



OYHA



Operating Guide

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Owatonna Youth Hockey Mission Statement

The objective of the Owatonna Youth Hockey Association is to develop a competitive hockey program that will result in each player developing to the maximum of their ability while having fun.

The program will attempt to achieve consistency in all levels, all the way up through high school by providing every youth in Owatonna the opportunity to play organized hockey with players of comparable skill and interest.

Success of the program will be measured by the skill level of the players, the number of youth in our program and the cost of our program.

A successful program will be accomplished through the use of the following strategy:

1. Each player will be provided the opportunity and encouragement to pursue his/her own individual level of excellence.
2. The entire program will be a coordinated effort that.
 - a. Teaches individual and team skills that work together throughout the program.
 - b. Builds skills, which will ready the player for the next level of play.
3. The program will be continuously improved by comparing to other well-run programs in the state of Minnesota and utilizing the best aspects of those programs.
4. The program will promote and include specialized clinics for player development.
5. We will create the funding necessary to keep the cost of the program as low as possible.

6. A Board of Directors will govern the program through the establishment of policies and committees.
7. Board members will be expected to uphold their responsibilities. Any board member who has more than two unexcused absences in a year could be replaced at the discretion of the Executive Committee.

Association Organization

Roles and Responsibilities

The Roles and Responsibilities of the Board are to administer and manage the Operation of OYHA. The Board will work to ensure that the purpose and goals of OYHA are a focus of all active members. The Board is also responsible for managing the logistics and financials of OYHA.

Governing Authority

The Board, District 9, MAHA, and USA Hockey are the governing authorities of OYHA.

OYHA Board of Directors

OYHA shall be governed by the Board pursuant to the terms of the By-Laws.

Election of Board Members

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

Board Objective and Policies

The OYHA Board is made up of elected youth hockey parents and community members. Board members are elected at the annual membership meeting, which is held at the end of the season. Members serve a three year term. July 1-June 30. Every year, a third of the members will be completing their 3 year commitment to the OYHA Board of Directors. This will allow there to always be 2/3rds of the board to be seasoned.

The OYHA Board is responsible to run the business of the Hockey Association. A lot of work is required and board members volunteer many hours. Board meetings typically are held the 3rd Wednesday of the month. Persons wishing to attend meetings are encouraged to do so. Any board member is available to be contacted for information or concerns. Please communicate your concerns with us.

Board Members:

- Attend and actively participate in the monthly meetings.
- Have access to and knowledge of the OYHA By Laws, Operating Guide, and current issues of the board.
- Show support of board decisions once they are made.
- Attend our annual meeting (the banquet).
- Availability for Ad Hoc Committees.

OYHA Executive Committee

The Executive Committee's responsibilities include:

1. Aid in resolving all Board Member disputes.
2. Act in the best interest of OYHA.
3. Uphold and enforce all of the policies, procedures and guidelines that are contained in this Manual.
4. Address all parent concerns with the exception of parent/coach or referee issues, which is the responsibility of the Coaching Committee and Referees Coordinator respectively, unless, the issue cannot be resolved by them.
5. Take responsibility for Board Member elections and replacement of Board Members leaving before their term is over.
6. Administer all hardship situations, keeping ALL the information confidential.
7. The Executive Committee will consist of the following positions:
 - A. President
 - B. First Vice President
 - C. Second Vice President
 - D. Treasurer
 - E. Secretary

OYHA President

It is the Responsibility of the President to coordinate the efforts of the entire Board to achieve the OYHA Mission. Also, work with the Board, to ensure that the purpose and goals of OYHA are the focus of all active Members.

President Responsibilities include:

- * Chair of the Executive Committee.
- * Execute the Monthly Board Meetings, following the “Roberts Rule’s format.”
- * Must be in frequent contact with each Board Member and Committee, so that all effort has overall guidance.
- * Obtain nominations for Board Openings.
- * Provide Agenda’s for Board Meetings.
- * Organize and Facilitate the Annual OYHA Banquet.
- * Knowledgeable in the operations of OYHA, including, OYHA By-laws, and Operating Guide.
- * Facilitate the revision of the Parent Handbook, OYHA By-laws, and Operating Guide-annually.

The President is elected at the meeting before election of the new board members (which takes place at the banquet). Nominations will be made and voting will be by ballot. The President can serve no more than two consecutive terms in a row. With at least a year out of office, they can run again.

OYHA 1st and 2nd Vice President

It is the Responsibility of the Vice President (s) to assist the President in all of his/her duties and be back-up to the President whenever he/she cannot be present.

Vice President Responsibilities include:

- * Instrumental in carrying out the projects assigned by the Executive Committee.
- * Will Co-Chair the Education and Development Committee.
- * Knowledgeable in the operations of OYHA, including, OYHA By-laws, an Operating Guide.

The Vice President positions will be voted on by the Board, after the election of new Board Members (which is at the annual banquet). Nominations will be made, and voting will be by ballot. The person receiving the most votes will be First Vice President. The person receiving the next most votes will be Second Vice President. Ties will be determined by a coin toss.

OYHA Treasurer

It is the Responsibility of the Treasurer to account for all financial transactions of the OYHA.

Treasurer Responsibilities include:

- * Establish and manage a budget process that can be used to govern the financial aspects of the OYHA.
- * Maintain accurate information on the number of players in our program, and the cost of our program. This information will be used to judge the success of the program.

The Treasurer will be a volunteer position for a minimum of a two-year term, starting their 2nd year.

OYHA Secretary

It is the responsibility of the Secretary to take minutes at each board meeting and distribute copies to each Board Member.

Secretary Responsibilities include:

- * Will have a copy of the Board Meeting minutes, sent to Web Master, to have added to the OYHA Website.
- * Will ensure that minutes, of each Board Meeting are sent in a timely manner, to the entire Board.
- * Assist with all Committee’s, when asked/needed, to provide note taking.

The Secretary will be a volunteer position for a minimum of one-year term.

Board-Committees Objective and Policies

Committees will carry out the work of the Owatonna Youth Hockey Association. A board member with the skills and knowledge that match up with the purpose of that committee will chair each committee. The rest of the committee can be Board Members or volunteers from outside the Board.

Committee Chairperson(s):

- Leads committee member meetings.
- Delegates activities equally among the committee members.
- Select a member to take and distribute minutes for each meeting, including assigning action items to improve meeting efficiencies and reduce the time needed for everyone.
- Communicates with the Executive Committee including getting them copies of the minutes.
- Provides updates at monthly meetings when appropriate, including getting any proposals to the Executive Committee prior to the Executive Committees monthly meeting.

*Every Board Member is considered a member of the Fundraising Committee, along with the strong parental involvement and support.

The following committees, chaired by Board Members and positions will be established to carry out the program:

- 1) Fundraising-Includes all members.
- 2) Ice Coordination-Chair, President and 1st Vice President.
- 3) Education & Development Committee-2 Vice Presidents, Coaching Coordinator, ACE Coordinator, and Secretary, Register.
- 4) Finance Comm. Should have someone with Finance background, OYHA Treasurer and One more.
- 5) Merchandise
- 6) Tournament-at least 8 Board Members.
- 7) Concessions-includes Kick Off/Year-end Banquet.
- 8) Equipment/Registration; All Board Members help on Registration Night(s).
- 9) Park & Rec.
- 10) Gambling Manager
- 11) Executive Committee- President, 1st & 2nd Vice President, Secretary & Treasurer

Administrator's Code of Conduct

- Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs; seek out financial support when possible.

- Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youths in our sport.
- Encourage coaches and officials to attend USA Hockey clinics and advise your board members of the necessity of these training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and Official Playing Rules.
- Develop other administrators to advance to positions in your association, perhaps even your own.

Fundraising Committee Objectives

The objective of the Fundraising Committee is to create the funds necessary to support the costs of growing the program. Obtaining an estimated expense budget from the Treasurer for the coming year will identify the financial needs of the OYHA.

It is the intent of the Board to heavily involve players and parents since it is in their best interest to defray the cost of the program.

Based on the submitted budgets, the Fundraising Committee will generate the necessary funds to support the program from the following sources:

Sponsorship: Chair, all Board Members Participate

- Team Sponsors
- Tournament Sponsors
- General Sponsorship (donations)
- Iceman's Club Donations
- Advertising Fee's

Fundraisers: Chair

- Pancake breakfasts
- Pork Commercial
- Steele County Fair (Concessions & Parking)

Revenue Generation:

- Player Registration fees
- Tournament Fees
- Clinic fees

Concession: Chair

- OYHA games including OYHA Tournaments
- High School events
- Fair related events
- Four Season events

Pancake Breakfast-

We have an annual Pancake Breakfast at the Eagle's Club. The pancake breakfast is always the first Sunday in December. About 50% of the ticket cost is revenue for OYHA. All families are required to participate in this fundraiser. You have 3 options:

1. Purchase 50 Tickets, and sell to recoup funds.
2. Buy out 50% option. Purchase 50% of the tickets, sell to recoup funds,
3. Buy out full 100% option, and receive 5 tickets.

Squirt and Girls 10U Teams have the responsibility to staff the pancake breakfast. Team Representatives will be contact you with a work schedule. Everyone is encouraged to attend the pancake breakfast.

Pork Commercial-

The Pork Commercial is held at the Elk's. 2010-2011 year it was held during the week of Registration. (Last week of Oct.) Team Representatives will be contact hockey families with a work schedule. Everyone is encouraged to attend the pancake breakfast.

Steel County Fair Concessions & Fair Parking-

During the Steele County Fair, we will have the Concessions Stand in the Four Seasons open. We have also been fortunate enough to be allowed to use the Federated Parking Lot during this time, for a parking fundraiser. These hours will be posted on the OYHA Website, available for you to volunteer for. These hours will go towards the Hockey Season starting in the fall.

Merchandise Committee

The merchandise committee's goal is to sell quality merchandise and sell at a fair and reasonable price, while yet making a profit for the organization.

Ideally the committee should be no less than 2 people. Merchandise committee must be organized.

Designs and orders should be started by June/July the summer before the season starts. Work with printer on ideas, look at samples, get prices, etc.

Committee also finds other general merchandise to sell at tournaments.

First sale typically is at registration night, kick off and then 2-3 times before Christmas. Allow 1 month for turnaround time.

Concessions Committee

The Concessions Committee will consist of a minimum of 3 Board Members. There is also a Concessions Manager. The Manager's position is a paid position. They are responsible for organizing volunteers to work.

The objective of the Concessions Committee is to operate the concession stand at the Four Seasons. This effort will include the following:

1. Defining when the stand will be open.
2. Evaluating the items sold so that we obtain the greatest possible profit from the sale of the items offered.
3. Budgeting for expenses and revenues.
4. Maintaining tight control over the cash generated by the sales of the concessions.
5. Finding ways to increase sales.
6. Organize the Kick Off and the Year End Banquet.
7. Oversee Concessions Manager and act as a back up in absence of Concessions Manager.
8. The Committee will act as a back up in absence of the Concessions Manager.

Parent Commitment-

The Concession Stand commitment includes working the “hockey season” as well as the “off season” events, such as: Figure Skating Show, Farm Show, Home Show, and other special events where concessions are requested by the Four Seasons Centre. A required number of hours will be established for the family of each player.

To view the current year’s requirements, look in **FORMS**, for **OYHA Parent Commitments**.

The number of hours a family works is tracked solely on signing in. When you report to the concession stand, sign your name, team and time in on the concession workers sheet. When your shift has been completed, mark your time. **No credit will be given if you do not sign in.** All hours need to be completed by June 30th.

**Tournament hours do not count towards your regular concession stand hours.

**No one under the age of 16 can work the concession stand.

Accountant

The objective of the Accountant is to assist with budget preparations; make bank deposits, pay bills, collect funds, maintain the budget as expenditures and reimbursements are requested; prepare financial statements and reports including the profit and loss statement and balance sheet; reconcile bank account; and prepare payroll. Provide accurate tax reporting and payments to state and federal governments. Maintain files and records. Maintain information on members of association. Collect and coordinate data for USA Hockey. Support committees as needed with data entry, records and reports. Assist gambling manager, prepare and maintain gambling reporting, ensure data integrity in gambling records. This is a paid position.

Gambling Manager

The objective of the Gambling Manager is to establish communication between the Board and the Gambling Vendors, and the Gambling Control Board. It is the responsibility of Gambling Manager to complete in a timely fashion all required gambling forms in accordance with the State of Minnesota’s gambling rules and regulations. This is a paid position.

Membership requirements:

- Existing organization-active member for at least 6 months.
- Attend gambling manager seminar for 2-3 days and pass and examination.
- Must attend one seminar during each year of license/term.
- A person may not act as a gambling manager for more than one organization.
- An organization may not conduct lawful gambling without having a gambling manager.
- An organization may not have more than one gambling manager at a time.
- Required to attend monthly board meetings, to review finances. If absent, arrange to have someone fill in.

The gambling manager may not be the treasurer of the organization, the chief executive officer or a member of the immediate family of employee of a person from whom the organization leases a gambling premise.

Ice Scheduler/Coordination Committee

The objective of the Ice Coordination Committee is to support the ice time needs as determined by the Coaches Committee.

The Ice Coordination Committee will consist of the Chair of the Committee (Ice Coord.) The President and 1st Vice President with assist. The Ice Coord. is responsible for supervising and coordinating all Ice time activities. At least one of the other Board Members on the Ice Coordination Committee should have no less than two years remaining on their OYHA term. In giving this support, the Ice Coordination Committee has the following duties:

1. To obtain the amount of ice time needed as identified by the Coaches Committee, and as afforded by the OYHA Board's budget.
2. To track ice time cost/hr in the Four Seasons and other facilities.
3. To negotiate the best ice time cost/hr for OYHA.
4. To schedule ice time at the appropriate 3 times of the day, and days of the week.
5. To schedule ice time, according to guidelines provided, equitably among the OYHA teams.
6. To publish and keep current an accurate ice schedule.

The most current ice schedule will be furnished to each coach, the head referee, the head timekeeper, and each member of the Coaches Committee. The most current schedule will be posted at the Four Seasons.

All changes to the current ice schedule MUST be reported to the Ice Coordination Committee, no matter how trivial. The Ice Coordination Committee will update the ice schedule as often as needed, reflecting all changes. At year-end, the ice schedule should be a complete and accurate history of all OYHA's ice time, and each team's total ice time. This is a paid position.

Park and Rec. Committee

The objective of the Park and Rec. Committee is to work with the Park and Rec. Coordinator throughout the year. OYHA and Park and Rec. would like to have an ongoing relationship to help kids grow into developed, skilled individuals, in both Hockey and life. To accomplish this there needs to be:

- * Open communication, updating Park and Rec. on any Operation Guide changes and/or Policy Changes in OYHA.
- * Keep OYHA up to date with current number in the program, or equipment needed.
- * Assist in and special projects with Park and Rec.

Park and Rec. is the starting point, where youth players are taught the skills they will need to advance into the OYHA program.

Registration Committee

The Registration Committee will consist of at least 3 Board Members. The objective of the Committee is to manage the process of signing up the players for all levels.

This requires coordination with Park and Rec., Fall Clinic info., Merchandise, and any additional activities we would like to promote., to inform and publicize when and where the sign-up will be held.

This Committee is to:

1. Attend the District 9 Meeting regarding registration.
2. Work with Coaches on collecting all necessary paperwork.
3. Members of the committee should become familiar with insurance matters.
4. Attend Roster verification meeting.
5. Update all forms needed for Registration on the OYHA Website.

As a result of the sign up, this Committee will inform the Education and Development Committee of the number of players signed up, per level. This gives the information necessary to determine the number of players per team, the number of teams; number of coaches needed, and ice time.

Some of the issues the Registration Committee must be concerned with are:

1. Location of sign up is usually in the East Rink.

2. Setting up of the process.
3. The entire Board is required to help with Registration.
4. Registration is usually the end of August.
5. Developing policy to handle the exceptions that arise for players who cannot be available on the date of sign up.

Since registration involves considerable amounts of money, it is crucial that registration accounts for all cash and checks that come in, as we collect for Park and Rec. and for Fall Clinics.

ACE Coordinator Responsibilities

The ACE Coordinator is responsible for the distribution of USA Hockey material and information. This is perhaps the most important link in the USA Hockey Coaching Program chain. This individual will be appointed by the local association and will work closely with District/Affiliate ACE personnel.

Association Hockey Director is the vital communication link between OYHA and USA Hockey's Coaching Education Program. The objective is successful implementation of parent and coaching education and player skill development at the local hockey association level. Both positions are paid.

Responsibilities:

- Communicate and promote development/training opportunities for coaches.
- Plan, organize and execute periodic skills workshops for coaches, players and parents.
- Evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches.
- Establish and maintain a resource center for coaches, players and parents that include USA Hockey materials.
- Communicate certification requirements to local association coaches and ensure compliance with USA Hockey and affiliate certification levels. *Association Hockey Director* | 9
- Communicate with the District ACE Director, their Affiliate ACE Coordinator, and USA Hockey on all issues related to coaching at the local association level.
- Encourage local association to implement the USA Hockey skill development and cross-ice programs. Ensure that the local association is promoting age-specific skill development in all of their programs.
- Communicate USA Hockey's player development opportunities to players, parents and coaches.
- Deliver parent education programs to the local association.

Tournament Committee

The Tournament Committee will consist of at least 8 Board Members. The objective of the Tournament Committee is to coordinate tournaments sponsored by OYHA. This includes:

1. Coordinate tournament dates with the Four Seasons and register the tournaments with District 9, MAHA, and USA Hockey as required.
2. Contact Let's Play Hockey and other publications, and previous tournament entrants, to publish the dates of the tournaments.
3. To organize the teams who are going to play in the tournament.
4. To contact local hotels with the dates of the tournaments, and attempt to obtain special discounted rates.
5. Coordinate worker sign-up with the team tournament directors.
6. Budget revenues and expenses for each tournament.

7. Arrange for medical assistance, trophies, and programs and set up admissions table for each tournament.
8. Establish criteria for advertising in the programs by working with the Fundraising Committee.

Tournament Director- Every board member is expected to cover 1 tournament as a Tournament Director. For details on duties/responsibilities: See document "Tournament Director's Duties", on the OYHA Website, under links.

OYHA Tournaments

The OYHA home tournaments provide an opportunity for our children to play in a tournament in front of their hometown crowd, and as a significant fund raising event. Typically there are two tournaments on a weekend, with each team working the tournament opposite the tournament they are participating in. The number of work shifts required of each family is determined on the total number of work shifts and the number of available player families. Work areas include front desk, announcer, statistician, penalty box, and concession stand.

Official coaches and their spouses are exempt from working the tournament hours associated with the team (s) they are officially coaching. This is regardless of the number of their children that are on the team. Coaches and their spouses are not exempt from working tournament hours associated with other teams, which include any of their other children. Coaches who have no children on the team they coach but have children on the other teams are exempted from working tournament hours for the team they coach and one other team that their children play on. Frequently the coaches volunteer to work a few shifts even though they are not required.

Tournament dates are listed on the OYHA Website.

Equipment Committee

The Equipment Committee will be composed of 4 of board members. Each will have a key, for access to the cage, where the equipment is kept. Additional duties:

1. Maintain control of all OYHA equipment by distributing and collecting all equipment issued to the players and coaches at the beginning and the end of the season.
2. Develop and administer a "Distribution and Return" policy in order to maintain control of all equipment.
3. Purchase new equipment (within their budget) as needed. At the end of each season, the committee will need to submit a list of equipment needed, with estimated costs, to the board.
4. Prepare an annual budget reflecting the cost and timing of their purchases.
5. Coordinate with Learn To Skate programs throughout the year, to make equipment available to prospective players.

OYHA has adopted a policy to allow players to rent OYHA equipment. This only pertains to first year players, Squirts, 10U and under. (Park and Rec.) There is a rental form on the OYHA Website.

At the end of the season/by April 30th, when equipment is returned, the deposits will also be returned.

*Jersey's and Sock's- OYHA will provide 2 game jerseys (home/away) and one pair of game socks for each player. Jersey's are to be returned at the end of the season, and players may keep the socks.

Required Equipment by OYHA: Helmet, mask, mouth guard, neck guard, shoulder pads, elbow pads, breezers, shin guards, hockey gloves, protective cup/strap (boys), pelvic protector (girls), skates, and hockey stick.

OYHA Jersey Distribution Policy

1. A returning Player from the Same level - Picks 1st. (ex: a returning Bantam)

2. A returning Player from the Same level, but moving up B to A – Picks 2nd.
3. A first year Player, entering a level – Picks 3rd.

Education & Development Committee

The Education & Development Committee will be composed of the Two Vice Presidents, Coaching Coordinator, ACE Coordinator, Secretary, Registration Chair, and others as determined by these members. The objective is to staff each team with qualified coaches and to insure coaching consistency throughout all levels of hockey.

Coinciding with the idea of coaching consistency is player development and participation. The coach will play all players. **Except for disciplinary conduct; each player should have fair playing time for the season.** Exceptions may be made, due to the game being played; playoffs/tournaments/etc..., at the Coaches discretion.

The Committee is also charged with administering and adjusting policies on the following related topics:

Coaching Coordinator- A position of Coaching Coord. shall be used to help ensure consistency and player development throughout the boys and the girls youth system. In both the boys and girls system, this person could be the liaison between the high school hockey coach, the Coaches Committee, and the coaches themselves.

- * This position will be done through an application process. Interviews will be completed by the Executive Committee. This person would be appointed by a vote of the OYHA Board.
- * The Coaching Coord. would be an annual position which will run from May 1 to March 31st. of the next year. In the event that the Coaching Coord. discontinues duties before or during the season, both Vice Presidents will fulfill the role of Coaching Coord. in the interim, until a new Coaching Coord. is appointed.
- * Uphold and enforce all of the policies, procedures and guidelines that are contained in this manual.
- * Act in the best interest of OYHA.
- * Work with the Education & Development Committee on the following:
Coaches Selection, Team Selection, Tryouts, and funneling information between Coaches and the Board.

Coach Selection- The process of selecting a coach will be as follows:

Application- Coaching candidates will submit a written application and background check. Application forms will be posted on the OYHA website and should be submitted prior to try-outs with the possibility of head coaches selected prior to tryouts. Recommendation/Approval- The Education and Development Committee will recommend candidates to the Board for approval at the October meeting.

Contract- Upon Board approval of a coach, a coaching contract will be signed, and all coaches must abide by the coaching contract. The contract will list expectations and will be posted on the OYHA website. Variance from the contract could be grounds for dismissal from coaching duties. Contract must be signed BEFORE the season begins.

Coaches Training- The committee will follow any guidelines instilled by Minnesota Hockey and/or USA Hockey for coaching qualifications. OYHA will pay half the cost of each coach's certification training through Level 4, and the coach shall pay the other half of the cost. Once the coach successfully completes the training and provides the OYHA Board with proof of passing, OYHA shall reimburse the coach for his/her initial half of the cost of the training.

Practice/Game Ratio- Coaches must, with the guidance of the coaching coordinator, keep their game to practice ratio in occurrence with USA Hockey guidelines. This would not include post-season tournament play. (i.e. districts, regions, state). Also, a controlled scrimmage would count as a practice, not a game. (A controlled scrimmage is

defined as a scrimmage when the coaches are on the ice, they can blow a whistle when their team has control of the puck, and/or there are no game officials present). It is recommended that games and practices be spread evenly throughout the season. To help meet this ratio, the Committee recommends and encourages the use of the dryland facility, or outdoor ice when available and weather permitting. Helmets must be worn at all practices (indoor/outdoor), and games.

Number of Games-

10U/Squirt A & B:	1 Home Tournament 1 Tournament within 60 miles 1 Tournament (optionally) beyond 60 miles 16 League/Non League Games (maximum)
Squirt C:	1 Tournament 12 League/Non League Games (maximum) If no Home Tournament, additional hours are given toward practice development.
12U/PeeWee:	1 Home Tournament 1 Tournament within 60 miles 1 Tournament beyond 60 miles 24 League/Non League Games (maximum) (Does not include MN Hockey playoffs)
14U/Bantam:	1 Home Tournament 3 Away Tournaments (2) Beyond 60 miles 1 VFW Tournament (if applicable) 28 League/Non League Games (maximum) (Does not include MAHA playoffs)

Number of Player/Team- Team sizes will be subject to MN Hockey rules. Having an A & B team is preferable to having only one team if enough players are available. The minimum number of players is 10 skaters and 1 goalie. If any team drops below that number before December 15th, the Education & Development Committee will re-visit division of teams, reserving the right to change the number of teams. The ideal number of players per team is 15. These guidelines do not mean those 30 skaters and 5 goalies equal three teams. Each year, immediately after receiving accurate registration numbers, the Education & Development Committee will determine the ideal team size guidelines.

Team Selection and Tryouts- The ACE Coordinator, along with the Education & Development Committee, will appoint a Selection Subcommittee (evaluators) and will conduct tryouts. The Selection Committee should consist of a panel pre-approved by the Education & Development committee, and the Board. The Selection Subcommittee will evaluate players, and the teams are selected from the top down, according to the team size. They will decide the form of notification regarding teams. Roster changes can take place up to the MN hockey deadline.

The Process of moving a player within their own age level after tryouts and before MN Hockey deadline is as follows: The coach confers with the Coaching/ACE/Skills Coord. if they agree, the entire group petitions the OYHA Board of Directors.

Players Moving Up- Squirts/U10's will not be allowed to move up to a traveling PeeWee/12U Team unless parents initiate the process of a move. Girls may move to Boys teams following MAHA guidelines. PeeWee's and Bantam's will be allowed to try out for the next level, but with a few stipulations in mind. A player may move up a level only if...

*There is approval/recommendation from the prior year's coach, the potential current year's coach, and the Coaching Coord. for the player to move up. This recommendation is presented to the OYHA Board for approval AND the player must make the decision to tryout for the next level in advance of tryouts. Once the player goes

through tryouts for the next youth level, (s) he cannot move back down to his/her previous level. The player must play that year on whatever team he/she makes (A, B, C, in house, or no team) within the level tried out for. Parent/Player requests for movement will not be given consideration after tryouts and team selection has been completed.

Player movement after tryouts and team selection- Until the last OYHA Board meeting before the Registration Deadline, the Coaches Coord. or an OYHA head coach may request movement of a player from a lower age or skill level to the team he or she coaches. In such a case the process stated above for moving a player applies.

High School Tryouts- Any OYHA layer invited by the OHS head coach to try out for the OHS team will be allowed a one-week BREAK from his or her OYHA team at the beginning of the OHS season. After one week, the player must either return to his or her OYHA team for forfeit OYHA eligibility. If an OYHA player is selected for a varsity team, a portion of their registration fee will be refunded as determined by the board.

Games outside of OYHA- Players may play on other teams, or a group of players can play in more tournaments, as long as it does not interfere with the normal schedule of their regular team. The only factor is that OYHA will not support them in any way, shape, or form. This means that they cannot use OYHA as a backing organization without OYHA Board approval. Last, but not least, any expenses (including coaches' expenses) incurred by the player or team will be the sole responsibility of that individual (s). This policy is effective for all levels.

Parent/Coach/Player Relations- First and foremost, a coach/parent/player meeting will occur during Kick Off, to discuss policy discipline, philosophy, and expectations. Also included in this initial meeting would be the assignment of parental duties. In addition, the Committee requires a second parent meeting (midseason) to be conducted between January 1 and January 15 for all OYHA teams. If any discrepancies occur during the season, please follow these guidelines:

- A parent should request a meeting with a coach regarding an issue after a 24hr cooling off period, after the issue takes place.
- If issue is not resolved to the satisfaction of coach/parent, the dispute is presented in writing to the Coaching Coord.
- Coaching Coord. will review complaint, investigate if necessary, and respond within 10days of receiving written complaint and file it.
- If parent, player, or coach is not satisfied with the handling of the complaint by the Coaching Coord., he/she may bring the complaint to the coaching committee of OYHA.
- * If parent, player, or coach is not satisfied with the handling of the complaint by the Coaching Comm., he/she may bring the complaint to the OYHA Executive Comm.

Parent's Code of Conduct

- Do not force your children to participate in sports, but support their desire to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. Showing a positive attitude toward the game and all of its participants will benefit your child.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help develop and support the game. Any criticism of the officials only hurts the game.
- Applaud good efforts in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice—it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.

- If you enjoy the game, learn all you can about hockey—and volunteer

Coach's Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. You should care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players; display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to the personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

Resolution-

The players, parents, and coaches must follow the Code of Conduct. If these guidelines are broken, disciplinary action will be taken.

Disciplinary action for a coach means reprimand, which is documented accordingly. The coach may be suspended or relieved of coaching duties permanently.

For players, suspension or dismissal from the team for the rest of the year may result

1. For parent violation of code of conduct, the discipline is slightly different.
2. 1st, the parent will be asked by an OYHA Board member to control themselves.
3. Next, the parent will not be allowed to attend games or practices for one week.
4. If the problem continues, the player will be suspended for a game or series of games.
5. If the problem is serious enough, the Player will be dismissed from the team.

On-Ice Official's Code of Conduct

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence, never with arrogance.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- Violence should never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a “zero tolerance” attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.

- Use only USA Hockey–approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of your officiating skills.
- Respect your supervisor and his/her critique of your performance.

Zero Tolerance Policy

In an effort to make ice and inline hockey more desirable and rewarding experiences for all participants, the USA Hockey Youth, Junior and Adult Councils and the InLine Section have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, parents/spectators and team officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey–sanctioned games.

Thus, the following points of emphasis must be implemented by all Referees and Linesmen:

Players

A penalty (Zero Tolerance) shall be assessed whenever a player (please refer to Rule 601 for appropriate penalty):

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official’s decision.

Any time that a player persists in any of these actions, additional penalties shall be assessed per the penalty progression established under Rule 601.

Coaches

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official’s decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as “baiting” or inciting players or coaches are strictly prohibited. Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents/Spectators

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

OYHA Players Code of Conduct

Mood Altering Drugs:

A hockey player participant shall not use or possess a beverage containing alcohol; use or possess tobacco; use or consume, have in possession, buy sell, or give away any other controlled substance.

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

Penalty:

1. First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two consecutive games and all practices in between these games.
2. Second Violation: After confirmation of the second violation, the player shall lose eligibility for the next six consecutive games and all practices in between these games.
3. Third Violation: (subsequent violations) after confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve consecutive games and all practices in between these games.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the hockey player's first participation in a League activity and continue through the student's high school career.
5. Denial Disqualification: A hockey player shall be disqualified from all events for nine additional games and/or practices when the player denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Racial/Religious/Sexual Harassment/Violent and Hazing

During the school year, a student shall not violate the racial/religious/sexual harassment/violence and hazing bylaws of the Minnesota State High School League. Interpretation: The bylaw applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

Reporting Procedures:

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate official. (Parent, coach, board member, referee, or volunteer)

Any such person who receives a report of, observes, or has any other knowledge or belief of conduct, which may constitute hazing, shall inform the OYHA Board Members.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future standings. Reprisal-there will be discipline or appropriate action taken against any player, coach, volunteer, referee,

or board member who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Penalty:

1. First Violation: After confirmation of the violation, the player shall lose eligibility for the next four consecutive games and all practices in between these games. It is recommended that, when appropriate, the association refer the student to a community agency or a professional individual for counseling.
2. Second Violation: After confirmation of the violation, the player shall lose eligibility for the next ten consecutive games and all practices in between these games. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the player shall show evidence in writing that the hockey player has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.
3. Third Violation: (subsequent violations) After determination of the third or subsequent violations, the player shall lose eligibility for the next twelve months, be that practice or games.

Hazing Definition:

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverages, drugs, or tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- Student organization means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Cell Phone Policy:

No Cell Phones or cameras are allowed in the locker rooms.

For minor violations these are the consequences that will be enforced:

- 1st offense: Sit 1st period of the next home or away game.
- 2nd offense: Sit the 1st and 2nd periods of the next home or away game.
- 3rd offense: Sit all periods of the next entire home or away games.

Players Code of Conduct (con't)

As a hockey player participating in OYHA activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my league, school, and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my league, school, community, state and country.
- Play for fun.
- Work hard to improve my skills.
- Be a team player; get along with my teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games

A player whose character or conduct violates the Players Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the OYHA Board of Directors.