Moose Youth Hockey

Handbook

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Introduction

This handbook has been created to give all members and prospective members of the Monticello Youth Hockey Program, Inc (hereafter the "Association" or "Moose Youth Hockey"), a resource that outlines certain aspects of how the Association is organized and operated, as well as, the Association's general rules and regulations. This handbook is also designed to be used along with the Articles of Incorporation and Bylaws in order to guide the Board of Directors during their decision-making process. This handbook incorporates the recommended guidelines that have been published by USA Hockey and Minnesota Hockey changes can be made to it at any time at the discretion of the Board of Directors.

1.0. Philosophy:

An important part of the Association's philosophy is that every player be allowed to develop to the extent allowed by his/her physical abilities and interest. The Association has the ability to offer three levels of competition (A, B and C) at each age group, provided the participation numbers and skills are sufficient and appropriate.

The Association's philosophy is grounded on the following principles:

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

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

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

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

5. ENJOYMENT – it is important for the hockey experience to be fun, satisfying and rewarding for all participants.

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

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

2.0 Volunteering, Fundraising, and Donations

All voting members (as defined in the Bylaws) are highly encouraged to volunteer at some level each year, subject to these guidelines and policies. Our Association and the opportunities we provide for the players and teams cannot exist without the volunteer support of our memberships. SO, GET INVOLVED AND DON'T EXPECT SOMEONE ELSE TO DO IT. Volunteer opportunities exist during the hockey season and in the off-season. There are many opportunities to volunteer, including but not limited to, being on the Board of Directors or a committee, coaching, acting as the team manager, running the scoreboard or scorebook, supervising in the locker room, and helping out at the concession stand. The satisfaction and fun of helping and of being useful is rewarding.

Although the Association encourages all levels of volunteering, the Association also expects that each family will meet a certain minimum number of volunteer hours as determined by the Board from year to year, based on needs. Annual volunteer hour requirements will be communicated prior to and during the registration period for the upcoming hockey season. Volunteer hour requirements will be broken into two categories for single skater and multiple skater families. Each family will be required to agree to a volunteer hour buyout fee if they do not fulfill their full amount of required volunteer hours for the season (see below).

Volunteer Hours Deposit

The amount of the volunteer hour buyout fee will be determined by the Board each year. Owed volunteer hour deposits will be charged at the end of the hockey season to the credit card on file (approximately March 31 each year).

A $100 no-show fee will be charged to those who sign up for a volunteer shift but do not show up to complete it. If a second shift is missed, you will be charged the full volunteer hour deposit for the season, for each registered skater in your family.

Fundraising

The Association tries to provide fundraising options to raise money for the Association's general fund, with the overall goal of reducing season fees. We are restricted in our fundraising at times because we need to comply with certain requirements related to our gambling license. Some examples of our fundraising include:

- Raffles – The net proceeds from the raffles help fund our Association, including subsidizing the cost of our ice rental.
- Food and Christmas Wreath Sales – The net proceeds are deposited into the general fund and then directly offset skater fees in the annual budget.

Gift Giving:

In the event the Association would like to contribute to a personal fundraiser during times of hardship (events of serious medical injuries and/or death), the following guidelines should be followed:

- Up to $1000 donation for someone directly affiliated with Moose Youth Hockey **pending board approval
- Up to $500 for someone not directly affiliated with the Moose Youth Hockey Association **pending board approval.

Moose Scholarship Criteria

- Must have registered for at least 1 year of hockey in the Moose Youth Hockey/RiverHawks Association
- Must have graduated from Monticello or Maple Lake High School
- Must have played hockey for a Monticello or Maple Lake Hockey program in your Senior Year (Varsity, JV, or Junior Gold)
- Must be attending a post-secondary school in the upcoming fall semester
    - *If playing Jr Hockey after high school, eligible participants may apply for the scholarship upon enrollment in post-secondary education immediately after playing Jr Hockey
- Must have graduated with a cumulative GPA of 3.0 or higher
- Complete a "What has hockey taught me" Essay

3.0. Registration:

Residence and Eligibility:
To be eligible to participate in the Association, players must reside in one of the following school districts: 881 or 882, unless they have prior approval from the Board and District 5. Those wanting to play in another hockey association must also have the approval of the Board and District 5. Players must be U.S. Citizens or possess one of the following: Alien Registration Card (green card) or IAP-66 Card (foreign exchange student status). Use of an assumed name or falsification of age will result in immediate disqualification and expulsion from the Association.

Dates and Forms
All Initiation Program and Competitive team eligible skaters must register on or before August 31st each year. Registration will be completed through the Association's website (www.mooseyouthhockey.org).

All skaters must follow the website instructions completely. Registration information is also used for the annual phone directory and mailings. Most forms will be completed electronically on the website, but some may need to be printed and completed manually. For any forms needing to be manually completed, they should be dropped off in the drop box at the arena.

Team Level Meetings
Each competitive level will have a meeting. All parents with registered players at each level must attend. The meeting will cover information on playing levels (A, B and C), coach selections, team formation, tryouts, financial information and any other pertinent information available at that time. Individual fundraising information and order forms may be given out at this time and volunteer opportunities for the season should be available.

4.0. Fees

Registration Fees:
Registration Fees will be set and approved each year by the Board. The Finance Committee will prepare a budget outlining the breakdown of the fee structure, which factors in, among other things, the following:

District 5 team registration
Sponsorship donations
Ice time for games, practices, and tournaments
Minnesota Hockey registration fees
USA Hockey Coaches registration
Association registration fees
USA Hockey individual fees
USA Hockey team fees and referee fees

Ice Bills, Coaching Expenses and Other Costs:
The Association may invoice the members during the season for costs incurred by each team such as ice time, coaches' compensation, equipment and other miscellaneous expenses.

Payments:
Payment of the Registration Fee shall be made in full at the time of registration; provided, however, the Board may, in its sole discretion, approve a payment plan. Payments for ice time and other costs billed during the season (see above) shall be due upon receipt of invoice, which may be sent via email. If any billed invoice exceeds 30 days past due, the player shall not be allowed to participate in any team activities until the player's balance is brought current.
The Association currently accepts Visa, MasterCard, cash, checks and money orders.

Delinquent Registration Fees:
Except for the first-year Initiation level, registrations made after the published registration deadline will be subject to a $100 late fee. Families still owing for previous seasons will not be allowed to register any skater for the upcoming season until the previous balance is paid in full plus paying all current registration fees.

Any NSF checks received by the Association will be re-presented electronically, along with the maximum allowed fine by state law.

Refunds
Due to the structure of the Association registration, refunds will be granted for extenuating circumstances only and will be prorated based on team expenditures and only when approved by the Board. Refunds will not be granted after December 31st.

5.0 Coach Selection:

Coach Selection Committee:
The ACE Coordinator will select a Coach Selection Committee, which shall be empowered to approve all coaches. The purpose of the Coach Selection Committee is to seek out the most qualified candidates available to coach the players in our Association. Non-parent coaches may be compensated with the amount to be determined on a case-by-case basis. The Coach Selection Committee shall consider the following:

- General coaching philosophy and willingness to perform within the Association guidelines
- Willingness to put in long hours during the season
- Experience as coach
- Experience as a hockey player

Selection Process:
All coaching candidates will be vetted by the Hockey Development Committee (HDC). Every candidate must have a coaching level certificate pertaining to their age level or be able to show that he/she will have the proper certification by the deadline imposed by USA Hockey. The Association will reimburse coaches for the certification class fee, upon receiving a paid receipt and proof of completion, for attaining levels 1 – 4. No prior year certifications will be reimbursed and the coaches must be actively coaching for the Association in the year in which reimbursement is sought. All coaches shall attend all clinics that are required by District 5 and complete any other necessary training or classes required from time to time (e.g. SafeSport and Concussion training).

Timing:
All approved coaches will be selected, if possible, before August 1 of each year.

Screening:
All coaches are required to undergo background screening through Minnesota Hockey per District 5 guidelines.

6.0 Teams and Levels of Play:

Age Levels

Players are required to participate in the age group categories established by Minnesota Hockey, unless otherwise approved by the Association and District 5. Classification and age brackets in effect in any given year are publicized at the time of registration.

- Non-competitive/Initiation Level and 8U Girls: 5, 6, 7, and 8 years old before June 1st of that playing season

- Competitive Level
    - Squirts and Girls 10U: 9 and 10 year old before June 1st of that playing season
    - Peewees and Girls 12U: 11 and 12 years old before June 1st of that playing season
    - Bantams and Girls 15U: 13 and 14 years old before June 1st of that playing season

- If a new skater wishes to join the Association after the normal registration deadline and tryouts have been completed, the individual may be asked to participate in a skill evaluation by the team coaches and the ACE Coordinator(s). This issue has become especially important in the competitive levels, as safety is a concern and placement in the proper skill level is important. A recommendation will be written and submitted to the Board of Directors for approval.

Levels of Play

The above mentioned categories or teams are further divided by level, (A, B, C) which will be determined on an annual basis by the Board before the District 5 meeting, (normally held in August). That determination is from the recommendation of the Hockey Development Committee based on the number of participants at each age level and their skill level.

Player Move-ups:

Peer Grade Move-ups: For situations where a Squirt skater is not age-eligible for the level of their peer grade, due to USA Hockey Age Group classifications, exceptions will be allowed. These skaters will have the opportunity to play up with their grade level.

Optional Move-ups: The Association does not encourage parents to switch their children from their age-appropriate levels. We also recognize that there will be an occasional skater that requires a higher challenge to match their skating and hockey abilities. Also, from time to time the program may require additional skaters of the appropriate skill to complete a team.

For certain competitive levels and under certain criteria, players will be allowed to tryout for the next higher competitive level. For example, Squirts may be allowed to

tryout for Peewees and Peewees may be allowed to tryout for Bantams under the following criteria:

- The parent or guardian of the player must present a written request to an Executive Board member before the start of the preseason clinic. The player will attend the pre-season clinic of their current age level.

- The Hockey Development Committee must approve all move-up requests for any age level.

- The Executive Board will make an initial determination before tryouts, with input from the Hockey Development Committee, if any candidates may move-up to another level based on the number of registrations and teams in that level. Please be aware that the final determination as to whether any skaters are invited to move up to the next level will NOT be made until AFTER the tryout process and upon a determination as to the SIZE of all the teams based on comparable skills of the skaters.

- The move-up skater(s) must tryout at both their age-appropriate level and the requested level. The skater will pay the tryout fee for both levels. During the tryout process, the player must score in the top 3 tryout rankings (excludes goalies) for the requested level to be invited on the higher age level team. If the skater does not rank in the upper 3 skaters, they will be placed on their age-appropriate level team determined by their ranking for that level's tryout.

**Skater families will be responsible for any additional fees for move-ups, including increased ice fees.

Initiation to Competitive:
Players desiring to move-up from Initiation Level to Competitive Levels are subject to District 5 Rules. A maximum of 5 last year Initiation Level aged skaters can be placed on the lowest level Squirt team but at least 2/3 of the team roster has to be age appropriate. Based on the number of registrations and teams in the Squirts/10U, the Executive Board will make an initial determination before the pre-season clinics of how many possible openings may be available in the Squirt level. Please be aware that the final determination as to whether any skaters are invited to move up to the next level will NOT be made until AFTER the tryout process and upon a determination as to the SIZE of all the teams based on comparable skills of the age-appropriate skaters.

Initiation players interested in moving up to the competitive level will follow the process noted below.

- The parent or guardian of the player must present a written request and Executive Board member before the start of the preseason clinic.

- The skater's skill level will be reviewed by a board approved group of individuals, recommended by the Hockey Development Committee, at 1-3 predetermined times at the beginning of the pre-season clinic. A maximum number of skaters, to be determined, with the appropriate skill level will be invited to attend the remainder of the preseason clinic. There is an additional fee, for the pre-season clinic for any initiation level skater. Attendance of the pre-season clinic does not guarantee that a skater will be moved up.

- By the end of the pre-season clinic, the candidates will be ranked in order of skill level. Skaters will not participate in the Squirt tryout process.

- Immediately after the Squirt tryouts, the Executive Board will determine, with input from the affected coaches and Hockey Development Committee, the minimum number of players for the lowest level team. If it's determined that there is room for move ups, the players will be invited by the order of their skill ranking. Once the minimum is reached there would be no move ups.

**Skater families will be responsible for any additional fees for move-ups, including increased ice fees.

Rostered Players

Only one goal tender is necessary for league play. In the event of injury, six skaters will play and the game will continue until such time as a properly equipped goalie can enter the game. A skater is not allowed the privileges of the goaltender. It is recommended that in District play-offs, a spare goaltender be dressed and, on the bench, ready to play. It is recommended that no team have less than 10 skaters or more than 20 skaters.

Roster Changes

Once having been selected to an Association team, a player may be moved only for extreme reasons, as determined by the Executive Board. In those cases where movement of a player is inescapable, the following conditions MUST BE MET. Normal roster additions deadline is December 31st. After the 1st of January, all roster additions must be approved by the Minnesota Hockey Executive Board.

7.0 Team Selection/Tryouts

Moose Competitive Level Tryout Process

**Should you have any questions regarding this tryout process, please see the Athletic Director and/or the respective level director during the skills clinics prior to tryouts to review and answer your questions.

Note: Every attempt shall be made to make and keep scores confidential throughout and after tryouts.

Note: It shall be the Athletic Director's responsibility to arrange outside evaluators. Team Genius is used to enter, compile, and evaluate scores during the tryout process to finalize teams.

Note: An **Outside Evaluator** shall be defined as an individual who is not a parent or legal guardian of a player participating at the level being evaluated and who has no player, family member, or other personal relationship creating a conflict of interest at that level. Outside Evaluators must be able to evaluate players objectively and independently, without a personal or family connection that could influence, or reasonably be perceived to influence, the evaluation process.

Tryouts will consist of the following:

- **Up to 5 closed sessions** (2 skill evaluations, 1 intra-squad scrimmage/small area games, 1 to 2 outside scrimmages) *NOTE: Squirts will have only intra-squad scrimmages. Players will be checked in outside of the arena in an approved area, they will then enter the arena and proceed to their designated locker room, any parental figures accompanying them will exit the check in area/arena.

- **2 outside evaluators plus the Athletic Director and the head "A" coach** at each perspective level will be used to evaluate players. *NOTE: In the event the AD, the "A" coach, is a parent of a perspective athlete at a particular level, they will not be involved in evaluating at that perspective level for the 3 sessions, they will also not be involved in data evaluation. In that event, there will be an HDC approved substitute evaluator used for that level. **NOTE: Goalies will be evaluated by a designated goalie evaluator. ***NOTE: During the evaluations, evaluators will only see the player's number (names will not appear on evaluation forms). ****NOTE: Team Genius scores will be destroyed after they have been evaluated and rosters finalized per the Moose Youth Hockey Handbook procedures.

- **Team Selection**: After data compilation and evaluation, player's names will be assigned to a team based off of their final cumulative scores received from evaluators. Final scoring numbers (not names or jersey numbers) will be reviewed by

members of the HDC. Members reviewing data will not have children at that respective level. After final decisions have been made players will be notified to join their team.

Should issues arise after tryouts or during the season: contact your level director, in the event the issue cannot be resolved after contacting the level director, the Athletic Director will become involved to resolve the issue, and in the event the issue is still unresolved the Ace Coordinator will become involved at that point. Should the issue in question involve a Safe Sport Violation, please contact the Level Director and SafeSport Director.

Tryout Procedure:

- A check-in list will be produced for the skill evaluation sessions for each level from the list of registered players received from the registrar. The check in list produced for tryout check in will be in 1 st year/2nd year order and then ordered in alphabetical order as well.
- Check-in personnel will assign a jersey color and number to the players at check in for skills evaluations, players will proceed to their designated locker room, parents, if accompanying player, will exit the check in area/arena.
    - *NOTE: Tryout personnel will be available to assist in tying squirt level player's skates.
    - NOTE: Players will wear the same jersey number for the entire process.
- Check in personnel will enter the numbers assigned to players into Team Genius. Only numbers will appear in Team Genius seen by the evaluators, NO NAMES.
- The check in list will be retained by tryout personnel.
- Scores are entered to team genius during the evaluation sessions by the evaulators. Team Genius software aids in the tabulation and evaluation of the data:
- Separation to A Pool/B Pool
    - After session 1: Players scores will be tabulated in Team Genius.
    - Players will be sorted into an (A pool) and a (B Pool)
        - NOTE: Families will be directed to the Moose Youth Hockey Website via email during the tryout process to view if their player has been assigned to the A pool or B pool. Jersey Numbers will be shown. This does not constitute team finalization rather a sorting process that must occur in order to finalize teams.
- Session 2 will consist of another skills evaluation and or intersquad scrimmage.
    - *NOTE: The Evaluators will have the authority to move a skater(s) up to the A pool for session 3 if they feel that something was missed during the 1st skills session of the tryout.
- Session 3 will consist of an intersquad scrimmage/small area games.
    - After the first pool session scores will be tabulated.
    - Some skaters may join the second pool at this time to compete in the second pool scrimmage/small area games.
        - NOTE: Players may be asked to remain at the rink during their age level tryout times on this day.

- In between session 3 and session 4, skaters will skate twice during the week.
    - *NOTE: Any practices held during this time are NOT evaluated.
- Session 4 – Sessions may include Outside scrimmage/Intersquad Scrimmage. Scores will be entered. Some players may be asked to stay second pool.
- Session 5 - Sessions may include Outside scrimmage/Intersquad Scrimmage. Scores will be entered. Some players may be asked to stay second pool.

Final Data Evaluation for Teams

- After the final scrimmage has finished and all scores have been entered into Team Genius.
    - Data evaluated and sorted from high to low, NAMES AND JERSEY NUMBERS HIDDEN.
    - Data values will be evaluated by the HDC, Outside evaluators, and A coach (dependent upon involvement).
    - After final decisions are made, names are propagated.
    - Names will be placed on PDF's for release.

Player Evaluation Attendance Policy

The Moose Youth Hockey Association is committed to conducting fair, consistent, and reliable player evaluations to ensure athletes are placed on teams that best match their current skill level and development. Accurate evaluations are essential to creating balanced teams, providing appropriate competitive opportunities, and supporting the long-term growth of every player. To achieve this, all players are expected to attend and fully participate in every scheduled evaluation (tryout) session.

A player who is unable to attend an evaluation session must receive an approved excused absence in advance from the Level Director and/or ACE Coordinator. Excused absences will be granted only under limited and justifiable circumstances, and players are expected to make every reasonable effort to attend all scheduled evaluation sessions.

Examples of eligible reasons for an excused absence include, but are not limited to:

- Verified illness or injury that prevents participation.
- Family emergency or death in the family.
- Pre-approved school activity or academic obligation.
- Religious observance.
- Conflict with another athletic event that has been communicated and approved in

advance.

Requests for an excused absence should be submitted in writing to the designated Level Director or ACE Coordinator before the missed session. In the event of a sudden illness or emergency, notification should be provided as soon as reasonably possible.

Players with an approved excused absence will remain eligible for team placement. When a player misses an evaluation session due to an approved excused absence, the missed session(s) will be scored using the average of the evaluation points earned during the sessions the player attended. This method helps maintain fairness while recognizing unavoidable absences.

An unexcused absence from any evaluation session may negatively affect a player's evaluation and may impact team placement. Because player evaluations are based on observations across multiple sessions, attendance at all scheduled evaluations is strongly encouraged to ensure each player receives the most accurate and complete assessment possible.

CCM Tier 1 and Prospects (Tier II): All players must attend all Moose tryouts when possible. All players who make their respective Tier I or Prospects team will be placed in the highest group for evaluation.

8.0 Equipment and Maintenance:

The official Association competitive uniform colors are black helmet, black breezers, and primarily black gloves. Game jerseys will be supplied by the Association.

Youth Hockey Equipment Care

Unless otherwise noted on the washing instructions, jerseys should be washed in cold water with a mild detergent. Do not use bleach. Hang to dry. Jerseys with sponsor's nametags cannot be tucked in. No cutting or permanent alterations are allowed. Wearing jerseys other than to games is only permitted on game days, jersey day, and to high school games.

Youth Hockey Equipment

All Association issued equipment must be treated with respect and returned in a similar condition. Equipment must be returned on or before Equipment turn-in day as determined by the Equipment Manager.

**Player equipment rental is FREE OF CHARGE for the season to use for your youth skater. A check deposit for $250 is required at the time of rental request made out to Moose Hockey. The check will NOT be processed unless the equipment is not turned in at the end of the season. Once the equipment is turned in, the check will be destroyed/shredded by Moose Hockey Treasurer.

Equipment Bag Rental

For individuals renting bags of equipment, a $50 rental fee will be charged. At the end of the season, $25 of the rental fee will be returned. All bags must be returned on or before equipment turn-in day as determined by the Equipment Manager. Those who do not return the bags on time will forfeit the $25 deposit. A fee for replacement value of equipment not returned will be assessed to party failing to return equipment.

Off Season Equipment Rental Fee

For individuals desiring to rent equipment during the off-season, there will be a $100 fee for Goalie equipment and $50 for equipment bags. The individual will need to specify the time frame they will be renting the equipment and the date of the equipment's return. This is mandatory in order to assure others can use the equipment if needed. Half of the fee will be refunded when the equipment is returned and deemed to be in good condition. All equipment rentals will be on a first come first served basis.

** A check deposit for $250 is required at the time of rental request made out to Moose Hockey. The check will NOT be processed unless the equipment is not turned in at the end of the season. Once the equipment is turned in, the check will be destroyed/shredded by Moose Hockey treasurer.

Equipment

League play is governed by the playing rules of Minnesota Hockey and USA Hockey and the Association teams shall comply with all such rules that may change from time to time. Unless otherwise required by Minnesota Hockey or USA Hockey:

- Home team will furnish game pucks.

- All players including Squirts and above must wear full internal and colored mouthpiece: if not, the player will be assessed a misconduct with no team penalty. If a player receives a second mouthpiece penalty in the same game, player will be given a game misconduct.

- Effective August 1, 2024, USA Hockey will require neck laceration protection for players in all age classifications, other than adults, in games, and practices.

- All players on the bench must wear their helmet at all times, whether in uniform or not.

Moose Logo

- The Moose head logo/outline of the moose head will not be on the front of any association jersey or practice jersey.
- Association jerseys will not replicate the look/theme of the high school jerseys.
- The outline of the Moose head may be used on the shoulder.
- The Association will not use the Moose head logo on helmet stickers, but the outline of the Moose logo is allowed.
- The Association will promote that kids have to work hard and earn the right to wear the Moose logo on a high school jersey. This is an elite club and it is something to strive towards.
- In regard to apparel, through the association or not, the Moose logo is open for use. The Association strongly encourages everyone to refrain from using the "red moose head logo". The intent for this is to keep this for the high school teams use.

9.0 Safesport:

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the Association's goals. The Association adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing.
To help prevent abuse or misconduct from occurring in our locker rooms, the Association has adopted the following policies, which are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

Locker Room Policy
At the Moose Sherritt Arena, there are four locker rooms available for our Association's use. Each of the locker rooms shares common restrooms for the entire arena. Some teams in our association may also occasionally or regularly travel to play games at other arenas, and those locker rooms, restrooms, and shower facilities will vary from location to location. The Association team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

Locker Room Monitoring
The Association has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. The Association (or arena staff) will conduct a sweep of the locker rooms and changing areas before players arrive. Whenever players are present in the locker room, there must be at least one background-screened and SafeSport-trained adult present in the locker room. There will not be any players allowed in the locker room without a locker room attendant present. Once the coach or coaches are in the locker room with the skaters, the attendant will be allowed to leave.

Parents in Locker Rooms
Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.
Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams
Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, the Association will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices
Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Moose Youth Hockey Association's Travel Policy
The Association has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. The Association has established policies to guide our travel minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.
We distinguish between travel to training, practice, and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel
Local travel occurs when the Association or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers, or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- The employees, coaches, and/or volunteers of the Association or one of its

teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.

- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

- It is recognized that in some limited instances, it will be unavoidable for an employee, coach, or volunteer of the Association or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when the Association or one of its teams sponsors, coordinates, or arranges for travel so that our teams can compete locally, regionally, nationally, or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, the Association will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the Association or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

- The Association will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. Moose Youth Hockey Association will make efforts to provide adequate supervision through coaches and other adult chaperones. The Association will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

- Regardless of gender, a coach shall not share a hotel room or other sleeping

arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).

- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities but will not be permitted to have any one-on-one interactions with players.

- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.

- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.

- The team personnel shall ask hotels to block adult pay per view channels.

- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.

- Family members who wish to stay in the team hotel are permitted and encouraged to do so.

- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.

  If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

The Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in the Association may be subject to disciplinary action for violation of the Travel or Locker Room Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

10.0 Concussion Protocol:

Player health and safety is a top priority of the Association. The Association follows Minnesota and USA Hockey concussion guidelines and will adhere to the USA Hockey motto of "when in doubt, sit them out".

Coaches are **required** to pull players if they are injured on the ice and show or report signs/symptoms of a concussion. The Association has adopted the use of the King-Devick concussion screening test. The King-Devick concussion screening test is a tool that helps coaches and team managers detect possible concussions. The King-Devick test is based on the measurement of the speed of rapid number naming while reading aloud a series of single digit numbers from left to right and line to line. These tasks detect impairments of eye movements, attention, language, and other correlates of suboptimal brain function. The King-Devick test does not diagnose concussions, rather it helps to determine if a player "could" have a concussion and should seek further medical examination. It provides coaches and team managers with a quick sideline tool to aid in the difficult decision-making process of whether a skater should be pulled off the ice. This test has been validated through various studies to be an effective sideline tool which can be used real-time during a game.

Baselines: King–Devick Test
Each competitive level player will have a pre-season baseline test conducted and recorded. The test takes approximately 5 minutes at the rink and is administered by team managers or trained volunteers. The baseline test should be conducted in an environment that will be similar to a game-time scenario.

Pull From Play
Coaches are **required** to pull players who are injured on the ice and show or report signs/symptoms of a concussion.
The parents will be notified of observed or reported signs/symptoms.
The player will be tested using the King-Devick concussion testing software.

- If testing during a game, the test can be conducted in the locker room, away from the game.
- Testing does not need to be administered immediately after the suspected injury but the player will not be allowed back on the ice until the test is administered or they are evaluated by a qualified healthcare provider.

If the player passes the King-Devick test, they will be allowed to return to play.
If the player does not pass the King-Devick test, they will need to be evaluated by a qualified healthcare provider.

- The qualified healthcare provider must provide written clearance, using the USA Hockey Return to Play form before the player is allowed back on the ice.
- The signed USA Hockey Return to Play form should be submitted to the team manager.

The player will not be allowed to return to play unless they pass the King-Devick test or have written sign-off from a qualified healthcare provider (must use the USA Hockey Return to Play form).

*If playing in a tournament or game where there is a trained and unbiased EMT/Paramedic available, the player can be evaluated by the EMT/Paramedic in place of the King-Devick test, should the parents choose.

Team Manager Duties

Every team has at least one designated team manager, who is a volunteer. The team manager's job is to assist coaches with player safety throughout the season. They will oversee the administration of King-Devick test and be responsible for bringing an iPad or tablet to every game/scrimmage with the King-Devick app installed. The team manager will watch for potential injuries during games and be available to the bench if the coach suspects injury. The team manager will administer the King-Devick test and compare against the player's baseline time. If a player shows delays/errors with the King-Devick test, the software will notify the team manager, and the player will be removed from play until they can be evaluated by a qualified healthcare provider.

Return to Play

Please refer to the concussion guidelines on the Moose website for suggested steps to take when returning to play. In addition to these guidelines, a USA Hockey Return to Play form must be completed and signed by a qualified healthcare provider, as well as a parent/legal guardian, and provided to the team manager. The skater must also establish an updated King-Devick baseline.

11.0 Code of Conduct

Player Guidelines and Code of Conduct

All players will be expected to follow the guidelines listed herein. All coaches will enforce these guidelines equally with all players. The Association expects that all parents will reinforce these guidelines and rules. The intent of this policy is to follow the USA Hockey Zero Tolerance Policy and adhere to:

1. To take pride in their team and contribute to the team's unity. To adhere strictly to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions. To participate in all games and practices unless there is a compelling reason for missing. To notify the coach or manager in advance when they must miss. A reason such as religion class, school activity, illness, etc. must also be given. To be at the rink by the appointed time as set by the coach.

2. Hockey is recognized as a team sport; as such the interests of the team shall take precedence over individual exploits.

3. No player shall criticize another teammate's play. No player shall criticize referees, coaches or opposing players. The only individuals who may speak to officials are the coaches and /or designated captains under the instructions of their coaches.

4. All players are expected to conduct themselves in a respectable manner. Destructive or delinquent behavior, during or after a game or practice, will not be tolerated. To be attentive when coaches explain practices drills, game strategies, or passes along other information or instructions.

5. No attempt should be made to deliberately injure another player(s). Any player incurring a MATCH penalty for "Attempt to Injure" or other offense deemed equally serious by the coach shall be subject to suspension beyond the USA HOCKEY rules as deemed appropriate by the Executive Board. The level coordinator will be notified as soon as possible of the incident.

6. All players will adhere to the policies regarding Substance Use and Weapons.

Player Behavior Specifics

There will be ZERO tolerance of abusive behavior. Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, referees, minor officials, opponents, teammates, spectators or association officials will not be tolerated and will have the following consequences:

First Offense: The player will receive a documented verbal warning by the coach with the parent and level director notified.

Second Offense: The player will be removed from the game, practice or other

team event. In the case of a game or practice the player will be required to leave the premises, warned in writing and the level director notified as soon as possible.

Third Offense: The player will be removed from the team pending a meeting with the Grievance Committee.

Penalties will range from a minimum of a one-game suspension, up to removal from the Association, pending potential appeal process.

Any player misconduct not specifically alluded to above will be dealt with on an individual basis by the Moose Youth Hockey Grievance Committee. Failure to sign and follow the code of conduct will result in an incomplete registration status for tryouts and the start of the season.

Policy on Mood Altering Chemicals

Use, possession, buying or selling of mood-altering chemicals (alcohol, drugs, tobacco, marijuana, etc.) is EXPRESSLY PROHIBITED except as prescribed for personal use by a doctor. The Association follows the Minnesota High School League Policy on Mood Altering Chemicals, including the penalties stated in Bylaw 205.00 of the MSHSL Rules.

Policy of Weapons

No weapons are allowed at any hockey event. Any player violating this rule is immediately suspended from team activities pending Moose Youth Hockey Grievance Committee hearing review. Weapon offenses may result in the immediate removal of the player from the program.

Parent's Guidelines and Code of Conduct

At all times during the hockey season, parents within the Association are expected to comply with the following creed:

1. I will remember that children learn by example. I will applaud good plays by both my child's team and their opponents. I will not be critical of, or embarrass any player, including opposition players.

2. I will never question the official's judgment or honesty in public. I recognize that officials are being developed in the same manner as players.

3. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

4. I will never yell, taunt, threaten or inflict physical violence upon any player, coach, official or spectator at any youth hockey activity. I will refrain from the use of abusive or vulgar language, racial, ethnic or gender-related slurs at any time at the rink or any youth function. I will support all efforts to remove verbal and physical abuse from youth hockey games.

5. I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans.

6. I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.

7. I will not throw objects of any kind on the ice or lean over or pound on the glass.
8. I will communicate all and any concerns regarding inappropriate behavior to the Grievance Committee.

9. I will insist that my child plays in a safe and healthy environment. I will support a sports environment that is free of alcohol, drugs or tobacco and I will refrain from their use at all youth sports events.

10. I will remember that my child plays hockey for his or her enjoyment, not mine.

If parents do not follow this Code of Conduct as determined by the Executive Board, they will be refrained from team activities according to the following:

First Offense: One week parent suspension from all program events.

Second Offense: One month parent suspension from all program events.

Third Offense: One month player and parent suspension from all program events.

Coach's Guidelines and Code of Conduct

All coaches within the Association are expected to:

1. Study the handbook(s), understand and implement the Association's philosophy.

2. Expect to spend many hours on the program during the season.

3. Maintain team discipline and take responsible measures to enforce violations of team rules. Follow the regulations regarding game misconducts as stated in the handbook.

4. Develop each player within the limits of his/her physical and mental capabilities.

5. Be accessible to players and parents on a reasonable basis to discuss the player's progress or lack of it, or to clear up misunderstandings.

6. Conduct a parent coach meeting at the start of the season to familiarize all parties

with the handbook and prepare groundwork for the season.

7. Be responsible for positioning players and forming lines.

8. The goal of the coach is to win as many games as possible within the framework of the program without sacrificing sportsmanship and development of every player.

9. Strive to keep post-game meetings with players short, constructive and in a general nature.

10. Cursing has NO place in our hockey program. Always set a good example.

11. Each player is an individual and has individual needs. Coaches should respect individuality.

12. Under no circumstances should a player be verbally or physically abused by ANYONE.

13. Praise your players and give constructive criticism.

14. Coaches can expect visits from ACE Coordinator and Coach Selection Committee to evaluate coaching techniques.

15. All Coaches are required to attend coaching clinics to receive appropriate level certifications.

16. All parent complaints should be forwarded to the level director.

17. Lesson plans will be developed and distributed to all Assistant Coaches for all practices.

18. Dry land/off-ice will be used when possible to maximize skill development.

12.0 School Closing:

The Moose Sherritt Ice Arena operates under joint agreement with the School District, City of Monticello and Youth Hockey Association. When all Monticello High School Facilities are closed due to the weather cancellations, the Ice Arena may be open under modified conditions. Practices/open hockey will be optional for families who feel it is safe to walk/travel to the arena.
Moose Youth Hockey is not declaring it safe to drive, we are trying to offer an optional alternative (just like some of our neighboring districts) whose arena is privately, or city owned.

13.0 Board Meetings:

Board meetings will be routinely held on the 4th Sunday of eachmonth at 7:00 p.m. Up-to-date meeting information (including location) will be posted to the Association website. All meetings are open to the general membership, but the Board may close the meetings in certain circumstances (to discuss disciplinary matters, litigation, etc). There is an open forum at every Board meeting for the general membership to bring matters to the attention of the Board.

The Hockey Development Committee (HDC) meets one hour prior to each monthly board meeting, unless otherwise noted.

14.0 Insurance:

All insurance for medical conditions resulting from participating in hockey over and above the coverage provided by USA Hockey, is the responsibility of the skater and coaches. The Association is not responsible for insurance coverage or damages due to injuries received.

15.0 Grievance Procedure:

Concerns, questions, matters for clarification and problem solving are an integral part of working together cooperatively. The Association's philosophy is to work together to create the best possible learning for your children. When a question, concern or problem needs to be resolved, parents are expected to: wait 24 hours after the incident to discuss the issue with your child's Level Director (or other Level Director if there is a conflict of interest). If there is no resolution, a formal grievance may be initiated. However, a formal grievance should only be initiated when a parent(s) believes that he/she or their child has been treated in a manner or placed in a situation that is in violation of the Code of Conduct or is otherwise deemed unfair, unjust, or inappropriate.

The steps for a formal grievance are as follows:

1. Complete the Grievance Form (attached to this Handbook as Exhibit A) and submit to appropriate Level Director.

2. In a timely manner, the Level Coordinator will conduct an inquiry with those involved in the situation, review the information, and make recommendations regarding the grievance to the grievance committee and/or Safesport Coordinator.

3. The parent(s) and coach will receive a written response from the grievance committee listing what actions will be taken in regard to the grievance.

This same policy and procedure will be used in the event a coach or any member holding a volunteer position in the Association should not be able to resolve an issue through direct communication with a parent(s) or player.

16.0 Board Position Descriptions:

The Association is governed by a Board of Directors, as set forth in the Association's Bylaws. The Bylaws provide a general description of the roles and responsibilities of the Executive Board. The descriptions below are intended to supplement the Bylaws for the Executive Board and set forth the roles and responsibilities of the remaining directors. All Non-Voting Board members are appointed by a majority vote of the Board of Directors after elections at the Annual Meeting (as set out in the Bylaws).

EXECUTIVE BOARD

President: Voting Member (but only to break a tie vote)
The duties of the President shall include presiding over all meetings of the Association. Appoints any and all committees deemed necessary to carry out the work and purpose of the Association. He/She shall oversee all affairs of the Association and ensure that all activities are conducted in a just and fair manner. He/She is a member of the Finance, Hockey Development Committee, Grievance Committee and Coach Selection Committee. The President is the CEO of Charitable Gambling. The President is responsible for the oversight of the Association's gambling operations and shall adhere to the terms set forth (as stated in the state of Minnesota Gambling Control Board manual). He/She is also responsible, along with the Gambling Manager, to post a letter on the website on an annual basis educating the general membership on the importance of the gambling operation and the basic rules governing the gambling program.

Vice President: Voting Member
The Vice President shall assist the President in his/her appointed duties and fill the roles and responsibilities of the President in the President's absence. It is recommended that he/she attend Minnesota Hockey District meetings to learn district operating policies. The VP will be responsible for overseeing the committees or chairs in their operation of the various fundraising events. The VP will also preside over the Initiation Program parents meetings, to be held before or during the IP season at his or her choosing. The Vice President will be responsible for keeping all volunteer job descriptions up to date and available to the association members.

Treasurer: Voting Member
The Treasurer pays all bills and keeps all financial records for the Association. The Treasurer assists the Registrar in handling registration and collecting fees. The Treasurer works with other Board members and committees in regard to payment of bills and funds to operate events. The Treasurer tracks incoming donations and sponsorship funds. The Treasurer shall be a member of the Finance Committee and is responsible, along with the accountant, for filing income tax reports and other required financial reports. The Treasurer shall provide a financial report for each meeting and gives copies to the Executive Board. Reimbursement checks will only be issued upon receipt of original sales receipts, itemizations and approval by the board.

Secretary: Voting Member
The Secretary records the minutes of all meetings, distributes the minutes to Board Members and the webmaster and maintains a file of past minutes. The Secretary shall publicize dates, places, and times of the Board meetings. The Secretary coordinates Team Rep training meetings at the beginning of the season and is the initial contact for the Team Reps during the season. The Secretary writes letters as requested by the Board and keeps a file of all correspondence. The Secretary assists with ad placement, publicity, and correspondence as requested by the Board and committees and reviews this Handbook to determine if any changes are needed. The Secretary handles all communication to the association.

ACE Coordinator: Voting Member
The focus of the position is to recruit, develop, evaluate and oversee the Association's coaches. This position would co-chair the Hockey Development Committee which advises and oversees all "on ice" issues for the board. The ACE is the liaison with District and USA Hockey on issues related to coaching, which includes communicating certification requirements to coaches to ensure compliance with USA Hockey certification levels, handling Parent Education Programs, encouraging and communicating USA Hockey programs. Other responsibilities would be to ensure age-specific skill development in all programs, develop and help organize workshops for coaches, develop a teaching and practice-planning guide for coaches and evaluate practice sessions to improve the coaching capabilities throughout the year. The ACE also coordinates and administers the end of the year coaching evaluations

GENERAL BOARD MEMBERS

Athletic Director/High School Coach: Voting Member
The Athletic Director is responsible for providing hockey insight, expertise, and guidance to the Association. The Athletic Director shall work with the ACE Coordinator and Level Coordinators to ensure there is a consistent approach to developing the Association's hockey players. The Athletic Director is responsible for facilitating tryouts in collaboration with the respective Level Coordinators. The Athletic Director will attend all tryout sessions he/she deems necessary, making every effort to attend a majority of all sessions. The Athletic Director, in conjunction with Level Coordinators and the Vice President will make themselves available for questions from parents. The Athletic Director and Level Coordinators with make him/her available to answer any player questions. The Athletic Director will also assist the Level Coordinators with grievance issues. The Athletic Director will serve as a backup for any Level Coordinator if he/she is unavailable to fulfill the duties of his or her position.

Competitive and Initiation Program Registrars: Voting Member

The Competitive Registrar and the IP Registrar shall attend the appropriate District 5 meetings, reserve rooms/space for Face Off Night, and provide support along with the Secretary in training for team representative meetings. The Competitive Registrar and the

IP Registrar shall ensure that the level meetings are scheduled on dates and at times which the Association Executive Board is available. The Competitive Registrar and the IP Registrar shall inform the Secretary of meeting dates and times for purposes of giving notices to members. The Competitive Registrar and the IP Registrar may, together with assistance from the Secretary and Equipment Manager, send written invitations to the various hockey vendors inviting them to our Face Off Night. The invitation shall indicate that no sales are allowed at the registration night and shall be viewed as an informational opportunity for the vendors who attend. Together the Competitive Registrar and IP Registrar shall prepare pertinent forms for fall registration, coordinate online registrations, update registration records as needed and forward registration information to the Treasurer, Assistant Treasurer and Secretary, which shall include, but not be limited to, the names and addresses of registered players on each team, along with additions or deletions as they occur. Together the Competitive and IP Registrar are responsible for creating and distributing coach's packets and team rosters to the coaches and the Secretary. The Competitive Registrar coordinates with the Competitive Team Reps on collection of academic awards and provides certificates to Team Reps to handout.

Gambling Manager: Voting Member
The Gambling Manager is responsible for hiring, firing, preparing employee payroll, supervising and disciplining all gambling employees as well as supervising the gambling licensing and ensuring that required reports are properly filed with the Association Executive Board, the Department of Revenue, the IRS, and local unit of Government. He/She determines the product to be purchased and put into play. The Gambling Manager reviews and monitors the conduct of games, assures that no illegal gambling is conducted and verifies all inventory. The Gambling Manager, along with the President, shall post a letter on the website which shall educate the general membership the importance of the gambling operations to the Association and the basic rules governing the gambling operations.

Ice Coordinator: Voting Member
The Ice Coordinator is responsible for working with the Moose Sherritt Ice Arena manager in scheduling ice time for all levels in the Association and also purchases ice hours at other indoor ice arenas as approved by the Executive Board. He/She attends the District 5 game scheduling meetings, works with the ACE Coordinator and Hockey Development Committee scheduling the required ice hours for the preseason clinic. Prior to the start of the tryout sessions for the following month, the Ice Coordinator shall send practice schedules to the teams and shall communicate any changes in ice schedules during the season to all Coaches and Team Representatives. Draft and distribute a letter annually, assisted by the Executive Board, to the local arenas, authorizing them to sell ice time only to the persons whose signatures appear on that letter. The Ice Coordinator will help produce a picture-day schedule for all teams based on their availability.

District 5 Representative: Voting Member
The District 5 Representative serves on the District 5 Board of Directors and shall represent the Association Board's opinion at monthly District 5 meetings and communicate District 5 business to the Association's Board on a monthly basis. Jamboree and district tournament information shall be communicated by the District 5 Representative to the Home Tournament Coordinator and to the Initiation Coordinator. Coaching information shall be communicated by the District 5 Representative to the Association's Board, the ACE Coordinator and the Hockey Development Committee. The District 5 Representative should actively work with the other District 5 representatives and the District 5 Board of Directors to develop and push forward changes of mutual interest. The District 5 Representative must be familiar with the District 5 Bylaws and Handbook. (See District 5 website). Because failure to attend the District 5 monthly meetings results in a lack of information and a fine to the Association, in the event the District 5 Representative cannot attend a District 5 meeting, he/she must find a proxy to attend the meeting in his/her place.

Initiation Program Coordinator: Voting Member
The Initiation Program Coordinator shall be visible and accessible for initiation level skaters and parents, assist with team items throughout the year and shall attend all Association Board meetings and events. He/She shall organize and hold team meeting for the initiation level and shall assist the Competitive and IP Registrars with registration for new skaters. The Initiation Program Coordinator is responsible for organizing and developing teams based on the experience and age of the skaters. He/She shall also prepare and update a potential coaches volunteer list, schedule with the Coaching Coordinator the new coaches for coach's clinics, assist coaches with practice planning, as needed, and hold a coaches meeting to organize the coaches for each of the teams. The Initiation Program Coordinator shall order jerseys for the initiation level skaters and, together with the Equipment Manager, shall organize an equipment rental for new skaters. The Initiation Program Coordinator shall obtain the ice schedule from the Ice Coordinator and develop an ice schedule based on the number of teams and schedule any needed scrimmages with other District 5 teams. At the end of the season, the Initiation Program Coordinator shall schedule a jamboree for each initiation level team and schedule an equipment return day.

Girls Coordinator: Voting Member
The Girls Coordinator is responsible for the girls teams at these competitive levels: 14U, 12U and 10U. The Girls Coordinator may also assist in initiation program levels: 8U and 6U for girls. During the co-op with St. Michael Albertville Hockey Association for the girls' teams (a/k/a the North Wright County RiverHawks), the Girls Coordinator shall work with the STMA Girls Coordinator on team planning, and to ensure all players are completely registered and coaches are certified; provide pertinent information to Team Reps, players and coaches about the Girls program; ensure registration of each girl's team in whichever district they are assigned, attend any required team registration meetings and game scheduling dates with that district. In the event that a Team's Rep is from STMA, report to Association Board in that Rep's capacity each month; report stats,

team activities and player information to the Association Board; distribute off-season information to Association members regarding pre-season clinics and track registration. The Girls Coordinator should have a clear understanding of co-op agreement between the Association and STMA. The Girls Coordinator should also work with Minnesota Youth Hockey Girls Representative, District 5 Girls Representative (or other District if a team is moved outside District 5), the athletic directors of both Monticello and STMA High School, the High School girls coaching staff and the Riverhawks Hockey Operations Committee (HOC). The Girls Coordinator will work with the STMA Girls Coordinator and engage with the Riverhawks HOC before each season to understand number of girls at each level, playing district for each team, try-out process, proposed tournaments etc. The Girls Coordinator will work with STMA Girls Coordinator to ensure competitive girls teams have proper equipment and jerseys, goalie gear, and assist with apparel if needed, and also help plan informational meetings and the year-end all-team program. The Girls Coordinator should be an advocate for the girls program at Association Board meetings, especially in regards to ice time/availability issues, equipment needs, fundraiser participation, team planning and team or player recognition.

Assistant Treasurer (Optional): Voting Member
The Assistant Treasurer (AT) will take over the Treasurer's duties if he or she is unable to complete their duties until the board appoints a new Treasurer. The AT is responsible for the record keeping of each member's account using the District supplied software or a software program approved by the Board. This involves posting charges and payments to individual accounts on a timely basis. Those accounts will be made available to the Treasurer or other Executive Board as they deem necessary. Account statements will be created and supplied to the individual members on a regular basis and upon individual requests. All individual account information will be kept secured and confidential. The AT will assist the Registrar in handling the registration process and the collecting of fees.

SafeSport Coordinator: Non-Voting Member
The SafeSport Coordinator serves as the Association's initial contact person to receive reports (phone calls, emails, etc.) from victims or witnesses of suspected abuse, misconduct or other USA Hockey SafeSport violations. In addition, the SafeSport Coordinator is responsible for the following ensuring compliance of all required SafeSport components as outlined by USA Hockey, monitoring reports of abuse within the Association and advising USA Hockey and Minnesota Hockey of the results. The SafeSport Coordinator will also monitor the Association's disciplinary proceedings and provide guidance to the Association's Hockey Development Committee and Executive Board on investigations and disciplinary proceedings. This position requires timely response to reports of suspected abuse, the ability to maintain confidentiality and effectively communicate with members of the Hockey Development Committee and Executive Board. The SafeSport Coordinator is also responsible for promoting key elements of the SafeSport program to the Association, ensuring adequate display and access of SafeSport education materials within the arena/locker rooms/website and creating enthusiasm amongst Association members toward the SafeSport philosophy.

Competitive Level Coordinators: Non-Voting Member
There shall be a separate coordinator for each of the following age groups: Bantam, Peewee and Squirt. These Coordinators represent the interests of all teams at their respective levels to the Board. Each Coordinator is responsible for reviewing existing policies and procedures concerning their level and recommending possible changes. The Coordinators are also responsible for facilitating the tryout process, administering tryout schedules, arbitrating disputes, acting as a liaison between parents, coaches and the Board, assisting the Coaching Selection Committee in selecting coaches for their respective levels, coordinating league play for all teams at their level, assisting the head coaches, Ice Scheduler and Tournament Directors with the scheduling of games and tournaments for all teams at their level.

Assistant Initiation Program Coordinator: Non-Voting Member
Meets Mite 8u USA Hockey coaching certification requirements.
Assist with the time trial process and formation of teams.
Lead practice sessions under the guidance of the IP coordinator.
Assist IP level coaches with adapting practice plans to enhance player development.
Assist with a variety of administrative tasks in regard to:
- -creating positive player experiences
- -parent communication
- -scheduling
- -team sponsorship
- -other tasks in collaboration with IP coordinator

Equipment Manager: Non-Voting Member

The Equipment Manager is responsible for ordering and maintaining all equipment and apparel, including jerseys, owned by the Association. The Equipment Manager is also responsible for issuing jerseys and goalie equipment to each Team Representative and collecting the same at the end of each season. The Equipment Manger sets date for equipment pick-up and turn-in and advises webmaster of those dates. At the end of the season, the Equipment Manger submits to the Board an inventory of all Association equipment and a proposed budget for equipment and repairs for the next season. Upon approval, the Equipment Manager purchases any new equipment.

Away Tournament Coordinator: Non-Voting Member
This position is directed by the Hockey Development Committee but could also assist the committee in finding or recommending locations by way of team reps/coaches recommendations. The Away Tournament Coordinator will follow through with the Hockey Development Committee's suggested away tournaments in registering, competitive level teams to their tournaments. This activity will take place in the spring/summer prior to the season and will require working with the Treasurer to have checks go out for the entry fees (and gate fees) with the proper registration documents in a timely matter. The Away Tournament Coordinator is required to maintain a list of the registered tournaments to keep the Ice Scheduler and Game Scheduler informed on

each teams' tournament dates as they are confirmed. This list of tournaments by team will be supplied to the Treasurer to update the season's costs for each team. The above list of duties need to be completed by September 1st.

Home Tournament Coordinator: Non-Voting Member

This position shall prepare pertinent forms for our Board approved Home Tournament registration, coordinate online registrations, update registration records as needed and forward registration information to the Treasurer, Assistant Treasurer and Secretary, which shall include, but not be limited to, the names, addresses and levels of play of registered teams, along with additions or deletions as they occur, and to develop, structure and coordinate the events. This position is responsible for following all District and USA Hockey rules governing tournaments, which includes timely registration with Minnesota Hockey, along with scheduling emergency medical technicians and providing event schedules to the Volunteer Coordinator. In April and May, tournament ads will be prepared, approved by the Board, and submitted to Youth Hockey Hub and/or Let's Play Hockey magazine for their June and July issues. The Home Tournament Coordinator will schedule on-site event vendors (photography, apparel, etc.) and order printed
materials prior to each event. The Home Tournament Coordinator will oversee a committee charged with running events including awards, player gifts, programs, and any fundraising events at the tournament.

Website & Technology Coordinator: Non-Voting Member

The Website & Technology Coordinator is responsible for maintaining and updating the Association's website, including posting information, announcements, registration information, schedules, and other content provided by Board members, coordinators, and coaches. The Coordinator is responsible for managing the Association's website hosting provider and domain name registration and renewals. This position will also maintain and support the Association's iPads and related technology used for King-Devick testing. The Coordinator will assist with maintaining the Association's social media presence by posting approved announcements, reminders, events, and other Association information. The Coordinator will provide general technology support as needed and work with Board members, coordinators, and coaches to ensure information shared through the Association's website and social media platforms is accurate and current.

Volunteer Coordinator: Non-Voting Member

The Volunteer Coordinator is responsible for overseeing the volunteer program of the Association. They will calculate the required number of volunteer hours for each family

for the upcoming season. They will be available at Face-off night for questions and to help collect volunteer deposit checks. The Volunteer Coordinator will track family progress toward completion of required volunteer hours and communicate this progress with families and the Treasurer, should completion not be fulfilled and the volunteer deposit check need to be cashed. The Volunteer Coordinator will enter volunteer opportunities into the Dibs system for volunteers to claim. They will watch Dibs throughout the season and notify board members if additional volunteer help is needed for any dates.

Goalie Coordinator: Non-Voting Member

Recruitment & Retention Committee Chair: Non-Voting Member

Volunteer Positions

Fish Fry Coordinator: Non-Voting Member
The Fish Fry Coordinator is responsible for the coordination of the Association's annual fish fry. The duties include, but are not limited to: Setting the date of the event, locating and reserving a venue, ordering tickets and distributing them to be sold, organizing the silent auction and obtaining donated items for the auction, and recruiting volunteers to staff the event.

17.0 Committees:

Hockey Development Committee: 1 Year Term
The ACE Coordinator will chair this committee. The committee will be made up of at least 6 members. All positions other than the chair may be either Association Board members or general members. This committee will be made up of experienced hockey people who have sufficient experience playing or coaching. The purpose of this committee will be to develop a program to assist our coaches in the development of our players. It will advise & make recommendations to the board on "on ice" issues of the program.

Finance Committee: 1 Year Term
The Finance Committee consists of (but may not be limited to) the President, Vice President, Secretary, Treasurer, Asst. Treasurer. This group meets in the spring of the year to prepare a budget for the upcoming season. Once the budget of projected expenses and income is prepared, it will be voted on at the next board meeting.

Grievance Committee: 1 Year Term
Comprised of the President, Vice President, Secretary, SafeSport Coordinator and a designated representative from the Hockey Development Committee member. If there is a conflict of interest in a particular grievance that person or persons will not sit on the Grievance committee for the particular grievance.
The Grievance Committee was established to resolve any conflicts between coach and player, parent and coach, coach and association, player and player, and parent and association. All grievances must be presented in written form. The committee shall hold its review within 14 calendar days from the date of the grievance.

Player Retention & Recruitment Committee: 1 Year Term Consists of the Girls Coordinator, IP and Competitive Registrars and the President and is responsible for organizing promotional activities to bring in new and retain current skaters. Activities include, but are not limited to, Learn to Play clinics, parades, and various early season social events.

Home Tournament Committee: 1 Year Term
Consists of up to 6 members which can include Level Directors and Team Reps and is responsible for all aspects of home tournaments with the direction of the home tournament coordinator.

Exhibit A

Moose Youth Hockey
Grievance Form

Name of person filing grievance _____

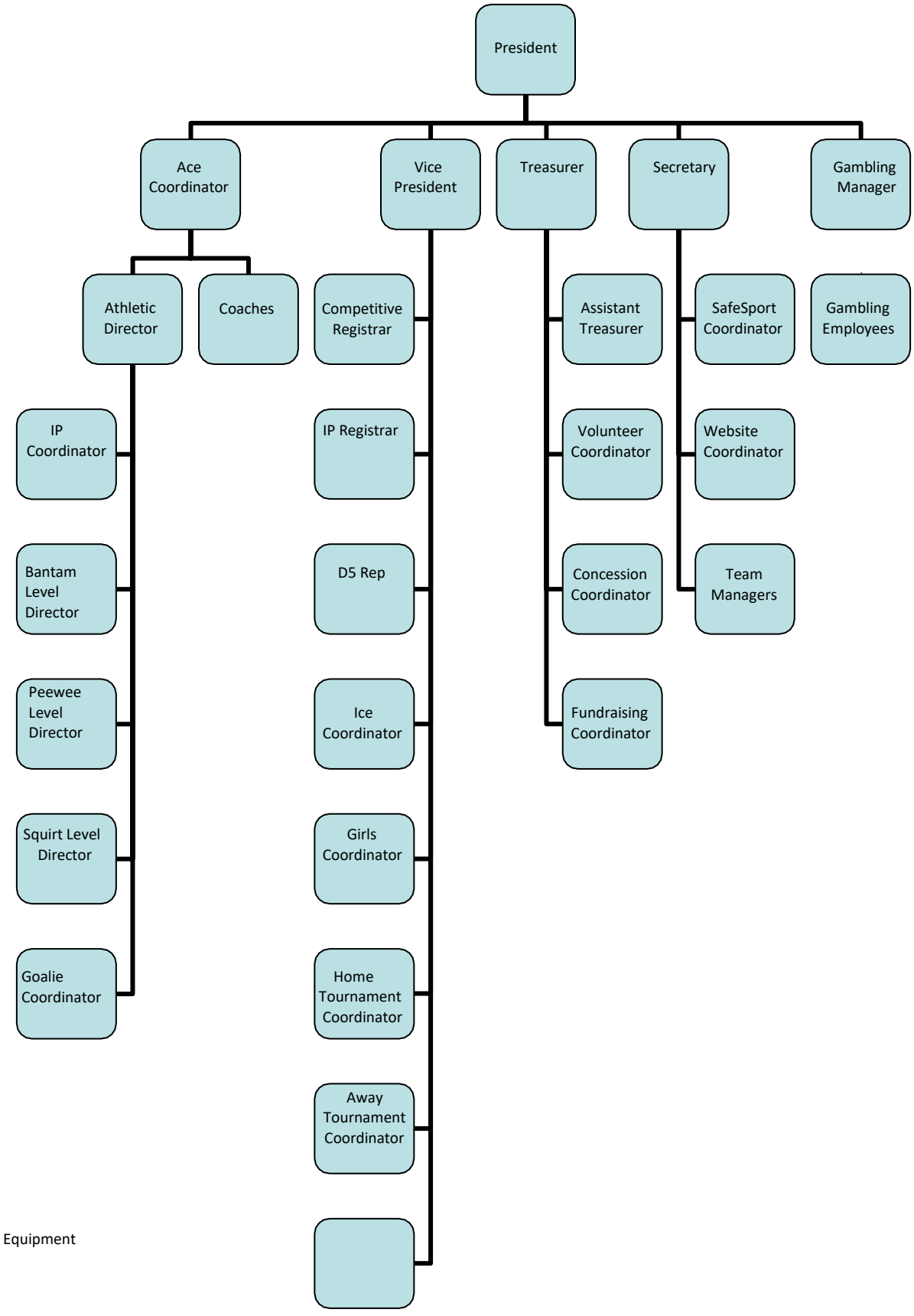
Address _____

Phone #_____

Date of Incident _____

Incident to be discussed:

How would you like to see this grievance resolved?


President
Ace Coordinator
Vice President
Treasurer
Secretary
Gambling Manager
Athletic Director
Coaches
Competitive Registrar
Assistant Treasurer
SafeSport Coordinator
Gambling Employees
IP Coordinator
IP Registrar
Volunteer Coordinator
Website Coordinator
Bantam Level Director
D5 Rep
Concession Coordinator
Team Managers
Peewee Level Director
Ice Coordinator
Fundraising Coordinator
Squirt Level Director
Girls Coordinator
Goalie Coordinator
Home Tournament Coordinator
Away Tournament Coordinator
Equipment