



District 5 Hockey 2011/2012 Handbook

DISTRICT 5 PREAMBLE

1. DISTRICT 5 HOCKEY BOARD

District 5 is comprised of various hockey communities as established by MN Hockey. A Board of Directors is established from within the District to organize and govern all hockey within District 5. Each Association has a District 5 Representative, who is responsible for voting on behalf of the Association, AND for communications between District 5 and the Association. All Associations and elected officers of District 5, with the exception of the District Director, shall each have a vote on the District Board. For the 2011/2012 hockey season, the following Associations are members of District 5:

<i>Becker/Big Lake</i>	<i>Monticello/Annandale/Maple Lake</i>	<i>Sartell</i>
<i>Buffalo</i>	<i>River Lakes</i>	<i>Sauk Rapids</i>
<i>Hutchinson</i>	<i>St. Cloud</i>	<i>Willmar</i>
<i>Litchfield/Dassel/Cokato</i>	<i>St. Michael/Albertville</i>	

As per MN Hockey By-Laws, all District Boards shall operate as an adjunct part of MN Hockey. Such Boards are critical to the operation of the district, and are entrusted to handle many of the administrative details of running a district. However, such Boards are inherently advisory in nature as it would relate to hockey operations in the District. The District Director is an elected office with a term of three years. It shall be the duty of the District Director to organize, supervise and enforce the rules and regulations of MH in their respective districts, including tournament play, and to perform such other duties as assigned to them by the President or the divisional Vice President of MN Hockey. Each District Director is hereby declared to be the “proper authority” or “proper disciplinary authority” within their district for all purposes contemplated by the rules of MH and USA Hockey, with the condition that they must abide by the decisions of MH. It shall be understood that the final authority lies in the Director. Each District Director may designate other individuals to assist in the performance of their duties.

District 5 is operated by volunteers working to promote physical and mental development and good health, character, sportsmanship and citizenship. In order to continue this successful program we ask for your help and cooperation. Anyone who is interested in working in this volunteer youth program at the District level, or Association level, please contact your hockey association representative.

MN Hockey District 5 Officers

MN Hockey District Director

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Term start: 2011/2012
Term out: 2013/2014

1st Vice President

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Term start: 2011/2012
Term out: 2012/2013

Secretary

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Term start: 2009/2010
Term out: 2011/2012

Supervisor of Officials

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Girl's Coordinator

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USA Hockey Associate Registrar

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Term out: 2012/2013

2nd Vice President

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Term start: 2009/2010
Term out: 2011/2012

Treasurer

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Term start: 2011/2012
Term out: 2012/2013

Coach in Chief

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Tournament Coordinator

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Assistant District Director

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2011 - 2012
DISTRICT 5 GENERAL RULES AND POLICIES

1. *Player, coach and team registration*

No player or coach is allowed to participate in any on ice function (including clinics, grading, tryouts, practices, scrimmages and/or games) until they have been registered with USA Hockey. No team is allowed to play any game or scrimmage without properly endorsed team credentials.

1.1 USA Hockey and Minnesota Hockey Requirements

Players and coaches are not covered by insurance until electronically registered AND fees are received by the USA Hockey Associate Registrar.

1.2 District Requirements

Dates for required registration data will be established annually and posted to the website. Attendance at a Registration Coordinator meeting is required, and policies for registration will be distributed at that time.

2. *Rostering players and team officials*

The maximum is eighteen (18) players plus two (2) goaltenders, unless prior written permission is received from the District 5 Director and the Minnesota Registrar. Changes in team rosters cannot be made after December 31, 2011.

2.1 Each player on a registered team must comply with MN Hockey's Participation Rule.

2.2 Goalie replacement is permitted under the following rules and circumstances:

2.2.1 For league play and scrimmages, you must have written permission from the District Director using the level guidelines as outlined by MN Hockey. Goalie replacement is not available for Squirt/10U.

2.2.2 For District Playoffs, a spare goalie may be obtained following the "spare goalie" rules outlined in the Minnesota Hockey Handbook, Article VI – Team Composition.

2.2.3 For Invitational Tournaments, a spare goalie from the same or a lower level may be requested only in the event of illness or injury. The specific permission of the Tournament Director and the District 5 Director is required.

- 2.3 If an Association has more than one team at a level, the Association then must participate at the highest level offered by D-5. ***Associations can petition the District Director for an exception to this general rule.***
- 2.4 Any Mite aged eligible player moving up to Squirts/10U must play at the lowest level of Squirts/10U that their Association offers. A President of a D-5 Affiliate may submit a written petition to the District Director for exemption to this rule. The decision of the District Director is final. The total number allowed to move is dictated by MN Hockey rules. (MN Hockey Handbook, Youth Rules and Regulations, Section III. Citizenship and Age Regulations.)
- 2.5 Any Association adding, dropping, or changing classifications after September 30, 2011 will be assessed a \$300 penalty.

3. District 5 Board Meetings

- 3.1 The District 5 Board will meet the first Wednesday of every month from August - April. The Board meets at the Triple R Grill and Bar in Kimball, MN. Each meeting starts promptly at 7:00pm. The annual dinner meeting/awards banquet is held in April. Start time for the April meeting will be announced later.
- 3.2 Each Association is required to have representation at each District meeting. Failure to attend a meeting will result in a \$150 fine.

4. District league and playoffs for 2011/2012

- 4.1 League play for traveling teams can start on November 12, 2011. League play must be completed by the end of the day on Saturday, February 11, 2012. All league games must be played and completed by the 2/11/12 deadline, or the Association will not be allowed to participate in District, Region, or State playoffs. District play offs will be between 2/17/12 and 2/26/12. District 5 Squirt/10U Tournament will be held the weekend of 3/2-4, 2012. All District 5 Squirt/10U teams will participate in the District Tournament. (The entire District Tournament will count as 1 game towards the 35 game MN Hockey limit.)

5. Coaching requirements

Please consult www.minnesotahockey.org for questions.

- 5.1 Prior to being placed on a roster, all coaches MUST complete a MN Hockey electronic screening application, and MUST have completed all MN/USA/D-5 requirements before they will be allowed to be properly placed on a roster.
- 5.2 All coaches will be required to read and sign a District 5 coaching ethics agreement form. This form can be found on the D-5 website.

6. Participation Conduct

6.1 District 5 will strictly operate under the USA Hockey Zero Tolerance policy.

6.1.1 Players

Players shall not:

1. Openly dispute or argue any decision by an official;
2. Use obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person; or
3. Visually demonstrate any sign of dissatisfaction with an official's decision.

Coaches

Coaches shall not:

1. Openly dispute or argue any decision by an official;
2. Use obscene or vulgar language in a boisterous manner to anyone at any time; or
3. Visually display any sign of dissatisfaction with an official's decision.

Officials

Officials are required to conduct themselves in a businesslike, sportsman-like, 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.

Officials are expected to strictly enforce USA Hockey's ZERO TOLERANCE rule regarding profanity

No immediate family member shall officiate a league or invitational tournament game where a member of their family is a participant. (coach or player.) If this occurs, the official shall forfeit their compensation for the game, and is subject to a potential suspension.

Parents/Spectators

On ice officials will stop the game 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. Spectators are subject to the same rules of conduct that apply to players, coaches and team officials.

6.2 Conduct

Disruptive use of artificial noisemakers will be considered abusive conduct. All coaches will be responsible for the actions of their spectators.

If spectator conduct becomes so abusive that, in the referee(s) opinion, it is distracting from the game or inciting the players, the referee(s) may stop play and:

- Ask the coach(s) to control their spectators.
- Ask the coach(s) to request specified individuals to leave the arena.

6.3 Fighting

A fighting penalty shall result in a game misconduct and an automatic three (3) game suspension. Players are suspended from all games until the Grievance Committee reviews the incidence of the 2nd fighting penalty in a season at a regularly scheduled grievance hearing.

6.4 Match Penalties

All match penalties shall require a hearing by the Grievance Committee at a regularly scheduled date. Offending players are not allowed to participate in any team activity until the Committee has reviewed the incident.

6.5 Cumulative Penalties

If during the course of the season any player is ejected from a total of two games, league officials will notify the player and the player's coach in writing that said player is on probation for the remainder of the season. If the participant receives a 3rd ejection during the probationary period, he/she will be suspended until a hearing date. At that point, the Grievance Committee will decide if any further suspensions need to be handed out.

Any time during a game, if both teams have a total of sixteen (16) penalties, the referee can allow the game to be finished under running time, with the clock stopping only for injuries.

If, at any time after two (2) full periods of a game have been played, and the referee feels the game is getting out of control, or a total of twenty (20) penalties have been accumulated, the on ice officials will have the option of calling the game. If the game is called, a report must be filled out by both referees and coaches and sent to the Supervisor of Officials, the District President, and the District Director within 24 hours of the date of the game. The final won/loss outcome will be decided by the D-5 Executive Board.

6.6 Game Suspensions

Any game misconduct penalty assessed during a league or non league (scrimmage) game shall be served during the next *regularly scheduled District 5 league game*. (The player/team official may participate in any *previously scheduled* non league [scrimmage] games.) If a penalty is assessed that includes a one game suspension during an invitational tournament the next tournament game will fulfill the D5 game suspension. However, if the game suspension penalty occurs during the last game of an invitational tournament the above listed D5 league rule will be enforced. The intent of this rule is to allow skater's to participate in previously scheduled non league games until serving their penalty in a league contest. The Association where the suspended player/team official is registered is responsible for making sure that the suspension(s) shall be served according to this rule.

6.7 Abuse of Officials

Foul or abusive language or behavior directed towards any game or arena official (i.e. referees, timekeepers, scorekeepers, penalty box officials, or arena personnel) will not be tolerated from any player, coach, team official, or spectator. Coaches are reminded that they can be held responsible for the behavior of players as well as spectators while they are in the arena. This includes before, during, or after any game played by the team

Referees have the authority to impose additional penalties on players and coaches until all team members have left the arena premises.

6.8 Coaches:

All coaches should have a USA Hockey rule book, and should familiarize themselves and their players with those rules. All coaches are responsible for the action of their fans. It is of the utmost importance that all coaches and players take the responsibility of following the rules; thereby insuring that as much playing time as possible is derived from each game.

Any coach who engages in fighting, violence, or any form of intimidation will be suspended indefinitely. The suspended coach will be considered for reinstatement by appealing to the District President, who also serves as chairman of the Grievance Committee. The appeal must be in writing, and delivered to the President. If deemed necessary and appropriate by the Grievance Committee, a coach may be suspended for a remainder of the season.

6.9 Non Compliance

Players who do not comply with the above rules and other game misconduct rules, and that player's head coach, are suspended from participating in any MN/USA Hockey sanctioned event until the Grievance Committee reviews the incident at a properly convened grievance hearing.

7.0 *Grievance*

7.1 Organization of the Grievance Committee

The District 5 Grievance Committee consists of the District Executive Board which includes the MN Hockey Director, District President, 1st and 2nd Vice President, Treasurer, Secretary, and Supervisor of Officials. All committee members, except for the District Director shall have a vote.

7.2 Grievance Committee Meeting Dates

The Grievance Committee will hold hearings at Triple R Grill and Bar in Kimball on the first Wednesday of each month, when necessary, during the regular playing season. A letter of infraction must be submitted to the President of District 5 before the meeting is conducted.

Parties are required to attend, regardless of game scheduling. If a party opts not to attend, suspensions will continue until the next hearing. Any player or coaching offense requiring a hearing will have the suspensions remain in effect until said hearing is held. Note: If a suspended participant fails to attend the hearing, the participant must submit in writing a request for a hearing to the President. Upon receipt of the written request, the President will schedule a hearing. If no request is made the suspensions shall continue indefinitely.

8.0 *District 5 League Rules*

Youth and Girls teams playing at the same competitive level (A, B, C, House) are considered to be equal competitive levels and these like competitive levels shall receive equal treatment.

8.1 Game Administration

Score books will be provided to each team at the time of roster signing. The home team is responsible for filling out the score sheets before the game. NOTE: Game #'s and Association names (ie: Hutchinson, MAML, River Lakes) MUST be on the score sheet. If this information is missing, the home Association will be charged \$10 for each occurrence. The **home team** must submit the **original** (white) score sheet via US Mail to the appropriate D-5 Board Member listed below with 5 days of the date of the game. If the sheet is postmarked later than 5 days, the Association will be assessed a \$75 penalty for each occurrence.

Please note, that as of this printing, the District is trying to secure the services of a volunteer statistician. Details of where to send the score sheets will be posted to the website prior to the start of the traveling season.

8.2 Payments

Any fines or bills that are not paid to the District means that the Association will NOT participate in District, Regional, or State playoffs.

8.3 Off-Ice Officials

The home team is responsible for accurately completing the score book. The home team is responsible for assigning off-ice officials for every league game. Those assigned the responsibility of an off-ice official are the only ones allowed in the scorekeeper's box during the play of the game. The visiting team is entitled to have one representative performing duties in the scorekeeper's box if they desire. ALL off-ice officials MUST be 18 years of age or older.

8.4 League Play

Annually, the District President will ask for team declarations at the August meeting. These initial declarations are used as a planning tool to preliminarily establish various leagues for the District. Please consult D-5 Handbook rule number 2.5 for the final declaration dates. League play is governed by the playing rules of USA/MN Hockey with the following clarifications.

- 8.4.1 Each traveling team shall furnish a line-up by number and position to the scorekeeper at least 10 minutes prior to the start of the game.
- 8.4.2 The goal nets shall be affixed with breakaway anchors for all games at the traveling level.
- 8.4.3 Home team shall furnish warm up and game pucks.
- 8.4.4 At the conclusion of each game, the visiting team shall exit the ice first. The home team shall remain on the ice, at, or near their bench, until the visiting team has exited the ice.
- 8.4.5 The home team shall wear light colored uniforms, and the visiting team shall wear dark colored uniforms.
- 8.4.6 In a change from previous District policy, neck guards are not required, but are a recommended piece of safety equipment.

8.5 Time of the Game

In District 5 league games, the following format shall be followed:

A five (5) minute warm up shall be placed on the clock and will begin immediately after one team takes the ice, then the following game times shall apply:

Bantams/14U: 15 minute stop time, with a resurface every two periods

PeeWees/12U: 15 minute stop time with NO resurface

Squirts/10U: 12 minute stop time with no resurface

ALL League games in District 5 will have two minute minor penalties.

- 8.5.1 During the regular district season, all PeeWee/12U and above teams will be allowed one time out per game.
- 8.5.2 There shall be no overtime except during playoffs.
- 8.5.3 If a team is leading by 6 or more goals in the third period, the game clock shall go to running time.
- 8.5.4 All games should be played out to stop time unless the arena has time conflicts. If the time remaining on the arena clock does not allow for the 3rd period to be stop time, the following procedure will be used. RUNNING TIME will commence when the arena clock and the official game clock show the same time remaining. (ie: With a one hour game, that starts at 5:30, the arena clock shows 6:25, the game clock should indicate 5 minutes left in the game.) It shall be the timekeeper's responsibility to watch for, and notify the referee when running time should commence

8.5.5 Occasionally, District 5 is unable to secure enough teams at a certain level to support a viable league within D-5. When that happens an Association may be required to participate in a league sponsored by another District. If that happens, the participating team will play by that District's rules, and it shall be the Associations responsibility to familiarize, and notify ALL necessary individuals of the league's rules and requirements.

8.6 Procedures for rescheduling games

Each team not able to make a scheduled game will automatically forfeit that game, unless satisfactory arrangements have been made at least 7 days prior. ("Satisfactory" means the procedure as defined in Appendix 1 is properly followed.) Only one game/team will be allowed to be rescheduled. The cost for the game change is as follows:

Game changed 30 days or more from scheduled date: \$100

14-29 days: \$300

8-13 days: \$500

0-7 days: NO changes allowed.

If, after one game change, a team does not show up for a league game, they will be fined \$300.00, the game is forfeited, and the team becomes ineligible for District, Regional, or State Playoffs. (Exceptions to this rule would be weather or school activities, i.e concerts)

A change of game time on the same day will not require a fee to be sent in with the game change form. However, the form still needs to be submitted as required within the time frame listed above.

Please see Appendix I for complete details, and proper notification process.

8.7 Hazardous Travel

If weather conditions seem hazardous to highway travel and a coach questions the feasibility of traveling within the District 5 area, the following procedures should be followed:

1. The traveling coach must call Doug Kephart or Tim Hanson.
2. The call MUST be made by a coach or team manager, NOT a parent.

Mr. Kephart and Mr. Hanson will retrieve information on travel advisories and make a decision on the game in question. If it is decided that the game should be played, and isn't, the game will be recorded as a forfeit. The traveling team will be fined for not playing a league game.

If neither Doug Kephart or Tim Hanson can be contacted, call Brian Johnson.

9.0 **District 5 Playoff Rules**

The purpose of the District playoff system is to determine which team(s) will advance to the MN Hockey Regional, and State Tournaments. All teams qualify for District playoffs. Teams are seeded into the District play offs according to their final league standings.

9.1 Tie Breaker

In case of a tie for any position in the final league standings, district seeding will be determined by applying the following criteria in order of definition.

1. Head to head competition among the tied teams, including fair play points. The position of each team is determined in order of highest point count.
2. Most wins in league play.
3. Fewest losses in league play.
4. Most Fair Play Points earned in league play.
5. Largest goal differential among tied teams. (six maximum per game)
6. Largest goal differential for all league play. (six maximum per game)
7. Greatest quotient of goals for divided by goals against in all league play.
8. Flip of a coin by a league official in the presence of the District 5 Director.

9.2 Format

The playoff format will be announced seasonally, usually in November or December, depending on league set up and number of teams.

9.3.1 Each season Associations may be assigned play offs to be held in their home arena. They are responsible for providing a time keeper, score keeper and complying with MN Hockey's medical attention requirements for each game played at the arena. (The home and visiting teams shall appoint one person from each team to operate a penalty box door.)

9.4.1 Teams participating in District play offs will be billed for their share of ice time and cost of the officials.

9.4.2 The District Director is the director of the D-5 District Tournament. The host Association Presidents may be delegated the authority to run tournaments in their home arena.

10.0 **Advance Teams**

The District 5 Coach in Chief will advise dates and times of this each year. This announcement will take place at a District Meeting, or on the D-5 Website.

11.0 Mites

The future of hockey in Minnesota, AND each Association located within the boundaries of District 5 is directly related to the constant influx of new players AND parents into each local Association. Emphasis on skills, and their development shall be stressed. Proper education, as well as a complete description of expectations should also be emphasized to the player as well as the parent. It is not the intent of this section to attempt to mandate how an Association manages its Mite Program. The intent is, however, to regulate competition at this level.

(Emphasis at this level should be on processes rather than outcomes.) With that in mind, the following rules shall apply to all Mite age skaters within District 5.

Please reference MN Hockey Handbook for game limitations. Associations may establish game limits that are smaller than that of MN Hockey, but under no circumstances can they exceed the published limit of 15 full ice games.

- A. As a guideline, Mites shall be defined as 7 and 8 yr. old boys and girls skaters.
- B. As a guideline, Mini-Mites shall consist of skaters under the age of 7.
- C. ALL Mite/Mini-Mite teams within District 5 are not allowed to play games outside the boundaries of District 5.
- D. As per District 5 policy, all Mini-Mite games in Section 11 of this Handbook shall not be full ice.
- E. For a jamboree, each “team” shall be comprised of an equally divided amount amount of participants in the appropriate age levels. (Loading a team of upper aged skates will not be permitted.)
- F. Annually, the District Director will take applications for host Associations for the jamboree aspect of this section. The District Director shall then assign no more than three (3) jamborees/Mite/Mini-Mite within the District.

APPENDIX I
Game Rescheduling Policy and Procedure

Official game schedule is maintained on the District 5 website (www.dist5hockey.org). Teams are required to play games as defined by the official district game schedule. It is expected that Association schedulers have taken into account conflicting events which prevent teams from playing scheduled games. Events that are easily anticipated include tournament participation, scrimmages, holidays, and school activities.

However, it is acknowledged that occasions arise where a game requires rescheduling. To reschedule a game the following procedure MUST be followed:

1. Initiating team is to contact their Association's scheduler who will then contact the scheduler representing the opposing team to identify an agreeable date/time for rescheduling. ALL RESCHEDULING MUST BE COORDINATED THROUGH THE ASSOCIATION ICE SCHEDULER! Scheduler contact information for all D-5 Associations is located on the D-5 website.
2. An e-mail confirming the agreed upon rescheduled game needs to be sent to the opposing team contact, the ice schedulers from both Associations, and to jeff.carlen@ci.buffalo.mn.us
3. After receiving confirmation from the opposing team via e-mail to jeff.carlen@ci.buffalo.mn.us the official district schedule and referee schedule will then be updated. The change is not official until it is posted on the website.
4. A rescheduling fee that follows D-5 policy will be billed to the initiating Association. Exceptions for this fee include games rescheduled due to weather, loss of ice to HS games, school activities, changes in game time BUT not date, or game rescheduling completed earlier than 1 week prior to D-5 roster signing day.

The following policy applies to rescheduling District 5 league games:

1. Each team is allowed to initiate rescheduling of 1 game during the season.
2. The game rescheduling procedure MUST be completed at least 7 days prior to the original scheduled game date. If the procedure has not be completed in this time frame, the official district schedule will not be updated, and the game is to be played as originally scheduled.
3. The following exceptions negate the 7 day requirement and will not count as an initiated rescheduling: weather cancellations, loss of ice due to HS games or other arena events, and school activities.
4. Teams not participating in an official district schedule will automatically forfeit that game. Forfeiture of a game will result in the team being declared ineligible for participation in any District, Regional, and State playoff games. Additionally, a fine of \$300 will be assessed to the offending Association.
5. Failure to follow the District's Rescheduling policy will result in a \$300 fine.

D-5 Meeting Schedule

<u>Date</u>	<u>Meeting Type</u>	<u>Hour(s)</u>	<u>Where</u>
8/3/2011	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
9/7/2011	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
9/28/2011	Ice Scheduling Meeting	6:30 PM	Triple R Grill and Bar Kimball
10/5/2011	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
11/2/2011	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
11/5/2011	Roster Signing Day	8:00 A.M. to noon	Triple R Grill and Bar Kimball
12/7/2011	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
1/4/2012	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
2/1/2012	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
3/7/2012	Regular D-5 Meeting	7:00 P.M.	Triple R Grill and Bar Kimball
4/4/2012	Regular D-5 Meeting w/ Dinner	6:00 P.M.	Triple R Grill and Bar Kimball