

EDEN PRAIRIE HOCKEY ASSOCIATION

2011-12

POLICIES AND PROCEDURES

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EDEN PRAIRIE HOCKEY ASSOCIATION 2011-2012 POLICIES & PROCEDURES

I. GENERAL REPRESENTATIONS

A. MISSION STATEMENT

The mission of the Eden Prairie Hockey Association (EPHA) is to organize and promote youth hockey for girls and boys who are residents of Eden Prairie under District 6 rules. Our goal is to encourage development of good sportsmanship, teamwork, and individual achievement in hockey.

B. PURPOSE

The hockey program is established for the children following a philosophy that stresses the teaching of the fundamentals of hockey.

C. MEMBERSHIP

All players and coaches on sanctioned teams, parents and legal guardians of those players, and any persons actively assisting in the program shall be deemed to be members of the Eden Prairie Hockey Association.

D. RESOLVED

Children and family members of EPHA officials including board members, commissioners, and coaches shall not receive any preferential treatment in any aspect of EPHA activities. This includes, but is not limited to, travel team tryouts, playing time in games, selection for coaching or officiating, etc.

E. GOALS

- To experience personal enjoyment, satisfaction, and confidence from both personal and team achievements.
- To learn, develop, and refine the fundamental skills of hockey.
- To blend individuals and their skills into successful team play.
- To demonstrate good sportsmanship in victory and defeat.
- To encourage good effort, team spirit, and responsible behavior.

F. AFFILIATIONS AND REPRESENTATIONS

1. USA HOCKEY is the national governing body for amateur hockey in the United States. The Eden Prairie Hockey Association is represented at USA Hockey by its membership in the Minnesota Amateur Hockey Association (MAHA).
2. MAHA. The Eden Prairie Hockey Association is a voting member in District 6 of MAHA. An EPHA member represents the Association at all District 6 meetings.

3. In accordance with the above affiliated agreement, players registered with the EPHA may not play for any other hockey team during the EPHA regular season. The regular season runs from the posting of team rosters through the Minnesota Hockey State Championships. Exceptions are allowed for players participating in recreational C leagues, instructional clinics that do not involve game play and 3 on 3 leagues ending by December 1.

G. **DISCLAIMER**

The Eden Prairie Hockey Association does not recognize nor support and is NOT connected with any hockey program (i.e.: spring, summer, or fall leagues) except those described herein. Individual play on such teams can occur only in accordance with Minnesota Hockey and District 6 rules.

H. **PUBLICATIONS**

1. The Eden Prairie Hockey Association strictly prohibits the publication of any team information that includes individual statistics, individual players' names, or individual photos on the Internet. Any publication of team information must focus on team results and achievements. Team photos or successes of the team shall be deemed to be appropriate and acceptable for release. The Head Coach must approve all articles.
2. The Eden Prairie Hockey Association allows the following uses of individual names on the Internet: tryout postings; team selection; and tournament programs. The Eden Prairie Hockey Association reserves the rights to publish individual names on the EPHA website only during our tryout process. These postings will be strictly used for tryout assignment dates, pool positions and final team selection. The postings at the Eden Prairie Community Center will continue to be utilized.
3. The EPHA may sell or give its player email or mailing list to those organizations that in the opinion of a majority vote of the President, Secretary and Registrar are offering products of interest to the membership of the EPHA. These arrangements shall be reported to the board after the fact and recorded in the minutes. The Registrar shall be the only person responsible for providing these lists.

II. REGISTRATION

- A. Registration will be open at least 45 days prior to the commencement of tryouts in accordance to Minnesota Hockey Registration and eligibility requirements (Minnesota Hockey Participation Rule). Registration will be open for a minimum of 45 days. A single walk in session will be available.
- B. Birth certificates for each player above mini-mite must be on file with the EPHA. A copy of the player's government issued birth certificate must be submitted at registration if not previously provided. Players not born in the United States must provide government issued documentation of both birth date and the current status of legal residency.

- C. Registration Fees.
1. Registration fees cover operating expenses of the program including indoor ice time, referees, team jerseys, goalie equipment (through Squirts & Girls 10U), pictures, patches, insurance, and fees paid to USA HOCKEY, MAHA and District 6.
 - a. District 6 assessments include the cost of District 6 League Play-offs only at the Youth Bantam and Pee wee levels. Regional playoff costs including any wild card games are the responsibility of the Bantam and/or Pee wee team(s) involved. Girls 12U, 14U and 16U, Jr. Gold and Youth 16U playoff costs are the responsibility of the team(s) involved and are not included in their registration fees.
 2. The base registration fee and additional A/B team fee's are due at registration.
 - a. Late registration will be accepted on a stand-by basis and will be subject to a \$50 fee. Late registrants will be accommodated per the availability of open spots on teams. Cancellation requests received during the first thirty days following registration will be refunded; however, a \$50 cancellation fee will be assessed. There will be no refunds for cancellation requests received thirty or more days after registration.
 - b. A \$20 fee will be charged for any dishonored checks. (NSF, etc.)
 3. There will be no refunds for any part of any and all fees during the season or after the season has ended with the following exceptions:
 - a. Additional A/B team fees collected at registration shall be returned for any player not making an A or B team.
 - b. In the event of a season ending injury a refund request may be made to the Board of Directors. The refund, if any, will be based on several factors such as the date of the injury and the fixed cost occurred by the Association on behalf of the player.
 - c. No player shall be allowed to tryout or play on a team until all fees have been paid.
 - d. Any player officially being selected for and electing to accept participation in a High School varsity or junior varsity team must notify the EPHA and withdraw from any further participation in any EPHA ice time event. Within 15 days of notification, the EPHA will provide a refund equal to the base and additional A/B team fees, less deductions as provided for in paragraph b. above.
 - e. Notwithstanding the foregoing, players withdrawing from an A/B team after 30 days following team selection shall receive no refund after 7 days.
 4. Goalies at the Pee wee, Bantam, Junior Gold and Girl's 14U and 12U levels will receive a \$200 credit against the base registration fee to help

defray the cost of goalie equipment. Squirts and Girl's 10U will receive a \$175 credit if they provide all of their own equipment.

5. The EPHA has established a scholarship program for those families needing financial assistance. The EPHA treasurer administers this scholarship program. See Appendix C for Policy Guidelines.
6. All payments must be made in full by the close of registration, either by credit card, check or cash.

D. USA HOCKEY AGE RANGES

Ages relate to player's age on June 30TH preceding the date of registration.

Rookie Camp	4	to	8
Mites:	5	to	8
Squirts:	9	to	10
Pewee	11	to	12
Bantam	13	to	14
16U Jr. Gold	15	to	16
Jr. Gold	15	to	19
Girls 10U	8	to	10
Girls 12U	11	to	12
Girls 14U	13	to	14
Girls 16U	15	to	16

E. MOVE DOWNS:

1. Move downs at any level are discouraged and generally not allowed.
2. Approved move downs will be to the "C" level only.
3. Written parental request, directed to the Vice President, must be made at registration and be accompanied by a written recommendation from the previous year's coach and commissioner.
4. Majority of Executive Committee, in closed session, is required for EPHA approval.
5. Final approval must be granted by the District 6 Director as well as any approval required by MAHA or USA Hockey.

F. MOVE UPS:

A petition to move up will be allowed only if the player's birth date occurs during July or August and if the move allows the player to play with their AGE GRADE in school.

III. FUND RAISERS

- A. To help offset the cost of a player's fee, the EPHA provides a mandatory fund-raiser. Each registered player will participate in the fund-raiser, except Junior Gold, 19U, 16U. Players who do not participate in the fundraiser shall be prohibited from ALL participation in EPHA events for the remainder of the season and any subsequent seasons until the deficit is cured.
- B. EPHA may operate charitable Gaming operations including bingo and pull-tabs.

- C. EPHA may elect to lead additional fund raising efforts. EPHA may elect to institute additional mandatory fundraisers or multi-year fee assessment associated to the registration fee.

IV. BOARD OF DIRECTORS

The purpose of the Board of Directors is to administer and oversee the operation of the Eden Prairie Hockey Association assuring adherence to the stated Mission and Purpose of the organization.

- A. **Governing Authority.**
The EPHA Board of Directors, District 6, MAHA, and USA Hockey are the governing authorities of the Eden Prairie Hockey Association.
- B. **Make Up of Board.**
The Board shall consist of 15 members serving 3-year terms. The Board’s Executive Committee is comprised of the President, Vice President, Treasurer, and Secretary.

Committees include:

Registration	Girls Coordinator	Ice Coordinator
Fundraising	Tournaments	Equipment, Pictures
District 6 Rep	Coaches Coordinator	Mite Coordinator
Development Coordinator	Volunteer Coordinator	Communications
Recruiting / Marketing	Sponsors	

The current list of Board Members and Commissioners is shown on the attached appendices.

- C. **Election of Board Members.**
 1. The annual membership meeting to elect board members will be held at the March Board meeting. The meeting date will be set by the Board so as to not interfere with the Eden Prairie Public Schools vacation schedules.
 2. Association members seeking election to the board must notify the Secretary, in writing, of their intent to seek election by February 15th. Candidates are encouraged to submit a position statement to the Secretary. The Secretary will distribute, via the March Board Meeting, and a posting at the Community Center and on the EPHA website, a list of candidates and the materials they have submitted.
 3. After February 15th, an Association member may request, in writing, a numbered absentee ballot from the Secretary. The absentee ballot must be returned to the Secretary by seven days prior to the date of elections. The election will be administered and monitored by a committee comprising current Officers of the Association not seeking reelection to the board, and any other Association members appointed to the committee by the Association President.
 4. Any member of the EPHA aged 18 or older at the date of elections may cast one ballot. Proxies are prohibited.
 5. Ballots will be accepted for up to one hour after the Annual Membership Meeting is called to order.

6. Board members must be members of the EPHA aged 18 or older and may not concurrently hold any elected office that may cause a conflict of interest.
7. Transition of the newly elected board members. There will be an additional EPHA board meeting to be held after the March election meeting and before the first April board meeting to determine new board positions for the next board and familiarize new members with meeting procedures.

D. Motions relating to EPHA Policies and Procedures.

1. All motions relating to EPHA Policies and Procedures (except emergency measures) shall be submitted in writing by a board member to the Secretary at least one week before the Board meeting at which it will be considered. The Secretary shall include all such motions in the agenda contained in the Board of Directors Meeting Notice, which shall be distributed to all Board members and shall be posted to EPHA web page under the Board of Directors.
2. Motions relating to Emergency Measures can be submitted any time during a Board meeting, but must receive at least ten votes in support for passage of the emergency motion.

E. Removal of Board Members

A member of the Board of Directors may be removed for the remainder of his or her based upon a vote of the Board. A total of 11 Board members must vote for said removal. Removal of a Board member will be considered if a member is deemed to be non-productive or disruptive or if the member's actions are deemed to jeopardize the policies, procedures or integrity of the Association.

F. Vacancies.

The following procedures shall be used to fill vacancies:

1. If a vacancy occurs within 60 days of the upcoming annual membership meeting the remaining term of that position shall be filled by open end election at that upcoming annual membership meeting by the candidate receiving the sixth of subsequent least number of votes.
2. If a vacancy occurs greater than 60 days from the upcoming annual membership meeting, the board will announce vacancy and ask for candidates to submit for election. There will be a board member vote to fill the open position at the next available board meeting.

G. Stipend Positions

The Board shall have the authority to approve the hiring of non-board persons to perform certain administrative functions for the EPHA.

1. The positions of Ice Coordinator and Player Development Coordinator shall report to the President and Coaches Coordinator respectively and be appointed for an annual term of April 1 through March 31. The annual stipend shall be recommended by the President and approved by the Board. Such stipend shall be paid 2/3 on October 1st and 1/3 on November 1st.

2. The position of Controller shall report to the Treasurer but be approved by the Board. The annual stipend shall be recommended by the Treasurer and approved by the Board. Such stipend shall be paid 2/3 on October 1st and 1/3 on November 1st. The Controller will be appointed for an annual term of April 1 through March 31. The duties of the Controller shall be defined by the Treasurer and may include the data entry functions associated with the tryout process subject to the approval of the Vice President.

V. COMMISSIONERS

- A. The Board shall approve commissioners at each level.
- B. Commissioners represent the interests of all teams at their level to the Board.
- C. Commissioners shall be responsible for reviewing existing guidelines concerning their level and offering recommendations for possible changes.
- D. Commissioners shall:
 1. Facilitate the tryout process under the direction of the Vice President.
 2. Administer tryout schedules.
 3. Receive complaints and suggestions, investigate and arbitrate disputes.
 4. Act as liaison between coaches, and the Board of Directors (on matters requiring the Board's attention).
 5. Assist the Coaches Selection Committee in selecting "C" team coaches.
 6. Required to facilitate each home tournament as co-Tournament Coordinator with Board Tournament Director (all levels A, B1, B2, and C) for their level.
- E. At appropriate levels, the commissioners will coordinate, with head coaches and managers, tournament selection, registration (including payment of fees), and participation. Within thirty days after registration, commissioners will be issued a check to be used for tournament registration. By November 1, the commissioners will provide a preliminary accounting along with any excess funds to the EPHA Treasurer. By March 1, a final reconciliation must be made to the EPHA Treasurer.
- F. Work with the Equipment Manager to distribute and collect EPHA equipment such as game sweaters, goalie gear, pucks, puck bags, first aid kits, etc.

VI. COACHES COORDINATOR

The Coaches Coordinator responsibilities shall include, but not be limited to:

- A. Oversee the training and evaluation of EPHA coaches including the distribution and collection of coaches' evaluation forms prior to the last game of the season.
- B. Help mediate coach/player and coach parent problems.
- C. Distribute and collect a Plan of Action from all EPHA head coaches prior to their first tournament or league game, whichever comes first. The Coaches

- Coordinator will follow up with coaches on their Plan of Action progress throughout the season and review with the Player Development Coordinator.
- D. Work with the Hockey Development Committee to develop and conduct on and off ice skill clinics for coaches.
 - E. Provide the coaches with individual skill development and team play concepts that are similar in content and objectives from Bantams through Mites. The individual drills and team play concepts will be prepared through a collaborative effort with the assistance of Hockey Development Committee.
 - F. To act as an advisor to improve the player selection and tryout process.
 - G. To assist coaches in preparing and delivering season ending feedback to each player.

VII. COACHES DEVELOPMENT COORDINATOR

The Coaches Development Coordinator is a non-board member position reporting to the Coaches Coordinator as an EPHA board member. Duties and responsibilities include, but may not be limited to the following:

Chairperson of the Hockey Development Committee. This committee is to include EPHA Coaches Coordinator and knowledgeable members of the Hockey Community, comprised of EPHA and/or non-EPHA members (Committee members must be approved by the Executive Committee.)

Establish the player development program for the EPHA. The program will address the overall development needs of the EPHA, boys and girls, including, but not limited to the following:

- Develop progressive skills plan for players from Mites through Bantams – done with input from current coaches
- Develop skill set for each specific age level (i.e. Squirt A, B, C)
- Develop on ice drills to develop players skills for each level
- Utilize Flexx coach for coaching development & practice plans
- Meet with coaches on a monthly basis – level coaches meetings
- Conduct two on ice sessions with each Mite, Squirt, Peewee & Bantam team/level and Girls 10U, 12U & 14U
- Provide resource to coaches for meeting the skill development
- Meet with Executive committee monthly to report progress
- Develop accountability plan for coaches to meet objectives
- Develop and conduct pre-season skills clinics
- Assist with Evaluation & Grading for tryouts

VIII. TRYOUTS AND TEAM STRUCTURE

A. GENERAL INFORMATION

1. The Vice President supervises tryouts for all levels. Commissioners will administer each level's tryouts in conjunction with the President and Vice President. Any exceptions to the Policies and Procedures during the tryout process, including injuries and interpretation of the tryout procedure, will be subject to the approval of the EPHA Executive Committee. Tryout results will be posted as soon as possible in the Community Center and on the EPHA website. It is the players' and parents' responsibility to check the postings and be aware of the schedules.
2. An additional A/B team tryout fee will be charged per player at the time of registration, this will cover hired graders and additional ice time.
3. During the tryout process, it is essential that there be no unnecessary contact or communication between parents and the graders, commissioners and coaches. Any necessary communication (such as illness, injury or equipment problems) should be initiated by the player or routed through the commissioners or Vice President. Any attempt at "lobbying" will be reported by the commissioners to the full board for appropriate action.
4. All players shall wear a BLACK HELMET, BLACK BREEZERS and a PLAIN (WHITE, RED OR BLACK JERSEY WITH NO NAMES) and STANDARD EPHA SOCKS FOR TRYOUTS.
5. Tryouts are closed to public. Only non-parent members of the board, coaches and graders will be allowed in the rink. Parent Head Coaches may be allowed to attend the last Eden Prairie Tryout and/ or scrimmage if approved by the EP Executive Committee.
6. It is the players/ parents responsibility to check web site the day of your scheduled tryout for information, times and groups.

B. HIGH SCHOOL PLAYERS

1. High School Varsity or Junior Varsity players from the immediately preceding season may register in the two days immediately following the end of High School tryouts.
2. Players who were not high school players during the immediately preceding season must register at the same time as general EPHA registration.

C. JUNIOR GOLD AND 16U BOYS JUNIOR GOLD

1. Jr. Gold and 16U boys shall have a minimum of three scrimmages under the direction of the Jr. Gold Commissioner, the Vice President of EPHA, the Jr. Gold and 16U coaches and a member of the high school staff. Teams shall be selected following the scrimmages.

D. BANTAM

1. The tryout process shall consist of one Skills Session and a minimum of two Scrimmages graded by Bantam A/B coaches and hired or volunteer graders from outside the Eden Prairie Bantam program.
2. Overall score will be based on 20% for the Skills session, 30% for the first scrimmage, and 50% for the second scrimmage.

3. Bantams will tryout for forward or defense positions.
4. Bantam scrimmages will be run 4 on 4 or 5 on 5 as approved by the Vice President and the Bantam Coaches.

E. PEEWEE

1. The tryout process shall consist of one Skills Session and a minimum of two Scrimmages graded by Peewee A/B coaches and hired or volunteer graders from outside the Eden Prairie Peewee program
2. Overall score will be based upon 20% for the Skills session, 30% for the first scrimmage, and 50% for the second scrimmage.
3. Peewees will not tryout by position.
4. Peewee scrimmages will be run 4 on 4 or 5 on 5 as approved by the Vice President and the Peewee Coaches.

F. BANTAM & PEEWEE SCRIMMAGES and TEAM SELECTION

1. In the first Scrimmage, players are divided into equally balanced groups according to their skill grade.
2. 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.
3. Following any round, players without a reasonable chance of making an A or B travel team may be notified that they are no longer candidates, and will be assigned to the C level.
4. Selection of the A Team.
The top 25 skaters (unless less than 25 or more than 25 as approved by the Executive Committee) and the top 3 goalies based on tryout scores will skate in up to three practice sessions or scrimmages under the direction of the A Team coach. Players may be released following any session or scrimmage. Following the final practice session, the "A" coach will meet with the Vice President, President and any available members of the executive committee who do not have children participating at this level to select 15 skaters and 2 goalies (or as adjusted by the Executive Committee).
5. Selection of B1 and B2 teams shall follow these procedures:
Upon the conclusion of the A coach's selections, the B1 coaches will have up to three scrimmages with a pool of players as follows:

One B1 Team: The B1 Pool will consist of the non-selected skaters who participated in the A Pool (who are guaranteed spots on the B1 team) plus those additional skaters who scored 26-40 in tryouts. Following the scrimmages, the B1 coach will draft his players from this pool. The players from the coach's scrimmages not chosen for the Team shall be guaranteed a B2 spot. Number of additional skaters subject to change pending graded scores, cut lines, and player count per team to field team roster requirements.

Two B1 Teams: The B1 Pool will consist of the non-selected skaters who participated in the A Pool (who are guaranteed spots on a B1 team) plus those additional skaters who scored 26-55 in tryouts. (Skaters scoring 26-35 in tryouts will be guaranteed spots on a B1 Team.) Following the scrimmages, the B1 coaches will draft their players from this pool. The player draft shall take place in such a manner that the pool of players is listed

according to grades and sub-pools are created of 6 players each. Coaches will draft all players from the each sub-pool before proceeding to the next sub-pool of players. The players from the coach's scrimmages not chosen for the B1 Teams shall be guaranteed a B2 spot. Number of additional skaters subject to change pending graded scores, cut lines, and player count per team to field team roster requirements.

6. Selection of the B2 team(s) shall follow these procedures:
Upon conclusion of the B1 coaches, selections the B2 coaches will have one scrimmage with the pool of players as follows:

One B2 Team: The B2 Pool will consist of the non-selected skaters who participated in the B1 Pool (who are guaranteed spots on the B2 team) plus those 10 additional skaters who had the next highest scores in tryouts. At the conclusion of the scrimmage, the B2 coach shall select his players from the B2 pool.

Two B2 Teams: The B2 Pool will consist of the non-selected skaters who participated in the B1 Pool (who are guaranteed spots on a B2 team) plus those 25 additional skaters who had the next highest scores in tryouts. At the conclusion of the scrimmage, The B2 coaches will draft their teams from the B2 pool.

7. The Executive Committee will have the authority to modify these numbers to accommodate revised team sizes pending the number of players at each level as well as other potential fairness considerations.
8. Goalies from the A coach's scrimmages not selected for the A Team shall participate in the B1 coaches' scrimmages and will be guaranteed a B1 spot. A total of up to 6 goalies based upon tryout scores will be invited to participate in the B1 scrimmages if there are two B1 teams and up to 3 goalies if there is one B1 team. Upon the conclusion of the B1 coach's selections, the remaining goalies in the B pool will comprise the goalies for the B2 team(s). In order to assure that there is at least one goalie for each team the Executive Committee will have the authority to modify the number of goalies on each team.

G. SQUIRT and GIRLS 10U

Squirt hockey is the first level at which there are tryout teams.

1. Skill Grading is broken into four areas:
 - a. Stickhandling.
 - b. Forward and backward skating:
 - c. Passing and shooting
 - d. Forward/ Backward Crossovers.
2. The skills tests for skaters will be administered after approximately 10 minutes for warm up.

H. SQUIRT and GIRLS 10U TRYOUT SCRIMMAGES and TEAM SELECTION

The selection of teams will be based on one skill grading session and up to three scrimmages that will be graded by non-parent A&B coaches (unless approved by the Executive Committee) and hired or volunteer graders from outside the Eden Prairie

Squirt program. The overall score will be based upon 20% of the skills session, and 30% of the first scrimmage, and 50% of the second scrimmage.

1. In the first Scrimmage, players are divided into equally balanced groups.
2. 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.
3. Following any round, players without a reasonable chance of making an A or B travel team may be notified that they are no longer candidates, and will be assigned to the C level. Final selections will be made after the final 3rd scrimmage.
4. At the conclusion of the scrimmages, the A Team coaches will select their players according to the guidelines stated in section 6 below. The B Team coaches will then draft their players to form evenly balanced teams.
5. Players who did not make an A or B team and those who chose to play C are divided into evenly balanced teams through a scrimmage and draft system.
6. Non-parent head coaches shall be required to take the top 12 skaters as determined by the tryout scores unless otherwise approved by the Executive Committee. Parent head coaches will be required to take the top 15 skaters as determined by the tryout scores unless otherwise approved by the Executive Committee. Any selections made by the Squirt head coach must be made from the top 20 players as determined by the tryout scores.
7. At the squirt level goalies shall be ranked based upon the Graded Clinic and scrimmages. According to the ranking the top 3-4 goalies shall be assigned to the scrimmage with the highest ranked skaters and the remaining goalies shall be assigned to the remaining scrimmages based upon ranking. Any goalie assigned to the scrimmage with the highest ranked skaters shall be guaranteed a spot on a "B" team, subject to adequate number of goalies and Executive Committee review. The remaining goalies shall be assigned to B and C team according to tryout scores.

I. GOALIE TRYOUTS

1. Junior Gold goalies will be selected during tryouts by the coaches as supervised by the Executive Committee.
2. Bantam and Peewee goalies will be graded in the following manner and consistent with each program's tryout scrimmages.
 - a. Graded Skills - 33%
 - b. Scrimmages - 67% (33.5% each)
3. Squirt goalies will be graded in the following manner and consistent with each program's tryout scrimmages.
 - a. Graded Skills - 33%
 - b. Scrimmages - 67% (22.25% each)

J. GRADING OF PLAYERS

1. Graders will be hockey-knowledgeable and approved by the Vice President.
2. Graders will grade all players during each scrimmage and will be stationed around the arena to properly evaluate players.

3. Impartial graders. No more than three graders from a particular hockey clinic or from an outside EPHA organization shall be allowed at any one level. Graders related to players will be discouraged from grading the level of play within which the related player is trying out, but use of that related grader shall be the decision of the Executive Committee.
4. Skaters will be evaluated on three areas of the game:
 - a. Team skills. Passing, position play, etc.
 - b. Individual Skills. Skating, forward & backward maneuverability, stick handling, speed.
 - b. Desire, drive and attitude, hockey sense, and general ability under game situations.
5. The point system that will be used by the graders will be as follows with one overall score applied to each player based on a combination of all three evaluation criteria:

1 = Definite A	2 = Borders A & B1
3 = Definite B1	4 = Borders B I & B2
5 = Definite B2	6 = Borders B2 & C
7 = Definite C	

K. GIRLS 14U & 12U PROGRAMS SCRIMMAGES and TEAM SELECTION

The Girls 14U and 12U programs shall follow the policies and procedures of the comparable Youth Program level and age group with respect to the tryout process. Exceptions may be made by the Executive Committee to accommodate the process based upon the number of skaters trying out when the number of players is insufficient or below the number to support a fully rostered team or based on the selection of the High School teams. .

1. The tryout process shall consist of one Skills Session and a minimum of two Scrimmages graded by Girls travel coaches and hired/volunteer graders.
2. Overall score will be based on 20% for the Skills session, 30% for the first scrimmage, and 50% for the second scrimmage.
3. 12U Girls will not tryout by position.
4. 12U and 14U scrimmages will be run 4 on 4 or 5 on 5 as approved by the Vice President and the 12U and 14U Coaches.
5. Goalies will be graded in the following manner and consistent with comparable Youth Program and age group with respect to the tryout process
 - a. Graded Skill Session
 - b. Scrimmages- 67% (33.5% each)

The selection of A and B teams will be based as follows:

1. At both the 12U and 14U levels, if the pool of players participating in tryouts, exclusive of goalies, consists of 18 players or less, the A team shall be comprised of those skaters. The Executive Committee may increase this up to the MAHA maximum or below the recommended 15 skaters upon review.

2. Team selection by the A team coaches for both 12U and 14U will be similar to the selection process used for the Peewee and Bantam programs in the event the head coach is a non-parent coach. In the event the head coach is a parent coach the process may require that the head coach is required to take the top 10 players and then select the next 5 players from the players in the top 25 skaters, all scores to be based upon the tryout process, upon the review of the Executive Committee.

At the 10U level, an evaluation process will be administered as needed based upon the number of registrants. The Executive Committee will oversee this process in conjunction with the Commissioners and the coaches.

L. NUMBER OF PLAYERS ON TEAMS

1. All A & B teams will have 15 skaters and 2 goalies, unless agreed to by the Executive Committee. The Executive Committee shall be allowed to increase the number of skaters to 17 for A teams and up to 18 skaters for B teams.
2. "C" teams will be optimally comprised of 15 skaters and 2 goalies but may be larger or smaller depending on the number of players available. The Executive Committee and the commissioners will make this decision. C teams may roster up to 25 players for the District 6 regular season. However, rosters must be reduced to 20 players for District 6 Championship Play-Offs.

M. ROSTERS

The commissioners will present all team rosters to the EPHA President immediately after the final determinations. Information required by MAHA and USA Hockey include players' first and last names, birth date, parents' and legal guardians' names, address(s), zip code(s), and phone numbers.

N. INJURIES DURING TRYOUTS

An injury/illness is a very unique and difficult situation during the tryout process and will be handled as follows:

1. No tryout grades recorded.
 - a. If a player is injured or is ill before tryouts begin and no tryout grade will be recorded for the player, the player will be placed in a pool to be determined by the Executive Committee. This will be based upon a mandatory note from a physician, an internal interview of prior coaches and past EPHA history.
 - b. An injury/illness occurring during or before the tryout process will be treated as an incomplete tryout and thus would require coaches at the A and B levels to take this player as an additional skater to the roster. This assures the skater with completed grades accorded the level of play recognition they deserve.
2. A partial grade. If a player is injured or is ill during the tryout process and has recorded one to three grades, the Executive Committee shall place the player in the appropriate pool. This will be based on

completed grades attained, a note from a physician and/or past EPHA history.

O. **BOARD SUPPORT DURING TRYOUTS**

All EPHA Board members will support the tryout process as follows:

2. The Vice President or Tryout Coordinator will oversee all the EPHA tryouts at all levels.
3. Assisting the Vice President or Tryout Coordinator will be the Player Development Coordinator, the Data Input person, the Volunteer Coordinator, the Commissioners and other Board members as requested. Additional Board members shall be afforded the opportunity to volunteer to help at tryout sessions. Should insufficient volunteer options be exercised, the Executive Committee will have the right to assign Board members to attend selected tryout levels and/or sessions.

IX. C TRAVEL TEAMS

- A. EPHA will field as many "C" teams as required by the number of players at each level. C teams will be registered as travel teams with USA Hockey and do not require tryouts but do require an evaluation skills session for those players not trying out and at least one scrimmage including both the players who tried out and those players who registered for the C program when more than one C team is fielded.
- B. At the Squirt level and above, the teams will be as evenly balanced as possible, taking into account the ranking of those players who tried out for an A or B travel team. The coaches of the C teams will evaluate the C player scrimmages and be provided with the rankings for those players who tried out for the A/B teams.

X. COACHES SELECTION COMMITTEE

- A. The committee will be comprised of up to seven members appointed by the Board. The President will chair the committee.
- B. The committee has the authority to interview coaches from within or outside Eden Prairie to find the best possible staff and to fulfill the needs of the program.
- C. Proof of current C.A.P. certification or promise to complete the certification process will be required before the candidate will be considered for a coaching position. Coaches who do not obtain the required level of certification will not be rostered and will be prohibited from any on ice team participation or any position on the bench during games. The USA Hockey or EPHA insurance programs do not cover persons not rostered on a team.
- D. The committee shall bring its recommendations for A, B, and C coaches at the Squirt, Pee Wee, Bantam, Junior Gold, 10U, 12U, 14U and 16U levels to the EPHA Board

of Directors. A majority vote of the Board is required to approve coaches and assistants.

- E. At the Squirt "B" and "C" levels, the committee will interview head coach applicants during the Squirt "B" and "C" tryouts. Head coach selections will be posted during or after the completion of Squirt tryouts.

XI. COACHES' DUTIES AND RESPONSIBILITIES

Coaches will promote team spirit and set a good example of sportsmanship and good conduct both on and off the bench. All coaches must have clear knowledge and understanding of the Coaches Manual, EPHA Policies & Procedures and District 6 rules.

- A. The head coach must provide a copy of his/her current Certification Card before he or she will be allowed to take the ice. Certification requirements are outlined in Section XII.
- B. The head coach is responsible for operation of the team. His or her main objective is to teach and develop hockey skills consistent with the goals and objectives of the EPHA.
- C. In accordance with MAHA rules, only coaches whose names appear on the team roster may be in the players' box during games and ALL MUST complete a USA HOCKEY IMR form. A team may register up to five coaches.
- D. The head coach will assist the Coaches Selection Committee in selection of assistant(s).
 - 1. Person(s) selected MUST have current Certification Cards on file with the Coaches Certification Coordinator.
 - 2. Person(s) selected should have similar hockey philosophies, thereby creating a good working relationship beneficial to the players.
- E. The Head Coach will select a Manager and other personnel he or she feels are needed and shall designate their duties. For example, some coaches have the manager arrange practice schedules and scrimmages while others prefer handling this themselves.
- F. The coaches will be involved in selection of players as outlined in Section VIII.
- G. The Coach is expected to be available to discuss any problems with the players and/or parents, keeping in mind that his prime responsibility is to the whole team and not to any one individual.
- H. The Coach will keep practices and games in good proportion and in accordance with District 6 and MAHA rules and must strive for at least one practice for every game, using outdoor ice whenever possible.
- I. Coaches will meet with parents shortly after the teams are selected to discuss their goals, philosophy and disciplinary principles, to review any additional team expenses, and to discuss ways in which parents can assist the team.

- J. Coaches will instruct team captains to shake hands with referees and opposing coaches before and after games.
- K. Coaches will instruct players on proper conduct during the national anthem. (Stand at attention with helmet under the left arm and stick on the ice in the right hand.)
- L. The team parents will pay any reasonable trip expenses of non-parent head and assistant coaches including room, board and transportation. Expenses will be reimbursed for room rate plus tax, actual gasoline expense, and \$40.00 per day for meals. Reimbursement for additional expenses is optional and will be up to each respective team.
- M. Failure to adhere to and enforce EPHA and District 6 rules and procedures will be addressed by the Board of Directors. Consequences for such failures shall be:
 - First Offense - Coaches Commissioner will issue a written warning.
 - Second Offense - Coach will be suspended for two games.
 - Third Offense - Coach may be removed for the duration of the season.
- N. Abusive language and consumption of alcohol, tobacco or drugs by coaches during games, practices and team functions is not allowed.
- O. Coaches shall not be restricted from coaching teams outside of EPHA.

XII. COACHING REQUIREMENTS (EPHA and DISTRICT 6)

NOTE: COACHING CERTIFICATION FREQUENTLY CHANGES PER USA HOCKEY, MAHA AND DISTRICT 6. ALL COACHES ARE REQUIRED TO MAINTAIN THE MINIMUM CERTIFICATION NECESSARY FOR THE LEVEL THEY COACH AT AND PROVIDE THE NECESSARY DOCUMENTATION TO THE ASSOCIATIONS COACHES COORDINATOR.

- A. All coaches must have a current USA Hockey C.E.P. card or receipt on file with the EPHA. Certification levels required by USA Hockey, MAHA, District 6 and the EPHA are as follows:

Bantam A, B1, B2 and C Level Head Coaches	Level 3
Bantam A, B1, B2 and C Level Assistant Coaches	Level 3
Peewee A, B1, B2 and C Level Head Coaches	Level 3
Peewee A, B1, B2 and C Level Assistant Coaches	Level 3
Squirt A Head Coach	Level 3
Squirt A Assistant Coach	Level 2
Squirt B, C and 10U Level Head and Assistant Coaches	Level 2
Mite Head and Assistant Coaches	Level 1
Jr. Gold/16U Head and Assistant Coaches	Level 3
Girls 12U Head and Assistant Coaches	Level 3
Girls 14U and 16U Head and Assistant Coaches	Level 3

- B. Each coach with an Initiation, Intermediate or Associate certificate must attend a refresher course at least every three years.
- C. Coaches must keep themselves informed of their personal certification status and be aware of clinic schedules pertinent to their needs. Contact the EPHA Coaches Commissioner for exact dates and times of the yearly Associate, Intermediate, and Advanced Coaches' Clinics.
- D. Attendance at the annual District 6 Coaches & Referees presentation is mandatory for all coaches and assistants.
- F. Attendance at all scheduled EPHA Coaches Meetings is mandatory.
- G. Each head coach will be required to conduct a mandatory Parent Meeting to establish goals and expectations for the upcoming season.
- H. Each coach will complete required criminal background checks.
- I. Coaches must carry their certification and present them to the head referee prior to each game. Coaches must also sign the score sheet as required by District 6.
- J. As of September 1st, 2006, all coaches comply with the mandatory helmet rule. All coaches participating with on ice practices or practice games must wear a certified helmet.
- I. Failure to adhere to and enforce EPHA, District 6 and Minnesota Hockey helmet rules and procedures will be addressed by the Grievance Committee. Consequences for such failures shall be:
 - First Offense - 1st offense will be a written warning.
 - Second Offense- 2nd offense will attend a discipline meeting and be suspended for two games.
 - Third Offense - Coach and staff removed for the duration of the season.

XIII. PLAYING RULES

- A. No player shall be allowed on the ice without full equipment as designated in Section XXIII.
- B. Coaches are expected to make every effort to adhere to the following:
 1. At the Mite level, coaches may be on the ice during a game but at least one coach must be on the bench to handle line changes.
 2. At the Mite level, line changes will occur every 1.5 to 2 minutes. Five players in and five players out.
 3. At the Mite and Squirt levels, coaches shall try their best to assemble lines of equal ability and provide for equal playing time.
 4. At the Mite, Squirt, and 10U levels all players must be rotated to different positions during the course of the season.

5. At the Pee wee level and above for youth A/B teams and the 14U and 12UA level for girls, the coach is encouraged to play all players as equally as possible throughout the season. In some game situations, the coach is allowed to play specific players in key situations for the benefit of the entire team; the frequency of occurrence will vary depending on the level (with more frequent variation at the A level) and the nature of the game such as district, regional and state playoffs.
- C. The Coaches Commissioner has the right to address any situation with any team or coach as it applies to equal ice time.
- D. All game rules as outlined in the MAHA and District 6 manuals shall be observed.

XIV. TEAM OPERATIONS

- A. Injuries are not to be taken lightly. If there is any question as to the seriousness of an injury immediate arrangements for medical attention must be made by the team representatives or the parents. In case of catastrophic injury, the EPHA President must be notified immediately. If there is a question about whether an occurrence should be reported, the rink manager can and should help with the decision. The appropriate forms must be filed.
- B. Co-Ed Locker Room Policy. For any EPHA team above mites (who are expected to come and leave dressed) comprised of players of both sexes, a separate locker room will be reserved for the players representing less than 50% of the team. If a locker room is not available those players shall dress and undress in some other separate room such as a rest room, office, or an off-site location. Under no circumstances will players of different sexes dress or undress in the same room. Players must be dressed before the pre-game coaches meeting and must stay dressed for the coaches' post-game meeting. Coaches are advised to strictly adhere to and enforce this policy. Coaches and managers whose gender differs from any member of a team must not enter the locker room while players are dressing.
- C. The **WINNING team** is responsible for mailing or faxing the white copy of the Official Score Sheet to the District 6 Recording Secretary within one week of the game date. Failure to do so can result in a \$50.00 fine payable by the team - not the EPHA.

XV. TOURNAMENTS AND TRADE GAMES

- A. Each "A" or "B" team is permitted to play in five tournaments, however only four are included in the EPHA fee structure.
- B. Each Bantam and Pee wee "C" team is permitted four tournaments and each Squirt "C" team is permitted three tournaments, paid for by the Hockey Association.
- C. The Commissioners are responsible for entering each team into all tournaments. The team coach and manager will be responsible for procuring entry into additional tournaments up to limit prescribed by District 6.

- 1. The *Let's Play Hockey* Tournament Calendar is the best source of information.
 - 2. Added tournaments CANNOT interfere with The District 6 game schedule.
 - 3. Contact the Tournament Director(s) for application forms. When accepted for a tournament, contact the Commissioner for an entry fee check.
- D. Eden Prairie teams eligible for Eden Prairie-hosted tournaments are automatically entered in those tournaments.
 - E. All team managers will be asked to assist in recruiting volunteers for Eden Prairie – hosted tournaments.
 - F. Scheduling of non-league or "trade" games is the responsibility of the team coaches and managers.
 - 1. Referees must be arranged with the District 6 Referee Scheduler as early as possible. The referees require payment at the time of the game by personal check, which will be reimbursed by the EPHA Treasurer or by an EPHA check requested from the Treasurer in advance of the game. Both advance check requests and reimbursement requests must include the referee's names, game date and location, and the amount due.
 - 2. Trade games and referees should be reconfirmed one day prior to the game.
 - G. Tournament trophies are displayed at the Eden Prairie Community Center for two years then offered to the sponsor. If sponsor declines, the trophy is given to the coach.

XVI. DUTIES AND RESPONSIBILITIES OF A TEAM MANAGER

The manager must be knowledgeable of the rules and guidelines put forth in Sections XI, XII and XIV and is responsible for all functions listed herein either by delegation or by carrying out these functions personally. Head coaches always have the prerogative of handling any of these functions themselves.

- A. Ice Draws. A representative of the team must be present at the pre-season ice draws for indoor practice hours. Once these hours are drawn, they belong to your team. If, for any reason, your team is unable to use any of these hours, it is the Manager's responsibility to trade them with (or give them to) another team or to notify the Ice Coordinator that you will not be using the ice
- B. Team Finances. Manager will collect an agreed upon amount from the parents to cover such expenses such as additional ice time, games, and tournaments as well as non-parent coaches' expenses for out-of-town tournaments and end-of-the-season trophies or plaques (optional). All additional expenditures must have the consent of the parents.
- C. District 6 Reporting. The team manager is responsible for submitting game reports to District 6. See Section XIV. District 6 also requires team statistics including team records and league standings.

- D. Team Statistics. Manager will be responsible for providing game performance statistics per the coach's needs. Statistics are not allowed to be kept at the 10U / Squirt levels.
- E. The Manager may be responsible (as directed by the head coach) for procuring entry into additional tournaments.
- F. Travel Arrangements. Manager, arrange team lodging and advise parents of their responsibility for securing their family's reservations, and provide directions to arenas.
- G. Committees. Set up parent committee for tasks such as:
 - 1 Phone Tree. Appoint 3 to 4 people to inform team parents of schedule changes.
 - 2. Minor Officials. Arrange for scorekeepers, timekeepers, and penalty box attendants at home games. Minor officials must be adults.
- H. Publicity. EPHA strictly defines and restricts the nature and content of all publicity. See Section I-H. The Head Coach must approve all articles.
- I. Eligibility Records. Manager shall be prepared provide officials with copies of each player's birth certificate, insurance certificates and other pertinent data at each league game or tournament.
- J. Trade Games. At the coach's direction, the manager shall assist in scheduling non-league games and to arrange for referees. See Section XIV.
- K. Injuries. See Section XIII for policies on injuries. The team manager must have signed Consent to Treat forms for each player in their possession and is responsible for the filing of appropriate forms.
- L. Schedules. The team manager shall supply monthly schedules of all games, practices and team activities at least one week before the first scheduled activity of the month. The manager will assure that revisions get communicated to all parents in a timely fashion.
- M. Mailbox. Managers must regularly check the Team's Mailbox for information.
- N. Equipment. Managers are responsible for checking out team jerseys and equipment such as first aid kits, puck bags and goalie equipment from the Equipment Manager before the start of the season and returning equipment at the end of the season.
- O. Managers must attend both the EPHA and District 6 team manager's meetings, obtain necessary forms and submit a criminal background check form.

XVII. ROLE AND RESPONSIBILITY OF PLAYERS

Players have an obligation to their teams and to the association to contribute to a positive experience for everyone by being exemplary team members.

- A. The members of the EPHA (which, as defined earlier, includes all players, coaches, parents and volunteers) expect the following from all participants:
1. To take pride in their team and contribute to the team's unity.
 2. To adhere strictly to the coach's rules and be supportive of coach's practice plans, game plans and other decisions.
 3. To participate in all games and practices unless there is a compelling reason for missing.
 4. To notify the coach or manager in advance when they must miss. A reason such as religion class, school activity, illness, etc must be given.
 5. To be at the rink by the appointed time as set by the coach.
 6. To be attentive when coaches explain practice drills, game strategies, or pass along other information such as what practice or game sweaters to wear at the next event.
 7. To be properly attired for games and practices. (correct sweaters, uniform socks, etc.)
- B. BEHAVIOR.
1. There will be ZERO tolerance of abusive behavior. Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, coaches' representatives, referees, minor officials, opponents, teammates, spectators or association officials will not be tolerated and will have the following consequences:
 - First Offense: The player will be verbally warned.
 - Second Offense: The player will be removed from the game, practice or other team event. In the case of games or practices, the player will be required to leave the premises and will be warned in writing.
 - Third Offense: The player will be removed from the team pending a meeting with EPHA Grievance Committee. Penalties will range from a three game suspension to removal from the team.
 2. Any player incurring a MATCH penalty for "Attempt to Injure" or other offense deemed equally serious by the coach shall be subject to suspension beyond the USA HOCKEY rules by the EPHA Grievance Committee.
 3. All referee recommendations for disciplinary action relating to penalties shall be reviewed.
 4. If past history indicates that a player cannot appropriately represent Eden Prairie, he will not be allowed to participate in tournaments.
 5. Any player misconduct not specifically alluded to above will be dealt with on an individual basis by the EPHA Grievance Committee.

XVIII. ROLE AND RESPONSIBILITY OF PARENTS

Exemplary conduct is expected of all parents. Section B addresses poor behavior.

- A. DUTIES and INVOLVEMENT.

1. Assure that all registration forms, birth certificates, and payments are complete and submitted as required.
2. Prepare players for the tryout process assuring the understanding that not everyone trying out will make an A or B travel team.
3. Keep abreast of all information pertinent to the team.
4. Equip players properly.
5. Assure that player is at the rink for practices and games at the prescribed times.
6. Assure that players notify the coach in advance when they cannot make a game or practice.
7. See that players get proper sleep, rest, and diet.
8. Be understanding and supportive of the schedule. It is a simple fact of life that ice arenas throughout the state are hard-pressed to meet the demand for prime ice times. Early morning and late evening ice times are unavoidable.
9. Volunteer your time! If everyone does a little, no one has to do a lot. Please assist with team functions/responsibilities when requested.
10. Encourage players to take pride in their team!
11. Parents are responsible for their child's behavior regardless of their child's age.

B. BEHAVIOR

There will be ZERO tolerance of abusive behavior. Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, coaches' representatives, referees, minor officials, opponents, teammates, spectators or association officials will not be tolerated.

- First Offense: A written warning will be issued by the Commissioner or a member of the Executive Committee and copied to the Board.
- Second Offense: The parent will be required to appear before the Board. If the Board finds just cause, a two-game suspension will be invoked.
- Third Offense: Any subsequent offense, or any offense deemed serious enough by the Board, may result in further suspension or expulsion.

Any parental misconduct not specifically alluded to above, will be dealt with on an individual basis by the EPHA Grievance Committee.

C. QUESTIONS and CONCERNS of PARENTS.

Questions and concerns can be addressed in several ways. General questions should be directed to the coach, manager or commissioner as described in other sections. Specific questions regarding coaching technique or procedure can be directed to the Commissioner or Coaches. Questions regarding behavior and discipline may be directed to the Grievance Committee Chairperson and, as always, any question may be directed to a Board member.

XIX. GRIEVANCE PROCESS

The Grievance Committee is chaired by the EPHA Secretary and is comprised of the members of the Executive Committee, and up to two other members of the Board to be selected by the President and Secretary. The Committee is responsible for addressing behavior or discipline problems assuring that all sides are heard regarding a disciplinary action and to implement the appropriate consequence, if necessary, as outlined in this Manual.

To file a grievance, a written request including the nature of the grievance, the parties involved, and the names of any witnesses shall be submitted to any member of the Executive Committee. The request will be reviewed to determine whether a formal hearing will be held. All decisions by the Grievance Committee are final and will be supported by the EPHA Board of Directors. There are no appeals.

XX. POLICY ON MOOD ALTERING CHEMICALS

The Eden Prairie Hockey Association subscribes to the policy put forth by the MINNESOTA STATE HIGH SCHOOL LEAGUE that reads as follows but may be changed from time to time:

- A. **PHILOSOPHY AND PURPOSE:** The Minnesota State High School League and the Eden Prairie Hockey Association recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual.

- B. **BYLAW:** During the school year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol: (2) use tobacco: or (3) use or consume, have in possession, buy, sell, or give away any other controlled substance (including steroids).
 - 1. The rule applies to the entire school year and any portion of an activity season, which occurs prior to the start of the school year or after the close of the school year.
 - 2. 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/her doctor.

- C. **PENALTIES:**
 - 1. **First violation:** After confirmation of the first violation, the student/player shall lose eligibility for the next two (2) consecutive contests or two (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. **Subsequent Violations:** After confirmation of subsequent violations, the student/player shall lose eligibility for the next twelve (12) consecutive contests in which the student is a participant. If after the subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency or treatment program, the student/player may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
 - 3. Penalties shall be cumulative throughout the student/player's participation on a varsity, junior varsity, sophomore or ninth grade team or activity.

XXI. CONTROL OF INFECTIOUS DISEASE (Per the MSHSL)

The Eden Prairie Hockey Association subscribes to the policy put forth by the MINNESOTA STATE HIGH SCHOOL LEAGUE that reads as follows but may be changed from time to time:

- A. A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment.
 - 1. After bleeding is under control - clean, cover and steri-strip as appropriate.
 - 2. All blood on the uniform must be treated appropriately with alcohol. If the uniform is saturated the athlete may not return to the game without a clean uniform.

- B. While risk of an athlete infecting another with HIV/AIDS during competition is close to nonexistent there is a greater risk that other blood borne infectious diseases can be transmitted. For example, hepatitis B can be present in blood as well as other bodily fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:
 - 1. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
 - 2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
 - 3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate. To disinfect the uniform use a solution of 1-10 (for example, ¼ cup to one gallon water) of sodium hypochlorite (example, bleach) or 70% isopropyl alcohol (rubbing alcohol) or other appropriate disinfectant
 - 4. Clean all blood contaminated surfaces and equipment with a solution made from a 1-10 dilution of household bleach or other disinfectants before competition resumes.
 - 5. Keep all blood contaminated items (i.e. gauze pads, Band-Aids, etc.) together and away from contact with other surfaces that may later cause exposure to others.
 - 6. Place all exposed material in ORANGE HAZARDOUS WASTE BAGS and tie. DISPOSE OF PROPERLY (not in waste receptacles.)
 - 7. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
 - 8. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
 - 9. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
 - 10. Contaminated towels should be properly disposed of or disinfected.
 - 11. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

XXII. GAME UNIFORMS AND EQUIPMENT

Game jerseys are the property of EPHA and must be returned clean and in good condition at the end of the season. Failure to do so will result in an assessment.

- A. Eden Prairie team colors for Squirt level and higher is black, red, and white. The application and design of trim will change periodically as new sweaters are purchased. EPHA coordinates its color scheme changes of socks with local sporting goods stores to assure ample supply of the current design.
 - 1. Away game jerseys and socks will be black with prescribed trim.
 - 2. Home game jerseys and socks will be white with prescribed trim.
- B. Breezers and Helmets must be black.
- C. Teams may arrange for sweatshirts and other off-ice apparel using the words 'Eden Prairie' or 'EP' or 'Eagles'. In addition, teams may choose to purchase practice jerseys. Teams may also elect to purchase an additional game jersey for the use at non-EPHA tournaments, scrimmages, trade games, regional and State playoffs. This jersey must include the team's EPHA sponsor's name and is subject to review and approval by either the President or EPHA Equipment Coordinator to assure that the design complies with the philosophy of the EPHA. Teams must wear regulation issues EPHA jerseys for all league games (home and away), District playoffs and any EPHA sponsored tournaments. Teams not abiding to this policy will be subject to sanctions approved by EPHA Board up to and including from any post-season play.

XXIII. EPHA REQUIRED EQUIPMENT

Equipment requirements are set by District 6, MAHA, and USA Hockey and are strictly enforced.

- A. Helmets **MUST** be approved for play by USA Hockey. All forwards and defensemen at all levels must wear full facial protection and tethered, colored mouth guards. Goalies at all levels must wear a "cage" and helmet combination or an approved goalie helmet, plus a tethered, colored mouthpiece. Facial protection for all players must be commercially manufactured and approved for competition by USA Hockey.
- C. Required equipment as outlined by the governing authorities named herein includes, but may not be limited to the following:

MITES

Helmet with approved facemask and mouth guard

Elbow pads, Shin Pads and Shoulder Pads

Supporter with Cup

Breezers (pants)

Hockey Skates and Hockey Gloves

Hockey Stick - straight blade is recommended

Throat protection devices must be worn per District 6 guidelines.

Goalie equipment consisting of leg pads, chest & arm pads, blocker glove, catcher glove and stick is provided by EPHA

SQUIRTS

Helmet with approved facemask and mouth guard

Shoulder Pads, Elbow Pads, Shin Pads

Supporter with Cup

Black Hockey Breezers (pants)

Hockey Gloves, Hockey Skates, and Hockey Socks

Throat protection devices must be worn per District 6 guidelines.

Goalie equipment consisting of leg pads, chest & arm pads, blocker glove, and catcher glove is provided by EPHA. Goalie sticks will be provided to "C" teams.

A & B Travel goalies must provide their own stick.

PEE WEE, BANTAM, JUNIOR GOLD

Helmet with approved facemask and mouth guard

Shoulder Pads, Elbow Pads, Shin Pads

Supporter with Cup

Black Hockey Breezers

Hockey Gloves, Hockey Skates, and Hockey Socks

Throat protection devices must be worn per District 6 guidelines.

XXIV. SUGGESTIONS FOR PURCHASING HOCKEY EQUIPMENT

Many children will be playing hockey for the first time. In the past, some parents have been confused when buying their child's required equipment. The following helpful hints may assist you in selecting the proper equipment.

- A. **SIZE:** Do not purchase any equipment, particularly skates; with the thought in mind that your child will grow into them.
- B. **HEAD GEAR:** Most helmets allow for size adjustments and may be worn for several years. H.E.C.C. approved helmets are **MANDATORY**.
- C. **FACE MASKS:** Full facial protection is required and must be approved for competition by USA Hockey.
- D. **ELBOW PADS** should fit snug to the elbow area of the arm.
- E. **HOCKEY GLOVES** should fit snug to the hand to allow good stick control.
- F. **SHIN PADS** must allow full protection and freedom of movement to the knee. A shin pad that is too long will interfere with the movement of the ankle.
- G. **HOCKEY STICK:** Should be cut to fit the height of the player. The stick shaft, while extended straight up & down in front of the player with the tip of the blade touching the ice, should be just below the chin measured with skates on. Cutting the stick just below the nose can also make the measurement with shoes on. A junior stick for young players will allow for greater puck control and will have a narrower

handle that will fit the hand better. A stick with a fiberglass-reinforced blade will last longer. The stick blade and the end of the shaft should be taped for better control.

- H. **HOCKEY SKATES:** The size of the skates should be based on the current year's skating ONLY. Too large a skate will allow little, if any, support to the ankle, which is very important for younger players. Skates should not be larger than shoe size and are frequently smaller. A good pair of used skates is a better buy than an inexpensive pair of low-quality new skates. Hockey skates should be fitted with one pair of medium weight socks. Cotton skate laces are recommended because synthetic laces tend to slip after they are tightened.
- I. **BREEZERS** should be four to six inches larger than the player's waist size, worn with suspenders or belt. Proper length will extend several inches over the shin pad to provide full protection to the leg.
- J. **COLD WEATHER GEAR:** Some form of ear covering to be worn under the helmet should be provided. Thin-weight, five-finger gloves to fit under hockey gloves, sweat pants, and long underwear are recommended. Ski shops are the best source of such clothing. Dress the upper body in layers.

XXV. EQUAL OPPORTUNITY

The Eden Prairie Hockey Association seeks to provide an equal competitive opportunity taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, administrators, and officials consistent with the requirements of the Amateur Sports Act of 1978. EPHA does not discriminate on the basis of race, color, religion, sex, age, or national origin.

XXVI. VOLUNTEER POLICY

The Eden Prairie Hockey Association operates on a volunteer basis. In order to provide a positive experience to players and families we need to have volunteers.

- 1) All players (parents) at the Junior Gold A & B, Bantam, Peewee, Squirt and Girls 14U, 12U and 10U shall perform ten (10) hours of volunteer service per player for the season.
 - Families with multiple players shall be assessed 10 volunteer hours per skater/goalie.
- 2) Volunteer opportunities and sign-up will be listed on the EPHA Website. Volunteer hours will be tracked via our website and by the Volunteer Coordinator. Each level with host their own tournament, except for 19U. Consequently, the volunteer requirement applies only to these tournaments, tryouts and the golf outing. Examples of tournament volunteer opportunities are; runner/check in, penalty box, scorekeeping, clock, grill, merchandise sales and ticket sales. Volunteering for your own team at regular scheduled district games, such as

staffing the penalty box, scorekeeping/announcing, team pictures, and scrap booking do not apply towards your family volunteer requirement.

- 3) The penalty for not meeting your volunteer requirements for the year will be as follows:
 - Families must have all hours complete or scheduled at least two weeks prior to their respective teams first play-off dates or those players will not be eligible for play-off rosters.
 - A penalty amount of \$750 per player for not meeting the requirement.
 - Families/Players failing to meet 100% of the requirement must pay the entire penalty.
Players not meeting the requirement will not be allowed to register for the following season until a check for \$750 is received.
- 4) Qualified volunteers must be capable of performing the tasks and must be 16 years or older, (18 or older to operate the clock or keep score). The Volunteer coordinator and/or Tournament Director shall determine if the volunteer is capable.
- 5) Volunteer Buyout Program:
Each family may buyout of their volunteer commitment at the beginning of the season for \$500 per player. Hence, if buying out for 2 skaters/goalies the buyout fee would be $\$500 \times 2 = \$1,000$.
- 6) Volunteer Exemptions:
The following volunteer positions are presumed to require hours of participation well in excess of the requirement. Therefore, they are exempt from the volunteer service requirement for any and all players in their family;
 - Board Members
 - Head Coaches
 - Commissioners & Coordinators
 - Managers, one allowed per team

In addition, the following volunteer positions are required to perform hours of service in excess of this requirement. Consequently, the following are exempt for their specific team only:

- First Assistant Coach — They will be credited with the ten-hour commitment for the team they are coaching. Only the first assistant coach that is selected by the head coach and listed as such for the team will receive volunteer credit. They will still be responsible for volunteer requirements for other players in their family. The head coach and manager can determine if these 10 hours will be divided up between the assistant coaches.
- [Tournament Committee — Hours will be limited. Commissioners must seek approval from Volunteer Coordinator for their tournament committees'.](#)

The Volunteer Coordinator will issue status reports on total hours worked and total hours available by player/family to each team manager on a monthly basis starting in November. Team parents will be responsible for verifying the accuracy of the monthly status reports against their records and resolving discrepancies with the Volunteer Coordinator.

If the scheduled volunteer is not able to perform their scheduled shift, it is the responsibility of the volunteer scheduled to find a substitute to cover their hours. In addition, they must notify the Volunteer Coordinator and/or Tournament Director of any shift changes.

XXVII. RELIGIOUS AND SECULAR HOLIDAYS

The EPHA supports the rights of its membership to respect and observe those religious secular events that are important in their lives. For the purposes of scheduling tryouts, games tournaments and practices reasonable effort will be made to respect those choices. In no event will a player be penalized for adequately documented attendance failures. However, parents and players jointly must notify the EPHA and their team coach of pre-planned events at the start of the season. Players with significant pre-planned attendance issues (more than three days) may be placed on those teams with lower attendance commitment requirements.

In accordance with the policies of District 6 referees association, no games, scrimmages or tournaments will be scheduled on Thanksgiving Day or Christmas Day.

For the purposes of tryouts, any player who is unable to attend a scheduled session for religious and secular events will receive an applicable tryout score for the missed event equal to the average score received by the lowest 50% of those players attending the event who were on that player's team level in the preceding year. For the purposes of team selection from an applicable level of pool of players, the preceding year coach's recommendation may also be considered.

XXVIII. BANNER AND TROPHY POLICY

The Eden Prairie Hockey Association will purchase and display a single banner for each team reaching only the following levels of accomplishment: 1) League Champion; 2) District Playoff Champion; and 3) Regional Champion.

- A. Team banners will be displayed at the arena for eight seasons following the season in which awarded. Thereafter, they will be offered first to the head coach of the team to dispose of at their discretion or second, to any player on that team. A coin flip will determine any contested claims.
- B. Separate banners will also be prepared for teams attending State Champion, Runner up and Consolation Champ status. Such banners will be displayed and disposed at the discretion of the EPHA board. The

EPHA board may chose to consolidate such banners into Playing Level banners, I.E. Bantam, Pee wee.

- C. Team trophies of invitational tournaments will be displayed in a trophy case at the arena for only the current season. Following conclusion of that season, the trophy will be the property of the head coach for his/her disposal. It is recommended that the team sponsor be offered the trophy.
- D. Team trophies of Minnesota Hockey State Champion, Runner up or Consolation Champion will be displayed by the EPHA as property of the EPHA.

APPENDIX A – EPHA BOARD OF DIRECTORS DIRECTORY

2011-11 EPHA Board of Directors

POSITION	NAME
President	Chris Blackowiak
Vice-President	Cory Townsend
Treasurer	Mike Casey
Secretary	Chris Howes
Pictures/Equipment	Blair Englebrect
Tournaments	Shelly Heggestad
Mite Program Coordinator	Matt Britton
Volunteer Coordinator	Scott Proudfit
Coaches Coordinator	Troy Zangs
Girls Coordinator	Ryan Langseth
Communications	Todd Cocallas
Fundraising	BJ Perkins
Registration / District 6	Chris Morton
Recruiting	Julie Maruska
Sponsors	Sal Fialo

2009-2011 EPHA Commissioners

Junior Gold	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	
Bantam	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	
Peewee	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	
Squirt	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	
Mites- Upper Intermediate	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	
Rookie Camp and First Year	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	
Girls Program	SEE EPHA WEB PAGE FOR NAMES AND NUMBERS	

EDEN PRAIRIE HOCKEY ASSOCIATION 2011-11 POLICIES AND PROCEDURES

APPENDIX B – MITE/ 8U/6U PROGRAM POLICIES

1. Structure

Mites are made up of four levels: Upper/Intermediate, Mini Mites, Termites, and Rookie Camp. (and either this year or next year read following on Learn to Skate...) In addition to these four levels, there is a "Learn to Skate" program. Girl's mites are made up of two levels- 8U and 6U.

A. Rookie Camp – This level is for players who want a basic introduction to hockey without the commitment of a full year of hockey. The fall program runs for 6 weeks in the fall – Session One. The spring program runs for 6 weeks at the end of the winter – Session Two. Session One is open to all skaters AND is also open to players who are registered for a Mini Mite team. Emphasis is on basic skating skills, basic hockey concepts, and are delivered in a fun format. Rookie Camp is open to Eden Prairie residents only. Players **must have** a minimum of a helmet, faceguard, mouthpiece, cup, elbow pads, and shin pads (breezers and shoulder pads are optional). Players **MUST** be 4 years of age when their session of Rookie Camp begins. Players new to skating will be encouraged to participate in the EPHA's "Learn to Skate" program prior to the start of Rookie Camp.

B. Termites – This level is for players who want more ice time than Rookie Camp offers. Termite players are ones in pre-school (or equivalent age). Termite players would get a total of 18 sessions of ice time during the season. This would consist of an additional 6 sessions of ice time in addition to their 12 sessions of Rookie Camp. Termites would skate in one group at the Rookie Camp sessions on the Olympic Rink at the EPCC. Their additional 6 sessions would be at Velocity. Termite players would be required to play with all equipment per EPHA Policies and Procedures. Termites would generally consist of 20-30 skaters broken up into 2-3 teams of about 10 skaters per team. The focus of Termites would be similar to that of Rookie Camp – basic skating skills, fun, and an introduction to some hockey concepts. Because of the nature and age of children in pre-school, Termites is a better fit, and not as much of a commitment as Mini Mites.

C. Mini Mites/ 6U – This level is for players (generally speaking) in Kindergarten and 1st grade. This is a full year of hockey (late October – March) with all equipment required under the EPHA Policies and Procedures. Teams will be made to be balanced and by grade as best as possible (with keeping balance in mind). Teams will have 2 indoor ice times per week (2 teams on the ice). Teams will have the option of 1-2 more practices per week on an outdoor rink (weather permitting).

D. Intermediate/Upper Mites/ 8U – This level is for players (generally speaking) who are in 2nd and 3rd grade. This is a full year of hockey (late October – March) with all equipment required under the EPHA Policies and Procedures. The primary objective when assembling teams will be to have them balanced. Teams will have a minimum of 2 indoor practices per week. The majority of practices will be at Velocity with 2 teams sharing the ice. Additionally, Intermediate and Upper Mites/8U heading into Squirts (generally 3rd graders) will have the option of skating in full-ice clinics designed to teach and reinforce team and hockey concepts unique to standard/Olympic sized ice sheets.

1. Evaluations – prior to the season each player must go through an evaluation process. The evaluations will take place on the 4th weekend of the season. The first three weekends (6 ice sessions) will be refresher clinics and an introduction to the evaluation drills. On the 4th weekend, the players will be graded on the evaluation pursuant to EPHA policies regarding tryouts. The grading will be objective and each player will be given two opportunities on each drill.

2. Placement – the players with the top scores will be placed into Upper Mite or 8U I teams. The remaining players will be placed into Intermediate Mite teams or 8U II. Upper Mite or 8U teams will be assembled with the primary objective of having balanced teams. The Mite Coordinator or Girls Coordinator and an EPHA Board Member will only allow requests for placement on a particular team. After Upper Mite or 8U players have been selected, the Intermediate Mite or 8U II teams will be formed based on evaluation scores AND coaches' observations from the clinics, and utilizing previous knowledge of players' skill levels.

3. Missing Evaluations - any player missing any grading session for any reason will be given a zero for that session.

E. Age/Grade Clarifications – To further clarify levels of boys and girls' mite registration and participation.

3rd Grade:

Generally speaking, if your child is in 3rd grade they must register for Upper/Intermediate Mites. Technically, if your child was born between 7-1-02 and 6-30-04 they must register for Upper/Intermediate Mites, regardless of skills, size or experience.

2nd Grade:

Generally speaking, if your child is in 2nd grade they need to register for Intermediate/Upper Mites. Technically, if your child was born between 7-1-02 and 6-30-04 they must register for Upper/Intermediate Mites regardless of skills, size, or experience.

1st Grade:

Generally speaking, if your child is in 1st grade they need to register for Mini Mites. Technically, if your child was born between 7-1-04 and 6-30-06 they must register for Mini Mites regardless of skills, size, or experience.

Kindergarten:

Generally speaking, if your child is in Kindergarten they need to register for Mini Mites. Technically, if your child was born between 7-1-03 and 6-30-05 they must register for Mini Mites regardless of skills, size, or experience.

Pre-Kindergarten:

Children who are in pre-school or whose birthday is between 7-1-05 and 6-30-06 must register for Rookie Camp. Children whose birthday is between these dates may opt for additional ice – those players would play Termites in addition to Rookie Camp.

F. Girls' Mite Teams – Girls have the opportunity to register in either the “Youth Mite” or the “Girls Mite” programs. Girl Mite teams may carry more or less players on their teams in order to accommodate the number of girls seeking an all-girl hockey experience. The Executive Committee shall determine the appropriate number of teams at each level based on the number of participants and their skill levels. The Intermediate Girls Mite teams will be allowed to play a “hybrid” schedule of games against both the EP Boys’ Mite teams and teams from within District 6 only in accordance with District 6 rules. Girls choosing the Youth Mite evaluations may not subsequently choose to play in the Girls Mite program after the evaluation process.

2. Coaching – All adults with reasonable hockey/skating skills are encouraged to coach as either a head coach or assistant.

A. Head Coaches – Head coaches are responsible for creating an atmosphere that is conducive to fun, making each player’s hockey experience a positive one, and developing each player’s skill on their team. Head coaches are required to attend a pre-season coaches’ clinic, communicate with their level’s coordinator, and be available by phone and e-mail. Head coaches will be expected to attend the vast majority of their team’s practices, arrive prepared and organized, and follow the EP Mites Skills Scope and Sequence to ensure a successful season for their squad.

B. Assistant Coaches – will help the head coach as directed. Additionally, assistant coaches need to be prepared to lead the team in the event that the head coach can’t attend a practice or game.

C. Certification – All head and assistant coaches must do the following:

1. Be certified by USA Hockey at the Initiation level
2. Complete a Minnesota background check form
3. Attend the EPHA Mite Coaches Clinic

*** No coach is allowed on the ice without 1 & 2. Head coaches are required to do all 3**

D. Coaches’ Selection – Head coaches will be selected and assigned per the Mite Coordinator in conjunction with the EPHA Board Coaches’ Coordinator and EPHA Policies and Procedures. Assistant coaches may be selected/recruited by their head coach and/or assigned via the Mite Coordinator.

3. Administration – The Mite program will be administered by the Mite Coordinator who will also be a member of the EPHA Board of Directors. The decisions regarding the Mite program rest with the Mite Coordinator or his/her designate and are final, and subject to appeal the EPHA Board pursuant to its grievance procedures. The Girls Mite program will be administered by the Girls Coordinator who will also be a member of the EPHA Board of Directors. The decisions regarding the Girls Mite program rest with the Girls Coordinator or his/her designate and are final, and are subject to appeal the EPHA Board pursuant to its grievance procedures.

A. Mite Development Coordinator – the Mite Development Coordinator will assist the overall Mite Coordinator in the facilitation of the overall Mite program. See **Job description of the Mite Development Coordinator for his/her specific duties.**

B. Level Coordinators – each level of Mite play will have a “coordinator” to help assist with communication between the Mite Coordinator, Mite Development Coordinator and the coaches. Each of these positions holds the expectation of effective, accurate, reliable, and prompt communication of information to their level’s coaches. Each coordinator will be expected to have their phone number and e-mail available for questions/comments that they may handle with the assistance of the Mite Coordinator and Mite Development Coordinator.

1. Upper Mite Coordinator
2. Intermediate Mite Coordinator
3. Mini Mite Coordinator
4. Termite Coordinator
5. Rookie Camp Coordinator

4. General

A. At the Intermediate/Upper/ 8U Mite levels, all players will have the opportunity to play all the positions, including goalie. Exposure to the goaltending position will be encouraged for all players with the hope that all players play at least 1-2 times per season.

B. Team Size

1. Each season the aim is to have a reasonable # of skaters per team based on the # of skaters registered and the size of ice being used by the Mite program.

Appendix C

EDEN PRAIRIE HOCKEY ASSOCIATION

FINANCIAL SCHOLARSHIP POLICY

Each year the Eden Prairie Hockey Association offers Financial Scholarships to those families in need of financial assistance. When the annual budget is set a predetermined amount is set-aside for annual Scholarship Assistance, these funds include the proceeds from the annual Golf Tournament and an additional amount as determined by the board. Once all applications are submitted for Scholarship Assistance the recipients Scholarship amount will be determined by dividing the number of participants by the Scholarship funds available. If there is an additional amount due the recipient will be notified.

Below is the Financial Scholarship Policy:

1. All families requesting a Financial Scholarship must complete the Financial Aid Application. Incomplete applications will be returned.
2. Applicants may apply for either full assistance or partial assistance.
3. As part of its annual budget, EPHA will determine a dollar amount that will be set aside as a Scholarship Assistance Fund. The total amount of Assistance awarded to all families cannot exceed the amount budgeted.
4. Scholarship Assistance is designed to help families get through periods of financial stress. It is not designed as an annual subsidy, and is limited to two years per skater. Preference will be given to those applicants whose families qualify for public assistance programs such as lunch subsidies, medical assistance and unemployment insurance.
5. Scholarship Assistance will be provided to cover EPHA registration fees only.
6. Scholarship Assistance applicants may be required to provide additional volunteer hours. This will be determined annually by the Executive Committee.
7. All Scholarship Applications must be submitted by August 15th.
8. Financial Assistance is provided at the sole discretion of the Executive Committee of EPHA. All Information is kept Confidential.