

**ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATION**

**GUIDELINES AND POLICIES**

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## **I. ARMSTRONG COOPER YOUTH HOCKEY PROGRAM**

### **A. DEFINITION**

The Armstrong Cooper Youth Hockey Program is comprised of the best possible teams that represent the Robbinsdale District 281 area in competition against teams from the United States and Canada.

### **B. PURPOSE**

The primary purpose of the Armstrong Cooper Youth Hockey Association is to give kids, regardless of their age and athletic ability, an opportunity to develop playing skills and game knowledge in a safe and fun environment, and to promote enjoyment for youth hockey families.

### **C. GOALS AND OBJECTIVES**

1. Create a positive experience for all participants in the ACYHA program, including youth players, coaches and parents.
2. Emphasize individual skills development over team performance.
3. Foster a strong relationship between ACYHA and District 281's high school hockey programs.
4. Establish standards that promote a consistency of purpose and provide support mechanisms for all ACYHA coaches.
5. Develop a vision for the ACYHA program that supports quality coaching and reduces the amount of turnover at the travel level.
6. Through stronger communication and education tools, manage parental expectation.
7. Control and reduce individual costs of participation in ACYHA programs.
8. Provide useful measurements of progress for each player in the ACYHA program.

### **D. PHILOSOPHY**

No individual shall be denied participation in programs sponsored by the Armstrong Cooper Youth Hockey Association because of financial hardship. The need for funds should be presented to the Youth Director who can transfer funds from the general fund of the Association for participant fees. All requests for financial aid will be kept in strict confidence. An executive committee comprised of the Youth Director, Assistant Director, and Treasurer will review all requests individually.

**E. AFFILIATIONS AND REPRESENTATION**

MN HOCKEY - Armstrong Cooper Youth Hockey is a member of MN HOCKEY District 3 which includes teams from Armstrong/Cooper, Brooklyn Center, Brooklyn Park, Hopkins, Wayzata, Osseo, Maple Grove, St. Louis Park, Blake and Benilde-St. Margaret.

USA HOCKEY - The governing body for amateur hockey in the US, as such, USA HOCKEY and MN HOCKEY, determines playing levels for (Mites, Squirts, PeeWees, Bantams, Junior Gold, Girls U12, U14, and U16) based on birth dates.

**II. SELECTION OF COACHES**

- A. The board of Directors is responsible for selecting the head coaches for all traveling teams.
- B. A majority vote of the board of Directors is required to appoint a Head Coach.
- C. Prior year head coaches desiring to return for the following year at the same level or another vacant level shall notify the Youth Director at or prior to the May Board meeting. A majority vote by the Board at the May meeting is required to reappoint a head coach for the following year.
- D. All head coaching assignments shall be determined by August 15 or as soon as possible thereafter for the coming season. (All coaches will be appointed for one year only).
- E. A notice for prospective coaches shall be posted at the New Hope Ice Arena, placed in the local newspapers, and in any other appropriate media.
- F. A Coaches Selection Committee will be appointed to nominate coaching candidates.
  - 1. The Coaches Selection Committee will be appointed to nominate Coaches to be approved by the Board of Directors.
  - 2. The Coaches Selection Committee shall be appointed before June 1 for the following season (when needed).
  - 3. If there are insufficient applications, the Committee shall have the responsibility to recruit candidates.
- G. Coaches from inside or outside of the Armstrong Cooper area may be interviewed to find the best possible staff to fulfill the needs of the Armstrong Cooper Program.
- H. Coaching applicants will be evaluated against the following criteria:
  - 1. Genuine interest and commitment to the program.
  - 2. Ability to communicate, work with and instruct young players.
  - 3. Knowledge of hockey and the rules of the game.
  - 4. Past coaching experience.
  - 5. Ability to deal with all others involved in the program.
  - 6. Coaches will complete a screening process for sexual and physical abuse in compliance with the MN HOCKEY rule stated in article 13 of the MN HOCKEY by-laws handbook.

### III. HEAD AND ASSISTANT COACHES

- A. The Head Coach is responsible for the operation of the team.
- B. In accordance MN HOCKEY rules, only the Head Coach, assistants and/or manager, whose name appears on the team registration, shall be in the players' box during games.
- C. The Head Coach will select assistant coaches.
  - 1. Persons selected should have similar hockey philosophies thereby creating a good working relationship beneficial to the players.
  - 2. An Assistant coach candidate who has a child trying out at the same level shall not be considered until the team in question has been selected.
  - 3. All assistant coach candidates shall be recommended by the coaches selection committee for board approval. A majority vote of the board of directors is required to appoint an assistant coach.
  - 4. Prior to tryouts each head coach will provide to the youth director a list of all assistant coaches selected up until that time for the upcoming season. Any changes after that time must be reported to the youth director. The youth director shall submit the assistant coaching candidate (s) to the coaches selection committee for approval recommendation.
- D. The Head Coach will select a team manager or co-managers and designate the duties the manager will have. Within the first week after tryouts and team selections are over, each head coach shall coordinate with the youth director, assistant youth director and treasurer to review the list of potential team managers for their respective teams.
- E. The Head Coach will formulate practice procedures and game decisions so as not to create dissension between coaches and players. Coaches' reports should be filled out the 15<sup>th</sup> and the 30<sup>th</sup> of each month during the season and turned into the coordinator at their level.
- F. The "A" and "B" Head Coaches will select players for traveling teams. The coaches will follow the process outlined in Section IV—Tryout program.
- H. The Head Coach has the freedom to run the team within League and Armstrong Cooper Youth Hockey Association Guidelines.
  - 1. It is the philosophy of the Armstrong Cooper Youth Hockey Association that all players will receive equal playing opportunity over the course of the season.
  - 2. At the Coach's discretion, loss of playing time may be used for disciplinary reasons such as non-attendance at practices and games, tardiness, not following instructions, unsportsmanlike conduct, etc.
- I. The head Coach should be available to discuss any problems with players and/or parents, keeping in mind that his/her prime responsibility is to the whole team and not any one individual.
- J. The Head Coach's prime objective is to teach HOCKEY.
  - 1. Have the benefit of the players in mind at all times, teaching them new skills and furthering the development of present skills.
  - 2. Off ice "chalk talks" should be used to supplement on-ice instruction.
  - 3. Teach and condone "clean" hockey only.
  - 4. Teach each team member to praise each other for good plays and never allow players to criticize each other.
  - 5. Teach the correct rules of hockey.

6. Attempt to learn more about the game and coaching methods to improve coaching effectiveness.
- K. The Head Coach should realize that the team is made of all the players selected.
  1. Give fair and equal treatment to all players.
  2. Be consistent and strive for consistency from the team.
  3. The game is for the players. Coaches should keep this foremost in their thoughts when working with their teams.
- L. Use discretion to keep games and practices in good proportion.
  1. The number of games, scrimmages, practices and tournaments will be left up to the individual teams.
  2. Strive for one practice for every game, utilizing outdoor ice whenever possible.
  3. Practice time is where the learning experience is the greatest.
- M. Set a good example of sportsmanlike and good conduct on and off the bench and be a good role model for the players.
  1. Use of alcohol or any other mood-altering chemical before or during any game or practice is not allowed.
  2. Use of tobacco in any form is not allowed while players are under the authority or supervision of any coach.
  3. Profanity by coaches will not be allowed.
  4. Unreasonable physical contact by coaches shall not be allowed.
  5. Violation of the rules set forth above shall be cause for review and possible dismissal of a coach.
- N. Coaches should report any criticism of refereeing to the Armstrong Cooper Youth Hockey Association MN HOCKEY Director.
- O. Coaches and the manager will meet with the parents shortly after the team is selected.
  1. Parents should be made aware of the goals of the coach and the program.
  2. Parents should be made aware of the expenses involved.
  3. Parents should be made aware of what they can do to assist the team and overall programs of Armstrong Cooper Youth Hockey.
- P. The Head Coach shall routinely review checking account bank statements, provided by the manager, and stay abreast of the team's financial position.
- Q. Travel head and assistant coaches without a player on the team shall have their out-of-town room expenses paid by the team.
- R. Any coach having program-related issues should contact the board-appointed coaches' liaison.

#### **IV DEVELOPMENT CAMPS**

##### **A. DEFINITION:**

The Armstrong Cooper Youth Hockey Association (ACYHA) begins each hockey season by having every player participate in the Development Camps. These camps are designed to give each player, regardless of their individual abilities, the opportunity to work on their individual skills in an environment that fosters growth and development.

**B. STRUCTURE:**

Each child is placed in a group with similarly skilled players to enhance the development process. These groups are based on previous years' team playing level. The Hockey Development Committee (HDC), in conjunction with the level coordinators and "A" coaches, will review and approve groupings prior to the start of camps. During the course of the development camps, a player may be moved to another group to improve their development process.

**V. ACYHA TRYOUT PROGRAM**

**A. PURPOSE**

The purpose of the tryout system is as follows:

1. To provide a fair and equitable environment for all players to compete in.
2. To provide a system that allows both player and parents to know how the tryouts will be conducted and what is expected of each.
3. To provide a system and format for all evaluators to use that will make grading and evaluations consistent.
4. To provide rules as necessary regarding conduct of players, parents and evaluators.
5. To provide continuity and consistency between evaluators of different player levels and between tryouts from year to year.
6. To provide a means of communication and constructive evaluation for players and parents after selection decisions have been made.
7. To provide and require for competent evaluators.
8. To provide for all pertinent forms and documentation as required.

**B. FORMAT**

1. All levels of traveling hockey eligibility will follow age guidelines as set forth by MN HOCKEY and USA HOCKEY. In general players will not be allowed to play up to a higher age classification.
2. All skaters trying out for an ACYHA Traveling Team are required to attend three initial evaluation sessions. These will involve skill drills and inter-squad scrimmages. After these three evaluation sessions, C League skaters will be determined and notified. The remaining skaters will be required to attend up to two or three more scrimmage evaluation sessions. The players will be placed in an upper or a lower pool. The upper pool players will be competing for an A team position. Both the quantity of skaters and quality of abilities will determine the number of skaters in each pool.
3. No player will be allowed to wear an Armstrong Cooper game jersey or any all-star jersey for the tryouts. All players will be furnished with a large number to be worn over the jersey, which can be seen readily from the stands.
4. Girls must designate before tryouts commence which team they will be trying out for. Female skaters will not be allowed to switch teams once tryouts have commenced.
5. Players trying out must comply with District III and MN HOCKEY residency requirements.

C. POOL STRUCTURE—Upper and Lower Pools

The lower pool players will be evaluated to determine their placement on a B1, B2 or C team. These teams will not have equal parity. The upper pool players will be evaluated for a position on the A team. Players not selected for the A team will play on the B1 team.

D. TRYOUT SESSION STRUCTURE

1. Session 1 will consist of skill drills.
2. Session 2 & 3 will consist of inter squad scrimmages. (These may be 1 on 1, 2 on 2, 3 on 3, 4 on 4 or 5 on 5.)
3. Session 4 & 5 will be scrimmages and may be with other associations.
4. In the event a scrimmage is at another arena, it potentially could create a 6<sup>th</sup> tryout session for the upper pool players only.

E. GRADING FORMS

All evaluators will use two grading forms. They each include a scale (1-10) to measure player proficiencies. The tryout player (skater) evaluation form includes the following skills and intangibles:

Skills Evaluation

1. Skating
2. Puck Handling
3. Passing and Receiving
4. Shooting
5. Aggressiveness/Effort

Scrimmage Evaluation

1. Defensive Play
2. Offensive Play
3. Anticipation/Hockey Sense
4. Aggressiveness
5. Physical Play

The goaltender tryout evaluation form includes the following skills and intangibles.

1. Balance & Movement
2. Agility & Quickness
3. Angles & Positions
4. Save Selection
5. Anticipation
6. Aggressiveness
7. Concentration
8. Athleticism
9. Resiliency

These forms will provide for grading of skills, scrimmages, and subjective evaluation area.

## F. PLAYER RATINGS

### 1. Skaters

Players will be rated as follows:

- Skills - 25%
- Scrimmages - 75%

### 2. Goalies

Goalies will be rated as follows:

- Goalie Tryout Session - 25%
- Scrimmages - 75%

Goalies will be evaluated at a goalies only tryout by five evaluators. These judges will have previous goalie experience. At the rest of the tryout sessions the goalies will be evaluated by the head coaches and one goalie evaluator. In the event there are two or less goalies for a level, the goalie evaluators will not be required for the scrimmage session. In the event there are two goalies or less the head "A" coach will determine if he will keep two goalies or keep one goalie and place the other at the "B" level. After the fourth goalie tryout session it may be determined that a number of goalies will be placed in the lower pool.

## G. PLAYER NOTIFICATION

1. Players will be placed in Upper or Lower pools after the 2<sup>nd</sup> or 3<sup>rd</sup> session.
2. After the final session, all players will be placed on a team. These teams will be posted on the website withing 24 hours.

## H. EVALUATORS

1. Five (5) evaluators will be used at each level. They will consist of the head coach of that level and two people, selected by the head A coach. The Hockey Development Committee will assign two (2) additional evaluators to each group.  
(For goalie evaluation see F2 above.)
2. Evaluators will be required to attend all sessions.
3. An alternate evaluator will be identified at each level in the event a regular evaluator is unable to attend a session.
4. Evaluators will not be permitted to have a child trying out at the same level.
5. Evaluators should not talk to players and parents regarding tryout performance, (except as provided in G3).

## I. COORDINATORS

1. An ACYHA coordinator will attend each tryout session to ensure that tryout evaluation procedures are followed.
2. Coordinators will collect the evaluation forms after each session and input data into the master spreadsheet.
3. Coordinators will be available before each session for any necessary communication that might arise.

#### J. TEAM SELECTION

1. Traveling teams may roster up to the MN HOCKEY limit of 20 players per team (18 skaters and 2 goalies) and the head coach must ask for board approval to roster less than 17 players (15 skaters and 2 goalies)
2. The evaluation form, in conjunction with the subjective input from each evaluator, will be used to form the basis of the selections. “”””The team selections will be based on the overall results of the evaluations. The “A” coach can deviate with the final four (4) positions.
3. Coach will form teams on the best interest of the team and not the individual player.
4. Everything being equal, the second year player should be chosen.
5. In years when there are less than 30 skaters and 4 goalies of Squirt age trying out, the Squirt coaches may hold a separate tryout for 8-year-old Mites to fill the rosters. If the numbers are between 30 - 45 skaters, the board and coaches must decide as to the final makeup of the squirt level teams.
6. The HDC will review the registered number of players at each level and make recommendations to the board regarding the final decisions on team numbers.

#### K. PLAYER RESPONSIBILITIES DURING TRYOUTS

1. Each player must attend all sessions unless excused because of illness or injury. (see Section N - Policy for Ill/Injured Skater.) Other excused absences are at the discretion of the head coach. An unexcused absence can result in removal from tryouts at the discretion of the head coach. All communication should be through the coordinators.
2. All inappropriate conduct could affect a player’s score. Penalty situations during scrimmages such as illegal checking, tripping, elbowing, foul language may also affect a player’s rating.
3. Any abuse by a player of language, alcohol, drugs, substance abuse or tobacco may be regarded as grounds for dismissal from tryouts. (Reference ACYHA Guidelines Section VII.)

#### L. PARENT’S RESPONSIBILITIES DURING TRYOUTS

1. Parents should not approach or talk to evaluators before, during or after tryout sessions.
2. All communications by a parent regarding his/her child must be done only with that level’s Coordinator.
3. Parents should call the Coordinator of their child’s level of play if they want to meet with the head coach after tryouts. Coordinators should be called the day after teams are formed between 7 - 8:30 p.m. and a meeting with the coach and coordinator will be scheduled within one week. Parents will be allowed to have their child attend this meeting at the parent’s option. The meeting will last no longer than 20 minutes. At this meeting, the coach will review the individual child’s performance evaluation during tryouts. Coaches will not compare the individual child’s performance with other team members. The purpose of the meeting is to educate the parent (and child)

with respect to the player's placement and ability as evaluated during the tryout process. No team placements will be changed because of this meeting.

#### M. COACH/EVALUATOR RESPONSIBILITIES DURING TRYOUTS

1. Coaches and evaluators should not approach or talk to parents before, during, or after try-out sessions until tryouts have concluded.
2. There should be no preliminary notification of a player's status by any of the coaches or evaluators during tryout sessions.
3. Returning players who may have secured a spot on the team must sit on the bench (fully dressed) for the duration of tryouts if the coaches or evaluators wish to spend more time evaluating players on the bubble.

#### N. TRAVEL TRYOUT POLICY FOR ILL/INJURED SKATER

1. All players must attempt to be on the ice for evaluations and tryouts.
2. When a player is not able to participate because of being ill/injured, the parent is responsible for contacting the Coordinator at the particular level. The Coordinator, along with the HDC will review each individual situation and make the recommendation to the board on team placement. ,
3. Should a player become ill/injured during the tryout process, the player must undergo a medical examination within 24 hours after the onset of the illness/injury. The examining physician should complete the medical evaluation form at the time of the exam. This form must be received by the Coordinator within 24 hours after the medical exam. This will be reviewed by the HDC for recommendations on how to proceed.
4. After the Coordinator receives the player's information, they will give it to the HDC to decide which team the player will be placed on.
5. Past performance and previous coach's input can be used to place an ill/injured player at the proper level of play, with HDC approval.

#### O. PLAYING UP POLICY

1. Playing up is not encouraged or recommended by ACYHÀ, but in the event a player in the program requests to play up, the following guidelines will be followed:
  - a. The ACYHA Youth Director must receive a request in writing from parents to consider allowing player to try out at next level. This request must be received by August 1 of the upcoming season. Once the request is made and accepted, the player must participate in that level's warm-ups and tryouts.
  - b. Player must have a written recommendation from a play up committee made up of the Director of Player Development, the "A" coach of the level the player is moving up to, and the "A" coach at the level the player should be playing at (based on his/her age. In the event of a Mite moving up, the Director of Player Development and the player's past year's coach will recommend the player move-up. If one of the above members is not available

to serve on the committee, their position will be filled based on ACYHA Board hierarchy (Youth Director, Assistant Youth Director, etc.).

c. During tryouts, evaluators evaluate players and rate players in the top 1-20.

d. If a player in question rates in the top 1-5, he/she will be allowed to participate on the "A" team at the "A" team head coach's discretion.

e. Goal tenders would have to rate number 1 following this formula to play for the "A" team. Goalies would have to rate no lower than number 4 (if three teams) or number 3 (if two teams).

f. If a player in question rates in the top 1-20, he/she will be allowed to participate on a "B" team.

g. If the player does not rate in the top 1-20, he/she will participate on a "C" team.

h. The ACYHA Board of Directors has final approval of all players moving up.

## 2 . ACYHA Play Up Policy Based on Grade

Playing up is not encouraged or recommended by ACYHA, but in the event a player requests to play up from his/her age level to his/her grade level the following guidelines will be followed:

a. The ACYHA Youth Director must receive a request in writing from parents to consider allowing player to try out at next level. This request must be received by August 1 of the upcoming season. Once the request is made and accepted, the player must participate in that level's warm-ups and tryouts.

b. Player must have a written recommendation from a play up committee made up of the Director of Player Development, the "A" coach of the level the player is moving up to, and the "A" coach at the level the player should be playing at (based on his/her age). In the event of a mite moving up, the director of player development and the player's past year's coach will recommend the player move-up. If one of the above members is not available to serve on the committee, their position will be filled based on ACYHA Board hierarchy (Youth Director, Assistant Youth Director, etc.).

c. During tryouts, evaluators rate players to determine appropriate placement of players at this level.

d. If a player in question rates in the top 1-5 of players at this level, he/she will be allowed to participate on the "A" team at this level, at the "A" team head coach's discretion.

e. If a player in question rates below the top 1-5, but rates at least as well as "B" players at this level, he/she will participate on a "B" team at this level.

f. If a player in question does not rate in the top of 1-5 or at least as well as "B" players at this level, he/she will default back to his/her age level and participate on the "A" team at his/her age level. This applies only in the first year the player elects to play up based on his/her grade level. In subsequent years, if the player did not rate in the top 1-5 or at least as well as "B" players at this level, he/she would participate on a "C" team.

g. Once a player has elected to play up based on his/her grade level and has made a traveling team he/she must continue to tryout and participate at his/her

grade level. However, at the request of the parents, an exception for physical risk to the player could be made by the play up committee.

h. The ACYHA Board of Directors has final approval of all players moving up.

**P. HIGH SCHOOL TRYOUT POLICY**

As long as ACYHA Bantam, U16, U14, and U12 team tryouts are held prior to Boys' and Girls' Varsity and Junior Varsity tryouts:

Bantam, U16, U14, and U12 Girls level players trying out for Junior Varsity or Varsity who have already made an ACYHA traveling team are declared ineligible for the traveling team when they appear on the ice for Junior Varsity/Varsity tryouts.

They will be immediately informed of this, and an alternate will be called up as a replacement. Should they not be invited to play Junior Varsity or Varsity, they must play at the Junior Gold or U19 level as these teams are formed after Junior Varsity and Varsity tryouts.

**ACYHA  
TRYOUT POLICIES AND PROCEDURES  
ACKNOWLEDGMENT FORM**

The ACYHA Board of Directors has adopted a resolution requiring all ACYHA parents/legal guardians that desire to participate in ACYHA traveling team tryouts to sign this form which acknowledges their agreement to the following:

1. To follow the policies and procedures set forth in the attached ACYHA Parent and Player Tryout Program.
2. To abide by the results of the team selection process as set forth in the Tryout program.
3. To agree that the exclusive remedy, in the event there is any disagreement with respect to the tryout procedures or team placement, will be to follow the procedures set forth in ACYHA Guidelines including the Grievance Procedure.
- 4.

Player Name

Parent/Legal Guardian (Print Name) Parent/Legal Guardian (Print Name)

Signature Signature

Date

**VI. DUTIES & RESPONSIBILITIES OF TEAM MANAGERS**

A. The Team Manager(s) has total responsibility for the administrative functions of the team.

1. Manage the team finances and handle its checking account.

a. Supply invoices as required to parents. The invoices will include team expenses such as ice time, tournaments, etc. It is understood that all invoices will be paid within 10 days. A system of collecting should be established such as by mail, next practice or game, etc. (Discuss with parents). The team checkbook will remain open until approved by the Board Treasurer.

b. Monthly checking account bank statements shall be provided to the Head Coach for review immediately after receipt.

- c. Statements of the team's financial standing should be given to parents at least two (2) times during the season.
  - d. A final financial statement must be made available to the Treasurer of the Armstrong Cooper Youth Hockey Association and to parents of each team member immediately following the season.
2. Keep team records such as league standings, overall team records and statistics with respect to team performance as requested by the Coach.
  3. Make team records available at each league game or tournament. The Manager must retain throughout the season, copies of a government-certified birth certificate, signed medical consent to treat form, insurance verification forms for all players and MN HOCKEY and USA HOCKEY team rosters.
  4. Supply monthly event schedules to players and parents at least one week prior to the first scheduled activity of that month. The schedule will include all games, practices, scrimmages and team activities.
  5. Schedule non-league games in conjunction with the Coach. Reconfirm non-league games the day before and obtain referees for these games (this is a team expense).
  6. The home team is responsible for a scorekeeper and a timekeeper. The Manager should perform this duty or assign it to a parent.
  7. Report scores of all league games to the designated MN HOCKEY District Official.
  8. Handle team travel arrangements.
    - a. Obtain parent approval for all trips.
    - b. Furnish directions to arenas.
    - c. Report trips and tournaments to Coordinator.
  9. Impress on coaches, parents and players that they represent Armstrong Cooper Youth Hockey Association and that their actions and conduct will determine our reputation wherever they play.
  10. Advise the Coordinator of any problems that arise during the season.
  11. Along with the coaches, meet with the parents shortly after the team is selected.
  12. Always remember that the Head Coach makes the final decisions.
  13. The official end of the season will be March 20<sup>th</sup>. Equipment will be turned into the equipment manager by March 29<sup>th</sup>.

## **VII. ROLE AND RESPONSIBILITIES OF PARENTS**

### **A. Dedication and contribution of time.**

1. Get players to practices and games at prescribed times.
2. Be understanding and supportive of the time commitment for practices and games.
3. Be willing to have your child participate in fund raising activities.
4. Be available to volunteer for team and Association functions as requested.

### **B. Expenses and fees involved.**

1. Ice time, referee fees, tournament fees, etc. must be paid for by parents of players on time.
2. The Association provides jerseys at a rental fee of \$10.00 per jersey. All other equipment is provided by the player.
3. Invoices provided by the team manager(s) are to be paid on time.

### **C. Cooperation and support relative to the team.**

1. Turn in a copy of your child's birth certificate, insurance verification form and other necessary forms promptly.
2. Equip players properly.
3. Notify Coach in advance when a player cannot make a game or practice and give reason for missing (e.g. religion, school activity, etc.)
4. See that players get proper sleep and rest.
5. Prepare players for tryouts. Not all players trying out will make a traveling team.
6. Encourage players to take pride in their team.

D. Exemplary conduct.

1. Attend as many games as possible. Also try to attend practices to see what your child is learning.
2. Be encouraging, not critical, of your team and coaches.
3. Do not belittle referees or opposing team and coaches.
4. Do not discuss or criticize coaches or other players in the presence of your child.
5. Discuss progress or concerns with the Coach as they relate to your player.

E. Adhere to the following Parent Code of Conduct:

1. Applaud good plays; don't dwell on bad plays.
2. Kids imitate their parents. If you act like a jerk, your kid probably will too.
3. The stands are not a place to shout personal instructions.
4. There is more to life than hockey. Encourage your child to participate in other activities.
5. Respect the coach's decisions and abilities. Don't force your kid to decide whether to listen to you or the coach.
6. Stress fair and sensible play. Nobody needs to get hurt because someone is not playing by the rules.
7. Stress the long-term importance of practice over the short-term excitement of games.
8. Keep things in perspective. The odds of your kid making it in the NHL are pretty slim.
9. Stress the importance of the team.
10. Never lose sight of the fact that you are a role model.
11. Winning probably means more to you than to your kid.
12. Don't yell if your kid makes a mistake. Point out what they do well. Positive reinforcement goes a long way.
13. Take time to learn the rules of the game. That way, if you insist on shouting at the referee at least you know what you're talking about.

F. The Coordinators shall report to the Youth Director any parent conduct that does not comply with Association Guidelines. The Youth Director shall investigate the reported situation and take appropriate steps to determine what course of action is required, to include, but not limited to, banning the parent from the ice arena during all ACYHA team games and practices and all team functions, subject to a majority vote of the board of directors and consistent with the grievance policy. The board of directors has the power to impose sanctions on any parents not fulfilling their role and responsibilities as outlined by the Association guidelines.

## **VIII. POLICY ON MOOD-ALTERING CHEMICALS AND PLAYER CONDUCT**

### **A. Philosophy and Purpose**

The Armstrong Cooper Youth Hockey Association recognizes the use of mood altering chemicals as a significant health problem for many adults and adolescents, resulting in negative effects on behavior, learning and development of each

individual. Some persons are affected by misuse or abuse of mood-altering chemicals and others are affected by the misuse or abuse by family, team members or other significant persons in their lives.

B. Use of Alcohol, Tobacco and Drugs

The use of mood-altering chemicals, i.e. alcohol, tobacco, drugs and marijuana, is expressly prohibited. During the playing season, regardless of quantity, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco (including chewing tobacco) or, (3) use or consume, have in possession, buy, sell or giveaway any other controlled substance defined by law as a drug. This rule applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician.

1. Penalty

First Violation –

*Penalty: after confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks (14 calendar days) of a season, whichever is greater.*

Second Violation -

Penalty: after confirmation of the second violation, the player shall lose eligibility for the next seventeen (17) consecutive weeks. Eligibility may be regained after professional chemical evaluation (at player or family expense) and a suspension of 6 games or three weeks (21 calendar days), has been served.

Third Violation -

Penalty: after confirmation of the third violation, the player shall lose eligibility the remainder of the player's youth hockey eligibility. Youth hockey eligibility may be regained with a professional chemical evaluation and treatment plan (at player/family expense) and a suspension of 12 games or four weeks (28 calendar days), whichever is greater, has been served.

Fourth Violation -

Penalty: after confirmation of the fourth violation, the player shall lose eligibility for the remainder of the player's youth hockey eligibility.

2. Interpretation:

“Game” in this rule means regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. During the suspension period, the player may practice with the team. Individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule. “Season” in this rule begins with the initiation of warm-ups and concludes with the completion of the MN HOCKEY state tournament

3. Denial Disqualification:

Players should be disqualified from all ACYHA activity for nine (9) additional weeks beyond the players original period of ineligibility when the player denies violation of the rule, is allowed to participate, and is then subsequently found guilty of the violation.

4. Parental Responsibility:

In accordance with our policies regarding alcohol and tobacco use by ACYHA players, we strongly recommend that coaches, managers and parents refrain from consuming or having tobacco or alcohol in the presence of AYHA players. In all cases, no alcohol or tobacco should be consumed or be present at games, practices, team meetings or in transportation vehicles to and from games, tournaments, or practices.

C. Team Rules

The establishment of team rules is critical in order for the team to be successful, on or off the ice. The Coach has defined rules with respect to verbal and physical conduct which includes profanity that is reviewed with players and parents at the beginning of the season. These rules are expected to be followed, in order for all players to be treated fairly. When a player chooses not to follow the team rules, consequences will follow.

The process all Coaches will follow if a rule infraction occurs is as follows:

FIRST OFFENSE

The Coach will talk with the player about the rule infraction. This may result in lost playing time.

SECOND OFFENSE

The Coach will talk with the player and parent(s) regarding the rule infraction. This will result in lost playing time. In addition, the Coach will notify the Coordinator and the Youth Director.

THIRD OFFENSE

This will immediately bar the player from further team participation. The player will not be reinstated until Board review.

D. Gambling

The Board passed new guidelines, which prohibits an Armstrong Cooper player from gambling when representing the Armstrong Cooper Hockey organization.

FIRST OFFENSE

There will be a three (3) game suspension.

SECOND OFFENSE

This will bar the player from any team participation. The player will not be reinstated until Board review.

**IX. TEAM RELATED ISSUES**

Any parent with a team-related issue that he/she feels warrants discussion beyond the normal team dialogue that occurs with coaches and/or team managers must first contact the coordinator for their player's level of play. After discussion with the parent, if the coordinator has not been able to resolve and clarify the issue to the parent's satisfaction, the coordinator will meet with the coach(es) and/or other appropriate parties involved in an effort to resolve the issue; this may include the youth director, and if the issue still remains unresolved or the youth director feels it is appropriate, the issue will then be referred to the established ACYHA grievance procedure.

## **X. GRIEVANCE POLICY**

- A. Any ACYHA member shall register a dispute/grievance with the appropriate coordinator at their level of play.
- B. The Coordinator shall inform the Youth Director (or Assistant Youth Director in the Youth Director's absence) of the grievance.
- C. The Youth Director will schedule a meeting between the person submitting the grievance, the appropriate coordinator and the Youth Director within 10 days of being informed of the grievance. The party making the grievance must present the grievance in writing.
- D. If the grievance is not resolved as a result of this meeting, the Youth Director shall appoint a Grievance Committee composed of (i) the appropriate coordinator, (ii) an ACYHA member not currently serving on the ACYHA Board of Directors (mutually acceptable to the person making the grievance and to the Youth Director) and (iii) a current ACYHA Board member (appointed by the Youth Director and affirmed by a majority vote of the ACYHA Board of Directors) with a son or daughter participating at a level of play different than the level of play pertaining to the grievance. Such vote may be taken by telephone.
- E. The grievance Committee will hold a hearing within 10 days of being formed and the Grievance Committee will render a decision in writing within 10 days of the hearing. Both the person bringing the grievance and any member of the Grievance Committee will have the right to have other individuals present testimony at the hearing.
- F. The decision of the Grievance Committee shall be final unless subject to MN HOCKEY or District 3 approval.
- G. Any recourse to the courts by any ACYHA member before all of the rights and remedies available under this grievance procedure shall have been exhausted, shall be deemed conduct detrimental to the best interest of hockey, a violation of the Articles and By-laws of this Association and, therefore, grounds for suspension and/or expulsion of the skater.

## **XI. WAIVER POLICY**

### **A. Criteria**

Individuals requesting a waiver to play for an Association other Armstrong Cooper must meet all of the following:

- 1. The player must be a second year squirt or older.
- 2. The player must sign up for and attend the tryouts at Armstrong Cooper (except in the case where there is not a team available.)
- 3. The player must finish with a score lower than that required to make an A or B team at Armstrong Cooper. If the player makes A or B team and chooses not to play on that team they are not eligible for a waiver.

### **B. Procedure**

- 1. Player will complete all ACYHA tryout sessions.
- 2. If a player will not be assigned to a ACYHA A or B level team, the ACYHA Director or District 3 Director or Presidents of other District 3 associations will notify the player about positions that may be available with other teams.

3. Under no circumstances should a player or a parent of a player contact any other association about waiving a player from the ACYHA to another association.
4. ACYHA players will be waived to other District 3 teams according to the ranking order from the ACYHA tryouts.
5. Under no circumstances will a player receive a refund of the ACYHA tryout fee or fund raising. A player will receive a prorated refund of the registration fee if the above procedure is followed.
6. ACYHA reserves the right not to refund any registration fees if the aforementioned procedure for waiving players is not followed.

#### C. Policy

The original MN HOCKEY and USA HOCKEY registration fees are NOT refundable. Ice and other miscellaneous fees collected at registration are refundable.

## XII. PARENT PARTICIPATION PROGRAM

The Armstrong Cooper Youth Hockey Board of Directors would like to thank all the volunteers of the Armstrong Cooper Youth Hockey Association for giving countless hours of their time to the Hockey Program. It is because of YOU that our program continues to be successful and improve. Last year's tournaments and concession stand volunteers made our arena and youth hockey program second to none. It could not have been done without the dedication and unselfishness of our parents, so for that we say THANK YOU!! ACYHA again will require many volunteers to help run our program. It is the decision of the ACYHA Board of Directors that each family meets the following requirements; 15 volunteer hours per skater or 25 volunteer hours per family as the minimum ACYHA member commitment to volunteering on behalf of AYHA. These hours can be served in the concession stand, at tournaments hosted by ACYHA, or by participating in Mite/Girls recruiting events held in the off-season.

Checks will be collected from each family at registration and held by the ACYHA Treasurer each year and will be returned to the ACYHA member family upon completion of the minimum volunteer hours. There will be no exceptions to this policy from any family at any level. ACYHA board members will receive credit for meeting attendance at ACYHA Board meetings, District 3 meetings, and for fulfilling their functional duties at any ACYHA event, e.g. registration. Traveling coaches will receive credit for on-ice hours. Mite Coaches will receive 10 hours of credit for coaching. Level Coordinators (and other ACYHA board appointed coordinators) will receive 10 hours of credit and traveling team managers will receive 15 hours of credit for their efforts. Traveling co-managers would each receive 7.5 hours of credit. One Mite team manager for each Mite team will receive 5 hours of credit for their efforts. Volunteers actively serving on a standing ACYHA committee, including the Tournament committee, the Jamboree committee, the Charitable gaming committee, the Hockey Development Committee, SKATE, the District 281 Concessions Committee and the Girls Hockey Committee will receive 10 hours of credit.

ACYHA skaters playing on 'rainbow' programs will be responsible for serving their ACYHA minimum volunteer hours, but not for completing the hosting association's volunteer commitment.

### **XIII. S.K.A.T.E. (Skaters Keep Achieving Through Education)**

#### **A. PURPOSE**

S.K.A.T.E. was started to encourage, support and reward skaters who work as hard on their school work as they do on their hockey.

Each year the S.K.A.T.E. Committee decides on the grades or improvement of grades needed to qualify for the program.

Each traveling team has appointed coordinators responsible for:

Sign-up for the program, team study session, attend meeting, hand out up-dated information, and are available to help you whenever needed.

At or near the end of the season, a S.K.A.T.E. program is planned to give praise to all the skaters and reward them with donated gifts and raffle prizes. The names of all the qualifiers are listed in "Let's Play Hockey". Several guest speakers, including past and present Armstrong Cooper skaters, attend the ceremony to congratulate all the skaters and encourage them to keep up the good work.

#### **B. GOALS**

It is the goal of the S.K.A.T.E. program to eventually get 100% participation by the skaters. The percentage of skaters achieving the required academic criteria to pass the program has steadily increased each year thanks to the support and backing by parents and coaches. This program offers support to all skaters, whether or not they choose to participate.

### **XIV. MITE LEVEL PROGRAM**

This section is to welcome all Mite league players to the Armstrong Cooper Youth Hockey Program and to provide general information on the ACYHA Mite league. The aim is to promote consistency in the operation of the Mite program and ensure a meaningful hockey experience for the Mite players. Mites are divided in three levels, by age and ability, Instructional, level II, and level III. All Mite players will play equal ice time. Mite coordinator will be chosen by the ACYHA youth director prior to the season. The Mite coordinator is a voting member of the youth hockey board, for one year at a time. The coordinator will provide a progress report to the ACYHA board on what is happening in the league.

The Mite Coordinator's responsibility is to offer recommendations for changes to the program, to establish teams, to secure head coaches for all Mite teams, to work with the ice coordinator, to set schedules, to register the Mite players, to run the mite jamboree, to help the traveling equipment manager work on needs at the Mite level, to find sponsors for each of the teams, and to help set the budget with the Youth Director.

In case of concerns, the Mite Coordinator will follow the ACYHA grievance policy. The most important objective of this program is to have fun and enjoy the game of hockey.

## **XV. C LEAGUE PROGRAM**

This section is to welcome all “C” league players to the Armstrong Cooper youth hockey program and to provide general information on the ACYHA “C” league. The aim is to promote consistency in the operation of the “C” program and ensure a meaningful hockey experience for all “C” league players. “C” league levels are Squirts, PeeWees and Bantams. All “C” league players will play equal ice time.

## **XVI. PARENTS, PLAYERS, AND COACHES LOOK AT HOCKEY AS A SPORT**

Over the years, much has been discussed and written about the pressure on young people in sport. Too many games, too much emphasis on winning, too much coaching by coaches, too much interference by parents, and just too much of everything. “The fun has been taken out of the game” has been one conclusion. Maybe this summary of the pamphlet “Let’s Play Better Hockey” by Ken Dryden and published by the McDonald’s hamburger people summarizes the plus and minuses best. Lloyd Percival, the Canadian physical fitness expert, on the subject of parents/players/coaches and their relationships in the game of hockey, reached these conclusions:

1. Make sure your child knows that win or lose, you love him/her. Let him/her know that you appreciate his/her effort and that you won’t be disappointed in him/her if he/she fails. Be the person in his/her life he/she can always look to for support.
2. Try to be completely honest with yourself about your child’s athletic capability, his/her competitive attitude, sportsmanship and 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 him/her 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 his/her skills, to take the physical bumps and come back for more. Don’t tell him/her that winning doesn’t count because it does, and he/she knows it. Instead, 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, and you’ve been the villain. Don’t expect any better of him/her. Sure, he/she is an extension of you, but don’t assume he/she feels the same way you did, want the same things or has the same attitudes. Don’t push him/her in the direction that will give you the most satisfaction.

6. Don't compete with your child's coach. A coach may become a hero to him/her for a while, someone who can do no wrong, and you may find that hard to take. Or your child may become disenchanted with the coach. Don't side with him/her against the coach. Talk to him/her about the importance of learning how to handle problems and how to react to criticism. Try to help him/her understand the necessity for discipline, rules and regulations.
7. Don't compare your child with the other players on his/her team at least not within his/her hearing. If he/she has a tendency to resent the treatment he/she gets from the coach, if he/she is jealous of the approval other players get, try to be honest with him/her. Don't lie about his/her 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/her attitudes and ethics. A coach can be very influential, and you should know what his/her 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 him/her for exaggerating, but don't overreact to the stories he/she tells 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 turn to jelly at the sight of a bee. Everyone is frightened of something. Courage isn't the absence of fear. Courage is learning to perform in spite of fear. Courage isn't getting rid of fear, it's overcoming it.
11. In addition to ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATIONS guidelines, ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATION accepts and adheres to MN HOCKEY rules and regulations annual handbook, and the terms set by MN HOCKEY ASSOCIATIONS affiliate agreement signed by ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATION with MN HOCKEY.

## **XVII. TRAVEL AND TOURNAMENT GUIDELINES**

Participation in tournament play is dedicated to the promotion of outstanding youth hockey and good sportsmanship.

- A. All players, coaches, and any person representing ACYHA will do so in a manner that reflects good citizenship, good sportsmanship, and follows the guidelines of both the MN HOCKEY and USA HOCKEY.
- B. All applicable hotel and ice-rink rules and regulations will be adhered to.
- C. A reasonable curfew will be determined in advance and communicated to all players.
- D. The parent/guardian will be ultimately responsible for the conduct and behavior of their player.
- E. Non-compliance with the above stated guidelines may result in disciplinary review by the ACYHA Board of Directors.