

HYHA Hockey Development Committee: Governance Document

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The HDC is established as a standing committee of HYHA. The HDC will develop, manage, and oversee all hockey-related programming, including but not limited to: player development, coaching standards, team formation, tryout processes, athlete pathways, and on-ice curriculum, and shall operate independently in all hockey-related decisions. The HDC is subject to Board oversight for financial, legal, and ethical matters, with regular interactions with the HYHA Executive Committee, and Travel Directors.

Mission

The HDC sets the development structure for HYHA youth teams (Mite/6U through Bantams/15U) within the guidelines and rules of MN Hockey District 3, MN Hockey and USA Hockey. The HDC coordinates with individuals with hockey expertise on the Hopkins/Park Girls Joint Advisory Committee.

The HDC develops guidelines and plans based on the principles of the American Development Model (ADM) as defined by USA Hockey. This objective is met in these key categories:

1. Player development
 - a. Provide opportunities for players to develop their hockey skills and knowledge of the game.
 - b. Continuous improvement of skills, tactics, team concepts, team play, systems and strategies
 - c. Continuous improvement in individual and team competitive performance

- d. Develop and implement programs for players and coaches of all levels to enhance overall skill development and playing experience
- 2. Skills Integration & Development
 - a. Create & execute a skills guideline for each age and level to develop building blocks from Mite through Bantam/High school preparation. This will be based on the principals of the American Development Model (ADM), and be introduced to coaches at the mite level, and reiterated each year during a fall coaching workshop.
- 3. Sportsmanship & Fair Play
 - a. Promoting values such as sportsmanship, teamwork, respect, and fair play among players, coaches, and parents is crucial. The committee will focus on instilling good behavior both on and off the ice, and may offer training or workshops for coaches and parents when necessary

Membership / Composition

The Co-Chairs of the HDC will always be the HYHA President, Director of Hockey Operations, and Coach in Chief.

Other members will include no less than 4 and no more than 8 members, with the goal to maintain an odd number for voting purposes. These advisory positions will be nominated by the Director of Hockey Operations, and confirmed by a consensus of the HYHA President and Coach-In-Chief, and will be based on hockey skills and expertise of potential members. Anyone interested in joining the HDC as a member can submit an application to the Director of Hockey Operations.

These HDC members will sign on for a one-year commitment, which can be renewed annually by the same nomination and confirmation process outlined above.

The Director of Hockey Operations may request that any member leave the HDC. Such a request must be first approved by the HYHA Board President and Coach-in-Chief.

All members of the HDC will have extensive hockey knowledge, including the current state of the game. To ensure the HDC is composed of individuals with appropriate hockey experience, all HDC members must meet at least one of the following criteria:

1. Played a minimum of varsity high school hockey, preferably also collegiate hockey
2. Currently or historically coached high school varsity hockey for at least two years
3. Served in a hockey development-related role in another hockey association.

Additional beneficial skill sets may include:

- Financial management
- Team scheduling background

The HDC Co-Chairs may waive qualifications only in exceptional cases where a candidate's background clearly demonstrates hockey expertise.

Policies, Procedures, and Responsibilities

The Director of Hockey Operations takes leadership responsibility for the HDC, including:

- Nominating members of the HDC, who are confirmed by consensus agreement by HDC Co-Chairs
- Scheduling monthly meetings of the HDC, creating an agenda, and leading meetings
- Reporting on decisions and actions to the HYHA Board of Directors, including attending board meetings
- Recommending spending budgets for player and team developmental activities for both in-season and off-season priorities

The HDC is responsible for the following policies and procedures. When required, e.g. for financial, legal, and disciplinary decisions, as stipulated in the HYHA Bylaws, the HDC will create a recommendation for a vote from the HYHA Board of Directors.

- Develop and implement HYHA's annual hockey development plan
- Managing tryouts, including timing, criteria, staffing, format, evaluation procedures, and team formation.
 - Recruiting tryout evaluators
 - HDC members and currently assigned head coaches will be present at tryouts. HDC members who are parents of a child currently participating in tryouts will not be evaluators.
 - Director of Hockey Operations is responsible for working with the HDC to hire tryout evaluators and on-ice clinicians
 - On-ice clinicians for every session
 - An additional on-ice goalie clinician (for goalie specific tryouts)
 - Non-parent off-ice evaluators for every session

- An additional off-ice goalie evaluator, who is fully independent of all association families, in as much as possible.
 - HDC may nominate additional evaluators subject to the approval of the HDC Co-Chairs, and in-line with the budget.
 - Formal meeting following final tryout to determine team assignment
 - Any HDC member with a child whose team assignment is in question will recuse him or herself from the room/discussion while that team assignment is being determined.
 - The child's team determination will be voted on prior to the HDC member returning.
- Coaching Recruitment, Training & Retention
 - Coach Recruitment and Retention
 - The Director of Hockey Operations is responsible for developing the coaching staff. The HDC members, along with the Travel Director(s), work with and advise the Director of Hockey Operations and the Coach-in-Chief for recruiting, evaluating, and retaining professional and parent coaches for HYHA teams. They determine coaches at each level and directly support those coaches throughout the season.
 - Any interested person may apply for a position of travel team coach by submitting an application to the Director of Hockey Operations prior to September 1.
 - Coach Selection
 - The HDC Co-Chairs are responsible for the process of filling coaching positions across the association.
 - The HDC interviews all applicants for paid head or assistant coach positions (at least 2 HDC members must be involved, including the Director of Hockey Operations).
 - The HDC meets with all parent coaches prior to each season.

- The HDC Co-Chairs are responsible for contracting with paid coaches. They work with the HYHA Executive Committee to create and execute contracts.
 - The HDC Co-Chairs are responsible for assigning all coaching roles (i.e., head coach, co-head coach, or assistant coach) regardless of whether the role is filled by either a parent or non-parent coach. The HDC Co-Chairs incorporate the guidance of all HDC members in their decision.
 - The HDC is responsible for establishing and enforcing coaching standards, training requirements, and selection criteria. The HDC supports coaches with training programs and policies beyond CEP/USAH/SafeSport
 - Non-Parent travel coaches are eligible for a stipend. The HYHA Board of Directors approve an overall stipend budget prior to the season as part of the annual budgeting process. The budget is provided by the HDC to the board.
- Coach Pay & Evaluation
 - The HDC determines pay amount & structure (if paid coach), within the budget approved by the board each season. This amount should be voted on based on HDC recommendations.
 - The HDC is responsible for coordinating a coaching evaluation process and reporting on that evaluation at the beginning, mid-point and end of each season, as necessary.
- Evaluating Move-Up Requests
 - Girls Program Move-Up Policy: In some circumstances, a girl may be offered the opportunity to play up to the next age level by the Girls Travel Director. The player is invited by the association to participate in tryouts at the next older age level. If the player is evaluated in the top 50% of all players at the age-level she will be permitted to play up an age level.
 - Youth Program Move-Up Policy: HYHA expects all players in the youth program to play in their age categories designated by MN Hockey, but recognizes that, in limited circumstances, it might be

appropriate to place a player at a higher level. Age move-ups require approval by the HDC following a written request from the player's family with a letter of support from one of the player's coaches from the prior season. The required ranking to be achieved to determine move up eligibility is determined by the HDC. The deadline for any move-up request must be submitted to the HDC prior to tryouts. All move-up decisions are final.

- Move-Up due to vacancy. Please see HYHA Travel policy for details.
- Determining team levels
 - HDC is responsible for evaluating the proper team levels for a season and making decisions on each level of play, as applicable. Evaluations are based on previous season playing levels, competitive analysis of previous season teams, player evaluation from coaches, mix of first-year vs. second-year players at a playing level and any other criteria deemed pertinent by the HDC.
 - One month prior to the initial District 3 level declarations, the HDC delivers a Playing Level Recommendation for each age group to the Travel Director and President of HYHA.
 - If the Travel Director affirms the recommendation in its entirety, the team declarations are communicated to District 3.
 - If the Travel Director does not affirm the recommendation in its entirety, a Team Level Determination Arbitration is required
 - The Travel Director schedules an arbitration meeting with the HYHA President, Secretary, Director of Hockey Operations, and HDC Coach in Chief.
 - The HYHA President is the arbitrator of the meeting and, as such, makes the final determination based on input from the Travel/Level Director and the HDC Coach in Chief. The HYHA Secretary records the proceedings. There are two possible outcomes:
 - ONE: The arbitration affirms the recommendations of the HDC. These are recorded and submitted to the board and District 3.

- TWO: If the result of the arbitration does not affirm the Team Level Recommendations of the HDC, the HDC Coach in Chief must amend the original recommendations, noting the arbitration and an agreed-upon change in the playing level recommendations.
- Determining team size & ice framework
 - Optimal Team size. The HDC provides guidance on optimal team size for teams at every playing level prior to the season based on best practices and team composition. Guidance prioritizes providing the best possible developmental experience for every member of a team, and for teams as a whole.
 - Scheduling Framework. The HDC is responsible for providing a framework for scheduling, including:
 - Hours on-ice per level
 - Tournaments per level
 - Limitations on days/hours
 - Blackout dates

Overall, HDC decision-making processes will be determined by discussion among the members, considering input from relevant board members, experts, and/or the community at large when necessary. Decisions are made by consensus. In the event of extreme disagreement, decisions will be put to a vote, requiring approval by 2/3 of all HDC members (not a quorum – all members). The HYHA Board shall not overturn or manage the hockey-related decisions of the HDC unless such decisions:

- Violate association, district, or MN Hockey bylaws
- Create legal, safety, ethical, or compliance issues
- Exceed approved budgets

Meetings and Communication

The HDC will meet monthly, immediately prior to the HYHA Board Meeting whenever possible. Meetings may be deferred if necessary, or held via phone or video if necessary. As the head of the HDC, the Director of Hockey Operations is responsible for:

- Creating an agenda; any members with agenda items will report them to the Director of Hockey Operations prior to the meeting.
- Maintaining meeting notes consisting of decisions reached by the HDC and pending decisions to be discussed at future meetings.

All formal members of the HDC must attend 75% of meetings (in-person or by phone/video) in order to maintain status of good standing. Other HYHA Board members, such as the Treasurer, VP, or ice scheduling liaison will attend HDC meetings upon request of the HDC, to review HDC decisions or provide insight.

Meetings will have an “open forum” section, at minimum on a quarterly basis. This opportunity will be communicated to HYHA Members. HYHA Members who are not part of the HDC may attend this open forum to ask questions and provide input, but cannot attend other portions of the HDC meetings.

Financial Management

The HYHA Board of Directors approves an annual fiscal-year budget. The HDC will be responsible for creating a budget request to be included in the board vote. Budget items for the HDC to consider include:

- Equipment (pucks, net pegs, etc.)
- Coaching salaries
- Clinic ice and staff needs