

ST. CLOUD YOUTH HOCKEY ASSOCIATION

POLICY AND PROCEDURES HANDBOOK

For House Teams, Travel Teams and Tryouts as Declared by the Association

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MISSION STATEMENT

St. Cloud Youth Hockey Association will strive toward providing all members with a positive growing environment, which enhances a competitive spirit defining sportsmanship and respect for others through the sport of hockey.

VISION STATEMENT

Each member of the organization, whether player, coach or volunteer, should seek to perform each aspect of the game to the highest level of his/her ability within a competitive environment, as per Minnesota Hockey Affiliated Agreement Section 2.1 A.

2.1 Affiliate, in consideration of the grant of exclusive jurisdiction, hereby agrees to adopt as official policy and/or By-Laws of its organization, the following:

A. Minnesota Hockey (MH) Preeminence

The Affiliate, an affiliate association of Minnesota Hockey, shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of Minnesota Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Affiliate. Further, Affiliate (i) shall assist MH in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MH, within and upon its members and/or within its jurisdiction and (ii) agrees to be guided by the following core values of USA Hockey and MH:

SPORTSMANSHIP - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated.

INTEGRITY - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

ENJOYMENT - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

LOYALTY - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

TEAMWORK - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

INTRODUCTION

The rules and processes in this book do not supersede established rules and regulations of District 5, Minnesota Hockey, or USA Hockey. Rather, they compliment these rules and regulations and serve as a tool, used locally by the association, to assist in governing and managing a complex process.

Hockey is a great game. As parents, coaches, managers and volunteers, it is essential that we provide a positive healthy environment for our kids. Not only will they learn the sport of hockey, but also life's lessons, developing a sense of teamwork, competition, respect for others and for oneself.

It is intended that the members of the association use this handbook as a guide to help assist and manage the team development. Kids will develop at a variety of levels, some will take hockey to the next level, while others will simply enjoy the game for what it is, for the friendships they make and for the lessons they learn. Most importantly, our goal is that every child, family and volunteer walks away from youth hockey with a positive experience.

EDIT OF POLICY AND PROCEDURES

Any edit of the policy and procedures for teams must be approved by the Board of Directors and should be made by August 31st for the upcoming season. All changes must be proposed to the Policy and Procedures Handbook Committee (herein after referred to as the Handbook Committee). The Handbook Committee will review the proposals(s) and make the committee's recommendation(s) to the Board of Directors.

While it is with best intentions that all decisions be made by August 31st for the upcoming season, circumstances do arise that warrant further review. In the event that information develops or situations change that would warrant such action, proposed changes should be made in writing to the Executive Board. The Executive Board will determine if the situation warrants reasonable cause for review by the Handbook Committee. If so, the committee would convene and make a recommendation to the association's board promptly.

Reasonable review should be given to any situation in which facts change, better information is given or there is a reasonable basis for review of the current rules and regulations in order to provide the best procedures. It should also be clear that any review after the August 31st date should be done solely to fix discrepancies and adjust problems that exist but it is not designed to dramatically alter the intent of these policies and procedures.

Editing of the policies and procedures should be done for the best interest of the players and coaches.

CODE OF CONDUCT

All travel team participants, to include players, coaches, and parents will strictly abide by the association code of conduct as adapted from USA Hockey. All travel team participants, to include players, coaches and parents will sign the code of conduct form at the beginning of the season and the original signed form will be kept in the team roster book throughout the season. This form is labeled as Attachment A to this handbook.

SCYHA ADMINISTRATION:

1. Registration

Any youth wishing to try out for a St. Cloud Youth Hockey Association (SCYHA) travel team must be registered with SCYHA prior to the beginning of the first tryout session. All required registration forms, and registration and tryout fees must be paid. A government certified copy of the youth's birth date must be on file with SCYHA. All past due accounts must be settled prior to registrations being accepted for the upcoming season.

2. Residency

Those youth who reside within the boundary area described as School District 742 are eligible for membership with SCYHA. Any individual desiring to waiver into SCYHA must comply with district waiver rules and regulations (See District 5 Handbook – Waiver Policy).

3. Position Descriptions

3.1. Travel Team Director/Tryout Director:

- Develop and implement a pre-approved scoring and evaluation system for the tryout process.
- Schedules all tryout activities, including tryout ice time, evaluators, trainers, referees, and meetings required for assigning and approving coaches and initial travel team rosters.
- Develops and communicates information through the Executive Board, Board of Directors, newsletter, website and mailings on all schedules.
- Develops a player tryout check-in system, which will include obtaining immediate emergency contact number(s) for all players trying out.
- Ensures an equitable assignment of players to tryout sessions.
- Ensures the confidentiality of all tryout scores.
- Ensures all needed equipment is on hand for the start of each tryout session.
- Develops and manages an identification system for all persons working all tryout sessions.
- Supervises all staff during tryouts.
- Schedules and facilitates a post-tryout debriefing with all tryout staff.
- Ensures the posting of travel team assignments at all required locations.
- Serves on the Review Panel.
- Will develop a time-table and schedule of events for each season try outs.

3.2. Age-Level Coordinator *(The following applies to each coordinator's respective age level.)*

- Secures appropriate volunteer staff for all tryout sessions, including volunteers to work check-in, locker rooms and benches for each tryout session. The tryout volunteer schedule is to be turned into the Travel Team Director prior to the first session of tryouts. After tryouts, submit a list of tryout volunteers to the Volunteer Coordinator.
- Will be present at each tryout session to assist parents/players and coordinate the tryout check-in. At no time will a coordinator be involved in the tryout evaluations or team selection process if they have a child or relative trying out.
- Collects all tryout fees.
- Assigns player tryout jerseys and ensures accurate recording of jersey number assignment.
- Coordinates player session assignment with the Travel Team Director.
- Schedules skaters (number of skaters needed will be determined by the goalie coordinators) from the next older age level to assist with the goalie tryout session.
- Co-facilitates the mandatory informational tryout procedures meetings.
- Ensures the scheduling of the required individual team meetings for all travel teams at their age level. This meeting will be attended by coaches, parents, players and either the Age Level Coordinator, an Executive Board member or a Travel Team Director.

- Initiates the scheduling of all tournaments for each team.
- Participates in all review panel processes involving their age-level.
- Monitors each team at their respective age level to ensure that the teams do not schedule more than three (3) out-of-town invitational tournaments for the season prior to the district game schedule being completed at the scheduling meeting.
- Assists the Coach-in-Charge staff when necessary to secure appropriate numbers of coaches for each team.
- Assist Head Coaches on the selection of Team Treasurers, (to be approved by Association Treasurer) and Team Managers.

3.3 Coach-in-Charge

- Responsible for recruitment, interviewing, training and management of travel team coaches.
- Assist Age-Level Coordinators select coaches for house teams at the Squirt, Mite and Jr. Mite level.
- Finalizes coach selections with the Selection Committee for presentation to the Executive Board for approval.
- Assist the Ace Coordinators in carrying out their responsibilities within SCYHA.
- Assists with travel team meetings as requested.
- Structure Dynamic Sessions for all levels.
- Formulate tryout skill drills and scrimmage format for all tryout sessions.
- Develops, distributes, collects and reviews evaluation forms on coaches completed by parents and players of teams.
- Works with Development Coordinator to help structure programs to develop skills for SCYHA players.
- Participates in all review panel processes involving a SCYHA Coach.

3.4. Registrar:

- Meet all registration requirements as directed by SCYHA, District 5, MN Hockey and USA Hockey. This includes rostering all teams and completing all required and necessary background-checks. All team rosters must be certified prior to the first league game or tournament game or December 31st, whichever comes first.
- Ensure the maintenance and disposition of required records to include the proper record keeping of birth certificates. Ensure that the data in the database is not given or sold to anyone. This information is confidential and only to be used by SCYHA, MN Hockey and USA Hockey in accordance with the rules and policy of USA Hockey.

3.5 Goalie Coordinators

- Assists with travel team tryout procedures as needed to ensure that a fair and equitable process.
- Develops the travel tryout drills for goalies.
- Prior to tryouts, conducts goalie skills sessions to provide opportunities for goalies to have one on one attention with designated goalie coaches.
- Facilitates the on-ice goalie tryout drills with appropriate age levels that will allow evaluators to adequately review each goalie's skills and work ethic.
- The goalie coordinator will serve as one evaluator in addition to the off-ice evaluators.
- Following the tryout process, the goalie coordinators will review tryout results with the travel team director.
- If situations arise where there are decisions to be made at any level regarding goalies and what might be best for the teams or age levels involved, the goalie coordinator will be involved in this process.

- Throughout the year, the goalie coordinators will serve as a resource to all teams in the association to assist with goalie questions, concerns and development.

3.6. Team Manager

- Prepares the team roster book as instructed by the Registrar, insuring all required certificates and forms are properly authenticated and completed. The team roster book, once certified, will be kept available for all games and tournaments and for review by the Registrar and authorized tournament and district personnel.
- Schedules and facilitates the initial team meeting of coaches, parents, players and a representative of the Executive Board within one week of the team being formed.
- Facilitates the appointment of the team treasurer, locker room monitor and all other team volunteer positions needed.
- Facilitates worker assignments for all tournaments required by the Association.
- Attends all required meetings at the Association, district and Minnesota Hockey level.
- Completes all required reports including game reports as prescribed by the Association and the district.
- Distributes and collects all reports and forms from players, parents and coaches as required by the Association within established time frames.
- Provides regular information updates to parents, players, and coaches as appropriate.
- Coordinate all team schedules for the season.
- Coordinate all insurance claims and processes for injuries.
- Check the team mailbox at the MAC 2-3 times per week.
- Provides required information to the Age-Level District Coordinator
- Ensures that each player receives/completes a coach's evaluation form.
- Ensures compliance with Travel Team Ice Scheduling Policy (*As outlined in Section I-Travel Team Administration item 3 of this book*).

3.7. Team Treasurer

- Attends the initial meeting for travel Team Treasurers and all subsequent scheduled treasurer meetings.
- Opens and maintains the team individual checking account.
- Works with the Team Manager and Coach to formulate a proposed budget for the season insuring considerations for all expenses, including postseason and coaches' travel expenses. Keeps track of the teams' ice time; number of hours, location, alone or shared, to assure ice billing is correct.
- Provides a mid-season report to the members of the team and a monthly report to the SCYHA Treasurer.
- Deposits payments of all team funds and pays bills received on a timely basis.
- Ensures collection of monthly payments.
- Prepares and distributes a final report to all families at the conclusion of the season and to the SCYHA Treasurer.

NOTE: At no time are team finances to be co-mingled with personal accounts.

3.8 Ice Scheduler

- Meet all obligations of current contractual agreement with SCYHA.

4. Team Member Responsibilities

4.1. Coaches

All SCYHA Coaches will:

- Instill an attitude of good sportsmanship by personal example and actively enforcing the rules of good sportsmanship. Coaches will abstain from the use of tobacco products and will not be under the influence of alcohol/drugs during games and practice situations.
- Ensure that all players and coaches portray an attitude of good sportsmanship toward their competitors and opposing coaches and officials.
- Strictly adhere to the ice time rules established for the level being coached. Squirts must not exceed 5 consecutive days of on-ice/player development activities, Peewees and Bantams must not exceed 6 consecutive days of on-ice/player development activities.
- Establish and enforce team rules equitable to all individuals associated with the team. Additionally, they will ensure proper care is given to all equipment and facilities.
- Communicate regularly with players on an individual basis. It is required within two weeks of the conclusion of the season that an evaluation is completed on each player to include but not limited to, skating, shooting, and individual work ethics, and team play. The evaluation should include direction for skill improvement. Player evaluation forms will be available from the Coach-in-Charge. Instructions will be provided on use and how to distribute the form.
- Head or Assistant coaches must attend the mandatory Association meetings and the District 5 coaches meeting at the beginning of the season.
- Each travel team will ensure a fully equipped first aid kit is assembled and present during all practices and games.
- Any player who is injured, or appears to be injured, must sit out at least one shift during a game, or equivalent time during a practice, for observation in order to determine the appropriateness of the player returning to the ice relative to the injury.
- In the event of an injury, coaches should follow recommended medical procedures and render and/or obtain treatment as deemed necessary.
- Coaches will adhere to/comply with medical treatment plans for all players as prescribed by medical professionals.
- Ensure compliance that no player may skate in a game unless they are capable of wearing full gear and can play at a full pace as is expected of all other players.
- Ensure compliance that injured players may return to the ice with no contact as long as they have the proper medical release. Players must always wear a HECC helmet and face mask, mouthpiece, elbow pads and gloves.
- Ensures compliance with Travel Team Ice Scheduling Guide (*As outlined in Section I-Administration item 6 of this book*).
- Schedule and attend the initial team meeting.
- Work with Age-Level Coordinators to select Team Treasurer, (must be approved by Association Treasurer) and Team Manager.

4.1.1. Coaches Rights and Privileges

- Schedule practice within a reasonable time period that best suits the needs of the coaches and the players based on availability of ice.
- Expect team members to arrive at the prescribed time for all games and practices.
- The right to exercise reasonable discipline over the team and for the team to respond to that discipline without verbal or physical abuse.
- Expect team members to be responsive to the coaches' instructions.

- Expect parents' cooperation with compliance to Association and team rules.
- The right to determine team rules and their discipline. Note: *Team rules and discipline in addition to this policy must receive approval from the Executive Board prior to their implementation and distribution to team players and their parents.*
- Request roster addition(s) following the rules stated under the section on Absentee Tryout. The Executive Board must approve all move-ups prior to any move-up being made.
- Report all coach violations of travel team rules and regulations and major penalties received during a game within 24 hours of the incident to the Travel Team Director and the District 5 league director.
- A team official must be in control of the locker room at all times if one or more players are present in the locker room. Girls' teams must ensure there are sufficient female team officials. (Background checks for these team officials will be required.)
- Coaches have the authority to apply a one game suspension to any player with behavior unbecoming to the team on or off the ice. All suspensions will be without discrimination on the basis of race, color, religion, age, sex, or national origin. All suspensions must be reported to the Travel Team Director within 48 hours of the suspension. Any player suspended twice must appear in front of the review panel with their parent, prior to continuing team activities.

4.2. Players

All SCYHA players will:

- Conduct themselves at all times in a sportsmanlike manner, which positively reflects upon them as individuals and on their team as a representative of SCYHA.
- Pay proper respect to coaches, referees, and SCYHA officials and will be attentive and follow their instructions.
- Respect, support and encourage teammates and all SCYHA members in a positive manner. This includes inside, outside and away from the arena. Negative team behavior will lead to disciplinary action.
- Attend and report on time to all scheduled activities unless the coach is notified in advance with a proper reason.
- Leave and keep locker rooms in a clean and orderly manner.
- Take good care of all hockey equipment both personal and public and respect all others properties and facilities. Return SCYHA equipment on time and in proper condition. Failure to do so will result in payment of damages by the player's family.
- Not wear their SCYHA Jersey to outside of games/scrimmages/pictures unless there has been an exception made for a special event approved by the President of SCYHA.
- Adhere to all rules and regulations governing them as individuals and as a team. The coach and/or the Review Panel, depending on the severity of the violation, will handle violations of rules and regulations. Players will be immediately suspended from play for violations of fighting, major unsportsmanlike conduct, locker room boxing, and the illegal use of alcoholic beverages, controlled substances and/or tobacco products or weapons and may not return to team activities until after the case has been reviewed by the Review Panel and penalty served. Penalty given for violations of any of these items will follow the guidelines of the MN State High School League.
- Complete a coach's evaluation form for all coaches on the team at the end of the season and return the completed form to the Coach-in-Charge.

4.3. Parents

All SCHYA parents will:

- Complete their required association volunteer hours. Or pay \$50 per unfulfilled hour.
- Conduct oneself with good sportsmanship and instill in their players the desire to reflect such sportsmanship.
- Provide their players with the required, properly fitting equipment.
- Assist in taking proper care of all hockey equipment and facilities, both personal and public.
- Provide transportation for their players as necessary.
- Realize that SCYHA encourages players to enjoy hockey as a sport and to have fun. Parents who place undue expectations on their players minimize the player's enjoyment and development in the game of hockey.
- Provide whatever reasonable assistance may be asked of them. This includes coverage at all games and District playoffs. Other areas of assistance include but are not limited to, serving as minor officials, fundraising, transportation scheduling, tournament work, and serving as Team Treasurer or Team Manager.
- Register players prior to travel team tryouts and pay all fees required by SCYHA prior to the deadline dates to ensure that players may participate in the hockey program. Players with unpaid fees will not be able to participate in future summer, fall or winter SCYHA programs until those fees are paid or arrangements have been made with the Association Treasurer. If travel team roster decreases at any time of the season and no addition of players are made, the parents of the remaining travel team rostered players will be responsible for all remaining costs. Parents of players who are leaving the team are responsible for all fees incurred up to the date of reporting the departure.
- Understand that the safety of their child is the parent's responsibility, not that of the coaches, referees, medical personnel or any other individual. If parents fear injury or witness poor sportsmanship, they have the right and responsibility to remove their child from playing under this condition.
- Understand that any damages assessed to SCYHA or a team thereof by any facility used by the team will be shared jointly by the parents of all players who were at the facility during that time, unless responsibility can be established. In this case, the responsible party will pay damages.
- Conduct themselves in a respectable manner at all times. Parents whose conduct at any time reflects negatively on SCYHA will be referred to the Review Panel. The use of obscene language or abusive behavior toward any youth hockey coach, player, referee, minor official, parent or other spectator will not be tolerated and is subject to disciplinary action. Any behavior that does not display respect and/or impedes or disrupts a team official or member of the Association board from positively carrying out their duties will not be tolerated and is subject to disciplinary action. Any behavior, which invades the personal lives of team officials and/or Board members, will also not be tolerated and is subject to disciplinary action.
- Problems between coaches and parents will be handled as follows:
 - Parents will not confront a coach after any game or practice. Initial contact will be made to the Team Manager voicing the concern and/or circumstances. Failure to comply with this process will result in disciplinary action, which may include suspension from SCYHA for parent and/or player.
 - If parents and coach need to meet the Team Manager will be present. The meeting will not take place sooner than 24 hours following the initial complaint or incident. If this meeting cannot resolve the problem, the parent and coach will then request a meeting with the Travel Team Director.

- The final meeting, if needed, would be with the parent, coach, Travel Team Director and the appropriate Age-level Coordinator.
- Teams qualifying for post-season play are required to participate. Parents are responsible for all expenses and fees incurred from post-season play.
- Complete a coach's evaluation form for all coaches on the team at the end of the season and return to Coach-in-Charge.

5. U8 Program:

The Under 8 Program is comprised of two individual programs. The age groupings are a guideline for registration. Team placement in the Jr. Mite and Mite Programs are based on player skill based on HEP Testing.

1. Jr. Mite Program (5-6 year olds)
2. Mite Program (7-8 year olds)

5.1 Jr. Mite Program

- Approximately 34 hours per season with max of 9 games (3 on 3 format)
- Season begins mid-October through March
- 2-3 hours scheduled during Spring Break (Dist 742)
- Schedule will include an average of 2.5 hours per week
- Team placement is based on HEP Testing
- Additional 5 hours of Dynamics are included in registration fee
- Additional 3 hours of HEP Testing are included in registration fee
- Teams of 10 players (players will rotate in goal for games)
- Jersey's will be provided
- Equipment is available to rent (while supplies last)
- Goalies will not be utilized in practices. Miniature nets will be used for all games. During games, players will rotate every shift to the goalie position. Specialized goalie equipment for games will be limited to a stick and gloves. Goalies are not required to use the goalie specific equipment
- Association volunteer hours are NOT required at the Jr. Mite Level.

5.2 Mite Program

- 40 hours per season with max of 9 games (3 on 3 format)
- Season begins mid-October through March
- 2-3 hours scheduled during Spring Break (Dist 742)
- Schedule will include an average of 2.5 hours per week
- Team placement is based on HEP Testing
- Additional 5 hours of Dynamics are included in registration fee
- Additional 3 hours of HEP Testing are included in registration fee
- Teams of approximately 10 players (players will rotate in goal for games)
- Jersey's will be provided
- Equipment is available to rent (while supplies last)
- Mite goalie policy:
 - B Mites: Players will not be permitted to play the goaltending position full-time (every practice and every game). Any player interested in the position is

encouraged to try it. Standard nets and a fully dressed goalie will be used for games. Players should try the goalie position in a practice before playing their first game.

- C Mites: A player may elect to be a full-time goalie. Teams with full-time goalies should not prohibit other interested players from trying the position. SCYHA can make additional sets of equipment available if needed
- 4 hours of volunteer hours required per family
 - Team volunteering does not apply to these hours with the exception of coaches and managers

5.3 U8 Program Team Manager Responsibilities:

- Act as the primary form of communication between association and team
- Compile and distribute contact information for team members and coaches
- Create and distribute pocket size rosters for games
- Understand policy on required volunteer hours per family
- Distribute Picture forms
- Check mail box at MAC weekly
- Find team volunteers for the following activities
 - Beginning of year party
 - Pizza Coordinator
 - End of year party
 - Communicate with team for...
 - Pick date, location and/or activity
 - Collect money/purchase coach's gifts and trophies

SECTION 1 – TRAVEL TEAM ADMINISTRATION

1. Levels of Play

1.1. Number of Teams at Each Level

- a. The number of travel teams at each level will be determined on an annual basis.
- b. Determinations will be based on previous year coaches' recommendations of talent level, number of registrants at a particular level.
- c. No change to the team levels will be made unless addressed as outlined in the section for changes to the rules and regulations for travel teams. (See Edit of Policy and Procedures)

1.2. Move-Up Policy for Travel Teams

- a. The SCYHA President must receive the move-up request prior to the start of Dynamics.
- b. Player will register and pay for the current level. If move-up request is accepted, player will attend the dynamic session of the level they are requesting to move up to for further evaluation.
- c. After a decision of approval is given on the move-up request, the difference in registration fees will be paid.
- d. A player will only be allowed to move-up to the next higher age level. A waiver from this policy can be made for an exceptionally talented player, but the full Executive Board must grant approval on a case-by-case basis.

1.2. a. Peer Move-Up Policy

a. A player may request SCYHA approval to “move-up” to a level of play that is a level higher than the level dictated by their date of birth. Permission to move up is granted solely at the discretion of the executive board and may be granted where such movement allows the skater to play with their “peer” grade in school. This policy affects players whose birthdates range from July 1st through August 31st and are young relative to their grade in school.

b. Once a player has been granted permission to move up, they must remain at that level of their peer group. Players moving up under this peer policy are eligible for the normal try-out process. Players will only be allowed two years at each level from Squirts to Bantams.

1.2. b. Move-Up Policy for Girls' Teams

- a. Girls have the option of playing on either the girls or a mixed gender youth team at the appropriate levels.
- b. A girl may only tryout for one travel hockey level; either a girl's team or a mixed gender youth team, not both.
- c. A girl will only be allowed to move-up to the next higher age level. A waiver from this policy can be made for an exceptionally talented player, but the full Executive Board must grant approval on a case-by-case basis.

1.2. c. Move-Up Policy for Squirt Teams

a. A last year mite player may request to move-up to the Squirt level. The player must participate in the Squirt Tryouts. If the player scores in the top 8% of all the squirts, the player may be assigned to a Squirt A team. If the player scores in the top 12%, the player may be assigned to a Squirt B team. Any players not scoring within the above ranges will stay at the Mite level. ***NOTE: This is a SCYHA***

policy and each move-up request is subject to approval by the Executive Board and District Director of D5.

2. Financial Responsibilities

Family members of each travel team are equally responsible for all team expenses. This includes reimbursements of all coach's travel expenses that have been approved through the team budgeting process. Non-parent coaches are not responsible for team expenses. Parent-coach expense reimbursement is at the discretion of each team. Families with injured players who are officially rostered with their team through the district must continue their financial responsibilities to the team during the time the player is not skating unless otherwise decided by the team. Families are responsible for insuring timely payment as agreed upon through the team budgeting process.

3. Travel Team Ice Scheduling Guide:

- Each Travel Team will designate one person on the travel team staff who will be the contact person with the ice scheduler. This may be a coach or the team manager.
- Once the schedule is posted, the assigned team(s) is responsible for all charges for that ice.
- All scheduling requests must be submitted in writing or via email to the ice scheduler. The ice scheduler must respond to all requests within 48 hours of the receipt of a scheduling request.
- Travel team staff is not to schedule any ice hour rentals with local arenas. All scheduling must be coordinated through the ice scheduler.
- Return Ice Policy:
 - Primary ice scheduled hours cannot be returned for those hours scheduled through January 15th after November 1st.
 - Primary ice scheduled hours cannot be returned for those hours scheduled from January 15th up to district playoffs after December 1st.
 - Teams may exchange primary ice hours with another team after the return deadline dates provided all teams involved provide the ice scheduler with electronic acknowledgement of the agreed upon exchange.
 - All other ice scheduled may be returned provided the ice scheduler is notified in writing or by electronic messaging 15 days prior to the scheduled date. Travel teams may not request the return of any practice less than 15 days of the schedule practice date.
- Any team who does not participate in a shared practice will still be charged for their share of the scheduled practice time unless the other team confirms alone ice. An email documenting the agreement between the teams involved must be sent to the ice scheduler prior to the scheduled date, notifying him/her of the agreed change.
- Changes in scheduled ice between teams will not occur unless coordinated through the ice scheduler. All agreements must be verified by email.
- Once a team schedule is posted no schedule change will occur without notification of the team scheduling representative. Revised schedules will be posted on the web site at the same time that they are provided to the appropriate teams.

SECTION II – TRAVEL TEAM TRYOUTS

Travel team tryouts will consist of the procedures and sessions described below. Players are required to attend all sessions they are assigned or selected to attend.

1. The Tryout Schedule

Schedule for each season is developed by the Travel Team Director(s) and coordinated through the Tryout Director. The schedule must be presented to the SCYHA Executive Board for approval by August 31st of each year.

2. Tryout Evaluator Selection

Recommendations will be made to the Executive Board by the Travel Team Director and Tryout Director as to whom the evaluators will be at each level. The Travel Team Director will have a minimum of four (4) evaluators at each of the tryout sessions who have been pre-approved by members of the Executive Board. Goalie Evaluators will be determined by the Goalie Coordinators.

No parent or relative will evaluate players at any level in which they have a child and/or family member trying out.

3. Tryout Staff

The tryout staff will consist of the following positions:

- Travel Team Director(s)
- Tryout Director
- Tryout Administrative Assistant
- Executive Board Members
- Age-level Coordinators
- Goalie Coordinators

There must be a minimum of three (3) representatives of the tryout staff present during all tryout session in order for any session to be held. The tryout staff will meet 1- 2 weeks prior to the start of tryouts.

4. Tryout Fee

Tryout fee will be determined annually prior to the start of tryouts.

5. Posting Date(s)/Time(s)

Team rosters will be posted by noon of the second day following completion of each level for team selection. Teams will be posted on the SCYHA website and at the arena where tryouts were held.

NOTE: Coaches will not notify players of team assignments prior to team posting.

6. Spectator Attendance at Tryouts

Tryouts will be closed to the public, including parents. Age-level Coordinators with children trying out will not be a part of the evaluations or team selections. Parents of Squirt-level players will be allowed to assist their player(s) with their hockey equipment at a specified location.

Parents/players are not allowed to make any type of contact with tryout evaluators or coaches at any time before or during tryouts related to the tryout process. Violations of this rule will result in disciplinary action, as determined by the Review Panel. Possible actions include: automatic placement of the player to the lowest level of play for their age group and may also result in suspension for the season of the player and/or parent(s).

7. Tryout Procedures

7.1. Drills to Scrimmage Ratio

Minimum drills to scrimmage ratio will be 30 to 70 for all levels.

Scrimmage must have warm-up drills. The evaluators have the discretion, as approved by the tryout director, to modify the tryout plan in order to better evaluate the players.

7.2. Tryout Process

All players who will participate in travel hockey must attend sessions 1 & 2 even though they do not wish to play at the A level. Players not wanting to skate at the A level must advise the age level coordinator prior to the second posting of the A pool. Pee wee and Bantam players who only want to play at the lowest travel level must attend the last session for their age group.

***NOTE:** The tryout schedule will be initiated with a goalie session. This session will be attended by all age group goalies and will take place prior to the first player tryout session.*

***NOTE:** The session format for the girls and youth levels may not be followed in the same format if the number of girls and youth registered at each level does not warrant such format. The Travel Team Director, the Girls' Coordinator, Coach-in-Charge, Age-Level coordinator will develop tryout session format following the completion of registration for each season.*

7.3. Proper Equipment and Attire

All players trying out are required to wear all protective equipment as dictated by MN Hockey and USA Hockey. Players are not allowed to wear a hockey jersey or socks which indicate an affiliation to a high school, AAA, or elite team of any kind.

8. Absentee Tryout (Injury/Illness/Unforeseen Circumstances)

- The parent/guardian of an SCYHA player who is unable to tryout because of injury must submit to the Travel Team Director a note from a physician, validating the injury/illness prior to the tryout session. A written physician's note is then needed prior to the injured/ill player returning or beginning a tryout session or tryout team assignment. Any other player unable to tryout due to unforeseen circumstances must inform the Travel Team Director. On an individual basis, the Travel Team Director has the final decision as to the disposition of a player's tryout participation status and/or tryout team assignment. The Travel Team Director must abide by the framework of rules in making individual player decisions.
- An absentee player must be expected to return without restrictions by November 30th. Players who cannot be expected to return by November 30th may be placed on the lowest level team of that age group, provided there are openings. The financial responsibility for a position held on a travel team is that of the parent/guardian of the absentee player selected to the team beginning with the team's first season practice.
- No position guarantee can be given to a player considered at the A level. The A level team coach has the discretion with the final approval of the Executive Board to hold a coach's choice position(s) when selecting the team. The A-level coach may move up a player from the B1 level that was originally in the A Pool or remain with the originally selected number of players. A player may be taken from outside the A pool if there is no A pool player willing to move. No player or parent will be contacted on a move up until the travel team director and the tryout director give approval and affected coaches have been notified.

- Absentee player(s) will complete up to but no more than five (5) practice sessions with a tryout team assignment. Coaches from the appropriate levels and the Travel Team Director will decide on tryout team assignments. At no time will a parent/guardian/relative be involved in the injury/illness tryout process.

9. Team Selection

Team Drafting:

- Tryout staff /Executive Board will first determine the number of players that will be assigned to the team, based on number of players at the age-level and tryout evaluations.
- Coach will be given a list of “lock” players from the player pool.
- Head Coaches will have a maximum of three picks; picks will be at the discretion of the tryout staff.
- Tryout out staff reserves the right to assign teams if coaches are not in agreement.

For multiple teams at the same playing level:

- Coin Flip for 1st pick.
- Draft in increments of three.
- Two teams: top 6 players split 3/3, next 6 players split 3/3, etc. until full roster.
Three teams: top 9 players split 3/3/3, next 9 players split 3/3/3, etc until full roster.
- Goalies will be limited to two players per team. Requests for more than two goalies will be looked at on a case-by-case basis by the Executive Board.

10. Coaches Presence

Coaches' presence during tryout sessions is as follows:

A pool: A team eligible head coaches

B pool: Eligible head coaches

SECTION III – TRAVEL TEAMS

1. Selection of Coaches

The SCYHA Executive Board is accountable for all coaches and will place the best coaches available. The Executive Board will approve coaches, and approval will be based on recommendations received from the Coaches Selection Committee. The Coaches Selection Committee will consist of the appropriate Age-level Coordinator, Coach-in-Charge Staff, Travel Team Director, and Goalie Coordinator.

No coaching candidate can contact any SCYHA Board Member, Travel Team Director or Coach-in-Charge Staff regarding their particular status in the selection process. Consequences to the violation of this policy will be determined by the Executive Board with input from Coach-in-Charge Staff.

SCYHA will pay fees to roster a maximum of 4 coaches per team; additionally approved rostered coaches will be paid for by the team.

1.1. Head Coaches

Coaches for SCYHA will be selected using a number of criteria as noted below, but not limited to this list.

1. Support of SCYHA mission statement and principles.
2. Support of USA, Minnesota, District and SCYHA Rule and Regulations (including helmet rule).
3. Past coaching experience.
4. Hockey experience.
5. Hockey knowledge.
6. Time commitment available to handle job.
7. Ability to communicate with parents, players, and all associated with SCYHA.
8. Coaching philosophy.
9. Ability to provide written feedback to players.

Prospective coaches for SCYHA will submit an application prior to the application deadline for the upcoming year, giving the Selection Committee a means to identify all potential prospects for the upcoming season. See the website (www.stcloudhockey.com) or contact the Coach-in-Charge for the current year deadline. All coaches for SCYHA must have proper USA Hockey coach certification through the Coaches Education Program (CEP). USA, Minnesota Hockey, District 5 and SCYHA require all coaches to submit a background consent form with the background check performed by the Minnesota Bureau of Criminal Apprehension (BCA). Coaches are selected for a one-year coaching commitment..

1.2. Assistant Coaches

SCYHA recommends two (2) Assistant Coaches and one Assistant Coach designated to goalies per team. MN Hockey allows only 4 coaches on the bench per game. Head coaches will submit a list of proposed assistants to the Selection Committee and the Executive Board must approve these before any Assistant Coaches may begin team activities. Criteria listed for coaches are the same criteria used to determine Assistant Coaches. Each team will have 1 Primary Head Coach and 1 Primary Assistant Coach. Primary Coaches can only be rostered on another team as a Secondary Coach. If a scheduling conflict were to occur, the Coaches are committed to the team they are listed as the Primary Coach.

2. Coaches Certification Reimbursement:

SCYHA will reimburse coaches 100% for Coaching Clinics Levels 1, 2 & 3. Reimbursement for Levels 4 & 5 will be determined on a case by case basis.

3. Team Structure

Team structure will be based on the assignment of players and coaches as determined by results of tryouts and the Executive Board determinations and approvals. Team rosters will include players, a Team Manager and one (1) coach designated as the Primary Head Coach. The maximum number of players on a team will not exceed 20 players. An exception to this rule may be to the U16 team as approved by District 5 and MN Hockey.

SCYHA does not allow for the designation of team captains below the Bantam/U14 levels.

4. Initial Team Meetings and Required Agenda Items

Initial team meetings are:

- Scheduled within the first two weeks of team formation.
- Not to be scheduled during a practice. Coaches need to be present during this meeting.
- All coaches, a parent/guardian representative for each player on the team and an Association Representative (Executive Board member, Administrative Director, Travel Team Director or the Age-Level Coordinator) will attend the initial team meeting.
- A meeting agenda must be presented to an Association Representative two days prior to the meeting date. The following are required agenda items for the initial meeting:
 - a. Introduction of coaching staff
 - b. Coach's philosophy for the team
 - c. Sample proactive plan
 - d. Preliminary season activities plan
 - e. Team rules (as described by this policy)
 - f. Team budget including payment plan
 - g. District items
 - h. Team Volunteer positions: *(Note: Excluding, Coaches, Team Manager and Team Treasurers, all other Team volunteer hours are not included for the required association volunteer hours.)*

5. Ice Time

The following describes SCYHA rules regarding player ice time:

- **Bantam A/B; U14 A** coaches will provide equal ice time for all 5 on 5 play for periods 1 and 2. Coach will have discretion for special teams and the entire 3rd period. (**Exception:** When playing against other SCYHA teams at the same level, equal ice time shall be awarded for the entire game.)
- **Bantam ,C; Peewee A, B,C; Squirt A, B,C and U14 B** coaches will have discretion for the last 5 minutes of the 3rd period. (**Exception:** When playing against other SCYHA teams at the same level, equal ice time shall be awarded for the entire game.)
- **Jr. Gold** and **U16** coaches will have discretion for the entire 3rd period of the game.
- **Girls U12** and younger coaches will have discretion in the last 5 minutes of the 3rd period. (**Exception:** When playing against other SCYHA teams at the same level, equal ice time shall be awarded for the entire game.)

Those teams with two or more goalies will ensure equitable game time for all District games, invitational, regional and state tournament games, District playoffs and non-league games. This does not mean that coaches are restricted from changing goalies during the course of any game should it be apparent to the coach(s) that the goalie in the game is not at a normal level of performance. In the best interest of the team, the coach(s) may replace the active goalie during any point of the game. This goalie

rule is applicable at all age levels. It is the responsibility of the coach(s) to ensure reasonable, positive communication is given to the goalie pulled as to why the action was taken.

6. Game Times

Bantam/U14 - One hour thirty minute games with three (3) 15 minute periods with a resurface every two periods.

Peewee/U12 - One hour fifteen minute games with three (3) 15 minute periods no resurface.

Squirt /U10 - One hour games.

7. Non-Parent Coaches' Expenses

Each team will determine at the initial team meeting non-parent coaches' expenses, which the team will reimburse. Required reimbursements include; mileage for all away games and tournaments, a minimum of \$25.00 per diem for out of town tournaments, and all lodging expenses for each coach provided their own room. Teams may provide non-parent coaches additional reimbursement for travel expenses to practices and home games at their discretion, which is recommended. SCYHA general compensation funds given to non-parent coaches do not defray expenses associated to the team. Any compensation for parent coaches will be at the team's discretion. Compensation ranges for head and assistant coaches will be as follows:

	Head Coach	Assistant Coach
Bantam/U14:	\$1200-1500	\$700-900
Peewee/U12:	\$1000-1200	\$500-750
Squirt/U10:	\$ 600-800	\$300-500

*Compensation amount will be at the discretion of the Executive Board as recommended by the Coach in Charge.

8. Coaches' Evaluations

Each parent and player is requested to complete an evaluation of coaching staff for their team at the completion of the season. Coach-in-Charge staff will distribute to each team a sufficient number of forms to each travel team manager by the second week of January of each season.

The evaluation forms will be distributed by the Team Manager, completed evaluations will be submitted to Coach-in-Charge, who will insure the evaluations remain confidential.

SECTION IV – REVIEW PANEL

I. Scope

This section defines the process for administration of SCYHA review panel. The rules and processes of this section apply to all members of the Association for all SCYHA sanctioned activities. The rules and processes of this section are enforceable to address violations of the rules and policies of SCYHA, District 5, Minnesota Hockey or USA Hockey. Rule or policy violations are not limited to infractions incurred during the play of a hockey game. Reported rule or policy violations committed by any player, coach, parent or Association member will be reviewed to determine if disciplinary action is warranted. Any action by a person or persons which hinders the ability of any team, its members, Board of Directors or Executive Board members from freely carrying out their intended activity is considered a violation of SCYHA rules or policies. All reported rule or policy violations will be investigated and reviewed by the Review Panel (hereafter referred to as “the Panel”). The Panel will administer any warranted action. The Panel will consist of: the Travel Team Director, the Coach-in-Charge, and the appropriate Age-Level Coordinator. Should all Panel members not be available during a reasonably expeditious timeframe, a minimum of two members from the Panel will conduct the disciplinary investigation and review and determine the necessary course of action. The Panel will notify the Executive Board of any and all disciplinary action recommendations. These may include but are not limited to: suspension of a player, suspension of a coach or revocation of member participation in any SCYHA activity. District 5, Minnesota Hockey and/or USA Hockey may administer additional action. Any termination of Association membership is an Executive Board decision.

2. Review Process

In the event that any SCYHA, District 5, MN Hockey or USA Hockey rule or policy is violated, the following process will be executed:

- A. A complaint or report of incident is received or observed directly by one of the Panel members. Complaints or issues of concern must be submitted in writing to the Panel in order to insure consideration by the Panel. All team violations shall be reported to the Team Manager. Any SCYHA member can report these. In this case, the team manager will submit a written report to the Panel within twenty-four (24) hours after receipt of the complaint or report of incident.
Note: It is imperative that written reports include all known pertinent facts regarding the incident.
- B. The member of the Panel who receives the complaint or report of incident will initiate the disciplinary review process within twenty-four (24) hours of receipt of that complaint or report of incident.
- C. The member of the Panel who receives the complaint or report of incident will contact all other Panel members and dispense all pertinent information accordingly. The available Panel members will meet within forty-eight (48) hours after receipt of a complaint or report of incident.
- D. The Panel will notify all persons involved that the disciplinary review process is being initiated regarding the complaint or report of incident. The panel will insure the person(s) for which the complaint is against is provided the opportunity to meet with the panel or allow for a written response to be submitted. Any review involving the presence of a minor must be accompanied by a parent or guardian. The response must be given within 48 hours following notification of the complaint. Should it be warranted, the Panel may recommend to the Executive Board a suspension of the individual or individuals from participating in or attending any sanctioned Association activity until the disciplinary investigation and review is completed. The Executive Board must respond to the recommendation within forty-eight (48) hours.

- E. The complaint or report of incident will be reviewed and a course of action then determined.
- F. The Panel will provide written notification of any disciplinary action approved by the Executive Board being administered to the affected individual or individuals within forty-eight (48) hours of a decision being rendered and Executive Board approval received.

3. Timeline

All reviews will be completed within 5 days of the receipt of any written complaint or report of incident. If additional time is necessary it must be approved by the Executive Board and written notification will be sent to the affected individual or individuals, along with the extension of any suspension implemented at the beginning of the review. (See Attachment B)

4. Appeal Process

Appeals to disciplinary action administered by the Panel must be submitted to the Association President in writing within ten (10) days of receipt of the disciplinary action notification. The Association President will appoint a grievance committee. Grievance committee cannot include any members of the initial review panel. The grievance committee will insure all disciplinary processes were completed appropriately. The committee will submit their findings within ten (10) days to the Association President. The Association President has the authority in determining the final decision. Any disciplinary action rendered by the Panel will remain in effect during the appeal process.

This St. Cloud Youth Hockey Association Travel Team and Tryout Rules and Regulations have been revised and adopted by the St. Cloud Youth Hockey Association Board of Directors on this 13th day of July, 2011.

Lisa Spethmann
President of St. Cloud Youth Hockey Association

Amy O'Neal
Secretary of St. Cloud Youth Hockey Association

Approved by BOD on July 13th, 2011

ST. CLOUD YOUTH HOCKEY ASSOCIATION
CODE OF CONDUCT

Team Name: _____

As a member of the above listed team, I will abide by all statements of conduct here given:

1. No swearing or abusive language on the bench, in the rink or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Any player who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated. Fighting will result in an appearance before all governing disciplinary panels or committees.
5. Players will not drink alcoholic beverages, smoke or chew tobacco or use an illegal substance of any kind.
6. Coaches will abstain from the use of tobacco products and will not be under the influence of alcohol/drugs during games and practice situations.
7. Conduct myself in a befitting manner at all facilities, (ice rink, hotel, restaurant, etc.) during all team functions.
8. Will not cause damage or vandalize public or private property.
9. Any player, coach, or parent who cannot abide by these rules or violates them will be subject to disciplinary review and possible disciplinary action.

Print Name

Signature

Date

1.	_____	_____
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Attachment B

Timeline for Review Panels, required documentation and record keeping.

- A written notice of report of incident, complaint or issue of concern is received by the administrative director or the travel team director(s).
- The recipient of the report of incident, complaint or issue of concern notifies the association president and a decision is rendered to initiate a review panel or not within 24 hours of receiving the written notice.
- If the decision is to initiate a review panel the administrative director, or in his absence, the travel team director, will notify the appropriate persons who will be panel members insuring there is a minimum of two persons serving on the panel.
- The director of travel teams, or in his absence, the age-level coordinator, will initiate a log to track dates and times of panel activities. A copy of this log will be included in the panel report to the executive board.
- The director of travel teams,, or in his absence, the age-level coordinator will notify the executive board (excluding the association president) of all reviews when initiated.
- The Panel will meet within 48 hours of the panel activation.
- The Panel will notify all persons involved that a review is being conducted.
- The Panel will insure the person(s) involved in a complaint or report of incident are provided an opportunity to meet with the panel or provide a written response.
- Written responses must be submitted to the panel within 48 hours from the time of notice.
- All reviews must be completed within 7 days unless an approved extension is given by the executive board.
- The panel submits the review report to the executive board. To include:
 - Statement of purpose of the review
 - Statement(s) of evidence gathered during the review
 - Copy of the written notice
 - Copy of all written responses received
 - Panel recommendation(s)
 - Panel activity log

The Travel Team Director will notify all persons of the approved panel recommendations by the Executive Board as applicable insuring proper notification of the right to appeal any action to the association president.

The Travel Team Director will retain all records and documents resulting from the review on file as appropriate. Panel members will submit to the administrative director all documents in their possession of the review to the administrative director for proper disposition. Panel members will only retain personal notes made during the review process.