



River Falls Youth Hockey Association

Policy Book

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I. MISSION STATEMENT

Provide the opportunity for the youth of River Falls and the surrounding area to participate in an organized hockey program coordinated with High School program and other community resources.

II. CONSTITUTION

A. ARTICLE I: Name

1. The name of this organization shall be the River Falls Youth Hockey Association (RFYHA).

B. ARTICLE II: Purpose

1. The purpose of this organization shall be:
 - a. To actively promote youth hockey in River Falls and the surrounding area.
 - b. To work cooperatively with UWRF, and the school system, park board and community of River Falls.
 - c. To provide financial support for River Falls youth hockey program.
 - d. To provide the opportunity for River Falls youth to participate in an amateur hockey program.
 - e. To promote social development and peer interaction through team play.
 - f. To teach leadership, responsibility, good sportsmanship and the principles of fair play.
 - g. To provide for the physical and psychological development of each skater through proper coaching and training.
 - h. To promote safe play through the use of proper facilities and equipment.
 - i. To promote parental involvement and understanding of the principles of the game, good sportsmanship and fair play. To encourage parental support of the philosophies of the program.

C. ARTICLE III: Membership

1. Members shall consist of the parent(s) of legal guardian(s) of any player properly registered with the RFYHA. Each parent/legal guardian shall receive one vote. No child shall have more than two voting parents of legal guardians.
2. Membership shall be open to all those interested in hockey. This organization shall not discriminate against any person or organization on the basis of race, color, religion, sex, national origin, or sexual preference.
3. Members must remain in good standing, and to do so are required to:
 - a. Remain current on all registration fees.
 - b. Participate in all required fund raisers
 - c. Work required association event including tournaments
 - d. Adhere to the "Code of Conduct" as defined in the "Policies" section.
4. All coaches are considered members. Others may gain membership upon approval of the board.

D. ARTICLE IV: Governing Body

1. The primary governing body shall be the board of directors which shall:
 - a. Consist of 12 persons elected from and by the membership for three year terms each. These teams are to be staggered, four positions open per year.
 - b. Have officers of President, Vice President, Secretary and Treasurer. The board of directors will choose the officers of the board.
 - c. Be positions that are not paid are on a volunteer basis.
2. It is the responsibility of the board of directors to:
 - a. Transact all business and affairs of the association.
 - b. Establish its own procedures and rules of order for its meetings. It shall meet at the annual meeting and at other times as directed by the President.
 - c. Arrange of the annual meeting and publish a notice to the membership of it's time and place.
 - d. Maintain a set of policies, list of committees and their responsibilities, and codes of conduct for players, coaches and parents.
 - e. Set league membership for the association.

3. Elections:
 - a. The board shall annually appoint a nominating committee, sometime prior to the annual meeting, to consist of at least three people from the association. One member shall be from the board, and the other two from the membership. This committee shall prepare a slate of candidates for vacancies on the board to be voted on at the annual meeting.
 - b. Only members in good standing in the RFYHA are eligible to be elected to the board.
 - c. Members will be elected at the annual meeting; a plurality of those present and voting shall be necessary for election.
 - d. Newly elected members shall take office at the next scheduled board meeting to take place within 30 days after the annual meeting.
4. Vacancies on the board caused by resignations:
 - a. May be filled by appointment by the President upon approval of the board; such appointees are to hold office and finish out the term of the resigned.
 - b. May be left vacant until the next annual meeting if the board so elects.
5. Suspension and Expulsion from the Board of Directors
 - a. Board members that fail to attend three successive board meetings without reason given to the president in writing or verbally are automatically removed from the board.
 - b. Board members that fail to attend meetings; don't participate in committee meetings for which they are responsible or miss three successive committee meetings without reason given to the committee chair in writing are automatically removed from the board.
 - c. Board members that knowingly violate the RFYHA constitution, policies and rules or fail to meet their board obligations are subject to suspension by a two-thirds majority vote of the board of directors at any regular or specially called board meeting.

E. ARTICLE V: Officer's Duties

1. The President:
 - a. Oversees the operations of the association, preside over the board of directors, and has the power to call for special meeting as necessary.
 - b. Shall keep record of all association documents including board meeting minutes.
 - c. Serves as a liaison officer to community groups interested in hockey.
 - d. Makes all appointments as provided by the Constitution and the policies.
 - e. Makes provisions for the preparation of the tax returns and the annual audit.
 - f. Files the tax returns for the association.

2. The Vice-President
 - a. Serves in place for the President in case of absence.
 - b. Serves as the chair of the finance committee
 - c. Prepares and updates the association budget as needed.
 - d. Carries out any other assignments as given by the President.

3. The Secretary:
 - a. Takes minutes at all board meetings and distributes copies to all board members.
 - b. Issues notices of the association, including the newsletter.
 - c. Keeps a membership roster.

4. The Treasurer:
 - a. Receives and deposits all money accruing to the association.
 - b. Receives and pays all legitimate bills of the association
 - c. Keeps an accurate set of financial records and makes them available for annual audit.
 - d. Provides necessary documentation to the finance committee for review.
 - e. Provides final reports to specific fund raising committee chairs for review.
 - f. Produces a balance sheet and any other treasurer reports for each meeting.
 - g. Is a member of the finance committee and helps with the preparation of the annual budget.
 - h. Is required to prepare the documentation necessary for the preparation of the tax returns of the association.

- i. Signs the tax returns for the association.

F. ARTICLE VI: Meetings

1. Board meetings are held at the discretion of the board or upon request of the membership.
2. All meetings are open to the public.
3. There shall be at least one annual meeting of the membership each year, normally held in the spring.
4. A quorum will be defined as a majority of the board of directors at any regular, annual, or special meeting.
5. No alcohol or smoking is allowed during association meetings.

G. ARTICLE VII: Adoption

The original Constitution was adopted by majority vote of those present and voting at a meeting held in March 1973. The Constitution and bylaws (now called policies) were revised and accepted by members at the October 25, 1998 meeting. This document was voted on at the annual meeting on May 4, 1997 and ratified by a two-thirds majority vote of those present and eligible to vote at that meeting. Article 8 was voted on and accepted by members at the April 9, 2000 annual meeting. Article 4, section 5 was voted on and accepted by the members at the April 22, 2007 annual meeting.

H. ARTICLE VIII: Authority to Enter Contracts

At the direction of the River Falls Youth Hockey Board of Directors, any two (2) of the following officers jointly shall have the authority to enter binding legal contracts on behalf of the association: President, Vice President, Secretary and Treasurer. Any such contract shall be in writing and subject to approval by the Board of Directors before the contract is entered. Contracts shall include, but not limited to, loan documents, rent and lease obligations, purchase contracts, and any other contractual commitments involving the financial interest of the Association.

I. ARTICLE IX: Amendments

The Constitution may be amended by a two-thirds majority vote of those present and eligible to vote at any association meeting provided the membership is given at least one week's notice of the proposed amendment changes.

All other issues not covered by this Constitution will be covered under RFYHA policies and may be changed by a majority vote of the board of directors at any meeting.

J. ARTICLE X: General Association Provisions

1. This association adheres to USA Hockey and WAHA Hockey rules and regulations and during the years that this association participates in MAHA Hockey will adhere to those rules also.
2. This organization is limited to the purpose of charitable and educational means as set forth in section 501 (c) (3) of the internal revenue code.
3. No part of the net earnings of the Association shall be passed on for benefit of, or be distributed to its members, directors, officers, or other private persons; except that the Association shall be authorized and empowered to pay reasonable and legitimate compensation for services rendered.
4. No substantial part of the activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in any political campaign on behalf of any candidates for public office.
5. In the event of dissolution, any remaining assets shall be distributed to other organizations that operate for charitable and educational purposes under section 501 (c) (3) of the internal revenue code.

III. Organization and Affiliation

- A. RFYHA. River Falls Youth Hockey Association is a Wisconsin Non-Profit Tax Exempt Corporation dedicated to promote hockey for the youth in the community. The Association was organized in 1967 and is classified a Division 2 association. River Falls is recognized as a leader in hockey in Western Wisconsin.

The founders of our association are Howie Nelson and Bob McCutcheon. They had originally agreed to maintain college ice in exchange for ice time for the Youth Organization and later promoted the means to construct our first set of hockey boards that are still in use today at Hoffman Park.

In the fall of 2002, the members of the RFYHA opened its own indoor ice facility. The Wildcat Centre is solely owned and operated by the River Falls Youth Hockey Association.

- B. USA Hockey. USA Hockey, Inc. is the national governing body for the sport of hockey in the United States. As such, its mission is to promote the growth of hockey and provide the best possible experience for all participants by encouraging, developing, advancing, and administering the sport in the country.

- C. WAHA District 6. Wisconsin Amateur Hockey Association, Inc. (WAHA) is the parent organization for Wisconsin Hockey. The purpose of WAHA is: 1.) to encourage, improve, and promote the standards and extent of ice hockey in the state of Wisconsin. 2.) To conduct ice hockey tournaments and to select representative teams for competition in regional and national tournaments. 3.) To encourage youth in the development of high school hockey. 4.) To do any and all acts necessary or desirable in the furtherance of the foregoing purposes.

The members of the WAHA are composed solely of organized amateur ice hockey teams and leagues, all, or a majority of which, are in Wisconsin. The Association is a member of USA Hockey and adheres to its regulations. It is the sincere hope of the Wisconsin Amateur Hockey Association that ICE HOCKEY in Wisconsin will grow, and that the organization will not only be a good one but that eventually through hard work it will be one of the best. RFYHA is a member of WAHA and must be a member to participate in state tournaments.

- D. MN Hockey District 8. Minnesota Hockey is the governing body for the game of hockey in the state of Minnesota. RFYHA traveling teams participate in MN Hockey District 8 league play. RFYHA is considered a guest in this relationship and is granted membership on a yearly basis.

IV. Financial and Service Hour Obligations

- A. Registration fees do not, by themselves, cover all the operating expenses of the Association. Various fundraising events are necessary to raise funds to supplement the registration fees. Operating expenses incurred by the Association include: operating expenses of the Wildcat Centre, various types of insurance, registration fees to MAHA, WAHA and USA Hockey, coaching and referee expenses as well as replacement of equipment and jerseys as needed.
- B. Registration Fees and Policies
 - 1. Registration Fees (see the appendix for the current fees)
 - a. An annual registration fee is charged for each child enrolled in the River Falls Hockey Association.
 - b. The Board of Directors establishes the registration fee and any other fees.

- c. Registration fees vary according to the level of the skater. The level of the skater is determined by the birth date of the skater.
- d. The registration fees are based on the amount of ice time used at each level.
- e. The registration fee is waived for all first-time skaters at the Atom and Mite level (ages 4- 8 only).
- f. The registration fee is reduced 50% for first year players at the Squirt, Pee Wee, Bantam, U10, U12 and U14 levels. Transfers from other associations are not considered first-time skaters.
- g. High school players that are of Bantam age may register with the RFYHA as a Bantam. These players will be charged \$250 if their building assessment has been paid and \$300 if it has not been paid. If, after high school try-outs, a player returns to play Bantams he will be charged the remaining difference of the registration fee. He will also be expected to fulfill all fund raising obligations.

2. Registration Policies

- a. The annual registration dates are advertised in the River Falls Journal.
- b. Skaters that register after try-outs will be placed on the lowest level team.
- c. Late registration is any registration occurring between December 1 and December 31. Late registration is handled as follows:
 - i. All registration fees remain the same for all skaters.
 - ii. If registered by December 15, the family is responsible for one half of the normal fundraising requirement that is expected and due on December 15.
 - iii. If registered after December 15, the required fundraising is waived, but a fundraising assessment will apply:
 - Atoms n/c
 - Mites \$50
 - All other levels \$100

- d. Registration requests received after December 31 will be reviewed by the Board on a case-by-case basis.
 - e. Double Registration
 - i. Skaters who initiate and are granted the opportunity to register for more than one team are expected to pay an additional \$200 registration fee.
 - ii. The fee listed above is not considered part of the annual family maximum.
 - iii. The player must declare a primary team and make attendance at that team's events a priority.
 - iv. A girl registered on both a boy's team and a girl's team shall declare the boy's team as the primary team.
 - f. Bantam players are required to make full payment on the day of registration.
 - g. Suspended players are expected to pay all fees in full, regardless if the player returns or not.
 - h. The deadline for all fees is December 1. Skaters will not be allowed to participate if fees are in arrears.
3. Hardship Exemption Request
- a. In the event that a family cannot meet the annual financial obligations as an RFYHA member, a hardship exemption may be requested.
 - b. The hardship exemption request must be submitted in writing to the RFHYA Board prior to registering for the season in which the request is being submitted.
 - c. If the hardship exemption request is approved, a board member will notify the family regarding the portion of the registration fees that have been waived.
 - d. Fundraising and volunteer hour requirements will still apply and may be adjusted to accommodate the change in registration fees.
 - e. A hardship exemption applies for the season in which it is requested and approved.

4. Registration Refunds
 - a. Members must make a formal written request for a refund of fees to the Board of Directors.
 - b. Upon receipt, the board will determine what expenses have been incurred and calculate a pro-rated refund.
 - c. Requests received after December 1 will not be considered.
 - d. Refunds will not be given to players who have been suspended for any reason.

C. Building Assessment Fee (see appendix for current amount)

1. Each association family is required to pay a lifetime assessment of \$750 towards the cost of building the sports center.
2. The assessment is payable in annual increments based on the age of the oldest skater in the family
3. The assessment is not charged for Atom or Mite skaters.
4. The assessment is charged annually until the family has paid \$750.
5. To avoid the assessment, a family may choose to make a one-time donation of \$750 to the building fund. This donation must be made on registration day or before.
6. All monies received as assessments or building donations will be used to furnish the sports center and pay for ongoing building expenses and improvements.

* On August 9th, 2009 the RFYHA Board voted on and approved a motion for an emergency assessment for the 2009 – 2010 season. The assessment is needed in order to complete repairs to the Wildcat Centre's refrigeration system. Without these repairs the system will not be able to support the making of ice for the upcoming season.

The amount of the assessment will be \$150 per skater (including all levels and skaters) with a \$250 family maximum.

Payment will be due, paid in full, by September 16th 2009.

D. Fund Raising Expectation (see appendix for current amount)

1. Calendar Raffle (required)

- a. Each family is required to sell calendar raffle tickets at a cost of \$10 per calendar raffle.
 - b. The minimum requirement is determined by level.
 - c. No buyout option is available.
 - d. The calendars will be available at registration and must be sold and turned in no later than December 1st.
 - e. Since we are unable to accept any tickets after the first raffle is drawn, any tickets received after January 1 will be returned and you will be billed for the outstanding balance.
2. Golf Tournament (Optional)
 - a. The Association sponsors a golf tournament each summer to help raise funds that are specifically earmarked for debt reduction on the new arena. Families are encouraged to participate in this fundraiser or volunteer to work on the committee.
 3. Aluminum Can Recycling (Optional)
 - a. You may drop off your empty aluminum cans in the recycling bin at the back of The Wildcat Centre parking lot.
- E. Service Hour Requirement
1. Service Hours
 - a. Each family is required to work a minimum of 50 service hours.
 - b. Families with more than one skater are required to work an additional 10 service hours per skater. However, if the family's second skater is an Atom, the additional requirement is just 5 hours per skater.
 - c. Families with a Mite as the oldest skater will have their service hour requirement reduced to 25 hours.
 - d. Families with an Atom as the oldest skater will have their service hour requirement reduced to 15 hours.

2. Tournament Service Hours

- a. A minimum of 25 service hours must be considered “tournament hours”. Tournament hours include high school games and sanctioned tournaments (invitational, regional or state tournaments) hosted at Wildcat Centre.
- b. Families of Mite skaters must complete a minimum of 15 “tournament hours”.
- c. Families of Atoms skaters do not have a “tournament hour” minimum.
- d. Each team will be required to staff the tournament at their level or provide workers if we do not sponsor a tournament at their level. It is the member’s responsibility to arrange for a substitute if the member is unable to work the assigned shifts.
- e. The tournament schedule will be posted at the Wildcat Centre and also on the River Falls Youth Hockey website.

3. Service Hours Policies

- a. Service hours are not received when working as an “off-ice official (i.e. penalty box, score board operator or announcer) at your child’s home games.
- b. Workers must be at least age 18 to work at high school games. In addition, workers must be at least age 18 to work the clock, scorekeeping and the penalty box for any level of game.
- c. A list of service hour options is provided at registration.
- d. Members that do not satisfy the service hours will be assessed a fee of \$25 per hour not worked.
- e. A table which lists service hour options is located in the Appendix.
- f. You will be required to sign in at the time that you perform your service hours. If you have questions please contact...Contact TBD.

- g. Service hours may not be carried into the next year.

4. Service Hours from Donations

- a. There are three ways to receive service hour credit or tax credit for items or time donated to RFYHA. Please get the appropriate approval ahead of time (usually a board vote or building committee approval).

- i. If donating an item and you would like a receipt for charitable giving tax purposes, you will need to provide an invoice/bill to the treasurer. The treasurer will provide a receipt for the agreed upon value.
- ii. If donating an item in exchange for service hours, you must come to a mutually agreed upon value before making the donation. Please ask for approval prior to making the exchange.
- iii. If performing labor for a project (i.e. Painting a locker room, etc.), the service will be exchanged hour for hour worked. You must have prior approval before working on the project. There are a couple of ways to get project credit. Using the painting of the locker room as an example:

- Buy the paint and get credit for the purchase price at 1 hour per twenty dollars (for \$100 of paint, you would receive 5 hours credit) plus the hours for the actual labor. You must submit receipts for your purchases.
- RFHYA supplies the paint and you get credit for hours performing the labor.

V. Programs

- A. Learn to Skate- (boys and girls)
- B. Atoms (boys and girls ages 4-6) – The atoms do not play hockey competitively, but work primarily on learning how to skate. Most boys and girls start in Atoms without ever having been on skates. You do not need to know how to skate to join. You join to learn how to skate.

- C. Mites (boys and girls ages 7-8)-The primary focus at the Mite level is to develop individual skills. Mite players will practice twice during the week and will play a half-ice home game on the weekend. Practices will emphasize skating basics, puck skills, and small area games. Players with similar abilities will be grouped together for practices. Teams for weekend play will have an equal number of players from each skill level.
- D. Squirts (boys ages 9-10) – The Squirts practice as a group during the try-out period until sometime in mid-October and then split into teams based on selections made by the coaching staff responsible for conducting tryouts. You do not need to know how to skate to join the Squirts.
- E. U10 (girls ages 9-10) - U10 girls play regularly scheduled games and tournaments, using the same schedule as the squirt level. You do not need to know how to skate to join the U10 girls’ team.
- F. Pee Wees (boys ages 11-12) – The Peewees follow the same patterns as the Squirts except for a stronger emphasis on hockey skills. Body checking starts at this level. There are skaters who first join the program as Peewees, but it takes effort and practice to be able to comfortably participate on an equal level.
- G. U12 (girls ages 11-12) - The U12 girls follow the same patterns as the Peewees except for a stronger emphasis on hockey skills. There are skaters who first join the program as U12 girls, but it takes effort and practice to be able to comfortably participate on an equal level.
- H. Bantams (boys ages 13-14) – The Bantams are the highest level of skaters in the Youth Hockey Program before High School.
- I. U14 (girls ages 13-14) – U14 girls play regularly scheduled games and tournaments, following the same schedule as the Bantam level.
- J. Recreational “pond” hockey-

VI. Volunteer Positions and Duties

- A. Board Member. The role of Board Members and officers is described in the Constitution: Article IV.
- B. Coaches Duties
- C. Team Manager

- D. Referee
- E. Off-Ice Game Official
- F. Tournament Liaison
- G. Committees and Directors
 - 1. Association Coaching and Education (ACE) Committee
 - a. The committee will consist of 4 to 6 members.
 - i. One individual will be declared the ACE Coordinator and will lead the committee
 - ii. Both the River Falls Boys Varsity coach and the St. Croix Valley Fusion Girls coach shall be invited as members of the committee.
 - b. How the committee is filled/Term: The committee is open to all association members. Notification via email will be given a minimum of 1 month prior to the vote for the position as the current term nears completion.
 - i. Members must send a letter to the board submitting their name for position.
 - ii. The board will then vote on the candidates and ultimately decide on the members of the ACE Committee.
 - iii. The term for the ACE Committee is two years.
 - c. Committee Purpose: The ACE Committee is essentially the conduit between USA Hockey and the RFYHA. More specifically, the ACE Committee will be leading the following activities;
 - i. Oversee the recruitment, selection, training, and evaluation of all coaches.
 - ii. Organize and develop workshops for coaches.
 - iii. Plan, develop and organize clinics (i.e.: skating, checking, and goaltending)

- iv. Develop an association coaching philosophy that identifies a scope and sequence of skill, knowledge, and conceptual instruction and communicate expectations for each level.
- v. Communicate/enforce coaching certification requirements and evaluate/supervise practice sessions.
- vi. Establish and maintain a resource center for coaches, parents and players.
- vii. Promote the intrinsic rewards of playing hockey and the development of a “TEAM” concept for the entire association

2. Arena Management Committee

- a. The committee will consist of 4 to 6 members.
 - i. One individual will be declared the Building Committee Chairperson.
- b. How the committee is filled/Term: The committee is open to all association members. Notification via email will be given a minimum of 1 month prior to the vote for the position as the current term nears completion.
 - i. Members must send a letter to the board submitting their name for position.
 - ii. The board will then vote on the candidates and ultimately decide on the members of the Building Committee.
 - iii. The term for the Building Committee is one year.
- c. Committee Purpose:

3. Calendar Raffle Director

4. Coaching-Atoms Director

5. Coaching-Mites Director
6. Coaching-Goalie Coach Director
7. Concession Stand Committee
8. Equipment Committee
9. Finance Committee
 - a. The committee will consist of 4 to 6 members.
 - i. The Association Vice-President will be the Committee Chairperson.
 - ii. The Association Treasurer will be a member of the committee.
 - b. How the committee is filled/Term: The committee is open to all association members. Notification via email will be given a minimum of 1 month prior to the vote for the position as the current term nears completion.
 - i. Members must send a letter to the board submitting their name for position.
 - ii. The board will then vote on the candidates and ultimately decide on the members of the Finance Committee.
 - iii. The term for the Finance Committee is one year.
 - c. Committee Purpose:
10. Golf Tournament Committee
11. High School Games Director
12. Ice Scheduling Director
13. Marketing Committee
 - a. The committee will consist of 4 to 6 members.
 - i. One individual will be declared the Marketing Committee Chairperson

- b. How the committee is filled/Term: The committee is open to all association members. Notification via email will be given a minimum of 1 month prior to the vote for the position as the current term nears completion.
 - i. Members must send a letter to the board submitting their name for position.
 - ii. The board will then vote on the candidates and ultimately decide on the members of the Building Committee.
 - iii. The term for the Marketing Committee is one year.
- c. Committee Purpose:
 - 14. Outdoor Ice Maintenance Director
 - 15. Picture Night Director
 - 16. Referee Scheduling Director
 - 17. Registrar (USA Hockey / WAHA)
 - 18. Registration Committee
 - 19. Scholarship Director
 - 20. Service Hour Management Director
 - 21. Sunshine Director
 - 22. Team Manager Director
 - 23. Tournament Planning Committee
 - 24. WAHA/MAHA Representative

VII. Hockey Policies

- A. *Player Movement Policies. In all situations, the RFYHA Board of Directors reserves the right to regulate the number of players per team, determine the number of teams at all age classifications and oversee the movement of players.*

1. Transfer in policy. Any player is welcome to play in the RFYHA provided that his/her family resides within the RFYHA boundaries. If the player's family resides outside of the RFYHA boundaries, a written release from the neighboring association will be required.
2. Transfer out policy. Any player choosing to leave the RFYHA and play for another association while still living within the RFYHA boundaries must request a letter of release from the RFYHA Board of Directors. The RFYHA reserves the right to deny such requests.
3. Playing at a Higher Age Classification Policy.
 - a. Atoms to Mites. One year advancement from the Atom age classification to the Mite age classification may be allowed within the RFYHA.
 - i. The player must be in his or her last year of eligibility, have advance skills and receive a recommendation from the Atoms Director.
 - ii. At the conclusion of each season, the Atoms Director will confer with the Atoms coaching staff and create a list of final year players with advanced skills.
 - iii. The Atoms Director will submit a written statement identifying the players to the Board of Directors and the families of the players involved.
 - iv. At registration of the following year, the list shall be made available to the registrar.
 - v. Families with players appearing on the list will be given the option to play at either the Atoms or Mites age classification.
 - b. Player moving to a higher age classification within the association (Mites through Bantams). Request made by a parent/player. While some players may be more skilled at a particular age than others, the RFYHA agrees with USA Hockey that the overall make up of a player including emotional, social and physical development is best served by having him or her progress normally through the established age classifications. The RFYHA does recognize situations may arise beyond the normal scope of this policy.
 - i. Listed below are the steps that will be followed in case of a move-up request.
 - The parent of the player must provide the ACE Committee Chairperson a written

letter describing the player's circumstances surrounding the age classification move-up request. Please include name, age, grade, previous age classifications of play and a descriptive reason for the request.

- This written request must be received at least 14 calendar days prior to the August Board of Directors meeting.
 - The ACE Committee Chairperson will meet with the members of the ACE Committee and determine a recommendation using the criteria listed below.
 - The ACE Committee Chairperson will present the ACE Committee's recommendation to the Board for approval or denial at the August meeting.
 - The ACE Committee Chairperson will inform the parent(s) or guardian of Boards decision PRIOR to fall registration.
 - If a request is granted, the player will be required to participate in both age classifications try-outs. A final placement will be determined after the try-outs. (see final criteria listed below)
- ii. The ACE committee will use the following five criteria in determining whether or not a player should be allowed to move up.
- The player's physical safety and emotional well being will be considered first and foremost. The coaches from the player's previous team will be asked if there are any potential concerns.
 - Only players in their last year of eligibility at a specific age classification will be considered for move up.
 - An age classification change shall not

compromise the make up of the two age classifications involved. For example, a squirt player should not move up to the pee-wee age classification if it leaves the squirt team with less than an adequate number for one team or a two team split.

- The player requesting an age classification change must prove his/her higher skills during the try-out process. The player shall participate in both age classification try-outs and will need to place in the top three of the lower age classification, and finish in the top half of the higher age classification. A player requesting a move to a higher age classification may play on either the “A” or “B” team. If the player does not meet the try-out criteria, he or she shall play at the lower age classification.

c. Player moving to a higher age classification within the association (Mites through Bantams). Requested by the Association before the season. On occasion, the Board of Directors may decide that an additional player or players are required to field a team at a specific age classification. In such a scenario, players at the lower age classification may be used to fill the spot(s). An age classification change shall not compromise the make up of the lower age classification teams. For example, a squirt player should not move up to the pee-wee age classification if it leaves the squirt team with less than an adequate number for one team or a two team split.

- i. Listed below are the steps that will be followed in the case of a Board of Directors move-up request.
- The Board of Directors will provide the ACE Committee Chairperson a directive describing the request. Specifically, the number of players required to move.
 - This directive shall occur at least 14 days prior to the first try-out session.

- The ACE Committee Chairperson will meet with the members of the ACE Committee and identify a “pool” of players to be considered. The criteria listed in the section below shall be followed.
 - The ACE Committee Chairperson shall contact the parents of the players in the “pool” and seek the parent’s approval.
 - Once parental approval has been given, the players will be required to participate in both age classifications try-outs. The try-out rankings at the higher age classification will be used to determine which player or players will be placed at the higher age classification. A player or players moved to a higher age classification may play on either the “A” or “B” team.
 - If a player within the “pool” does not rank high enough to advance a to a higher age classification, he or she will be placed at his or her age appropriate classification. Rankings from that try-out level will be used for his or her team placement.
 - Players will be informed of their placement on the established association notification date following the tryout.
- ii. The ACE committee will use the following three criteria in determining which members shall be selected for the “move up pool”.
- Coaches from the previous year will be asked to recommend players possessing the hockey skills, mental maturity and physical attributes to play at a higher level. The player’s physical safety and emotional well being will be considered first and foremost.
 - Only players in their last year of eligibility at a specific age classification will be

considered for move up.

- The “move up pool” should not exceed the needed number of players by more than 2 or 3.

4. Playing at a Lower Age Classification Policy

- a. Player request to play at a lower age classification within the association. (Atoms and Mites). Since the RFYHA offers an “in-house” program for both Atoms and Mites, there is some flexibility to the USA Hockey age classifications at these levels. An older player that is a beginner or limited experience will have the option to play at a lower age classification. It is recommended that the parents of these players make contact with the ACE Coordinator prior to registration.
- b. Player request to play at a lower age classification within the association. (Squirts through Bantams). The RFYHA must follow strict maximum age classifications at the squirt, pee-wee and bantam levels. The RFYHA has no authority to make such changes. Any request must be made through the Wisconsin Amateur Hockey Association (WAHA).

5. Player movement within the same age classification. The RFYHA will not accept requests for player movement between teams within the same age classification after teams have been announced. Any requests for specific placement should be made before the try-out (team selection) process.

B. Tryout Procedures

1. The ACE committee will select a team of coaches for each level (Squirts, Pee Wees, Bantams and Girls) to conduct the pre-tryout clinics and the tryout sessions. One person will be designated as the “lead” facilitator.
2. The Board of Directors will appoint an evaluation team. These individuals should not have any ties to the level in which they are evaluating and will prepare a ranking of the players.
3. The tryout process will be as follows:
 - a. Each level will have three scheduled formal tryout sessions.

- b. Every player trying out will be assigned a jersey and number on day one. The player will receive the same jersey and number for all three tryout sessions.
- c. Tryouts will include skill drills and game situation activities (including scrimmage time).
- d. The drills will be age appropriate. The coaches will use drills approved by the ACE committee.
- e. Players will be evaluated on skating skills puck control, and general game play.
- f. All tryouts will be closed to spectators. All non participants shall remain in the lobby.
- g. Following the final try-out session, the evaluation team and coaches will meet to determine the final rosters.
 - i. A minimum of three days will be left unscheduled to allow for the placement meeting.
 - ii. The team assignments will not be announced until after the placement meeting takes place.

4. Special Circumstances

- a. Position Specific Tryouts. The position (goalie / skater) played on day one of the three-session tryout will be the position that the player will be evaluated on. It will also be assumed that if a player tries out as a goaltender a commitment has been made to play goalie for the season.
- b. Injury/ Illness Policy. Players unable to take part in the try out sessions due to injury or illness will be accommodated in following way. An injured or ill player must first provide a medical report (Physician's note) that indicates any limitations. If the player is unable to participate, the ACE committee will seek the opinion of the player's previous coach. With this recommendation, the ACE committee will make the team placement decision.
- c. Absences. Please report to absences to the "on-ice" supervisor prior to the scheduled ice time. Unexcused absences will affect your evaluation rating.

C. Scheduling Guidelines (maximum number of games / maximum number of tournaments / required off days)

Level	Max. Games .. (per season)	Tournaments	Required Days-Off (per week)
Atom	N/A	N/A	5
Mites	18	1	4
Squirt	30	3	2
U10	30	3	2
Pee Wee	35	3	2
U12	35	3	2
Bantam	40	4	1
U14	40	4	1

1. All teams should maintain a minimum of a 2 practices to 1 game ratio.
2. The season will begin in mid-October and end at the state tournaments.
3. Tournament games shall be included in the season maximum number of games. Regional play-off games and the State Tournament is the exception and will not count against the season maximum game limit.
4. It is expected that all teams participate in our home tournaments.
5. After receiving the ice schedule from the association scheduler, the team schedule shall be prepared by the team manager under the direction of the head coach. The head coach shall review and approve the complete schedule before publication. Changes to the schedule after publication shall be initiated by the head coach and reported to the association scheduler.

VIII. CODES OF CONDUCT

A. Administrators Code of Conduct.

1. Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.

2. Support programs that train and educate players, coaches, parents, officials, and volunteers.
3. Promote and publicize your programs; seek out financial support when possible.
4. Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
5. Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
6. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
7. Encourage coaches and officials to attend USA Hockey clinics, and persuade your board members of the necessity for their training sessions.
8. Make every possible attempt to provide everyone, at all skill levels, with a place to play.
9. Read and be familiar with the contents of the USA Hockey Annual Guide and Rule Books.
10. Develop other administrators to advance to positions in your association, perhaps even your own.

B. Parents Code of Conduct.

1. Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
3. Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Emphasize skill development and practices and how they benefit your young athlete. Deemphasize games and competition in lower age groups.

5. Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
6. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice — it is destructive. Work toward removing the physical and verbal abuse in youth sports.
7. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
8. If you enjoy the game, learn all you can about the game, and volunteer!

C. Players Code of Conduct.

1. Play for FUN.
2. Work hard to improve your skills.
3. Be a team player — get along with your teammates.
4. Learn teamwork, sportsmanship and discipline.
5. Be on time for practices and games.
6. Learn the rules and play by them. Always be a good sport.
7. Respect your coach, your teammates, your parents, opponents and officials.
8. Never argue with an official's decision.

D. Coaches Code of Conduct.

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game.
2. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

3. Be generous with your praise when it is deserved; be consistent; be honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
4. Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
5. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
6. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
7. Be concerned with the overall development of your players. Stress good health habits and clean living.
8. To play the game is great; to love the game is greater.

E. Spectator Code of Conduct.

1. Display good sportsmanship. Always respect players, coaches and officials.
2. Always act appropriately; do not taunt or disturb other fans; enjoy the game together.
3. Cheer good plays of all participants; avoid booing opponents.
4. Profanity and objectionable cheers or gestures are offensive; cheer in a positive manner and encourage fair play.
5. Throwing any items on the ice surface can cause injury to players and officials; help provide a safe and fun environment.
6. Do not lean over or pound on the glass surrounding the ice surface.
7. Support the officials and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.

9. Respect locker rooms as private areas for players, coaches and officials.

F. On-Ice Officials Code of Conduct.

1. Act in a professional and businesslike manner at all times and take your role seriously.
2. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
3. Know all playing rules, their interpretations and their proper application.
4. Remember that officials are “teachers”. Set a good example.
5. Make your calls with quiet confidence; never with arrogance.
6. Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
7. Violence must never be tolerated.
8. Be fair and impartial at all times.
9. Answer all reasonable questions and requests.
10. Adopt a “zero tolerance” attitude toward verbal or physical abuse.
11. Never use foul or vulgar language when speaking with a player, coach or parent.
12. Use honesty and integrity when answering questions.
13. Admit your mistakes when you make them.
14. Never openly criticize a coach, player or other official.
15. Use only USA Hockey-approved officiating techniques and policies.
16. Maintain your health through a physical conditioning program.
17. Dedicate yourself to a personal improvement and maintenance of officiating skills.

18. Respect your supervisor and his/her critique of your performance.

G. Code of Conduct Violations.

1. Player Conduct Committee. A three-member player conduct committee will be created to review any and all game misconducts, match penalties, gross misconducts, and individual player behavior.
 - a. Members of this committee will include the head referee, the head of the coaches' committee, and one board officer.
 - b. The board officer serving as a member of this committee must not have a skater from the same team as the skater whose conduct is in question.
 - c. The order for board member team conflict exclusion would be president, vice- president, treasurer, and secretary.
2. Member Conduct Committee. A member conduct committee will be created, consisting of the applicable team board liaison, and the top two board officers who do not have a player on the involved team.
 - a. This committee will gather information on the incident, and then call an emergency board meeting to present the recommendations of the committee to all the remaining board members.

IX. Appendix

- A. Age Classification Table
- B. Board of Directors List
- C. Committee Members and Directors List
- D. Financial and Service Hour Obligations Table
- E. Parents Meeting Outline
- F. Team Coaches List
- G. Team Liaison List
- H. Team Manager List
- I. Team Schedules
- J. Year Calendar

Appendix A – Age Classification Table (2009-2010 Season)

Classification	Age				
Atoms	under 6	Born after	1/1/2003		
Mites	7-8	Born between	1/1/2001	and	12/31/2002
Squirts	9-10	Born between	1/1/1999	and	12/31/2000
U10	9-10	Born between	1/1/1999	and	12/31/2000
Pee Wees	11-12	Born between	1/1/1997	and	12/31/1998
U12	11-12	Born between	1/1/1997	and	12/31/1998
Bantams	13-14	Born between	1/1/1995	and	12/31/1996
U14	13-14	Born between	1/1/1995	and	12/31/1996

Appendix B - Board of Directors List

Board of Directors (2009-2010)

Name	Office	Phone	E-mail	Term ends
Mike Kealy	President	612-245-8153	mkealy@sowashco.k12.mn.us	2012
Tom Magill	Vice-President		mjmagill@sbcglobal.net	2011
Dan Briese	Treasurer	715-338-1871	dannygriz@hotmail.com	2011
Marc Harer	Secretary	651-398-8671	marcharer@comcast.net	2012
Dave Buck		651-357-5370	dave_buck@sbcglobal.net	2011
Pat Dolan		715-426-0101	pdolan@telemediasolutions.com	2010
Jeanne Eliason		715-425-0392	jmeliaso@travelers.com	2011
Karl Erickson		715-425-9470	keericks@presenter.com	2010
Jon Benusa		715-426-6756	jbenusa@intekplastic.com	2010
Jesse Getzie			jesse@thesnowassociates.com	2012
Lisa Woiwode			lisa.woiwode@assurant.com	2011
Kent Manglitz		651-497-0162	kentm@natbeauty.com	2012

Appendix C- Committee Members and Directors List

Committee Member and Director's List (2009-2010)

Position	Hours	Name	Term ends
ACE Committee Chairperson	(1)		
ACE Committee Member	(2)		
ACE Committee Member	(3)		
ACE Committee Member	(4)		
ACE Committee Member	(5)	Girls HS	
ACE Committee Member	(6)	Boys HS	
Arena Housekeeping Coordinator	(1)		
Arena Housekeeping Coordinator	(2)		
Arena Management Committee Chairperson	(1)		
Arena Management Committee Member	(2)		
Arena Management Committee Member	(3)		
Arena Management Committee Member	(4)		
Arena Management Committee Member	(5)		
Calendar Raffle Director	(1)		
Coaching-Atoms Director	(1)		
Coaching-Mite Director	(1)		
Coaching-Goalie Coach Director	(1)		
Coaches-Atoms			
Coaches-Mites, Squirts, Pee Wees, Bantams, Girls			
Concessions Stand Committee Chairperson	(1)		
Concessions Stand Committee Member	(2)		
Concessions Stand Committee Member	(3)		
Concessions Stand Committee Member	(4)		
Equipment Committee Chairperson	(1)		
Equipment Committee Member	(2)		
Finance Committee Chairperson	(1)		
Finance Committee Member	(2)		
Finance Committee Member	(3)		
Finance Committee Member	(4)		
Golf Tournament Committee Chairperson	(1)		
Golf Tournament Committee Member	(2)		

Golf Tournament Committee Member (3)

High School Game Volunteer Coordinator (1)

Ice Scheduler (1)

Ice/Zamboni Management Coordinator (1)

Marketing Committee Chairperson (1)

Marketing Committee Member (2)

Marketing Committee Member (3)

Marketing Committee Member (4)

Marketing Committee Member (5)

Marketing Committee Member (6)

Outdoor Ice Maintenance Director (1)

Picture Night Director (1)

Referee Scheduler (1)

Registrar (1)

Registration Committee Chairperson (1)

Registration Committee Member (2)

Scholarship Director (1)

Service Hours Director

Sunshine Committee Chairperson (1)

Team Manager Director (1)

Team Managers

Tournament Planning Committee Chairperson (1)

Tournament Planning Committee Member (2)

Tournament Planning Committee Member (3)

WAHA/MAHA Representative (1)

Webmaster (1)

Appendix D- Financial and Service Hour Obligations Table (2009-2010 Season)

Level	Registration Fee 09'-10	Building Assessment Fee	Fund Raising	Total Hours	Tournament hours
Bantam	\$600	\$100	\$450	50	25
U14	\$600	\$100	\$450	50	25
Pee Wee	\$545	\$100	\$450	50	25
U12	\$545	\$100	\$450	50	25
Squirt	\$490	\$100	\$450	50	25
U10	\$320	\$100	\$300	25	15
Mites	\$250	\$0	\$200	25	15
Atoms	*	\$0	\$100	15	0
Family Max	\$1,050				

* The Atom level will be split this year into 2 sessions. The sessions will be October - December and January - March. Each session will cost \$100. There will be a special registration held for the 2nd session

Please see Financial and Service Hour Obligations (Section IV) for multiple child scenarios.

2009 – 2010 Season Emergency Assessment \$150 per skater (including all levels and skaters) with a \$250 family maximum.

Appendix E – Parents Meeting Outline

Association Concerns (presented by a board representative)

1. Orientation (concession stand)
2. Orientation (off-ice official duties)
3. Service hour explanation
4. Parent / Player / Coach Conduct
5. Building Rules
6. Conflict Resolution

Individual Team Concerns (presented by the head coach)

7. Coaching Philosophy (RFYHA / USA Hockey)
8. Team Rules
9. Equipment Issues (what and how for lower levels)

Appendix F - Team Coaches List (200-2010 Season)

Last	First	Email	Phone	Level
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* Head Coach

Appendix G - Team Liaison List (2009-2010 Season)

Last	First	Email	Phone	Level
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Appendix H - Team Manager List (2009-2010 Season)

Level / Team	Manager	Email	Phone
Atoms			
Mites			
Squirts B			
Squirts A			
U10			
Pee Wee B			
Pee Wee A			
U12			
Bantams B			
Bantams A			
U14			

Appendix I - Team Schedules (2009-2010 Season)

Appendix J – Yearly Calendar Hockey Season Calendar (2009-2010)

<i>Date(s)</i>	<i>Events</i>
<u>April</u>	
April	Annual Meeting
April	Board Elections
April	Board Meeting
<u>May</u>	
May	Board Meeting
May	Early Registration
<u>June</u>	
June	Board Meeting
<u>July</u>	
July	Board Meeting
July	Summer Hockey School
July	River Falls Days (Parade, Food Booth)
July	Golf Tournament
<u>August</u>	
August	Board Meeting
August	Move Up Request Deadline
<u>September</u>	
September	Board Meeting
September	Fall Registration
<u>October</u>	
October	Board Meeting
October	Traveling Teams Practices Begin
October	Player Evaluations
October	Team Rosters Announced
October	Mites Season Begin
<u>November</u>	
November	Board Meeting
November	Atoms Season Begins
November	Squirt B Tournament
<u>December</u>	

December Board Meeting
December Squirt A Tournament

January

January Board Meeting
January Bantam Tournament

February

February Board Meeting
February Atom's Jamboree
February Mite Tournament

March

March Board Meeting
March Squirt A State Tournament
March Squirt B State Tournament
March Pee Wee A State Tournament
March Pee Wee B State Tournament
March Bantam A State Tournament
March U10 State Tournament
March U12 A State Tournament
March U14 State Tournament