

FARMINGTON YOUTH HOCKEY ASSOCIATION



2011 - 2012

MEMBER HANDBOOK

(Revised March 2011)

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A. GENERAL AND ADMINISTRATIVE INFORMATION

Mission Statement

The mission of the Farmington Youth Hockey Association (FYHA) is to organize and promote youth hockey for girls and boys. Our goal is to encourage development of sportsmanship, teamwork and individual achievement in hockey.

Purpose

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

Goals

- To experience enjoyment, satisfaction, and confidence from both personal and team achievements
- To learn, develop and refine the fundamental skills of hockey as appropriate for the skater's level
- 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
- To support the Farmington Youth Hockey Association by developing a winning tradition

History of FYHA

The Farmington Youth Hockey Association was founded by Louie Schmitz in 1954. Louie had just moved to Farmington and noticed there was not an organized program for kids to play hockey. He rounded up some players who were hanging around the rink and went to White Bear Lake to play the first organized game for FYHA. Farmington lost that day but Louie persevered with many volunteers to build the foundation of the Farmington Youth Hockey Association. His vision and determination have provided an opportunity for thousands of Farmington area kids to play organized competitive hockey. Louie Schmitz is a permanent member on the Farmington Youth Hockey Association board.

FYHA Board of Directors

Structure

Authority- The governing body of the Association is the Board of Directors ("The Board"), District 8, Minnesota Hockey (MH), and USA Hockey. The Board has authority to supervise, control and direct all aspects of the FYHA, including current Policies and Procedures.

Composition- The Board of Directors shall be composed of Eighteen (18) Directors with equal votes. The Board shall consist of Thirteen (12) at large Directors plus the President, the President Elect, the immediate Past President, the Secretary, the Treasurer and the Gambling Manager. New Directors will be nominated and open positions will be filled annually

The Gambling Manager- A person qualified under the Gambling Control Board requirements, appointed by the board of directors, as a full voting member of the FYHA Board of Directors. The Gambling Manager will be considered an at large director with no term limit on their position. The Gambling Manager must be the definition of member as described in FYHA rules.

The Treasurer- A person qualified to perform the duties, appointed by the board of directors, as a full voting member of the FYHA Board of Directors. The Treasurer must be the definition of member as described in FYHA rules. The treasurer position will not have a term limit however; the board will conduct an evaluation of the treasurer position to include an independent financial audit annually.

At-Large Directors- The thirteen (12) At-Large Directors serve terms of two (2) years each.

They are elected by the Associations Voting Members at each year's Annual Association Meeting. The terms of the At-Large Directors are staggered so that five (5) At-Large Director seats are filled at each annual meeting. At-Large Directors shall not be eligible to hold any of the five officer positions on the Board (President, Past President, President Elect, Secretary or Treasurer during the same year. At least one Director will attend the District 8 and MH meetings.

The President Elect, President, and Past President- the President Elect is elected each year at the Annual Association Meeting. This person serves the FYHA for a three-year term.

During the first year, this person serves as the President Elect. During the second year, this person automatically becomes and serves as the FYHA President. During the third and final year, this person serves as the Past President. These officers have the functions assigned to them by the Board.

The Secretary - This position is filled once every two (2) years at the annual FYHA Membership Meeting. A Secretary shall be eligible to serve only two consecutive two-year terms.

Mid-Term Vacancies

Mid-term vacancies on the Board of Directors shall be filled by majority vote of the remaining Board Members, from the previous year's nominations from the voting membership. Persons appointed in this process shall serve the remainder of the unexpired term.

Compensation and Conflicts of Interest

The Board of Directors may, at any time by resolution adopt by a simple majority of the total number of Directors, provide for the payment of compensation to and for the payment or reimbursement of expenses incurred by any Director, Officer, agent or employee of the Association. Any such services or expenses must be directly in furtherance of the charitable purposes of the Association and the compensation or reimbursement shall be reasonable and not excessive. Board Members shall abstain from votes on matters deemed a conflict of interest financial or otherwise.

Removal from Office

Any Board member, Director or Officer may be removed from office for cause by unanimous vote of all other Board Members. Attendance policy will be enforced per Policy and Procedure.

Meetings and Attendance

MEETINGS – The Board meets on the second Wednesday of each month. Minutes are posted on the website after Board approval each month. Meetings are open and the Association members who would like to attend any meeting or need further information of any kind may contact any of the Directors listed below. Any member may request an item to be placed on the agenda by contacting the FYHA President or Secretary at least one week in advance of the meeting.

ATTENDANCE - Board Members who will be absent from a monthly meeting will notify the President or the Secretary before the meeting. Two consecutive absences without notice or four total absences in a year are grounds for dismissal from the Board of Directors.

Job Descriptions & Responsibilities

The administration and management of all FYHA programs, activities and procedures is the responsibility of the FYHA Board of Directors. If you have accepted one of these volunteer positions, it is important that you fulfill your duties with the following considerations:

- Serve the entire FYHA membership fairly and without prejudice for your own children or friends
- Take the initiative when accepting a Director position to fully understand your responsibilities and the time frames in which your work needs to be done
- Understand which decisions other Directors make that will impact you and which of your decisions impact others
- Attend FYHA Board meetings
- Be prepared with your Committee updates for each Board meeting
- Few decisions made on behalf of the association are made in a unilateral manner

President

The President will be the chief executive officer of the Corporation. When present, he/she will preside at all meetings of the membership and of the Board of Directors, and he/she will be an ex-officio member of all standing committees. He/she will have the general powers and duties of supervision and management usually vested in the office of President of a Corporation. Subject to the Executive Board and the membership of the Corporation, he/she will have general charge and supervision over the business affairs of the Corporation, and will see that all orders and resolutions of the Executive Board and the Board of Directors are carried into effect.

Vice-President

The Vice-President will act as aid to the President and will perform the duties of the President in the absence or inability of the President, and will perform other duties, as the Executive Board shall prescribe.

Secretary

The Secretary will keep record of the proceedings of all meetings of the membership, of the corporation, and record all votes and minutes of all proceedings. The Secretary will give notice of all meetings of the members and of the Board of Directors, and will perform other such duties as may be prescribed by the Executive Board or the President. The secretary will have custody of all records of the Corporation, except those of the Treasurer.

Treasurer

The Treasurer will have custody of all funds of the Corporation; will keep an accurate record of recipients and expenditures; and will pay out funds as authorized by the Executive Board or the Board of Directors. He/she will oversee all activities of contracts awarded for the purpose of general financial activities of the association. In case of his/her resignation or removal from office, all books, papers, vouchers, money and other property of whatever kind in his/her possession or under his/her control, belonging to the Corporation will be returned to the Board of Directors.

Past President

The immediate Past President will serve as an advisor to the President for a one (1) year term and will assume such duties as assigned by the President.

Committees/Other Positions

Job Descriptions & Responsibilities

ACE Coordinator

The Associations Coaching and Education (ACE) Coordinator is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and it's Coaching Achievement Program (CEP).

Primary responsibilities include:

- Communicate to association coaches their certification requirements
- Ensure compliance with USA Hockey certification levels
- Communicate with District and USA hockey on issues relating to coaching at the association level
- Deliver Parent Education Programs to the association
- Communicate to players, parents and coaches USA Hockey player development opportunities
- Ensure the association is promoting age specific skill development in all of their programs
- Organize and develop workshop clinics for coaches
- Establish and maintain a resource center for coaches, players and parents
- Oversee the recruitment, selection, training, evaluation and discipline of coaches
- Develop and manage the player selection process for the association
- Develop a teaching and practice planning curriculum for the coaches
- Evaluate practice sessions and provide feedback to coaches to improve capability of local association coaches

Award Coordinator

The Award Coordinator will be responsible for organizing the taking of all team and individual photos, obtaining, and distributing the team plaques and trophies. He/she will update the team pictures on the bulletin boards at the arena. New trophies need to be organized within the appropriate trophy case.

Coaches/Tryout Committee

This committee will oversee all activities associated with the league's annual tryouts and selection of coaches. The committee will review applications, check references and conduct interviews with the goal of identifying the best-qualified applicants for coaching positions within FYHA. The Committee will establish and maintain the process by which FYHA selects and evaluates coaches. The committee will formulate tryout procedures, arrange for testing evaluators, establish a tryout schedule, publish notice of the tryout schedule and procedures, supervise the conduct of the tryout process, collect tryout data, evaluate test results and select teams in accordance with established team size and classification criteria. Subsequently, the committee will notify players of their team assignment.

Communications - Web Site Director

The Communications Director will insure all publications of the association are accurately complete, presented to the Board for review and published within prescribed periods. He/she will be responsible for maintaining the FYHA website and any updates on a regular basis as directed by the Officers and Board of Directors.

Concessions Committee

The Concessions Committee will establish, plan, and implement the operation of the association's concession stand. The committee should annually review the type of items being offered for sale and their pricing structure in order to optimize achievement of the revenue targets established in the annual FYHA budget. The committee must coordinate closely with the committee for volunteerism and the committee composed of age level representatives to ensure a proper level of staffing so that the concession stand is efficiently operated throughout the youth hockey season. Proceeds from the operation of the concession stand will be accounted for monthly and forwarded to the Treasurer.

District 8 Representative

The District 8 Representative will attend all required District 8 meetings or insure an alternate board member attends required meetings the representative cannot attend. They will accurately report all information dispensed at the District 8 meetings to the Association.

Equipment Coordinator

The Equipment Coordinator will maintain a sufficient inventory of equipment to meet the player/team needs continuously. Other responsibilities include:

- Acquisition, distribution and maintenance of all equipment, uniforms, team-related supplies and apparel for the program
- Purchase and distribute socks for all teams in the program; assign jersey numbers for newly purchased jerseys to avoid duplicate numbers on the same team
- Purchase pucks and first aid kit supplies, as necessary
- Distribute pucks, water bottles and first aid kits for each coach
- Purchase program pins for swapping at tournaments
- Inventory goalie equipment at the end of the season and upgrade, repair and replace as needed.

Fundraiser Coordinator

The Fund Raising Coordinator will contact vendors, solicit fundraising committee members and chair all fundraising committee meetings. He/she will provide status reports at the monthly meetings.

FYAA Representative - TBD

Gambling Manager

The Gambling Manager is appointed by the Board, upon terms and conditions as shall be mutually satisfactory. Gambling Manager will report all activities at the monthly meetings. The Gambling has full voting rights at FYHA Board meetings and is considered an at large director in compliance with Minnesota Gambling Control Laws.

Girl's Hockey Coordinator

Responsible for the continuation and growth of the FYHA Girls program. Work with Registration Coordinator regarding sign-ups; oversee marketing of the program, and recruiting coaches and players.

Level Coordinators

Each player age level actively participating in the Association will have an appointed by the Board of Directors a coordinator who will supervise all activities of the teams within the assigned age level. Responsibilities include serving as liaison between the Board of Directors and the parents and coaches at the level assigned in the Program (Mites, Squirts, Peewees, Bantams and Ponies). Reminder – all complaints need to be in writing.

Director of Player Development

Create a summer/fall dry-land training facility with additional dry-land training throughout the year. Responsible for the HEP testing for the coming year along with looking into stick handling, checking and goalie clinics to benefit our kids.

Registration Coordinator

The Registration Coordinator will receive compensation in the form of \$400 or one player free for the years they are full time coordinators. Term for these positions will be a minimum of three years, first year an assistant to the coordinator, and last year the coordinator will train in their replacement.

Scheduling/Ice Coordinator

The Ice Coordinator will receive compensation in the form of \$400 or one player free for the years they are full time coordinators. Term for these positions will be a minimum of three years, first year an assistant to the coordinator, and last year the coordinator will train in their replacement.

Sponsorship Coordinator

It will be the duty of the Sponsorship Coordinator to coordinate all activities including solicitation, communication and reporting to the Board of all activities including status of secured sponsors. The sponsorship coordinator does not have voting rights at FYHA Board meetings.

Team Manager

Each team must have a team manger. The team manager will be chosen by the head coach. The team manager will be responsible for the accounting of ice time and cost to parents each month. The team manager is the liaison between the Level Director and the team. The manager will support the coaching philosophy of the team in order to foster good communications among all participants and will generally manage the business of the team along with other responsibilities the coach may assign. The following are typically matters for the team manager to take responsibility for.

- Distribute equipment/jerseys at the start of the season and collect it at the end, if equipment/jerseys have not been purchased individually.
- Compile the team roster. Include the players and parents' names, addresses, email addresses, and phone numbers. Distribute only to parents.
- Assist the Level Directors to ensure that all registration forms are complete and signed in the period required by District 8.
- Working with the coach to arrange for scrimmages. This includes arranging for referees for home scrimmages through the FYHA Referee-in-Chief.
- Arrange for timekeepers for all home games and scrimmages, as well as scorekeeper and penalty box attendants.
- Keep a scorebook or arrange for someone to keep the scorebook for the coach.
- Ensure that scores are properly recorded with the District following league games.
- Arrange for tournaments. Send in registration forms, ensure entry fee is included and that information regarding tournament dates, location, times and lodging, if required, is communicated to parents in advance.
- Publish monthly calendar of team activities.
- Collection of fees to pay ice costs.

Communication is the team manager's principle responsibility. Ensuring that coaches, players, and parents know what is going on well in advance can make the difference between having an enjoyable winter with hockey and not. When in doubt, communicate.

Tournament Coordinator

The person who is responsible for the organization of the tournament and who serves as liaison for teams, players, parents and the host community for all matters related to the tournament.

FYHA By-Laws

The FYHA has a formal set of By-Laws and is a recognized non-profit organization registered with the State of Minnesota. The By-Laws specify the structure of our Board of Directors, monthly meeting requirements, and election procedures. Amendments to these by-laws may be made by unanimous vote of the Board of Directors at a regularly scheduled Board meeting, with notice to all voting members of the Association in advance, indicating the change or amendment (see formal by-laws at the end of this document).

Affiliations and Representations

1. Minnesota Hockey (MH) -The Farmington Youth Hockey Association is a voting member of District 8 of MH. A FYHA member represents the Association at all District 8 Meetings.
2. USA Hockey- the national governing body for amateur hockey in the United States. The Farmington Youth Hockey Association is represented at USA Hockey by its membership in MH.
3. Farmington Youth Athletic Association (FYAA)- For the purposes of local coordination of city wide, school district wide athletic activities and publicity functions FYHA will be affiliated with FYAA, however policies and governance are strictly the responsibility of FYHA and will be based on recommendations also from MH and USA hockey.

Financial Information

Registration

1. The Board has discretion to open registration anywhere between July 1 and up to the first tryouts. Mite/U8 level and below can register July 1 up to the first day of practice.
2. Government issued birth certificates must be submitted at registration if not previously done.
3. Registration fees cover operating expenses of the program, including but not limited to, indoor ice time, referees, team jerseys, tournaments, goalie equipment, insurance and fees paid to USA Hockey, MH, District 8, and FYAA.
4. Registration fee must be paid in full before the player participates in tryouts or practices. No player may skate with a balance due from registration.
5. Parents will have 7 days from due date to pay for any outstanding balances owed. In the event a player has an outstanding balance after 7 days from the due date; the player will be suspended from play. If there are any circumstances that need to be addressed, you must contact the FYHA president
6. Cost of tryouts is determined by the Board.
7. A \$30.00 fee will be charged on all returned checks
8. Late registration is discouraged and a late fee of \$25.00 per skater will be assessed starting after registration
9. Any player that signs up after online registration date is subject to an increased try out fee of \$100

FYHA Player Fund

FYHA has set up a player fund that would pay the players registration fee based on Federal School Lunch Program guidelines. Cases may be considered on an individual basis. A discount of 10% will apply to families with 3 players registered and 15% for families with 4 or more players registered—off the base registration cost before fund raising.

Refund Policy

Cancellation requests received before tryouts or the first practice will be refunded. A \$50.00 penalty will be assessed for cancellations if the player has skated tryouts or practice. Refunds after October 15 will be subject to Board approval by vote in a scheduled monthly meeting.

Fundraising

1. To help offset the cost of a player's fee, the FYHA provides an annual mandatory fund-raiser. Each player registered may reduce the registration fee by participating in the fundraiser.
2. FYHA may operate a charitable gambling operation that includes pull-tabs.
3. A \$150.00 volunteer fee will be collected by check at registration and deposited by FYHA. The \$150 will be refunded by the concession coordinator at the conclusion of the year based on the rules covered in the volunteer agreement. Grievances will be decided on by the Board.

B. TRYOUTS, PLAYERS PLACEMENT, AND FAIR ICE

Traveling Team Player Selection / Tryouts

- Traveling team tryouts for FYHA are held in September and/or October and will be conducted with the use of paid independent raters. Tryout schedules will be distributed at registration, posted on the FYHA website, and posted at the Farmington Ice Arena.
- FYHA has established a process for conducting traveling team tryouts based on objectivity and fairness. The goal of the tryout process is to ensure that all players are given a fair evaluation and that players are placed at the highest level commensurate to their demonstrated abilities.
- The tryout process will be overseen by a Coaching/Tryout Committee made up of the upper and lower level Ace coordinators, board members, and others appointed by the President.
- The independent raters will be responsible for rating all the players who wish to participate in the tryout process. Raters will be contracted from an outside firm by the Coaching/Tryout Committee. Raters are not members of FYHA and have no bias toward any player.
- The Coaching/Tryout Committee will determine team size based on the number of registered skaters at each level, upon completion of tryouts.
- Cost of tryouts will be determined by the Board—see section entitled “Registration Information”.
- In an effort to alleviate stress, pressure and anxiety on the children and parents, parents will not be permitted to watch the tryouts. The only exception to this rule will be “A” and “B” level coaches that have been selected as coaches for the upcoming season, members of the Coaching/Tryout Committee, and others specifically appointed by the Coaching/Tryout Committee.

Overview of Tryout Format

The format for tryouts will include skills and scrimmages in a combination determined by the Coaching/Tryout Committee and the “A” and “B” Head Coaches. The tryout process is designed to test individual skills and team play. The independent raters score each player on their skating ability, puck control, shooting, passing/receiving, game knowledge, and general athletic ability. Desire, attitude, aggressiveness and self-control are also determining factors in evaluation and selection.

Session Weighting—

Skills session (25% for all levels)

Scrimmage sessions *(Divide the remaining 75% of the score equally between scrimmage sessions)*

Goalie Skills Session--

A separate goalie tryout session of up to two hours may be held. All age level goalies will be included in this session. Goalies will be grouped by age and move from station to station being evaluated by one to two goalie specific evaluators and the "A" and "B" level coaches. Goalies will be evaluated and ranked according to their skill.

Session 1-- Skill session

Players are assigned alphabetically and split equally between the tryout groups. Session 1 will be up to two hours in length and devoted entirely to skills. Level appropriate skill drills will be selected and approved by the Coaching/Tryout Committee. There will be at least two evaluators per skill drill. At the end of session 1, the players are ranked according to their ratings and split into appropriate groups.

Session 2—Scrimmage session

With the players split into groups, the Coaching/Tryout Committee will set up equal teams for scrimmages. This scrimmage session is generally in-house scrimmages but can also be against other associations. Lines and player matchup can be manipulated during scrimmages based on requests from the coach, Tryout Committee or Evaluator request. After the scrimmage sessions are complete, session 1 and 2 scores are combined and players are ranked again and placed into 2-3 groups (depending on player numbers) for the next session. Movement between groups is possible and frequently occurs. Goalies are also evaluated during this process.

Session 3—Scrimmage session

This scrimmage is primarily against other associations, but can be in-house. Possible situational scenarios such as 3 on 2's, 2 on 1's, etc., may be included. After session 3, players will again have their scores calculated and re-ranked. Again, possible movement between groups is possible. After this session, players will begin to be placed at a specific level.

Optional 4th and 5th sessions—

Optional sessions may be held. This can include additional scrimmages with lines set by the coaches, or scrimmages with another association at a similar level. These sessions should be designed to evaluate "bubble" players (e.g., players ranked 13-20 after the first three sessions).

The Coaching/Tryout Committee reserves the right to change the number and format of tryout sessions based on the current circumstances.

**Raters Team Placement from Tryout Results
and Coaches Player Pick Policy**

The top rated groups of players at each level are guaranteed roster positions on the "A" team. The number in this group will depend on the total team size determined by the Board minus three (3). For example, a team of 15 provides 12 locks; team of 13 provides 10 locks. The list of locked players will be provided to the Head Coach. The "A" Head Coach at each level will select the remaining players from a pool consisting of the players defined by the Coaching/Tryout Committee according to a grading break. This pool will consist of a minimum of eight (8) and a maximum of thirteen (13) players. This selection will be determined on the final day of tryouts. Upon selection of three (3) players, by the coach, this completes the "A" Team Roster.

The process is repeated to select the "B" team. The next 10 -12 skaters (depending upon the determined team size), not selected for the "A" Team, based on tryout scores, will be locked onto the "B" team. The "B" Head Coach will then choose three (3) skaters from a pool consisting of the players defined by the Coaching/Tryout Committee according to a grading break. This pool will consist of a minimum of eight (8) and a maximum of thirteen (13) players.

In the event a coach has not yet been named for a "B" team, the Coaching/Tryout Committee may select qualified individual(s) to participate in the tryout process to help the Coaching/Tryout Committee and/or the outside

evaluators select the "B" team bubble players. The Coaching/Tryout Committee reserves the right to select the "B" team based solely on the tryout scores.

Those players not selected for the "A" or "B" team will be assigned to the C teams according to their tryout ranking. Should there be more than one (1) "C" team at a particular level, the Coaching/Tryout Committee will decide whether to form two (2) equal "C" teams or form one (1) "C" team and one (1) "Developmental" team depending upon the skill level and rankings of the players at that level.

*The parent coach's child must fall within the designated pick range (e.g., if the team will be comprised of thirteen skaters then the child must rank in the top thirteen bases solely on outside evaluations). This applies only to the "A" or "B" parent coach.

Players who choose not to try out will be placed on a C team.

The Coaching/Tryout Committee expects the coaches will have a sound business case in determining their selections. The Coaching/Tryout Committee may request the coach state his case for his selections.

Coaches player picks are an option for coaches at the Squirt, Peewee and Bantam levels ("A" and "B" teams), where coaches have been appointed to a specific team. If a coach desires to exercise the "pick players" option, that coach must attend all appropriate level try-out sessions and be evaluating skaters. The coach may be assisted in this process only by assistant coaches and/or the High School Coach. Should the coach desire not to pick players, the roster will be formed strictly based on the players final evaluation scores, with preference given to the 2nd year player should there be a tie at the last position of each roster.

If after tryouts the evaluators score players equal at the 12th or 27th positions (based on a 15-player roster), preference will be given to a second year player and he/she will not be placed on the pick list, and will be locked in on the team roster. In the event that both are second year players, at that position, the coach will be allowed only two (2) picks (based on a 15-player roster) and both skaters will be locked in on the team roster.

In the event of a player being lost for the remainder of the season, the Board of Directors has the option of filling the roster spot with the next player in line based on tryout scores, or allowing coaches to pick from the Coaching/Tryout Committee's pick range.

Goalie Picks

The top-scoring goalie will be locked in on the "A" team roster. The "A" team coach will have the option of placing either the 2nd or 3rd place goalie on the "A" team if their scores are close, or pass and have only one (1) goalie if the number of goalies trying out is uneven for two (2) goalies on each team.

Bantam/U14 Players who are also trying out for High School

Any player wishing to play within the FYHA program and also tryout for the High School level should complete their registration with FYHA at the appointed times and participate in tryouts. 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.

Refer to the Move Up policy for additional information.

Girls Program

The Girls program will follow the same guidelines as the Boys program. There is some discretion available based upon numbers and skill set at each level.

All Players

If all things are equal in the grading process for all levels, preference will be given to the 2nd year player. If players are to be added to a team roster, the players shall be taken in the order of the tryout scores. Any other exceptions must be agreed upon by the FYHA Board of Directors.

Jerseys with names are not to be worn during the tryouts. No personalized items can be used. This is mandatory. Players must check in on time to receive a numbered penny or assigned a tryout jersey to be worn during the tryout session.

Mites

With the best interest of all Mite players and the program in mind, FYHA places all Mite players within a level comprised of players of equal talent. FYHA believes such a setting provides **all** players the opportunity to excel in development of their individual and team skills. Due to the vast differences in the level of player ability among all Mite age players, it is necessary to group the kids according to their age and ability.

Advantages

1. Coaches can spend equal time enhancing the skills of all skaters within one grouping rather than focusing on only the ones who may be struggling. All players benefit.
2. Coaches can design practices to push the group with more advanced skills and concepts that relate to the specific skill level of that group. All players benefit.
3. Players within each group would feel they are “equals” on the team instead of less talented players feeling intimidated and never touching the puck.
4. Players within the advanced groupings will be better prepared for the Squirt level by teaching passing, breakouts, position play, special situations, and teamwork.
5. Players and coaches within the lower groupings can focus the necessary time on basic skills development.
6. Provides a means for the program to compete with surrounding programs at similar levels.

Placement Process

The Mite program is split into teams based on the player's level of ability. Teams will be classified as Mite I, II, III, and IV, etc. The Mite I and II groups primarily include second year Mites, and the Mite III and IV groups primarily include the first year Mite players. Player ability decreases from the Mite I level to Mite IV.

Players are placed by the Mite head coaches and their assistants. At least one representative from the Coaching/Tryout Committee and the Lower Level Ace Coordinator must be present during the evaluations and placement meetings. The coaches determine placement based on 1) evaluations during the first 2-4 Mite sessions and 2) subsequent coaches meetings, and (3) special circumstances. Special circumstances include (a) a request to play on the same team as friends or siblings or (b) coaches are needed on other teams. In each case, **players may only opt to move down from a more advanced team to a lower team** to play with siblings or friends or fill coaching positions. In the case of “bubble” players, or players with similar abilities who could be on two teams (e.g., lower end of Mite I but a top player at the Mite II level), priority will be given to the older players (3rd graders). In addition, when a player shows significant development as the season progresses, that player may be moved to the appropriate team if possible. In order to place players in the proper ability group, players can be moved between levels for the first 2 – 3 weeks of the season. Teams at the lower ability levels can be created equal at the discretion of the coaches.

Evaluation Process

Each skater is assigned a numbered penny for evaluation purposes and wears it throughout the process.

HEP (Two (2) on-ice evaluators per station and five (5) off ice evaluators)

1. Split all players alphabetically into two equal groups.
2. Evaluate each skater according to standard HEP timing drills. 2 evaluators per station on ice, one evaluator off-ice. (Backwards figure-8 crossovers is also highly recommended as an evaluation station)
3. Record each skaters time and one on ice evaluator also assigns a grade of 1 – 5 (5 being best) for each skaters overall form and technique. One off-ice evaluator is assigned to each station and also gives each skater a 1 – 5 score based on form and technique.
4. All times and grades are tabulated for all skaters. Players are ranked based upon equal weighting of times and grades (50:50). The two grades should be averaged for each skater.

Scrimmage (Minimum of five (5) off ice evaluators)

5. ****If possible, additional Non-Mite coach evaluators should be included for the scrimmages, such as other board members, Squirt, or PW coaches.**

6. Two groups are formed based upon the HEP rankings.
7. The Upper group forms two equal teams (1st ranked player on one team, 2nd ranked player on other team and so on) and scrimmages against each. The same process is repeated for the Lower group.
8. During the scrimmage, each player is given a grade of 1 – 5 (5 being the best) based upon the players overall ability in terms of skating, passing, stick-handling and shooting. Each player must get an honest grade from each evaluator.
9. All grades are tabilized and the players are ranked according to average grades from all evaluators.

Final Rankings

Final skater rankings should be based upon equal weighting of HEP times, HEP grades, and Scrimmage grades. These player rankings are used for initial placement of all skaters. Players ranked #1 -15 form Team I, #16 -30 form Team II, etc... The placement process is followed as described above.

Inability to Tryout

Medical Absence/ Family Emergency

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

A player must verify his or her medical problems in writing from a medical doctor. The Coaching/Tryout Committee may request additional documentation or proof at their sole discretion. The FYHA President, FYHA Vice President, and Coaching/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 conclusion of tryouts.

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 six 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 lower level team. It is possible that the injured player would be put on a "C" level team.

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).

Non-medical Absence

Tryout participation is mandatory. Only family emergencies, move-ins/relocations, and special situations *validated* by the Coaching/Tryout Committee will be accepted. Any player *electing* not to tryout will be placed at the lowest level for that age group.

Option Players

The two (2) type of option players are:

- (1) A girl choosing to play in the boys program
- (2) A player that has a birth date between July 1st and August 31st and chooses to play with players from their current grade level.

Players that have exercised options, will tryout and participate as designated in the Option Waiver Agreement.

After completing the Option Waiver Agreement, those players will play where placed by the tryout process and will not be allowed to designate another level once tryouts begin.

Roster Size

The FYHA hockey program is determined to develop as many players as possible with sound hockey fundamentals. Therefore, teams will consist of a maximum of 18 skaters and 2 goalies, and a minimum of 10 skaters and 1 goalie. However, it is FYHA's goal to set teams at 15 skaters and 2 goalies when possible. Keep in mind that team sizes may differ from these guidelines based on the number of participants and grading break points, therefore the Coaching/Tryout Committee and Board of Directors will discuss and approve all final team sizes. MH sets the maximum number of players at 18 skaters and 2 goalies but no more than 18 players can dress for each game.

Roster Changes

FYHA follows Minnesota Hockey (MH) 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 subject to annual roster submission requirements as set by MH. Generally, District 8 requires that final rosters be submitted in November.

Move-up Policy

FYHA strongly recommends players should play on teams as defined by USA Hockey age groups and classifications. FYHA agrees with USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through the age levels and team classifications. However, FYHA does recognize special situations could arise beyond the normal scope of this policy and will consider move ups under the following situations.

- Players are needed at an older level to fill teams.
- The player has a legitimate chance of playing on the "A" team of the next level. Players should first be needed at the next higher level before considering this type of move-up.
- **The player has a birth date between July 1st and August 31st and *options* to play with players from their current grade level. See Option Player Section.**

A player may waive to another association if there is no team available at the player's age level. Our association will accept players from other associations if there is a space available at the player's age level.

Age Level Move Ups

Peewees to Bantams/ U12 to U14

Only a player in their last eligible year can apply to move-up to the next playing level. The application must first be accepted and approved by the Coaching/Tryout Committee. The player then must go through the traveling hockey tryout process at the requested level and must grade-out within the top individual players' scores locking that move-up player on the "A" traveling team. The cost of this tryout is \$100. If the player does not place within the top scores as a locked "A" player, that player will not be allowed to move-up and therefore will play at their age appropriate level according to their tryout ranking at that level.

Squirts to Peewees/U10 to U12

Due to the nature of both Peewee and Bantam hockey, a move-up from Squirts to Peewees will not be allowed. Exceptions may only be requested by the Coaching/Tryout Committee due to roster sizes or, see option player. U10 to U12 move-ups can only be considered if players are needed at the next higher level. Only players in their final year of eligibility will be considered.

Mites to Squirts/U8 to U10

Mite/U8 age players are not allowed to tryout for a traveling Squirt A or B/U10A team.

Should team sizes be such that it is necessary for Mite/U8 move-ups to fill out Squirt "C"/U10B teams, the Coaching/Tryout Committee will hold an evaluation session for all interested final year Mites who wish to tryout for a position on one of the Squirt "C"/U10B teams for that season. This evaluation session will be held immediately following our traveling team tryouts, so that these Squirt "C"/U10B teams can be formed within one week from the end of the regular tryout sessions.

Move-Up Request Procedure

1. Parent or guardian of the player must provide the Coaching/Tryout Committee with a letter describing the player's circumstances surrounding the grade level move-up request that includes name, age, grade and the levels of play for the last four years, and the name of the previous year's coach at or before registration.
2. The Coaching/Tryout Committee will meet to consider the request. The Coaching/Tryout Committee will consider all requests with the player's physical safety and emotional well being first and foremost.
3. The Coaching/Tryout Committee will contact the parent/guardian of the player to report the committee's approval or denial of the request prior to tryouts.
4. If the move up request is granted by the Coaching/Tryout Committee, the player must then tryout for a locked position on the "A" team of the requested level. This tryout will cost \$100 in addition to the tryout costs of the player's age level tryout.

High School Tryout Procedure

1. Player will go through regular FYHA Bantam / U12-U14 tryout process.
2. Player/Parent(s) should inform the Coaching/Tryout Committee if they intend to tryout for the high school team after they have been placed on a specific Bantam / U12-U14 team.
3. If the player is unable to make the high school team, that player will remain on the same team they were placed on as determined by their Bantam / U12-U14 tryout.
4. If the player makes the high school team, the Coaching/Tryout Committee and the "A" level head coach will decide which player, if any, will move up to replace the player moving to the high school team. This player will be chosen from the designated 8 – 13 bubble players the "A" coach previously selected from.
5. Any FYHA player who is selected for a high school program and accepts that position by participating in a regular season practice may not return to an FYHA team for that season.

Waiver Out Policy

A player may waive to another association if there is no team available at the player's age level. Our association will accept players from other associations if there is a space available at the player's age level.

Participation on Multiple Winter Season Teams

Players may only play on one FYHA team during the season. An exception may be made for goalies in an injury situation, on a temporary basis. The appropriate level coordinator will assist with any matters pertaining to this section.

Player Ice Time / Fair Ice

Recognizing that it is important for all players to develop in all areas of the game it is the policy of the FYHA that each player is allotted Fair Playing time. Playing time during games and scrimmages should be relatively equal for each player. All players (at appropriate age levels) should also be given practice time in which they will have the opportunity to practice special team situations that will occur during games.

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 some discretion to this rule in the closing few minutes of a game. Specific cases where players display attitude problems, miss practices or games, are considered cases where the applicable coach can bench the player.

Consequently, under normal situations, the players of each team are to be turned in balanced lines and each line played in normal line rotation. The normal playing time of each line is to be established by the coach but generally applied to all units fairly.

In scrimmages (any game that is not a league game or tournament), regardless of age level, all players should play equal time and be able to play in any special team situations.

The Association Head Coach and the Coaching/Tryout Committee will enforce these playing guidelines. Failure to comply with the fair play guidelines may result in being dismissed from coaching duties.

Coaches must address the Fair Ice Policy during the parents meeting at the start of the season.

Age Level Guidelines

Pony, Mite, and U8

1. Every player at these levels should be played in all situations.
2. Coaches must rotate lines equally.
3. The focus is on developing all players in these age groups, not winning every scrimmage.

Squirt A, Squirt B, and U10

1. Special power play or shorthanded units should not be used. Normal line rotation should be maintained.
2. Goalies should be played in regular rotation. It is the coach's decision to rotate goalies in a game or every other game.
3. The focus is on developing all players in these age groups, not winning every game.
4. Only the coaches of traveling teams will be given minor discretion to this rule in the closing few minutes of the game.

Peewee A, Peewee B, and U12

1. In limited situations during tight league games, tournament championships, and playoffs, players may be rotated out of normal sequence. Playing time for players shorted ice time should be made up later in another game so that all players can learn power plays and shorthanded playing techniques.
2. Designated power or shorthanded units should not be formed.
3. Goalies also can be rotated out of normal sequence (method of rotation determined solely by the coach) but only in a few and limited situations. Playing time should be made up later in another game as in point "A" above.

Bantam A, Bantam B, and U14 and older

1. More flexibility for the coach (at his discretion) to move players out of normal line rotations in important games, tournaments, or playoffs.
2. 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.
3. 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.

Fair Ice Grievance Procedure

Grievances regarding violations of the Fair Ice guidelines must first be discussed with the coach after a 24-hour cooling off period. If the reported issues are not resolved, they are then reported in written form to the appropriate Level Coordinator/Liaison. If the situation is not resolved, the grievance will be forwarded to the Ace Coordinator for discussion with the Coaching/Tryout Committee. If warranted, the Coaching/Tryout Committee will present the grievance to the Board of Directors for resolution.

C. CODE OF CONDUCT INFORMATION

FYHA is made up of Players, Coaches and Parents. Each of these groups of people has rights and responsibilities to themselves and the other groups.

Coach's Code of Conduct

The Coach is a teacher of hockey skills and is responsible for the social, psychological and physical development of all players in his/her care. They are accountable to the Coaching/Tryout Committee and the FYHA Board.

The following is a copy of the agreement that each FYHA Coach has with this association. Coaches are expected to acknowledge acceptance of this code of conduct by signing a similar form at the beginning of the season.

Rules for Coaches

1. Head coach will not be able to *officially* pick any parent of an association player as an assistant coach until after tryouts, although the head can designate an assistant to participate in the tryout process (see Traveling Team Player Selection Policy). The Coaching/Tryout Committee reserves the right for approval or disapproval.
2. Coaches must be at all games and practices or arrange for a proper substitute.
3. Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench (Except as prescribed by a physician).
4. Coaches are not allowed to physically, verbally, emotionally, or psychologically abuse any player, parent, game official or directors.
5. Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is three.
6. Only rostered team members and coaches will be allowed on the ice during games, scrimmages and practices unless other arrangements have been made with an appropriate Level Coordinator.
7. The Coach and/or assistant coach is required to be in the locker room with his/her team until the last participant has left the locker room.
8. Coaches are required to maintain a minimum USA Hockey coaching degree:

Pony, Mite and girls U10 coaches need level 1 certification.

Squirt and girls U12 coaches need level 2 certification.

Pee Wee and girls U14 coaches need level 3 certification.

Bantam and girls U16 coaches need level 3 certification.

Junior Gold coaches need level 4 certification.

These are the desired requirements of certification per level. Any exceptions to policy will need approval by the Coaching/Tryout Committee.

The cost of the certification clinics will be reimbursed by the FYHA. The coach will need to provide copies of the coaching card with a current level sticker and a receipt from the clinic.

Coaches Responsibilities

1. Appoint a team manager or team parent to handle finances, scheduling, etc.
2. Schedule a parent meeting prior to the season to discuss philosophy, goals, finances, and other matters.
3. Support the philosophy and practices of the FYHA and District 8. Cooperate with the FYHA Board to enforce rules and regulations and report any irregularities that violate FYHA policies.
4. Communicate with players and parents and handle complaints in a fair and courteous manner.
5. The coach is a model for the players and the FYHA and must be courteous and maintain self-control when dealing with opposing players, coaches, parents, officials and referees.
6. Uphold the authority of the officials.
7. Understand the fundamental skills, teaching and evaluation techniques and strategies of hockey.
8. Make hockey fun while also maintaining team discipline. When discipline is necessary, the player should be told the reasons in private, if possible.
9. Encourage and compliment players—criticism should be constructive only.
10. Learn the strengths and weaknesses of each player in order to provide the maximum opportunity for success.
11. Protect the health and safety of all players at all times when under his/her care.
12. Insist and plan all activities to be conducted in the best interests of the player's psychological and physiological welfare.

13. Conduct practices and games so all players have an opportunity to improve their skills by active and fair participation.
14. Treat all players fairly.
15. Remember the players are kids, not adults
16. Properly represent the philosophies of FYHA

Coach's Rights

1. Be treated with respect by players, parents, and the FYHA.
2. Have access to training tapes, films, resource materials, and classes aimed at improving the coaching experience.
3. Be fully aware of rules, regulations, and their degree of enforcement and differences between in-house and traveling teams.
4. Have access to necessary safety and practice equipment.

Consequences for Coaches

1. Verbal warning
2. Written warning
3. Game suspensions
4. Removal from coaching and/or the Association

Player's Code of Conduct

The following is a copy of the agreement that each FYHA Player has with this association. Players are expected to acknowledge acceptance of this code of conduct by signing a similar form at the beginning of the season.

Rules for Players

1. All players are expected to attend all scheduled games and practices unless they have notified the head coach. If not properly notified, the coach may impose penalties.
2. Only rostered players are allowed on the bench during scrimmages and games.
3. Players are not allowed to verbally, physically or psychologically abuse any other player, coach, parent, game official or director. All players will treat each other, parents, coaches and officials with respect and dignity, regarding language, attitude, behavior and mannerisms.
4. No player under the age of 18 will be on any FYHA related ice without helmet, facemask and mouth guard.
5. All players on the players' bench and penalty bench must wear helmet and face mask while in those bench areas.
6. All players will respect the property and equipment used at any sports facility, both home and away.
7. All players will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.
8. All players will treat other players, coaches, officials, parents and spectators with respect, regardless of race, color, creed, sex or ability.
9. All players will refrain from any form of "hazing" or the "initiation" of other players regardless of how insignificant it may seem.
10. All players will agree to abide by the ZERO TOLERANCE policy set forth by the FYHA for items of concern.

Player's Responsibilities

1. Play clean hockey only.
2. Be at the arena 20 minutes before practice and 30 minutes before games and scrimmages. (This may be amended per individual head coach.)
3. Come to each game or practice ready to play and should give their complete attention to the coach.
4. Have pride and confidence in yourself and work hard in practices and games.
5. Be a competitor, perform up to your ability and contribute to team unity.
6. Compliment teammates and let the coaches handle criticism.
7. Show respect towards opposing coaches, players and referees.
8. Demonstrate good conduct on and off the ice.
9. Participation in all games and practices is expected. Players unable to attend a game or practice must notify the coach or manager in advance. Excessive unexcused absences from practice MAY result in a player sitting out for a portion of a game(s).
10. Use proper equipment; keep it clean and in good repair.

11. A responsible attitude towards your health—be aware of and adhere to the FYHA policy on drinking, smoking and drugs.
12. Maintain good school habits, grades, and attendance.
13. Remember that hockey is a game and keep it in perspective with school and family activities and responsibilities.

Player's Rights

1. Participation at a level commensurate with maturity and ability.
2. Play as a child and not as an adult.
3. Participate in a safe, healthy environment.
4. Be treated fairly and with dignity.
5. Have fun in sports.
6. Have an equal opportunity to develop ability and strive for success.
7. Have good coaching—to be taught fundamentals and sportsmanship.

Consequences for Players

1. Verbal warning
2. Written warning
3. Game suspensions
4. Removal

Parent's Code of Conduct

Your child's participation in the hockey program will require a significant contribution of your time and effort; however, your child's obligations to hockey are secondary to family and school activities and responsibilities. The parent can contribute many things to support their child, team and program.

The following are the expectations that each FYHA parent has with this association. Parents are expected to fully read and comply with these expectations.

Rules for Parents

1. Parents should make sure that all fees and assessments are paid on time as dictated by their players' team manager and/or board.
2. Parents must turn in all necessary forms promptly.
3. Parents must equip their player properly so they can participate in all practices, scrimmages and games.
4. Parents should keep abreast of all information pertinent to their player's team.
5. Parents must notify the head coach in advance when their player cannot make a scrimmage or game, stating the reason.
6. Parents will encourage good sportsmanship through their actions, by demonstrating positive support for all players, parents, coaches and officials, at every game and practice.
7. Parents will promote the emotional and physical well being of all the skaters, ahead of any personal desire to win, or any personal reflected glory. This includes, but is not limited to, providing support for coaches, officials and all others, to provide a positive experience.
8. Parents need to remember that the game is for the players and not for the parents and win or lose, will appreciate the efforts of all players and coaching staff.
9. Parents will treat all other parents; players, coaches and officials with respect, regarding attitude, language and mannerisms.
10. Parents will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.
11. Parents will agree to abide by the grievance policy set forth by the FYHA for items of concern.
12. Parents are not allowed to physically, emotionally or psychologically abuse any other parent, player, coach, game official or directors. Violations of this rule are disciplined according to the
13. All parents will agree to abide by the ZERO TOLERANCE and GREIVANCE policy set forth by the FYHA for items of concern.

Parent's Responsibilities

1. Get their player to practices, games and scrimmages at prescribed times.
2. Be understanding and supportive of the times and numbers of practices scrimmages and games.
3. Be encouraging, not critical of their player, coach and team.
4. Offer to help whenever you can.
5. Support your child win or lose.
6. Compliment and encourage. Let the coach handle the coaching and criticism. Leave the "coaching" to the coach.
7. Support your coaches. Remember that they have many children for whom they are responsible.
8. Don't compare your child with other players. Be honest with yourself about his/her capabilities.
9. Regard each player on the team as your own.
10. Keep negative comments to yourself.
11. Teach your child to have fun and enjoy competition. Don't tell him/her that winning does not count because it does and he/she knows it. Instead, help him/her to develop a healthy, competitive attitude towards winning and losing.
12. Personally, make sure your player has transportation to and from games, practices, scrimmages, and tournaments. Hockey is a time consuming and financially demanding sport: Carefully consider these demands before committing your player to the season.
13. Maintain self-control and exemplify good sportsmanship, refrain from criticism of officials, coaches, and other parents or coaches.
14. Remember that you, as well as your team, represent FYHA.
15. Take care of your financial responsibilities to the FYHA promptly.
16. Remember, the locker room is for the players and coaches.
17. Support the philosophies and policies of the FYHA.
18. Remember that hockey is a game, not a career.

Parent's Rights

1. Have the player treated fairly and with respect.
2. Have the player playing and practicing in a safe and healthy environment.
3. Have the player coached by effective and qualified adult leadership.
4. Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.
5. Know what is happening from the coach.

General questions and concerns should be directed to the coach or manager or level coordinator. Questions regarding coaching procedures, coach or player behavior can be directed to the appropriate level coordinator following a mandatory 24-hour cooling off period.

Consequences for Parents

1. Verbal warning
2. Written warning
3. Games suspensions
4. Removal

D. TRAVELING TEAM COACH SELECTION

The Coaching/Tryout Committee collects the names of the candidates through outside solicitation and applications from FYHA members. The Coaching/Tryout Committee will evaluate resumes and conduct interviews with candidates they view as acceptable for the head coaching positions. At least 3 candidates will be interviewed for each head coaching position. The Selection Committee will vote for the most qualified individual in each division after interviewing the candidates. The committee will then announce their selections to the Board of Directors for review and approval.

Selection of coaches is based upon:

1. Knowledgeable with all philosophies, rules and regulations of FYHA:
2. Overall knowledge of the game and how to teach it effectively.

3. Prior head or assistant coaching experience in youth athletics, any sport.
4. Previous years' evaluations by members and overall conduct as a coach.
5. Dedication.
6. Respect by peers, players and parents.
7. Ability to motivate.
8. Organization in practice, games and communication.
9. Playing experience at High School, College or Semi-Pro competitive levels.
10. Attendance at USA Hockey coaching clinics - Associate and the Intermediate level as a minimum.
11. Attendance at FYHA clinics and rules meetings.

In selecting coaches, the Committee 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 FYHA 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 tryouts are completed, and if that coach's son/daughter does not make the "A" team*, then that coach will have the chance to coach at the level his/her child is placed if he/she so desires. The next highest ranked coach will then be given a chance to take the highest-ranking team and so forth until all coaches are in place.

*The parent coach's child must fall within the designated pick range (e.g., if the team will be comprised of thirteen skaters then the child must rank in the top thirteen bases solely on outside evaluations). This applies only to the "A" or "B" parent coach.

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

E. EQUIPMENT

Required Equipment

1. PONIES, MITES, MINI MITES
 - Black helmet with approved face mask and mouth guard
 - Elbow pads, shin pads
 - Hockey breezers and hockey socks
 - Supporter with cup (boys), pelvic protector (girls)
 - Hockey skates and hockey stick-straight blade is recommended for beginners
 - Hockey gloves
 - Neck Guard
 - FYHA will provide a jersey to all players
2. SQUIRTS, PEE WEES, BANTAMS, GIRLS U10, 12, 14, 16,
 - Black helmet with approved face mask and mouth guard
 - Elbow pads, shin pads, shoulder pads
 - Black hockey breezers, hockey socks and practice jersey
 - Supporter with cup (boys), pelvic protector (girls)
 - Hockey skates and hockey stick
 - Hockey gloves
 - Neck Guard
 - FYHA will provide a game jersey to all players

Equipment Maintenance

1. UNIFORM JERSEYS- Parents are responsible for minor repairs and upkeep of the game uniforms. The game jersey will be worn for league and tournament games as specified by the Head Coach. Jerseys are the property of FYHA, except Ponies, Mini Mites, Mites, and will be returned to the Head Coach after the last season game. Shortages are the responsibility of the Head Coach.

2. GOALIE EQUIPMENT- FYHA owns the goalie equipment and will supply goalies with the equipment necessary to play the position including leg pads, upper body protector, glove and blocker. FYHA does not furnish goalie sticks. All goalie equipment is to be returned at the end of the season with jersey to the Head Coach. Goalies are responsible for any damage not associated with normal wear of the equipment.
3. Any FYHA goalie equipment or jerseys returned unusable or not returned will be billed to the parents of the player for replacement for the following season.

F. GRIEVANCE PROCEDURES

It is possible that conditions will arise where a member feels unfairly or unjustly treated. This situation may be with a particular coach, team or the association in general.

If your concern is with a team-related situation, you should first attempt to resolve the issue informally by speaking with the head coach. It is recommended that this be done after you have considered the situation and your perspective for at least 24 hours. If however this informal discussion does not resolve the matter, you then have the option to follow the formal grievance process as outlined below.

If your grievance is with the association, you should first inform the coach and then approach the Level Coordinator. Any grievance taken beyond the coaching level must be submitted in written form.

1. Initial contact should/must be with the player's head coach after a 24 hour cooling off period.
2. The second level of contact should be with the appropriate Level Coordinator. The grievance must be in written form. If the situation cannot be resolved, the Level Coordinator will involve the President.
3. The last level of contact is the FYHA President. Steps #1 and #2 must be exhausted before proceeding to #3. The President may involve the FYHA Board for appropriate resolution according to the Grievance Process Hearings section.
4. If the matter is still not resolved to your satisfaction, you do have the right to escalate your grievance to the District, MHA and finally the USA Hockey levels, in that specific order.

Zero Tolerance Rules for Players and Parents

1. At all levels there will be ZERO tolerance of verbal abuse, obscene or vulgar language and gestures, harassment, misconduct, or other behavior deemed to be abusive directed at the coach, assistant coach, team manager, referees, officials, teammates, opponents, fans or association officials. This behavior will not be tolerated and the player or parent will be required to meet with the FYHA Board at the Board's earliest opportunity. If the Board finds just cause, a three game suspension may be invoked. Any offense deemed serious enough by the Board, may result in further suspension or expulsion.
2. Parents are responsible for their child's behavior at all tournaments and team activities regardless of their child's age. All players attending out of town tournaments MUST have a parent in attendance or written acceptance of responsibility by another parent.
3. Any player or parent misconduct not specifically alluded to above, will be dealt with on an individual basis by the FYHA Board.

Grievance Process/Zero Tolerance Hearings

Board handling of zero tolerance violations and grievances will be handled according to the following general guidelines:

1. Parties will be notified of a grievance or zero tolerance hearing that concerns them by phone and will be mailed a written notification to the same effect. When the issue involves a player, notification will be to one of the parents involved. A special meeting may be called and all members notified to handle matters between board meetings. A minimum of five board members must be present to conduct a meeting. Ideally, the meeting should take place within seven days of notification to the involved parties.
2. Concerned parties may provide brief statements and answer brief questions from the board members at the meeting. Concerned parties may also submit written statements to the board about any incidents that are *directly involved* with the hearing.
3. After reading statements and or hearing all parties in attendance, the board will make a decision about possible outcomes by majority vote of board members present.

4. Directly involved parties will receive a phone message from the president of the board (or his/her designee) regarding the outcome of the hearing within 48 hours. A written letter confirming the phone message will be sent within one week. If the involved person is a player, one of the parents will be notified.
5. Minutes from the grievance and or zero tolerance hearings will be kept by the secretary (or his/her designee). Record that a hearing occurred will be made in the general minutes, and visitors may be recorded as attendees to the usual monthly meeting, however details will be recorded in separate record for the privacy of those involved and will not be published with the regular minutes. However, parties involved should understand that board meetings are open to the public and minutes of the hearing can be obtained by members of the public if they wish to view them.
6. All decisions of the FYHA board are final. There are no appeals.

G. SUBSTANCE ABUSE POLICY

Philosophy and Purpose

FYHA recognizes the use of mood altering chemicals as a significant health problem, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood altering chemicals by adolescents affects the development of related skills. Others are affected by misuse and abuse of family, team members or other significant persons in their lives.

Policy

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

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

This rule applies the entire season (from sign-up date to completion of the teams' season).

It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor.

Penalties

1. First Violation: After confirmation of the first violation, the player loses eligibility for the next two weeks. No exception is permitted for a player who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the player loses eligibility for the next six weeks. Again, no exception for a player who becomes a participant in a treatment program.
3. Third & Subsequent Violations: After confirmation of the third violation, the player shall lose eligibility for the remainder of the season. No refund of paid fees will be returned. The player will be reinstated for the next season with two violations already in place.
4. Penalties shall be cumulative beginning with and throughout the player's participation in the Farmington Hockey Association. Penalties will carry-over from season to season; numbers of violations are cumulative from year to year.
5. A player shall be disqualified from participation for nine additional weeks beyond the player's original period of ineligibility when the player denies violation of the rules and is allowed to participate and then is subsequently found guilty of the violation.
6. A player that is believed to be under the influence of mood altering chemicals (MAC) before a game or practice will be prevented from participating by the head coach.

It is FYHA's intent to have this policy communicated to all levels, with emphasis at the Bantam, PeeWee, and U12-U14 levels. These players may be asked to sign statements that they understand the policy.

H. BY-LAWS

FARMINGTON YOUTH HOCKEY ASSOCIATION

**2010 - 2011
BY-LAWS**

ARTICLE I THE ASSOCIATION

Section 1.1 Name - This organization shall be known and do business as the Farmington Youth Hockey Association, Inc., ("FYHA") a non-profit tax exempt corporation incorporated and operated under the laws of the State of Minnesota. The principal office of the FYHA shall be located at FYHA, Post Office Box 223, Farmington, Minnesota 55024.

ARTICLE II PURPOSE AND LIMITATIONS

Section 2.1 Purpose - The hockey program is established for the children. We have adopted a program philosophy that stresses the teaching of the fundamentals of hockey.

Section 2.2 Resolved - Children and Family members of FYHA officials; including board members, commissioners and coaches shall not receive any preferential treatment in any aspect of FYHA activities. This includes but is not limited to placement evaluation, playing time in games or practices, selection for coaching, officiating, etc

Section 2.3 Disclaimer - the Farmington Youth Hockey Association does not recognize or support, and is *not* connected with any other spring, summer or fall hockey leagues, except those described herein. Individual play on such teams can occur only during the off-season.

Section 2.4 Limitations - All policies and activities of the FYHA shall be consistent with all applicable Federal, State, Local and Trade regulation, and with all other legal requirements. No FYHA earnings shall inure to the benefit of a private individual.

ARTICLE III MEMBERSHIP

Section 3.1 Association Membership - the Farmington Youth Hockey Association is open to all parents, guardians, players and coaches of the players within the boundaries of the Farmington School District. Anyone outside this jurisdiction may apply to the Board for membership. The Farmington Youth Hockey Association does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or sexual orientation in the administration of its by-laws and policies and procedures.

Section 3.2 Types of Association Membership

- **Voting Members** is limited to persons who have players registered in the FYHA program and have paid the required fees determined by the Board.
 - Player's parents or guardians may exercise one vote per registered player.
 - Voting members may serve as a director or hold an officer position.
 - All voting members may exercise their right to vote on gambling issues during the monthly Board meeting.

- 2. **Non-voting Members** have no voting privilege and cannot serve as an officer or director in the FYHA. A non-voting member may be appointed by the President to serve on FYHA committees.
 - Sponsors: Persons or firms furnishing goods, services, or financial support to the FYHA may become non-voting members.
 - Affiliates: Coaches, referees, or volunteers interested in serving the FYHA may become nonvoting members.

Section 3.3 Expulsion - Any association member may be expelled for cause by two-thirds vote of the entire Board.

ARTICLE IV FEES

Section 4.1 Fees - Registration fees are determined each year by the Board of Directors. The Treasurer will submit notice of an estimate of fees for the upcoming season based on budget at the Annual Association meeting. Registration fees must be paid in full before a player participates in tryouts or practices. No player may skate with a balance due from registration.

ARTICLE V THE BOARD OF DIRECTORS

Section 5.1 Authority -The governing body of the Association is the Board of Directors (“The Board”). The Board has authority to supervise, control and direct all aspects of the FYHA, including current Policies and Procedures.

Section 5.2. Composition -The Board of Directors shall be composed of eighteen (18) directors with equal votes. The Board shall consist of thirteen (13) at-large directors plus the president, the president elect, the immediate past president, the secretary, and the treasurer. New directors will be nominated and open positions will be filled annually.

Section 5.3 The Gambling Manager -This is a board appointed position, and has no expiration on the term as long as the individual has membership status as described by FYHA. The Gambling Manager has full voting rights at FYHA Board meetings and is considered an at large director in compliance with Minnesota Gambling Control Laws.

Section 5.4 At Large Directors -The thirteen (12) at-large directors serve terms of two (2) years each. They are elected by the associations voting members at each year’s annual association meeting. The terms of the at-large directors are staggered so that five (5) at-large director seats are filled at each annual meeting: At-large directors shall not be eligible to hold any of the five officer positions on the Board (President, Past President, President Elect, Secretary or Treasurer during the same year.

Section 5.5 The FYHA President Elect, President, and Past President -The President Elect is elected each year at the annual association meeting. This person serves the FYHA for a three-year term. During the first year, this person serves as the president elect. During the second year, this person automatically becomes and serves as the FYHA President. During the third and final year, this person serves as the past president. These officers have the functions assigned to them by the Board.

Section 5.6 The Secretary - This position is filled once every two (2) years at the annual FYHA Membership Meeting. A Secretary shall be eligible to serve only two consecutive two-year terms.

Section 5.7 The Treasurer- A person qualified to perform the duties, appointed by the board of directors, as a full voting member of the FYHA Board of Directors. The Treasurer must be the definition of member as described in FYHA rules. The treasurer position will not have a term limit however, the board will conduct an evaluation of the treasurer position to include a independent financial audit annually. The treasurer may be terminated for misconduct, unacceptable performance and/or by unanimous vote from the remaining board members at any time.

Section 5.8 Mid-Term Vacancies - Mid-term vacancies on the Board of Directors shall be filled by majority vote of the remaining Board members, from the previous years nominations from the voting membership. Persons appointed in this process shall serve the remainder of the unexpired term.

Section 5.9 Compensation and Conflicts of Interest -The Board of Directors may, at any time by resolution adopted by a simple majority of the total number of directors, provide for the payment of

compensation to and for the payment or reimbursement of expenses incurred by any director, officer, agent or employee of the association. Any such services or expenses must be directly in furtherance of the charitable purposes of the association and the compensation or reimbursement shall be reasonable and not excessive. Board members shall abstain from votes on matters deemed a conflict of interest financial or otherwise.

Section 5.10 Removal From Office -Any Board member, director or officer may be removed from office for cause by unanimous vote of all other Board members. Attendance policy will be enforced.

Section 5.11 Attendance - Board members who will be absent from a monthly meeting will notify the President or the Secretary before the meeting. Two consecutive absences without notice or four total absences in a year are grounds for dismissal from the Board of Directors.

ARTICLE VI COMMITTEES

Section 6.1 Selection -The President shall create such committees as deemed necessary to achieve the purposes of FYHA. The President shall appoint volunteers, subject to Board confirmation, to serve on committees functioning in selected areas of FYHA activity. All committees report on their activities and make their recommendations to the Board of Directors for review and approval. Volunteers, voting members, and non-voting members are eligible to serve on committees.

Section 6.2 Term -All committee members will be appointed to serve a term of no more than one year. If the committee achieves its purpose before the end of that year, it will be dismissed.

ARTICLE VII RULES AND AMENDMENTS

Section 7.1 Rules -The Board of Directors may establish rules that are consistent with these by-laws for the policies and procedures and programs of the association. Changes to the policies and procedures need to be approved by a simple majority vote of Board members.

Section 7.2 Amendments -Amendments to these by-laws may be made by unanimous vote of the Board of Directors at a regularly scheduled Board meeting, with notice to all voting members of the association in advance, indicating the change or amendment.

Section 7.3 Voting -There must be at least 10 Board members present to carry any motions. Tie votes will be decided by the president who will vote last.

Section 7.4 Meetings -Meetings will be held the second Wednesday of each month. Board members will be notified of time and location by the Secretary. Meetings will have an Open Protocol format with comments welcome from visitors. Comments from visitors must be informational in nature and may not exceed five (5) minutes per issue. The Board will not engage in the discussion or debate during those five minutes. However, the Board will take the information presented and refer the issue to the individual(s) and/or committee (when appropriate) that would most effectively respond to the issue at hand. As part of the protocol, it is unacceptable for any speaker to slander or engage in character assassination at a FYHA Board Meeting.

ARTICLE VIII HOCKEY RULES

Section 8.1 Hockey Rules -The Minnesota Hockey Association (MH) shall govern all play except as modified by the Board.