

# ROGERS YOUTH HOCKEY ASSOCIATION

## 2008-2009 POLICIES AND PROCEDURES MANUAL

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# **ROGERS YOUTH HOCKEY ASSOCIATION**

## *2008-2009 POLICIES AND PROCEDURES MANUAL*

### **I. GENERAL STATEMENTS**

#### **A. MISSION STATEMENT**

The mission of the Rogers Area Youth Hockey Association (“RYHA”) shall be to organize, direct and promote youth hockey in a manner which will positively represent our communities, and create a fun, fair and safe hockey environment for all area youth.

#### **B. CORE VALUES**

Members of RYHA will be guided by the following core values of USA Hockey:

1. **SPORTSMANSHIP**-Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. RYHA will foster friendship with teammates and opponents alike.
2. **RESPECT FOR THE INDIVIDUAL**-Treat all others as you expect to be treated.
3. **INTEGRITY**-RYHA seeks to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS**-Each member of RYHA, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
5. **ENJOYMENT**-It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
6. **LOYALTY**-RYHA aspires to teach loyalty to the ideals and fellow members of the sport of hockey.
7. **TEAMWORK**-RYHA values the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

### C. AFFILIATIONS AND REPRESENTATIONS

1. USA Hockey is the national governing body of amateur hockey in the United States. RYHA will be an active member in District 10 of the Minnesota Amateur Hockey Association (“MAHA”).
2. RYHA is not associated with any spring, summer, or fall leagues, unless otherwise noted in the RYHA Policies and Procedures Manual (“Manual”).

### D. RELATIONSHIP BETWEEN THE MANUAL AND THE BYLAWS

1. If there is any conflict between this Manual and the Bylaws of RYHA (the “Bylaws”), the terms of the Bylaws shall govern.
2. Any term used in this Manual, not otherwise defined herein, shall have the meaning ascribed to it in the Bylaws.

## II. ASSOCIATION ORGANIZATION

### A. ROLES AND RESPONSIBILITIES

The role and responsibility of the Board is to administer and manage the operation of RYHA. The Board will work to ensure that the purpose and goals of RYHA are a focus of all active Members. The Board is also responsible for managing the logistics and financials of RYHA.

### B. GOVERNING AUTHORITY

The Board, District 10, MAHA, and USA Hockey are the governing authorities of RYHA.

### C. RYHA BOARD OF DIRECTORS

RYHA shall be governed by the Board pursuant to the terms of the Bylaws.

### D. ELECTION OF BOARD MEMBERS

Members of the Board shall be elected pursuant to the terms of the Bylaws.

## E. BOARD MEMBERS' CODE OF CONDUCT

1. As elected members of RYHA, it is the responsibility of each member of the Board to represent RYHA to the best of his or her ability. Each member of the Board shall strive to uphold and enforce all of the policies, procedures and guidelines that are contained in this Manual. The policies, procedures and guidelines contained within this Manual enable RYHA to function as a whole.
2. Each member of the Board is obligated to report any type of situation, good or bad, which has occurred within or which may affect RYHA. If a situation occurs, each member of the Board shall follow the appropriate procedures and take the necessary disciplinary actions abiding by this Manual, and in accordance with the Minnesota Amateur Hockey Association Handbook.
3. No member of the Board shall knowingly withhold, conceal, or furnish misleading information to any person(s) in the membership regarding issues voted on and passed by the Board in a regularly scheduled meeting, special board meeting, or executive committee meeting.
4. No member of the Board shall directly or indirectly use RYHA funds, equipment, supplies, or other resources or his or her position as a member of the Board for personal benefit.
5. On behalf of RYHA, no member of the Board will directly or indirectly offer to pay, promise to pay, or make a payment from RYHA funds to any supplier(s) without compliance with pre-approved Board expenditures.
6. No member of the Board will use any RYHA funds or assets for any unlawful or improper purchases or established undisclosed or unrecorded funds or assets.
7. No member of the Board shall offer or grant, or attempt to offer or grant, any preferential treatment to any Member or Member's son or daughter or to his or her own son or daughter at any time, including, but not limited to, during tryouts, during any season, or anytime during a member's term on the Board. No member of the Board shall use his or her standing or influence to benefit or attempt to benefit the position or play of his or her own son or daughter during tryouts or any season. Each member of the Board will be held to the same code of conduct as the parents with regard to the behavior before, during, and after a game.

8. In any situation where there is any possibility of conflict of interest, unethical conduct, or of the appearance of such, the member of the Board is expected to immediately disclose the facts to the President of the Board and at least one other member of the Board.
9. No member of the Board should discuss confidential information regarding a player/parent conduct, financial standing, or history with RYHA, past grievances or issues, outside of the Board, including Board member family members who are privy to such information.
10. Issues and concerns addressed to members of the Board, outside of their area of responsibility should be directed or re-directed to the appropriate Board member or the Board member should provide guidance to the appropriate procedure as documented in the Manual.
11. Advisory Board – Any person elected to a two year Board position will, upon completion of his or her term and for a period of one year thereafter, make a "good faith" effort to make himself or herself available to the newly elected Board member taking over for him or her. A good faith effort is described as attending monthly meetings (if possible), being available via telephone, e-mail, or, if needed, meeting in person. Once a Board member's two-year term is completed, he or she is considered a member of the "Advisory Board." If requested, the role of the Advisory Board member is to pass on functional position knowledge to the new Board member over a period of time not to exceed one year, so that momentum would not be lost in on-going initiatives and projects.

#### F. VACANCIES

1. When a vacancy occurs on the Board due to resignation or removal, the following procedure will be used.
2. The Board will prepare a list of potential candidates. The Board will then recruit as many on the list as possible to determine interest. The Board will then conduct a vote to fill the vacancy. The newly elected individual will only complete the term of the vacated individual. They will not fill a complete two-year term, unless reelected at an annual membership meeting.

#### G. RESIDENCY POLICY

RYHA will abide by the MAHA Youth Rules and Regulations on Residency Section IV, Parts A and B.

## H. MOTIONS RELATED TO RYHA POLICIES AND PROCEDURES

All motions related to the Manual shall be submitted to the Secretary by a Board member. The issue will then be included on the agenda of the next Board Meeting. Any changes to the Manual will take effect upon a majority approval vote with a quorum present at such Board Meeting. The Vice President is responsible for maintaining and updating the RYHA Policy and Procedures Manual.

## I. BOARD MEETING CONDUCT

All Board Meetings shall be run according to Robert's Rules of Order.

## J. PLAYING LEVEL DIRECTORS

1. The Bantam, Peewee, Squirt, and Mite Directors, as well as the Mini-Mite coordinator, represent the interests of all teams at their level to the Board. Each Director is responsible for reviewing existing policies and procedures concerning their level and recommending possible changes. The Mite Director will be responsible for recommending a Mite and/or Mini-Mite Coordinator to the Board for approval. Any Mite or Mini-Mite Coordinator recommended by the Mite Director, and approved by the Board, will be non-voting members of the Board and will work under the direction of the Mite Director. The Mite Director may recommend coordinators for Mites and Mini-Mites. It is the responsibility of the Mite Director to coordinate the Mite and Mini-Mite Coordinators, if any, and have them attend Board Meetings.
2. The Directors are also responsible for the following activities:
  - Facilitate the tryout process as directed in Part V. - Tryouts.
  - Administer tryout schedules.
  - Receive complaints, suggestions, and grievances.
  - Arbitrate disputes.
  - Act as a liaison between coaches and the Board.
  - Assist the Coaching Selection Committee in selecting coaches for their respective levels.
  - Coordinate league play for all teams at their level.
  - Assist, along with the head coaches, the scheduling of games and tournaments for all teams at their level.

## K. REGISTRATION DIRECTOR

1. The Registration Director is responsible for coordinating and executing player registration. These duties include, but are not limited to the following.

2. The Registration Director is required to attend the annual District 10 registration meeting that takes place every fall. At this meeting the Registration Director will receive all of the forms required to be submitted to District 10, MAHA, and USA Hockey. This ensures the RYHA teams are properly registered to play. These forms include IMR's, player roster forms, team membership applications, etc. Also, the Registration Director will receive a list with the due dates, times, and places of such meetings that are required for the official completion of the team registration for the upcoming hockey season.
3. The Registration Director is responsible for informing the public of registration dates, times and locations.
4. Upon completion of registration, the Registration Director will provide a list of all registered players to the President, Vice President, Treasurer, Secretary, and appropriate Board members.
5. The Registration Director will then provide each Level Director with a list of players for their respective level. These lists will be completed within two weeks of registration completion.
6. After tryouts are complete, the Registration Director, with the help of the Level Directors, will begin to organize team rosters, and allocate appropriate team fees to individual player's accounts.
7. IMR Forms shall be organized and prepared by the Registration Director for transmittal to USA Hockey.
8. The Registration Director shall prepare player rosters for each team. The rosters will be given to the team managers in a timely fashion no less than two weeks prior to a date that signed and completed rosters are due.
9. It is not the responsibility of the Registration Director to get rosters signed.
10. If a team fails to return the form by the designated time, the team will not be registered with USA Hockey, and will be ineligible to play.
11. The Registration Director shall organize and prepare, for each registered team, a book containing team rosters, birth certificates, liability waivers, consent to treat forms, coaches' information and USA Hockey Verification of Registration card with Team Membership Application. These books will be taken by the Registration Director to the District 10 Team Registration Meeting to be signed by the appropriate District Registrar. After completion, the books will be distributed to the team managers.

12. The Registration Director, along with the Treasurer, is responsible for depositing all collected registration fees within thirty (30) days of the receipt of those funds.

13. The Registration Director is responsible for the billing of team fees.

#### L. FUND RAISING DIRECTOR

The fund raising director is responsible for leading and managing all fund raising activities for RYHA.

#### M. GAMBLING DIRECTOR

1. The Gambling Manager is in charge of day-to-day activities of RYHA gambling operations. The Gambling Manager must be licensed by the Gambling Control Board, have a \$10,000 bond, have attended a gambling manager seminar, and passed a written test, and have continuing education credits every year.

2. The RYHA Gambling Manager supervises all the gambling activity and the personnel who help run the operation, including an assistant Gambling Manager, if any.

#### N. ATHLETIC DIRECTOR

1. The Athletic Director is responsible for providing hockey insight, expertise, and guidance to RYHA. The Athletic Director shall work with the Coaching Director, High School coaches, and Level Directors to ensure there is a consistent approach to developing RYHA hockey players.

2. The Athletic Director is responsible for facilitating tryouts in collaboration with the respective level directors. The Athletic Director will use the tryout guidelines documented in this manual in the pursuit of a fair and impartial tryout process.

3. The Athletic Director will attend all tryout sessions he/she deems necessary, making every effort to attend a majority of all sessions. The Athletic Director, in conjunction with level directors and the Vice President will make themselves available for questions from parents. The Athletic director and level director will make him/her available to answer any player questions.

4. The Athletic Director will assist the Level Directors with grievance issues that cannot be first resolved by the coaches or Level Directors.

5. The Athletic Director will serve as backup for any Level Director if he or she is unable or unavailable to fulfill any responsibilities of his or her position.

#### O. GIRLS DIRECTOR

1. The Girls Director represents the interests of all girls' teams to the Board. The Girls Director is responsible for reviewing existing policies and procedures concerning the girls' program and recommending possible changes.
2. The Girls Director is also responsible for the following activities:
  - Facilitate the tryout process under the direction of the Vice-President.
  - Administer tryout schedules.
  - Receive complaints, suggestions, and grievances.
  - Arbitrate disputes.
  - Act as a liaison between coaches and the Board.
  - Assist the Coaching Selection Committee in selecting coaches for the girls' teams.
  - Coordinate league play for the girls' teams.
  - Assist, along with the head coaches, the scheduling of games and tournaments.

#### P. COACHING DIRECTOR (A.C.E. COORDINATOR)

The Coaching Director is responsible for the following activities:

- Lead the Coaching Selection Committee in the selection of coaches.
- Oversee training and evaluation of RYHA coaches.
- Help to resolve coach/player and coach/parent issues.
- Lead the effort with assistance from coaches to develop a consistent and specific teaching and practice curriculum.
- Develop on and off ice skill clinics for coaches and players.
- Advise player tryout process and player selection.
- Obtain feedback at the end of the season from each player's parents regarding the performance of each team's coaching staff.

#### Q. EQUIPMENT MANAGER

The primary duties of the Equipment Manager include: Inventory all RYHA equipment, distribute equipment to head coaches or team managers at beginning of each year. Collect all equipment at end of year and evaluate condition. Make recommendations to the Board to replace equipment as necessary. With board approval, order and replace needed supplies and equipment.

## R. TOURNAMENT DIRECTOR

The Tournament Director is responsible for planning, coordinating, and oversight of board approved RYHA tournaments.

## S. ICE SCHEDULER

The Ice Scheduler is responsible for all scheduling of practices, clinics, scrimmages, and games that involve all levels of RYHA. These responsibilities may be handled by committee; however the Ice Scheduler will chair the committee and maintain ultimate responsibility for the actions of the committee.

## T. BOARD OF TRUSTEES

The Trustee is a non-board member, non-voting position responsible for conducting an independent financial audit once each year. The Trustee is responsible for producing a brief written report that shall be included in the annual financial report to the general membership each spring. RYHA will make available to the Trustees, upon their request, all financial records including bank statements and invoices, accounts payable and receivable, current copies of Board Meeting minutes, and a current version of the Manual and Bylaws. The Trustees are elected by RYHA membership at the Annual Meeting. One Trustee is elected each year, to staggered two-year terms.

# III. REGISTRATION

## A. REGISTRATION PROCESS

1. RYHA registration will take place as determined by the Registration Director, with the exception of Jr. Gold, which will be held in November.
2. There will be a minimum of two registration dates available to parents to sign up.
3. The Registration Director will conduct registration with the help of the Board and the registration committee. At the time of registration, players and parents will be informed of the fundraising activities and the mandatory volunteer time commitment for the upcoming season.

## B. FORMS AND BIRTH CERTIFICATES

1. Any player that participates shall complete the RYHA Registration Form and the RYHA Residency Form, along with an IMR form.

2. Each player that is age eight (8) or above shall give the Registration Director a copy of a certified birth certificate (MAHA Rule 3, Paragraph N). This will be copied and kept on file with RYHA for all future years that the player is with RYHA. No player will be allowed to try out without a proper birth certificate on file with RYHA.
3. No coach is allowed on the ice until an IMR form is completed.
4. Players must sign and return “Code of Conduct” forms that are provided at registration.
5. Parents must sign and return “Code of Conduct” forms at registration.

### C. REGISTRATION FEES

1. Registration fees cover the operating expenses of the program, including ice time, referees, team jerseys, equipment, insurance, and fees paid to District 10, MAHA, and USA Hockey.
2. The Registration Director will deposit all collected fees within thirty (30) days of the receipt of the funds.
3. Cancellation requests received during the first 30 days following the first scheduled RYHA funded team event (on or off ice) will be refunded. However, a \$50 cancellation fee will be assessed (this policy does not apply to Bantam age players, see item #7 below). There will be no refunds on USA Hockey fees, Minnesota Hockey fees, fund raising commitments or arena surcharges. No refunds will occur of any kind after January 15. If a season ending injury occurs more than 30 days from the teams first RYHA funded event (i.e. the first organized on or off ice team practice/activity), and BEFORE January 16, a prorated refund may be granted based on total ice hours actually played divided by the established season cost per player. Volunteer hour checks will be prorated. Each injury refund request will be evaluated on a case by case basis, and must be approved by the RYHA Board. If an injury refund is granted by RYHA, the player will be removed from the team roster, and will not be able to participate on ice or off ice during RYHA funded activities for the remainder of the season. If a player is removed from a team roster, there will be no reinstatement of that player until the following year. If an injury is not “season ending” but still constitutes a significant portion of the remainder of the season, the family of the player will have 30 days from the last time the player participated in a team event to make a declaration. Once a declaration has been made, it is final for the remainder of that season.

4. Initial or base registration fees will be collected at the sign up sessions. Team fees will be assessed and billed upon final team rosters being established. Actual fees are determined on an annual basis and communicated with the registration announcements.
5. Goalies may be provided with equipment or receive a credit against the base registration fee to help defray the cost of goalie equipment.
6. Any family with three or more children will pay only 50% of the registration fees for the youngest of the children. In addition, the fundraising and volunteer hour's commitment is waived for the third child, and any subsequent child in the same family.
7. Bantam age players will be required to submit non-refundable fees at registration. If the player decides to play Junior Varsity, the fees will not be returned. Bantam players are highly encouraged to make a decision on where they want to play prior to youth hockey registration. It is also the stated goal of RHYA to encourage players of this age to play Bantam hockey for their own personal development.
8. Any RYHA coach, who becomes certified, at all levels, will be eligible for a 100% reimbursement of their certification fees. A receipt must be submitted to RYHA for reimbursement.

#### D. MAHA HOCKEY AGE RANGES

RYHA will abide by the age regulations set forth by MAHA.

#### E. MOVE UPS AND MOVE DOWNS (See changes to this section below)

1. Parents and legal guardians may submit in writing or email to the Athletic Director a request for move-up. The deadline for move-up requests to be received will always be 7 days prior to the start of the first tryout date (not the clinics) for the association. It is the responsibility of the submitting party to make sure the Athletic Director has received a move-up request prior to the deadline.

2. The Athletic Director and the appropriate Level Director will evaluate move-ups. Guidelines for this procedure are documented in the “Team Operations and Structuring” section of this Manual and state, “If a player is “moving-up”, they may participate in the tryout process. However, they must clearly make the top ranked team or play at the lowest available team at that level. “Clearly make” is defined as placing amongst the top 5 players based upon final tryout scores. For example, assume RYHA has an A, B2, and C team. The “move-up” player must rank in the top 5 to make the A team or he or she will be placed on the C team, assuming a roster spot is available. The “move-up player will not be eligible to play on the B2 team in this example.
3. The Athletic Director and appropriate Level Director may deny any and all requests to move-up and may include the following reasons: they deem the player(s) not ready for the advanced level of play, the number of age appropriate registered players at the advanced level of play, behavior issues on and off the ice from previous season(s), and/or behavior issues relating to the parents from previous year(s) of the move-up player.
4. With regard to move downs, per District 10 policy, move downs are NOT permitted.
5. A player may be denied the opportunity to move up if the numbers at the above level are such that RYHA cannot meet the “skaters per team” guideline documented under the “Team Operations and Structure” section of this Manual.
6. If there are more applicants trying to move up than there are available slots based on Paragraph 5 above, the Level Director will evaluate the skaters to determine which players, if any, are best suited to move up to the next level.

## **IV. COACHES**

### **A. COACHES SELECTION COMMITTEE**

1. The committee will be comprised of up to seven members appointed by the Board, and no less than three. The committee is responsible for interviewing and recommending coaches.
2. The committee will bring their recommendations to the Board for final approval. Approval shall be granted on a majority vote.
3. The committee will recommend coaches for all levels of Squirt, Peewee, Bantam, Jr. Gold, U-10, U-12, and U-14.

4. The Mite Director and Mite and Mini-Mite Coordinators, if any, will choose all the coaches, both head coaches and assistant coaches, for Mites and Mini-Mites with final approval granted by the Coaching Director.
5. RYHA coaches may be non-parent coaches at any level.
6. The head coach chooses assistant coaches for teams above the Mite level; however the assistant coaches must be approved by the Coaches Selection Committee. The Coaching Director can recommend assistant coaches based on candidates that were qualified but not chosen. It is recommended that two assistant coaches be selected per team.
7. Applications for coaches will be taken prior to tryouts. At the discretion of the Coaches Selection Committee, and upon final approval by the Board, head coaches may be selected anytime prior to, or through the completion of, tryouts.

#### B. COACHING REQUIREMENTS

1. All coaches for Mites, Mini-Mites, and Girls U10 must have a Level 1 (Initiation Level) Coaching Certification obtained through the USA Hockey Coaching Education Program.
2. All coaches for Squirts and Girls U12 levels of play must have a Level 2 (Associate Level) Coaching Certification obtained through the USA Hockey Coaching Education Program.
3. All coaches for Peewees, Bantams, Jr. Gold, Girls U14, Girls U16 and Girls U19 levels of play must have a Level 3 (Intermediate Level) Coaching Certification obtained through the USA Hockey Coaching Education Program.

#### C. COACHES DUTIES AND RESPONSIBILITIES

1. All coaches will strive to allow fair and equal playing time for each player on his or her team in scrimmages, league games, and tournaments throughout the season. In some game situations, the coach may choose to play specific players for the benefit of the entire team. The Coaching Director and Board may remove any coach who violates this responsibility from his/her position upon review.

2. All coaches will be required to provide to District 10 a photocopy of his or her card that demonstrates the level of certification that he or she has obtained. All coaches are also required to have his or her card on his or her presence in the event he or she is asked to display it by a game official or District 10 representative.
3. The head coach is responsible for the operation of the team. His or her main objective is to teach and develop hockey skills. The head coach is expected to be available to discuss problems with players or parents, keeping in mind that his or her primary responsibility is to the team and not to any one individual.
4. The head coach should be in attendance at all games and practices. There **MUST** be a CEP certified coach at any on ice function of the team. If it is determined that a team has conducted on ice practice or a game without a CEP certified coach present, the team could be dropped from the league for failure to comply.
5. Per the MAHA Handbook, only the players and team officials (coaches and managers) that are listed on the official USA Hockey/MAHA Player Roster are allowed on the bench during any MAHA/USA Hockey sanctioned competition. A replacement official must be approved by District 10 prior to the competition to be allowed on the bench.
6. Each coach shall do his or her best as a coach to ensure good sportsmanship from players and fans. Each coach shall promote fair play and respect for opponents and referees.
7. Each coach shall show up on time for practices and games. At least one coach should be at the ice 40 minutes prior to taking the ice to get a locker room assignment. Failure to show up for a game may result in penalties for the coach and RYHA. The coach could be banned from further coaching, and RYHA could be fined. If a team is unable to make a scheduled game, the coach should contact the Level Director to make alternate plans.
8. The head coach should appoint a team manager to handle scheduling, tournaments, team events, etc.
9. The head coach should conduct a parent meeting prior to the start of the season to establish expectations and discuss team philosophies, rules, and disciplinary tactics.
10. The head coach will provide feedback to each player at the end of the season on his or her performance, developmental needs, and personal conduct.

11. In accordance with USA Hockey, MAHA and District 10 rules, each coach must wear a helmet at all times while on the ice in practice situations.

#### D. COACHING CODE OF CONDUCT

1. Fun, learning, and skill development for each player is more important than winning games.
2. Understand the rules of the game and share the understanding with the players.
3. Treat all players fairly and equally.
4. Be prompt for all practices and games.
5. Display kindness, consideration, and understanding towards all players.
6. Share ideas and techniques with other coaches for the improvement of the program.
7. Be considerate and respectful to other teams.
8. Be well prepared for all practices.
9. Have a positive attitude at all times.
10. Have some first aid knowledge.
11. Teach players to respect game referees and their decisions.
12. Stress the importance of skill development by encouraging the use of outdoor ice and off-season development.

#### V. TEAM OPERATIONS AND STRUCTURE

##### A. TRYOUTS

1. The Athletic Director and Level Directors are responsible for facilitating the tryouts in collaboration for each level. Any exceptions to the Policies and Procedures during the tryout process, including injuries, illness, and interpretation of the tryout procedures will be subject to the approval of the board.
2. The objective of the tryout process is to ensure that each player is given fair evaluation and that all players are placed at the most appropriate level for their abilities *during the tryouts*.

3. During the tryout process, it is important that there is no unnecessary communication between parents, coaches, Level Directors, and evaluators. All communication should be routed through the President or the Vice President. Any attempt to lobby or persuade an evaluator will be reviewed by the Board and appropriate action will be taken.
4. It is the responsibility of the Board to communicate to the parents that the tryouts are a time for evaluation and skill grading. Parents should refrain from excessive applause and encouragement.
5. If a player is *approved for* “moving up”, they may participate in the tryout process. However, they must clearly make the top ranked team or play at the lowest available team at that level. “Clearly make” is defined as placing amongst the top 5 players based upon final tryout scores. For example, assume RYHA has an A, B2, and C team. The “move –up” player must rank in the top 5 to make the A team or he or she will be placed on the C team, assuming a roster spot is available. The “move-up” player will not be eligible to play on the B2 team in this example.
6. RYHA will make every attempt to use evaluators from outside the community.
7. There will be no evaluator allowed at a specific level that has one of his or her own children in the tryout process at that level.
8. The Athletic Director will provide tryout guidelines to all players and parents prior to the commencement of the tryout process. These guidelines should document, prior to the tryout, the following: scoring guidelines, percentage of score based on skills, percentage of score based on scrimmages, uniforms during tryouts, position tryout, goalie evaluation, *skills being graded*, and any other information needed to conduct a tryout process in accordance with this Manual.
9. Tryout drills are designed to test both individual skills and team play. Desire, hard work, and self-control are also determining factors in evaluation and selection.
10. All things being equal, a second year player should be chosen over a first year or “move up” player. In addition, all things being equal, if two players are “moving up,” and their tryout scores are equal, the player in the higher grade level will be given priority to “move up” over a player in a lower grade level.
11. Making a given level team in one year does not guarantee playing at the same level in following years.

12. The process for determining final rosters will be conducted with the following people in attendance: the proposed head coach, Secretary, Athletic Director, Vice President, and appropriate Level Director (no less than three board members must be present at all times during this process). If the Vice President deems any of this group should be substituted due to having a player involved in the level being discussed, that board member may be present, but will not have input; instead another board member will be asked to attend by the Vice President.
13. The order of events will be as follows: the head coach will be provided access to the scoring for each player at that level who has demonstrated the ability, based upon tryout score, to make that coaches team. The Head Coach can solicit feedback from those in attendance in order to complete and submit a proposed roster of the team under consideration. The head coach will then be asked to list his roster for the group to review. Any changes from the final order derived by the tryout process offered by the evaluators will need to be discussed and defended by the coach to the group. The group will be responsible for thoroughly discussing those changes amongst themselves and to make sure the Policy Manual is being followed. Final decisions on rosters will be made by the Vice President, Athletic Director, and appropriate Level Director, and presented to the Board.
14. The Vice President shall oversee all tryout activities to make sure the spirit of the policy manual is being followed. The Athletic Director will be responsible for keeping the Vice-President informed as to all matters related to tryouts. The Vice-President will then independently report to the Board and association members at the next regularly scheduled Board meeting, following tryouts, any discrepancies, concerns, issues, or objections as to how the tryouts were conducted. (This report will then be used as part of the annual evaluation process of the Athletic Director).

## B. CODE OF CONDUCT

1. Code of Conduct – ALL parents AND players of RYHA shall abide by the most recent version of the Code of Conduct (see Appendix A).
2. Code of Conduct committee will consist of RYHA board members consisting of V.P, A.D., and appropriate level, or their designees. The committee will investigate and review any alleged violations of the Code of Conduct, and make recommendation(s) of disciplinary actions, if any, to the full RYHA board of directors.

3. Committee shall make a determination on the alleged violations within 10 business days from date of notification of any such allegations, whenever possible.
4. Each player and each custodial parent of an RYHA skater must sign the Code of Conduct each season prior to the skater being allowed to skate in any RYHA event, including pre-tryout clinics and tryouts.

#### C. TEAM GUIDELINES

1. A maximum of 18 players plus 2 goalies per team may be dressed for any MAHA sanctioned competition, according to MAHA Rule VI, Paragraphs A and B. However, RYHA will strive to have no more than 15 skaters (forwards and defensemen) and 2 goalies per team. RYHA will evaluate the number of registered players at each level to determine the number of teams and corresponding players per team each season.
2. During the tryout process, evaluators will be asked to also include a recommendation on the level of play each team should participate in during the upcoming season. The Board will have final approval on the level of play for each team, with strong consideration for the recommendation of the evaluators and the respective Level Director. For example, assume the Peewees have 39 players in the tryout process plus 3 goalies. The Board will determine the number of teams based on the number of players. In this case the Board chooses three teams of thirteen skaters each. (However, the number of skaters per team does not have to be split evenly) The Board then determines to play at the A, B1, and C levels based on the recommendations of the evaluators and Level Directors. Other combinations could have been chosen, such as B1-B2-C, A-B2-C, etc.
3. The Board will make every effort to declare appropriate levels of play to match the skill levels of that year's player pool at each level.
4. Games are limited to 35 for the season at the Girls U10 and Squirt levels. Tournament games and controlled scrimmages count towards this total. A controlled scrimmage is defined as when two teams utilize the same ice time for instructional competition, utilizing all coaches on the ice for instructional purposes.

#### D. C TEAMS

1. RYHA has the discretion to field a C team from season to season. C teams may or may not participate in district scheduled play

2. The teams will be divided as fairly as possible to provide evenly balanced teams.

#### E. TEAM SELECTION: TRYOUT LEVELS GENERAL INFORMATION

1. Selection process per level:
  - a) For the Squirt level the top ranked players will make up approximately 85% of the team. The remaining players will be placed on the team based on tryout score and the head coach's input. The head coach will be responsible for explaining and justifying their recommendations for each player affected. This process must follow Section V.
  - b) For the Pee wee Level of play the top ranked players will make up approximately 75% of the roster. The remaining players will be placed on the team based on tryout score and the head coach's input. For the Pee wee level of play the coach may use factors such as work ethic, attitude, ability to work within a team, coachability, leadership, physical ability, past behavior of player and past behavior of parents. This must follow Section V.
  - c) For the Bantam/Jr. Gold level of play the top ranked players will make up approximately 66% of the roster. The remaining players will be placed on the team based on the tryout scores and the head coach's input. For the Bantam/Jr. Gold level of play the coach may use factors such as: work ethic, attitude, ability to work within a team, coachability, leadership, physical ability, past behavior of player and past behavior of parents. This process must follow Section V
2. At the Bantam level, position may be used to determine rosters at the discretion of the head coach and Level Director.
3. At the conclusion of the tryout sessions, the head coach of the top ranked team and the Level Director will fill the team roster with the appropriate number of players based on the total number that registered to tryout.
4. Any player unable to participate in tryouts due to injury, illness, or other Board approved absence will be evaluated on prior year performance, previous coaching recommendations, and current coach recommendation to determine the most likely team placement. If deemed necessary, the player will then be evaluated to ensure proper placement.

5. Before tryouts RYHA will inform parents and players what the players will be evaluated on at each level. RYHA will let both the parents and players know what the evaluators will be looking for during skills sessions (puck handling, skating, edge control, etc.), and during scrimmages (goals, assists, position, etc.).
6. If requested, the Athletic Director will be responsible for providing feedback to a player on how he or she performed during tryouts. The feedback is intended to offer information that the player can use to further develop his or her skills as a hockey player.
7. Remaining players of appropriate age or players that did not participate in tryouts, will then be divided equally on the C teams (or lowest available level) according to skill.

#### F. TEAM SELECTION: BANTAMS/JR. GOLD

Bantams/ Jr. Gold tryouts will consist of individual skills where each player is evaluated one at a time. These session(s) will be conducted first, when ever possible. Intra-squad scrimmages can be used on a limited basis. The rest of the tryout process will include a minimum of two scrimmages with outside teams and can include practices, led by the proposed head coach if possible. Bantam/Jr. Gold tryouts can develop a roster of up to no more than 22 players for extended tryouts for the top team. The final structure of Bantam/Jr. Gold tryouts will be determined through collaboration between the Athletic Director and the Bantam/Jr. Gold Level Director and will similar in process to the Pee wee tryout structure.

#### G. TEAM SELECTION: PEEWEES

1. Tryouts will consist of individual skills where each player is evaluated one at a time. This session will be conducted first, when ever possible, and used to determine the grouping for intra-squad scrimmages. Pee wees can have a combination of intra-squad scrimmages and outside team scrimmages, with a minimum of one each. Pee wee tryouts can include practices, led by the proposed head coach, if possible. Tryouts will be developed in collaboration between the Athletic Director and the Level Director and will be similar in process to the Bantam tryout structure.
2. Pee wee tryouts can develop a roster of up to no more than 22 players for extended tryouts for the top team.
3. Groupings for each subsequent event will be based on the previous cumulative and weighted scoring done by the evaluators.

## H. TEAM SELECTION: SQUIRTS

1. Tryouts will be developed in collaboration between the Athletic Director and the Level Director and will have continuity from one season to the next. The tryout will consist of skills where each individual player is evaluated one at a time. The tryout will also consist of a series of intra-squad scrimmages, no less than two sessions. Each day's groupings will be developed using the previous cumulative and weighted scores from the evaluators.
2. In the first scrimmage, players are divided into equally balanced groups according to their skill grades. In subsequent scrimmages, players will be divided into two or three levels based on the cumulative scores from the skill grading and the first scrimmage. This process will continue until all Squirts have been fairly evaluated. Team selection will occur following the final scrimmage.

## I. TEAM SELECTION: MINI-MITE AND MITE LEVELS

1. During skill clinics, the Mite Level Director and selected volunteers will divide the mini-mite and mite skaters into different classifications based on skating ability.
2. The Level Director and the head coaches will then select teams. The objective of this selection process is to attempt to divide the teams up equally. However, if a selected Mite team is formed (ex. Mite D, Mite C, etc.), players for those teams will be selected during an evaluation process. The remaining Mite players will be divided up with balanced levels of skill.

## J. MINI-MITE AND MITE PLAYING RULES

1. No player will be allowed on the ice without full equipment as designated in Section XII, Paragraph C of the Manual.
2. At the Mini-mite level, coaches may be on the ice during the game with at least one coach on the bench to handle line changes and supervise the bench.
3. At the Mini-Mite level, line changes will occur every 1.5 to 2 minutes at the discretion and level director. All five players should change during the line change. The horn will sound and play will resume with a face-off at center ice.
4. At the Mini-mite level, all players should have the opportunity to play every position including goalie.

5. At the Mite level, coaches can be on the ice, with remaining coaches handling the bench duties.
6. At the Mite level, line changes will occur every 1.5 to 2 minutes. All five players should change during the line change. The horn will sound and the on ice players will leave the ice immediately leaving the puck as is. The next group of skaters will play on without a face-off.
7. At the Mite level, all players should be rotated to all positions during the course of the season. All players desiring to play goalie will be given the chance during the season.
8. At the Mini-mite and Mite level all players will receive equal playing time regardless of game situations.
9. All game rules as outlined in the MAHA and District 10 manuals shall be observed.

#### K. DUTIES OF TEAM MANAGER

1. The Team Manager is responsible, along with the Head Coach for completing the Team Membership Application and returning it in a timely fashion to the Registration Director. A team cannot skate without it.
2. The Team Manager is responsible for getting the complete player roster signed correctly, without mistakes, by the appropriate people and returned to the Registration Director before the due date. District 10 does not accept rosters that have been incorrectly filled out or altered in any way (including the use of whiteout). If a mistake is made, the roster must be discarded and a new roster must be signed. If the signed roster is not returned to the Registration Director before the due date, it becomes the responsibility of the Team Manager to make arrangements with the District Registrar to have the roster registered with District 10. A team is ineligible to play, and may have to forfeit league games, until properly registered.
3. The Team Manager is responsible for representing the team during ice draws for practice times. Once practice times are assigned, they belong to the team. If for any reason the team is unable to use an assigned time, it is the responsibility of the Team Manager to trade the time, give the time away, or notify the Ice Scheduler that the time will not be used. The Team Manager is also responsible for communicating schedules to the parents.

4. The Team Manager will collect any additional agreed upon expenses. Examples of these added expenses are additional ice time purchases, tournament fees, team events, etc. All additional expenditures must have the consent of the parents.
5. The Team Manager is responsible for submitting game reports to District 10.
6. The Team Manager is responsible for arranging team lodging at tournaments and advising parents on their responsibilities regarding reservations.
7. The Team Manager is responsible for maintaining player eligibility records such as birth certificates. The Team Manager should be prepared to provide these documents upon request.
8. The Team Manager should check the team mailbox on a regular basis.
9. The Team Manager is responsible for checking out team jerseys and equipment such as puck bags, first aid kits, and goalie equipment. The Team Manager is also responsible for collecting jerseys and equipment at the end of the season and returning it to the Equipment Manager.

#### L. GIRLS HOCKEY

1. Girls under the age of 8 will be encouraged to play with the youth in the Mite and Mini-mite programs. All efforts will be made to offer a girls team at each age level. If there are not enough girls to fill a team at any specified level, RYHA will make an effort to find more players at that level. Assuming there are enough numbers to field a team, girls will be provided a choice to continue playing with the youth teams or moving to a girl's team.
2. Girls are required to wear the same equipment as the youth as documented in Section XII, Paragraph C of the Manual.
3. RYHA will strive to make sure that our girls program is well represented and develop the girls program with the same passion and commitment as the youth program.

## **VI. TOURNAMENTS**

### **A. TEAM TOURNAMENTS**

1. RHYA will provide a budget for participation in tournament of play for each respective level. If individual teams desire to play in additional tournaments, they will need to finance and make arrangements on their own, and additional tournaments require consent from the parents.
2. If RYHA sponsors a tournament for one or more levels, the RYHA teams at the respective level may be required to participate in such tournament and the team shall not be required to pay a tournament fee for the RYHA sponsored tournament; provided, however, that such tournament shall be deemed to be one of the tournaments for which RYHA will pay the tournament fee pursuant to Section VI.1.
3. In order to receive checks for the tournament entry fees, the Team Manager must submit RYHA Request for Payment form to the RYHA Treasurer.
4. All tournaments in which a RYHA team participates must be sanctioned by MAHA, Rule XI, Paragraph A. Teams participating in unsanctioned tournaments may be suspended from MAHA activities for the balance of the season and the following season per the MAHA rulebook, Rule XI, Paragraph B, and Item 7. Violation of this rule can also lead to penalties imposed on RYHA. Any coach or manager who permits this to happen will be immediately removed from his or her position, and expelled from RYHA.
5. The Team Manager is responsible for having the team credentials and registration information available at all times during tournament participation. It is a MAHA rule that any team that does not have a properly completed credential package is not allowed to participate in the tournament.

6. Team credentials consist of the following.
  - A player roster completely filled out, including the signatures of all players and team officials. The district official that is authorized to approve rosters must sign this roster.
  - A team membership application form and red insurance card must be signed and stamped by the district official and associate registrar.
  - The red copy or photocopy of the IMR for each rostered player.
  - A birth certificate for each rostered player.
  - A waiver for any player whose residence is outside the team's natural hockey community.
  - A copy of the background checks of each team official.
  - A consent to treat form for each rostered player.
  - An approval letter from the Minnkota District Registrar for any player that is playing in a younger age group.
  - A high School attendance certification form for any Junior Gold and 16 and under teams.
7. Tournaments are not allowed at the Mini-Mite or Mite levels (exceptions may apply to a Mite D team, per approval of District 10). MAHA Rule VII, Paragraph E.
8. RYHA tournament trophies will be displayed at our arena for several weeks after the tournament. All team trophies are the property of RYHA. It is the responsibility of the team to turn the trophy into the appropriate Level Director. The Level Director will take the action to get the trophy displayed.

#### B. RYHA SPONSORED TOURNAMENTS

1. The Team Managers will be asked to assist in recruiting volunteers to assist with RYHA sponsored tournaments.
2. Parents of players in the tournaments are expected to volunteer for various duties during the tournament. These duties will include, but may not be limited to, timekeepers, scorekeepers, concession stand staff, ticket sales, etc.

### VII. SPORTSMANSHIP

#### A. PLAYER ROLES AND RESPONSIBILITIES

1. Every player shall abide by the most recent version of the Code of Conduct (see Appendix A). Every player in RYHA is expected to contribute in a positive manner to his or her team by adhering to the following roles and responsibilities.

2. Each player is expected to adhere to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions.
3. Each player is expected to participate in all practices and games, unless there is a compelling reason for missing. If a player is expected to miss a game or practice, the player should notify the head coach or Team Manager prior to missing.
4. Each player is expected to arrive at the rink as appointed by the coach.
5. Each player is expected to be attentive when any of the coaches are addressing the team or an individual.
6. Each player is expected to wear the required equipment for every game or practice. Required equipment is documented in Section XII, Paragraph C of the Manual.
7. There will be a zero tolerance for abusive behavior such as harassment, obscene language, fighting, or any other behavior deemed abusive directed toward coaches, referees, opponents, parents or teammates. Any violation of the above and/or the Code of Conduct may result in disciplinary action including, but not limited to, removal from team-related activities, and/or expulsion from RYHA.
8. Any player receiving a "Match" penalty for deliberately attempting to injure another player may receive suspension beyond USA Hockey guidelines.
9. Each player is requested to play hockey because they enjoy the game. Every player should have fun, give their best effort, and be respectful of coaches, teammates, referees, and opponents.

## B. PARENT ROLES AND RESPONSIBILITIES

1. Every parent or legal guardian involved with RYHA shall abide by the most recent version of the Code of Conduct (see Appendix A) and is expected to contribute in a positive manner to all players, teams, and other RYHA Members. Parents and legal guardians are expected to adhere to the following roles and responsibilities.
2. Assure that all registration forms, birth certificates, and payments are complete and submitted as required.
3. Assure his or her player is properly equipped.
4. Assure that his or her player is at the rink per the coach's instructions.

5. Assure that his or her player notifies the coach or team manager if unable to attend a game or practice.
6. Volunteer his or her time whenever possible.
7. Encourage and support the team in a positive manner.
8. There will be a zero tolerance for abusive behavior such as harassment, obscene language, fighting, or any other behavior deemed abusive directed toward coaches, referees, opponents, players, or other parents. Any violation of the above and/or the Code of Conduct may result in disciplinary action including, but not limited to, removal from RYHA-related activities, and/or expulsion from RYHA.
9. Parents should address any general questions to the head coach or Team Manager. Specific questions regarding coaching techniques or tactics can be directed to the Level Director or Coaching Director. Any questions regarding behavior, discipline, or RYHA policies and procedures should be directed to the Level Director first. If any inquires are not addressed to the satisfaction of the individual, that individual should bring this matter to any Board member in a timely manner.

## **VIII. GRIEVANCE PROCEDURE**

### **A. COACHING GRIEVANCES**

Problems or concerns regarding coaching, such as playing time, positions, practices, or other related issues should first be addressed directly with the coach. If resolution cannot be reached, the Coaching Director should be notified. If no resolution can be found, the formal grievance procedure documented below should be followed.

### **B. GRIEVANCE PROCEDURE**

1. Any unresolved coaching issue or any other type of grievance that cannot be resolved directly between the parties should use this formal grievance procedure. The objective with any complaint is to resolve the issue at the most immediate level.
2. It is recommended that before any grievance is formally filed, there should be a 24-hour cooling off period.
3. Any person with a complaint is required to submit the complaint in writing to any member of the Board.

4. The respective Board member will then bring the complaint to the next Board meeting for review by the entire Board.
5. The Board will investigate the complaint. This may require interviewing various participants, as well as the person filing the complaint.
6. The Board is responsible for reaching a decision in a timely manner regarding any potential disciplinary action.
7. A letter will be issued to all persons involved in the complaint documenting the decision reached by the Board resolving the complaint.
8. All decisions reached by the Board are final. There are no appeals.
9. The Board will conduct follow up reviews to ensure compliance with the Board's decision and to ensure the issue has been thoroughly resolved.

## **IX. ABUSE POLICY**

### **A. GENERAL ABUSE STATEMENT**

1. RYHA will enforce these abuse policies in accordance with the MAHA Bylaw, Article 13.
2. These policies are subject to any contrary requirements in Minnesota State law or local law applicable to RYHA.
3. RYHA is committed to maintaining a safe environment that is free from sexual abuse or harassment, physical abuse, or verbal abuse. RYHA prohibits any form of sexual abuse or harassment, physical abuse, or verbal abuse.
4. This abuse policy is intended to direct the behavior of all RYHA Members and players as they treat other members, players, or referees.

### **B. SEXUAL ABUSE OR HARASSMENT**

1. Sexual abuse is a physical act that includes a sexual act or purpose.
2. Sexual harassment is any unwanted, or in the case of minors, any attention of a sexual nature.
3. Neither consent of the player, mistake of age, nor the fact that the sexual abuse or harassment did not occur at a hockey event are defenses to a complaint of sexual abuse or harassment.

4. It shall be a violation of this policy for any player or member of RYHA to sexually harass or abuse, through conduct or communication of a sexual nature, any child or Member of RYHA.
5. The Board will act to investigate all complaints, formal or informal, verbal or written, of sexual abuse or harassment and to discipline any Member or player who sexually abuses or harasses a child or other Member of RYHA.
6. The following is a list of definitions of sexual abuse and sexual harassment.
  - *Sexual abuse* consists of any sexual physical contact with a minor.
  - *Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct at all constitutes harassment.
  - *Written contact* constitutes sexually suggestive or obscene notes, drawings, or letters.
  - *Verbal contact* constitutes sexually suggestive or obscene comments, jokes, or comments about a member's body or sexual characteristics.
  - *Physical contact* constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual acts.
  - *Sexual blackmail* constitutes sexual behavior to control another member's placement on a team or to a coaching position.

#### C. PHYSICAL ABUSE

1. Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.
2. Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a hockey skill. Permitted physical contact may include, but is not limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

#### D. VERBAL ABUSE

1. Verbal abuse is any language or communication that is threatening, intended to be harmful, or degrading. Verbal abuse can constitute the use of profanity.
2. Verbal abuse does not include the simple use of raising one's voice to be heard, disciplinary communication, or other language or communication without the intent to threaten, degrade, or create harm.

#### E. REPORTING ABUSE

1. Any person who believes that he or she has been a victim of abuse as defined in this section by any Member of RYHA should report the alleged act(s) immediately to the President, or any Board member that he or she is more comfortable with.
2. Any person with the knowledge or belief of conduct, which may constitute abuse as defined in this section, should report the alleged act(s) immediately to the President, or any Board member that he or she is more comfortable with.
3. The Board shall discipline any Member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board will take immediate steps, at its discretion, to protect the complainant, children, or members of RYHA, pending the completion of an investigation of all alleged sexual, physical, or verbal abuse.
4. Upon receipt of a report of abuse or harassment as defined in this section, the President shall immediately authorize an investigation of the incident. Board members or a third party designated by the Board may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President.
5. Upon proof of violation of this policy, the violator will be suspended or permanently banned from all RYHA program and activities, per MAHA, Article 13.

### X. BACKGROUND SCREENING

#### A. MAHA REGULATIONS

1. All personnel of MAHA and of its affiliates are subject to background screening.

2. Reference MAHA Handbook, Sections 1 – 8 regarding sexual and physical abuse screening.
3. Each person to be screened, as provided by the MAHA screening rules, shall sign a consent form provided by MAHA to conduct a criminal background check. Such form will be signed each year, and it shall authorize MAHA or its designee to perform a background check to determine whether the signer is the subject of any reported criminal conviction.
4. The President of MAHA and the president or chair of each MAHA associated organization shall compile a list of names of all members from such organization to be screened (including coaches and team officials) and certify in writing that the list of names is complete. The certified list of names and signed consent forms for members other than coaches and team officials shall be delivered to the current MAHA District Director on or before December 1 of each year. MAHA and its associated organizations may provide partial lists of names of members and partial groups of signed consent forms at different times. But such partial lists and groups, taken together, shall be a complete list of the names of all members to be screened, and the certification shall state that the lists taken together comprise a complete list of the names of all members to be screened.
5. Upon receipt of such verified lists and signed consent forms for members other than coaches and team officials, the MAHA District Director shall promptly forward them to the MAHA screening committee.

#### B. COACHES AND TEAM OFFICIALS

1. A signed consent form for each coach and team official listed on the Official Team Roster shall be submitted with that roster when it is presented to the MAHA District Director, the Minnkota Registrar, or Associated Registrar for roster approval.
2. Any coach or team official whose name appears on the roster for which there is not a signed consent form shall be stricken from the roster before the roster is approved.
3. The signed consent forms shall be collected by, or delivered to, the appropriate MAHA District Director, who shall promptly forward them to the MAHA Screening Committee.

4. A member who refuses to sign such a consent form shall not be registered, and shall not be allowed to participate in any activity of MAHA or any of its associated organizations. Reference MAHA Handbook, Section 5.

## **XI. DRUGS, TOBACCO, ALCOHOL AND WEAPONS POLICY**

### **A. GENERAL POLICY**

1. During the school year, a player/student shall not: (1) use a beverage containing alcohol; (2) use tobacco, including chewing tobacco; (3) use or consume, have in possession, buy, sell, or give away any other controlled substance, including steroids.
2. This rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.
3. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his or her doctor.

### **B. PENALTIES: DRUGS, TOBACCO, AND ALCOHOL**

1. *First Violation:* After confirmation of the first violation, the student/player shall lose eligibility for the next two (2) consecutive contests or (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. *Second Violation:* After confirmation of the second violation, the player shall lose eligibility for the next six- (6) consecutive games. No exception is permitted for a player who becomes a participant in a treatment program.
3. *Third Violation:* After confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve- (12) consecutive games. If after the third or subsequent violations, the player on his/her own becomes a participant in a chemical dependency program or treatment program; the student/player may be certified for reinstatement in MAHA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

## C. WEAPONS POLICY

The possession, use, and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) will result in immediate suspension from all team activities. A weapon means a knife, firearm, or any item which looks like a firearm, whether loaded or unloaded, in working or non-working condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten. The suspension must be immediately reported to the appropriate Level Director and the Board. The Board will review the incident at the next Board Meeting and has the option to define the terms of the continued suspension or probationary terms or to disqualify the player from continued participation in the RYHA program.

## XII. UNIFORMS AND EQUIPMENT

### A. INVENTORY PROCEDURE

1. At the beginning of each hockey season, and at the end of each hockey season, inventory will be conducted on RYHA owned hockey equipment, jerseys, and office equipment.
2. The Equipment Manager will complete the inventory of RYHA owned equipment.
3. All team jerseys must be turned in no longer than two (2) weeks after the season is completed. The Equipment Manager will complete inventory on jerseys.
4. Office equipment includes computers, printers, copy machines, fax machines, desks, chairs, software programs, and any miscellaneous equipment owned or leased by RYHA. All machines must have the serial and/or model numbers checked for verification. The Secretary will complete inventory on office equipment.

### B. UNIFORMS

1. All uniforms worn by RYHA teams will be RYHA approved uniforms.
2. Game jerseys are the property of RYHA and must be returned in clean and good condition at the end of the season. Any exception regarding the purchase of game jerseys will be made on a case by case basis and approval of the board.
3. All uniforms at the Squirt level and higher will utilize the colors of the Rogers High School.

4. All uniforms will utilize the logo of the Rogers High School.
5. Breezers and helmets are recommended to be black.
6. At the Squirt level and above, hockey socks must be worn.

### C. REQUIRED EQUIPMENT

1. Equipment requirements are set by District 10, MAHA, and USA Hockey and are strictly enforced.
2. Helmets must be approved for play by USA Hockey. All forwards and defensemen at all levels must wear full facial protection and a tethered mouth guard. Goalies at all levels must wear a “cage” and helmet combination or an approved goalie helmet, plus a tethered mouth guard. Facial protection for all players must be commercially manufactured and approved for competition by USA Hockey.
3. Recommended equipment for Mini-mites is as follows.
  - Helmet with approved face mask and mouth guard
  - Elbow pads
  - Shoulder pads
  - Shin pads
  - Supporter with cup
  - Breezers
  - Hockey skates
  - Hockey gloves
  - Hockey stick
  - Throat protection
4. Recommended equipment for Mites and above is as follows.
  - Helmet with approved face mask and mouth guard (at Squirt level and above it is recommended that the helmet is black)
  - Elbow pads
  - Shoulder pads
  - Shin pads and hockey socks
  - Supporter with cup
  - Breezers (at the Squirt level and above it is recommended that breezers are black)
  - Hockey skates
  - Hockey gloves
  - Hockey stick
  - Throat protection
  - Goalie equipment consisting of leg pads, chest pads, arm pads, blocker glove, catcher glove and goalie stick

Appendix A

**Rogers Youth Hockey Association  
Code of Conduct**

As a parent(s) of a Rogers Youth Hockey participant, I (we) am (are) in agreement:

1. That it is a privilege, not a right, for our child (children) to play youth hockey.
2. That sportsmanship and fair play are essential to the sport of hockey.
3. That sportsmanship and fair play are the most important skills that our child (children) can possibly gain from youth hockey.
4. That, because our child (children) learn from our example, we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees, and parents.

THEREFORE, we agree to the following Code of Conduct policy:

1. Parents who are evicted from any rink will be disciplined by the RYHA Board. Such disciplinary action may include a MINIMUM of two-week suspension from all RYHA hockey events both at the Rogers Activity Center (RAC) and other facilities.
2. 24-hour Rule: No parent in a fit of frustration/anger over their player's ice time/position, coach's play of their player and/or team status per tryout process will contact the coach, Athletic Director, Level Director, or any other member of the RYHA board in any manner until 24 hours has passed from the conclusion of such event/incident in question. If such an occurrence takes place, the player and family will automatically be removed from all RYHA events for a MINIMUM of two weeks.
3. Parents who create public displays of anger towards their coaches in any arena or via email/phone or written letters to their teams will automatically be disciplined. Suspension of parents from all RYHA events and contact with coaching staff for two weeks and a one week player suspension.
4. Parents, who create public displays of anger towards referees, and/or other parents/players of an RYHA team or from the opposing team, which include verbal abuse/threats of physical abuse, and/or actual physical abuse, will be suspended from all RYHA events indefinitely until such time the RYHA board discusses the matter and formal disciplinary actions is communicated.
5. All inappropriate actions and resulting discipline will be maintained, in confidence, with the RYHA Board and will be cumulative during the course of that family's participation in RYHA. The Board will have the right to remove the family from the association after the second disciplinary action.
6. If I do not abide by this Code of Conduct policy, I realize my child will be restricted from play for the term as set forth by the Board.
7. That our child and we agree to abide by the rules and guidelines as stated in the RYHA policy manual, as well as, District 10, Minnkota, and HEP documentation. Any violation of the rules and guidelines will result in disciplinary action.
8. The RYHA Board of Directors, or any subset committee thereof will enforce all violations and notify the individual(s) involved and contact such party in writing outlining the actions to be taken.
9. I will, at all times, abide by the rules set forth by RYHA, MAHA, USA hockey, and District 10 and the coaches.
10. All RYHA Board members have the obligation to bring forward any violations to the Code of Conduct, in which they witness, for disciplinary action.
11. Any person witnessing or involved in violation of the Code of Conduct can bring forward to any Board member stating the violation and/or grievance.

\_\_\_\_\_  
Parent's Printed Name(s)

\_\_\_\_\_  
Player's Printed Name

\_\_\_\_\_  
Parent's Signature(s)

\_\_\_\_\_  
Player's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date