

Bemidji Youth Hockey Association



Articles of Incorporation

By-Laws

Policy & Procedures

BYHA Handbooks

LAST REVISED

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Section I. ARTICLES OF INCORPORATION

Article 1.01 NAME

The name of this Corporation shall be the Bemidji Youth Hockey Association, Inc.

Article 1.02 DURATION

The duration of the Corporation is perpetual.

Article 1.03 PURPOSES AND POWERS

The purposes for which this Corporation is formed are to organize, sponsor and conduct a youth hockey program, and to provide an opportunity for any Bemidji youth to participate in a hockey program.

Article 1.04 EXEMPT STATUS

The Corporation does not afford pecuniary profit or financial gain, incidentally or otherwise, to its members. No part of the assets, income, or profit of the corporation is distributable to, or inures to the benefit of its Directors, Officers or Members, except to the extent provided by law. No substantial part of the activities of the Corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles of Incorporation the Corporation shall not carry on any other activities not permitted to be on (a) by a Corporation exempt from federal income tax under Section 501(x) of the Internal Revenue Code of 1954 as now enacted or any may be hereafter amended, or (b) by a corporation, contributions to which are deductible under Section 170(c), (2) of the Internal Revenue Code of 1954 as now enacted or hereafter amended. In the event this Corporation shall earn funds over and above ordinary operating expenses incurred by it the same shall be used exclusively for educational or charitable purposes in Bemidji, Minnesota. In the event that the Corporation is dissolved for any reason whatsoever, the assets remaining after corporate obligations have been paid in the process of dissolution shall be transferred to Bemidji Figure Skating Club.

Article 1.05 BOARD OF DIRECTORS

1. NUMBER
 - a. There shall be seven (7) At-Large board members.
2. MANNER OF SELECTION
 - a. Board Members shall be elected by majority vote of the general membership.
 - b. Board Members shall be a parent or guardian of a child or children registered the Bemidji Youth Hockey Program or a person who has an interest in promoting youth hockey.
3. Directors may be reelected.
4. The Board of Directors shall be elected at the annual meeting of the corporation.

Article 1.06 TERMS OF OFFICE

The term of office for the Board of Directors shall be three (3)

Article 1.07 VACANCIES & RESIGNATIONS

Vacancies for the un-expired term of any Director shall be filled by a majority vote of the Directors of the Corporation then in office to fulfill the remainder of the unfilled term

Article 1.08 MEMBERS

1. Members of the Corporation shall be
 - a. parents or guardians of a child or children registered in the Bemidji Youth Hockey program
 - b. Sponsors of Bemidji Youth Hockey teams and individuals in the Bemidji area with an interest in youth hockey.
2. Rights of Members
 - a. Members have the right to serve as a Director.
 - b. Members have the right to vote for a Director(s) to represent their child or children's age group.

Article 1.09 REGISTERED OFFICE

The registered office of this Corporation shall be the office of the President.

Article 1.10 NO PERSONAL LIABILITY

The Members of the Corporation shall not have any personal liability for corporate obligations and debts.

Article 1.11 CAPITAL STOCK

There shall be no capital stock.

Article 1.12 WRITTEN ACTION

Any action may be taken by written action signed by the number of Directors that would be required to take the same action at a meeting of the board at which all Directors were present.

Article 1.13 BY-LAWS

The power to make, alter, amend, or repeal the By-Laws of this corporation shall be vested in its Board of Directors, and the By-Laws may contain any provision of the regulation and management of the affairs of this Corporation not inconsistent with these Articles of Incorporation and the laws of the State of Minnesota.

Article 1.14 AMENDMENT

These Articles may be amended by the affirmative vote of two-thirds of the full membership of the Board of Directors at a meeting properly called for the purpose of considering the amendment to the Articles of Incorporation, IN WITNESS, WHEREOF, we have hereunto set our hands this 13th day of October 1978.

Section II. BY LAWS

Article 2.01 FISCAL YEAR

The fiscal year shall begin on May 1st and terminate on April 30th.

Article 2.02 BOARD OF DIRECTORS

The number of board members shall be as established in the Articles of Incorporation.

Article 2.03 TERMS OF OFFICE

The term of office for board members shall be as established in the Articles of Incorporation.

Article 2.04 VACANCIES & RESIGNATIONS

Vacancies for board members shall be filled as established in the Articles of Incorporation.

Article 2.05 OFFICERS

The Board of Directors shall elect the officers. The officers shall include President, Vice-President, Secretary, Treasurer, and other officers, as the Members shall determine.

Article 2.06 EXECUTIVE BOARD

The President, Vice President, Secretary and Treasurer shall make up the Executive Board.

Article 2.07 DUTIES OF OFFICE

President

The President shall be the presiding officer at all meetings and shall rule on all questions of order and parliamentary procedure. The President shall function as the chief executive officer and shall schedule and call meetings. The President shall conduct any and all business appropriate to that position, including the supervision of annual elections. The President will instruct Board Members to refrain from voting when there is a potential for a conflict of interest. The President is also the Chief Executive Officer (CEO) for gambling operations conducted by BYHA. In this capacity, the President is responsible not only to BYHA but is accountable to the Minnesota Gambling Control Board for gambling operations.

Vice -President

The Vice-President shall serve in the absence of the President at all meetings and preside accordingly, and otherwise fulfill the functions of the presiding officer. The Vice-President shall assist the President in the supervision of the annual elections. The Vice President shall Chair the Policy and Guidelines Committee.

Secretary

The Secretary shall keep the minutes of all meetings and disseminate this information to all Board Members, initiate all correspondence and carry out the other duties as directed by the President. The Secretary shall be responsible to maintain, for permanent record, all important BYHA documents to include, but not be limited to; meeting minutes, major decisions of the board, written directives of the board, etc.

Treasurer

The Treasurer shall process daily financial aspects of BYHA. In addition to, maintaining financial records and distributing a monthly financial statement to the Board of Directors. The Treasurer is responsible for all financial accounts including; the general checking accounts, general savings accounts, and the Scholarship Accounts. The monthly Treasurer's financial report to the Board must be accepted by a majority vote of the Board.

Article 2.08 REMOVAL FROM THE BOARD

1. A Board member may be removed from their elected position by 2/3rds vote of the BYHA Board of Directors.
2. The recommendation for removal shall come from a majority vote of the Executive Board.
3. A Board member may be removed for the following reasons only:
 - a. An act or action that would negate the previous background check completed by Minnesota Hockey.
 - b. Missing 2 or more regularly scheduled Board meetings deemed unexcused by the President.
 - c. Missing 4 total Board meetings whether excused or unexcused
 - d. Failing to actively participate in committee assignments and required Board functions such as registration, Annual Meeting, etc.
 - e. Negatively promoting to the general membership decisions approved by the Board of Directors. (April 2007)

Article 2.09 COMMITTEES OF THE BOARD

1. The President shall have the power to appoint committees, designate the membership, their duties, frequency of their meetings, etc.
2. All committees must submit a monthly report to the Board for review and consideration.
3. The Board of Directors has the authority to revise, overrule, reject or approve in whole or part of any committee reported action or recommendations.
4. All committees and their respective reported recommendations and actions are subject to the Board of Directors review and consideration.

Article 2.10 STANDING COMMITTEES

The following are standing committees of the Board. The Board may establish ad committees, in addition to these standing committees, for special purposes as they may arise.

1. Banquet
 - a. Arrange for and manage a year-end banquet including date, location, type of banquet, program, and publicity all within a defined budget as set forth by Board of Directors.
2. Budget
 - a. With input from other Board members, prepare a fiscally responsible budget for the hockey year.

- b. The budget is to be completed for Board approval at the May meeting. The committee should also monitor, with the assistance of the treasurer, actual to budget expenditures and certify that all expenditures are budgeted for or have the approval of the Board.
3. Hockey Development
 - a. The Hockey Development Committee (HDC) will consist of:
 - i. High School Boys coach, High School Girls coach, Boys traveling coach representative, Girls traveling coach representative, In-house coaching representative, BYHA President or representative as well as At-Large members as needed and appointed by the current HDC.
 - ii. The HDC members shall be selected by the HDC, subject to the Board of Directors approval.
 - iii. The HDC will carry out and manage all hockey related issues as described in Policy and Procedures and BYHA Handbooks.
 - iv. Hockey related issues include, but is not limited to, all aspects of coaching, team selections, player development, team play development, tournament selections, etc.
 - v. The HDC shall elect a chairperson from within their group who will hold meetings and report to the BYHA Board of Directors on a monthly basis.
 - vi. HDC meetings shall be open to members and the scheduling dates/times of same meetings shall be prior communicated to the Board of Directors.
 - vii. If the HDC believes a change(s) to the Policy and Procedures is necessary for the betterment of the program, the HDC shall draft the recommended change(s) to the BYHA Board of Directors for their review and approval.
4. Concessions
 - a. Assure that BYHA concession stands are working in a safe and profitable manner.
 - b. Responsible for staffing, inventory purchase, cash and inventory control.
 - c. Maintain adequate records to provide to the Treasurer for inclusion in monthly and annual reports.
5. Marketing / Advertising
 - a. Supervise business marketing and advertising sales working with the BCA Board.
6. Recruitment & Retention
 - a. Recruit new members to BYHA.
 - b. Assist with educating new members as to what hockey is about such as equipment needs, scheduling, hockey levels, the Board, and how the association works.
7. Equipment
 - a. Maintain an inventory of all BYHA equipment & jerseys.
 - b. Repair equipment as needed.
 - c. Work with coaches on the distribution and return of equipment.
 - d. Advise the Board of necessary purchases.
8. Fundraising
 - a. Work with the Board and membership on existing and new projects.
9. Gambling
 - a. Supervise any gambling efforts working with the Gambling Manager in communication with the Board and membership.

10. Grievance

- a. Hear formal grievances and take action on them.
- b. The committee will be comprised of the Executive Board, chaired by the Vice President.
- c. See Grievance Process & Procedure for detailed information.

11. Pictures & Awards

- a. Solicit bids, set dates, collect money, and distribute individual and team pictures.
- b. To collect bids for and order awards and trophies for all home invitational tournaments.

12. Policy and Procedures

- a. Update and interpret the BYHA manual of Policy and Guidelines.

13. Referees

- a. To confirm a referee in charge and work with that person to establish an adequate quantity and quality of referees to officiate BYHA games.

14. Registration

- a. The purpose of this committee is:
 - i. To set a registration date, coordinate online registration with the BYHA Webmaster.
 - ii. Conform BYHA registrations to Minnesota Hockey and USA Hockey practices.
 - iii. File proper player, coach, and team roster submittals.
 - iv. Communicate to Age Group Directors and the Treasurer on the payment of registration fees from member families.

15. Scheduling

- a. Work with the BYHA Scheduler and local rink owners to obtain time for practices and games.
- b. Work with traveling team coaches on their game schedules.
- c. Insure that weekly practice and game schedules are publicized.
- d. Maintain a record of ice use in order to see that teams are receiving equitable ice times.

16. Special Projects

- a. Follow through on special and annual projects of repair or construction on behalf of the Board.

17. Sponsors

- a. Arrange for sponsorship of traveling and house teams and coordinate with the Equipment Committee on jerseys. Advise the Board of necessary purchases.

18. Tournaments

- a. Provide general oversight on home tournaments including advertising, scheduling, EMT coordination, bracket development, etc.
- b. Each Age Group Representative and/or Team Manager is responsible to designate a 'Tournament Director' for each home tournament.
- c. The Tournament Director has general authority over all management and decisions for their home tournament.

Article 2.11 COMMITTEE CHAIRPERSONS

1. Each committee shall have a Committee Chairperson appointed and charged as follows:
 - a. Shall be appointed by the Board of Directors from the general membership, current and past Board of Directors, past BYHA members or community.
 - b. The Committee Chairperson shall make a firm commitment to the Board of directors and BYHA that they will be dedicated to the responsibilities if this position for a minimum of one year.
 - c. Shall form a committee from the general membership and community to best serve the needs of that committee.
 - d. Shall provide a written report to the Board of Directors by the Friday prior to the monthly board meeting for Board of Directors discussion, review or action if necessary.

Article 2.12 RESPONSIBILITIES AND CONDUCT

1. Board Members are responsible for:
 - a. Enforcing and upholding the Bemidji Youth Hockey Associations ARTICLES OF INCORPORATION, BY-LAWS, POLICIES & PROCEEDURES and PROGRAM OUTLINE.
 - b. Attending the monthly meeting of the Board of Directors at a location determined by the President. Notification of an absence is required prior to the meeting and shall be given to the President.
 - c. Actively participating on a minimum of two (2) BYHA committees.
 - d. Actively participate in the decisions made by the Board of Directors.
 - e. Positively promote all decisions made by the BYHA Board of Directors without regard to personal opinion.

Article 2.13 DIRECTOR'S MEETINGS

1. The Board of Directors shall meet monthly.
2. The President may call additional special board meetings at a regularly scheduled board meeting so long as it is to be held at least five days after such verbal notification at said regularly scheduled board meeting.
3. The President may also call additional or special meetings of the Board of Directors upon five days written notice to Members.
4. In the case of emergency, the five days written notice may be waived, and Members may be notified by telephone, e-mail, or registered letter, but such notice shall be offered at least 24 hours in advance of the scheduled meeting. Members in absentia will be notified in writing.
5. Participation by a majority of the Board shall constitute a quorum.
6. All questions shall be settled by majority vote of those Directors in attendance.
7. A Director missing three (3) meetings shall be considered as resigned from the Board at the discretion of the Executive Board.

Article 2.14 AGE GROUP REPRESENTATIVES

1. Each age group shall have a representative elected within the age group, subject to acceptance by the Board of Directors.
2. The Mite age group (ages 5-8) shall have two to four representatives.
3. The Age Group Representative shall:
 - a. Make a firm commitment to the Board of Directors and BYHA that they will be dedicated to the responsibilities of this position for a minimum of one year.
 - b. Attend all monthly board meetings.
 - c. Represent their age group at board meetings
 - d. Communicate board decisions to their age group on a timely basis.

Article 2.15 TEAM MANAGERS

1. Each team shall elect a Team Manager.
2. Team Managers shall:
 - a. Manage team specific issues
 - b. Make hotel accommodations, team meetings, tournament arrangements, fundraising, etc.

Article 2.16 AMENDMENTS

The By-Laws may be amended by a majority vote of those attending the annual meeting, or any special meeting called specifically to amend. Notice of an amendment to be offered must be made along with the official written meeting notice tendered according to the appropriate deadlines

Article 2.17 RULES OF ORDER

Roberts Rules of Order shall govern parliamentary procedure.

Article 2.18 DEPOSITORY

The funds of the Corporation shall be deposited at an appropriate banking institution as specified by the Board of Directors.

Article 2.19 CHECKS

All shall be signed by the Treasurer, and countersigned by one of two other designated members.

Article 2.20 RECORDS

All records shall be maintained at the Bemidji Community Arena

Article 2.21 SEAL

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle, and shall have inscribed thereon the name of the Corporation and the words: "Corporate Seal" – "Bemidji Youth Hockey Association, Inc.".

Article 2.22 WAIVER OF NOTICE

Wherever any waiver of notice is required to be given under the provisions of the Articles of Incorporation or by the By-Laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice.

Section III. POLICY & PROCEDURES

Article 3.01 AMENDMENTS AND EXCEPTIONS

To amend Policy & Procedures:

1. The Board needs to meet twice. This can be done at two regular meetings, a regular meeting and a special meeting, or two special meetings.
2. Special meetings must be called in accordance with the Articles of Incorporation and By-Laws.
 - a. At the first of the two Board meetings, an authorized Board Member makes a motion to amend the Policy & Procedures language, clearly stating how the new Policy & Procedures should read.
 - b. Another authorized Board Member then seconds the motion.
 - c. The President then requests all Board Members to discuss the change with the BYHA membership with the intent to vote on the amendment.
 - d. Amendments can be made to add, delete, or change the existing Policy and Procedure language.
 - e. At the following meeting the amendment is brought up, discussed, and a vote taken.
 - f. A majority vote changes Policy and Procedure.
 - g. An exception to Policy and Procedure is voted on at a regular or special meeting. The exception applies to a specific case only. The criteria being that it is for the good of the organization in total.
 - h. A majority vote carries the motion.

Article 3.02 POLICY STATEMENT

All players, coaches, officials, parents, and fans are expected to conduct themselves in a sportsman-like manner. Bemidji Youth Hockey Association will not tolerate threatening language, angry outbursts, or other offensive, unnecessary conduct directed toward game officials, arena staff, or tournament directors. An individual's inappropriate behavior may result in immediate ejection from the arena and subsequent investigation. Following the investigation, the individual may be suspended from attending future events sponsored by BYHA. This includes practices, scrimmages, games, and tournaments. A letter to the offending individual will follow this action, with a copy forwarded to the Director of Minnesota Hockey District 16.

Article 3.03 BYHA PHILOSOPHY

To give to the athletes the opportunity of complete development of physical, intellectual, social, emotional, and ethical. This shall be attained through good coaching; quality, well organized ice time; and the education of BYHA members in the areas of equipment needs, time commitment, skill development, rules and regulations, practice time, free time development, volunteer help, etc.

Article 3.04 FUNDRAISING

Each year the Board may plan, coordinate, and support fundraisers for the good of the membership. Separate fundraisers for special purposes, will be allowed only with the approval of the Executive Board.

Article 3.05 CONCUSSION / SPINE INJURY POLICY**December 2010**

It is the Policy of Bemidji Youth Hockey Association that for any head or spinal injury the following steps will be followed during BYHA tournament games;

- 1) For any player head or spinal injury the attached form must be used by on site medical personnel (EMT, Doctor, RN, etc.). This form is to be used for the injury evaluation and a deciding 'ACTION'.
- 2) Two copies will be completed. A copy of the form will be given to the players' coach and a copy will be given to the BYHA Tournament Director (or BYHA tournament/building manager if the BYHA Tournament Director is not present)
- 3) If the evaluation results in an 'ACTION' of "Player IS suspected to have a concussion or spine injury and is removed from ANY further participation UNTIL this form is returned to the tournament director signed by a physician indicating that the player may resume play".
- 4) If a player receives a 'CAN NOT PLAY' evaluation, the player CAN NOT play again until a physician signs a copy of the same form.
- 5) Without a physician release signature, on the same form, if a player who has received a "CAN NOT PLAY" evaluation steps foot on the ice to play for a game, the game will immediately be stopped and the violating team will forfeit the game.

Article 3.06 CONCUSSION/SPINE INJURY REPORT FORM

This form is available on the BYHA website under "Documents".

Article 3.07 LOCKER ROOM MONITORING

November 10, 2010

DISTRICT 16 POLICIES FOR TEAM LOCKER ROOM MONITORING

Background: In June 2010 the USA Hockey Board of Directors adopted a policy mandating locker room monitoring for all USA Hockey youth teams, including teams of all USA Hockey affiliates. The rule simply provides that teams "...have at least one responsible adult present directly monitoring the locker room during all team events..." USA Hockey 2010-11 Annual Guide, p. 35.

Policy

1. The Locker Room Monitor (hereafter LRM) can be the head coach, assistant coach or someone approved by the head coach and the president of the local association (or his/her designated person).
2. The LRM will be a responsible adult. Responsible adult is any person of the age of twenty-two or older that has passed the background screening check of Minnesota Hockey. In addition, rostered coaches are all considered a responsible adult.
3. All locker room monitors must be screened in accordance with the MN Hockey Screening Policy.
4. The locker room monitors should be carefully chosen, and understand that their role is strictly supervision of the locker room. The non-coach locker room monitors are not coaches and should not attempt to be such.
5. The (non-coaching) locker room monitors must be gender correct.
6. All team events where a locker room (including all rooms where players gather) is used require a locker room monitoring. LRM will be used until the last player has left the room.
7. The locker room monitor (LRM) will not be physically in the locker room with the exception for injured players, when enforcing rules, or if another adult, such as a parent, is present.
8. The LRM will be within five feet of the door at all times. The LRM will monitor the room by listening and opening the door periodically (every two or three minutes). If necessary to enter the room the LRM will keep the room door open to conduct business.
9. Any enforcement efforts necessary will be reported orally to the head coach and the president of the local association. Any criminal acts (such as vandalism) and any harassing activity (including physical confrontations) will be reported to the head coach, association president and District Director in writing within twenty-four (24) hours of the incident.
10. All association presidents and all head coaches will correspond to the District Director in writing that they have read and understand this policy by November 20, 2010 and annually thereafter by that date.

11. The penalties of non-Minnesota Hockey or criminal type will be determined by the local association. As with all actions taken at the local level this provision is subject to appeal to the District Director.

12. Violations of Minnesota Hockey rules or those of a criminal nature will be investigated by the District Director with aid from the Assistant District Director. The Director and Assistant will determine the penalty. The Director's findings are subject to filing of a grievance with Minnesota Hockey (MH). MH has the power to find in a different manner and to enforce the penalty given, reduce the penalty or assess a greater penalty even without a change in findings.

Article 3.08 LOCKER ROOM ENTRY PROCEDURES

November 2010

It is a BYHA Board directive that the below procedure be followed by all coaches, parents, players, etc. for Locker Room Entry.

BYHA Locker Room Entry Procedure

If entry is required by anyone (coaches, parents, players, etc.) into a locker room occupied by the opposite gender the following procedure is to be followed. If the locker room gender is of any question, also follow this procedure.

- knock on the door to get the attention of the locker room occupants
- slightly crack the door open and announce who you are and that you would like to enter the locker room. Also ask "is everyone decent?" or "is everyone dressed?"
- only enter if you receive a positive response to the question of "is everyone decent or dressed?"
- upon entering the locker room, make sure any players that might be in the restroom are also aware of your presence in the locker room by knocking on the door or having a gender correct player go in and notify them

Article 3.09 GRIEVANCE PROCESS & PROCEDURE

April 2011

The following is a summary of the Grievance Process

1. All grievances must be dated and submitted in writing (or email) to the Chairman of the Grievance Committee, the BYHA Vice President. If grievances are originally submitted via email, a hard copy must follow.
2. All grievances will be kept private (no names will be discussed outside the Grievance Committee).
3. Anonymous grievances will not be accepted.
4. If a grievance is for a specific event, it must include at a minimum the following;
 - a. Date, time and location
 - b. Names of all involved people (directly involved or possible witnesses)
 - c. A written summary of the actual grievance
5. The Grievance Committee will complete an investigation and interview process, if necessary, for all grievances
6. The Grievance Committee may act immediately on any grievances which requires such immediate action
7. The Grievance Committee may defer to the Hockey Development Committee (HDC) for such grievances that are applicable to hockey development. The HDC will conduct an investigation and will recommend to the Grievance Committee an action to be taken.
8. The Grievance Committee will have review and approve authority to any recommended action.
9. As part of their monthly report to the BYHA Board, the Grievance Committee will provide a brief summary of any grievances and the action/no action taken.
10. If the party submitting a grievance is not satisfied with the Grievance Committees action/no action, their next available step is an appeal to the District 16 Hockey Director.
11. All appeals to District 16 must be submitted in writing.

Article 3.10 ELIGIBILITY OF PLAYERS

1. AGE
 - a. Minnesota Hockey guidelines will be followed for age groups levels.
2. ACADEMICS & COMMUNITY BEHAVIOR
 - a. Participation in extracurricular activities is a privilege granted to a player, it is not an inherent right. It is the belief of the Board that such participation must be earned based on academic, home, and community performance. Therefore, in order to begin participation in hockey, a player must:
 - i. Be attending (K-12) school (unless USA Hockey rules state otherwise). If a player wishes to play hockey prior to attending school, they must first successfully receive a 'skating badge' from the Bemidji Figure Skating Club and have their skills evaluated and approved by the HDC.
 - ii. Must not be in a criminal legal proceeding,
 - iii. Must have their parent's permission based on the rules of their individual household, and;
 - iv. Not received a failing grade in any school course or subject during the grading period immediately preceding the start of hockey.
 - v. If a player is in violation of any of the above, the player may request a conference with their parents, coach, and HDC Chairperson (or President or President's designee). Based on the results of this conference, the HDC Chairperson (or President or President's designee) and parents will make a determination regarding the player's continued eligibility.
 - vi. Any player who receives a failing grade in two or more courses or subjects during any grading period during the hockey season will automatically be declared ineligible for continued participation until the end of the next grading period, at which time the player's grades will be reviewed again if the player so requests.
 - b. Because BYHA does not have resources to monitor the activities of its players. It is necessary that parents, or guardians, take an active role in applying these rules.

Article 3.11 REGISTRATION FEE

1. REGISTRATION
 - a. Registration fees will be determined each year by BYHA Board of Directors.
 - b. All players must first register with USA Hockey online at their own expense. This fee is non-refundable.
 - c. Players are to register with their appropriate age group (as determined by Minnesota Hockey) and pay the fee as set by BYHA Board.
 - d. If a player has been moved to a higher age group, the player will pay the fee appropriate for that higher age group prior to that player practicing or playing games with the new team.
 - e. If circumstances exist which provide difficulty for the registration fee to be paid at time of registration:
 - i. A request for an alternative payment plan may be requested by the parent of the player to the BYHA Treasurer.
 - ii. If at the sole discretion of the BYHA Treasurer, a revised payment plan is agreed upon, same shall be documented, signed by and copied to the BYHA Treasurer and the Players Parents'/Guardian. (October 2008)
2. Refunds
 - a. If player chooses not to play BYHA Hockey within one month of registration, but prior to the first day of practice, a refund of 100% registration amount less any MN/USA Hockey fees will be refunded.
 - b. After the first practice, but before December 15th, if a player chooses not to play because of a season ending injury, family relocation, or extreme personal issues, 50% of the registration fee will be refunded.
 - c. After December 15th, no refunds. (October 2008)
3. Tryout Fee
 - a. Any player going thru the tryout process and not ending up playing BYHA hockey due to playing hockey for one of the high school teams, a \$100 tryout fee will be assessed to that player.

Article 3.12 TOURNAMENTS (Home)

1. HOSTING HOME TOURNAMENTS
 - a. BYHA will advertise, support, and host a home tournament for each traveling age group.
 - b. Upon the advice of the HDC, the Board will decide upon a slate of home tournaments so that advertising and planning can be carried out in advance.
 - c. Rules are to be determined by and consistent with Minnesota Hockey.
 - d. BYHA may provide trophies for teams finishing in first, second, third, and consolation places.
 - e. BYHA may provide medals for individual team members finishing in first, second, and third places.

- f. The Board recognizes the value of recognition of all players at the younger levels and may provide medals of participation for players on teams not placing first, second, or third for girls 10U and boys Squirt level.

Article 3.13 TOURNAMENTS (Away)

1. All Traveling teams shall be limited to a maximum of two out of town tournaments. This does not include Minnesota Hockey playoffs. Participation in away tournaments must be with HDC approval and meet BYHA guidelines.
2. In lieu of away tournaments, BYHA recommends and encourages teams to make 'mini trips' with limited overnight stays and scheduling 3 or 4 games within a general geographic area. The net result is quality games with reduced travel time, reduced overnight stays and reduced financial involvement from families.
3. Mites and 8U teams (See In-House Tournaments and Mite Jamborees)

Article 3.14 COACHES

1. NUMBER
 - a. The HDC will establish the number of coaches per team.
 - b. Generally there will be two (2) coaches for each traveling age team.
 - c. The number of Mite / 8U coaches per team or skill level will be established by the Mite Coordinator and the HDC.
2. COMPENSATION
 - a. The HDC establishes and recommends coaching compensation, subject to the Board Budget Committees review and approval.
 - b. Additional compensation may be recommended for participation beyond the District playoff level.
3. COACHING CERTIFICATION
 - a. All coaches will be registered, certified and taking the online Age Group Module for their appropriate level as determined by USA Hockey and/or Minnesota Hockey.
4. GAME REPORTING
 - a. Coaches are required to report game scores to several sources that include:
 - i. Bemidji Pioneer Newspaper
 - ii. Minnesota Hockey District 16 Statistic Department (see www.d16hockey.org)
 - iii. BYHA Website Team Page (enter game scores as soon as possible)
5. COMMITMENT TO BYHA
 - a. All BYHA head and assistant coaches must be fully committed to the coaching assignment they are selected for.
 - b. Coaches are expected to be at all practices, games and team activities. Exceptions to this requirement are 'isolated' cases of emergencies, illness or personal conflicts. If a prospective coaching candidate cannot be 100% fully committed to be at all practices games and team activities, the HDC may only recommend him/her for an assistant coaching position.
6. APPEARANCE AND DRESS

- a. All BYHA traveling team coaches (squirts, peewees, bantams, 10U, 12U and 14U) are required to wear official BYHA coach's apparel.
 - i. The purchase of apparel will be the responsibility of each coach.
 - ii. Coaches personal presentation must be in a professional first class manner at all BYHA events, both home and away.

Article 3.15 IN HOUSE DEVELOPMENTAL TEAMS

1. BYHA may support an in-house developmental program for the Mite and 8U levels.
2. The HDC shall determine which age groups will have a team for the season.
3. Team Selection process In House league
 - a. After an appropriate number of practices, all players will be evaluated and placed in their appropriate skill level as determined by head coaches and HDC.
 - b. Reasonable efforts will be made to have skill levels balanced for numbers.
4. MITE HOCKEY
 - a. BYHA strongly encourages the skill level development of all players, especially at the entry level. Therefore, the following is effective for the Mite level.
 - i. Mite teams shall participate within their district only, however the District Director may permit a team to play outside the district. The District Director's decision is final.
 - ii. Cross-ice, ½ ice and small area games are recommended for Mites to increase ice time, puck touches and skill development using the USA Hockey ADM model as a guideline.
 - iii. The above policies will be monitored by HDC.
 - b. Minnesota Hockey does not permit Mite Tournaments. (See "Jamboree's")
 - c. Minnesota Hockey Mite teams cannot participate in out-of-state tournaments.

Article 3.16 IN HOUSE TOURNAMENTS AND MITE JAMBOREES

1. Mites will be allowed to:
 - a. Conduct one end of the year house tournament and
 - b. Attend one end of year out of town jamboree.
2. Games
 - a. After the regular season begins house teams will play a minimum of one game per week on the weekend. A scoreboard shall be used for keeping scores and team standings kept for rankings.
 - i. The number of on-ice coaches during a game shall be as follows:
 - ii. Mites – one on-ice coach will be allowed per team.
 - iii. Cross-ice games shall be played for Beginner and Developing Mite levels.
 - iv. Games will be played in one of three ways:
 1. Stop clock every one and one-half minutes for line changes,
 2. Change on the fly with a buzzer every one and one-half minutes, or
 3. Change on the fly as directed by coaches.
 - b. Playing time shall be equal for all players.
 - c. Coaches will try to control runaway scores
3. Jamborees may be conducted only at the Mite level.
 - a. Definition of a Jamboree: A Jamboree is a low-key full participation event where players have an enjoyable and learning experience in a non-competitive environment.
 - b. Jamborees need not be registered as tournaments, but must follow the “Team Rest” provisions as stated by MH.
 - c. The format used for a Jamboree shall be as follows:
 - i. Approval to conduct a Jamboree must be obtained from the District Director at least thirty (30) days in advance.
 - ii. All teams must be from a single MH District, unless approved in writing by the MH Directors involved.
 - iii. Information referring to the event must state “Jamboree”, not tournament.
 - iv. Team fees can cover only the costs for ice time, officials, medical attendants and participant awards.
 - v. There can be no gate fee. A free-will donation box will be permitted.
 - vi. No score may be kept, no winners, no losers, no standings. This will generally require a predetermined round-robin format to be followed.
 - vii. No statistics may be kept, such as shots, saves, goals, assists, time of possession, etc.
 - viii. Participation awards, if presented, shall be the same for all participants. No team awards or trophies.

Article 3.17 TRAVELING TEAMS

BYHA will support traveling teams for the Squirt, Peewee, Bantam, 10U, 12U and 14U age groups. The level of the teams within each age group shall be determined by the HDC.

1. SELECTION OF TRAVEL TEAMS
 - a. Numbers permitting, BYHA will support a 10U, 12U, 14U, Peewee A and Bantam A team. B levels and/or C level teams may be created as numbers dictate.

- b. The HDC Chairperson (if none, then by the President) will determine the number of players on traveling teams after consulting with the traveling team coaches.
 - c. Players will be selected solely on their ability, by the coaches of that team during the tryout process.
2. MAXIMUM NUMBER OF PLAYERS
- a. The maximum number of players on a team roster is twenty. Up to eighteen of those players can dress as skaters for a single game. The maximum number of players that can dress for a single game is twenty. Exception: In situations where a player(s) would be denied opportunity to participate, teams may roster over twenty players to a maximum of twenty-three with approval of the District Director and the USAH Minnesota District Registrar.

3. COACHES

- a. The HDC Chairperson shall conduct an all traveling coaches meeting prior to the start of the season to:
 - i. Explain the goals of the BYHA Program
 - ii. Discuss the expectations of coaches, players, and parents; and
 - iii. Review BYHA Policies and Procedures and the BYHA Program.
 - b. Each traveling team will have two coaches: a head and assistant coach, as appointed by the HDC. A second assistant (unpaid) will be allowed in a case- by case basis (team) as determined by the HDC Chairperson (if none, then President).
 - c. All coaches are required to be USA Hockey Certified.
2. Parent Meeting
 - a. The coaches of each team will hold a parent meeting at the beginning of the season covering BYHA rules and regulations, equipment, outdoor ice, player personal problems, timeliness to practices and games, team rules, dressing appropriately, etc.
 3. Practices
 - a. The Head Coach will be responsible for planning and leading all practices for their team.
 - b. During practices all coaches will be required to use the USA Hockey Coaching Achievement Program as a guideline.
 - c. Practices times for 12U, 14U, Peewee and Bantam traveling teams may utilize early morning and late evening practice times.
 4. Games
 - a. Squirts/10U may not exceed twenty-eight (28) travel team games not including District Playoffs. (2010-2011)
 - b. There will be a maximum of forty (40) games, not including playoffs, for all other traveling teams.
 - i. Any games more than forty (40) must have approval by majority vote of Board of Directors.
 - ii. There will be an absolute maximum of fifty (50) games, not including playoffs.
 5. Playing time
 - a. Bantam, Peewee, 12U, 14U and coaches may play the players at their discretion with regards to ice time, number of shifts per game, etc.
 - b. Squirts/10U teams will be equal playing time over the course of the season.
 6. Tournaments
 - a. Squirts and 10U teams will be allowed to host one (1) invitational home tournament and attend one (1) out of town tournament.
 - b. All other traveling teams will be allowed to host one (1) invitational home tournament and participate in two (2) paid out of town invitational tournaments.
 7. All teams will have one day per week, in which no practice or game will be held, except during the playoffs.
 8. Overnight supervision
 - a. Overnight trips, the players are under the supervision of their parents, unless the head coach works out different arrangements with the parents.

Article 3.18 TRYOUTS

1. Tryout Process
 - a. There will be a minimum of five (5) practice sessions before final team selections. (September 2010)
 - b. All traveling team coaches will participate at their level in rating players.
 - c. The Head Coach will have final selection at each level.
 - d. A player assigned to a team will play on that team.
2. During the scheduled ice time for tryouts, the tryout sessions are closed to everyone with the exception of players, coaches and evaluators participating in the tryouts.

Article 3.19 PLAYER MOVEMENT

1. Player Movement (PM) to or between Traveling Team age groups is strongly discouraged and not recommended by BYHA unless it is of a significant recognized benefit as a whole to the player in question and BYHA.
2. BYHA strongly recommends players play in the age group and gender group they are eligible for.
3. PM between age groups and within age groups will primarily be the responsibility of the HDC. (Subject to the normal monthly committee reporting and BYHA Board review process).
4. PM must address and follow the guidelines:
 - a. PM should not be considered, recommended or implemented until after registration (to establish age group numbers) and a season start up/tryout period (to establish talent level at both age groups).
 - b. Players must start the season at their eligible age group for at least 2 practice sessions before any PM to eliminate predetermined evaluation of talent levels.
 - c. Exceptions to this may be recommended on an individual basis by the HDC if the potential 'to group' starts the season earlier than the 'from group', although an evaluation period must be completed before PM is decided.
 - d. PM must have the consent of the player, parents, and coaches from both levels as well as the HDC.
 - e. PM must NOT negatively impact player numbers at either the 'to' or 'from' age groups.
 - f. PM must have a positive impact on both the 'to' and 'from' age groups, the player in question and maintain the mission of BYHA.
 - g. If PM occurs between Age Groups, the player in question will not be eligible for the "A" team of that age group.
 - h. The HDC and Mite Coordinator may make PM within the Mite 1, 2, 3 and 4 levels.
 - i. HDC may make PM within Age Groups (provided above steps a.-f. are met) prior to December 15th.

Article 3.20 OPEN HOCKEY

1. Open hockey is a time when players of a designated age group can work on individual hockey skills including skating, stick handling, shooting, etc. In addition, team skills including passing, position play, and team organization may be worked on, consistent with the size, strength, and abilities of players at open hockey. Body checking is not allowed.
2. Rules
 - a. Open hockey is for the scheduled age group only.
 - b. Complete hockey gear must be worn at all times.
 - c. No checking is allowed during open hockey.
 - d. Bullying, bad language, rough play, and fighting will result in removal from the ice and possible further disciplinary action.

Article 3.21 JUNIOR GOLD, MIDGET and 18U TEAMS

1. BYHA may support Junior Gold, Midget or 18 U Teams provided the basic rules of BYHA apply in addition to the following:
 - a. All players must pay registration fees as established by the BYHA Board.
 - b. The teams must accept practice time as available, which may include late nights, early mornings, and outdoor ice time.
 - c. Parental supervision must be present for out of town games.
 - d. There must be a sufficient number of players (deemed to be a minimum of ten skaters and a goalie) for each team.
 - e. A coach, approved by the HDC, must be available for each team

Article 3.22 ZERO TOLERANCE POLICY

BYHA will not tolerate inappropriate behavior of its players, coaches, officials, parents, or fans. To reinforce this fact each family of a traveling player is required, each year, to read and agree to live by its —codes of ethics and its —zero tolerance policy. Families unwilling to agree to this policy will not be permitted to be present during BYHA events. Before the start of each season a parent meeting will be held. Attendance is expected for all parents but is required by at least one parent. This parent agrees to act on behalf of their entire family. The BY HA Board will go over the codes of ethics, the zero tolerance policy, and suggest a list of —do’s and don’ts. At the end of the meeting each parent will have the opportunity to agree to live by —the codes and —the policy by signing a document to that affect. The document heading will include the following statement:

—We, the undersigned, have read the codes of ethics (coaches, officials, parents, and players) and the zero tolerance policy. We are aware of the consequences of ourselves, or one of our family members, not abiding by these codes and policies.//

Article 3.23 GAMBLING

1. GAMBLING MANAGER
 - a. The position of Gambling Manager is necessary if the Board of Directors elects to conduct pull tabs or other gambling fund raising events.
 - b. The duties of this position and the effectiveness of those duties will be established and monitored by the board.
2. PAYMENT OF BILLS
 - a. All gambling expenditures will be authorized by the BYHA board at the monthly meeting as dictated by Minnesota

Article 3.24 COACHES' CODE OF ETHICS

1. All coaches will:
 - a. Keep in mind that the player is the most important part of the program and that fun, learning and developing is more important than winning.
 - b. Understand the rules of the game and share that understanding with the players.
 - c. Treat the players fairly and equally.
 - d. Maintain a neat appearance.
 - e. Be prompt for all practices and games.
 - f. Display kindness, consideration, and understanding towards the players.
 - g. Share ideas and techniques with other coaches for the betterment of the program.
 - h. Be considerate of other teams.
 - i. Be well prepared for practices.
 - j. Have a positive attitude at all times.
 - k. Have knowledge of first aid.
 - l. Teach players to respect officials' decisions.
 - m. Educate players on rules and regulations, importance of skill development, and use of outdoor ice time and off-season development.
2. Coaches will not:
 - a. Use offensive language.
 - b. Solicit players for their own team.
 - c. Use tobacco or alcohol in the presence of the players.
 - d. Use drugs at any time.
3. Coaches should:
 - a. If of legal age, use alcohol and tobacco in a responsible manner at all times. Drinking by coaches not of legal age will not be tolerated.
 - b. Any disciplinary action involving suspension of a player must be reported by the coach to the HDC Chairperson.
4. Non-compliance with this code of ethics will result in a review of the coach by the HDC.
 - a. The HDC will determine disciplinary action.
5. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.— at an appropriate time and place
 - b. Take the concern to the Age Group Rep.
 - c. Take the concern to the BYHA Grievance Committee or the HDC if hockey related.

Article 3.25 PARENTS' CODE OF ETHICS

- a. Maybe your child will be a great hockey player someday, and maybe they won't, but he or she will be a better hockey player if you follow these rules. If you follow these rules, they will have a lot more fun.
- b. Make sure your child knows that win or lose—you love them. Let them know that you appreciate their efforts and that you won't be disappointed in them if they fail. Be the person in their life they can always look to for support.
- c. Try to be completely honest with yourself about your child's athletic capability, competitive attitude, sportsmanship, and level of skill.
- d. Be helpful, but don't over coach your child on the way to the rink or at the breakfast table. Think how tough it must be on them to be continually inundated with advice, pep talks, and criticism.
- e. Teach your child to enjoy the thrill of competition, to be out there trying, to be constantly working to improve their skills, to take the physical bumps and come back for more.
- f. Don't tell them that winning doesn't count, because it does, and they know it. Instead, help them to develop a healthy, competitive attitude, a feel for competing, for trying hard and for having a good time.
- g. Try not to live your life through your child. You've lost as well as won; you've been frightened; you've backed off at times; you've been a villain.
- h. Don't expect any more of them. They are an extension of you, but don't assume they feel the same way you did, want the same things, or have the same attitudes.
- i. Don't push them in the direction that will give you the most satisfaction.
- j. Don't compete with your child's coach. A coach may become a hero to them for a while; someone who can do no wrong and you may find that hard to take. Or, your child may become disenchanted with the coach.
- k. Don't side with them against the coach. Talk to them about the importance of learning how to handle problems and how to react to criticism.
- l. Try and help them understand the necessity for discipline, rules and regulations.
- m. Don't compare your child with the other players on the team—at least within hearing. If they have a tendency to resent the treatment they get from the coach or if they are jealous of the approval other players get, try to be honest with them.
- n. Don't lie to them about their capabilities as a player. If you are overly protective, you will perpetuate the problem.
- o. Get to know your child's coach. Make sure that you approve of their attitudes and ethics. A coach can be very influential, and you should know what their values are so you can decide whether or not you want them passed on to your child.
- p. Remember that children tend to exaggerate when they are praised and when they are criticized.
- q. Temper your reactions to the stories your child brings home from the rink. Don't criticize them for exaggerating, but don't overreact to the stories they tell you.

- r. Teach your child the meaning of courage. Everyone is frightened of something. Courage is learning to perform in spite of fear. Courage isn't getting rid of fear; it's overcoming it.
- s. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.— at an appropriate time and place
 - b. Take the concern to the Age Group Rep.
 - c. Take the concern to the BY HA Grievance Committee.
- t. Parents shall conduct themselves responsibly with regard to use of tobacco, drugs, or alcohol.
- u. Accept willingly and graciously the decisions of the officials.
- v. Abuse of coaches, officials, or other members of BYHA will not be tolerated at any time.
- w. Educate yourself with the rules and regulations of Minnesota Hockey and BYHA.

Article 3.26 OFFICIALS' CODE OF ETHICS

Officials are expected to:

1. Follow USA Hockey Rules and Guidelines.
2. Know the rules of the game.
3. Be professional.
4. Be courteous.
5. Be consistent and impartial.
6. Refrain from using abusive or offensive language.
7. Refrain from using tobacco, alcohol, or drugs before/during games.
8. Be properly certified as governed by Minnesota Hockey rules.
9. Be properly attired as governed by Minnesota Hockey rules.
10. In the event of questions or concerns, the procedure to follow is
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.— at an appropriate time and place
 - b. Take the concern to the HDC Chairperson.
 - d. Take the concern to the BY HA Grievance Committee or the HDC if hockey related.

Article 3.27 PLAYERS' CODE OF ETHICS

1. Play the game for the love of the game.
2. Be generous.
3. Be gracious in losing.
4. Be just at all times, whatever the cost.
5. Obey the rules.
6. Work for the good of the team and towards excellence.
7. Accept willingly and graciously the decisions of the officials.
8. Believe in the honesty of your opponents.
9. Conduct yourself, at all times, with honor and dignity.
10. Recognize and applaud honestly, and with heart, the efforts of your teammates and opponents, regardless of color, race, religion, or creed.
11. Any player removed from a game for fighting will be suspended for the next game.
12. A coach may suspend a player for fighting during practice or travel.
13. Chronic discipline problems will be brought up before the Board of Directors for consideration of suspension for the remainder of the season.
14. Be prompt to all practices and games.
15. If you have an unexcused absence for the first time in a one-week period, the penalty is to miss one-half the playing time in the next game.
16. If you have an unexcused absence for the second time in a one-week period, the penalty is to miss all of the next game.
17. If you have habitual absenteeism you will be contacted by the HDC Chairperson to determine a solution.
18. If a player is habitually late for practices and games, the coach may have the player miss the next game.
19. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.— at an appropriate time and place.
 - b. Take the concern to the HDC Chairperson.
 - c. Take the concern to the BYHA Grievance Committee

Section IV. BYHA HANDBOOKS

Note: The following Handbooks are not part of BYHA Policy & Procedures and feature recommended guidelines from years of input from BYHA Board members, hockey coaches and others involved in BYHA.

Article 4.01 PARENT HANDBOOK

This handbook was developed to help answer any questions you may have regarding Bemidji Youth Hockey and where to find information.

1. SCHEDULES
 - a. Schedules will be posted online at www.bemidjiyouthhockey.org.
 - b. It is crucial that you check the website DAILY. Schedules are always subject to change.
2. COMMUNICATION
 - a. Most general communication will be done using email. It is imperative that you check your emails and the website on a regular basis since there can be last minute changes in schedules.
 - b. Board meeting minutes and other reports and documents are also available via our website.
 - c. If a change has been made to your team schedule this will be communicated by email.
 - d. If you do not have email, it will be your responsibility to get the information from your Age Group Rep.
3. INCLEMENT WEATHER AND SCHOOL CLOSINGS
 - a. Hockey typically is never cancelled unless you receive an email from your coach or Age Group Rep. So, even if the Bemidji School District cancels school we will still have hockey. As a parent, you will need to decide if you can get to the rink safely.
4. SWEET HOCKEY TRAINING
 - a. Sweet Hockey Training is an off ice training program to develop skills and self-motivation on getting better.
 - b. This information can be found on the website www.bemidjiyouthhockey.org. Click on the tab "Sweet Hockey" and click on your level of play.
 - c. Players will be able to track their progress and time spent on the training.
5. BEMIDJI YOUTH HOCKEY SPONSORS
 - a. BYHA could not do it without our sponsors. Please remember this by shopping locally and tell them you appreciate them sponsoring your child's team and our organization.
 - b. On the website you can find out more about our sponsors by clicking Member Benefits on www.bemidjiyouthhockey.org.
6. BOARD MEETINGS
 - a. BYHA Board meetings are the 3rd Wednesday of every month.
 - b. Meetings are held at 6:00pm at Lueken's North (unless noted).
 - c. Please show your support and attend the meetings.

- d. Minutes from each meeting will be posted on the website.
7. FUNDRAISING/CALENDAR SALES
- a. BYHA participates in one fundraiser for the year with a raffle ticket/calendar sale.
 - b. Families may opt out of the fundraiser during the registration process.
 - c. Calendars will be available toward the end of October.
 - d. Multiple Skaters in the family will pick up their calendars from the parent rep of the OLDEST player.
 - e. ALL calendar money and stubs are turned in to your team manager/age group rep. If you have multiple skaters, this would all go to your OLDEST child's team manager.
 - f. Make sure your envelope is clearly labeled with your child's first and last name.
 - g. Make sure your calendar numbers are on the envelope. (# 134-146) Any unsold calendars that you are turning in, they must have the ticket stub on them and you have to pay \$25/calendar. If you buy them and turn in the stub for the drawing they are \$30.00 each.
 - h. DECEMBER 1ST, is the LAST DAY we are collecting calendar money! If you sell them all before this date you can turn them in early to your age group rep. Remember... ALL calendars must be turned in at the same time.
 - i. You will be responsible for any lost calendars. Treat them like gold... they are worth money!

Article 4.02 AGE GROUP REP RESPONSIBILITIES

1. GENERAL DUTIES
- a. Attend monthly board meetings, and special board meetings when necessary
 - b. Communicate information from board to parents and from parents to board
 - c. Communicate information from coaches to parents and from parents to coaches
 - d. Serve on volunteer committees of the BYHA (i.e. registration, fund raising, marketing, banquet, pictures, etc.)
 - e. Maintain web page and make sure it is up to date
 - f. Distribute fund raising information & materials, collect money, and submit to treasurer
 - g. Acquire updated game schedules from scheduler and distribute them to parents, coaches and website master
 - h. Organize travel arrangements or make sure team manager has done so (hotel accommodations, maps to arenas, dates & times of travel, caravanning, pot lucks, etc.)
 - i. COMMUNICATION!! Maintain team contact information (email & phone#s). Give copies to parents & coaches. Wallet-sized calling cards are

very much appreciated! Use team email list to provide daily/weekly information to team as needed. (Last-minute changes usually done through phone calls.)

2. DUTIES BY MONTH (in addition to monthly board meetings)
 - a. MAY
 - i. Attend elections meeting
 - ii. Attend retreat meeting(s) to determine budget and work on changes to policy & procedure
 - iii. Obtain copy of previous year's team list & email addresses (from prior age group rep) so you can communicate information throughout the summer (new team forms in September after registration is completed)
 - b. JUNE-JULY-AUGUST
 - i. Attend monthly board meetings
 - ii. Communicate information to parents as needed
 - iii. 4th of July parade float (if needed), other recruiting functions
 - c. SEPTEMBER
 - i. Registration: gather new email addresses & update email list, send reminders to age group to register ASAP for season
 - ii. Create updated team contact list (names, phone numbers, email addresses) after registration is completed
 - iii. Maintain communications
 - iv. Book hotel room blocks for Districts for age group
 - d. OCTOBER
 - i. Obtain team jerseys from equipment manager (wash if necessary; check for stop signs on back)
 - ii. Practices begin at the end of the month
 - iii. Team Book: blue 3-ring binder from office, work with registrar to verify all forms from registration, birth certificates, and coaches' certifications; obtain team roster from registrar and have each player (and coach) sign the roster; roster must go in the Team Book. The book must be ready for approval at the District meeting mid-November and must be brought to all tournaments.
 - iv. Obtain tentative game schedule from scheduler (hand out at first parent meeting)
 - v. Block hotel rooms for all tournaments & overnight traveling (hand out at first parent meeting)
 - vi. Make corrections/updates to contact list as needed; copies to be handed out at first parent meeting (Note: wallet-sized calling cards are appreciated in addition to contact sheet.)
 - vii. Work the Community Clean-Up Day with team (end of October)
 - viii. Maintain communications
 - e. NOVEMBER

- i. Hold first parent meeting (coordinate with coaches on time & date for meeting) usually early in November or even late October if all information is ready.
 - ii. At the parent meeting...
 - 1. discuss parent volunteers for concession workers & off-ice officials (clock, book, penalty box)
 - 2. distribute contact information to parents (make corrections as needed)
 - 3. distribute game jerseys and assign #s
 - 4. distribute game schedule
 - 5. distribute hotel information for season
 - iii. Team Labels: Create labels (2" x 4" mailing labels) with team roster for scorebook; provide to person in charge of score book (parent volunteer) as needed
 - iv. Team Pictures: distribute picture order envelopes, assist on picture night as needed
 - v. Work with coaches & scheduler to solidify game schedule; email updated schedules to team (and web master) as needed
 - vi. Maintain communications (including reminders on fund raising & payments)
- f. DECEMBER
- i. (on going)...Work with coaches & scheduler to solidify game schedule; email updated schedules to team as needed
 - ii. Weekly communications to parents on schedule changes, travel plans, etc.
 - iii. Final registration payments due—collect & submit to treasurer, list will be given to you by treasurer if any contact needs to be made
 - iv. Calendar fund raising stubs & money due—coordinate with team managers to collect & submit to treasurer as instructed
 - v. Begin organizing for Tournament
 - vi. Contact BYHA tournament director for roster and bracket information
 - vii. Plan decorations, programs (need rosters & bracket info.), concessions, off-ice officials, awards/bag tags/apparel, etc.
 - viii. Prepare binders for tournament (obtain from last team to host tournament)
 - ix. Contact tournament director for instructions on what is needed regarding contacting visiting teams with all important information (gate fee, presales on apparel, roster information, etc.)
 - x. Distribute pictures when they arrive.
 - xi. Recruit your replacement
 - xii. Maintain communications
- g. JANUARY
- i. Assist board with BYHA Banquet planning
 - ii. Maintain communications

- iii. FEBRUARY
- iv. District Tournament
- v. BYHA Banquet planning Speed Skating event on Lake Bemidji (if needed)
- vi. Recruit your replacement – bring him/her to Board meeting this month
- vii. Maintain communications
- h. MARCH
 - i. Regional Tournament
 - ii. BYHA Banquet
 - iii. End of Season Party...work with parents to plan, prepare, & hold this celebration
 - iv. Collect jerseys, wash them, return to equipment manager
 - v. Return Blue Book to registrar – bring him/her to Board meeting this month
 - vi. Recruit your replacement
 - vii. Maintain communications
- i. APRIL
 - i. Maintain communications
 - ii. Recruit your replacement

Article 4.03 DIBS: BYHA VOLUNTEER PROGRAM

Members are the lifeline of BYHA. Without volunteers contributing hours each season, BYHA could simply not exist. The entire “community” is needed to support a successful operation. The Volunteer program has been designed to hopefully eliminate the need for last minute volunteers and create a schedule that will allow each of us to choose our own volunteer hours. Volunteer hours will be logged and each family will have a set number of hours to fulfill during the year. This is a work in progress with the hopes that each year we will be creating a better organization for everyone. We are always looking for ideas and suggestions that will make a positive change with our volunteer schedule and allow it to run more smoothly. We’re excited about the ever-improving volunteer system. Here, you are in control of your volunteer destiny, with all the benefits, flexibility, and accountability that go along with it.

Some highlights of the program include the following:

1. Volunteering will be on a first come, first serve sign-up
2. Sign up on-line at your convenience. View all open shifts in one central location and select those that best fit your hectic schedule.
3. Each family will have a set number of credits they need to fulfill and these credits will be logged using the Puck System. (DIBS)
4. Each family will have their own user name and password that will allow you to register for the credits that you would like to work and view your own calendar.
5. ***If you are unable to cover your shift it will be your responsibility to find your own replacement for your shift!***
6. A minimum of **40** credits per player (**Families with multiple players will have a family cap of 70 credits. Mites need to fulfill 25 credits per player.** (These times may need to be adjusted up or down depending on the needs of our organization)
7. Each team will work their own home tournament. These will not count towards DIBS.
8. Credits need to be fulfilled by adults. *This means no siblings, neighbors, babysitters, etc. will be allowed to fulfill hours. Also, no children under the age of 16 are allowed in the concessions area at any time.*
9. All credits need to be logged on the computer scheduling system - DIBS

Volunteer Opportunities

Opportunities for volunteering for BYHA include, but are not limited to helping at:

1. Registration Events
2. Game clock and penalty box duties
3. Picture Day
4. Tournaments
5. Concessions
6. Fall Season Rink Start up
7. Season End Maintenance
8. Other opportunities will be available and can be viewed online as needed.
9. Volunteer hours do not apply to fundraisers.

Tournaments

Each family is expected to volunteer for their child's tournament. Tournament hours for your child's team will not count toward your DIBS credit. Age Group Reps and Team Managers will be making a schedule for their tournament and asking families to fill the positions. Additional positions not filled by your team will be available to the general membership for DIBS credit 2 weeks prior to the tournament. **You may however, work another team's tournament for credit.**

High School Games

High School Games will be available on DIBS for the general membership. However, each team will be assigned 2 games to work and any unfilled openings will be filled by that team.

Mites

The concessions stand may be open for Mite Practice. All positions will be assigned to parents. You will be responsible for finding a replacement for yourself if you are unable to fill the position.

Article 4.04 COACHES HANDBOOK**1. GENERAL TEAM RULES**

- a. All coaches and players will familiarize themselves with Minnesota Hockey rules, BYHA rules and regulations governing participating in the BYHA hockey program.
- b. Traveling team players should be in the dressing room 30 minutes before all practices and 60 minutes before all games.
- c. All traveling and house players should be fully dressed and ready to go on the ice 15 minutes before the start of all games and practices.
- d. Make sure your skates are always sharp and traveling team players have two (2) sticks properly cut and ready to use for all practices and games, house team players have one (1) stick properly cut and ready to use for all practices and games.
- e. Any player receiving a penalty must go directly to the penalty box.
- f. All players will be properly and cleanly dressed at all games and tournaments.
- g. All players must attend all practices and games unless a member of the coaching staff has been notified and has approved a player's absence.
- h. All players will respect the coaches, officials and any other persons who are directly or indirectly involved with the league.
- i. No swearing or abusive language will be tolerated at any time.
- j. No tobacco, alcohol or drugs will be tolerated at any time.
- k. No player is allowed to leave the ice during a practice without permission from a member of the coaching staff.
- l. No player will be allowed on the ice without his or her helmet and proper protective equipment.
- m. All players will obey curfew if and when a curfew is imposed.
- n. All players will be governed by Minnesota Hockey rules for infractions. Infractions not covered by Minnesota Hockey rules will be subject to the following disciplinary action:
 - i. First offense in a week period - miss half of playing time of next game.
 - ii. Second offense in a week period - miss all playing time of next game.
 - iii. Habitual offenders will be contacted by the HDC to determine a solution.
 - iv. Chronic disciplinary problems will be brought to the Board of Directors for consideration of suspension for the remainder of the season.

2. PRE SEASON COACHES MEETING

- a. The HDC Chairperson shall conduct an ALL coaches meeting prior to the start of the season to:
 - i. Explain the goals for the BYHA Program
 - ii. Discuss expectations of coaches, players, and parents
 - iii. Determine lead coaches for each level

- iv. Ensure proper coaching certification; and
 - v. Review and understand BYHA Policies & Procedures.
3. HEAD COACHES - HOUSE LEAGUE
 - a. One lead coach will be appointed for each level.
 - b. Additional assistant coaches will be required at a rate of two to three per level.
 - c. The total number of coaches shall result in two coaches per house team.
 4. HEAD COACHES - TRAVEL TEAMS
 - a. The Head coaches shall oversee the entire structure of practice and player development at their skill level.
 - b. Assistant coaches shall carry out the head coach's philosophy by coaching the group of kids that he or she is assigned at practices and games.
 5. PARENT MEETINGS
 - a. The Head coaches of each age level will hold a parent meeting at the beginning of the season covering BYHA rules and regulations, equipment, outdoor ice, player personal problems, timeliness to practices and games, age level
 6. COACHING EXPECTATIONS
 - a. Coaches are responsible for carrying out the Policy and Guidelines set forth by the BYHA Board.
 - b. Coaches are responsible for organizing practices, which promote continuous individual skill development, teamwork, and a safe environment.
 - c. Coaches are expected to conduct themselves in a manner befitting their role as a coach.
 7. PRACTICES
 - a. Practices will be scheduled utilizing both indoor and outdoor ice facilities.
 - b. The head coach will be responsible for planning and leading all practices at their appropriate skill level.
 8. MITES
 - a. All Mite players will all have an opportunity to play goalie.
 - b. Coaches shall alternate goalies.
 - c. Coaches shall be responsible for distributing BYHA goalie equipment and retain possession throughout the season.

Article 4.05 BEMIDJI COMMUNITY ARENA RULES

(December 2011)

1. Bemidji Youth Hockey Association developed, funded, constructed and owns the Bemidji Community Arena (BCA). A significant majority of the construction funding was provided by private donations.
2. The BCA is operated and managed by the Bemidji Community Arena Board of Directors.

3. The BCA operations and management is primarily provided by volunteers.
4. RULES AND REGULATIONS
 - a. No off Ice Floor Hockey, shooting or passing of pucks, balls or any other object
 - b. No graffiti, defacing, damage or abuse of any building surface or equipment
 - c. Nobody is allowed on the ice until the Zamboni doors are closed
 - d. Locker room stick racks are to be used at all times
 - e. The area between the rink and the locker rooms is off limits to all, except players, coaches and game officials
 - f. Electronic Devices - Cell phones, iPods, cameras, and any other electrical devices MUST be turned off in the locker rooms
 - g. ALL building access is through the main front doors only. Other doors are for BCA staff only.
 - h. The Zamboni room, compressor room and Zamboni overhead door/rink access area is off limits to all, except BCA staff.
 - i. The upstairs mezzanine level is off limits to all, except limited media personnel.
 - j. The BCA Board and Staff reserve the right to enforce the above Rules and Regulations (and Rink Rules posted) and remove anyone, including players, from the building for violations.
 - k. Open Hockey
 - i. Players must wear full gear on to participate in Open Hockey.
 - ii. Parents or coaches are not allowed on the ice during Open Hockey.
 - iii. Rink Monitors must be at the rink to monitor the kids.

Article 4.06 FUTURE TEAM MANAGERS HANDBOOK

Article 4.07 FUTURE CONCESSIONS HANDBOOK