

**RAHA**

ROSEMOUNT AREA HOCKEY ASSOCIATION

**MEMBER**

**HANDBOOK**



# **Rosemount Area Hockey Association Member Handbook**

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## 1.0 INTRODUCTION

The material presented in this handbook is for parents, players, coaches and managers of the Rosemount Area Hockey Association (RAHA) members. These guidelines will serve as an information resource to be used by everyone involved in this program. ***The success of RAHA is determined by its players, parents and coaches working together.***

RAHA is dedicated to the principles of fair play and good sportsmanship and to the development of hockey players of all ages. It is the goal of this organization to teach the game of hockey and to instill in players the virtues necessary to achieve success. It is the intent of the RAHA program to develop every player by having all rules and regulations designed around the player. ***The most important goal for this association is to ensure that all participants have fun while learning the sport of hockey.***

## 2.0 ASSOCIATION ORGANIZATION

RAHA is governed by a Board of Directors consisting of a President, Vice-President, Secretary, Treasurer, Operations Manager, Player Development Coordinator, Tournament/Equipment Coordinator, Registration Co-Coordinators, Age Level (Squirt, PeeWee, Bantam) Coordinators.

All of the members of the Board of Directors are elected for a two year term of office by the general membership of RAHA. Each family of RAHA players is entitled to one vote. Once elected to the Board of Directors each of the Officer Positions (President, Vice President, Secretary, Treasurer, and Operations Manager) are filled by an election of the Board members. The Board Coordinator Positions are then chosen by the remaining Board Members who have not been elected to an Officer Position in order of seniority, and are placed into these positions by approval of the board.

The Board of Directors meet on the first Wednesday of each month throughout the year. The general membership is welcome to attend all meetings, but prior notice to the Secretary is mandatory for time on the agenda. The Board of Directors has the right to call special meetings. They can also close meetings or selections of meetings for the purpose of coaching interviews and selection, and also for player selection for traveling teams.

RAHA is a member of District 8 of the Minnesota Amateur Hockey Association (MAHA) and the Amateur Hockey Association of the United States (USA Hockey), and adheres to mandatory District 8, MAHA and

USA Hockey rules on rink features, teams, equipment, penalties, officials and playing rules.

RAHA playing divisions are based on MAHA guidelines which are as follows (Age as of June 30<sup>th</sup>):

Mini-Mites	Ages 5 & 6
Mites	Ages 7 & 8
Squirts	Ages 9 & 10
PeeWees	Ages 11 & 12
Bantams	Ages 13 & 14
U16/Jr. Gold	Ages 15 – 17

The players of RAHA fall into one of three team categories; in-house, traveling boys, or traveling girls. Traveling teams are all teams Squirts through Jr. Gold and Girls. In-house teams are supported by the Association with the exception of the registration fee and annual fundraiser.

Additional information is provided on this subject under Rules and Regulations.

## **2.0 GRIEVANCE PROCEDURE**

The Board of Directors of RAHA sincerely intend to guide this organization toward the successful completion of the goal of making hockey a meaningful, enjoyable and learning experience for all of our players. In the process of doing this, it is realistic to assume that because of the nature of what we are doing and the number of people we are working with, some conflicts will arise. The Board of Directors wants to address each of these and arrive at an acceptable conclusion in the most efficient and effective way possible.

The first and most important step in conflict resolution is at the team level. The manager of each team is the primary contact person and the Board urges all members to make every effort to resolve conflicts through positive communications with the team manager, coach and age level coordinator, if necessary, after a 24-hour waiting period.

If conflict resolution is not possible at the team level, the next step in the grievance is to submit to the Board in writing a detailed description of the conflict. This statement should include the nature of the conflict, what action or conversations have taken place to resolve the conflict and what you would like to achieve as a resolution to the conflict.

This document should be directed to the Vice-President of RAHA who is the Chairperson of the Grievance Committee. The other members of the committee consist of the President, Treasurer, Secretary and a member-at-large to be selected by Board.

The committee will schedule and meet with you after reviewing the grievance. The chairperson of the committee reserves the right to schedule the meeting, time and place. The chairperson also reserves the right to CLOSE the meeting to only those involved in the grievance. Other Board members may be present but do not have to vote in the proceedings.

Each committee member has one vote. Final ruling on each grievance must be held final and be accepted by all parties. The chairperson will then report the findings of the meeting to the full Board at the next scheduled board meeting.

### 3.0 CODE OF CONDUCT

#### RAHA POLICY CONCERNING MOOD-ALTERING CHEMICALS:

**RULE:** During the hockey season, regardless of the quantity, a RAHA player shall not:

1. use a beverage containing alcohol;
2. use tobacco, or;
3. use or consume, have in possession, but, sell, or give away any other controlled substance.

This rule applies to any RAHA player while at any function representing or sponsored by RAHA. This would include all games, tournaments, scrimmages, practices, or parties. It includes: arenas, locker rooms, bleachers, parking lots, motels and restaurants occupied by RAHA players while at any RAHA sponsored function.

It is the responsibility of all RAHA coaches, assistant coaches, managers, and board members to report any violations of the rule above to the President of the association who must report it to the board for action.

**Penalty** First Violation – After confirmation of the first violation the player shall lose eligibility for the next two consecutive league, playoff or tournament games, or two weeks, whichever is greater.

Second Violation – After confirmation of the second violation, the player shall lose eligibility for the next six consecutive league, playoff or tournament games.

Third and Subsequent Violations – After the third or subsequent violations, the player shall lose eligibility for the next twelve consecutive league, playoff or tournament games. If after the third or subsequent violations, the player, who becomes a participant in a chemical dependency program or treatment program, may be reinstated to play after a minimum of six weeks. A certification must be provided by the director or counselor of the program and presented to the President of RAHA.

## **RAHA GOVERNING RULES AND REGULATIONS**

RAHA is dedicated to the principles of fair play and good sportsmanship and to the development of hockey players of all ages. It is the goal of this organization to teach the game of hockey and to instill in players the virtues necessary to achieve success. It is the intent of the RAHA program to develop every player by having all rules and regulations designed around the player. ***The most important goal for this association is to ensure that all participants have fun while learning the sport of hockey.***

The material presented in this handbook is for parents, players, coaches and managers of the Rosemount Area Hockey Association (RAHA) members. These guidelines will serve as an information resource to be used by everyone involved in this program. ***The success of RAHA is determined by its players, parents and coaches working together.***

### **4.0 BOUNDARIES**

Youngsters ages 5 to 17 (as of June 30<sup>th</sup> and subject to Section 20.0) are eligible to play in the RAHA Program. It is open to all families who reside within the boundaries of the Rosemount High School attendance area. Any youngsters meeting the age requirement for a traveling team may try out for that team.

### **5.0 ASSOCIATION ORGANIZATION**

- A. Membership in RAHA is provided for each family having a player in RAHA Hockey. There is currently no dues payable for this membership. In addition, anyone eighteen years of age and interested promoting hockey may obtain a membership in the organization. Membership entitles each family to have one vote in elections

- B. The Association is governed by a Board of Directors consisting of President, Vice-President, Secretary, Treasurer, Operations Manager and approximately 9-11 Directors.
- C. The Board of Directors meets the first Wednesday of each month throughout the year. The general membership is welcome to attend all meetings, but prior notice to the Secretary is MANDATORY for time on the agenda. The current meeting place and time is the Rosemount Community Center, Room 212 at 7:00 P.M.
- D. RAHA is a member of District 8 of the Minnesota Amateur Hockey Association (MAHA) and the Amateur Hockey Association of the United States (USA Hockey), and adheres to mandatory District 8, MAHA and USA Hockey rules on rink features, teams, equipment, penalties, officials and playing rules.

## **6.0 FUNDRAISING/FUNDRAISER PARTICIPATION**

RAHA is grateful for sponsor contributions received from local businesses and organizations. There are also team sponsors, and fundraising events that are sponsored by RAHA which may include, but are not limited to our Annual RAHA Golf Tournament and RAHA hosted hockey tournaments.

In addition to sponsor contributions, all RAHA players must participate in the annual RAHA Fundraiser, except U16/Jr Gold Boy's teams. Participation will be in the form of selling the minimum amount of Fundraiser items. NO EXCEPTIONS.

RAHA may also offer optional fundraising opportunities throughout the season which may include, but are not limited to, food sales and Poinsettia/Christmas Tree Sales.

## **7.0 REGISTRATION FEES**

A registration fee is due at the time of registration for all participants.

At registration, Traveling team players will also be required to pay tryout and jersey fees.

A Volunteer Deposit in an amount determined by the Board will also be collected at the time of registration. This Volunteer Deposit will be required for all players at each level, with a family maximum of two (2).

## **8.0 FEES AND COSTS**

Age Level Coordinators and Traveling Team Managers are responsible for establishing the budget for their team, communicating it to the parents

throughout the season. The Age Level Coordinators and the Association Treasurer will establish a uniform payment schedule which all teams will be required to follow. The Treasurer's monthly report will include a list of individuals whose accounts are past due, which will become part of the board minutes. Players whose accounts are not paid by the 15<sup>th</sup> day of the month after they appear on the overdue list will not be allowed to continue participation in RAHA until their account is brought current. If necessary, the Board of Directors will take the necessary legal actions for collection.

## **9.0 INSURANCE**

RAHA provides excess medical insurance coverage. For more information on the coverage or for claim forms, contact the Association Treasurer.

## **10.0 CLINICS**

- A. A pre-season clinic is held during the month of September. Registration and fee for this clinic is accepted during the month of August and may or may not be restricted to RAHA members.
- B. All coaches are required to attend and be certified for the appropriate level clinic of the Coaching Achievement Program sponsored by USA Hockey.

## **11.0 IN-HOUSE TEAMS (INITIATION PROGRAM)**

- A. In-house teams are Mini-Mites (5-6 years old) and Mites (7-8 years old). The current age determination is the player's age as of June 30<sup>th</sup> of the current year, subject to Section 20.0.
- B. Players in the Initiation Program are furnished with a team jersey which they may keep at the end of the season. Goalie equipment is provided.
- C. Mites and Mini-Mites are not permitted to participate in jamborees outside RAHA unless they obtain permission from the Board of Directors (Mites ONLY).
- D. Any jamboree outside of District 8 must be approved by the District Director prior to participation.
- E. Ice purchases for any RAHA team shall be purchased through the Ice Coordinator and paid for by the Association Treasurer. Any ice time beyond the time originally assigned must be approved by the Initiation Coordinator.

## 12.0 TRAVELING TEAMS

- A. Traveling teams provide more competitive hockey and are based on tryout results. It is generally recommended for players who are more skilled in the game and are willing to devote more time and effort to the sport. Parent participation is a must in this program, as there are additional costs and transportation involved. Past costs for Traveling hockey teams have ranged from \$500 to \$1200 beyond the original registration fee.
- B. Traveling teams are offered in the following age groups: Squirts A, B & C (9-10 years old), PeeWees A, B and C (11-12 years old), Bantams A, B and C (13-14 years old), and U16/Jr. Gold A & B (15-18 years old). In addition, it includes all girls traveling teams (U10 A &B, U12 A &B, U14 A&B). Unless otherwise approved by the Board and District 8, these teams compete in MAHA District 8.
- C. Goalies on traveling teams are provided with leg pads, chest protector, arm pads, stick glove and catching glove. This equipment may be checked out from the RAHA Equipment Coordinator for tryouts, clinics, and season play. Equipment that is checked out must be returned after the season has ended.
- D. For spring and summer hockey, goalie equipment can be loaned out by RAHA on an “as available basis.” However, it is mandatory that a deposit of \$300 be given for the equipment. Players are responsible for any damage to the equipment, and will be charged.
- E. Traveling teams that have been assigned a non-parent head coach will be assessed a \$500 coaching fee which will be included in that team’s budget for the season. Additional non-parent coaching fees incurred will be paid from the RAHA general fund.

## 13.0 EQUIPMENT

The Hockey Equipment Certification Council (H.E.C.C.) is an independent organization responsible for the development, evaluation, and testing of performance standards for protective ice hockey equipment. To date, it has established standards for face masks, helmets, and skate blades:

Skates: All players and on-ice officials must wear skates of a design approved by the H.E.C.C. Committee. All skates worn by players (but not goalkeepers) and by the Referee and Linesman shall be equipment with approved safety heel tips. It is recommended that all players (except goalkeepers) and on-ice officials wear skates with blades that have been approved by the H.E.C.C.

The use of speed skates or fancy skates or any skate so designed that it may cause injury is prohibited.

Mouthpiece: All players are required to wear an internal, non-clear mouthpiece which covers all the remaining teeth of one jaw, customarily the upper.

Helmet: It is mandatory that all players wear a H.E.C.C. approved helmet with chinstraps properly fastened. All players are required to wear a face mask certified by H.E.C.C., plus any chin protection that accompanies the mask. Any helmet or face mask that is altered shall be deemed illegal equipment and shall not be allowed to be used in a game, warm-up, or practice. This shall include helmets from which a part has been cut or removed, face masks from which the chin cup has been removed or any such alterations from the original manufacturing specifications.

Goalkeeper Equipment: Goalkeepers are governed by the same rules and regulations concerning all players. However, some special equipment is worn by the goalkeeper. This equipment includes: blocker glove, catching glove, leg guards, chest, abdominal and arm protector and goalie supportive cup. Throat protection is required. Helmets and face masks are to be H.E.C.C. approved.

Notes:

1. All elbow pads shall have a soft protective outer covering of sponge rubber or similar material.
2. A glove from which part or all of the palm has been removed or cut to permit the use of the bare hand shall be considered illegal equipment.

#### **14.0 TRAVELING TEAM COACH SELECTION**

The Coaches Coordinator on the RAHA Board of Directors collects the names of the candidates through outside solicitation and applications from RAHA members. The Coaches Selection Committee which is comprised of the following people: Coaches Coordinator Chairperson and Vice-President are permanent members, plus three (3) at large Board Members determined by the Board each year will evaluate resumes and conduct interviews with all candidates who are applying for a Head Coach position. The selection committee will vote for the most qualified individual in each division after interviewing all interested candidates. The committee will then forward their recommendations to the Board of Directors for final approval. If the committee's recommendations are not approved by the Board, the committee will meet again to re-visit their decisions, and then bring these recommendations back to the Board of

Directors for final approval. This process will continue until the Board has approved the committee's recommendations at all coaching positions.

Coaches must meet at least three (3) of the following criteria AND be knowledgeable with and adhere to all philosophies, rules and regulations of RAHA:

1. Prior to head or assistant coaching experience in youth athletics, and sport.
2. Playing experience at High School, College, Semi-Pro or Professional competitive levels.
3. Certified for age level required
4. Attendance at RAHA coaches clinics and rules meetings.

In selecting coaches, the Board will consider an applicant's willingness to spend at least 300 hours during the hockey season, personal attendance at least 80% of the time, his philosophy and support of RAHA guidelines, and past coaching experience.

Once selected, the coaches will be "ranked." If the top-ranked coach is a parent coach, that coach will have the opportunity to wait until try-outs are completed, and if that coach's son/daughter does not make the "A" or "B" team, then that coach will have the chance to coach at the level his/her son/daughter so desires. The next highest ranked coach will then be given the chance to take the highest ranking team and so forth until all coaches are in place.

Coaches are placed into positions for one season. Each team will have two co-coaches or one head coach and or more assistant coaches all being approved by and responsible to the RAHA Board of Directors.

## **15.0 TRAVELING TEAM PLAYER SELECTION/TRYOUTS**

Traveling team tryouts for RAHA are held in late September/early October. RAHA will publish and provide the process, procedures and rules for the upcoming season at the mandatory try-out meeting held each year.

RAHA has established a process for conducting traveling team tryouts based on objectivity and fairness. The goal of the tryout process is to ensure all players are given a fair evaluation and players are placed at the highest level commensurate to their demonstrated abilities.

The tryout process will be overseen by a Tryout Committee made up of the Bantam Coordinator-Chairperson, President, both being permanent

committee members and three (3) at large board members determined by the Board each year.

The independent raters will be selected by the Tryout Committee and must be approved by the Board of Directors.

The format for tryouts will include skills and scrimmages. The tryout process is designed to test individual skills and team play. The players are evaluated on their skating ability, puck control, shooting, passing/receiving, game knowledge, and general athletic ability. Desire, attitude and self-control are also determining factors in evaluation and selection.

Junior Gold and Girls Tryouts (if applicable): U16/Jr Gold try-outs (if applicable) will be determined by the tryout committee. Team selection will be based upon District 8 rules and regulations and team rosters will be determined in the following order: Jr Gold A (if designated) Jr Gold B (if designated) and U16.

Bantam and Jr. Gold Players who are also trying out for High School: Any player wishing to play within the RAHA program and also tryout for the High School level should complete their registration with RAHA at the appointed times. If the player is selected by the High School, the player's registration fee shall be refunded minus the pro-rated ice time and expenses that the player incurred while with our program.

All team rosters must be approved by the Tryout Committee. The selection process must be completed and the results posted within three days of the final tryout session.

Jerseys with names are not to be worn during the tryouts. No personalized items can be used. This is mandatory. Attitude and aggressiveness are part of the grading process.

Board members will be required to attend as many tryout sessions as possible.

## **16.0 INABILITY TO TRYOUT**

Medical Absence: Players who are unable to tryout because of health or medical reasons must notify the Tryout Committee Chairperson in writing at least 24 hours before tryouts begin. If a player is unable to finish tryouts, he/she must contact the Tryout Committee Chairperson immediately.

A player must verify his or her medical problems in writing from a medical doctor. The Board may request documentation or proof at their sole discretion. The Tryout Committee will review each player's case and decide on a placement for the player. The Committee's decision will be based on:

1. Past abilities of the player.
2. Interviews with past coaches.
3. Severity of injury/sickness, and availability to return to play within 3 weeks of the conclusion of tryouts.
4. The players ability to play (with Doctors approval) within six weeks from the conclusion of tryouts at their level.

If it is determined from the criteria above that the player would fall on an "A", or "B" team, a position would be left open for a period of three weeks from the end of tryouts at that level. That player, when healthy enough to resume playing, would skate with each "A" and "B" team for two hours, or one week whichever comes last. The "A" and "B" head coaches would then have to decide at what level that player belongs. The "A" and "B" head coaches would then be required to fill their remaining open rosters with player(s) from the next level team. It is possible that the injured player would be put on a "C" level team.

If a player cannot resume playing within three weeks of the conclusion of tryouts at that level, then the player would not be eligible for an "A" level team. If, however he/she can resume playing in three to six weeks a roster spot would be left open on the "B" level team(s), and the same process as described in the above paragraph would apply with the exclusion of the "A" level coach.

If a player cannot resume playing for more than six weeks from the conclusion of tryouts, that player will be assigned to a "C" level team (if applicable).

## **17.0 ROSTER SIZE**

The RAHA hockey program is determined to develop as many players as possible with sound hockey fundamentals. Therefore, no RAHA team may have less than 13 skaters and one goalie without a review and approval of the Board of Directors. It is encouraged that 15 skaters and two goalies are on each traveling team. Keep in mind that team sizes may differ from these guidelines based on the number of participants, therefore the Tryout Committee will discuss and approve all final team sizes. MAHA sets the maximum number of players at 20.

## **18.0 ROSTER CHANGES**

RAHA supports MAHA by-laws on team registration and eligibility. The coaches will be allowed with Board approval to transfer players from a “B” to an “A”, or from a “C” to a “B” category during the October/November/December period. MAHA District 8 regulation requires team rosters to be frozen on December 31. RAHA (any district team) must submit a roster before a team can participate in their first scheduled scrimmage or game. Any change to the submitted roster, whether it is moving a player from A to B, B to A, B to C, C to B A to C or C to A, must be approved by the district director. Most traveling teams start playing games (scrimmages) in the late October.

Any traveling A or B player requesting to move to a lower level of competition will automatically default to a “C” level team. All requests must be submitted in writing by December 15<sup>th</sup> to the Tryout Chairperson.

## **19.0 MOVE-UP POLICY**

All players interested in moving up must apply in writing to the Board for the opportunity to tryout to be a move-up. This application must be made prior to the last scheduled registration date so that the application may be addressed by the Board of Directors.

Due to the nature of both Peewee and Bantam hockey, a move-up to these levels will not be allowed. Exceptions may only be made by the Board of Directors, if necessary, due to roster sizes.

Only a second year Mite can apply to move-up to Squirts. Should the application to move up be accepted by the RAHA Board of Directors, the player then must go through the Squirt traveling hockey tryout process and must grade-out within the top ten (10) individual players’ scores locking that move-up player on the Squirt “A” traveling team. If the player does not place within the top ten (10) scores, that player will not be allowed to move-up and therefore will play at the Mite 2 level for that season.

Should team sizes be such that it is necessary for Mite move-ups to fill our Squirt “C” teams, the Initiation Program Coordinator will hold a mini-tryout session for all Mite 2’s who wish to tryout for a position on one of the Squirt “C” traveling teams for that season. This tryout is for Mite 2’s only. This mini-tryout session will be held immediately following our traveling team tryouts, so that these “C” teams can be formed within one week from the end of the regular tryout sessions.

## 20.0 LIMITED MOVE-UP POLICY/JULY & AUG. BIRTHDATES ONLY

Players born between July 1<sup>st</sup> and August 31<sup>st</sup> (which are birthdates that fall within the 62-day period immediately following the June 30<sup>th</sup> cut-off date for a particular traveling level), will have the option to move-up provided the parent(s) of the player petition the Board for the change prior to the last scheduled date for registration so that the petition may be addressed by the Board.

Once petition is granted by the Board of Directors to allow the July/August move-up, the following conditions apply:

- A. This player must complete a minimum of two years of hockey at each level (2 Mites, 2-Squirt, 2-Pee wee, 2-Bantam).
- B. Because of their extended eligibility, this player may choose to play three (3) years at a particular level. It will be at the player's/player's parent(s) discretion as to when this would be in the best interest of the player. See item (C) for procedure.
- C. The July/August move-up must notify the Board in writing prior to the last scheduled date for registration of their intentions to play a third (3<sup>rd</sup>) year at a particular level, otherwise it is expected that they will continue to play with the same "age group" that they have most recently been playing with. Note: If applicable, all players must play at least two years at the mini-mite level.

## 21.0 PLAYER ICE TIME/FAIR ICE

1. Every player on a team must be given a fair opportunity to develop and improve their hockey skills. Consequently, fair ice time for each player is MANDATORY. It is the coach's responsibility to assure this by using all of his players in all hockey games. Coaches, on traveling teams only, are given discretion to this rule in the closing few minutes of a game.
2. Specific cases where players display attitude problems, miss practices or games, are considered cases where the applicable coach can bench the player.
3. The normal playing time of each line is to be established by the coach but generally applied to all units fairly.

### **EXCEPTIONS**

Squirts: No Exceptions.

- A. Special power play or shorthanded units should not be used. Normal line rotation should be maintained.
- B. Goalies should be played in regular rotation. Is to be the coaches decision to rotate goalies in a game or every other game.

### PeeWee A and PeeWee B:

- A. In very few and limited situations during tight league games, tournament championships, and playoffs, players may be rotated out of normal sequence. Playing time for players shortened ice time should be made up later in another game so that all players can learn power plays and shorthanded playing techniques.
- B. Designated power play or shorthanded units is discouraged.
- C. Goalies also can be rotated out of normal sequence (method of rotation determined solely by the coach) but only in a few situations. Playing time must be made up later in another game as in point “A” above.

### Bantam A, Bantam B, U16/Jr. Gold A& B:

- A. More flexibility for the coach (at his discretion) to move players out of normal line rotations in important games, tournaments, or playoffs.
- B. The coach can establish designated power plays or shorthanded units in critical situations but these units cannot be used on a routine basis or when the game is completely in control. Playing time for players shorted ice time should be made up later in another game so that all players can learn to play in these units.
- C. Goalies can also be rotated out of normal sequence (method of rotation determined solely by the coach) in critical games but playing time should be made up in another game.

## **22.0 ACTIVITY LEVELS**

An activity is defined as the combining of a team or some of its members under the direction of the coach, manager, or captain for the purpose of a game, scrimmage or skill session.

The regulations of RAHA teams in regard to total number of suggested league games and scrimmage games played in a season are:

Squirts – 35 total games including maximum of 4 tournaments.

PeeWees – 40 total games including maximum of 4 tournaments.

Bantams – 45 total games including maximum of 5 tournaments.

U16 Boys-35 total games including maximum of 4 tournaments.

Jr. Gold – 50 total games including maximum of 5 tournaments.

The above does not include District, Regional, and State playoffs. A minimum of one practice for every game played is advised for all traveling coaches throughout the season.

Participation in out-of-town tournaments needs the majority vote of parents. Out-of-town is considered anything outside the 7-county metropolitan area.

A flagrant violation of this rule shall be cause for dismissal of the coach, manager or both. Agreement of parents to support more activities is not sufficient reason to waive this rule.

## **23.0 GENERAL GUIDELINES**

### COACHES:

A coach is a teacher of hockey skills and is responsible for the social, psychological, and physical development of all players in his/her care. He/she is accountable to the Age Level Coordinators and the RAHA Board.

Our player's obligations to hockey are secondary to church, family and school.

He/she is also responsible for the following:

1. Appoint a team manager to handle finances, scheduling, etc.
2. Schedule a team parent meeting prior to the season (and other times during the season) to discuss philosophy, goals, finances, and other team matters.
3. Communicate with players and parents and handle grievances in a fair and courteous manner.
4. Make hockey fun while also maintaining team discipline. When discipline is necessary, the player should be told the reasons for the punishment in private, if possible.
5. Encourage and compliment players – criticism should be construction only.
6. The coach is a model for the players and must be courteous and maintain self control when dealing with opposing players, coaches, parents, officials, and referees.
7. Treat all players fairly.
8. Support RAHA philosophy.
9. There shall be no more than three (3) coaches on the bench (during a game or scrimmage) at any given time (all coaches on the bench must be appropriately certified and rostered).

### TEAM MANAGER:

Each traveling team must have a team manager. The team manager will be responsible for the following:

1. Accounting for ice time and cost to parents each month.
2. Collection of monies for team expenses during the year.
3. Informing parents of changes in game, practice, or tournament schedules.
4. News articles in local newspapers, RAHA Newsletter, and Let's Play Hockey.

**All financial obligations and equipment inventory must be satisfied by April 1.**

### PLAYERS:

Players chosen to play on a traveling team or on an in-house team should take pride in themselves and in their team, follow directions of the coach, and be willing to accept constructive criticism.

1. Have pride and confidence in yourself and work hard in practice and games.
2. Keep your uniform clean, equipment in good repair and skates sharp. Bring two sticks to games and practices. Goalies should get instructions on maintaining their pads from the Equipment Coordinator.
3. Participation at games and practices is expected at all times. Players unable to attend a game or practice must notify the coach or manager in advance.
4. Show respect towards opposing coaches, players and referees.
5. Be a competitor, perform up to your ability, and contribute to team unity. Compliment teammates and let the coach handle criticism.
6. Attitude and aggressiveness is part of the grading process.

### PARENTS:

Your child's participation in the hockey program will require a great portion of your time and effort; RAHA recognizes your child's obligations to hockey are secondary to church, family and school.

The parent can contribute many things to support his/her child, team and program:

1. Let your child know you love him/her – win or lose.
2. Compliment and encourage. Let the coach handle criticism and coaching.
3. Don't compare your child with others players. Be honest with yourself about his capabilities.


4. Teach your child to have fun and enjoy competition. Don't tell him that winning doesn't count, because it does and he/she knows it. Instead, help him to develop a healthy competitive attitude.
5. All grievances should be taken first to the coach, and then to the age level coordinators, and finally to the RAHA Board member in charge of grievances, if necessary. It is strongly suggested that the parent wait until the following day to present a grievance.
6. Support your coaches. Remember that they have many children for whom they are responsible.
7. Your child's transportation to and from games and practices is your responsibility.
8. Offer to help whenever you can.
9. Maintain self-control and exemplify good sportsmanship, refraining from open criticism of officials, coaches, and other parents or players.
10. Register in the correct age group.
11. Discuss try-out procedure and discipline.
12. Give support to your child whether or not a traveling team is made.
13. Parents are not permitted to confront the independent evaluators or coaches while in the process of grading players.
14. Requests to review tryout scores must be made after final team selection, and this request can only be made for the applicable player's score. All inquiries are handled by the RAHA Vice President.

## **24.0 Behavior**

There will be "ZERO TOLERANCE" of abusive behavior on behalf of Coaches/Players and Parents. Coaches/Players/Parents will be notified of this policy at the first team/coaches meeting, and this will constitute your verbal warning. Coaches, Players or Parents that exhibit any type of harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward referees that results in the ejection from a game will not be tolerated and will have the following consequences:

- **Coach/Player First Offense:** The District 8 Director will inform the president of RAHA that an ejection from a game has occurred. The Head coach must also inform the President of RAHA immediately that either a coach or player from his/her team has been ejected. The coach or player will serve a two game suspension and will not be allowed to participate in any team events (practices, etc) until the suspension is completed. This suspension will be in addition to the penalties within the District.
- **Coach/Player Second Offense:** The District 8 Director will inform the president of RAHA that an ejection from a game has occurred. The Head coach must also inform the president of RAHA

immediately that either a coach or player from his/her team has been ejected. The coach or player will be removed from the team pending a meeting with the RAHA Grievance Committee. The RAHA Grievance Committee will meet with the player or coach within 5 days of notification from the Head Coach. Penalties will range from a five (5) game suspension to removal from the team. This suspension will be in addition to the penalties within the District.

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- Parent First Offense: The Team Manager or Head Coach will inform the President of RAHA that a parent has been ejected from a game. The parent will be required to appear before the RAHA Grievance Committee within 5 days of notification from either the Team Manager or Head Coach. If the RAHA Grievance Committee finds just cause, a two-game suspension will be invoked.
  - Parent Second Offense: The Team Manager or Head Coach will inform the President of RAHA that a parent has been ejected from a game. The parent will be required to appear before the RAHA Grievance Committee within 5 days of notification from either the Team Manager or Head Coach. If the RAHA Grievance Committee finds just cause for this second offense, or any offense deemed serious enough by the RAHA Grievance Committee, the offense may result in further suspension or expulsion.

**RAHA, the Rosemount Arena or the Booster Club are not responsible for lost or stolen property.**

## **25.0 RAHA Volunteer Hour Requirements / Exemptions Policy**

All families participating in the youth hockey program, Initiation Level through Traveling Level teams, including the Girls program, shall be required to donate (5) hours per skater, maximum of (10) hours shall be required. Families with more than (2) skaters shall only be required to donate (10) hours of time to the association. At the time of registration, a volunteer deposit will be required from all families. The volunteer deposit amount will be determined by the RAHA board on an annual basis. During the hockey season, hours will be tracked by the operations manager. Monthly updates will be given to the team managers beginning in January for review with the parents.

Hours can be donated to the association by working any of the RAHA hosted tournaments or working in the concession stand. Upon completion of required amount of donated hours, parents may be paid an hourly rate for working in the concession stand, however, hours should be filled by those families needing to complete their hours first.

## **Exemptions:**

Individuals within the association who participate in the following positions will have their requirement to fulfill volunteer hours exempted:

- RAHA Board Members
- RAHA Boosters Board Members
- Rostered Traveling Level Head Coaches registered with USA Hockey
- Traveling Team Managers (If two managers, 5 hours per manager allowed – See Below)
- Initiation Level Head Coaches (Initiation Level Assistant Coaches are not exempt) Initiation Level includes all Mini-Mite and Mite teams

## **Exemption of (5) hours**

- Traveling Team Managers (If two managers, 5 hours per manager allowed)
- Rostered Traveling Level Assistant Coaches registered with USA Hockey (Maximum of two per team) (5 hours per assistant) If rostered on two traveling teams, then exempt status will be met.
- Initiation Level Coordinators: This includes Mini-Mite and Mite Level Coordinator positions.

## **26.0 ROSEMOUNT AREA HOCKEY ASSOCIATION BY-LAWS (Includes amendments as of 3/2005)**

### **ARTICLE I - NAME**

The name of this association shall be the Rosemount Area Hockey Association, Inc. (a non-profit corporation) hereinafter referred to as RAHA.

### **ARTICLE II - PURPOSE**

Section 1.

- A. The purpose of RAHA shall be to promote youth hockey for those living within the Rosemount High School attendance boundary.
- B. RAHA is guided by the following core values: EQUAL OPPORTUNITY - An environment of equal opportunity will be maintained that will not tolerate discrimination on the basis of race, color, religion, age, sex, sexual orientation, or national origin.  
SPORTSMANSHIP - Foremost of all values is to learn a sense of

fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike. RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated. INTEGRITY - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game. PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability. ENJOYMENT - It is important for the hockey experience to be fun, satisfying and rewarding for the participant. LOYALTY - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey. TEAMWORK - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience. FAIRNESS - We seek fair and equitable treatment for all participants in all matters.

- C. RAHA shall abide by and act in accord with its Articles of Incorporation, By-Laws, Rules and Regulations and decisions of the Board of Directors.

Section 2. This corporation is organized exclusively for charitable, educational, religious or scientific purpose within the meaning of section 501(c) (3) of the Internal Revenue Code. Section 3. Upon the termination of this corporation, the corporation shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

### **ARTICLE III - MEMBERSHIP**

Section 1. Types of membership: There shall be three types of membership: family, corporate and sponsorship.

- A. Family - Shall be required of all participating in RAHA. This is the only voting membership category (voting).
- B. Corporate - Interested corporations or unincorporated organizations may become corporate members by payment of an annual contribution or consideration of like kind. This is a nonvoting membership category (non-voting).

C. Sponsorship - Interested corporations or unincorporated organizations may become sponsorship members by sponsoring a team or other activities as deemed appropriate by RAHA and designated as showing support of RAHA. Sponsorship members may advertise or make known its affiliation with RAHA. This is a non-voting membership category (non-voting).

Section 2. Membership year: The membership year shall run from September 1 to August 31 of any given year.

#### **ARTICLE IV - MEMBERSHIP MEETINGS**

Section 1. Regular Meetings: There shall be at least one regular meeting of the membership annually, as determined by the Board of Directors. At least one of these meetings shall occur each year for the election of directors and other related business.

Section 2. Special Meetings: Special meetings shall be called by the Secretary upon request of the President or five (5) Board of Directors or upon the request of at least twenty-one (21) members in good standing. No business other than that specified shall be transacted at a special meeting.

Section 3. Notices: Notices of all regular general membership meetings shall appear in the most current RAHA Newsletter distributed regularly to each member. Notices of all special meetings shall be communicated no later than 72 hours prior to the special meeting. Notice will be deemed adequate if such notice is contained in the RAHA bulletin board located at the Rosemount Community Center no later than 72 hours prior to the meeting.

Section 4. Agenda: Members may request of the Secretary or President that items be included in the Agenda. Such requests must be made in writing at least seven days prior to the meeting. Items submitted shall be specific as to the proposal.

Section 5. Location: The Board of Directors will fix the time and place of such meeting. Notice shall include such location.

Section 6. Eligibility to Vote: Each family membership shall be eligible to cast one vote.

Section 7. Quorum: Ten (10) percent of the membership shall constitute a quorum for all membership meetings.

## **ARTICLE V - BOARD OF DIRECTORS**

Section 1. Power: RAHA shall be governed by the Board of Directors (Board). The Board shall be responsible for all decisions made on behalf of RAHA in the interim between membership meetings.

Section 2. Membership: RAHA will allow up to two RAHA Board Members to serve two year terms without having a child within the RAHA program. These members will follow the same procedures outlined in the Member Handbook to become Board members. In the event that one of the elected Board members that currently has a child in the program, for whatever reason becomes ineligible to serve their term because their child is no longer in the program, the Board member will be allowed to finish their elected term. For instance, if RAHA already has two members serving without children in the program and a third board member becomes ineligible because their child quits the program, the third board member will not count against the maximum of two Board members and the third Board member will be allowed to serve the remainder of their term.

Section 3. Number: The Board shall consist of eleven (11) to seventeen (17) members duly elected by the membership or appointed by the Board of Directors in accordance with Article V, Section 13 (Vacancies).

Section 4. Vote: Each Board of Director (Director) shall have one (1) vote on matters before the Board.

Section 5. Term of Office: Each Director shall serve a two (2) year term of office commencing at the April meeting in the year of the election. A provision shall be made for staggered terms so that no more than fifty (50) percent of the positions turnover in any one election.

Section 6. Nominations of Directors: The Secretary shall seek nominations from the membership at least thirty (30) days prior to the membership meeting. The RAHA President will then convene the Nominating Committee to review the candidates. After review, the Nominating Committee will report on its review and recommendations and nominations to the Board for approval prior to the regular membership meeting. The Board may approve any or all candidates so reviewed. Nothing in the above procedure shall prohibit nomination of a candidate from the floor.

Section 7. Election of Directors: Directors shall be elected at the regular membership meeting. Voting shall be by secret ballot. Elections shall be reported as soon as practical to the membership.

Section 8. Composition and Duties: The Board shall consist of a President, Vice President, Secretary, Treasurer and Operations Director. Other positions shall from time to time be added or deleted by the Board in the furtherance of its specific and primary purposes.

A. President:

- a. The President shall preside at all meetings and shall be an ex-officio member of all committees except the Committee on Nominations.
- b. The President or his representative shall represent RAHA at all meetings where such representation is appropriate.
- c. The President shall delegate Board members to attend specific meetings.
- d. The President shall perform other duties as are incident to the office or that may be assigned to the President by the Board of Directors.
- e. The President shall promote the philosophy and programs of RAHA as approved by the membership.

B. Vice President:

- a. The Vice President shall perform the duties of the President during the President's absence or inability to act.
- b. The Vice President shall be chairman of the Grievance Committee.
- c. The Vice President shall perform such other duties as from time to time may be assigned by the President or Board of Directors.

C. Secretary:

- a. The Secretary shall keep the minutes of the Board of Directors and membership meetings. The Secretary issues all notices required by these By-Laws or by resolution of the Board of Directors. The Secretary shall make a report of the activities of the association at each membership meeting. The Secretary shall call the roll when required.
- b. The Secretary shall keep a current copy of the Articles of Incorporation and By-Laws, adding amendments as ratified.
- c. Upon completion of term of office, the Secretary shall deliver all books, papers and reports to the Board for use by the new incumbent.
- d. The Secretary shall be the Chairman of the Nominations Committee.

D. Treasurer:

- a. The Treasurer shall be a member of the Finance Committee and an ex-officio member of the Fundraising Committee.
- b. The Treasurer shall have the authority to endorse checks and to deposit funds on behalf of the RAHA.
- c. The Treasurer shall have the authority to designate a standard procedure for the handling of funds within the association.
- d. The Treasurer shall deliver to the new incumbent all papers, books and financial records upon completion of their term.

- e. The Treasurer shall provide a written report on the financial status at each monthly meeting.

E. Operations Director:

- a. The Operations Director is responsible for the business and operational affairs of RAHA.
- b. The Operations Director in cooperation with the Treasurer oversees the fiscal affairs of RAHA.
- c. The Operations Director is responsible for all fundraising activities.
- d. The Operations Director is responsible for overseeing all major RAHA expenditures including ice time, equipment and outside vendors.
- e. The Operations Director liaisons with all business and corporate sponsors.

Section 9. Ex-Officio Members: In addition to elected Directors, the following positions shall be ex-officio members of the Board of Directors: Head Coach, Rosemount High School Boys Hockey Team; Head Coach, Rosemount High School Girls Hockey Team; Arena Manager, Rosemount Community Center; representative from the Rosemount Youth Hockey Boosters or others as the Board deems appropriate. Ex-officio members will not have voting privileges.

Section 10. Officers: Officers of RAHA shall consist of the President, Vice President, Secretary, Treasurer and Operations Director. They shall be elected by the Board of Directors from the membership of the Board. The term of office shall be one year commencing with the May Board meeting. The last order of the April Board meeting shall be the election of officers by the new incoming Board.

Section 11: Other Board Positions: Other Board positions will be filled by a majority vote of the Board. The term of office shall be one year commencing with the May Board meeting or as otherwise approved by the Board.

Section 12: Removal of Officer or Director: Any officer or director may be removed from office by a two-thirds (2/3) vote of the entire Board of Directors whenever, in its judgment, the best interests of RAHA will be served thereby. A Special Meeting must be called for that purpose with at least seven (7) days notice to the person(s) involved.

Section 13: Vacancies: Vacancies in the officers or directors of the Board shall be filled by the remaining Directors upon advice of the Nominating Committee for the unexpired portion of the term or the next general election. Whichever shall occur first.

Section 14: Exoneration from Personal Liability: RAHA hereby consents and declares that each officer, director and members of all committees shall be deemed to have assumed office or assignment on the express understanding, agreement and condition, that each one of them and his/her heirs, executors and administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the RAHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which such member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for and in respect to any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of a duty.

## **ARTICLE VI - BOARD OF DIRECTOR MEETINGS**

Section 1: Regular Meetings: The Board shall hold monthly meetings.

Section 2: Timing and Location: The monthly meetings are held on a date, time and location selected by a majority vote of the Board. (Note: currently the Board meets on the first Wednesday of each month at 7:00 p.m. at the Rosemount Community Center). Once a date, time and location is established, the Board may change that date, time and location only after notification to the membership.

Section 3: Quorum: At all meetings of the Board, a quorum shall constitute a simple majority of the voting members of the Board.

Section 4: Open to Public: Unless otherwise specified, all Board or committee meetings shall be open to the public.

Section 5: Parliamentary Authority: Roberts Rules of Order shall govern and control the conduct of all meetings of the Board unless modified by these Bylaws. Voting by proxy shall be allowed, if in writing.

Section 6: Meeting Minutes: Copies of the minutes of all Board Meetings shall be distributed by the Secretary to all Directors within thirty (30) days of said meeting.

Section 7: Special Meeting: Special meetings of the Board may be called by the President, at the request of three (3) or more directors or at the

request of ten percent (10%) of the general membership in good standing. At least seventy-two (72) hours notice of the meeting specifying date, time, location and purpose of the meeting must be given. No business other than that specified in the notice shall be transacted.

## **ARTICLE VII - COMMITTEES**

Section 1. Standing Committees: The Board will appoint the necessary standing committees as are required in the furtherance of its specific and primary purposes.

Section 2. Composition and Duties: The composition and duties of the standing committees shall be determined by Board review.

Section 3. Special Committees: The Board may establish special or ad-hoc committees as needed. The composition, duties and duration of Special Committees shall be determined by the Board.

Section 4. Committee Action: Except as otherwise noted, actions of standing and special committees are subject to approval of the Board.

Section 5. Committee Chairperson: Except as provided for in these By-Laws Chairpersons must be approved by the Board.

Section 6. Committee Membership: Except as provided for in these By-Laws, the Board shall ask for volunteers and make appointments to all Standing and Special Committees.

Section 7. Committee Additions or Deletions: Additions or deletions of standing committees as from time to time are required shall be made by the Board subject to ratification at the next regular membership meeting.

## **ARTICLE VIII - ANTI-DISCRIMINATION POLICY**

It is the policy of RAHA to provide an opportunity to all athletes, coaches and officials to participate in competition without discrimination on the basis of race, color, religion, sex, handicap, sexual orientation or national origin.

## **ARTICLE IX - ABUSE POLICY**

It is the policy of RAHA that incidents of sexual, physical or emotional abuse of any participant or volunteer will not be tolerated. As a condition of its affiliation with the Minnesota Amateur Hockey Association (MAHA) RAHA adheres to and supports MAHA's policies with respect to abuse to any participant or volunteer. Upon proof of a violation of

those policies, the violator will be permanently banned or suspended from all RAHA's sanctioned programs.

## **ARTICLE X - FISCAL POLICY**

Section 1: Fiscal Year: The fiscal year for RAHA shall be June 1 to May 31.

Section 2: Tax Status: RAHA will take steps to secure and maintain its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Section 3: Budget: An annual operating budget shall be prepared by the Treasurer and approved by the Board prior to the beginning of the fiscal year. Said budget shall be available for inspection of the general membership upon their request.

Section 4: Fees, Dues and Registration Policy: The Board shall have the power to set various fees, dues and registration costs in the furtherance of its specific and primary purposes.

Section 5: Fundraising Policy: The Board has the authority to sanction fundraising projects under the auspices of RAHA.

Section 6: Scholarship & Hardship Policy: The Board shall have the authority to designate certain funds for the purpose of financial assistance in the event of demonstrated financial need.

Section 7: Insurance: The Board shall mandate prescribed levels of participant accident and health insurance as may be required by its affiliation agreements and/or the exercise of reasonable and prudent judgment.

Section 8: Treasurer's Report: The Treasurer shall prepare a typed report on the financial status of RAHA at each regular monthly Board meeting.

Section 9: Affiliation Agreements: The Board shall have the power to enter into Affiliation Agreements with various organizations in the furtherance of its specific and primary purposes.

## **ARTICLE XI - DISCIPLINARY POLICY**

All participants, coaches, managers, referees, parents and spectators shall adhere to prescribed rules of conduct as established by the rules of hockey; RAHA and its By-Laws, Rules and Regulations and Codes of Conduct; and the various rules and regulations or organizations with whom RAHA is affiliated. The Board has the authority to establish and

impose appropriate levels of disciplinary sanctions for violations of such rules of conduct. Decisions of the Board are final except as hereinafter provided for by the various disciplinary policies, dispute resolution, appeals processes or organizations with whom RAHA is affiliated.

## **ARTICLE XII - AMENDMENTS TO THE BY-LAWS**

Any article to these By-Laws may be amended by a two-thirds (2/3) vote of approval by the Board of Directors. All such amendments must be ratified at the next regularly scheduled or special general membership meeting by a majority of those in attendance at such meeting.

# **RAHA Board of Directors Committee Structure**

### **Tryout Committee**

Chair: Bantam Coordinator  
President  
Vice President  
Two (2) At Large Board  
Members

### **Finance Committee**

Chair: Treasurer  
Operations Manager  
Three (3) At Large Board  
Members

### **Coaches Committee**

Chair: Coaches Coordinator  
Vice President  
Three (3) At Large Board  
Members

### **Fund-raising Committee**

Chair: Operations Manager  
Secretary  
Two (2) At Large Members

### **Tournament Committee**

Chair: Tournament & Eq. Coordinator  
Three (3) At Large Members

### **Grievance Committee**

Chair: Vice President  
President  
Treasurer  
Secretary  
One (1) At Large Board  
Member

