or expulsion.
 - 23.2.5. A coach may suspend, for disciplinary reasons, any player for up to one game at his or her discretion. The Director of Coaching should be notified of any such suspensions. Suspensions of more than one game should have the approval of the President, Director of Coaching, and Sharks Ice Hockey Director.
- 23.3. Appeals
 - 23.3.1. Appeals of a decision made by the Dispute Resolution Committee can be made to the HAB and be heard at the next HAB meeting. All appeals must be made in writing to the HAB Chairman-Sharks Ice General Manager.
- 24. Good Faith
 - 24.1. The San Jose Jr. Sharks Hockey Advisory Board established these regulations in good faith. It is not the intention of the HAB to establish any rules, regulations, or policy that conflicts with the guidelines established by USA Hockey, CAHA, or NORCAL and are subject to change in accordance with the change accordingly.
- 25. Changes or additions to San Jose Jr. Sharks Policy
 - 25.1.1. Changes to the SJS Policy and procedures may be enacted by majority vote of the San Jose Jr. Sharks Hockey Advisory Board.
 - 25.1.2. All changes to the SJS policy and procedures will be publicized to the members via the San Jose Jr. Shark's website and/or notification to team managers.
- 26. Exhibits:
 - 26.1. USA Hockey Code of Conduct: <http://www.norcalyouthhockey.com/Forms/USAHCodeOfConduct.pdf>
 - 26.2. Sharks Ice Release: <http://www.sjrsharks.com/Resources/TryoutForms/2008SharksIceSJWaiver.pdf>
 - 26.3. USA Hockey Consent to Treat: <http://www.norcalyouthhockey.com/Forms/consent.pdf>

Bibliography

Nepean Girls Hockey Association, Policy Manual;
Revised November 2006

Vikings Youth Hockey, Rules, Regulations, and Policies;
Revised and Amended August 2006