

PARK RAPIDS
AMATEUR HOCKEY ASSOCIATION, INC.
POLICY HANDBOOK



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PHILOSOPHY

The aim of the *Park Rapids Amateur Hockey Association* (PRAHA) is to provide a well-balanced, competitive hockey program for boys and girls aiding in the enrichment of the lives of the players and the realization of the individual and team achievements of worth accomplished through one's own efforts and attained with the guidance of our youth hockey coaches.

OBJECTIVES

The Park Rapids Amateur Hockey Association will help:

- To provide an enjoyable introduction and experience in ice hockey and encourage every athlete to continue to play hockey.
- To help the player develop self-control, self-discipline and good sportsmanship.
- To expose the athlete to an environment in which their health and welfare are always of primary concern.
- To develop an understanding of the theory of play, through a knowledge of the rules of the game, mastery of skills and mental alertness which will enable the youth hockey player to perform successfully at the player's level of learning.
- To develop total fitness for efficient and effective performance.
- To provide the player with a program in which he is coached by qualified person.

REGULATIONS

- The Park Rapids Amateur Hockey Association recognizes, supervises, and is responsible for competition in the following team categories:

VARSITY: To play at the Varsity level, a player should meet high school eligibility requirements set by the Minnesota State High School League. At the Varsity level the total number of games to be played during the season shall also be set by the Minnesota State High School League.

BANTAM/ 14U: To play at the Bantam/14U level, a player's birthdate must fall within the range as set per the guidelines of Minnesota Hockey. At the Bantam/14U level, the total number of games to be played during a season shall not exceed 40, including invitational tournaments.

PEEWEE/12U: To play at the Pee Wee/12U level, a player's birthdate must fall within the range as set per the guidelines of Minnesota Hockey. At the Pee Wee/12U level, the total number of games to be played during a season shall not exceed 35, including invitational tournaments.

SQUIRT/10U: To play at the Squirt/10U level, a player's birthdate must fall within the range as set per the guidelines of Minnesota Hockey. At the Squirt/10U level, the total number of games to be played during a season shall not exceed 30, including invitational tournaments, but not "in-house" games. **THE EMPHASIS SHALL BE ON EQUAL PARTICIPATION RATHER THAN WINNING!!!**

MITES/MINI-MITES: To play at the Mite/Mini-Mite level, a player's birthdate must fall within the range as set per the guidelines of Minnesota Hockey. **THE EMPHASIS SHALL BE ON EQUAL PARTICIPATION RATHER THAN WINNING!!!**

- Park Rapids Amateur Hockey Association will abide by the rules, regulations, and by-laws of USA Hockey and Minnesota Hockey.
- The cut-off date established by Minnesota Hockey for age levels is June 30 of a given year for all players.
- It is encouraged that coaches at all levels stress academic achievement along with hockey skills. The PRAHA shall follow the academic eligibility requirements of the players' school district in determining a player's eligibility to receive academic reward or recognition. Players at the high school level must meet eligibility

requirements as put forth by the Minnesota State High School League.

- Youth hockey registration fees will be determined by the Board on an annual basis and will be paid in full before a player is allowed on the ice, or any equipment is issued.
- No player at any level will be allowed to use tobacco products of any sort, or use alcoholic beverages of any kind. Profanity before, during or after any game or practice will not be tolerated.
- All on-ice practices, games and related activities must be supervised by a coach and/or an adult member of the Park Rapids Amateur Hockey Association.
- It is suggested that no out-of-town games be scheduled on school nights unless necessary to complete district game requirements.
- It is suggested that Sunday home games not be scheduled prior to noon, as to not interfere with religious activities if at all possible.
- It is suggested that Sunday out-of-town games be scheduled at such times in the afternoon or early evening which do not necessitate leaving the arena prior to noon.
- The PRAHA will not sponsor any player's participation in non-USA Hockey or non-MH activities.

PLAYER MOVEMENT & PARTICIPATION

The PRAHA Board of Directors believes that players should play on teams by age group as defined by Minnesota Hockey. Exceptions may be made based on the items below.

Minnesota Hockey does not allow players to “play down” a level and PRAHA will comply.

- **PLAYER UPWARD MOVEMENT BETWEEN LEVELS SHOULD BE AS LIMITED AS POSSIBLE!**
- **Any decision on the movement of players to another age level of participation shall be made by the Park Rapids Amateur Hockey Association Board of Directors based on the recommendation of the Hockey Development Committee.**
 - Factors to be considered:
 - Coaches' recommendations
 - Player's ability
 - Parent consent
 - Short & Long term effect of movement for teams involved
 - Roster needs for teams
 - Players will be allowed to move between A and B teams at the discretion of the team coaches. No movement will be made, however, after the date set by MH regulations.
 - When the number of participants allows for two (2) teams, there will be A and B teams selected at the Bantam/14U, Peewee/12U, Squirt/10U levels. A third party skills evaluation will be done of the players with the A coach making the final decision. The number of players shall be divided as equally as possible between teams.
 - No team selections shall be made until the players have practiced together for one week and there have been two inter-squad scrimmages. The coaches under no circumstances shall announce any players as having been selected for the team prior to the announcement of the entire team.
 - No player shall be allowed to be a member of more than one skating level or on more than one traveling team.
- **PLAYER MOVEMENT BY HIS/ HER GRADE LEVEL**
 - Players will have the opportunity to move up a level, should they choose. Players that qualify must request to the PRAHA Board their desire to move up prior to the start of the season. Once they have chosen to register and/or tryout at that level, they must remain at that level for the remainder of the season. This policy is designed to socially help players in the younger levels and to better prepare the older players for High School age options by having the opportunity to play two years of Bantams before tenth grade.

- For the player that is not eligible for the level of their “peer grade” per the MN Hockey birth date parameters, they will have the opportunity to play up a level should they choose and with approval from the PRAHA Board. This rule is designed to enable skaters born in July or August to play with their classmates.

Player NOT eligible (per birth date) for:	But Entering:
Mites	2nd Grade
Squirts & Girls 10 & Under	4th Grade
Pewees & Girls 12 & Under	6th Grade
Bantams & Girls 14 & Under	8th Grade

PLAYER PARTICIPATION

It is fundamental that all players on a team receive an approximately equal amount of playing time. However, Pee wee/12U, 12UBantam/14U14U level coaches may use discretion to make exceptions to this rule under some conditions, such as:

- Penalty situations
- Overtime periods
- Closing minutes of a close game
- District, Regional, or State play-offs
- Disciplinary measures as defined at parent meeting by the coach prior to the season.

Playtime for all players, Pee wee/12U, Bantams/14U will be kept fair throughout the regular season. The amount of playing time will be based on:

1. Attendance
2. Effort
3. Willingness to adopt the “Team” philosophy
4. Attitude

During post-season play, the amount of playing time will be based on:

1. Skills developed throughout the year
2. Willingness to adopt the “Team” philosophy
3. Effort
4. Attitude

It is expected that all players will play, however the coach is afforded the flexibility in determining the amount by the above factors.

Playtime for all players in the Mite and Squirt/10U levels should be made as equal as possible. All players in the Mite and Squirt/10U levels should be afforded the opportunity to participate in special team situations (power play/shorthanded/overtime etc.).

COACHES SELECTION: RULES & REGULATIONS

Criteria

The Ace Coordinator should consider **NEW** applicants on the following criteria:

- **General coaching philosophy and willingness to perform within the PRAHA guidelines.**
- **Willingness to put in long hours during the season.**
- **Other considerations:**
 - **Coach of the team for the previous year**
 - **Experience as an assistant coach in PRAHA**
 - **Experience as a coach in other youth hockey programs**

ICE TIME

It is PRAHA's goal to secure ice time for all teams such that each team will be allotted enough ice time to provide a quality hockey experience for all players. Scheduling of ice time will be done by the Ice Scheduler and reviewed for accuracy by the Ace Coordinator. Only the President or the Ace Coordinator in conjunction with the Ice Scheduler can approve a schedule change. PRAHA will follow the HEP guidelines for allotted practice and game times.

Guidelines

Because older players are available for later ice hours than younger players, and older players have more stamina than the younger players, the older groups will inherently receive more and later ice hours.

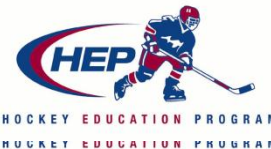
To maximize the use of available ice, every team may be asked to share part of their practice ice hours with another team and be scheduled to use the outdoor ice. It will be a goal of the Ice Scheduler to have compatible teams share the ice.

Games

PRAHA would ideally like to see the following maximum number of games at each playing level:

<u>Mini-Mites</u>	Inter-Squad scrimmages only
<u>Mites</u>	12-14 In-House Games (1 or 2 Jamboree's) Option to form a traveling team (12 games max.)
<u>Squirts</u>	25 Games
<u>U10</u>	25 Games
<u>Pee Wee</u>	35 Games
<u>U12</u>	35 Games
<u>U14</u>	40 Games
<u>Bantams</u>	45 Games

HEP Practice Model



Practice to Game Ratio			
Mite 8 & Under	Squirt 10 & Under	Pee Wee 12 & Under	Bantam 14 & Under
Occasional ½ Ice or Cross-ice Game	> 3 Practices to 1 Game	3 Practices to 1 Game	> 2 Practices to 1 Game
2 - 3 Days Per Week	3 - 4 Days Per Week	4 - 5 Days Per Week	4 - 6 Days Per Week

Practice Time Allocation			
	Mite/8U	Squirt/10U Pee Wee/12U	Bantam/14U
Fun Games	25%	20%	10%
Team Tactics		5%	15%
Ind. Tactics		20%	30%
Hockey Skills	75%	55%	45%

GAMES AND TOURNAMENTS

- All games and tournaments at all age levels are subject to approval by the Board of Directors.
- At all levels, teams shall be limited to participation in four (4) tournaments per season, including any home tournaments, but excluding District, Regional and State MH competition.
- At all levels, team participation in overnight invitational tournament shall be limited to two (2) such tournaments per season. Overnight tournaments are those tournaments in location further than 60 miles from Park Rapids. District, Regional and State MH competition are not considered invitational tournaments for purposes of this restriction.
- Referees shall be and scheduled by the head referee for the Park Rapids Amateur Hockey Association. All games must be officiated by properly certified officials except at the Mite levels. Policies of District 15 and/or Minnesota Hockey take precedence.
- Ten (10) degrees below zero Fahrenheit including wind chill is the temperature for calling off outdoor games and practices. The coaches' mutual agreement may cancel games or practices due to inclement weather. This should be done at least one hour before the scheduled game or practice. (District 15 rule)
- All tournaments shall be conducted or co-sponsored by the Park Rapids Amateur Hockey Association. The team Tournament Rep. of the host team shall work in conjunction with the PRAHA Tournament Director to provide a successful tournament.
- The outdoor rinks shall be used whenever possible for practices as a way to increase practice time availability.
- Each team will be provided funds for registration fees to attend one out of town tournament. The amount provided will be set annually by the Board of Directors.
- PRAHA will provide up to \$450 towards registration fees for teams advancing to MH Regional and/or MH State Tournaments.

PRAHA CODES OF CONDUCT, RIGHTS AND RESPONSIBILITIES

The PRAHA Board of Directors has adopted a PLAYER, COACH and PARENT Code of Conduct that provides the basis for conduct and discipline during each hockey season. The attributes to be followed are from the USA Hockey Zero Tolerance criteria used for players, parents, and coaches on and off the ice. The Code of Conducts must be reviewed and signed by each coach, parent and player as part of the registration process. The Code of Conduct forms can be found on the PRAHA website at www.prhockey.com.

CODES OF CONDUCT & RESPONSIBILITIES

GENERAL

- This Code is not intended to be an all-inclusive list of Association rules concerning player behavior.
- Hockey players registered to play on a team under the auspices of the Park Rapids Area Hockey Association are expected to conduct themselves in a manner that is respectful of others and reflects positively on the Association, as well as the Park Rapids community.
- Players are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings and core values of hockey associations affiliated with USA Hockey:
 - **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
 - **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
 - **INTEGRITY** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
 - **PURSUIT OF EXCELLENCE at the INDIVIDUAL, TEAM, and ORGANIZATIONAL LEVELS** - Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
 - **ENJOYMENT** - It is important for the hockey experience to be fun, satisfying, and rewarding for the participant.
 - **LOYALTY** - We aspire to teach loyalty to fellow members of the sport of hockey.
 - **TEAMWORK** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

PLAYERS CODE OF ETHICS

- All hockey players should realize that they are representatives of Park Rapids Amateur Hockey Association.
- USA Hockey has a policy of consumption/use/abuse of mind altering substances. PRAHA will follow this policy. No player at any level will be allowed to use tobacco products of any sort, or use alcoholic beverages of any kind.
- PROFANITY before, during or after any game or practice will not be tolerated.
- Infractions of these rules may subject a player to disciplinary action by the coach and/or Board of Directors.

CODE OF CONDUCT - PLAYERS

- Play for FUN.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials
- Never argue with an official's decision.

CODE OF CONDUCT - PARENTS

- Do not force your children to participate in sports, but support their desires 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. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- 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 in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort 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.
- You enjoy the game, learn all you can about hockey – and volunteer.

PARENTS RESPONSIBILITIES

- Parents are encouraged to become familiar with this policy handbook and assist in the attainment of the objectives of the Park Rapids Amateur Hockey Association.
- There is a grievance policy in place to address any issues or problems in an orderly and proper manner. See Grievance Policy in this document.
- All parents of any and all hockey players are encouraged to attend Board meetings during the hockey season to discuss problems and give input with regard to our hockey program.
- Parents need to understand Mite/Mini-Mite and Squirt/10U levels are for developing skills, so equal playing time is required, however after those levels of play being competitive dictates the amount of playing time. Coaches are encouraged to challenge all players.
- Every parent is encouraged to read the Parents Code of Conduct in this document.
- All parents will refrain from entering the locker room without the prior approval of the coach. No parents will be in the player boxes or in the area without prior approval of the coach.
- Parents are encouraged to cooperate with each other to ride share to practices and games.
- Profanity before, during or after any game or practice is unacceptable behavior and will not be tolerated.
- The Park Rapids Amateur Hockey Association is a volunteer driven organization. Parents are expected to provide several hours of voluntary service to the Association. This includes but is not limited to these areas:
 - Serving on the Board of Directors
 - Serving on committees
 - Building maintenance
 - Building cleaning
 - Fund raising
 - Concession stand
 - Tournaments
 - Varsity gate
 - Please see Volunteer Policy in this document.

EXPECTATIONS OF COACHES

- Winning is a consideration, but not the only one, nor the most important one. 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 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 player's 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.

CODE OF CONDUCT - COACHES

- **I will place the emotional and physical well-being of my players ahead of any personal desire to win.**
- **I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.**
- **I will do my very best to provide a safe playing situation for my players.**
- **I promise to review and practice the necessary first-aid principles needed to treat injuries to my players.**
- **I will do my best to develop each player as much as possible within the limits of his/her physical and mental abilities.**
- **I will do my best to organize practices that are fun and challenging for all my players.**
- **I will lead, by example, in demonstrating fair play and sportsmanship to all my players.**
- **Cursing has no place in our hockey program. Under no conditions will I verbally or physically abuse a player, parent or official.**
- **I will ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.**
- **I will use those coaching techniques appropriate for each of the skills that I teach.**
- **I will maintain team discipline and take reasonable measures to enforce violations of team rules. I will follow the PRAHA discipline policy.**
- **I will praise my players and offer constructive criticism.**
- **I will be accessible to players and parents on a reasonable basis to discuss the player's progress or lack of it, or to clear up misunderstandings.**
- **I will strive to keep post-game meetings with players short, constructive, and in a general nature.**
- **I will not use drugs and alcohol before or during games and practices, nor will I use tobacco while on the ice.**
- **I will remember that I am a youth coach, and that the game is for the children, not for the parents or coaches.**

COACHES RESPONSIBILITIES

- A goal of the Youth Hockey program shall be to retain effective coaches at the same level for more than one year to insure consistency in the program.
- All coaches and managers in the Youth Hockey program will be selected and approved annually by the Board of Directors based upon the recommendation of the Hockey Development Committee.
- All youth hockey coaches will be asked to give updates of progress on their team to the coaching committee and the parents throughout the season and to get input from the board on any problems that might develop at any team level.
- All youth hockey coaches will follow all policies, rules, and regulations established by the Board of Directors. If any youth coach does not follow all the policies, rules, and regulations established by the Board, that coach may be relieved of his or her coaching responsibilities at the Board's discretion.
- Coaches at the Mite/Mini-Mite and Squirt/10U levels shall make every effort to grant equal playing time, however the safety of players should be the main concern of the coaches. All players should be given opportunity to play all positions.
- All coaches of all the youth hockey teams should attempt to coordinate their philosophies with that of the high school coaches and should make use of the materials and suggestions from the high school coaches at all levels.
- Hockey coaches at all levels will be expected to refrain from using any profanity in front of their players before, during or after any practice or games. The coaches are also asked to refrain from violating any tobacco rules of the building.
- MH requires at least one adult coach on a team roster. A rostered coach must be present at all scheduled team events.
- Only rostered coaches and team members are allowed in the player's box. Team members **MUST** wear a helmet. No non-player under Bantam/14U level will be allowed in the penalty boxes or score box. Youth in the penalty box **MUST** wear a helmet. No non-player youth will be allowed to assist in resurfacing of the ice.
- All coaches must wear helmets when conducting on-ice practices.
- Only players from the scheduled team practice will be allowed on the ice.
- Coaches may invite older players to assist with a practice session. Role of the assisting player would be clearly described by the coach. Purpose should be role modeling. The use of a helmet is **MANDATORY**.
- **STUDENT COACH** - A player between the ages of 13 and 17 who is currently properly registered with USA Hockey may serve as a student coach. USA Hockey provides guidelines for student coaches, which include that student coaches must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room. All student coaches must also wear a helmet when on the ice. See the USA Hockey Handbook, or www.usahockey.com, for more information.

CODE OF CONDUCT - OFFICIALS

- 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 must 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.

CODE OF CONDUCT - ADMINISTRATORS

- 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 youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics, and advise your board members of the necessity for their 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.

TEAM ORGANIZATION FLOW CHART

The following is a list of positions with a description of the job to be filled by a parent or guardian on each team. The positions will be held for one (1) year at a time **going from fall of year to fall of next year, as there are events that require communication with parents and teams throughout the summer months as well.** These positions are needed to assist the coach, whose primary responsibilities are to the players and being a member of the coaching committee.

Team Manager – Serve as liaison between parents and coach

- See job description.
- Represents team at board meetings as needed.
- Calls the parent meetings throughout the season
- Submit photos and game synopsis to local newspaper
- **Sets up work schedule for games, including team’s home games and Varsity home games as assigned by Concession Manager and/or PRAHA Board

Team Volunteer Coordinator – Can also be known as “calling parent”.

- Assist with the team volunteer process, ensuring that parents are actually working and properly recording the hours worked on their time cards.
- Sign off on said time cards at end of each shift worked.
- Assist team manager in getting information from team manager, coaches, and/or PRAHA, to parents in timely manner.

Fundraising Rep. - Takes care of fundraising responsibilities for team

- Distribute information
- Collect money & information
- Organize team workers for events

Building Rep. - Member of the Building Committee

- Gets the building in shape - ready in the fall
- Off season repairs
- Organize parents for work projects on building

Tournament Rep. –

- Organizes team parents for work at Association hosted tournaments
- Works with Tournament Director for the Association with following duties:
 - Making pins, decorations, program, etc.
 - Soliciting for and obtaining door prizes
 - Setting up tournament work schedule

Concession Rep. –

- Work with Concession manager to set up workers for home games, designated varsity games & tournaments in communication with the team manager
- Learn opening & closing duties to teach to workers on team

Grievance Policy

Park Rapids Amateur Hockey Association Grievance Procedure

It is the intent of the PRAHA Board of Directors to provide an opportunity for parents and players to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board insists that players, parents, coaches and board members follow the grievance procedures as presented.

The procedures are as follows:

- 1. Cooling-off period.** There are to be no spontaneous grievance related conversations immediately following a game or practice. Players and parents agree to wait at least 24 hours after a game or practice prior to initiating a conversation with a coach, coordinator or board member. Coaches, coordinator and board members agree to not participate in any conversations where the grievance procedure has not been followed.
- 2. Grievance form.** Prior to any conversations being held between a parent and a coach, a grievance form must be completed by the parent, signed, and placed in the PRAHA office at the rink. (Box provided, Forms available at www.prhockey.com) The PRAHA ACE Coordinator or if ACE Coordinator is not in place, the PRAHA Hockey Development Director will be responsible for delivering the form to the coach. This will allow the coach the opportunity to be prepared to discuss the issue.
- 3. Parent/Coach Meeting.** The coach will contact the parent and arrange a time to meet with the parent and player (if appropriate), within one week, in order to resolve the issue. Both parent and coach agree to conduct themselves professionally and respectfully at all times.
- 4. Coordinator Involvement.** In the event the issue is not resolved to the satisfaction of the parent, coach or both, a meeting will be scheduled with the PRAHA ACE Hockey Coordinator or if ACE Coordinator is not in place, the PRAHA Hockey Development Director, the parent(s) and coach in order to resolve the issue.
- 5. Grievance Committee.** In the event the issue is not resolved, the Ace Coordinator will bring the grievance to the Grievance Committee. A meeting may be scheduled at the request of the parent.
- 6. Board of Directors.** In the event the issue is not resolved, the parent may request a meeting with the PRAHA Board.
- 7. In the interest of protecting the family oriented environment of the Park Rapids Amateur Hockey Association, it is imperative that this policy be followed by all. Failure to follow this policy may incur punitive action by the PRAHA Board of Directors.**

Park Rapids Amateur Hockey Association

Family Volunteer Policy

Park Rapids Amateur Hockey Association (PRAHA) is an organization run by its volunteers including Board members, coaches, managers, concession workers and many others. Volunteers are absolutely essential to maintaining and growing the Park Rapids Amateur Hockey Association and it is the intent of the Board of Directors to use this policy as a tool to help with this process. This volunteer policy will be implemented, with hour requirements set and recorded, in order to help to determine the amount of hours that are available over a season. This is entirely dependent on the participation of you, the members of PRAHA. Please let a board member know if there are any questions, or concerns, regarding this policy.

This policy sets forth the volunteer requirements for hockey families by age group. The table below outlines the required hours **PER FAMILY**. Please use the level at which your oldest child is playing:

<u>Level of oldest player</u>	<u>Minimum recommended number of Volunteer hours</u>
Mini-Mites*	5 hours
Mites	15 hours
U-10	30 hours
Squirts	30 hours
U-12	30 hours
Pewees	30 hours
U-14	30 hours
Girls Varsity	30 hours
Boys Varsity and JV	30 hours

* - First-year Mini-Mites are exempt

The following positions will fulfill ALL required volunteer hours:

- **PRAHA Board Member**
- **Hockey Development Committee Member**
- **Active Committee Member;**
 - some examples include:
 - **Budget/Finance**
 - **Fundraising**
 - **Tournaments**
- **Association Registrar**
- **Rostered Head Coach**
- **Rostered Assistant Coach (max of 3 per team)**
- **Team Manager**
- **Team Volunteer Coordinator**
- **Concessions Manager**
- **Equipment Manager**
- **Team Sponsor (\$500 or more)**

Here are some examples of the many opportunities you have to help fulfill your volunteer obligations:

Coach – Head or assistant – must be CEP certified to be considered a volunteer coach.

Team Manager – Assist the team with paperwork, communications, scheduling, off ice activities, fundraising. Essentially the team manager is the liaison for the team.

Team Volunteer Coordinator – Formerly known as “calling parent”. Assist with the team volunteer process, ensuring that parents are actually working and properly recording the hours worked on their time cards. Sign off on said time cards at end of each shift worked. Assist team manager in getting information from team manager, coaches and/or PRAHA to parents in timely manner.

Fundraising – helping in any way with the fundraising activities of Park Rapids Amateur Hockey Association

Registration – Assisting with preseason registration process, work with Association Registrar to assist with various task including phone calls, paperwork etc...

Tournaments – Numerous volunteers are needed to successfully host a home tournament. The areas of need for tournaments are Registration table, Concessions help, Scorebook, Time Clock, Penalty Box, Announcer, preparation or cleanup work during tournament, etc. Each team will be assigned a certain number of hours to work during these tournaments and you will be held responsible for these spots. There will be orientation sessions held at the start of the new hockey season to familiarize people with the time clock, keeping the scorebook, announcing and penalty box attendant duties.

Team Home Games – working the time clock, keeping the scorebook, announcing, goal judges, or working the penalty box, etc., at the home games of your team.

Varsity Gate – Work the admissions gate at varsity games. Collect money and count at end of game; turn in to Arena Office, or to the PR Area Schools designated representative, if in attendance. Parents of players on boys and girls varsity are exempt from this duty. It is required to be present ready to open gate one hour prior to scheduled game. Please observe schedule to determine if there is a JV game or not, and at what time the game starts.

Concessions – Operate and staff the concession stand during your team’s games and your team’s practices. PRAHA would like the concession stand open during practices at the mini-mite and mite levels; all other levels would be optional. There will be orientation sessions held at the start of the new hockey season to familiarize people with the operation of the concession stand. Youth teams will be assigned varsity games they are responsible for throughout the season.

Committee Work – Assisting with and sitting on various committees formed throughout the hockey season. Examples would be referees, volunteers, grievance, marketing, finance, tournaments, fundraising, etc...

PRAHA Board Member – run for and sit on the PRAHA board of directors.

Spaghetti Dinner Year End Banquet – assist the committee with planning and carrying out the functions relating to the Spaghetti Dinner/Silent Auction fundraiser.

This is not to be meant as an all-encompassing list. There are other opportunities to volunteer that are too numerous to mention. Please look for the opportunities as they present themselves.

The process for fulfilling your volunteer hours is as follows:

Volunteering opportunities will be discussed during the initial parent meetings at the beginning of each hockey season. During this meeting, expectations will be covered, as well as some of the opportunities available, in addition to a brief Q&A session where questions can be raised. There will be much information shared with the membership throughout the year. **Communication will be the key to making this successful.**

Each family will be responsible for making the decision of where they want to spend their volunteer time. Please discuss with your team manager, or with the arena office, or PRAHA board members, what volunteer opportunities are available. It will be your responsibility to seek out opportunities that fit into your schedule. **Working at games for levels other than yours will earn 1.5 hours per 1 hour worked.**

Volunteer Coordinators for each of the teams will be asked to help coordinate the volunteer efforts for the families of the kids on your team. A Board Member, or key committee member, will help with this coordination.

Accountability – Once you sign up for a slot, you are responsible to work that time slot. Other people working that particular function are counting on the people signed up and you need to show up to keep the event running smoothly. If you are not able to fulfill your commitment, please contact other team members to fill your shift or speak with your team volunteer coordinator. Please avoid making changes within three days of the event you have signed up for to alleviate as much confusion as possible.

An official PRAHA volunteer form will be required to be filled out each time you complete volunteer hours. This form is to be turned into your team’s volunteer coordinator, who will verify the time worked and initial the form. The forms will be collected and your time will be entered onto a spreadsheet tracking your progress, which will be viewable on the PRAHA website at www.prhockey.com. You must use this form in order to obtain credit for hours worked. There will be no exceptions to this.

*****Fee Schedule – A fee of \$10 will be assessed for each required volunteer hour that is not fulfilled. This fee will be invoiced following the season. (For example, if you were required to work 30 hours and worked 15, you would owe the difference of \$150.) *** Accumulating hours worked shall cycle from April 1st to March 31st of the following year. The volunteer hour requirement can be bought out for a sum of \$300, limited to the first ten payments received by the PRAHA Board at the post office box.**

Your children are reaping the rewards of an ever improving hockey program at PRAHA. This organization is run and sustained almost entirely by the volunteer efforts of its membership. The more volunteers this organization has, the better the Association becomes. Let’s all do our share to keep things equitable, so that 10% of the membership does not end up doing 90% of the work. Your participation is **KEY** to making PRAHA a success for our children.

FUNDRAISING

- Fundraising is part of the annual budget of the Park Rapids Amateur Hockey Association.
- All fundraising events must be approved by the Board of Directors prior to any planning and all funds produced must be deposited in the general account
 - Ideas are always welcome and members are encouraged to have input
 - Be prepared to provide as much information about the event as possible to make it successful
- Every family is expected to participate in all fundraising events
 - Exemption must have approval prior to the event being held & must be made up at a later date
- Businesses can only be approached for contribution by the fundraising committee with prior approval from the Board of Directors
- Team sponsorships will be found by the fundraising committee; approved by the Board of Directors
 - Sponsorships funds will provide for
 - An away tournament
 - Jerseys on a rotating basis with the recommendation of the equipment manager
 - One pair of game socks ordered by the board of directors designated person
 - Other team needs – pucks, water bottles,
- Booster clubs will be allowed for high school varsity teams only, because they are not allowed to have a team sponsorship. **Funds raised by booster club in excess of \$1,000 must be donated to the general fund of the Park Rapids Amateur Hockey Association.** A booster club may present a plan for use of funds above the \$1,000 threshold to be approved by the hockey board.
 - Prior approval for a fundraising event must be given by the board of directors
 - Suggested events can include
 - Car wash
 - Garage sale
 - Poinsettia sale (BV done for years, small scale, family, friends, co-workers)
 - Resort raking
 - Booster clubs funds should be used for:
 - Pucks
 - Water bottles
 - Repair of team owned equipment
 - Purchase jerseys
 - **Varsity families are Park Rapids Amateur Hockey Association members and must also participate in all Association fundraising activities.**

FUNDRAISERS

1. Any person or persons wishing to conduct a fundraiser or solicited funds for the PRAHA including tournaments, must have approval from the Board of Directors to conduct such fund-raiser or solicitation and such permission must be given before any arrangements for that fund-raiser or solicitation are made. All moneys received from fund-raisers or solicitations are to be turned over to the treasurer for deposit into the general fund for the use of the whole Association. Girls and boys varsity are subject to special considerations through booster clubs.
2. Parents will be required to assist at all fund-raisers, dinners, etc. conducted by PRAHA throughout the year subject to your buy-out contract.
3. Any organization wishing to sponsor a specific team must be approved by the Board.

EQUIPMENT

- Players are required to provide and wear the following equipment:
 - Hockey skates
 - Helmet with face mask (HECC approved)
 - Shin pads
 - Elbow pads
 - Shoulder pads
 - Gloves
 - Breezers
 - Socks
 - Stick
 - Protective cup/Pelvic Protector
 - Throat Guard (required for goalies, recommended for all players)
 - Mouthguard ***REQUIRED AT ALL LEVELS**
 - Practice jersey

- All equipment must fit properly. Ask coaches or equipment manager to check the fit if you are not sure.
- Members of the Pee wee, Girls 12U, 14U, and Bantam are recommended to provide all their own equipment, with the exception of game jerseys to be provided by the Association. If you are in need of equipment at levels higher than Squirts/10U, PRAHA will provide on a first come, first served basis. Please contact the Equipment Manager to make arrangements.
- Equipment is available for lease for a nominal fee. This fee may be adjusted annually as needed to help defray the costs of the equipment. Available equipment includes: skates, helmet, shoulder pads, breezers, elbow pads, shin guards, socks & practice jersey.
- A deposit in the amount set forth by the PRAHA Board of Directors may also be collected at the time of equipment lease. This will be in the form of a check that will be held until the equipment is returned. Failure to return equipment by pre-determined date will result in this deposit check being cashed and placed into the PRAHA General Fund.
- Excess equipment that remains after all eligible members have received equipment may be issued to other members at the discretion of the equipment manager.
- Families who have not paid all fees, rentals and registration (past years and current year) or who have equipment that was not turned in are not eligible to lease equipment from the Association.
- A fee equal to full replacement cost will be assessed for any equipment that has been lost or has "damage" beyond normal wear.
- All fees will be paid to the Equipment Manager with the funds placed into the PRAHA General Fund.
- At the conclusion of each season the Equipment Manager will post the dates and times that members may return leased equipment. The return of the equipment is the responsibility of the member/family to which it was issued. All equipment must be returned to the Equipment Manager. **Equipment is not to be turned in to the coaches, Rink Manager, PRAHA board members, or other personnel.**
- Game jerseys will be collected at the last home game by the coach or team manager, washed, and turned over to the Equipment Manager.
- The Association provides goalie equipment at all levels of the program, when available, as shown below. The balance of their equipment they must provide.
 - Helmet
 - Chest protector
 - Leg pads
 - Blocker mitt
 - Catcher mitt

TEAM UNIFORMS

- When it is necessary for a team to have a new set of jerseys, the manager of a given team should, at the end of their managerial season, come to the Board of Directors or the Equipment Manager with the team request for a new set of jerseys for the following season. Said requests will be voted on by the Board of Directors, and when the request is approved, the Board of Directors will have said jerseys ordered by the Equipment Manager, so they are ready for the next season.
- Special care should be taken of all team jerseys during the hockey season. After the last game of the season they will be collected by the team manager, washed, and turned back in to the Equipment Manager.
- All youth hockey teams will wear their designated team jerseys for all games during the entire season.
- Team jerseys are to be worn only for scheduled hockey games. Team jerseys may be worn to school on game days only or the Friday before a game weekend. Otherwise they are not to be worn to practice, to school or on trips.
- Unserviceable equipment shall be reported to the Equipment Manager for recommendation as to the disposal of the equipment. No equipment shall be sold without prior approval of the Board.

CONCESSION STAND

The concession stand provides a substantial source of revenue for the Association. The concession stand will be run by each team during their home games. Mite/Mini-Mite, Squirt, Peewee, 12U, Bantam, and 14U will be scheduled to work Girls Varsity and Boys Varsity games. Mites, Girls Varsity and Boys Varsity will work the concession stand for tournaments of the Squirt, Peewee, 12U, Bantam, or 14U levels. If your team's designated person does not show up to run the concession stand, it will be closed during your game.

Persons must be at least 16 years of age to be working in the concession area.

MEETINGS

- All Park Rapids Amateur Hockey Association board meeting are open to the public and all parents, coaches, and players are invited to attend. Meetings are held twice a month, with special meetings being held, if necessary. Meetings are held on the 2nd and the 4th Monday of each month at 6:00pm at the Ted O. Johnson Ice Arena. The 1st meeting of the month is a general membership meeting; the 2nd meeting is a Board of Directors meeting. Any changes to regular meeting times and/or dates, as well as special meetings, will be announced on the www.prhockey.com website.
- Any member of PRAHA may request to be added to the agenda of the monthly general membership meeting by contacting the Secretary of the PRAHA Board by the Thursday prior the scheduled meeting.
- Coaches meetings held the first Wednesday of each month at 6pm or as called by the Coaches Committee Chairperson. These meetings are not open to the Association at large.

REFUND OF REGISTRATION FEES

Any refund will be less the amount that is paid to MN Hockey and/or USA Hockey. Refunds will be prorated in November and December. After December 31 there will be **no** refund of registration fees. Medical circumstances will be considered and prorated, receiving a credit towards the next season's registration.

ZERO TOLERANCE POLICY

USA hockey has a Zero tolerance policy in place which PRAHA will follow. A copy of this policy can be obtained from the President, Secretary or Rink Manager.

SEXUAL AND PHYSICAL ABUSE POLICY

USA Hockey has a Sexual and a Physical abuse policy in place which PRAHA will follow. A copy of this policy can be obtained from the President, Secretary or Rink Manager.

SCREENING POLICY

USA Hockey requires screening of all coaches, officials, team managers and anybody who has contact with youth players. PRAHA complies with the screening requirements of USA Hockey.

ORGANIZATIONAL STRUCTURE

USA HOCKEY INC www.usahockey.com

This is the governing body of the sport of Hockey in the United States. Its mission is to promote the growth of hockey in America and provide the best possible experience for all participants by developing, advancing and administering the sport. USA Hockey is the official representative of the United States Olympic Committee (USOC) and the International Ice Hockey Federation (IIHF) in addition to its real purpose which is to administer youth hockey in the United States.

MINNESOTA HOCKEY INC (MH) www.minnesotahockey.org

This is the state affiliate organization of USA Hockey. It is responsible for administering youth hockey in Minnesota including sanctioning teams for district, regional and state playoffs at the Peewee, Girls 12U, Girls 14U and Bantam levels.

There are 16 MH districts in Minnesota. Park Rapids Amateur Hockey Association (PRAHA) is in District 15. Other communities in District 15 are:

Alexandria	Crosby-Ironton/Aitkin	Leech Lake Area	Park Rapids
Benson	Detroit Lakes	Long Prairie	Sauk Centre
Brainerd	Fergus Falls	Moorhead	Wadena
Central Lakes	Little Falls	Morris	

For District 15 contact information, visit www.d15.pucksystems.com

There is not a structured district playoff program for Squirts and below. It is up to the local organization to determine the extent of play. It may be limited to “in-house” or between community associations in and outside the district. MH rules limit Mite/Mini-Mite play to in-house and within the home district.

PARK RAPIDS AMATEUR HOCKEY ASSOCIATION, INC (PRAHA)

PRAHA is the local affiliate of MH/USA Hockey in Park Rapids and is charged with the responsibility of providing and administering a youth hockey program for all boys and girls of all ages. PRAHA is a non-profit corporation required to file a Federal tax return under Section 501c of the IRS code.

By-Laws for organization of PRAHA may be obtained from the President or Secretary, or by visiting the PRAHA website at www.prhockey.com.

POLICY HANDBOOK CHANGES

The policy handbook may be changed by one reading at a meeting of the Board of Directors at which time a two-thirds affirmative vote of the Board of Directors will affect the policy handbook change.