

Ravens Inline

Hockey

Handbook

April 2018

READ ONLY VERSION



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COMPILED: KRYS BEARDMAN - APRIL 2018



New Plymouth Roller Sports Club - Strategic Plan 2018 - 2020

P.O Box 18005 – Merrilands – New Plymouth – New Zealand - 4360

OUR MISSION: Promote, Lead and Develop a positive lifelong skating experience

	FOCUS	GOALS	MEASURES
GROWTH AND COMMUNICATION	1. Promotion Initiative: To increase participants	Host open day skates Update skate skills learning Re-develop branding Utilise facebook and web regularly Encourage "friends" of the club to be involved Encourage spectators	Annual open day with muster, demonstrations, sign up options Club brand on uniforms, website, facebook Investigate merchandise possibilities Seek public support of individuals and / or teams
	2. Recruitment Initiative: to increase participation and quality personnel	Encourage each code to participate in open days and provide pathways for participation Encourage volunteers to become involved Attract skaters to each code	Codes to be operational by March each season Survey membership and make comparisons with previous season
	3. Relationships Initiative: build positive environment and interactions with key stakeholders	Establish a "Honours" board Celebrate anniversary dates Highlight member achievements Encourage code interaction Positive relationship with other like codes, RST, Regional and Nationals Body	Annual planning each season Combine knowledge between codes Schedule celebrations Continue with event hosting and provision of venue Acknowledge venue worth to the skating community ensuring affordability and ongoing development.
	4. Administration Initiative: all aspects of operations are supported by administration, assist with developing code operations in general, ensure stakeholder liaison is consistent and frequent.	Facilitate discussion within membership and with external stakeholders. Ensure practices are modernised and current Make venue available at reasonable cost to stakeholders for skating events Offer in house support for events.	Increase participation continue to develop policy and align with national trends. Increase venue access to participants as required. Prioritise venue use Ensure venue floors are maintained for purpose. Establish pathways for officials
	5. Finance Initiative: Seek funding to support current and future planning and programmes	Develop and retain funding partners	Increase funding to sustain maintenance and development Investigate marketing options if available
	6. Safety for All Initiative: Health and Safety are paramount for all participants and casual venue users	Police Vetting for officials working with children will become mandatory Environment is recognised as non-threatening, safe and non-abusive to all All codes recognised as safe sports	Health and safety policy developed in relation to all codes and compliant with regulations and any changes. Develop written policy and signage for venue by end 2018
	7. Compliance Initiative: Adhere to constitution and review annually	Develop policy to cover operational areas for each code	Constitution in place 2017. Policy to be presented by end 2018 for circulation to members
GOVERNANCE AND FINANCE	8. Competition Initiative: To provide a quality experience to all participants in each code	Review and update events notices and procedures for events held in venue. Provide favourable costing to stakeholders wanting to use facility with an emphasis on affordability for like sports.	Consistent and viable events continuing their historical significance Build on relationships with attending participants offering an exciting and rewarding competition. Excel in services provided to regional and national bodies when using venue Continue international success through contact seeking visiting teams
	9. Development of Participants Initiative: Provide a rewarding experience for all participants	Align and develop coaching programmes for each code utilising expertise within club and seeking external assistance	Each skating code to utilise their own code rules of the game as appropriate
	10. Participants extending excellence Initiative: Quality coaching is provided to those that wish to extend themselves	Provide additional training time as appropriate Communicate opportunities to extend Increase participants on national squads	Seek and support placement in regional/ national squads when available Seek and support placement for experienced officials and support personnel Share advertising for placement positions available as these come to hand
	11. Safety for All Initiative: Health and Safety are paramount for all participants and casual venue users	Police Vetting for officials working with children will become mandatory Environment is recognised as non-threatening, safe and non-abusive to all All codes recognised as safe sports	Health and safety policy developed in relation to all codes and compliant with regulations and any changes. Develop written policy and signage for venue by end 2018
	12. Compliance Initiative: Adhere to constitution and review annually	Develop policy to cover operational areas for each code	Constitution in place 2017. Policy to be presented by end 2018 for circulation to members
	13. Communication and Media Initiative: Continue media presence through mailchimp, website and facebook sites	Review code activity on social media Communicate regularly with members and families	Ensure same message is being shared across all codes. Club speaks with one voice publicly with consultation as required with all codes
	14. Discipline Initiative: to ensure respect of participants, officials and stakeholders	Review discipline and develop policy covering all codes.	Ensure a cross section of code representatives is available for input and development of policy
OPERATIONS ALL CODES			

THIS HANDBOOK

This handbook is designed to clarify Ravens Inline Hockey expectations from athletes, coaches, volunteers and parents and what these participants can expect from Ravens Inline Hockey. While every possible issue cannot be addressed, Ravens Inline Hockey hopes this handbook will cover the basic principles. Ravens Inline Hockey hosts a facebook site and has access to a website through the main club; www.skatesports.org.nz and provides contacts and resources for further information.

Ravens Inline Hockey Mission

Ravens Inline Hockey was founded in 1995. Ravens Inline Hockey, is a branch of the New Plymouth Roller Sports Club a nonprofit organisation. Ravens Inline Hockey's mission is the support and development of an inline hockey program.

Ravens Inline Hockey adopts the core values of sportsmanship, respect, integrity, pursuit of excellence, enjoyment, loyalty, fair-play and teamwork.

Codes & Policies

To advance the mission, vision, values, ethics and integrity of Ravens Inline Hockey and ensure good governance practices, the Ravens Inline Hockey committee, from time to time, adopts or amends policies and codes of conduct. Ravens Inline Hockey through New Plymouth Roller Sport Club is an affiliated member of Inline Hockey New Zealand and Skate New Zealand. Policies and procedures and guideline documents are followed by Ravens Inline Hockey. Codes of Conduct and Policies ("Codes & Policies") are established to promote a healthy and respectful environment for Ravens Inline Hockey club members. Ravens Inline Hockey Codes & Policies are posted on the Ravens Inline Hockey website under "documents" (www.skatesports.org.nz)

As an affiliate of Inline Hockey New Zealand, all coaches, officials and players must register with Inline Hockey New Zealand (IHNZ) through Ravens. Members may wish to be members of other branches within the club or with other clubs in New Zealand, however only one membership can be accepted for IHNZ.

IHNZ is recognized as the national governing body with a primary emphasis on supporting grassroots hockey programs. Resources can be found on these websites at

<http://www.skatesports.org.nz>

<http://www.inlinehockeynz.org.nz>

plus there are many other resources listed on the web – search Google for "inline" hockey or "roller" hockey.

Ravens Inline Hockey coaches will always make every effort to set up teams for successful experiences. Some factors Ravens Inline Hockey considers when striving to create such an environment are:

1. Mandated age groups. (Players play in their age grade wherever possible)
2. Ravens Inline Hockey will consider allowing certain individuals to "play up" (participate with an older age group) as outlined in Ravens Inline Hockey's "play-up policy".
3. Ravens Inline Hockey will consider allowing certain individuals to "play down" (participate with a younger age group) depending upon ability. However, such individuals will be permitted to practice only. Such individuals will not be permitted to play in games where events are age specific.
4. If there is more than one team per age group, Ravens Inline Hockey will implement the clubs "Trial Policy"

"Don't go through life without goals" Hockey saying

Athlete, Officials & Volunteer Code Of Conduct

Ravens Inline Hockey athletes, officials and volunteers are required to follow the Ravens Inline Hockey Codes of Conduct and policies. In addition to these codes of conduct, Ravens Inline Hockey coaches are expected to adhere to the Sport New Zealand Coach's Code of Ethics and core values. Breaches in any of these codes or policies may lead to disciplinary action.

Coaches' Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest, be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- 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 players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your coaching strategy.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Be aware that team training, skills, scrimmages and game opportunities should be age appropriate.
- To play the game is great, to love the game is greater

Ravens Police Vetting Policy

The Ravens Inline Hockey Committee reserve the right to request Police Vetting of any member working with children under the age of 18 years.

This requirement may be mandatory depending on guidelines set out by governing sports bodies and Sport New Zealand

Ravens Inline Hockey Branch Committee

The Ravens Inline Branch Committee is a sub-committee of the New Plymouth Roller Sports Club and as such follows the clauses set out in the New Plymouth Roller Sports Club Constitution. The document is filed with the companies office as a requirement of being an incorporated society. The club executive govern the club, schedule maintenance, organise the venue schedule and need to approve major expenditure, funding and sponsorship. All branch funds, funding and sponsorship monies need to be held in authorized accounts under the main club account held at the TSB Bank. The club is currently moving accounts into XERO for easier tracking and will also move to full internet banking once the logistics are completed. (all branches hold their own accounts and authorize their own signatories)

Coaches' Code of Ethics



1 RESPECT THE RIGHTS, DIGNITY AND WORTH OF EVERY INDIVIDUAL ATHLETE AS A HUMAN BEING

- Treat everyone equally regardless of sex, disability, ethnic origin or religion.
- Respect the talent, development stage and goals of each athlete in order to reach their full potential.

3 BE A POSITIVE ROLE MODEL FOR THE SPORT AND ATHLETES AND ACT IN A WAY THAT PROJECTS A POSITIVE IMAGE OF COACHING

- All athletes are deserving of equal attention and opportunities.
- Ensure the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes.
- Encourage and promote a healthy lifestyle, refrain from smoking and drinking alcohol around athletes.

5 MAKE A COMMITMENT TO PROVIDING A QUALITY SERVICE TO OUR ATHLETES

- Seek continual improvement through ongoing coach education and other personal and professional development opportunities.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records.

2 MAINTAIN HIGH STANDARDS OF INTEGRITY

- Operate within the rules of the sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Advocate a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code.
- Do not disclose any confidential information relating to athletes without their written prior consent.

4 PROFESSIONAL RESPONSIBILITIES

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.
- You should not only refrain from initiating a sexual relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches and athletes.

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6 PROVIDE A SAFE ENVIRONMENT FOR TRAINING AND COMPETITION

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Show concern and caution toward sick and injured athletes.
- Allow further participation in training and competition only when appropriate.
- Encourage athletes to seek medical advice when required.
- Provide a modified training programme where appropriate.
- Maintain the same interest and support toward sick and injured athletes as you would to healthy athletes.

7 PROTECT YOUR ATHLETES FROM ANY FORM OF PERSONAL ABUSE

- Refrain from any form of verbal, physical or emotional abuse towards your athletes.
- Refrain from any form of sexual or racial harassment, whether verbal or physical.
- Do not harass, abuse or discriminate against athletes on the basis of their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability or distinguishing characteristics.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Be alert to any forms of abuse directed towards athletes from other sources while in your care.

Coaches should:

- Be treated with **respect** and **openness**
- Have access to **self-improvement** opportunities
- Be matched with a level of coaching **appropriate** to their ability



Do not remove this page from the printed handbook – a separate page will be provided by club administration.



Coaches' Code of Ethics Agreement Form

I,
 (Full Name)

of
 (Address)

Sport (and discipline if applicable) **RAVENS INLINE HOCKEY**

Coach (Grade/ Team)

1. I acknowledge that by signing this agreement I will act in the best interest of Ravens Inline Hockey.
2. I will not discredit or bring the club into disrepute.
3. I will abide by the ethics detailed in this document.
4. I will attend Ravens Committee meetings as required (or send a team nominee)
5. I will bring any team issue to the attention of the Ravens Committee as soon as possible.
6. I understand that any breach may lead to disciplinary proceedings which may include
 - a. standing down from a coaching position
 - b. further disciplinary action depending on the circumstances

Signature

If under 18, parent/guardian

Date

Email

Please provide this signed page to the Ravens Inline Committee once signed, or email to ravensinline@gmail.com



seem far removed from the official duties of coaching, Coaches will be sensitive to their positions as role models for participants and will consistently obey the standards of the Code.

DISCRIMINATION Coaches will not engage in or condone discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status or any other basis prescribed by law.

SEXUAL HARASSMENT Coaches will not engage in sexual harassment which includes but is not necessarily limited to sexual solicitation, unwelcome physical advances and verbal or non-verbal conduct.

HAZING/BULLYING Coaches will not engage in or condone behavior which is harassing, harmful or demeaning to participants.

PERSONAL PROBLEMS AND CONFLICTS Coaches will recognize a personal problem may harm participants. Coaches have an obligation to take reasonable steps to prevent impaired performance by recognizing a personal problem and seeking assistance for it.

AVOIDING HARM Coaches will take reasonable steps to avoid harm being caused to participants whether it be physical, verbal or through electronic/social media.

MISUSE OF INFLUENCE Coaches will guard against the misuse of influence and understand any action or judgment may have an effect on participants.

OUTSIDE RELATIONSHIPS Coaches will refrain from entering into personal, professional, financial or other relationships with anyone if such a relationship may impair objectivity, interfere with properly performing coaching functions or directly or indirectly exploit or harm participants. Coaches will refrain from taking on obligations if a pre-existing relationship may create a conflict of interest.

EXPLOITATION Coaches will not exploit or have a sexual or intimate relationship with participants.

STATEMENTS Coaches will not make a statement which is deceptive, false, fraudulent

Coaches' Code Of Ethics – Key Points

INTRODUCTION This guide intends to provide standards of ethical conduct for coaches involved with Ravens Inline Hockey. It provides General Principles and Ethical Standards which cover many situations encountered by coaches, with its principle goals the welfare and protection of participants with whom coaches work. Coaches will respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices.

GENERAL PRINCIPLES COMPETENCE Coaches will maintain a standard of excellence with regard to education and information related to coaching and make an on-going effort to maintain competence in the skills they use.

INTEGRITY Coaches will exercise integrity in the practice of coaching and be honest, fair and respectful of others.

RESPONSIBILITY Coaches will uphold coaching standards, clarify coaching roles and obligations, accept appropriate responsibility for behavior and adapt methods to the needs of participants.

RESPECT FOR PARTICIPANTS Coaches will respect the fundamental rights, welfare, dignity, values, opinions and worth of all participants and will be aware of cultural and individual differences including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socio-economic status.

CONCERN FOR PARTICIPANTS Coaches will be sensitive to different roles and responsibilities of all participants and will not exploit or mislead them.

RESPONSIBLE COACHING Coaches will be aware of ethical responsibilities to society and the community in which they work and live as well as comply with the law and encourage the development of policies which serve the interest of the sport and its participants.

ETHICAL STANDARDS APPLICABILITY OF THE ETHICS CODE although many aspects of personal behavior and private activities may

or misleading.

COMMUNICATION WITH PARTICIPANTS To avoid any misunderstanding with participants, coaches will discuss the nature and course of training with them and answer any questions they may have.

RELATIONSHIP INVOLVING COACHES, PARTICIPANTS AND PARENTS Coaches should clarify the roles and rules for their team or seek the assistance of club management to assist with clarifications of roles and rules for participants and parents.

ALCOHOL, DRUGS AND TOBACCO Coaches will refrain from using and discourage the availability or use of alcohol, tobacco recreational drugs. In addition performance enhancing substances are totally banned in accordance with NZ Drug Free Sport and the World Anti Doping Association.

RECRUITING Coaches will not recruit a participant who is already a member of another team without first discussing with club management to determine impact.

EVALUATING PARTICIPANTS Coaches will evaluate participants on a regular basis either formally or informally to help the development of the individual participant.

RESOLVING ISSUES

FAMILIARITY WITH CODE Coaches will be familiar with the Code. Lack of awareness or misunderstanding of general principles or ethical standards included in the Code will not excuse violations of the Code.

CONFRONTING ISSUES Coaches should consult with club management when they are uncertain if a particular situation.

REPORTING VIOLATIONS Coaches should inform club management in the event of issues within the team, this includes players and/ or parents to seek a resolution.

COOPERATION WITH INVESTIGATIONS, PROCEEDINGS AND RESOLUTIONS Coaches will cooperate with any investigation, proceeding or resolution related to a perceived issue.

ACKNOWLEDGEMENT Coaches acknowledge

Ravens Inline Hockey 2018

the Coaches Code of Ethics is provided by the club from Sport New Zealand in an effort to ensure relationship between club, coach and participants is healthy and enduring.

SK8CAVE EQUIPMENT SHOP

The club host a small skate equipment shop supplying safety equipment for all players and skaters .

In most cases equipments can be ordered on demand but may take time to arrive from offshore suppliers.

The aim of the shop is to provide access to cheaper gear wherever possible and to assist the development of players through affordable equipment.

The skate shop is operated by the Ravens Inline Hockey branch. Contact the club for more information.



Ravens Inline Hockey Parent Code of Conduct

Ravens Inline Hockey player participation and success depends on the positive involvement of family as well as Ravens Inline Hockey officials. Ravens Inline Hockey needs parents to help us create the best possible environment for its young athletes. All Ravens Inline Hockey parents must abide by the following:

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Respect the officials and their authority during competitions and to never question, discuss, or confront coaches at the rink or at an event. Take time to speak with coaches at an agreed upon time and place.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Acknowledge that younger players are reliant on others for transport to get them to practice and games on time, team management should be advised of delayed or non-arrival.
- Know and study the rules of the game and support the officials on and off the rink. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports. Never ridicule or yell at your child or other participants for making a mistake or losing a competition.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.
- Be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all athletes, coaches, officials, and spectators at every practice or competition.
- Promote the emotional and physical wellbeing of the athletes ahead of any personal desire the parent may have for the parent's own child to win.
- Demand an environment where club activities are free from drugs, tobacco, and alcohol around young under age players and compliance with the relevant agencies and local bodies is followed.
- Demand that your child treat other athletes, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- Refrain from coaching your child or other athletes during competitions and practices, unless you are one of the official coaches of the team.
- Remind your child that school comes first and respect the recommendations of the child's teachers and coaches in academic and athletic planning.

- Inform Ravens Inline Hockey of all existing medical conditions which could affect your child's safety or participation.

Player's Code of Conduct

- Play for fun.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

Spectator's Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the rink surface can cause injury to players and officials.
- Keep away from the team benches unless invited by a team official.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

Ravens Inline Hockey Code of Conduct:

Participation in Ravens Inline Hockey is a privilege that can be revoked. Each member is an ambassador of Ravens Inline Hockey both on and off the rink. Each member shall engage in conduct at all times in a manner as to bring credit and dignity to Ravens Inline Hockey. Specific rules of conduct include, but are not limited to the following:

1. Athletes, officials and volunteers shall conduct themselves in a manner that will not bring disrespect, discredit or dishonor to themselves, their teammates, Ravens Inline Hockey, New Plymouth Roller Sports Club or any organizer of events in which they participate.
2. Athletes, officials and volunteers shall abstain from any illegal activity and abide by the NZ Drug Free Sports mandate. Use of banned substances by athletes, encouraging underage drinking and any other activity deemed to be inappropriate while on club premises, representing the club or the sport may be considered a breach of the Ravens Inline Hockey Code of Conduct and may result in discipline action.
3. Athletes, officials and volunteers shall abstain from any abusive behaviour.
4. Athletes, officials and volunteers shall show self-control and have consideration for others.
5. Athletes, officials and volunteers shall respect the property of others whether personal or private.

6. Athletes, officials and volunteers shall respect members of their team, other teams, spectators and officials and engage in no form of verbal, physical or sexual harassment or abuse.
7. No athlete, official or volunteer will engage in any form of hazing or bullying.
8. Athletes, officials and volunteers shall abide by all rules and policies (and any amendments) of the New Plymouth Roller Sports Club and its branches or sub committees.
9. Athletes and officials shall adhere to all other Ravens Inline Hockey safety and training policies

Drug Free Policy

Ravens Inline Hockey , as an affiliate member of New Zealand Inline Hockey and Skate New Zealand are governed by the New Zealand Drug Free Sport regulations and all updates as these are notified via their website. Complete policy details and athlete specific information can be found on their website <https://drugfreesport.org.nz/>

Risks & Need For Policy

- Underage drinking and non subscribed drug use is against the law.
- It is against the law to sell tobacco to individuals under the age of 18.
- Substance abuse negatively impacts athletic and academic performance.
- Alcohol and drug use interferes in learning processes, brain development and increases the chance of physical injury while participating in athletic competition.

ATHLETES & OFFICIAL -- ABSTAIN FROM DRUGS, ALCOHOL & TOBACCO

All Ravens Inline Hockey athletes and official (including coaches) shall abstain from the use of illegal drugs, consumption of alcohol and any form of tobacco while involved in any club related activity and / or inside the club facility.

VIOLATION

Violation of this policy may result in disciplinary action, and eviction from the club venue.

TESTING

Ravens Inline Hockey members are subject to controls and testing as determined by New Zealand Drug Free Sport.

Travel

Ravens Inline Hockey and Ravens Inline Hockey coaches and Officials do not and will not offer travel, food or accommodation services. Parents are expected to bring players to competitions and league games, or to arrange for shared travel with others where appropriate. It is an expectation that shared costs for travel and/ or accommodation be met by the player or parents when other parents assist with transport etc.

Concussions

In order to help protect Ravens Inline Hockey athletes, Ravens Inline Hockey recommend the adoption of guidelines for concussions.

Concussion Guidelines

- If a concussion is suspected, young athletes (between the ages of 11-18) must be removed from practice and/or competition;
- The removed athlete will need written medical clearance to return to practice; and
- After medical clearance is obtained, coach and manager can supervise the athlete's return to practice/competition.
- Older or Adult athletes are not exempt from these guidelines and must abide by medical advice and provide a written medical clearance to return to practice and play.

About Concussions

Concussions are brain injuries, and all brain injuries are serious. They may be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. One cannot see a concussion, and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear.

Risk Of Continued Participation

A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

Ravens Inline Hockey recommends that parents, coaches and athletes review the [ACC Sports Taranaki website](#) link under documents covering

[ACC Sportsmart Guidelines for Concussion](#)

Concussion Policy

Any Ravens Inline Hockey athlete or other participant suspected of having sustained a concussion or traumatic brain injury must be removed immediately from participation in training, practice, camps, competitions or tryouts by the coach overseeing such event. The participant will be prohibited from further participation until evaluated and cleared in writing to resume participation by a qualified health care provider.

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The following information is based on information provided from the Pocket Concussion Recognition Tool™.

01 PHYSICAL SIGNS (WHAT YOU SEE)

- Loss of consciousness or non-responsive
- Lying on the ground not moving or slow to get up
- Loss of balance/co-ordination
- Dazed or vacant look
- Disorientation/confusion
- Visible injury to face or head (especially in combination with any other signs)
- Grabbing/clutching of head

02 MEMORY (WHAT THEY SAY)

Failure to answer any of these questions correctly may suggest a concussion.

- “What venue are we at today?”
- “Which half/quarter is it now?”
- “Who scored last in this game?”
- “What team did you play last week game?”
- “Did your team win the last game?”

03 CLINICAL SYMPTOMS (WHAT THEY FEEL)

- Blurred vision
- Neck pain
- Nausea
- Dizziness
- Confusion
- Sensitivity to light &/or noise
- Nervous or anxious
- Fatigue
- Irritability
- Headache/pressure in the head
- Drowsiness/trouble sleeping
- More emotional
- Problems with memory
- Reduced ability to think/concentrate
- Difficulty sleeping

04 RED FLAGS (WHAT REQUIRES HOSPITALISATION)

If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment.

- Player complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Double vision
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change

GRADUATED RETURN TO SPORT PROTOCOL

Return to activity stage	Functional exercise at each stage of rehabilitation	Objective of each stage
No activity	Avoid all physical and mental exertion including the use of technology (e.g. use of phones, computers, reading, watching TV).	Recovery.
Light aerobic exercise	Walking, swimming or stationary bike keep intensity of exercise very low/easy, No resistance training.	Increase heart rate.
Sport specific exercise	Running drills. No head impact activities.	Add movement.
Non-contact training drills	Progression to more complex training drills e.g. passing, drills.	Exercise, co-ordination and cognitive load.
Full contact practice	Following clearance from medical doctor, participate in normal training activities.	Restore confidence and assess functional skills by coaching staff.
Return to play	Normal sport.	Full return to sport.

Safety and Welfare of Participants

The safety and welfare of Ravens Inline Hockey athletes, officials and spectators is of the utmost concern to Ravens Inline Hockey. To help official and athletes, Ravens Inline Hockey requires the use of helmets as follows:

Protective Gear And Uniform -- Athletes

Appropriate full hockey protective gear is mandatory for all athletes for practice sessions and games.

Full hockey protective gear is defined as:

- An appropriate certified hockey helmet (CSA/ HECC) these are Canadian or USA certifications)
- Elbow, knee & shin pads
- Hockey gloves
- Pelvic box
- Plus padded girdle (highly recommended)
- Mouthguard (mandatory when wearing a half visor and highly recommended for all players)

Goalies shall wear full goalie gear including additional padding and protective gear.

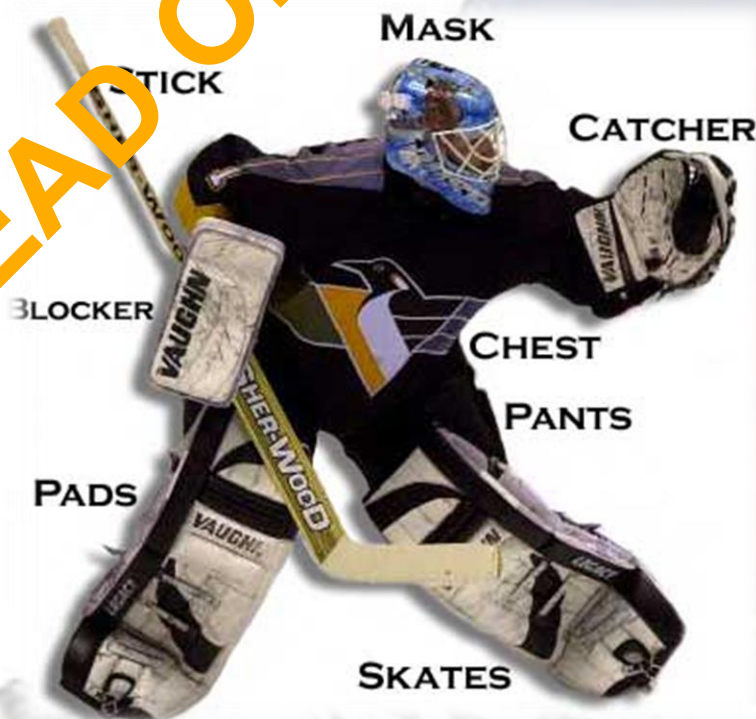
No athlete will be allowed on the rink without full hockey protective gear. **No exceptions.**

Ravens Inline Hockey mandates the use of full hockey protective gear for all program participants regardless of age ability and accomplishments. Ravens set their protective gear policy based on the requirements published in the IHNZ Playing Rules Manual. The full document can be found on the IHNZ website. Rules may change from time to time, [the website can be followed here.](#)

Ravens Inline Hockey uniform requirements for league play:

All skaters participating in league play are expected to have:

- Home and away jerseys
- Black Player Pants
- Skates and Hockey Stick
- Jersey numbers should match
- Full Face Cage Helmet (Under 19 yrs)
- Half Visor Helmet (19 yrs and Over)
- All mandatory player safety equipment







Discipline Policy

Discipline Procedures Towards Athletes

Ravens Inline Hockey's primary objective in all discipline procedures will focus on respect for coaches, parents, athletes and club equipment/facilities as well as each other. Respect is the foundation from which Ravens Inline Hockey can develop athletes both on and off the rink. This overall personal development is critical to the success of Ravens Inline Hockey athletes and the club in general.

One of the most important aspects of discipline is to be sure that the individual being disciplined clearly understands what behavior was unacceptable. The consequences of the individual's actions will be clear and consistent throughout the club and in line with the Ravens Inline Hockey mission statement.

Two things Ravens Inline Hockey strives to remember are:

1. Criticize the act, not the person.
2. The purpose of discipline is to change the behavior.

The objective of discipline and follow up of unacceptable behavior is to teach acceptable alternative behavior. Each athlete must learn from disciplinary experiences in a positive manner, which will result in the athlete's continued growth within Ravens Inline Hockey.

Ravens Inline Hockey's task is to work with the athletes to build character and sportsmanship, and to become strong individuals. This goal will always be kept in mind when suspension of privileges or disciplinary action is enforced.

While Ravens Inline Hockey cannot name every specific situation, Ravens Inline Hockey can provide some guidelines for situations that require immediate intervention. Ravens Inline Hockey can utilize the IHNZ Discipline Procedure document or utilise policy and procedures to provide guidance for any disciplinary action required to be undertaken by Ravens Inline Hockey. Discipline issues covered may be both on and off the rink. Each situation will be evaluated on a case to case basis. Outside assistance may be requested if necessary.

Category I Offenses:

- An athlete is late
- Foul language; Is disruptive to the group
- Shows lack of respect for coaches, athletes, teachers, parents, or assignments

Category II Offenses:

- Abuses teammate or another verbally
- Leaves rink without permission
- Violates locker room privacy rules including cell phone/electronic device use.
- Uses another athlete or coach's equipment without permission

Category III Offenses:

- Abuses teammate or physically (eg fighting)
- Theft from club, team mates or venues while representing the club
- Posting social media **private** photos of another person or makes abusive comment
- Destroys or attempts to destroy club or another's property
- Violated Ravens Inline Hockey Substance Policy

This Handbook outlines Ravens Inline Hockey's expectations for its athletes, coaches and parents. If a participant does not meet the appropriate obligations and expectations, then Ravens Inline Hockey is obligated to invoke disciplinary action. In all cases it is Ravens Inline Hockey policy to notify parents of any discipline actions taken.

Guideline actions are outlined below: These guideline outcomes are to provide a guideline only.

Category I Offense:

- First Time Offense:

The athlete may be required to sit on the bench, as determined appropriate by the coach. This punishment may be for the entire practice/game, or for a portion of the practice/game.

- Second Time Offense:

Sit out the entire practice/game on the bench. One additional game suspension may be included.

- Third Time Offense:

One (1) week suspension of practice privileges. Notify parents may include further game suspensions. Meet with parents to discuss recommendations to correct the behavior.

Any further infractions shall result in additional weekly suspensions and meetings with parents and coach until an acceptable action plan can be agreed upon in an attempt to correct the behavior.

Category II Offense:

- First Time Offense:

No practice or game that day, on bench for the entire practice and game. Notify parents.

- Second Time Offense:

One (1) week suspension of practice privileges. Notify parents and recommend one (1) weekend of games also be revoked. Meet with parents to discuss recommendations to correct the behavior.

- Third Time Offense:

Two (2) week suspension of club privileges. Notify parents and recommend two (2) weekends of games also be revoked. Meet with parents to discuss recommendations to correct the behavior.

Any further infractions shall result in suspension of club privileges for the season and more if deemed necessary by the parents and the coach. Additional corrective action shall be agreed upon by all parties involved.

Category III Offense:

These offenses are much more serious.

Physical abuse is illegal. The coach and parents will be notified. Corrective action plan and the decision of whether the authorities will be notified will be made by all parties involved.

Destruction of property is considered vandalism. Suspension of club privileges is required. The coach and parents will be notified. Corrective action plan and the reparation will be required.

Use of illegal substances is a breach of the New Zealand Drug Free athlete code. Suspension of club privileges is required. The coach and parents will be notified. Corrective action plan and the decision of whether the authorities will be notified will be made by all parties involved.

Depending on the seriousness other authorities may be notified (eg police)

- First Time Offense:

Two (2) week suspension of club privileges. The coach and parents will be notified. Meet with parents to discuss recommendations to correct the behavior.

- Second Time Offense:

One (1) month suspension of club privileges. The coach and parents will be notified. Meet with parents to discuss recommendations to correct the behavior.

- Third Time Offense:

One season suspension of club privileges. Extreme cases may include notification of the proper authorities and permanent expulsion from club activities. The coach and parents will be notified.

Any further infractions shall result in suspension from club privileges for the season and more if deemed necessary by the parents and coach. Additional corrective action shall be agreed upon by all parties involved.

Ravens Inline Hockey PARENT/GUARDIAN EXPECTATIONS:

1. Adherence to parent and spectator code of conduct as noted previously in this handout.
2. Recognize and utilize Ravens Inline Hockey's recommended communication contacts within the club. **Initial comments/concerns should be made to the players head coach, if unsuccessful or not appropriate the Hockey Coordinator(s) should be contacted, the Hockey Coordinator(s) will then bring appropriate concerns to the Hockey Committee.** If all attempts for communication fail as noted above, then a committee member should be contacted. All contact information is available on the Skate Sport Taranaki website.
3. Please respect the right of the coach to invoke the "24 hour rule" before communicating with a parent/guardian. Remember all officials are volunteers.
4. Please familiarize yourselves with the information in the Ravens Inline Hockey's handbook
5. It is recommended that at least one parent or guardian register with Ravens Inline Hockey. This will also provide access to the "Mailchimp" mail out list. Members are free to remove themselves from this list at any time.
6. Registration is currently via an online portal on the club's website. Annual fees are required in full prior to season start or an approved financial payment plan can be requested.
7. **All teams are expected to supply volunteers to assist the club when hosting games – especially at our own venue. These tasks include;**
 - Meeting and Greeting visiting teams
 - Scorebench and timekeeping duties
 - Referee/ Penalty box duties
 - Running the club snack shop
 - Cleaning/maintaining venue/ rink floor/ changing rooms
 - Removal of rubbish to bins provided

When visiting other venues members are expected to offer help for duties required (generally scorebench and referee duties).

Ravens Inline Hockey GENERAL INFORMATION & TRAINING FACILITIES

MEMBERSHIP

- All Ravens Inline Hockey participants must have a current registration before they can participate in any club activity. Register online at the club website (skatesports.org.nz)
- Please do not wait until the last minute to register, it is important for club to have data for planning teams for the season.
- Ravens Inline Hockey is a sub branch of the New Plymouth Roller Sports Club. The main club covers four skating codes, inline hockey has the majority of memberships.
- All Ravens Inline Hockey skaters, parents and family members shall abide by the rules of the rink and surrounding area including safety notices.
- Parents and players are expected to assist with public sessions and working bees on a rostered basis or as required during the season.
- Members acknowledge that the parking area is controlled by NIPE.

RESPONSIBILITIES OF BECOMING A Ravens Inline Hockey MEMBER

- Full registration, including full payment due before participation in any Ravens Inline Hockey program (unless Ravens Inline Hockey provides approval of a payment plan).
- Current membership is for participant skaters and coaches.
- Current membership with IHNZ for all players, coaches and officials is required.
- In the event that Ravens Inline Hockey pay a player membership fee to the national body the player named against the payment is responsible to ensure the funds are paid to the club regardless of the number of games played.

EXPECTED ADDITIONAL COSTS

In addition to membership fees paid on an annual basis, there are additional costs that must be anticipated for each member, including but not limited to:

- Team Entry Fee for events and league games, Player Jerseys both home and away versions purchased from the club, Player pants (plain black) may be purchased from club or elsewhere, and costs involved with travel to competition outside of New Plymouth.
- If you have questions or concerns regarding these costs, please do not hesitate to contact Ravens Inline Hockey committee. Ravens Inline Hockey is happy to discuss them with you and offer options, including a possible payment plan.

Note: The club fees include a Main club fee, and inline hockey fee and a national registration fee. These are notified annually and invoiced. Payment is preferred direct into the club's nominated account and clearly named for tracking. The club use XERO for accounting purposes.

Games/Tournaments

- While Ravens Inline Hockey likes to encourage parents to accompany their children to away events, Ravens Inline Hockey understands that this cannot always happen. Ravens Inline Hockey

encourages parents to help each other with travel to away competitions. It is expected that assistance is provided to offset cost of fuel etc if travelling with another family/ parent etc.

- All players and family members are responsible for costs when travelling outside New Plymouth for games or tournaments. Teams may elect to participate in additional tournaments at the participants' expense.
- Ravens traditionally travel to Auckland, Wellington, Hamilton and Waihi for club hosted events. New Plymouth also hosts events for visiting teams on an annual basis.

Central Region League

The Ravens teams play in the Central region for league games. The clubs involved in the Central region are; New Plymouth, Hamilton Devils, Waihi Miners, Piako Pirates and Mt Mustangs. A league schedule is completed and games commence early in May and play through until end August.

Games are held in New Plymouth, Hamilton and Waihi
There is a game fee per game, set at the beginning of the season and paid to the host venue.
There is a default fee if a team is unable to play, this is shared by the players in the team.

New Zealand National Championships

Held Annually. Inline Hockey New Zealand set the venue and host the event. Teams may need to meet a qualification criteria to attend. Details are released via IHNZ on an annual basis. The event may have as many as 50+ teams across all grades and can take up to nine days during the first week of the September school holidays.

New Zealand Inter Regional Championships

This event is hosted by IHNZ and the region winners held. Regional representative teams are involved over a variety of grades. Generally held over Labour Weekend in October. The event has been rotated around each region. The region a player is registered in will host trials to place players into representative teams. There will be a entry fee and a cost for playing jersey. Club player pants can be worn.

New Zealand Representative Teams

Inline Hockey New Zealand participate in events both locally and internationally with representative teams. These events may include Oceania (with Australia), FIRS World Championships in 18 & Under and Senior grades USA events attended in the past have included AAU Junior Olympics and NARCh. Teams are usually selected several months in advance with training camps held prior to attendance. All costs are met by the selected player.

Fundraising

Fees collected by Ravens Inline Hockey cover consumables such as pucks, goalie equipment, venue use, and general administration expenses. Teams also have an opportunity to share in the proceeds taken when running public sessions on a rotational basis. These funds may be specific to a team or player activity in relation to skating representation.

New Zealand team representatives may be eligible for assistance through the TSB Community Trust if an account is held at the TSB Bank by the selected player. The funding is not guaranteed, but the trust have been very supportive in the past. Grants are made annually and can only be applied for once in a 12 month period. Application forms and information can be found on the TSB Community Trust website and applications must be made by individuals not through the club.

Try Before You Buy

The club have a policy that allows a skater to attend three trainings in the code of choice before making the commitment to join the club. Once the decision to become a member is made all necessary equipment is also required and cannot be loaned with the exception of some goal keeping safety equipment.

The Rights of a Player

- Right of opportunity to participate in sport regardless of ability level.
- Right to participate at the correct age level or the next best alternative if unavailable.
- Right to participate in a safe and healthy environment.
- Right of each child to share views with coach and management.
- Right to play as a child and not as an adult.
- Right to proper preparation for participation in the sport.
- Right to equal opportunity to strive for success.
- Right to be treated with dignity by all involved.
- Right to have fun through sports.

ATHLETE'S CODE OF ETHICS

1. Play the game for the love of the game.
2. Be generous in winning.
3. Be gracious in losing.
4. Be just at all times, whatever the cost.
5. Obey the rules.
6. Work for the good of the team and towards excellence.
7. Accept willingly and graciously the decisions of the officials.
8. Believe in the honesty of your opponents.
9. Conduct yourself, at all times, with honor and dignity.
10. Recognize, applaud, and honestly, the efforts of your teammates and opponents, regardless of color, role or creed.

Rules and Policies

The purpose of Ravens Inline Hockey is to instruct and train all ages and both genders in the skills associated with the game of inline hockey, as well as the ideals of good sportsmanship, fair play, and respect for their fellow players and coaches. The emphasis is on development of skills, teamwork, friendship, respect to provide a life-long involvement in physical activity.

The following policies are intended to fulfill Ravens objectives and every effort has been made to cover all eventualities

It is recognized that these policies cannot possibly cover every situation which may occur during the season. In addition, under extraordinary conditions, it may be in the best interest at times to review policy to ensure information is still relevant and applicable.

The Ravens Committee has the authority to rule in the best interest of Ravens on any situation which is not covered by these policies.

Policy List by Number	
1	Age of Players
2	Registration
3	Placement of Players
4	Players per Team
5	Playing Time for Players
6	Scheduling
7	Inline Hockey Rules
8	Equipment
9	Suspension
10	Spectator Behaviour
11	Coach and Manager Duties and Responsibilities
12	Coach Suspension
13	Financial
14	Treasurer Reminder
15	Parent Responsibility
16	Tournaments
17	Goalie Equipment Policy
18	Team Manager Duties
19	Team Rules – A guideline
20	Application for Team Officials
21	Digital Images of Minors
22	Referee Training Opportunities

POLICIES and INFORMATION

1. AGE OF PLAYERS

- Ravens Inline Hockey follows the guidelines set out by Inline Hockey New Zealand
- In addition the club actively promote female participation. Currently female players have the opportunity to play age grade (mixed teams) or gender specific or both. They also may be eligible to play down one calendar year (depending on IHNZ rules).

2. REGISTRATION

- Each player is required to register using the online registration portal annually.
- Proof of age may be required on request. (Birth Certificate or Passport)
- In the event of registrations in any grade reaching more players than the recommended team roster, trials will be conducted to determine which team an individual should participate in.
- All players will be guaranteed a team to participate in.

3. PLACEMENT OF PLAYERS

- A player will participate in his own age division.
- All players will be placed in a team.
- Multiple teams in any age grade will be formed if registration numbers show a need.
- In the event more than one team is formed due to the number of registrations a trial will be conducted by senior club personnel to determine which team the player will play for.
- Despite which team a player is in during the season, all players will re-trial at the end of the season prior to nationals to select the club teams representing Ravens at NZ National Championships.

4. PLAYERS PER TEAM

- The maximum number of players on a roster is set by the playing rules. However, it is at the coaches discretion if a smaller roster is required as a viable team as long as this meets the minimum requirement within the rules.

5. PLAYING TIME FOR PLAYERS

- It shall be the responsibility of the Head Coach to substitute players in the following manner
 - It is at the coach's discretion how the players are rotated from the bench onto the rink during games.
 - Wherever possible time will be relative to the game being played and the skill sets required on the floor.

NOTE: Please keep in mind that:

- Certain conditions exist that may not permit equal time. They are, but not limited to discipline, injuries, suspensions, power plays, and penalties.
- Under normal circumstances, every effort is made to ensure players participate in their games based on their skill level and the required

skill set for the game in play.

- Inline Hockey is a team sport, so each member of the team regardless of rink time contributes to the team game outcome.

6. SCHEDULING

- It is important to let the coach know well in advance if for any reason attendance is not possible on game days.

7. INLINE HOCKEY RULES

- Ravens Inline Hockey follow the game rules from Inline Hockey New Zealand

8. EQUIPMENT

- All players must wear all safety gear as required and set out in the rule book. Players will be ruled off the playing surface in the event that this rule is not followed.
- Players must have a home and away jersey purchased from the club and wear black player pants.

9. SUSPENSION

- Any suspensions given to a player, by club or league authorities must be served as detailed before the player can participate again.
- Spectators may be banned from the game venue for disruptive conduct.
 - Rink management will be consulted to decide on a ruling based on evidence from any complaint.
- The use of profanity is to be discouraged at all times. Illegal substance abuse will not be tolerated. This includes practice, games, tournaments, and other special functions.
- Any player receiving a game suspension may also be subject to club discipline depending on the severity of the incident.
- No parent or guardian may approach a coach to complain, criticize, or express dissatisfaction after a game until a 24 hour "cool down" period has passed.
- All parties involved in suspensions will receive a written statement within thirty (30) days regarding any decisions or actions being taken by Ravens Inline Hockey.
- Parents, players, guardians and spectators may be suspended for breach of codes and policies by Ravens Inline Hockey.

10. SPECTATOR BEHAVIOUR

- Any spectator creating a disturbance that interrupts or deters from the playing of a game or practice shall be required to leave the venue until the game or practice is over.
- Anyone who becomes a repeat offender or does not comply with this rules of the game or the rink will be banned from the venue for the remaining of the season.
- During a game, the referees are in charge of the entire rink and have the authority to remove unruly spectators or request the venue hosts remove the offending person.

11. COACH and MANAGER DUTIES AND RESPONSIBILITIES

- Acknowledge that coach and officials may be required to complete formal Police Check documentation.

- Developing and maintaining an awareness of good conduct among members of the team.
- Instilling good sportsmanship and teaching hockey skills.
- Insuring all players are treated fairly when at practice or during games.
- Assuring that the team is properly dressed before game time.
- It is the responsibility of the coach or manager to insure that all equipment such as pucks, first aid kit etc are available at all practices & games.

12. **A COACH MAY BE SUSPENDED FOR THE FOLLOWING**

- Missing a game or practice without good reason and without appointing someone qualified to take charge of the team during this absence.
- Disrespect to any committee member
- Unsportsmanlike conduct on or off the rink.
- Refusal to follow guidelines established by Ravens Inline Hockey
- Being subject to suspensions as a result of disciplinary action.

13. **FINANCIAL**

- Any player not fulfilling a financial obligation with Ravens Inline Hockey will result in the suspension from further participation in all activities until that obligation is fulfilled.
- This includes registration fee and game fees.
- No player will be allowed to practice or participate in any games if he is in arrears of his payment for a period not to exceed one month unless a payment plan is agreed to and implemented.
- No individual team shall organize fundraisers of any kind without the approval Ravens Inline Hockey.
 - Fundraising by teams must have committee approval and control.
 - All funds collected from a fundraiser are to be banked into the Ravens Fundraiser account before distribution to the relevant team. Deposited funds will be coded to the relevant team for distribution as required.
 - Ravens Inline Hockey will not incur a loss as a result of fundraising.
 - Persons not participating in the fundraiser will not profit from the venture (i.e. those not participating will be responsible for their share of expense for the event).
 - All teams and members are expected to assist the Ravens Inline Hockey committee when a club fundraiser is initiated as this benefits the whole membership and may help to reduce costs in other areas.

14. **TREASURER'S REMINDER**

- All registration fees are due before any player can set foot on the rink.
- All other payments are due on scheduled dates and payable to the Ravens Inline Hockey nominated account.
- Avoid delay, pay on time. Do not pay in cash. Make payments to the bank account for easy tracking.

15. **PARENT RESPONSIBILITY**

- Ten (10) rules for the parents of athletic children. Ref. Attachment A.
- Management of student behavior through modification of adult behavior. Ref. Attachment B.
- Parents are to be reminded that hockey is a team sport and this idea is to be emphasized at home and after the game.

16. TOURNAMENTS

Ravens Inline Hockey hosts two main tournaments annually. These tournaments have been very successful and have been able to assist the club overall in keeping membership fees to a minimum. In order to insure future success, all parents and/ or members must participate by donating time to these tournaments, this may include scorebench, snack shop, café shop, referee duties, timekeeping or penalty keeping, cleaning and rubbish removal during and after the event. The branch may need to look at an additional cost to members if this volunteer time cannot be provided.

Coaches will determine their roster size for tournaments. All players are responsible for a shared cost of the entry fees and any other team costs incurred. This cost is to be paid to the team manager or directly into the Ravens bank account with a reference to enable tracking.

Players must play for their own team as a priority (first choice). In most cases there is no opportunity to play across or up into another team. In some circumstances this may be allowed with approval from all concerned. If a player is unable to attend a tournament event with their team due to injury or another commitment there will be no penalty against the player concerned.

17. GOALIE EQUIPMENT POLICY

- Ravens Inline Hockey will loan goalkeeper equipment where possible conditional on equipment being returned at the end of the season or when player no longer requires a loan.
- Supplies are limited and not all sizes are available.
- There are some items of goalkeeper equipment the player will be expected to provide, items of a personal nature (eg: padded pants, pelvic or cup protector)
- Ravens Inline Hockey will provide a first time goalie with their first goalie stick, however there could be a time delay to order one in if there is no stock.
- Goalkeepers, once they decide to become a dedicated goalkeeper will need to purchase their own equipment. The club can assist with ordering the necessary gear and may be able to offer a payment plan on request.
- Loan equipment must be kept secure, in workable order and clean by the player using it. If repairs are required, the Ravens Committee needs to be advised.

18. TEAM MANAGERS

The team managers' responsibilities include, but are not limited to the following

- The Team Manager is responsible for treating all team members fairly and equally and looking after their well-being while on the team bench.
- The Team Manager is responsible for providing the scorekeeper with a properly completed game scoresheet at least 15 minutes before the team game, or checking the scoresheet for the correct roster and numbers if sheets are pre-printed.
- The Team Manager should collect a copy of the completed scoresheet after the game for their own records. Players may also seek a copy from their manager after the game or at an appropriate time to suit.

- The Team Manager is responsible for the collection of all equipment loaned to the team through-out the season.
- Responsible for ensuring all their team players have completed the registration process on line, and following up with club administration to ensure membership fees are paid prior to participation.
- Check with team members each time there is a scheduled game – provide reminders and offer to coordinate transport etc as may be required to ensure attendance. (Note: Team Manager is not responsible for player's costs.)
- The Team Manager will keep the team members informed of all relevant information throughout the season.
- The Team Manager shall consult with the Team Coach to determine which events outside of the league commitments the team may wish to attend, make entry to the appropriate event organiser and collect entry fees to secure tournament entry.
- The Team Manager may conduct team meetings with the team players to ensure information is shared and the necessary directions are notified to their players. The team coach should also be in attendance.
- The Team Manager needs to assist the club by ensuring that volunteer functions are coordinated by team members or parents on a scheduled basis. This may include running the snack shop, scorebench, clean-up after games etc.
- Team Managers are expected to attend Ravens Branch meetings held monthly and responsible for distribution of information to team players (and parents) as it comes to hand.
- Team Managers may be asked to represent a player in the event of a disciplinary proceeding, especially if the player is Under 18 years.
- The drinking or supply of liquor or any banned substance is prohibited by any player, official or coach.
- The Team Manager should encourage players to attend events organised by the Ravens club.

19 TEAM RULES - A GUIDELINE

Team rules should be developed and adopted in consultation with Coach, Manager and Club Administration

1. Take responsibility for your actions.
2. Attend all practices.
3. If you cannot attend practice, call your coach or manager to advise
4. Players are to be dressed and ready to start training prior to the start time of practice and games.
5. Players should arrive at the rink forty-five (45) minutes before the start of a game and thirty (30) minutes before the start of practice. Timing can be negotiated or advised by Team managers. Remember that games can run early at events.
6. Players will not criticise fellow team members, coaches, or officials on the rink, in the changing room, or at any team function or meeting. Managers and Coaches should guard against this behaviour.
7. Practices will be at game intensity. You earn your game time at your practice.

8. The coaches will correct the players. The players will encourage and inspire each other.
9. Full equipment is required at all practices. No equipment, no practice. No practice, no game.
10. Zero tolerance rule - Any member of the team who violates this rule may be subject to a game sit out.
11. No player is allowed to leave the rink during a practice without permission.
12. All players will obey curfew if and when curfew is imposed.

20. **APPLICATION FOR TEAM OFFICIALS**

At the beginning of each season the ravens Club Committee will call for applications from members wishing to be considered for a coaching role. Applications need to be on the prescribed form (usually online). The Manager is generally assigned by the coach with the approval of the Ravens Committee. From time to time workshops may be available for coach and manager to attend. It is important that these sessions are attended for personal development and sharing of information.

21. **DIGITAL IMAGES AND PRIVACY**

All officials, parents and others need to be very careful that photography is approved, non-invasive and appropriate to the situation within the context of the team game. Parents should be consulted in case there is any concern about posting photos or video of team members on social media, internet, emails and bulletins, print media and on noticeboards at the venue. The privacy act should be consulted in the event of any concerns so there is no breach.

22. **REFEREE TRAINING (and SCOREBENCH)**

The Ravens Committee will endeavor to provide referee workshops to those interested in becoming a referee. The referee process and qualification is governed by the National Referee Committee. There is an opportunity to develop skills further and move up through the qualification levels as appropriate to the age of the referee and skill level.

Scorebench training is also available, this can be done inhouse as the club have experienced scorekeepers willing to pass on this knowledge. Scorebench training will also involve learning how to use the time clock and recognizing referee signals during the game. A training Manual is also available online or on request it can be emailed in PDF.

Attachment: A

TEN RULES FOR THE PARENTS OF ATHLETIC CHILDREN

Maybe your child will be a great hockey player some day, and maybe not, but your child will be a better hockey player if you follow these rules. If you follow these rules, they will also have a lot more fun.

1. Make sure your child knows that win or lose, you love him/her. Let them know that you appreciate their efforts and that you won't be disappointed in them if they fail. Be the person in their life they can always look to for support.
2. Try to be completely honest with yourself about your child's athletic capability, their competitive attitude, their sportsmanship, their level of skill.
3. Be helpful, but DON'T COACH YOUR CHILD ON THE WAY TO THE GAME OR AT THE BREAKFAST TABLE. Think how tough it must be on them to be continually inundated with advice, pep talks and criticism.
4. Teach your child to enjoy the thrill of competition, to be "out there trying", to be constantly working to improve their skills, to take the physical bumps and come back for more. Don't tell them that winning doesn't count, because it does, and they know it. Instead, help them to develop a healthy, competitive attitude, a feel for competing, for trying hard, for having a good time.
5. Try not to live your life through your child. You've lost as well as won; you've been frightened; you've backed off at times; you've been the villain. Don't expect any better of your child. They are an extension of you, but don't assume they feel the same way you did, want the same things or have the same attitudes. Don't push them in the direction that will give you the most satisfaction. They need to follow their own pathway.
6. Don't compete with your child's coach. A coach may become a hero to them for a while, someone who can do no wrong and you may find that difficult to handle. Or your child may become disenchanted with the coach. Don't side with them against the coach. Talk to them about the importance of learning how to handle problems and how to react to criticism. Try and help them understand the necessity for discipline, rules, and regulations.
7. Don't compare your child with the other players on the team - at least not within his hearing. If the child has a tendency to resent the treatment he gets from the coach; if the child is jealous of the approval other players get, try to be honest with him. Don't lie about his capabilities as a player. If you are overly protective, you will perpetuate the problem.
8. Get to know your child's coach. Make sure that you approve of his attitudes and ethics. A coach can be very influential, and you should know what his values are so that you can decide whether or not you want them passed on to your child.
9. Remember that children tend to exaggerate when they are praised and when they are criticized. Temper your reactions to the stories your child brings home from the rink. Don't criticize them for exaggerating, but don't overreact to the stories they tell you.

10. *Teach your child the meaning of courage. Some of us can climb mountains but are frightened to get into a fight. Some of us can fight without fear but are frightened at the sight of a bee. Everyone has a fear of something. Courage is learning to perform in spite of fear. Courage isn't getting rid of fear, it's overcoming it.*

READ ONLY VERSION

Attachment: B

MANAGEMENT OF STUDENT BEHAVIOR
THROUGH
MODIFICATION OF ADULT BEHAVIOR

1. *Don't spoil me. I know quite well that I ought not to have all I ask for. I'm only testing you.*
2. *Don't be afraid to be firm with me. I prefer it. It lets me know where I stand.*
3. *Don't use force with me. It teaches me that power is all that counts. I will respond more readily to being led.*
4. *Don't be inconsistent. That confuses me and makes me try harder to get away with everything that I can.*
5. *Don't make me promises; you may not be able to keep them. This will also damage my trust in you.*
6. *Don't fall for my provocations when I say and do things just to lose you. Then I'll try for more "victories".*
7. *Don't be too upset when I say "I hate you". I don't mean it, but I want you to feel sorry for what you have done to me.*
8. *Don't make me feel smaller than I am. I will make up for it behaving like a "big shot".*
9. *Don't do things for me that I can do for myself. It makes me feel like a baby, and I may continue to put you in my service.*
10. *Don't let my bad habits get me a lot of your attention. It only encourages me to continue them.*
11. *Don't correct me in front of people. I'll take much more notice if you talk quietly with me in private.*
12. *Don't try to discuss my behavior in the heat of a conflict. For some reason my hearing is not very good at this time and my cooperation is even worse.*
13. *Don't try to preach to me. You'd be surprised how well I know right from wrong.*
14. *Don't make me feel that my mistakes are sins. I have to learn to make mistakes without feeling that I am no good.*
15. *Don't nag. If you do, I shall have to protect myself by appearing deaf.*

Changing Room Protocol Guideline

- *Players MUST ALWAYS respect the property (dressing rooms) of our venue or any venue that they are playing in*
- *Players MUST ALWAYS conduct themselves in a manner that reflects well upon themselves, their teammates, their coaches and parents and their club and/ or association.*
- *Players MUST ALWAYS be treated as equals by their team mates at all times.*
- *Player MUST NOT BE verbally abusive (e.g., using profanity) towards teammates or coaches.*
- *Player MUST NOT criticise unduly their teammates*
- *Player MUST NOT BE physically abusive (e.g., pushes, strikes) towards teammates, coaches.*
- *Player MUST NOT BE under influence of alcohol or a controlled substance, prior to, during, after games or practice or provide to teammates (or others) illegal substance, alcohol during any team event*
- *Player MUST NOT throw any object that might cause injury to a fellow player or coach*
- *Player MUST NOT direct any unwelcome jokes or teasing about a person's body, looks, race, or nationality toward their teammates*
- *Player MUST NOT make condescending, patronising, threatening or punishing actions that undermine teammates self-esteem*
- *Player MUST NOT participate in practical jokes which may cause embarrassment, or may endanger a team mate's safety*
- *Player MUST NOT participate in any form of hazing*
- *Player MUST NOT make unwanted or unnecessary physical contact with their team mates*

READ ONLY VERSION

Social Media Policy

New Plymouth Roller Sports Club, recognise the positive impact of Web technologies and social media on developing and maintaining relationships and communities. We want to encourage you to benefit from all the opportunities which social media (Facebook, Twitter, YouTube etc) present, and help you to minimise any potential risks.

We have developed these guidelines to assist you in managing your online reputation and that of (the club) as well. We have also produced a document with specific advice on how you can apply these guidelines to your accounts and profiles. It's important to also share these tips with your friends and family as everyone needs to be aware of their digital reputation and how it can be best managed.

Identify your audience

If you want to use these sites to communicate with friends and family, you may wish to consider a site which you can keep quite personal and private. This may be a Facebook profile which you can lock down so that it cannot be publicly searched and one in which you only accept as "friends" people you know and trust.

If you want to use these sites to communicate with fans and the public, you may wish to consider a site which has fewer opportunities for you to share personal content such as photos or videos, e.g. Twitter. Your posts will be limited to 140 characters and you can be more selective as to which photos and personal details you share. You might want to use a Facebook Page, as opposed to a Profile, to engage with fans in a less personal, but still engaging manner.

If you are using public sites such as these, you need to let (the club) know.

Public comments are to be considered as comments to the media.

If you are operating a public profile, either on Twitter or Facebook, you may have a number of journalists as followers or friends. For this reason, any comments/posts/photos/videos which you provide on these sites will be subject to the same guidelines around talking to the media.

Protect your identity and online reputation

All users of social media sites need to manage what information they share to protect their identity and reputation. You can do this by making sure that you lock down your personal accounts by using the most secure privacy settings and not accepting friend requests from people you know and trust.

Search for yourself online

You can manage your digital footprint and online reputation by regularly searching yourself in search engines, e.g. Google or Bing, and on social media sites. There are also meta-search engines which search multiple databases at once, e.g. Logpile or Surfswax, or people search engines such as pipl.com. This will give you a better understanding of community perceptions towards you online, as well as help you identify any fake profiles and/or accounts. It is in your best interest to have fake accounts and/or profiles removed. You also need to advise your "friends" that there is a fake site and not to interact with it.

The will may also regularly search for club members online to manage the reputation of the club.

Be respectful and courteous

Think before you post a comment or respond to someone online and ensure that all of your communications are respectful and courteous. Once you have put something online, there is almost no taking it back and it is almost impossible to delete. Your comments may be seen by the media or sponsors and could impact negatively on you and the club.

Avoid getting into heated discussions online or talking about sensitive issues. Speak to the club if you feel as

though someone is trying to provoke a response from you or harasses/threatens you online.

Think before you post and/or tag an image

The images you share online will reflect on the club so it is important that you consider this before uploading or tagging photos and videos. Also be aware that these photos may be taken out of context and used by the media or other people so if you are not happy for the image to be shared publicly, it should not be placed online.

Respect other people's accounts and devices

There may be occasions where a teammate leaves a mobile phone unattended or has not properly logged out of an account. As a show of respect, do not use that person's device or account to harass others or impersonate that person and cause them humiliation.

Maintain a balance

Whilst communicating with friends, families and fans online can be fun and easy, it is also important that you maintain a balance between your online and offline interactions. Putting in face time with friends and family can help to strengthen those relationships and participating in events that bring you into contact with fans can also generate further support and a sense of community.

REMEMBER:

Social Media is an area of public comment, and you are responsible for what you say on social media, as if the same statement was being made in the media.

READ ONLY VERSION

PLAYER MEDICAL INFORMATION SHEET

Name: _____ Registered on Database? Yes / No
 Date of birth: Day _____ Month _____ Year _____
 Address: _____

Postal Code: _____ Telephone: _____
 Parent/ Guardian Name: _____

Best Contact Number(s) with Name(s) _____
 Person to contact in case of accident or emergency, if parents are not available.
 Name: _____ Telephone: _____
 Address: _____
 Doctor's Name: _____ Telephone: _____
 Dentist's Name: _____ Telephone: _____

Please use "Y" (yes) or "N" (no) to provide information below for your child to assist team manager.

<input type="checkbox"/>	Previous history of concussions	<input type="checkbox"/>	Medication
<input type="checkbox"/>	Heart Condition	<input type="checkbox"/>	Allergies
<input type="checkbox"/>	Diabetic	<input type="checkbox"/>	Epileptic
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Hearing problem
<input type="checkbox"/>	Wears glasses	<input type="checkbox"/>	Glasses shatterproof?
<input type="checkbox"/>	Wears contact lenses	<input type="checkbox"/>	Surgery in the last year
<input type="checkbox"/>	Trouble breathing during exercise	<input type="checkbox"/>	Wears dental appliance
<input type="checkbox"/>	Fainting episodes during exercise	<input type="checkbox"/>	Presently injured.
<input type="checkbox"/>	Has had injuries requiring medical attention in the past year.	<input type="checkbox"/>	
<input type="checkbox"/>	Wears a medic alert bracelet or necklace	<input type="checkbox"/>	
<input type="checkbox"/>	Does your child have any health problem that would interfere with participation on a hockey		

Please give details below if you answered "Yes" to any of the above items.

Medications:	
Allergies:	
Medical Conditions:	
Recent Injuries:	
Last Tetanus?	
Any other Information?	

- Any medical condition or injury problem should be checked by your physician before participating in a hockey program.
- I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.
- I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child.
- I also authorise release of information to appropriate people (coach, physician, club management) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

TEAM ROSTER

FIRST NAME	LAST NAME	DATE OF BIRTH	PLAYER JERSEY #	MOBILE	PARENT MOBILE(S)	EMAIL

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