

Detroit Lakes Youth Hockey

Policy Handbook

September 2011 Updated



This policy handbook has been developed to provide a general guideline of basic policies and procedures that are followed by DL Youth Hockey and its members. If you have any questions about a particular policy or procedure, please contact the Youth Hockey Director. The spirit of your DLYHA program is fun and sportsmanship, fostered by individual and team skill development and a dedication to athletic excellence. Together we will make our youth program the best that it can be!

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Mission Statement

The mission of the Detroit Lakes Youth Hockey Association is to organize and promote hockey for the youth of Detroit Lakes and the surrounding area by introducing and actively instructing the sport of hockey to the youth of the community; and to encourage and develop their sense of good sportsmanship, teamwork and self-confidence, through a positive and fun learning environment. Parents are encouraged to become familiar with this policy handbook and assist in the attainment of the goals of the Detroit Lakes Youth Hockey Association.

Section 1: Introduction

Welcome to Detroit Lakes Youth Hockey !! This policy handbook is intended to provide an overview of the Detroit Lakes Youth Hockey Association (DLYHA). Parents, players and coaches are encouraged to become familiar with the policies contained within this handbook and to assist in attaining and maintaining the objectives of the Detroit Lakes Youth Hockey Association.

This program is run by volunteers who donate their valuable time and talent to make this program a success. It takes a committed group of volunteers (parents and non-parents) to keep the program running smoothly. It takes everyone to work towards its success, please be open to volunteering during the season.

Please review those sections of the handbook that refer to expected conduct of parents, players and coaches. The Detroit Lakes Youth Hockey Association will maintain a ZERO TOLERANCE RULE, which will be STRICTLY enforced. The guidelines contained within this handbook will ensure that all involved have a positive and rewarding experience participating in DL Hockey.

Section 2: DLYHA Objectives

The Detroit Lakes Youth Hockey Association will strive:

- To provide an enjoyable introduction and positive experience to the sport of ice hockey, while encouraging every player to continue to play hockey throughout their youth and beyond.
- To help the player develop self-control, self-discipline and good sportmanship.
- To develop an understanding of the theory of play and the rules of the game, along with the mastery of the skills and mental aptitude to enable players to perform successfully at their level of play.
- To provide youth hockey players with a program that is coached by qualified individuals who will be positive role models for the players.

Section 3: DLYHA Hockey Director

The responsibility of the DLYHA Youth Hockey Director is to provide leadership, guidance and planning to all stakeholders associated with the DLYHA. The DL Youth Hockey Director will act as the first point of contact for any individual, team or corporation seeking information on DLYHA programs and events.

The Hockey Director is responsible for the day-to-day operations of the association and coordinates all of DLYHA programs, activities, schedules, tournaments, etc., and acts as a resource for all parents, coaches, Board members, and other interested parties. The Youth Hockey Director reports to the Board of Directors and is contracted annually.

Section 4: DLYHA Board

The Detroit Lakes Youth Hockey Association Board of Directors consists of nine members who each serve a three-year term. The board includes four elected board officers (President, Vice President, Secretary and Treasurer) and five elected board directors. All persons interested in improving the Detroit Lakes Youth Hockey program are encouraged to apply for positions when they become open.

All Board members & directors will have assigned titles and responsibilities consistent with those titles. Members will be expected to fulfill those duties during their term. Quorum votes are required to pass certain issues that arise on the board, so attendance at all meetings is important. If for some reason a board member decides that he/she can no longer perform their elected duties and resigns before their term has expired, the board can vote on a replacement for that position, which will run until the next election for that position. Job descriptions for these positions are available.

Meetings are held on the second Monday of each month at Kent Freeman Arena. Additional meetings are scheduled as required. All interested parties are invited to attend.

Section 5: Player Registration

Player registration will be under the direct supervision of the DLYHA Registrar. Age requirements for appropriate levels of play for the Detroit Lakes Youth Hockey (DLYHA) will follow Minnesota Hockey age requirement guidelines.

- A. Registration will be held prior to the start of the season at the Kent Freeman Arena. This will be supplemented with a mail-in period for those who are unable to register in person.
- B. All players must be registered with all forms completed with fees & deposits paid prior to any on-ice, team activities. Youth hockey registration fees will be set prior to the season and reviewed on an annual basis.
- C. Per USA Hockey rules, no player may register with or participate on more than one team or age group. New skaters to the program may have to skate in the “learn to skate” program until skills are at a safe level to complete.
- D. Players will be given the opportunity to reduce their registration fees by participating in the DLYHA fundraising ticket sales.
- E. Scholarship requests: We know from time to time hardships occur. DLYHA will make every effort to honor the requests made by families for scholarship exemption during a season. A Scholarship application form should be completed at registration and given to the registrar. The registrar will keep the scholarship request along with the registration paperwork, and the request will be reviewed within one week. Scholarship applicants will be notified about the board decision, and registration can be finalized. There are a limited number of scholarships that can be given in any season.

Section 6: Player Move-Up Policy

The Detroit Lakes Youth Hockey Association strongly discourages player move-ups. The eligibility age requirements are established in order to ensure all players participate with their appropriate peer group. It is not the intent of the Detroit Lakes Youth Hockey Association to deny a player the opportunity to play with their peer group (school grade) because of a late date of birth.

Under Minnesota Hockey guidelines, deviations to the age rules will be allowed in order to ensure players participate with their school grade peer group. This deviation to the age policy applies to players who have a date of birth between July 1 and the school cut-off date of September 1. This does not apply to a player wishing to play down. The only other deviation to this play-up rule would be where a level of play has a shortage of players necessary to field a team. Under these circumstances, players would be permitted to play-up to help field a team if it doesn't have a negative impact on their regular team.

A player wishing to move up must make a written proposal to the DLYHA Board prior to the September meeting, which is the last board meeting prior to fall clinics. That player will be allowed to attend fall clinics to be evaluated by the Hockey Director and/or any designee's to help aid in the decision. A player must be deemed (A level) quality to be allowed to tryout. If we have three teams ranging from A,B, and C levels then the player will have to be deemed at least a B caliber player to be allowed to tryout.

Bantam eligible 9th grade skaters who wish to move up to the High School program must tryout and make the A Bantam level team and must play with that team until the High School tryouts begin. That player will be allowed to take a leave of absence from his Bantam team during the week of High School tryouts.

Section 7: Equipment

- A. Equipment is somewhat limited and is available on a first-come first-serve basis. All lost or damaged equipment will be the responsibility of the player to replace. The DLYHA Equipment Manager coordinates the program.
- B. Equipment loans are available from DLYHA for players up to Squirt and U10 levels, and other players by exception only. However, a \$250 deposit required that will be refunded upon return of all equipment is required.
- C. The Equipment Manager(s) will be responsible for distributing, collecting and storing all DLYHA owned hockey equipment and jerseys. The manager will make recommendations to the DLYHA Board concerning future equipment needs/purchases.

Player required equipment is as follows:

- Hockey skates
- Stick
- HECC approved black helmet and facemask combination
- Colored mouth guard attached to the mask (except goalie)
- Shin pads
- Hockey pants*
- Elbow pads
- Protective cup (both boys and girls)
- Shoulder pads *
- Hockey gloves *
- Goalie helmet or approved goalie throat protector
- Black socks
- If glasses are needed, non shatter lenses

** optional equipment for Initiation level*

- A. At the competitive levels, all players shall wear the same color socks, as well as black helmets and breezers, to maintain a consistent look across the teams. There may be the possibility during some seasons that pairs of socks can be purchased for a reasonable price and kept at the end of the season.
- B. Beginning 2011-2012 season: A refundable \$50 jersey deposit will be required at the start of each season. Jerseys will be distributed to the teams by the Equipment Manager(s) prior to the first game.

Upon completion of the season, the \$50 deposit will be refunded to each parent once the laundered jerseys are returned. If a jersey is lost during the season, the equipment manager should be notified immediately. Arrangements will be made with the equipment manager(s) as to replacement costs involved.

Players who fail to return their jerseys at season's end, or who return them with excessive wear & damage, will relinquish their \$50 deposit + \$50 additional for replacement of both jerseys.

- C. Parents and players are responsible for equipment used and shall return all DLYHA equipment at the end of the season. Equipment turn in will be organized by the team manager for turn in.
- D. No names or captain/assistant designation shall be worn on the DLYHA jerseys.
- E. Final Coaches payments will be held until jerseys are returned.
- F. The annual equipment swap will be held at the Kent Freeman Arena during the registration period.
- G. All teams wishing to wear team warm-up suits will need to wear approved apparel to maintain a consistent look across all teams of DLYHA. As styles and availability change from year to year, DLYHA will select warm-ups as needed.

Section 8: Locker Rooms

- A. Home practice locker room assignments will be posted on the locker room assignment screen located in the main foyer. Locker room keys will be made available to any adult team coach no earlier than 90 minutes prior to game start. Keys will not be given to youth players. Proper ID may be required to check out a key in order to ensure it's return.
- B. Responsible locker room behavior is of the utmost importance. Coaches are responsible for their team's locker room behavior. Based on the strong recommendation of USA Hockey, adult supervision in the locker rooms at all times when players are there, is being enforced by DLYHA. Team managers will organize parent assignments to work locker rooms during games, and at practices. Teams must have someone in the locker room who is gender specific to that team.
- C. Players will not be allowed to store equipment in any locker room, and are prohibited from entering any locker room that their team is not assigned to.
- D. Player safety would include, but is not limited to, locker boxing, wrestling, throwing of equipment, shooting pucks in the locker room area.
- E. Arena appearance would include cleaning the locker rooms after use, no unapproved use of tools or alterations to locker room walls/floors/etc. shooting of pucks in rooms and such.
- F. Coaches are ultimately responsible for an issues inside the locker rooms. Players/teams/coaches may lose locker room privileges for violating this section.

Section 9: Youth Team Levels

Once the teams are rostered and signed off by the District 15 Minnesota Hockey representative, the teams must be set. No further changes can take place at that point.

- A. *Initiation / Mite Level:*** The initiation program is designed to introduce new participants to the sport of hockey. This will be done through a positive and fun learning environment. Primary emphasis shall be on the development of basic hockey skills, self-confidence and good sportsmanship. A non-competitive atmosphere is stressed throughout the initiation program.

The initiation program will be formatted in three groups at the start of the season: Learn to Skate, TerMites, and Mites. Coaches, as well as the Youth Hockey Director, will make these evaluations based on player skill and age. Mites will be comprised of the most skilled players regardless of age. Coaches may re-evaluate players throughout the season and move players as deemed necessary with the parents and players' consent.

- B. *Squirt / U10 Level:*** At all levels, skill development is the primary emphasis and equal participation is stressed, rather than "playing for the win". Every effort shall be made by the coach to ensure that all players receive near equal playing time. It is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach.

Team captains should not be emphasized at this level. Rotating the captain's privilege should be the goal to ensure that all players have the chance to be a leader on their team. It is the goal of DLYHA to foster leadership qualities in all players or at least give them the chance for leadership.

- C. *Pee Wee/U12 Level:*** The PeeWee and U12 levels are considered skill development levels. The objective at these levels is to further develop the skills of all players on the team. Every effort shall be made by the coach to ensure that all players receive equal playing time. It is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach. Skill development rather than "skating for the win" is the primary emphasis at both levels.

At the PeeWee/U12 level, or when it is the only Pee Wee/U12 team fielded for the year, the following applies: every effort shall be made by the coach to ensure that all players get some quality playing time during the game. It is anticipated that some deviations to this rule may occur in game situations deemed important by the coach. By this age, player's may/should have developed leadership qualities and team captains may be chosen at the discretion of the coach.

- D. *Bantam Level:*** At the Bantam level, every effort shall be made by the coach to ensure that all players get some quality playing time during the game. Bantams is considered the most competitive level in a youth association, so it is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach, (i.e., the coach has the discretion to play a particular goaltender in district or playoff games). By this age, player's should have developed leadership qualities and team captain's may be chosen at the discretion of the coach.

Section 10 – Playing Time Criteria

Detroit Lakes Youth Hockey Association's overall policy is that each team player should receive equal playing time as measured over the season. This rule is subject to certain exceptions as deemed by the coach and those listed below:

- A. Disciplinary: Individual players who display attitude problems, miss practices, games, or are ill/injured are considered reasonable exceptions to the equal playing time rule. The head coach will evaluate these instances on a case-by-case basis.
- B. Bantam/PeeWee/U12 and Levels: These levels are considered the most competitive for their class and as such there is more of an emphasis on the final outcome of the game.
- C. Under certain situations such as District, Regional and State playoff or Tournament play, deviations to the equal playing time rule may occur. Coaches in these situations may deviate from said rules to rotate players out of sequence in order to "power up" a particular shift. These deviations shall be the exception rather than the rule and should be limited to crucial game situations and not abused by the coaching staff.
- D. Player Safety is of the utmost concern. If a player is not able to compete at an age appropriate level due to being a beginning skater or other issues that prohibit the player from competing at a higher level, that player will be asked to join the Learn to Skate program until skills are at an appropriate level for their age group.

Section 11: Inclement Weather

- A. If the Detroit Lakes Public Schools are cancelled for the day or close early due to inclement weather, all DLYHA youth hockey activities shall also be cancelled. If school is held, but after school activities are cancelled, all youth hockey activities will also be cancelled. Safety for players is the primary consideration. All game cancellations require a minimum of one(1) hour advance notification.
- B. It is recommended that coaches establish a phone and/or email system with their team managers so all players and parents can be notified of any changes in a timely manner. Notifying the local radio stations of any cancellations is highly recommended.
- C. In an effort to maximize practice opportunities, outdoor rinks should be utilized whenever possible. Safety and frostbite are important considerations and coaches will use caution and discretion when scheduling outdoor practice.

Section 12: Zero Tolerance Rule

In an effort to make the sport of youth hockey safe and enjoyable for all participants and spectators, a ZERO TOLERANCE RULE policy will be strictly enforced within the DLYHA community. This rule pertains to the behavior and actions of all players, parents, coaches and spectators. By acknowledging this policy, all parties are stating they will abide by all the rules and regulations contained within the DLYHA policy handbook, Minnesota Hockey and USA Hockey guidelines. Any violations of said rules and regulations will be acted upon immediately with appropriate sanctions taken.

Parents will be required to sign the ZERO TOLERANCE rule provided on the registration form, acknowledging their understanding of this policy, and discuss the rule with their player.

Section 13: Vandalism Policy

The DLYHA has a "Zero Tolerance" policy which extends to acts of vandalism and/or malicious mischief. Vandalism is the intentional and malicious destruction or damage to the property of another. Malicious mischief does not require actual damage to property unlike vandalism but falls in the category of misjudgment on ones part.

Any intentional acts of vandalism or malicious mischief committed by any person in the Kent Freeman Arena and/or on building grounds and/or any other hockey association rinks and/or warming facilities resulting in damage to or destruction of property will be reported to the Detroit Lakes Police and/or Becker County Sheriff Department or the proper authorities. Criminal and/or civil actions will be pursued and the person(s) responsible will be expected to pay for any and all damages.

In addition, any hockey player(s) committing any acts of vandalism or malicious mischief in this building and/or on building grounds will have to appear before the Board and will submit to a suspension of up to 4 games (as determined by the Board). Any further acts of vandalism or malicious mischief by the same player(s) will be punished more severely and, at the discretion of the Board, may result in a complete season suspension.

Any person(s) witnessing or having information relating to any act of vandalism or malicious mischief in this building and/or building grounds and/or any other hockey association rinks are expected to report the information to a coach or Board member.

Section 14 – Youth Game / Practice Regulations

- A. During game play, all players on the bench, whether playing or not, must wear an approved helmet-facemask combination.
- B. Non-player youths WILL NOT BE allowed in the player's box, penalty box, or scorer's box during any game. All youth games will abide by the rules and regulations set forth by USA Hockey as modified by Minnesota Hockey and the Detroit Lakes Youth Hockey Association. Coaches and players should familiarize themselves with the appropriate rules for their level of play. A Zero Tolerance Policy will be strictly enforced. See appropriate sections for expected conduct and responsibilities for all players, parents and coaches. We are all ambassadors of the community of Detroit Lakes and thus should hold ourselves to the highest standards.
- C. As required by the City of Detroit Lakes, all on-ice practices, games and related activities must be under the direct supervision of a coach or adult member of the youth hockey association. If Coaches cannot guarantee an adult supervised session, there is no alternative but to cancel that on-ice activity. The coaches are ultimately responsible for the safety and welfare of all involved. Unsupervised activities will not be tolerated.

Section 15 – Game / Practice Schedules

- A. Coaches are expected to take an active role in working with the youth hockey director (scheduler) to ensure that the total number of games is within the guidelines for their level of play. It is anticipated that some games will be cancelled due to bad weather during the season, and this may be accounted for when scheduling the total number of games prior to the start of the season. If coaches have a list of preferred opponents for the season, they should work with the scheduler to convey their requests.
- B. Games should not be scheduled without a two(2) week notice unless necessary to fulfill district, regional, state playoff or make-up requirements.
- C. Unless necessary to complete district, regional or state playoff requirements, no out-of-town games will be scheduled on school nights. If this exception occurs and games do take place on a school night, they will be scheduled to allow the players to arrive home by 11:00 pm.
- D. Every effort will be made to make sure games will not be scheduled or played until the team has had at least ten(10) on-ice practices.
- E. Total number of games played during the season, including tournament action, but excluding post-season play, is limited by Minnesota Hockey rules. DLYHA will schedule games as appropriate for each level. *Example:* Mite age players may play six games while Bantams may play forty or more. Differences may exist between A and B level teams within the same age group.
- F. At the youth hockey level, player and team skill development is the primary consideration. Within this context, adequate practice time is essential for a successful season. A minimum practice to game ratio of 2:1 will be maintained throughout the course of the season.
- G. The youth program director (scheduler) will take into account the ages of the various levels when building the practice schedules. The youngest groups will be given the earlier ice times while the oldest groups will go later in the evening. The length and frequency of practices will also increase for older players. Under no circumstances will DLYHA coaches or their assistants conduct a practice at Kent Freeman Arena after normal operating hours. Normal hours are defined as, any time arena personnel are present at the arena, which is usually no later than 10:00 pm.

Section 16: Tournament Guidelines

- A. Coaches and managers shall be present and explain all game and tournaments at the pre-season parent meeting. Parents shall be told that the participation in the tournament is optional and players suffer no adverse consequences if they choose not to have them participate. No pressure should be applied to force a player or parent to participate.

Some tournaments may be scheduled that potentially involve a player to miss school and this will be done solely at the discretion of the player's parent or guardian.

B. Traveling Tournaments:

- a. Squirt and U10 levels are limited to no more than three(3) invitational tournaments per season, excluding playoff and post-season activity.
- b. PeeWee, Bantam, and U12 levels are limited to no more than four(4) invitational tournaments, excluding post-season activity.

Teams can schedule one extra traveling tournament if paid for by the parents

C. HomeTournaments: DLYHA is able to keep registration fees low due to the revenue from home tournaments. DLYHA does not host a home tournament at every level each year. All home tournaments will be conducted and sponsored by the DLYHA. Parent volunteers and players run home tournaments.

At the beginning of the season, the team will designate a home team tournament chair to help conduct the tournament duties with the DLYHA tournament director.

Section 17: Laker Youth Hockey Tryout Guidelines

Philosophy

It is the goal of Lakers youth hockey to place each player on a team that matches his/her ability level and skills to ensure that all players will have an enjoyable hockey season and progress at the proper rate.

Tryouts

- Tryouts will run for 5-7 days depending on the year and the number of players. Please check the tryout schedule that is on the Lakers youth hockey website or posted at the arena. This will tell you of your players group and time.
- Arrive at least 30 minutes prior to your session in order to register and get your jersey number.
- Any player not wishing to tryout will be placed on the lowest team for his/her age group.
- All players will receive a jersey number for tryout sessions. The player will keep these jerseys for the season. If players wish to switch after their teams are picked that is fine as long as it is done on the first night of the season so rosters can be set and turned into District 15. Players will need to keep their jerseys for tryouts and no switching is allowed until tryouts have finished.
- The scrimmage pools for all levels will be posted on the website and at the arena. This is the pool the players will be in for scrimmages. Concluding scrimmages on Saturday night the A scrimmage pool for Sunday will be posted. The initial players for the B team will be picked by Saturday night. On Sunday an outside team will come in to play for the A session to help the coaches in choosing their final picks for the A team. From the A scrimmage all players not chosen for the A team will be placed on the B team automatically.
- The squirt age players will have two drill sessions and two scrimmages before the split is made for Sunday (depending on the year and circumstances). The bantams and pee wees will have a drill session and two-three scrimmage sessions before a split is made (depending on the circumstances). The goalies will have a goalie only session on Saturday that will factor heavily into which level they will be playing on.
- The judges will be issuing a mandatory list of players to each coach at the A level. The coaches will then be able to pick their last three players to fill out their teams from a pool that the judges have selected. The remaining players will then be placed on the lower team. The coaches will pick their remaining players from this pool and the players not selected for the higher team will be placed on the lower team. If no coach is set for a particular team, then the judge panel will pick that whole team. If the coaches are parents of a player on the team the judges will pick the whole team with coach input.
- Players will be notified on Sunday night by a list that will be posted at the arena and on the website. Some B Squirt, B pee wee and B bantam players that aren't selected for the A scrimmage on Sunday will know their team on Saturday night.
- Once tryouts have concluded the judges and/or coaches decisions are final and there will be no grievances allowed to overturn a pick.

Exceptions

- If your child is injured or becomes ill and cannot participate in tryouts contact the Hockey Director or a DLYHA board member right away. A written doctor's excuse will be required for a skater to be excused from missing a session. If a family issue arises every effort will be made to ensure a fair chance for the player to tryout. If a player can only make a part of the tryout that player will be evaluated on the part of the tryout that he/she is at. If a player is a returning "A" player from the previous season and misses part or all of the tryout process, he/she cannot be a mandatory player but the coach can select that player with his pool pick. If a player completely misses the tryouts then the player can be put onto the pool list by the board. That player will then be allowed to skate with the higher group for one or two sessions to be evaluated by the evaluation group and/or the coach of the A team. From there it will be up to the coach with input from the evaluators and hockey director as to whether that player can/should be on the A team. If none of the above criteria are met the player will be put onto the B team. Each case will be handled on a case by case basis.
- If you do not want your child to participate at an A level please contact the Hockey Director prior to tryouts. If you want siblings at the same level together on the same team then the siblings will be placed on the team of the lowest ranked skater, please contact the Hockey Director if you want this.

Section 18: Laker Youth Hockey Tryout Procedure

Skill Sessions

Players are randomly divided into two groups and jersey #'s assigned randomly. Goalies need to be divided equally between the two groups and also need to get the lowest # jerseys. If player numbers are low enough players could be skating in one group instead of two. Players run through the skill session drills in the order of their jersey number. Evaluator sheets will have evaluation #'s listed in the same order to prevent confusion.

On-ice coordinators will be at the beginning of each line ensuring that players are running in the same order on the evaluator sheets. 3 independent evaluators are used judging one group at a time. Players will do drills in groups so as not to have one player in the spotlight at a time. Each group executes a given drill two or three times in front of evaluators.

Scoring is based on a scoring system of 1 – 10 (1- Far below / 5- Average / 10-Far above)

The skill session drill sheets indicate areas of evaluation emphasis. While these areas of emphasis should be considered when evaluating players you are not limited to only these criteria.

Goalies will run through skating drills like the skaters and then cover the nets for the rest of the players during drills that require shooting. One 30 minutes session will be used to evaluate goalie specific skills. Players have been instructed that it is better to skate your hardest and fall down or loose your puck than to skate conservatively.

Time must be managed for the skill sessions and only those drills that have been completed by all participants can be used for evaluation scoring. Each drill takes about 10-15 minutes to complete. Master sheet with player numbers/jersey color will be posted on the wall in the locker rooms so that players can CONFIRM their jersey color & # on the master sheet.

Scrimmage Sessions

The total scores are added from the skill sessions and a ranking of players is performed.

- Three Team Splits: This will be applied only when there is 3 teams divided into A/B/C levels. The top 50% of the total group are assigned to the A/B pool and the bottom 50% are assigned to the B/C pool. Two new groups are now created within each pool with the group assignments determined by going down the ranking list and assigning every other player to a given group to create two even scrimmage teams. If judges see players stand out in the B/C pool they can be moved back into the A/B pool for the last scrimmage session.

- Two Team Splits: Two new groups are now created with the group assignments determined by going down the ranking list and assigning every other player to a given group to create two even scrimmage teams.

Master sheets with player numbers/jersey color will be posted on the wall in the locker rooms so that players can CONFIRM their jersey color & # on the master sheet.

Evaluators are allowed to specify/request grouping of players on the ice for evaluation purposes to best sort out the bubble players.

4 on 4 situations will be used for the game situation sessions. All sessions will be run with change ups on the whistle (60 second shifts). It is possible that 3 on 3 or 5 on 5 situations may be used upon evaluators request. Evaluators may request that player skate in an additional pool session if they need additional evaluation time (B/C pool player may be requested to skate in A/B or A/B pool player may be requested to skate in B/C pool session).

Tryout helpers in the box should not “coach” players other than to keep order and keep a positive atmosphere. Evaluators are free to stop the session at any time if they have specific requests for format changes, line adjustments etc.

Evaluators need to determine:

Two Team Split and Three Team Split A/B/B

On Saturday players will be ranked after scrimmage session in order for the judges to come up with an A scrimmage pool.

The judges will pick the top players and make them mandatory picks. The judges will then assign bubble players into a group for the coach to pick his last three players from after the Sunday scrimmage. Those players that do not make the pool for the Sunday scrimmage will automatically be placed on the B team.

In the even there are two B teams the teams will be set by ranking the non A players from top to bottom and then dispersed evenly on both teams.

Three Team Split A/B/C

The above procedure is followed except that now there are more than one pool of players. Players will be split into A/B pool and B/C pool. There will be an A scrimmage on Sunday and a B scrimmage on Sunday. From the A scrimmage the players that are in the pool that do not make the A team are automatically on the B team without further tryout. In the B scrimmage the same process is followed where the B coach will have mandatory players (including those from the A pool) as well as a pool of players to choose his last three players from. Those that do not make the B team are then on the C team.

Section 19: Coaches Selection and Responsibilities

- To ensure consistency throughout the youth hockey program, every attempt will be made to retain qualified coaches to coach at the same level from year to year. Parent-coaches who change levels each year in order to follow their child will be discouraged.
- The Hockey Director will recruit all coaches. The Director will submit his recommendations to the DLYHA Board no later than the September Board meeting. All coaches are subject to DLYHA Board approval and passing the USA Hockey Screening process.
- All coaches shall follow the rules, regulations and philosophies of USA Hockey, Minnesota Hockey, and the Detroit Lakes Youth Hockey Association.
- All DLYHA coaching staff is forbidden from accepting any monetary, or otherwise tangible gift or any kind, unless approved by the DLYHA Board of Directors. Coaches who fail to comply with the stated

goals and rules of DLYHA will be dismissed from the team at the discretion of the Hockey Director and/or DLYHA Board of Directors.

- E. All active coaches associated with the Detroit Lakes Youth Hockey Association shall have the appropriate current coaching certificate as required by USA Hockey and Minnesota Hockey.
- F. Coaches shall set high standards of conduct and sportsmanship for themselves and their players.
- G. Coaches will keep in mind that the player is the most important part of the program and that learning and developing one's skills along with having fun are more important than winning.
- H. Coaches will understand the rules of the game and maintain a neat and appropriate appearance. They shall be prompt for all practices and games, run efficient and organized practices, and maintain game plans. All team members shall be treated equally and given proper respect.
- I. Coaches shall recognize that they are role models for all players in the program and shall not engage in any conduct or behavior that is detrimental to that role. As such, the use of profanity towards officials, players, spectators or other coaches is prohibited and reflects poorly on the coach, his team, and the community of Detroit Lakes. Within this context, when a coach receives a second bench minor or is removed from the bench for a second time during the season, the Hockey Director will review his position as coach. A third bench minor or removal from the bench during the season will result in an automatic suspension of all DLYHA coaching activities for the remainder of the season.
- J. The head coach's disciplinary authority is outlined in Section 21 of this policy handbook.
- K. Until final rosters are submitted to Minnesota Hockey, players may be moved up or down at the discretion of the A team coach and the DLYHA Hockey Director.
- L. All head coaches are required to have an emergency plan in place, and must be familiar with the Automatic Defibrillator (AED) located in the lobby of the arena.

Section 20: Codes of Conduct

- A. **Officials Code of Conduct**: Officials are required to conduct themselves in a businesslike, sportsmanlike and impartial manner at all times. The actions of officials must be above reproach. They are looked upon as ambassadors of the game and must conduct themselves accordingly. They should:
 - a. Know the rules of the game and administer them fairly.
 - b. Be Prompt for all activities
 - c. Conduct themselves professionally and be courteous to all participants
- B. **Parents Code of Conduct**: Parents shall recognize that they too are role models for all players in the program and shall not engage in any conduct or behavior that is detrimental to that role. At games and practices they are ambassadors to our community and as such, they shall maintain themselves to the highest level of conduct. This includes excessive or abrasive screaming and yelling directed towards their team, other teams or referees. Nothing is more embarrassing than a parent exhibiting inappropriate behavior at a game, which reflects poorly on the entire community of Detroit Lakes.

All rules and regulations of DLYHA, Minnesota Hockey and USA Hockey shall be abided by and those parents who exhibit inappropriate behavior at a DLYHA activity, will be asked to leave the premises. Repeated violations of the ZERO TOLERANCE rule may invoke sanctions by the DLYHA Board, which may include expulsions of themselves and their child from the program.

C. **Players code of Conduct:** All players involved in the Detroit Lakes Youth Hockey Association should realize they are ambassadors of our community and thus should maintain their highest level of conduct. In keeping with this philosophy and the ZERO TOLERANCE standards, the following rules apply to all players:

- a. Players will conduct themselves in a positive manner and be supportive of their teammates.
- b. Players will abide by all the rules, regulations and policies of the coaches, DLYHA, Minnesota and USA Hockey and the Kent Freeman Arena.

Inappropriate behavior of a DLYHA player, on or off the ice, while involved with or associated with any DLYHA activity, including fighting, stealing, vandalism, etc. will be dealt with in a swift and severe manner.

- c. A sanction of total expulsion from the program with no refund will be used where deemed necessary.
 - d. Any player who receives a second game misconduct penalty during the season shall immediately be suspended for the next seven(7) calendar days.
 - e. If a player receives a third game misconduct penalty during the season, that player shall be suspended for the remainder of the season.
 - f. All suspensions shall include tournament and post-season activities.
 - g. Any violation of state and local laws while involved in any DLYHA activity will be passed on to the appropriate law enforcement agency
- D. Players must attend scheduled practices or notify the coach or his assistant in advance to be excused. Failure to do so can, at the option of the coach, result in ineligibility for the next game. Any player who falls into the category **must be notified of their ineligibility** prior to game day.
- E. The use of mood altering chemicals is strictly prohibited. Any violation of Minnesota State High School rules regarding the use of alcohol, controlled substances, tobacco (including chewing tobacco) will be followed. This applies to **use at any time and anywhere** during the youth hockey season. The penalty for violation of said rules will be suspension for such period as deemed appropriate by the Discipline and Grievance Committee (DLYHA Board of Directors). Under no circumstance will said suspension be less than seven(7) calendar days, with a year long suspension a potential sanction.
- F. Any violation of the above rules during an out-of-town DLYHA event, will result in suspension of the player for the remainder of the season. A player is considered to be in violation of this rule if the player is in the same room as the violation occurs.

Section 21: Player Discipline Policy

- A. A player may be subject to disciplinary action for non-compliance of the rules and regulations contained within this policy handbook, rules established by the coach, Minnesota Hockey and USA Hockey and other rules, which are pertinent to the well being of DLYHA.
- B. Player discipline may include, but is not limited to the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension from games and/or practices
 - d. Expulsion from the youth hockey program
- C. A coach is primarily responsible for ensuring compliance with all rules and regulations applicable to their team and it's players. If a coach determines that the disciplinary action is more severe than available in section B above is required, the following procedure applies:
 1. The coach will prepare a written summary of all pertinent events, including the player's behavior and any past disciplinary action that has occurred.

2. This summary will be presented to the Hockey Director and Discipline and Grievance Committee (DLYHA Board) which will immediately schedule a disciplinary hearing. Notice of the hearing, together with a copy of the coach's written summary and recommendations, shall be sent via first-class mail to the player and parent/guardian, coach and the DLYHA Board.
3. At the hearing, the affected parties shall present to the committee all information deemed relevant to the proceedings. Upon receipt of evidence, the committee will deliberate and render a decision based on a majority vote. A written copy of the decision shall be provided to all parties involved.
4. All decisions rendered by the committee are final and not subject to any form of appeal.

Section 22: Academic Guidelines

The Detroit Lakes Youth Hockey Association places a strong emphasis on academic performance and will recognize students through an academic recognition program.

Section 23: Harassment Policy

It is the intent of the Detroit Lakes Youth Hockey Association to provide a safe and enjoyable environment. Within this context, it is DLYHA's official position that harassment of any kind will not be tolerated in any manner. Any player who believes he or she is a victim of harassment shall immediately notify a coach, Hockey Director, or DLYHA board member. If upon investigating the complaint, it is found to be valid, a written brief shall be submitted to the Discipline & Grievance Committee. A finding of harassment by the committee will result in the offending person being suspended or removed from the DLYHA program.

Section 24: DLYHA Grievance Procedure

If a parent or guardian of a registered player, a DLYHA coach, or a DLYHA referee is involved in a situation where a concern or problem has become evident, the following procedures should be followed to assist in resolving the problem or concern.

1. Under no circumstances will grievances be discussed on game day or in public. Parties must wait 24 hours before taking action.
2. Both parties should discuss their concern between themselves in a calm and intelligent manner.
3. If there still exists a conflict, then both parties shall notify the Youth Hockey Director, who will take appropriate action to resolve the problem.
4. If a party is not satisfied with the director's response, then the problem shall be reduced to a written summary and the statement admitted to the DLYHA Board of Directors. At that time the Board will determine if further action needs to be taken.
5. If at any time during the grievance process it is determined that District 15 has jurisdiction, the issue will be conducted under the auspices of District 15 rules and regulations.

Section 25: Team / Parent Volunteers

- A. The success of the Detroit Lakes Youth Hockey program depends on adequate support from parents, players and coaches. It will take the combined effort of all these individuals to ensure that our youth skaters have a positive and rewarding experience. These volunteers must maintain the same amount of enthusiasm in helping the program as our youth do in their skating activities.

The importance of being a proper role model cannot be over-emphasized. By volunteering time and effort for the team and maintaining a positive attitude throughout the season, we are showing our youth the benefits of volunteer involvement. In turn, this will make their experience more rewarding as they grow up, seeing their parents wanting to be more involved in the team as a whole.

- B. Once the teams are selected, the Youth Hockey Director, will host a parent meeting to explain the philosophies of the program, upcoming schedules, tournaments, and the rules and regulations that everyone will need to follow. He will also discuss the importance of volunteers and the need for ALL parents of the team to make a commitment of time and effort.

Prior to or at this meeting there will be a request made for a volunteer to be the “**team manager**” for the season. This individual serves a very important function in maintaining good team organization. The team managers will be under the direction of the Team Manager Coordinator. Their duties shall include, but are not limited to the following:

1. Serve as liaison between parents and coaches, and assist the coaches with dissemination of information to the parents when requested.
 2. Serve as head contact person for team volunteer assignments (locker rooms, concession stand, clock, penalty box, timekeepers, scorekeepers) for each home game.
 3. Maintain “team book” received from the Team Manager Coordinator during the season for your tournament credentials.
 4. Coordinator hotel reservations for away tournaments.
 5. Verify all home and away games.
 6. Responsible for turn in of laundered jerseys at season end.
- C. Coaches will follow up at their own team meeting with the parents to explain their coaching strategies, how they see the season going forward and be available to answer any questions or concerns that arise.

Section 26: Concession Stand

- A. Each team in the youth hockey program will be responsible for staffing and assisting in the concession stand for assigned games as scheduled by the Concession Stand Manager. The team manager or their designee will coordinate all individual assignments within their team and forward the team list to the concession stand manager.
- B. Younger player’s parents (Mites) will be asked at times to help when needed, most likely during tournaments where short staffing may occur with the number of parents on the traveling team for the tournament level.
- C. It is imperative that adequate staffing be maintained throughout the games.
- D. In addition to covering youth hockey home games, all high school games are also staffed by youth hockey parents. At the start of the season, teams will be assigned a few high school games in which their team will be responsible for staffing.
- E. Once again, if all parents volunteer their fair share, the disruption will be minimal, and the time split up between everyone is really minimal.
- F. To encourage each team and its parents to be responsible volunteers in the concession stand, the following will apply:
 - a. At the beginning of the season, a refundable “concession stand fee” will be paid by each player’s family.
 - b. If a parent (or their designee) volunteers the required time for the concession stand staffing, the fee referred to above will be fully refunded at the end of the season.
 - c. There will be no partial refunds.