



# **Patriots Hockey Program Player/Volunteer Handbook**

A Program of Fighting For Home Sports, a 501(c)(3) organization

*Version: July 2020*

To the newest member of our family,

On behalf of the Fighting For Home Sports family, I want to thank you for your interest in and involvement with the Patriots Hockey Program (hereafter Patriots Hockey).

Player-volunteers are vital to the success of this organization and we hope your time with us to be a pleasant and rewarding experience. As a player-volunteer you become a member of a dedicated team that, through the generous gift of their time, talent and personal interests, provide services that are so important to our nation's heroes and their families both on and off the ice.

Please take the time to read this handbook. This handbook was prepared to give you, the Player-Volunteer some essential information about the policies and expectations of Patriots Hockey. The handbook is organized by topic to help you find information you need easily. You are also encouraged to talk to Patriots Staff if you have any questions about the content of this handbook.

The Patriots Hockey reserves the right to modify the policies in this handbook without prior notice. The policies described in this handbook replace all prior policies, handbooks, or policy guidance provided.

Thank you for giving us your time and talents to help others. We depend on you to succeed and hope that you find volunteering with Patriots Hockey a positive and rewarding experience.

Sincerely,

A handwritten signature in black ink, appearing to read 'DBR', with a large, sweeping flourish underneath.

David B. Rosenfield  
CEO & Founder  
Fighting For Home Sports

## **ORGANIZATION DETAILS**

## **History and Background**

Patriots Hockey, founded by Marv Floer II in October 2011, is a veteran charity ice hockey team comprised of members from the US Armed Forces, whose mission is to host a series of ice hockey games in efforts to raise money and awareness for various military nonprofits which benefit our fellow service members and their families.

In October 2016 Patriots Hockey became a proud program of Fighting For Home Sports, an IRS recognized 501(c)(3) charitable organization.

## **Mission Statement**

“Helping active duty and veterans through ice hockey.”

## **Objectives and Goals**

Patriots Hockey is an all-volunteer organization comprised of active duty service members and veterans from every branch of the US Armed Forces. We strive to be the premier hockey organization for Active Duty and Veteran Hockey Players in our areas of operation, one in which individuals are proud to be accepted into and strive to improve themselves, their teammates, and their communities.

Patriots Hockey’s goals are to give back to the active/veteran military communities through the following means:

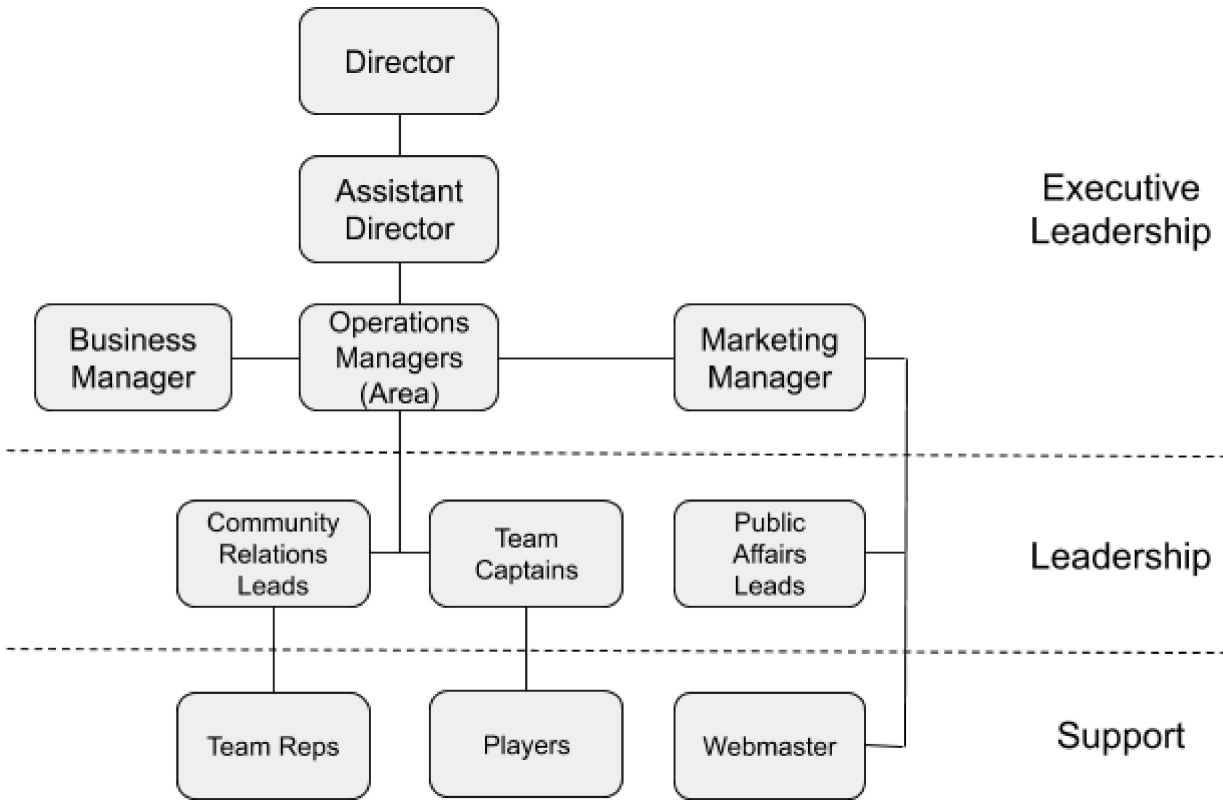
*Create a Familiar Community:* Through the sport of Ice Hockey and the comradery we find in the locker room, we are our “brother’s keeper”. We aim to be a familiar place where active duty and veterans find like minds who understand, sympathize and empathize with the rigors, trials and transitions unique to the military and veteran community.

*Charity Ice Hockey Teams:* Participate in charity ice hockey games in an effort to raise money and awareness for various military nonprofits which benefit our fellow service members and their families.

*Adult League Teams:* Provide a productive mental and physical outlet while fostering a fellowship equal to that experienced in the service.

*Community Service Projects:* Improve our Military and Veteran community through volunteer labor, such as building shelters for animal training organizations and rescues, or helping at community awareness and outreach events, we will give our time, effort and energy to assist Veteran run and Veteran Support Charities.

**Organization Staff**



## **PLAYER/VOLUNTEER** **INFORMATION**

### **Eligibility**

All Patriots Hockey Program players/volunteers are protected under Federal Equal Employment Opportunity Laws. All players/volunteers are selected without regard to gender, race, age, creed, handicap or national origin. There are no financial, educational or experience requirements to volunteer with our organization. However, we do require prospective players/volunteers submit the one of the following as Proof of Service:

- Active duty service members
  - Current Evaluation\*
  - Verification of Service
- Veteran
  - DD-214\*

All players/volunteers will be required to sign a Fighting For Home Sports “Hold Harmless Agreement”.

*\*Members with substandard evaluations and/or discharge classified as anything other than an honorable status will be reviewed on a case-by-case basis by the President/Director.*

### **What Patriots Hockey Should Expect from the Player/Volunteer**

Your responsibility as a player/volunteer:

1. Be realistic and candid in accepting your assignment as a Player/Volunteer, taking into consideration your interests, skills, and availability, as well as the needs of Patriots Hockey.
2. Learn your assignment as well as you can by participating in events, asking questions, and communicating with Patriots Hockey Staff.
3. Contribute to Patriots Hockey by being reliable and dependable and working with fellow players/volunteers. A player/volunteer is expected to participate in a minimum of three (3) events (combination of charity game volunteer and off-ice event) annually.
4. Follow all policies and guidelines of Patriots Hockey and engage in appropriate public behavior at all times.
5. Participate in the feedback process by letting the organization know how you feel about your player/volunteer experience and by giving constructive suggestions for improvement in any area through Patriots Hockey Staff.
6. Develop your skills as a player/volunteer by participating in practices/training and development opportunities.
7. Learn as much as you can and enjoy your Patriots Hockey experience!

## **What the Player/Volunteer Should Expect from Patriots Hockey**

Patriots Hockey's responsibility to you:

1. A suitable assignment based upon your interests, skills and availability, as well as Patriot Hockey needs.
2. The opportunity to work as part of a team, to contribute to the welfare of the community and the organization, and to be recognized for your contribution.
4. The support you need to do your job as a player/volunteer, disseminating information to keep you informed of upcoming events, and helpful supervision.
5. The opportunity to give feedback about your Patriots Hockey experience.
6. The chance to grow and develop as a player/volunteer through participation in Patriots Hockey activities, training/practice events, meetings, and more responsible positions.

## **Recognition**

Players/Volunteers who have successfully completed the minimum participation requirements can receive a Letter of Appreciation (LOA) from the Executive Director, documenting their volunteer service to Patriots Hockey. Players/Volunteers who cannot participate completely due to military requirements will be reviewed on a case-by-case basis.

## **Performance Reviews**

Players'/Volunteers' performance and program contribution status will be reviewed on an annual basis. The performance review, hosted by the Operations Manager, is utilized to review the player's/volunteer's performance of their position responsibilities (staff member), the level of contribution to the program provided, and the ability/availability of the player/volunteer to contribute to the program.

Players/Volunteers will also be contacted to ascertain the continued interest in serving; to seek feedback regarding Patriots Hockey; and to discuss any concerns regarding the position or project with which the player/volunteer is connected.

The review is an opportunity for both the player/volunteer and the Patriots Hockey organization to assess and improve their relationship with one another. In addition, players/volunteers may be asked to change assignments or may be relieved of duties if deemed necessary by the Patriots Hockey Executive Director.

## **Resignation**

Players/Volunteers may resign from their service with the organization at any time. If intending to resign, players/volunteers holding a staff position are encouraged to provide two weeks advance notice of their departure and a reason for their decision as appropriate so that another player/volunteer can be recruited into the departing player's/volunteer's duties.

## **ICE HOCKEY PROGRAMS** **PLACEMENTS/ROSTERS**

### **Skill Level**

Players skill levels will follow the USA Hockey Division Definitions, located on the USA Hockey website, along with the criteria set at the rink the player will be playing at. In the event of a disparity between the two definitions, the rink criteria will take precedence.

Players are allowed to play up a skill level (pending the needs of the Team), but are prohibited from playing down skill levels.

### **Placements**

Players/Volunteers, “player(s)”, will be placed into the Patriots Hockey roster category of their choosing. Within each category, players will then be placed on a team roster (charity and/or adult league) according to their appropriate skill set and to meet both the player’s and the program’s goals. Patriots Hockey roster categories are as follows:

#### *Active Roster:*

Players who wish to participate in both charity and adult league games.

#### *Charity Game Roster:*

Players who only wish to participate in charity games as the player is already a part of another adult league team.\*

#### *Adult League Roster:*

Players who only wish to participate in a Patriots Hockey adult league.\*

#### *Inactive Roster:*

Players who have transferred out of the area but wish to remain a part of Patriots Hockey. Inactive players are eligible to participate in charity games with the Executive Director’s approval.

*\*Players are not exempt from minimum participation requirements.*

### **Charity Games**

Charity hockey game skill levels will be coordinated between Patriots Hockey staff and the opposing team’s coordinator using USA Hockey Division Definitions. Rosters will then be generated per using the following:

- Player’s availability
- Skill level of game
- Level of player’s contribution to Patriots Hockey

Charity games are an honor and privilege to represent Patriots Hockey and is in no way a right or expectation due to program membership. Teams are selected to match our opponent's skill level as well as to reward those who are active participants within Patriots Hockey, on and off the ice. All charity event rostered players are expected to represent the program in accordance with the Patriots Hockey Code of Conduct policy, as well as participate in any promotion and community service events associated with the game in which they are rostered.

As stated, Patriots Hockey's success depends on the contributions of the players/volunteers. Priority will be given to those players that are actively involved with the program, i.e. ticket sales, tables/booths at charity games, off-ice volunteer events, etc.

### **Adult Leagues**

Patriots Hockey will make every effort to place players on teams within their geographical location or rink of players choosing. In the event that they are no available positions that meet these criteria, the player will be given the option to:

- Be placed on a roster at a different rink which may be at a further distance from player's place of residence
- Be placed on a standby/substitution list until a vacancy opens at the rink the player wishes to play
- Play with a non-program affiliated team at the rink until a vacancy opens at the rink the player wishes to play

Each team is assigned a Team Captain who is responsible for all aspects of the team assigned and is the primary point of contact for all Adult League team related issues.

### **Equipment / Uniforms**

Patriots Hockey Program will not provide equipment. Players/Volunteers enrolling in ice hockey programs are responsible for obtaining all required equipment according to USA Hockey Rule Book Section Three – Equipment and rink/league requirements.

## **POLICIES**

### **Code of Conduct**

Patriots Hockey players/volunteers are required to act as representatives of the program. While volunteering with the Patriots Hockey Program, players/volunteers must take into consideration the magnitude of their actions and comments while working alongside outside personnel on and off the ice. All players/volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization and comply with all applicable laws and regulations. Failure to follow these standards will result in disciplinary action including possible dismissal from one's staff or volunteer duties and possible civil or criminal prosecution if warranted.



Any player/volunteer who receives a Major Penalty during an on ice event (charity game / adult league game) will be reviewed by the Executive Director and additional sanctions may be levied in accordance with the seriousness of the offense. These sanctions may include additional suspensions, exclusion from adult league games and/or charity games, up to and including dismissal from the program.

### **Confidentiality and Communications**

Patriots Hockey personnel must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the organization. Players/volunteers may come into possession of confidential information, including but not limited to information regarding the business affairs of Patriots Hockey and its parent corporation, Fighting For Home Sports, and its affiliates, administrative, financial, industry, insurance, personnel, and sponsorship information, business and marketing plans and strategies, and other non-public information.

Additionally, players/volunteers may come into possession of confidential information belonging to Patriots Hockey's members, suppliers, consultants, licensors, contractors, subcontractors, agents or others to whom the Patriots Hockey owes a duty of confidentiality. Collectively, the above-described information is "Confidential Information."

As a condition of your relationship with Patriots Hockey, you agree:

- (a) Not to use, disclose or release to any party, copy, duplicate, remove, or take pictures of any Confidential Information without the prior written consent of Patriots Hockey;
- (b) That all Confidential Information will remain the exclusive property of Patriots Hockey;
- (c) That you will use reasonable safeguards to protect the Confidential Information.

Unauthorized disclosure of Confidential Information may subject you to legal liability, without any right of indemnification from Patriots Hockey.

All communications with the Patriots Hockey from any outside agency seeking business or information about any transactions shall be made directly through Patriots Hockey staff. No contact shall be made with individual players/volunteers.

Patriots Hockey players/volunteers may not speak with the press unless previously authorized by the Patriots Hockey Program Executive Director.

## **Discrimination**

It is the policy and commitment of the Patriots Hockey Program to not discriminate based on race, color, sex and/or gender, sexual orientation, national origin, age, disability, religion, and/or familial status in admission of its volunteers or its programs and services. All Patriots Hockey players/volunteers are accountable to this notion and failure to comply with this policy may result in termination from the program.

## **Sexual Harassment Policy**

The Patriots Hockey Program is committed to providing volunteers with a safe, productive, and enjoyable environment and experience while volunteering with the program. Patriots Hockey will not tolerate any form of sexual harassment among its staff members and players/volunteers; and encourages players/volunteers to bring any incident of sexual harassment to the immediate attention of the Patriots Hockey Program Executive Director or proper authority.

## **Use of Materials and Copyright**

Materials and programs developed for the organization are the property of the organization and are not to be used in situations external to the organization without prior approval. Internet and email are to be used in a responsible and professional manner.

Patriots Hockey reserves all rights and privileges to its logo, graphics, endorsement, and property, which cannot be used without consent of proper organizational authorities.

## **Photo/Video Release and Use of Likeness**

By participating in Patriots Hockey program events, players/volunteers are hereby granting the absolute and irrevocable right and unrestricted permission to Patriots Hockey to their name, likeness, image, voice, and/or appearance as such may be embodied in any photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the program or its partners. Players/Volunteers agree that Patriots Hockey has complete ownership of such material and can use said material for any purpose consistent with the program's mission. These uses include, but are not limited to, videos, publications, advertisements, news releases, Web sites, and any promotional or educational materials in any medium. Players/Volunteers acknowledge that they will not receive any compensation for the use of such images, video, likeness, etc. Players/Volunteers hereby release and discharge Patriots Hockey, and its agents, representatives and assignees from any and all claims and demands arising out of or in connection with the use of their name, likeness, image, voice and/or appearance, including any and all claims for invasion of privacy, right of publicity, misappropriation or misuse of image, and/or defamation.

## **Online and Written Communication**

All Patriots Hockey players/volunteers agree to communicate, verbally and written, with sensitivity, patience and respect. While volunteering with Patriots Hockey, players/volunteers will become involved with a diverse population and must remain conscious of the possibility for

misinterpretation of tone and inference, especially in email and online forums/chat. Players/Volunteers agree to use clear and kind language when formulating messages.

### **Conflict of Interest**

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

In the event that such a matter arises, it is the duty of any person taking part in the operations of Patriots Hockey to formally disclose the interest to the Executive Director, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

Players//Volunteers that serve in a staff/leadership position within a competing organization which conducts the same or similar activities as Patriots Hockey are required to notify the Executive Director. Additionally, Patriots Hockey staff are prohibited from holding a position (i.e. staff, volunteer, rostered player) and/or participating in a competing organization's events without prior approval from the Executive Director.

### **Gifts or Honoraria**

It is not permissible to offer or accept gifts, gratuities, excessive favors or personal rewards intended to influence the organization's decisions or activities. It is permissible to accept gifts of a nominal value (e.g. pens, calendars, and advertising items) in recognition of work well done. Patriots Hockey players/volunteers are not permitted to accept cash gifts under any circumstances. Players/volunteers, if representing the program, must turn over to the organization any honoraria they receive.

### **Dispute Regulation**

If a problem should arise among Patriots Hockey players/volunteers, the parties involved are expected to first communicate directly with one another in a respectful attempt to reach a mutual understanding. If a reasonable resolution cannot be reached, then parties involved can first request mediation from their Area Operations Manager and then if necessary, the Executive Director.

**Players/Volunteers are expected to follow all rules within the Patriots Hockey  
Player/Volunteer Handbook.**

## **Acknowledgement and Receipt**

Signature on this receipt acknowledges that you have reviewed the Patriots Hockey Program volunteer handbook.

I, \_\_\_\_\_, certify that I have received and reviewed the Patriots Hockey Program Volunteer Handbook.

I further understand that, by signing this statement as required I am indicating that I have read the Player/Volunteer Handbook and understand its contents, or have discussed questions that I may have with the Operations Manager. I also realize that this statement will become a permanent part of my volunteer personnel file.

\_\_\_\_\_  
Volunteer Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Please print, sign, and return to:  
Patriots Hockey Program  
10951 Gayola Ln,  
Lakeside, Ca 92040

Or e-mail to:

[dave.rosenfield@patriotshockeyprogram.org](mailto:dave.rosenfield@patriotshockeyprogram.org)