

Marshall Amateur Hockey Association



POLICY MANUAL

Adopted September 12, 2005
Revised June 29, 2006

INDEX

- Introduction.....2**
 - Mission Statement.....2
 - Vision.....2
 - Values.....2
- Goals & Objectives3**
 - 1. Goal One: To develop and maintain programs.....3
 - 2. Goal Two: To develop 'Teams of Excellence'3
 - 3. Goal Three: Keep barriers for participation low3
 - 4. Goal Four: Volunteerism.....4
 - 5. Goal Five: Facilities and Environment4
- Registration.....5**
- Teams & Competitive Philosophy.....5**
 - 1. Mini-Mites.....6
 - 2. Mites6
 - 3. Squirts & 12U.....6
 - 4. Peewees & 14U7
 - 5. Bantams & 16U.....7
- Tryouts & Team Selection.....8**
 - 1. Tryout Procedure8
 - 2. Move-Up Policy.....8
- Member Responsibilities10**
 - 1. Participation10
 - 2. Board Meetings.....10
 - 3. Fees.....11
 - 4. Fundraising12
 - 5. Volunteer Hours12
- Expectations Players.....13**
 - 1. Physicals13
 - 2. Transportation Policy13
 - 3. Rooming and Travel Policy13
 - 4. Controlled Substance Violations13
 - 5. Attendance Policy14
 - 6. Behavior Policy and Code.....14
- Non-Interference Policy17**
- Expectations Parents18**
- Expectations Coaches19**
- Expectations Team Managers21**
- Equipment22**
- Referees.....23**
- Facility Use.....23**

INTRODUCTION

Welcome to the Marshall Amateur Hockey Association (MAHA)!

It is our desire to create a fun and exciting experience for players and family members that will continue for years to come. The purpose of this manual is to give a general outline of the hockey program. Please read it carefully. If you have any questions feel free to call any of the board members listed on the MAHA website. A set of bylaws governs MAHA, which is governed by USA Hockey, Minnesota Hockey and our local 13 member Board of Directors. A copy of the bylaws can be requested from the president. The Board of Directors is elected by the Marshall Amateur Hockey Association members at the annual meeting. Members are elected to the board for a three-year term. Any association member is eligible to run for the board positions and every member is encouraged to attend the board meetings.

MISSION STATEMENT

To provide a positive Hockey experience to the youth of the Marshall area by offering the best programs with the best facilities.

VISION

We strive to provide a hockey program enabling players to participate at appropriate levels of competitiveness for all ages and skill levels.

VALUES

Fair Play: Learn that games and life are played by rules.

Growth: Learn about success and failure through sportsmanship.

Success: Learn that success is earned by hard work and diligence.

MAHA GOALS & OBJECTIVES

1. **GOAL ONE** - To develop and maintain programs that recognize and build on the strengths of the individual, the teams, and the association. Objectives:
 - a. Provide a source of competitive recreation and skill development for association and community members
 - b. Develop a sense of pride and accomplishment in our members.
 - c. Match athletic skill levels while keeping a focus on the social value of playing with peers.
 - d. Provide coaching staff and members with clear expectations of programs and goals within the Association.
 - e. Create an attitude and understanding that hard work and diligence is rewarded and rewarding.
 - f. Balance the needs of the individual with those of the association when a conflict in perceived goals is identified.

2. **GOAL TWO** - To develop 'Teams of Excellence.'
Objectives:
 - a. Maintain Mini-Mites as In-House teams focusing on basic skill development, fundamentals, and FUN!
 - b. Utilize the Mite/U10 years as a time to grow to love the game of hockey and learn the correct fundamental skills of the game. Limited game experience with an emphasis on skill development.
 - c. Expose Squirt/U12 teams to external competition while maintaining a primary focus on individual skill development, teamwork and FUN!
 - d. Field Peewee/U14 and Bantam/U16 teams with the goal of being competitive while continuing to emphasize individual and teams skills, and of course the fun of playing hockey.
 - e. Develop a sense of team play and sportsmanship
 - f. Develop the playing skills of each individual.
 - g. Develop teams fully prepared to compete at the High School level.
 - h. Support, compliment, and cooperate with the Marshall High School hockey programs.

3. **GOAL THREE** - Keep the barriers for participation as low as possible.
Objectives:
 - a. Provide a positive, youth activity teaching life-long lessons about teamwork, sportsmanship, and competition for young boys and girls.
 - b. Help assure a continued interest in the community and encourage participation in our program.
 - c. Provide a source of family entertainment.
 - d. Provide equipment to assist in cost containment.
 - e. Maintain costs at reasonable levels by being good stewards of MAHA's facility, our volunteers and our members' financial investments

4. **GOAL FOUR** - Utilize a system of volunteerism by working at designated MAHA activities.
Objectives:
 - a. Keep the cost of participation down.
 - b. Encourage active participation and a sense of commitment in our members.
 - c. Help ensure adequate number of participants.

5. **GOAL FIVE** - Maintain and improve the hockey facilities and hockey environment in our community.
Objectives:
 - a. Provide the community with a clean, efficient, modern and well run ice facility in cooperation with other community groups and organizations, as well as governmental bodies.
 - b. Seek to establish relationships, which will support our efforts to provide this recreational outlet in our community.
 - c. Work to establish and maintain other facilities such as outdoor rinks, weight rooms, etc., which will help our membership achieve our goals.

REGISTRATION

All players are encouraged to register at the designated registration date for the upcoming hockey season. This is typically in September. This allows the association to firm up coaching commitments, register teams, individuals, and players with Minnesota Hockey, assemble equipment and schedule times for games and practices. It is possible to register at any time during the year, but players may not be able to participate in league-sanctioned games unless registered by December 31.

See [current registration form](#) for fees, age cutoffs and other registration information.

TEAMS

Mini-mites (4-6yrs) are grouped together based on the number of participants and the player's abilities. Mites (7-8yrs) are split into teams. Squirts/U10 (9-10yrs), Peewee/U12s (11-12), and Bantam/U14s (13-14) are split into "A", "B" and/or "C" teams. The splits depend upon the number of players at that level. Splits allow players to play at their appropriate skill and age level. Each player is encouraged to participate at each of his/her team's games.

Each parent/player has the option of not playing at the "A" level.

MAHA adopts Minnesota Hockey guidelines regarding player eligibility.

COMPETITIVE PHILOSOPHY

UNSPORTSMANLIKE CONDUCT

Unsportsmanlike behavior will not be tolerated by this organization! This applies to players, coaches, parents, fans, and all others who come to our games whether home or away. Coaches are responsible for the sportsmanship displayed by their teams and have the authority to deal with it in an appropriate fashion. Severe infractions require severe punishment such as suspension or expulsion from the team. Similarly, infractions by parents, coaches and others will be dealt with according to the severity of the infractions. Please see the Grievance Committee section of this manual.

1. MINI-MITES

Non-Competitive. This program is designed to introduce youths to the fundamentals of skating and hockey. It is to be low-key with the emphasis on encouragement and building confidence. The primary objective is to offer ice time and instruction from coaches. After several practice sessions devoted primarily to basic skating skills, the youths will be asked to bring a properly measured hockey stick to practice. The youths will then be introduced to the fundamentals of stick and puck control as well as shooting. The objective is to make the practices fun and interesting. Sessions will be designed to provide the proper balance between skating and hockey skills instruction. After several weeks of stick and puck control instruction, teams will be established to introduce the youths to playing the game. The games will be low-key with no emphasis on winning with the goal to have fun!! Games will primarily be kept in-house.

- a. Practice: Generally two sessions per week with schedule published at the beginning of the year.
- b. Games: Limited number of away games which are optional for all players, during practice ice time, and beginning later in the season.

MAHA will provide helmets and elbow pads for all Mini-mite players. First year Mini-mites will be provided with a hockey stick.

2. MITES

At the Mite level, the emphasis is on fun and enjoyment with development of the player's skills and knowledge of the game. The year will be spent working on skating puck handling and passing, with work on position play later in the year. After several weeks of practice sessions the Mites will be taught how to play games in the form of scrimmages. Youths will not be assigned positions at this age; each youth will learn to play defensive as well as offensive positions. Each youth will be given the opportunity to play goalie in practice to determine his/her interest and ability. There may be two or three "jamborees" with games with out-of-town teams games scheduled later in the season. Everyone gets to play with approximately equal playing time. These games will emphasize participation and development of hockey skills.

- a. Practice: Generally two sessions per week. Schedule published at the beginning of the season.
- b. Games: MAHA will follow current MN Hockey Guidelines.
- c. Ideal Number of Players per team: 10-14
- d. Team Division: When numbers are sufficient, more than one team will be formed based on age (first criteria) and skill (second criteria). Coaches will attempt to give equal playing time in all games and practices.

3. SQUIRTS & 12/U

Skill development including team play. Coaches will provide equitable practice and playing time for all members of these teams. The goal is to develop hockey skills and team play in each skater.

- a. Practice: Typically two sessions per week. Schedule to be published at the beginning of the season.

- b. Games: Teams will play a schedule with teams of the same level (i.e. "A" vs. "A", "B" vs. "B"), with the following target numbers for games: "A" 26-30/yr. "B" 20-24/yr.
- c. Ideal Number of Players: 13-16 with 3 forward lines, 2 defensive lines, 1-2 goalies.
- d. Team Division: An "A" team will formed from the top skaters in this age group. "B" and "C" teams will be formed depending upon the number of youth registered at this level. Division of the teams will be accomplished early in the season based upon coaching staff's evaluations of the players' skills and team play (see "Tryouts" section).

4. **PEEWEEES & 14/U**

Introduction to competitive hockey with emphasis on skill development. At this level, emphasis is placed on developing the player's hockey knowledge and skill development, while maintaining the fun and enjoyment of the sport, which includes competition. Coaches will attempt to provide equitable playing time based on age, skill and experience as seems most appropriate for each game throughout the season. Continued improvement in skills and the introduction of checking will be stressed.

- a. Practice: Published at the beginning of the season.
- b. Games: 25-30 games per year
- c. Ideal Number of players: 14-18 with 3 forward lines, 2 defensive lines, 1-2 goalies.
- d. Team Division: An "A" team will formed from the top skaters in this age group. "B" and "C" teams will be formed depending upon the number of youth registered at this level. Division of the teams will be accomplished early in the season based upon coaching staff's evaluations of the players' skills and team play (see "Tryouts" section).

5. **BANTAMS & 16U**

Competitive. At the Bantam level, emphasis is placed on developing the player's hockey knowledge and skill, while maintaining the fun and enjoyment of the sport. At this level a higher level of commitment is required. Most players will be serious students of hockey with experience in and dedication to playing hockey. Each player must be prepared to give their full attention and their best effort.

- a. Practice: Published at the beginning of the season.
- b. Games: 25-40 games per year
- c. Ideal Number of players: 14-18 with 3 forward lines, 2 defensive lines, 1-2 goalies.
- d. Team Division: Players with more advanced skills will be selected by the "A" coach, with input from members of the Coaching Committee. "B" and "C" teams will be formed depending upon the number of youth registered at this level. Division of the teams will be accomplished early in the season based upon coaching staff's evaluations of the players' skills and team play.

TRYOUTS and TEAM SELECTION

When the number of youths enrolled at a given level (Squirt/U12, PeeWee/U14, Bantam/U16) exceeds the acceptable roster size, M.A.H.A. will attempt to roster additional teams. **Players will not be cut from the M.A.H.A. program due to roster restrictions or the number of players at a given level.** When additional teams are rostered, players will be selected on the basis of ability. The highest rated Squirt, PeeWee, and Bantams will be "A" teams. If numbers are adequate at any given level additional "B" and "C" teams will also be created.

Team selections from the tryouts, are not an exact science. Many different skills must be judged, in order to make a determination as to the placement of the player, for that particular year. It is important to remember that tryouts are merely a placement exercise for that particular year. The purpose of our hockey program is to allow players to improve and have fun while doing it. It is in the best interests of the player, to play at a level where he or she will be challenged but will also have some success.

Tryouts for teams will be conducted in a manner approved by the Coaches' Committee:

1. TRYOUT PROCEDURE

(Squirt/U12, PeeWee/U14 & Bantam/U16)

- a. **Selection Committee** - The selection committee will evaluate the players and make selections for the teams. This committee consists of the coaches of the teams at the involved level as well as a representative from the coaches committee and an upper level coach.
- b. **Testing** - A number of designated sessions will be held at the beginning of the season at which the coaches at each level shall conduct testing at the beginning of the season which will measure the various basic hockey skills (Skating skills, puck handling, passing, shooting, etc). Scrimmages with evenly divided teams will be used as an evaluation tool, where team play, game knowledge, effort and attitude will be evaluated.
- c. **Selection** - Upon completion of the above evaluations the selection committee shall meet and make the team selections based on their testing and observations.
- d. **Announcement** - Announcements of the team selections will be done by the coaches of the respective levels in a manner sensitive to the feelings and emotions of the individuals involved in this process.

2. MOVE-UP POLICY

a. Player "Move-Up" Procedure (Mini-Mite through Bantam)

This procedure applies only to players who are:

- (1) Mini-Mite age players requesting to move up to Mites
 - (2) Mite age players requesting to move up to Squirts
 - (3) Squirt age players requesting to move up to Peewees
 - (4) Peewee age players requesting to move up to Bantams
 - (5) Girls 12 and under requesting to move up to Girls 15 and under
- b. A player move-up request shall be commenced in writing prior to try-outs by a parent or legal guardian and approved by either the upper or lower level coach.
- c. Registration fees for the upper level must also be submitted with the move up request to be considered. Upon meeting the MAHA Move up Policy criteria and MAHA board approval, the player will be allowed to try out at the upper level.
- d. The following criteria must be met to be considered for a player to move up:
- (1) A need for players at the upper level.
 - (2) The move up must be in the best interest of both the player and upper level team.
 - (3) The player must be less than 1 year from eligibility at the upper level.
 - (4) The player must be physically and mentally able to compete at the upper level.
 - (5) The move up must be in the best interest of MAHA.
- e. After try-outs, if coaches, parents, player, and the MAHA board all agree that allowing the move up will be in the best interest of all parties, said player will be allowed to move-up to the upper level.
- f. The MAHA board may also initiate a move up request to fill a player need at an upper level.
- g. Any grievance or problems encountered by the parents or players in this action should be addressed to MAHA's board of directors or their designee. With consideration given to this policy, the MAHA Board shall retain the right to approve or disapprove all player moves within the organization.

MEMBER RESPONSIBILITIES

1. PARTICIPATION - *Pull your weight!*

This is a volunteer, nonprofit organization and we depend on our membership to make our organization work. This means you are expected to pay your fees on time, complete your volunteer hours, support your team and pitch in where you can in an effort to help this organization remain vital.

Membership in MAHA is a prerequisite for participation in MAHA sponsored activities. Individuals who have not paid their registration, or who indicate they will not pay registration, participate in fundraising, or volunteer hours will not be considered MAHA members.

Benefits of membership will not be extended to non-members (this includes admission to games, use of ice time provided by MAHA, use of facilities provided by MAHA, use of equipment or uniforms provided by MAHA, newsletters, mailing listing, etc.). Additionally, anonymity will not be provided to those who fail to make an effort to meet the membership criteria."

The MAHA Board of Directors also understands that it may be difficult for some to meet the financial requirements of MAHA membership. Options are available that may help some families meet these financial requirements. Please contact the MAHA President if you would like further information. Anonymity will be maintained for such a request.

2. MEETINGS

- a. MAHA board meetings are held monthly and more frequently as needed- typically in the months preceding the season. MAHA members are welcome to call any of the board members or to check the Marshall Hockey website <www.marshallhockey.com> to find out the date, time and location of the next meeting. All members are encouraged to attend and provide input at these meetings.
- b. The president of the board or any three board members with proper notice to be given to the membership may call special meetings of the board.
- c. A general Team meeting will be held early in the season, preferably in October. Board members will be introduced, this policy manual, as well as the Association's goal and objectives, member responsibilities, and expectations will be addressed and any questions will be answered.

SUGGESTED AGENDA AT 1ST COACH/PARENT MEETINGS

It is the coaches' responsibility to call a parent meeting as soon as possible after the team roster is finalized. The coaches committee will assist you in this effort if needed. Notify the M.A.H.A. president of the time and date to ensure a representative of the board is at the meeting to help conduct the meeting. At this meeting the following items must be covered:

- 1) Introduction of coaches and parents
 - 2) Structure of M.A.H.A.
 - 3) Philosophy and goals of M.A.H.A. program at this level.
 - 4) Coaches philosophy and rules
 - 5) Proper equipment
 - 6) Team member responsibilities
 - 7) Parent responsibilities
 - 8) Practice Schedule
 - 9) Game Schedule (if applicable)
 - 10) Travel arrangements (if applicable)
 - 11) The essence of good sportsmanship
 - 12) Selection of Team Manager(s)
 - 13) Selection of Tournament Coordinator(s)
 - 14) Selection of Media Relations Personnel
 - 15) Questions and Answers
 - 16) HEP Program
- d. Team Manager's meeting for all of the team managers will be held as soon as all the teams have selected their managers.
 - e. Annual meeting will be held after each season. Election of board members, by law changes and general information will be reviewed at this time.
3. **FEES** - The cost of the program varies a little from level to level and from year to year but averages about \$3 per hour. Every effort is made to keep the fees at the lowest level possible, while providing each player the ice time, instruction, and equipment needed to make this a productive, healthy and fun activity. The Board of Directors sets the fees prior to each season and input is always being sought on ways to keep fees low.
- Please refer to the current Registration Form for the current fee structure.
- a. MAHA will fund the district, regional and state tournaments.
 - b. MAHA will fund up to \$500 towards away tournament registration for each Squirt through Bantam team and up to \$250 for each Mite and Mini-mite team per year.
 - c. Additional expenses may be incurred, due to additional travel and out of town tournaments, which the team may elect to attend.
 - d. Registration, ice fees, and fundraising for those not enrolled in MAHA's Automatic Bank Withdrawal Program must be paid to MAHA by December 31st each season. If not paid, the player will not be allowed to participate in practice or games until the fees are paid in full.
 - e. If a player quits for any reason prior to December 1st, the family will be refunded one half (1/2) of the registration and ice time fee. No refund will be granted after December 1st. All fundraising monies or products, and any association equipment must be returned prior to any refund.
 - f. Hardship cases will be considered and funding may be available for scholarships if there is a demonstrated need. Please contact the board president for more information.

4. **FUNDRAISING - (Subject to change: See registration information).**
 - a. All Association families are required to purchase a minimum of 25 coupon books at \$10.00 each. Families with 2 skaters must purchase 40 coupon books and families with more than two skaters must purchase 50 coupon books.
 - b. Mini-mites and first year players must purchase only 10 coupon books.
 - c. Each player is a member of a team. As a member, each player is to follow the team majority ruling. This might mean that an additional cost might be incurred. (Example: out-of-town ice time, tournaments, etc.)
 - d. Burger King Coupons valued at \$1.00 are available at a discounted price through MAHA. A skater may purchase these and resell them at face value to assist in defraying the cost of registration or equipment.
 - e. PLEASE meet the deadlines in the fundraising projects. These efforts keep your out of pocket expenses down. We value and need your assistance in making our fundraising successful. Thanks!
5. **VOLUNTEER HOURS**
 - a. All current Association member families (1 skater) are expected to work a minimum of 25 hours, at various board approved MAHA activities.
 - b. A member family with 2 skaters is required to perform 1.5 times the number of volunteer hours. A family with more than 2 skaters is required to perform 1.75 times the number of required hours.
 - c. A minimum of seven (7) of these hours are to be worked in the concession stand.
 - d. New members, who have not previously been MAHA members, are required to work only 10 hours during their first year.
 - e. All members are expected to help out at their teams/level home tournament(s).
 - f. Volunteer hours must be completed by June 30th of each year. Members are required to reimburse MAHA at the rate of \$10 per hour for hours not worked.
 - g. Members that do not fulfill their obligation to MAHA will be noted as delinquent and not allowed to register in the future until such fees are paid in full.
 - h. Members may "buy out" volunteer hours at the above hourly rate, but still are committed to the 7 hours of concession work and helping with the home tournament.
 - i. There may be additional hours available, for special Board approved activities and fundraisers). Watch for sign-up sheets, posted in the Schwan's Ice Arena, and read the monthly MAHA minutes of board meetings.
 - j. YOUR SUPPORT IS NEEDED TO KEEP COSTS AT A MINIMUM FOR OUR HOCKEY PROGRAMS. (These programs are built from volunteers, not from dollars.) PLEASE DON'T WAIT TO BE ASKED. VOLUNTEER TO HELP YOUR MARSHALL HOCKEY ASSOCIATION
 - k. Children 14 years of age or older are allowed to help in the concession stand under adult supervision. No children under the age of 14 are allowed in the concession stand.
 - l. Members are responsible for reporting your hours to fulfill this requirement.

EXPECTATIONS - PLAYERS

- 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 for practices and games
- Learn the rules of the game and play by them. Always be a good sport.
- Respect your coaches, your teammates, your parents, opponents and officials. Respect yourself.

Any acts not covered in these rules, will be ruled on by the Marshall Amateur Hockey Association's (MAHA) Board.

1. PHYSICALS

- a. All youth eleven or more years of age as of July first of the year the season begins, must present evidence they have passed a sports physical within the past two years before they will be allowed to participate in practice or games.

2. TRANSPORTATION POLICY

- a. Only a parent or other designated adult may drive to away games. A parent may designate a licensed driver/player to drive if: 1) the parent remains in the vehicle and 2) adults and parents of other passengers specifically approve.

3. ROOMING AND TRAVEL POLICY

- a. Each player attending an out of town event shall have either a parent or other designated adult assume responsibility for the player during the entire trip.

4. CONTROLLED SUBSTANCE VIOLATIONS

- a. Regardless of quantity, a player shall not:
 - i.* Use a beverage containing alcohol.
 - ii.* Use tobacco in any form.
 - iii.* Use, consume, possess, buy, sell or give away any other controlled substance.
- b. Consequences
 - i.* After a violation has been determined, the student shall lose eligibility to participate in any association activities for the period covering the next two (2) consecutive games, or two (2) weeks of the season, whichever is greater. There is no exception permitted for a player who enters a treatment program after a violation has been determined.
 - ii.* 2nd violation: Loss of eligibility for the period covering 6 games or 6 weeks.
 - iii.* 3rd violation: Loss of eligibility for the period covering 12 games or 12 weeks.
 - iv.* Summer violations: Treated the same as in-season violations.
 - v.* More serious violations will warrant indefinite suspension, pending a meeting of the coaches' committee and the player's parents, to determine course of action.

5. **ATTENDANCE POLICY (suggested age appropriate) discuss prior to season with head coach.**
- a. Late for a practice or coach's set time for arriving at a game
 - i. At coach's discretion.
 - ii. If repeated offenses occur - loss of 1 period and coach will contact parent.
 - iii. Unexcused absence from practice or game
 - (1) 1st violation: Loss of 1 period.
 - (2) 2nd violation: Loss of 1 game.
 - (3) 3rd violation: Indefinite suspension pending coach/parent meeting.
 - iv. Excused / Unexcused absences from practices and games
 - v. If a player is sick, or unable to attend, a parent is to call the coach before practice or game, to make the absence "excused".
 - vi. If no contact is made with coach, absence is considered "unexcused" with consequences in effect.
6. **BEHAVIOR POLICY and CODE**
- a. Schwan's Ice Arena Discipline
 - i. If any member of the Marshall Amateur Hockey Association, player, parent, or coach is under disciplinary action from Schwan's Ice Arena, the Association will honor that action. If a suspension from Schwan's Ice Arena is in effect, it will be in effect for any Association function occurring at the Arena (game, practice, tournament, etc.) during the period of suspension.
 - ii. Anytime a player misses a game or practice because of disciplinary action from the Arena staff, the absence(s) will be considered unexcused" who will then incur any and all consequences related to Association attendance policies.
 - b. Damage to Property
 - i. "Property" will include, but not be limited to, all property of any arenas, busses and personal property damaged "intentionally" or accidentally through irresponsible or negligent actions.
 - (1) Offender will pay any damage costs.
 - (2) Offender will receive an indefinite suspension pending a meeting of coaches' committee and parents to determine appropriate consequences.
 - ii. All teams will keep the locker rooms that they are using, in a clean, orderly, condition whether home or away. Failure to do so will result in the loss of locker room privileges at Schwan's Ice Arena. First offense is the loss of the locker room usage for one week. The responsible parties and/or the team will pay in full any monetary damages to the locker rooms or facilities.
 - c. Jewelry
 - i. Earrings, necklaces, bracelets, etc., are not to be worn at any time that a player is on the ice and associated with the team.
 - (1) 1st Violation: Reminder.
 - (2) 2nd Violation: Player will leave game or practice (unexcused).

- (3) 3rd Violation: Indefinite suspension pending coaches' committee / parent meeting.
- d. Overnight behavior policy
 - i.* All Association rules will be in effect.
 - ii.* Individual coaches will set-up specific rules of conduct for hotel, rinks, restaurants, etc., on trips.
 - iii.* Parents are responsible for their child's adherence to rules on a trip.
 - iv.* If rules are violated, player may be sent home.
 - v.* If a player's parent(s) are not on the trip, the coach may call the player's parent(s) and have the player taken home.
- e. Severe Unsportsmanlike Conduct
 - i.* A player, who in the coach's judgment commits a severely unsportsmanlike act, on or off the ice, may be indefinitely suspended pending a meeting of the coaches' committee to evaluate the situation and take appropriate action.
 - ii.* Acts that are considered "unsportsmanlike" include, but are not limited to: certain language and gestures, throwing objects, refusing to shake hands, instigating problems during a handshake or contest, stealing, etc.
- f. School Behavior and Academic Performance
 - i.* If a player is suspended from school, he/she will also be suspended from all Association activities, which take place during the suspension. This policy will be in effect on Friday, Saturday and Sunday in the case of a suspension, which spans a weekend.
 - ii.* Based on recommendations of school officials and/or parents, the Association can suspend a player from Association activities for failing to reach minimum academic standards. The association will seek to establish (with the aid of school officials) a level of improvement to be shown by the player before the academic suspension is lifted.
- g. Possession of Weapons by Players
 - i.* Players are not to possess any gun, knife or other weapon on their person or in bags at any time.
 - ii.* "Tools" needed for equipment maintenance must be checked with coach for acceptable storage and use.
 - iii.* Any player who is found to possess a dangerous weapon will be subject to immediate, indefinite suspension by the coach pending a meeting of the coaches' committee and the player's parent(s).
- h. Adherence by membership
 - i.* To play as a member of the Marshall Amateur Hockey Association, every player must demonstrate a willingness to adhere to these rules by signing an "Acceptance of Rules and Regulations" agreement, which states that these rules are understood and accepted as such by the player.
 - ii.* Also, for a player to be eligible to participate in the Association, the player's parent(s) or guardian(s) must sign the same player's "Acceptance of Rules and Regulations" agreement to accept and abide by these rules.
 - iii.* Any adult may step forward and inform a MAHA board member, who will inform the other members, about a "violation" (as under section "Marshall

Amateur Hockey Association Operating Rules" of this policy manual). This adult will have to "see" or "personally know" of this violation, first hand. The MAHA board members will only know this adult's name. The board will inform the violator's coach as to what consequence the player will have to follow per the section "Marshall Hockey Association Operating Rules" or the board's decision. The player's coach is to inform the player's parent(s) only.

- i. In the event of a continuing disciplinary problem on the ice, a player may be removed from the ice by the coaches. However, the coaches will make every effort to remedy problems, on the ice, before this action is taken. Any disciplinary action may affect a player's ice time in future sessions. If a parent has any questions concerning a disciplinary action, they may first talk to the coach, and work with him in resolving the problem. In event this does not resolve the problem; parents are urged to present the problem, to the Coaches' Committee. If a parent has any question concerning a consequence initiated from the coaches' committee they should present the question to a board member for board consideration.
- j. Please review the Coaches noninterference policy (BELOW):

NON-INTERFERENCE POLICY – GENERAL

MAHA coaches need to be able to coach without interference from parents. This pertains to all coaching decisions related to games, practices, disciplinary actions, and other items related to the management of the team's unity and performance. Parents who approach a coach to argue/complain about the items in the above paragraph will be risking their child's participation on the team (see below). The appropriate channel for these complaints/concerns is through the coaches committee. If the parent feels the coach must be approached regarding an issue (e.g. safety), the coaches committee should be contacted.

1. FIRST INFRACTION

- a. If a coach feels the "Noninterference Policy" has been violated by a parent he is to tell that parent (e.g. "This is not appropriate to discuss, direct your concerns to the coaches committee"): The coach should then notify the MAHA Ombudsman (Liaison between Coaches, Parents, and MAHA Board) of the incident.
- b. Review: The Ombudsman will review the incident and notify the parent and coach of the results, which will be either:
 - i. Valid: warning issued (parents will be asked to review this section of policy manual) or
 - ii. Invalid: no warning issued.

2. SECOND INFRACTION

- a. If an infraction occurs after a parent of a player has been issued a warning, or if a parent of the affected player persists, despite being asked to take the issue to the coaches committee, the coach should respond in the appropriate manner and again notify the Ombudsman.
- b. Review: The Ombudsman will review the incident and notify the parent and coach of the results: which will be either:
 - i. Valid, penalty imposed (board notified at this point)
 - ii. Invalid, no penalty imposed
- c. Penalty: Child will be ineligible to participate in MAHA activities for one week.

3. RECURRENCE

- a. If an infraction involving the same player's parent(s) occurs after a penalty has been imposed on that player, the coach should respond in the above manner and again notify the Ombudsman.
- b. Review: The Ombudsman will review the incident and notify the parent and coach of the results, which will be either:
 - i. Valid, penalty imposed (board notified again)
 - ii. Invalid, no penalty imposed
- c. Penalty
 - i. In the event of a recurrent violation of the Noninterference Policy by a parent of a child in MAHA'S program, the involved child the child will be ineligible to participate in MAHA activities for the balance of the season.
 - ii. No refunds will be issued.

4. EXCEPTION

- a. If a parent is acting in good faith in the interest of preventing imminent physical/psychological harm the above the above policy is not applicable.

5. APPEAL

- a. To MAHA Board of Directors.

EXPECTATIONS-PARENTS

PLEASE NOTE: PARENTS, MAKE SURE THAT COACHES ARE AWARE OF ANY 'CONDITION' (physical, medical, etc.), THAT MAY AFFECT THEIR CHILD'S PLAYING SKILLS/ABILITY, AT ANY TIME. THIS WILL HELP ALL OF THOSE CONCERNED, INCLUDING YOU.

MAHA coaches welcome parent involvement in their child's activities and will be happy to discuss appropriate issues with you and your child. These issues include skills development (Drills, Selection of hockey camps, workouts) schedule conflicts, equipment, medical needs, precautions, and family events, which may affect the player (illness, etc.).

- Support your children's desire to play their chosen sport(s). Make it fun.
- Encourage your children to play by the rules.
- Applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, referees or coaches.
- Emphasize skill development and de-emphasize competition in the lower age groups.
- Know the rules of the game and support the officials on and off the ice.
- Work toward removing the physical and verbal abuse in youth sports. Control your emotions, do not yell, demean, or physically abuse your child after a game or practice.
- Support your volunteer coaches.
- If you enjoy the game, learn all you can about the game, and volunteer!

PLEASE REVIEW THE NONINTERFERENCE POLICY IN THE "EXPECTATIONS-PLAYER" SECTION OF THIS MANUAL.

EXPECTATIONS-COACHES

All coaches are nominated by the MAHA Coaches' Committee and approved by the Board of Directors. Head coaches and assistant coaches with no children on the team are paid, depending upon the level. The board of directors determines this after consultation with the coaches' committee.

The rules and duties established for coaches, has been put together by the MAHA Coaches' Committee. The purpose of these rules is to provide the best environment for the players in our Association. It is the goal of the committee that our players have fun playing hockey while being taught, in a positive manner.

1. No swearing or offensive language.
2. No use of tobacco products, on the bench or in the arena, during games and practices.
3. Not under the influence of alcohol or illegal drugs, at hockey related activities.
4. Stay with the team on all road trips.
5. When on the ice, games AND practices, all team players are to wear all of their equipment. This DOES mean the proper use of mouth guards. Exception: Any non-playing team player, on the bench, is to have a helmet on.
6. Help enforce the MAHA rules and policies, especially relating to the violations/consequences under section "Marshall Amateur Hockey Association Operating Rules" of this policy manual.
7. All MAHA coaches are required to attend a Minnesota Hockey recommended clinic, approved by the coordinator. USA hockey clinics are provided around the state. MAHA will reimburse coaches, for the coordinator-approved clinics.
8. NO tournaments are to be played BEFORE the third weekend of November without prior MAHA board approval. (The team books have to be sanctioned first – usually done on the second weekend in November, BEFORE a team can play in a tournament.)
9. Each team Head Coach will be responsible, for conducting a minimum of 2 team meetings per year.
10. Skating fundamentals should be coached and practiced at all levels.
11. Encourage players to learn different positions, especially at the Squirt and below levels. This creates a well-rounded player and better prepares the child for the next level(s).
12. No one is allowed on the player's bench, without an USA Hockey Individual Membership Registration (I.M.R.) form. For insurance reasons, the I.M.R. is needed.
13. Each team (Squirts on up to Bantams) can have up to 4 coaches, with each having an I.M.R.
14. Full hockey gear is to be worn by any non-adult helper during ALL practices.
15. The Coaches' committee will address violations and appropriate action(s) will be taken.

EXPECTATIONS - TEAM MANAGERS

Each Mite, Squirt, Peewee and Bantam team will have a parent manager, who will assist the coaches. Mini-mites may have 1 or 2 Managers for this level. Read and Understand the District 4 operating rules. ASK, if you don't have a copy. Responsibilities of the Team Manager will include the coordinating of activities, for their team including the following, as applicable to each level.

1. SCHEDULING

- a. League/District Schedule
 - i. Verify league schedule.
 - ii. Schedule necessary changes.
- b. Non-league games
 - i. Help coach schedule non-league games, as required.
- c. Tournaments
 - i. Check "Lets Play Hockey" tournament schedule early.
 - ii. Call for tournament information.
 - iii. Reserve Spot ASAP.
- d. Referees
 - i. Verify all games, with the Referee Coordinator.
 - ii. Verify games and practice times, with Master Schedule.

2. GAME RESPONSIBILITIES

- a. Verify all games, by phone, one week before scheduled date.
- b. Arrange scoreboard help for home games.
 - i. Running the clock, announcing, working both penalty boxes. Four people recommended.
 - ii. No kids under 12 are allowed in scorer's table or penalty box.
- c. Prepare official score sheet, for home games. Insure that the sheets are filled out completely.
- d. Provide roster to scorer, at away games. Insure that the sheets are filled out completely.
- e. Turn in completed game score sheets as directed by the district rules as outlined in the handbook.

3. TOURNAMENTS: Work with tournament directors to:

- a. Line up hotel information & directions, for parents.
- b. Communicate game schedules & directions to arenas.
- c. Provide roster information, before tournament, as required.
- d. Handle team registration, at tournament.
 - i. Registration: the showing of the USA Hockey Player form, USA Hockey Team Membership Application, USA Hockey verification of Registration, I.M.R. Forms, and Birth Certificates.
 - ii. Parents Consent forms.
 - iii. Locker room arrangements.

4. TRANSPORTATION (No transportation will be paid for by MAHA.)

- a. Coordinate travel time, with coaches and parents.

- b. Van/bus can be arranged at the team's request. The team is responsible for the cost.

5. MISCELLANEOUS

- a. Team Managers must attend the team rep meeting, scheduled after the teams are picked.
- b. Fill out Official Team roster, as soon as possible, obtaining the signatures of all players, coaches and Team manager. Get this to the registration chairperson as directed.
- c. Keep and maintain the team's book, which has the team's roster, I.M.R.s, birth certificates, a copy of this Policy Manual, etc. At the end of the season, this book is to be returned to the MAHA Registrar.
- d. Help registrar to have each team member, fill out a Wavier/Insurance/Medical Form. This completed form is to be kept and placed into the Team Rep.'s notebook.
- e. Coordinate accident reports and make sure all injuries are reported to MAHA registrar.
- f. Communicate to the MAHA Registrar, any address/phone Number corrections/changes of team player, as required.
- g. Provide game/practice schedules for players/parents.
- h. Coordinate home game schedule(s) with the concession stand chairperson.
- i. Submit (designate someone else if you want) a write-up of your team games, as soon as possible after the game(s), to the Marshall Independent sport's editor.
- j. Communicate pertinent information, from coaches to parents, and vice-versa.
- k. Keep statistics, as required by coach.
- l. Coordinate collecting money for jersey nametags.
- m. Coordinate team pictures in conjunction with the picture committee
- n. Fundraisers: Work with fundraising committee to facilitate full cooperation at the team level
- o. As soon as possible, AFTER the end of the season supplies the MAHA Registrar, with the following information: (This information is needed so the team players will receive their patches.)
 - i. The total Number of players, on your team (for the playing level patches).
 - ii. The total Number of new MAHA players, on your team (for the MAHA patches).
 - iii. The name of the players, who had hat tricks, playmakers, and shutouts. Also, send the MAHA Registrar, a copy of the game score sheet, each hat trick, playmaker, and shutout, was achieved. Only 1 achievement patch of each type will be awarded to the same player.
 - iv. The date of which the patch are needed by. Please allow 2 weeks, minimum, for the MAHA Registrar to obtain the necessary patches.
- p. Equipment disbursement and collection: Work with equipment committee.
- q. Any other tasks that may be inherent to this position.
- r. Last, do your best for the team. Have fun while doing it. If questions arise, contact the MAHA Board.

EQUIPMENT

1. REQUIRED EQUIPMENT

- a. Includes skates, helmet, BLACK breezers, shin guards, an attachable mouth guard, shoulder pads, elbow pads, and hockey gloves.
- b. For male players, an athletic supporter with a protective cup and for female players, a pelvic protector is recommended.
- c. It is recommended that each player have at least 2 good sticks at all games.

2. EQUIPMENT PROVIDED BY MAHA

- a. MINI-MITE- Helmet/Mask, elbow pads, stick (first year skaters only)
- b. MITES-Helmet/mask, elbow pads, breezers, suspenders, goalie equipment
- c. SQUIRTS-Helmet/mask, elbow pads, breezers, suspenders, goalie equipment
Game Jerseys will be provided for all levels.

3. SIGN-OUT AND RETURN POLICIES

- a. At a time near the beginning of the season as determined by the equipment manager, a parent or guardian will have to sign the completed form taking responsibility for the return of the equipment in good condition. At the end of the season the equipment manager will announce a check-in procedure.

4. CARE

- a. All equipment shall be cleaned, mended, and in good working order before being returned to the association. The individual responsible for the equipment must pay the association for any equipment not returned or any equipment returned in an unacceptable condition as determined by the equipment manager. Wear and tear will occur and is allowed for but careless and abusive treatment of association equipment will not be allowed. If equipment is returned with more than normal wear, parent/guardian will bear responsibility.

5. LATE FEE

- a. A late fee of \$25 is charged for equipment not returned by the post-season deadline as announced by the equipment manager.

6. GOALIE EQUIPMENT

- a. To assist with the expense of outfitting a goaltender the association provides the goalie equipment for the Mites and Squirts and has goalie equipment available for rent at the Peewee and Bantam levels. The rate is based on the equipment needed. Contact the equipment manager for details.

7. GAME JERSEYS *are expensive to replace, but players are proud to wear them. Therefore, they CAN be worn in school, but only on game days; Fridays if there is a Saturday Tournament game scheduled. The player's parent(s) will be responsible for any damage done to the jersey, outside of a MAHA-sanctioned game time. These game jerseys are to be returned to the equipment level manager at the end of the hockey season*

REFEREES

Referees: All referees are to have a CURRENT Referee Certification card with them, BEFORE they can referee a game. The card is to be shown to the head coach before the start of the game, which they are to referee. A referee cannot officiate a game where the players are at the same level or higher as the referee. If a referee cannot officiate their scheduled game, he/she is to find a replacement for that game. Referees will have to provide their own jersey, black pants, whistle, helmet, and skates.

Referee reimbursements: MAHA will refund 1/2 of the referee certification fee to MAHA members who have made themselves available to referee throughout the year. Referees are to insure that all players are properly dressed for safety, including the proper use of mouth guards.

FACILITY USE PROCEDURE (School Closing)

1. Facility manager (president then vice president in absence of facility manager):
 - a. Coordinates decision regarding the need to close ice arena and communicates closing to appropriate parties (scheduling director, community services, radio and TV stations).
2. If Arena is not Closed:
 - a. Scheduling Coordinator divides unscheduled time into blocks (e.g. 1.5 hrs) and calls team coaches on a predetermined rotating priority basis to offer choice of times for use (Closing team w/1st choice: 1st-HS, 2nd-Bantam, 3rd-PW A, 4th-PW B, 5thSqA, 6th- SqB, 7th-Mite).
 - b. Communicates with facility coordinator regarding planned team use of facility.
 - c. May designate open hockey for unclaimed time.