

# POLICIES AND PROCEDURES MANUAL

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# POLICIES AND PROCEDURES MANUAL

## I. GENERAL STATEMENTS

### A. MISSION STATEMENT

The mission of the Rogers Area Youth Hockey Association (“RYHA”) shall be to organize, direct and promote youth hockey in a manner which will positively represent our communities, create a fun, fair and safe hockey environment and provide a structure for player growth and development for all area youth.

### B. CORE VALUES

Members of RYHA will be guided by the following core values of USA Hockey:

1. SPORTSMANSHIP – Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. RYHA will foster friendship with teammates and opponents alike.
2. RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated.
3. INTEGRITY - RYHA seeks 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 RYHA, 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 the participant.
6. LOYALTY - RYHA aspires to teach loyalty to the ideals and fellow members of the sport of hockey.
7. TEAMWORK - RYHA values the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

## C. AFFILIATIONS AND REPRESENTATIONS

1. USA Hockey is the national governing body of amateur hockey in the United States. RYHA will be an active member in District 10 of Minnesota Hockey.
2. RYHA is not associated with any spring, summer, or fall leagues, unless otherwise noted in the RYHA Policies and Procedures Manual (“Manual”).

## D. RELATIONSHIP BETWEEN THE MANUAL AND THE BYLAWS

1. If there is any conflict between this Manual and the Bylaws of RYHA (the “Bylaws”), the terms of the Bylaws shall govern.
2. Any term used in this Manual, not otherwise defined herein, shall have the meaning ascribed to it in the Bylaws.

# II. ASSOCIATION ORGANIZATION

## A. ROLES AND RESPONSIBILITIES

The role and responsibility of the Board is to administer and manage the operation of RYHA. The Board will work to ensure that the purpose and goals of RYHA are a focus of all active Members. The Board is also responsible for managing the logistics and finances of RYHA.

## B. GOVERNING AUTHORITY

The Board, District 10, Minnesota Hockey, and USA Hockey are the governing authorities of RYHA.

## C. RYHA BOARD OF DIRECTORS

RYHA shall be governed by the Board pursuant to the terms of the Bylaws.

## D. ELECTION OF BOARD MEMBERS

Members of the Board shall be elected pursuant to the terms of the Bylaws.

Members are required to submit their requests to be included on the election ballot 1-week prior to the election, along with a statement that includes the

reasons for running. Candidates will be posted to the RYHA website for the membership to review prior to attending the annual voting meeting.

In the event there are no candidates for a position, members will be allowed to volunteer in-person at the annual board meeting.

Voting will take place in person the day of the annual board meeting. Exceptions to this include District 10 games/events.

#### E. BOARD MEMBERS FEE STIPEND

Voting board members will receive a stipend of \$1500 for executive board members and \$1000 for all other voting board members.

The stipend will come in the form of reimbursement for players fees or direct payment.

#### F. PAID POSITIONS

The following board positions include a paid stipend, which was determined based on the effort required for the position and discussions with other associations:

- Registration Director: \$2500
- Ice Scheduler: \$3500
  - Ice Scheduler Manager: \$1000

These board members are not eligible for the registration fee reimbursement

#### G. BOARD MEMBERS' CODE OF CONDUCT

1. As elected members of RYHA, it is the responsibility of each member of the Board to represent RYHA to the best of his or her ability. Each member of the Board shall strive to uphold and enforce all of the policies, procedures and guidelines that are contained in the Rogers Youth Hockey Association Policies and Procedures Manual (the "Manual"). The policies, procedures and guidelines contained within this Manual enable RYHA to function as a whole.
2. Each member of the Board is obligated to report any type of situation, good or bad, which has occurred within or which may affect RYHA. If a situation occurs, each member of the Board shall follow the appropriate procedures and take the necessary disciplinary actions abiding by this Manual, and in accordance with the Minnesota Hockey Handbook. Each

member of the Board will be held to the same code of conduct as the parents with regard to their behavior before, during, and after a game.

3. No member of the Board shall knowingly withhold, conceal, or furnish misleading information to any person(s) in the membership regarding issues voted on and passed by the Board in a regularly scheduled meeting, special board meeting, or executive committee meeting.
4. Members are expected to be attentive at monthly Board meetings and vote on all motions. Debate is encouraged, opinions must be respected and members of the Board must outwardly support final board decisions.
5. Share the workload in and out of meetings. This includes completing your “job related” assigned tasks in a timely and responsible fashion and also helping out in other areas of Board functions or RYHA activities where it may be needed. Respond timely to all inquiries including emails and voicemails.
6. No member of the Board shall directly or indirectly use RYHA funds, equipment, supplies, or other resources or his or her position as a member of the Board for personal benefit.
7. On behalf of RYHA, no member of the Board will directly or indirectly offer to pay, promise to pay, or make a payment from RYHA funds to any supplier(s) without compliance with pre-approved Board expenditures.
8. No member of the Board will use any RYHA funds or assets for any unlawful or improper purchases or established undisclosed or unrecorded funds or assets.
9. No member of the Board shall offer or grant, or attempt to offer or grant, any preferential treatment to any Member or Member’s son or daughter or to his or her own son or daughter at any time, including, but not limited to, during tryouts, during any season, or anytime during a member’s term on the Board. No member of the Board shall use his or her standing or influence to benefit or attempt to benefit the position or play of his or her own son or daughter during tryouts or any season.
10. In any situation where there is any possibility of conflict of interest, unethical conduct, or of the appearance of such, the member of the Board is expected to immediately disclose the facts to the President of the Board and at least one other member of the Board. The President and/or Vice

President will review and may take steps as necessary to alleviate the conflict of interest, dependent on the situation.

11. No member of the Board should discuss confidential information regarding coach/player/parent conduct, financial standing, or history with RYHA, past grievances or issues, outside of the Board, including Board member family members who are privy to such information. This would also include discussions/decisions made in closed Board meetings and tryout information specific to a player's scores or ranking by evaluators.
12. Issues and concerns addressed to members of the Board outside of their area of responsibility should be directed or re-directed to the appropriate Board member or the Board member should provide guidance to the appropriate procedure as documented in the Manual.
13. Board members are not to take part in gossip or hearsay, whether it is about parents, players, coaches or other Board members or the policies of RYHA.
14. Advisory Board – Any person elected to a two year Board position will, upon completion of his or her term and for a period of one year thereafter, make a "good faith" effort to make himself or herself available to the newly elected Board member taking over for him or her. A good faith effort is described as attending monthly meetings (if possible), being available via telephone, email, or, if needed, meeting in person.  
  
Once a Board member's two-year term is completed, he or she is considered a member of the "Advisory Board." If requested, the role of the Advisory Board member is to pass on functional position knowledge to the new Board member over a period of time not to exceed one year, so that momentum would not be lost in on-going initiatives and projects.
15. For purposes of this section, all Officers, Directors and Coordinators, whether voted on or appointed, shall be held to these standards and Code of Conduct.
16. Violations of the Board Member Code of Conduct will be subject to the same hearing and review guidelines spelled out under the Code of Conduct section of this manual, Section VIII.

## H. VACANCIES

1. When a vacancy occurs on the Board due to resignation or removal, the following procedure will be used.



2. The Board will provide notice to the membership and accept nominations for any vacated position. The Board will then conduct a vote amongst the voting members of the Board to fill the vacancy. The newly elected individual will only complete the term of the vacated individual. They will not fill a complete two-year term, unless reelected at an annual membership meeting.

I. RESIDENCY POLICY

RYHA will abide by the Minnesota Hockey Youth Rules and Regulations on Participation, Section IV, parts A and B.

J. MOTIONS RELATED TO RYHA POLICIES AND PROCEDURES

All motions related to the Manual shall be submitted to the Vice President and Secretary by a Board member. The issue(s) will then be included in the quarterly board meeting where policy manual changes are discussed. These meetings are in March, June, September and December. Any changes to the Manual will take effect upon a majority approval vote with a quorum present at such Board Meeting. The Vice President is responsible for maintaining and updating the RYHA Policy and Procedures Manual.

K. BOARD MEETING CONDUCT

All Board Meetings shall be run according to Robert's Rules of Order.

L. HOCKEY DEVELOPMENT DIRECTOR

1. The Hockey Development Director is responsible for providing hockey insight, expertise, and guidance to RYHA. The Hockey Development Director shall work with the Coaching Director, High School coaches, Goalie Coordinator and Girls Director, Boys Director, Level coordinators and the rest of the Hockey Development Committee to ensure there is a consistent approach to developing RYHA hockey players.
2. The Hockey Development Director will oversee a Hockey Development Committee, which consists of all hockey related Directors, as well as coordinators assigned to help with hockey development priorities and initiatives. Any coordinators who are assigned to the Hockey Development Committee will be non-voting members

3. The Hockey Director will provide a player development plan annually to the board for approval. The plan will provide details for how each level is expected to develop their players.
4. The Hockey Director is responsible for facilitating tryouts in collaboration with the appropriate Hockey Development Committee members and other members of the Board and will use the tryout guidelines documented in this manual in the pursuit of a fair and impartial tryout process. The Hockey Director will conduct an annual tryout meeting with members of the Board to review/assess the process for needed changes or additions. Various members of the Board will be utilized to assist in interviewing/recommending tryout evaluators, finalizing tryout schedules, recommending tryout formats as to skills and scrimmages, various administrative tasks including scheduling of duties for the Board during tryouts, requesting and managing volunteer needs, jersey assignment and other duties as noted by the Board.
5. The Hockey Director will make an effort to attend all tryout sessions. The Hockey Director, in conjunction with the President, Vice President, Girls Director and Boys Director will make themselves available for questions from parents. The Hockey Director, Girls Director and Boys Director will make themselves available to answer any player questions.
5. The Hockey Director will assist the Girls Director and Boys Director with grievance issues that cannot be first resolved by the coaches or Directors.
6. The Hockey Director will serve as backup for the Girls Director or Boys Director if he or she is unable or unavailable to fulfill any responsibilities of his or her position.
7. The Hockey Director will work with the Coaching Director and Goalie Coordinator to review coaches as the season progresses, including watching practices and/or games, holding group sessions to discuss how development goals are being met and providing coaching tools. The Hockey Director will also help develop and provide training tools for the dryland facility.
8. The Hockey Director will bring any hockey development related recommendations or issues to the Hockey Development Committee, at which point the Hockey Development Committee will discuss and either vote or make a recommendation that the Hockey Director will bring to the Board for review.

## M. COACHING DIRECTOR

The Coaching Director is responsible for the following activities:

1. Lead the Coaching Selection Committee in the selection of coaches.
2. Oversee training and evaluation of RYHA coaches.
3. Help to resolve coach/player and coach/parent issues.
4. Lead the effort, with assistance from Level Directors, High School and RYHA coaches, the Hockey Director and Goalie Coordinator, to develop a consistent and specific teaching and practice curriculum.
5. Develop on and off ice skill clinics for coaches and players with assistance from the Hockey Director and Goalie Coordinator.
6. Advise player tryout process and player selection.
7. Obtain feedback at the end of the season from each player's parents regarding the performance of each team's coaching staff.
8. Work with the Hockey Director and Goalie Coordinator to review coaches as the season progresses, including watching practices and/or games, holding group sessions to discuss how development goals are being met and providing coaching tools. Also develop and provide training tools for the dryland facility.

## N. BOYS DIRECTOR

1. The Boys Director represent the interests of all boys teams to the Board. The Boys Director is responsible for reviewing existing policies and procedures concerning each level and recommending possible changes.
2. The Boys Director is also responsible for the following activities:
  - Help facilitate the tryout process as directed in Section V. Team Operations and Structure, section A. Tryouts.
  - Administer tryout schedules.
  - Receive complaints, suggestions, and grievances.
  - Arbitrate disputes.
  - Act as a liaison between coaches and the Board.
  - Assist the Coaching Selection Committee in selecting coaches for their respective levels.

- Coordinate league play for all teams at each level.
- Schedule tournaments for all teams at each level.
- Assist in the collection of outstanding player fees.

#### O. GIRLS DIRECTOR

1. The Girls Director represent the interests of all boys teams to the Board. The Girls Director is responsible for reviewing existing policies and procedures concerning each level and recommending possible changes.
2. The Girls Director is also responsible for the following activities:
  - Help facilitate the tryout process as directed in Section V. Team Operations and Structure, section A. Tryouts.
  - Administer tryout schedules.
  - Receive complaints, suggestions, and grievances.
  - Arbitrate disputes.
  - Act as a liaison between coaches and the Board.
  - Assist the Coaching Selection Committee in selecting coaches for their respective levels.
  - Coordinate league play for all teams at each level.
  - Schedule tournaments for all teams at each level.
  - Assist in the collection of outstanding player fees.

#### P. MITE DIRECTOR

1. The Mite Director will be responsible for recommending Mite Coordinators to the Board for approval. Any Mite Coordinators recommended by the Mite Director, and approved by the Board, will be non-voting members of the Board and will work under the direction of the Mite Director.

#### Q. REGISTRATION DIRECTOR

1. The Registration Director is responsible for coordinating and executing player registration. These duties include, but are not limited to the following.
2. The Registration Director is required to attend the annual District 10 registration meeting that takes place every fall. At this meeting the Registration Director will receive all of the forms required to be submitted to District 10, Minnesota Hockey, and USA Hockey. This ensures the RYHA teams are properly registered to play. These forms include player roster forms, Consent to Treat and Liability Release

forms, etc. Also, the Registration Director will receive a list with the due dates, times, and places of such meetings that are required for the official completion of the team registration for the upcoming hockey season.

3. The Registration Director is responsible for informing the public of registration dates, times and locations.
4. Upon completion of registration, the Registration Director will provide a list of all registered players to the President, Vice President, Treasurer, Secretary, and appropriate Board members.
5. The Registration Director will then provide each Level Director with a list of players for their respective level. These lists will be completed within two weeks of registration completion.
6. After tryouts are complete, the Registration Director, with the help of the Level Directors, will begin to organize team rosters, and allocate appropriate team fees to individual player's accounts.
7. The Registration Director shall organize and prepare, for each team, all player, coach, and manager documents as required by USA Hockey and Minnesota Hockey. The required documentation team and team rosters will be presented by the Registration Director at the District 10 Team Registration Meeting for review and approval. After district approval the Registration Director will provide the electronic link for the USA Hockey Official Team Roster to the Head Coach & Team Manager.
8. The Registration Director, along with the Treasurer, is responsible for depositing all collected registration fees within thirty (30) days of the receipt of those funds.
9. The Registration Director is responsible for the billing of team fees.
10. The Registration Director is a non-voting member of the board.

#### R. ICE SCHEDULER

1. The Ice Scheduler is responsible for the scheduling of all practices, clinics, scrimmages, and games that involve all levels of RYHA. These responsibilities may be handled by committee; however the Ice Scheduler will chair the committee and maintain ultimate responsibility for the actions of the committee. The Ice Scheduler will provide reports to the

President as requested so that he/she can review how we are meeting allocated ice hours for teams.

2. The Ice Scheduler is a non-voting member of the board.

S.        FUNDRAISING DIRECTOR

1. The Fundraising Director is responsible for leading and managing all fundraising activities for RYHA.

T.        GROWTH DIRECTOR

1. Main focus will be to design programs and activities to acquire and retain youth hockey players in the 4 to 8-year old age range for Rogers Youth Hockey and work with the RYHA Board to foster a welcoming atmosphere and positive experience throughout all beginner level programs. The goal of the position is to grow RYHA and help us identify new members as well as retaining our numbers as the players' age.
2. Work with RYHA Board to develop and implement acquisition & retention programs.
3. Research and utilize USA Hockey and Minnesota Hockey resources as well as opportunities that exist with local partnerships such as introduction to skating programs, etc.
4. Establish relationships with other hockey programs in the area to share ideas and partner on potential growth events.
5. Apply for grants or scholarships that may be available to offset the cost and/or enhance growth programs.
6. Research opportunities and establish a presence at community activities such as Preschool open houses, Rockin' Rogers Days, high school hockey games/events, etc. to educate potential families and promote Rogers Youth Hockey.
7. Act as the main contact for potential new families.
8. Maintain communication throughout the season with parents at the 8U/Mite level to gauge program satisfaction.
9. Work with the RYHA Equipment Coordinator to develop and implement a loaner equipment program for new families and an equipment swap for existing families.

10. Recruit volunteers to assist with growth initiatives as needed.

#### U. GAMBLING DIRECTOR

1. The Gambling Director is in charge of the day-to-day activities of RYHA gambling operations. The Gambling Director must be licensed by the Gambling Control Board and fulfill all of the State mandated conditions, including but not limited to, being covered by a bond at the State required limit, attending a gambling manager seminar and passing a written test, and have continuing education credits every year.
2. The Gambling Director supervises all the gambling activity and the personnel who help run the operation, including an assistant Gambling Manager, if any.
3. The Gambling Director shall provide a monthly report to the membership and RYHA Board detailing the activity from the previous month's operations and give updates on any outstanding business from previous months. Additionally, he/she must make a request for the dollar amount of anticipated expenditures for the next month's business activity.
4. The Gambling Director must maintain the gambling license in accordance with all State of Minnesota regulations and also ensure that all taxes, workman's compensation fees and other payroll related expenditures are paid when due.

#### V. GOALIE COORDINATOR

4. The Goalie Coordinator will be responsible for providing insight, expertise, and guidance to RYHA on the goaltender position and establishing a goaltender training program each season for each level of play.
2. The Goalie Coordinator shall work with the Hockey Director, Coaching Director, High School coaches, and Level Directors to ensure there is a consistent approach to developing RYHA goaltenders.
3. The Goalie Coordinator will be responsible for the organizational details and scheduling of appropriate training programs for RYHA goaltenders at all levels of play, including working with outside goaltender development companies to ensure proper training if that is deemed beneficial. He/she will work with RYHA Ice Scheduler to obtain ice or dryland hours for goaltender development clinics or other goaltender training opportunities.

4. The Goalie Coordinator will be responsible to assist in hiring goaltender evaluators for tryouts and also working with the Hockey Director to plan and organize the goaltender tryout process for all levels.
5. The Goalie Coordinator will provide drills and/or practice plans to the coaches at each level for the goaltender position and will work with the coaches to ensure correct teaching methods and understanding of the position.
6. The Goalie Coordinator is responsible for communicating the goaltender development program with coaches and parents of goaltenders and will be available for questions from all parties both during tryouts and the regular season. He/she is also responsible for communicating with coaches and parents to provide specific information, including scheduled dates and times of goaltender training. This to be done both via email and through use of the RYHA website.
7. The Goalie Coordinator will work with the Equipment Manager to determine goaltender equipment purchases for RYHA as needed.

#### W. EQUIPMENT COORDINATOR

The primary duties of the Equipment Coordinator include:

1. Inventory all RYHA hockey equipment, jerseys and other apparel and office equipment.
2. Distribute equipment to head coaches or team managers at the beginning of each year. The Equipment Coordinator will coordinate the check-out of jerseys, pucks, goalie equipment, etc. with coaches and/or team managers once teams are chosen. Up to 3 dates will be provided for teams to pick up their equipment.
3. Collect all equipment at the end of year and evaluate condition.
4. Make recommendations to the Board to replace equipment as necessary.
5. With board approval, order and replace needed supplies and equipment.
6. Routinely assess storage needs for RYHA equipment and report any changes needed to the Board.

#### X. TOURNAMENT COORDINATOR



The Tournament Coordinator is responsible for planning, coordinating, and oversight of board approved RYHA tournaments.

Y. DISTRICT 10 REPRESENTATIVE

The District Representative is responsible for attending all District 10 meetings as scheduled during the year, or finding someone to attend in his/her absence. He/she will report to the RYHA Board at the monthly meetings with any information on new rulings, requests, etc. from District 10.

Z. SAFESPORT COORDINATOR

1. The Safe Sport Coordinator will be responsible for ensuring RYHA is meeting all Minnesota Hockey and USA Hockey safety requirements and educating the Board and RYHA members on what is needed for compliance.
2. The Safe Sport Coordinator will ensure all RYHA Board members, coaches, managers, locker room attendants and all other persons who are required to complete the Background Screening process as addressed in Minnesota Hockey Handbook, Sections 1 – 8 regarding Sexual Abuse, Physical Abuse and Criminal Background Screening Policy have complied and have given the proper certification numbers to the Registration Director for inclusion on our list of screened volunteers.

AA. DRYLAND FACILITY COORDINATOR

The Dryland Coordinator will be responsible for the following:

1. Coordination of facility usage, including the scheduling of teams or groups, both during the season and in the off-season.
2. Ensure there is adult supervision of users at all times in the facility.
3. Review equipment needs and make proposals for purchase to the Board as needed.
4. Research and assist in applying for grants that may be available for either the facility, equipment or both.
5. Perform routine inspection of all RYHA equipment in the facility to ensure it is clean and in good working condition.

6. Set-up and monitor proper cleaning of the facility, which may be through volunteers or the hiring of a cleaning service.

## BB. JUNIOR GOLD COORDINATOR

The Junior Gold Coordinator will be responsible for the following:

1. Recruiting players to ensure we have sufficient numbers to field a team. This may include any or all of the following: communicating with Rogers High School coaches, working with past RYHA player lists and contacting other youth Associations or High School programs.
2. Help facilitate the tryout process as directed in Section V. Team Operations and Structure, section A. Tryouts.
3. Assist the Coaching Selection Committee in selecting coaches and act as a liaison between coaches and the Board.
4. Schedule tournaments for the team as well as assist at the regular season game scheduling meeting.
5. Assist the head coach in addressing parent questions and team issues that may arise.
6. Assist in the collection of outstanding player fees.

## III. REGISTRATION

### A. REGISTRATION PROCESS

1. RYHA registration will take place as determined by the Registration Director, with the exception of Jr. Gold, which will be held in November.
2. The Registration Director will conduct registration with the help of the Board and the registration committee. At the time of registration, players and parents will be informed of the fundraising activities and the mandatory volunteer time commitment for the upcoming season.

### B. FORMS AND BIRTH CERTIFICATES

1. Any player that participates shall complete the RYHA Registration form, Consent to Treat and the RYHA Code of Conduct, which will be signed by both the player and the player's parents or guardian(s).
2. Each player that is age eight (8) or above shall give the Registration Director a copy of a certified birth certificate (Minnesota Hockey Youth Rules and Regulations, Section III, parts A, B, C, D and E). This will be copied and kept on file with RYHA for all future years that the player is with RYHA. No player will be allowed to try out without a proper birth certificate on file with RYHA.
3. No coach is allowed on the ice until they register with USA Hockey, sign the RYHA Coaches Agreement, and complete a Medical Consent to Treat form.

#### C. REGISTRATION FEES

1. Registration fees cover the operating expenses of the program, including ice time, referees, team jerseys, equipment, insurance, and fees paid to District 10, Minnesota Hockey, and USA Hockey.
2. The Registration Director will deposit all collected fees within thirty (30) days of the receipt of the funds.
3. Cancellation requests received during the first 30 days following the first scheduled RYHA funded team event (on or off ice) will be refunded, however, a cancellation fee equal to 25% of the registration fee for the team/level that the player made through the tryout process will be assessed (this policy does not apply to Bantam age players, see item #7 below). There will be no refunds on USA Hockey fees, Minnesota Hockey fees, fundraising commitments or arena surcharges. No refunds will occur of any kind after January 15. If a season ending injury occurs more than 30 days from the team's first RYHA funded event (i.e. the first organized on or off ice team practice/activity), and BEFORE January 16, a prorated refund may be granted based on the number of ice hours actually played that were allotted for in the registration fee for that level, which would include practices and games held on ice paid for by RYHA and tournament games. Volunteer hour checks will be prorated. Each injury refund request will be evaluated on a case by case basis, and must be approved by the RYHA Board. If an injury refund is granted by RYHA, the player will be removed from the team roster, and will not be able to participate on ice or off ice during RYHA funded activities for the remainder of the season. If a player is removed from a team roster, there will be no reinstatement of that player until the following year. If an injury is not "season ending" but still constitutes a significant portion of the

remainder of the season, the family of the player will have 30 days from the last time the player participated in a team event to make a declaration. Once a declaration has been made, it is final for the remainder of that season.

4. Initial or base registration fees will be collected at the sign up sessions. Team fees will be assessed and billed upon final team rosters being established. Actual fees are determined on an annual basis and communicated with the registration announcements.
5. Goalies may be provided with equipment or receive a credit against the base registration fee to help defray the cost of goalie equipment.
6. Any family with three or more children will pay only 50% of the registration fees for the youngest of the children. In addition, the fundraising and volunteer hour's commitment is waived for the third child, and any subsequent child in the same family.
7. Bantam and 15U age players will be required to submit non-refundable fees at registration. If the player decides to play Junior Varsity or Varsity, the fees will not be returned. Bantam players are highly encouraged to make a decision on where they want to play prior to youth hockey registration. It is also the stated goal of RHYA to encourage players of this age to play Bantam hockey for their own personal development.
8. Any RYHA coach, who becomes certified, at any level, will be eligible for a 100% reimbursement of their certification fees. A receipt must be submitted to RYHA for reimbursement.

#### D. MINNESOTA HOCKEY AGE RANGES

RYHA will abide by the age regulations set forth by Minnesota Hockey.

### IV. COACHES

#### A. COACHES SELECTION COMMITTEE

1. The Coaches Selection Committee will comprise up to seven members appointed by the Board, and no less than three. The Committee is responsible for interviewing and recommending coaches.

2. The Coaches Selection Committee will bring their recommendations to the Board for final approval. Approval shall be granted on a majority vote.
3. The Coaches Selection Committee will recommend coaches for all levels of Squirt, 10U, Pee wee, 12U, Bantam, 15U and Jr. Gold.
4. The Mite Director and Mite and Mini-Mite Coordinators, if any, will choose all the coaches, both head coaches and assistant coaches, for Mites, 8U and Mini-Mites with final approval granted by the Coaches Selection Committee.
5. RYHA coaches may be non-parent coaches at any level. The Coaches Selection Committee will consider all candidates for each team and recommend the best suited candidate for head coach.
6. The head coach chooses assistant coaches for teams above the Mite level; however the assistant coaches must be approved by the Coaches Selection Committee. The Coaches Selection Committee can recommend assistant coaches based on candidates that were qualified but not chosen. It is recommended that two assistant coaches be selected per team.
7. Applications for coaches will be taken prior to tryouts. The Coaching Director will post notice of the timing for submitting coaching applications by emailing all travel coaches from the previous year, emailing a notice to the membership through the RYHA Communications volunteer and listing the information on the RYHA webpage. The Coaching Director may also advertise for coaches in Let's Play Hockey or other appropriate Minnesota Hockey media. At the discretion of the Coaches Selection Committee, and upon final approval by the Board, head coaches may be selected any time prior to, or through the completion of, tryouts.

## B. COACHING CERTIFICATION REQUIREMENTS

1. All coaches are required to:
  - Obtain appropriate certification through the USA Hockey Coaching Education Program (CEP)
  - Complete the online age-specific module(s) for each level of play that they will coach.
  - Complete SafeSport Training Requirements for USA Hockey.

Detailed coaching certification information is on the USA Hockey Rules and Requirements webpage.

2. Certification fees will be refunded by RYHA upon proof of certification by the coach. Proof of certification should be given to the appropriate Level Director or to the Coaching Director.

### C. COACHES DUTIES AND RESPONSIBILITIES

1. All coaches agree to sign and, to the best of their ability, abide by the most recent version of the RYHA Coaches Agreement (see Appendix B).
2. All coaches will strive to allow fair and equal playing time for each player on his or her team in scrimmages, league games, and tournaments throughout the season. In some game situations, the coach may choose to play specific players for the benefit of the entire team. The Coaching Director and Board may remove any coach who violates this responsibility from his/her position upon review.
3. The head coach is responsible for the operation of the team. His or her main objective is to teach and develop hockey skills. The head coach is expected to be available to discuss problems with players or parents, keeping in mind that his or her primary responsibility is to the team and not to any one individual.
4. The head coach should be in attendance at all games and practices. There MUST be a CEP certified coach at any on ice function of the team. If it is determined that a team has conducted on-ice practice or a game without a CEP certified coach present, the team could be dropped from the league for failure to comply.
5. Per the Minnesota Hockey Handbook, only the players and team officials (coaches and managers) that are listed on the official USA Hockey/Minnesota Hockey Player Roster are allowed on the bench during any Minnesota Hockey/USA Hockey sanctioned competition. A replacement official must be approved by District 10 prior to the competition to be allowed on the bench.
6. Each coach shall do his or her best as a coach to ensure good sportsmanship from players and fans. Each coach shall promote fair play and respect for opponents and referees.
7. Each coach shall show up on time for practices and games. At least one coach should be at the ice 40 minutes prior to taking the ice to get a locker room assignment. Failure to show up for a game may result in penalties

for the coach and RYHA. The coach could be banned from further coaching, and RYHA could be fined. If a team is unable to make a scheduled game, the coach should contact the Level Director to make alternate plans.

8. The head coach should appoint a team manager to handle scheduling, tournaments, team events, etc.
9. The head coach should conduct a parent meeting prior to the start of the season to establish expectations and discuss team philosophies, rules, and disciplinary tactics.
10. In accordance with USA Hockey, Minnesota Hockey and District 10 rules, each coach must wear a helmet at all times while on the ice in practice situations.

## V. TEAM OPERATIONS AND STRUCTURE

### A. TRYOUTS

1. The Hockey Director and Level Directors are responsible for facilitating the tryouts in collaboration for each level. Any exceptions to the Policies and Procedures during the tryout process, including injuries, illness, and interpretation of the tryout procedures will be subject to the approval of the Board.
2. The objective of the tryout process is to ensure that each player is given fair evaluation and that all players are placed at the most appropriate level for their abilities during the tryouts.
3. During the tryout process, it is important that there is no unnecessary communication between parents, coaches, Level Directors, and evaluators. All communication should be routed through the President or the Vice President. Any attempt to lobby or persuade an evaluator will be reviewed by the Board and appropriate action will be taken.
4. It is the responsibility of the Board to communicate to the parents that the tryouts are a time for evaluation and skill grading. Parents should refrain from applause and encouragement.
5. RYHA will make every attempt to use evaluators from outside the community.

6. There will be no evaluator allowed at a specific level that has one of his or her own children in the tryout process at that level.
7. The Hockey Director will provide tryout guidelines to all players and parents prior to the commencement of the tryout process. These guidelines should document, prior to the tryout, the following: scoring guidelines, percentage of score based on skills, percentage of score based on scrimmages, uniforms during tryouts, position tryout, goalie evaluation, skills being graded, and any other information needed to conduct a tryout process in accordance with this Manual.
8. Tryout drills are designed to test both individual skills and team play. Desire, hard work, and self-control are also determining factors in evaluation and selection.
9. Making a given level team in one year does not guarantee playing at the same level in following years.
10. All things being equal, a second year player should be chosen over a first year or “move up” player. In addition, all things being equal, if two players are “moving up,” and their tryout scores are equal, the player in the higher school grade will be given priority to “move up” over a player in a lower school grade.
11. The process for determining final rosters will be conducted with the following people in attendance: the proposed head coach, Secretary, Hockey Director, President and/or Vice President, and appropriate Level Director (no less than three board members must be present at all times during this process). If the President or Vice President deems any of this group should be substituted due to having a player involved in the level being discussed, that board member may be present, but will not have input; instead another board member will be asked to attend by the President or Vice President.
12. The order of events will be as follows: the proposed head coach will be provided access to the scoring for each player at that level who has demonstrated the ability, based upon tryout score, to make that coach’s team. The proposed head coach can solicit feedback from those in attendance in order to complete and submit a proposed roster of the team under consideration. The proposed head coach will then be asked to list his roster for the group to review. Any changes from the final order derived by the tryout process offered by the evaluators will need to be discussed and defended by the coach to the group. The group will be



responsible for thoroughly discussing those changes amongst themselves and to make sure the Manual is being followed. Final decisions on rosters will be made by a group consisting of some or all of the following: President, Vice President, Hockey Director, head coach and appropriate Level Director.

13. The President and/or Vice President shall oversee all tryout activities to make sure the spirit of the Manual is being followed. The Hockey Director will be responsible for keeping the President and Vice President informed as to all matters related to tryouts. The President and/or Vice President will then independently report to the Board and association members at the next regularly scheduled Board meeting, following tryouts, any discrepancies, concerns, issues, or objections as to how the tryouts were conducted. (This report will then be used as part of the annual evaluation process of the Hockey Director).
14. A player will only be allowed to try out for one level of play or gender for a given season. Players will be allowed to make adjustments to levels or gender prior to the 1st try out session. Once the try out sessions have begun, players will not be allowed to try out for another level or gender.

#### B. MOVE-UPS AND MOVE DOWNS

1. Parents and legal guardians may submit a request for move-up in writing or email form to the Hockey Director. The deadline for move-up requests to be received will always be 7 days prior to the start of the first tryout date (not the clinics) for the Association. It is the responsibility of the submitting party to make sure the Hockey Director has received a move-up request prior to the deadline.
2. The Hockey Director and the appropriate Level Director will evaluate move-ups and may deny any and all requests to move up for any of the following reasons: they deem the player(s) not ready for the advanced level of play, the number of age appropriate registered players at the advanced level of play, behavior issues on and off the ice from previous season(s), and/or behavior issues relating to the parents of the move-up player from previous year(s).
3. A player may be denied the opportunity to move up if the numbers at the above level are such that RYHA cannot meet the “skaters per team” guideline documented under Section V. Team Operations and Structure, Section C, part 1, of this Manual. The Board will make an effort to

accommodate move-up requests for skaters wanting to play on a team with their same school grade if there is room on the teams at that playing level.

4. If there are more applicants trying to move up than there are available slots based on Paragraph 3 above, the Hockey Director and Level Director will evaluate the skaters to determine which players, if any, are best suited to move up to the next level.
5. If a player is approved for “moving-up”, they may participate in the tryout process, however this does not guarantee them a spot on one of the teams at the move-up level.
6. For Squirt, Peewee and Bantam teams, players in a ‘move-up status’ need to make, by score from the evaluators, the top half of a team. If not, he/she will be placed on the next tier team in that playing level for Peewee and Bantam levels. Mite move-ups are able to return to mite level if it is determined they are not on the top half of any team at the squirt level.

*Example: we have an A, B1, B2 and C team at a particular level and a move up player’s scores rank in the bottom half of the scores for the B1 team, that player will be placed on the B2 team.*

One exception to this policy is in the case of a player who does not meet the age group as defined by Minnesota Hockey but is requesting to “move up” to play with his or her peers in the same school grade. Those players will not be required to make the top half of a team to be placed on that team, but rather will be placed on the team where he or she was ranked by the tryout evaluators and subject to head coach’s input as defined in section D. Team selection: Tryout Levels General Information.

7. For 10U, 12U and 15U teams, players in a “move-up status” will be placed on the team that they make, by score of the evaluators, regardless of where their score ranks among other players who made that team. Final selections will be subject to head coach’s input as defined in section D. Team selection: Tryout Levels General Information.
8. Once a player has requested and been approved for moving up, they do not have the option of moving back down to their age-appropriate level for any reason during that season, including if they are placed on a team at the move-up level and don’t wish to be on that team.

9. With regard to move downs, per District 10 policy, move downs are NOT permitted.
10. Any discrepancies will be reviewed by the Hockey Director, appropriate Level Director and President or Vice President.

#### C. TEAM GUIDELINES

1. A maximum of 18 players plus 2 goalies per team may be dressed for any Minnesota Hockey sanctioned competition, according to Minnesota Hockey Rule VI, Team Composition, Paragraph A. However, RYHA will strive to have no more than 15 skaters (forwards and defensemen) and 2 goalies per team. RYHA will evaluate the number of registered players at each level to determine the number of teams and corresponding players per team each season.
2. The Board will make every effort to declare appropriate levels of play to match the skill levels of that year's player pool at each level.
3. Games are limited to 35 for the season at the Girls 10U and Squirt levels. Tournament games and controlled scrimmages count towards this total. A controlled scrimmage is defined as when two teams utilize the same ice time for instructional competition, utilizing all coaches on the ice for instructional purposes.

#### D. TEAM SELECTION: TRYOUT LEVELS GENERAL INFORMATION

1. Selection process per level:
  - a) For the Squirt and 10U levels of play, the top ranked skaters, as determined by the evaluators for those sessions, will make up approximately 85% of the team. The remaining skaters will be placed on the team based on tryout score and the head coach's input. Goalies will be scored with 60% based on skill and 40% based on scrimmage. The head coach will be responsible for explaining and justifying their recommendations for each player affected. This process must follow Section V. Team Operations and Structure, Section A, parts 10, 11 and 12.
  - b) For the Pee wee and 12U levels of play, the top ranked skaters, as determined by the evaluators for those sessions, will make up approximately 75% of the roster. The remaining skaters will be placed on the team based on tryout score and the head coach's input. Goalies will be

scored with 50% based on skill and 50% based on scrimmage. For the Pee wee and 12U levels of play, the coach may use factors such as work ethic, attitude, ability to work within a team, coachability, leadership, physical ability, past behavior of player and past behavior of parents. This process must follow Section V. Team Operations and Structure, Section A, parts 10, 11 and 12.

- c) For the Bantam, 15U and Junior Gold levels of play, the top ranked skaters, as determined by the evaluators for those sessions, will make up approximately 50% of the roster. The remaining skaters will be placed on the team based on the tryout scores and the head coach's input. Goalies will be scored with 40% based on skill and 60% based on scrimmage. For the Bantam, 15U and Junior Gold levels of play, the coach may use factors such as work ethic, attitude, ability to work within a team, coachability, leadership, physical ability, past behavior of player and past behavior of parents. This process must follow Section V. Team Operations and Structure, Section A, parts 10, 11 and 12.
2. Goalies will be evaluated by an independent goalie evaluator during skills and/or scrimmages. At the Pee wee and Bantam levels, goalies will be coach's pick, subject to final approval by a group consisting of at least 3 of the following: President, Vice President, Hockey Director and appropriate Level Director.
3. At the Bantam, 15U and Junior Gold levels, players position may be used to determine rosters at the discretion of the head coach and Level Director.
4. At the conclusion of the tryout sessions, the head coach of the top ranked team and the Level Director will fill the team roster with the appropriate number of players based on the total number that registered to tryout.
5. Any player unable to participate in tryouts due to injury, illness, or other Board approved absence will be evaluated on prior year performance, previous coaching recommendations, and current coach recommendation to determine the most likely team placement. If deemed necessary, the player will then be evaluated to ensure proper placement.
6. Before tryouts, RYHA will inform parents and players what the players will be evaluated on at each level. RYHA will let both the parents and players know what the evaluators will be looking for during skills sessions (puck handling, skating, edge control, etc.), and during scrimmages (goals, assists, position, etc.).

7. If requested, the Hockey Director will be responsible for providing feedback to a player on how he or she performed during tryouts. The feedback is intended to offer information that the player can use to further develop his or her skills as a hockey player.
8. Remaining players of appropriate age or players that did not participate in tryouts, will then be divided equally on the C teams (or lowest available level) according to skill.

#### E. TEAM SELECTION: BANTAMS/15U/JUNIOR GOLD

1. Bantams, 15U and Junior Gold tryouts will consist of a combination of inter-squad and outside scrimmages. The number of scrimmages needed will be determined after a review of how many players will need to be evaluated. Bantam, 15U and Junior Gold tryouts can include practices, led by the proposed head coach, if possible. The final structure of Bantam, 15U and Junior Gold tryouts will be determined through collaboration between the Hockey Director and the Bantam, 15U and Junior Gold Level Directors and will be similar in process to the Pee wee/12U tryout structure.
2. Bantam, 15U and Junior Gold tryouts can develop a roster of up to no more than 22 players for extended tryouts for the top team.
3. Groupings for each subsequent event will be based on the previous cumulative and weighted scoring done by the evaluators.

Bantam teams require a minimum of 14 skaters.

#### F. TEAM SELECTION: PEEWEES/12U

1. Tryouts may consist of a combination of individual skills, where each player is evaluated one at a time, and scrimmages. The skills session will be conducted first, whenever possible, and used to determine the grouping for the inter-squad scrimmages. Individual skills scores will count for 25% of a player's total tryout score and scrimmages will count for the remaining 75% of a player's total tryout score. The Pee wee and 12U levels can have a combination of inter-squad scrimmages and outside team scrimmages, with a minimum of one each. Pee wee and 12U tryouts can include practices, led by the proposed head coach, if possible. Tryouts will be developed in collaboration between the Hockey Director and the Pee wee and 12U Level Directors and will be similar in process to the Bantam/15U/Junior Gold tryout structure.
2. Pee wee and 12U tryouts can develop a roster of up to no more than 22 players for extended tryouts for the top team.

3. Groupings for each subsequent event will be based on the previous cumulative and weighted scoring done by the evaluators.

#### G. TEAM SELECTION: SQUIRTS/10U

1. Tryouts will consist of individual skills, where each player is evaluated one at a time, and scrimmages. The skills session will be conducted first, whenever possible, and used to determine the grouping for the first scrimmages. Individual skills scores will count for 35% of a player's total tryout score and scrimmages will count for the remaining 65% of a player's total tryout score. The tryout will also consist of a series of inter-squad scrimmages, no less than two sessions. Tryouts will be developed in collaboration between the Hockey Director and the Squirt and 10U Level Directors.
2. Squirt and 10U tryouts can develop a roster of up to no more than 22 players for extended tryouts for the top team.
3. In the first scrimmage, players are divided into equally balanced groups according to their skill grades. In subsequent scrimmages, players will be divided into two or three levels based on the cumulative scores from the skill grading and the first scrimmage. This process will continue until all Squirt and 10U players have been fairly evaluated.

#### H. TEAM SELECTION: MITE/8U LEVELS

1. During skill clinics, the Mite Level Director and selected volunteers will divide the skaters into different classifications:  
Tier 1: Second and third graders  
Tier 2: First and second graders, (exceptions may occur due to player numbers, in which case 3<sup>rd</sup> year players may be placed in this group).  
Tier 3: Kindergarteners, beginners and Pre-K. The mite director, along with the appointed volunteers, will determine if exceptions are required based on skill as changes may occur in Tier session.
2. The Level Director and the head coaches will then select teams. The objective of this selection process is to attempt to divide the teams up equally. If there are more than 15 players in 3<sup>rd</sup> grade the association will make two top teams. The remaining teams will be comprised of players at the highest grade equally based on Grade, then by skill.

## I. MITE/8U PLAYING RULES

1. No player will be allowed on the ice without full equipment as designated in Section XIV, Paragraph C of the Manual.
2. At all Mite/8U levels, coaches may be on the ice during the game with at least one coach on the bench to handle line changes and supervise the bench.
3. At all Mite/8U levels, line changes will occur every 1.5 to 2 minutes at the discretion of the level director. For Mite D, all five players should change during the line change. The horn will sound and play will resume with a face-off at center ice. For Mites, all five players should change during the line change. The horn will sound and the on-ice players will leave the ice immediately, leaving the puck as is. The next group of skaters will play on without a face-off.
4. At the Mite/8U level, all players should be rotated to all positions during the course of the season. All players desiring to play goalie will be given the chance during the season.
5. At the Mite/8U level all players will receive equal playing time regardless of game situations.
6. All game rules as outlined in the Minnesota Hockey and District 10 manuals shall be observed.

## J. DUTIES OF TEAM MANAGER

1. The Team Manager shall work with the head coach to review all assigned team practice times. If for any reason the team is unable to use an assigned time, it is the responsibility of the Team Manager to work with the head coach to trade the time, give the time away, or notify the Ice Scheduler that the time will not be used. The Team Manager is also responsible for communicating schedules to the parents.
2. The Team Manager will collect any additional agreed upon expenses. Examples of these added expenses are additional ice time purchases, tournament fees, team events, etc. All additional expenditures must have the consent of the parents. All income and expenses should be tracked so that a report may be given to parents showing all transactions if requested.
3. The Team Manager is responsible for submitting game reports to District 10.

4. The Team Manager is responsible for arranging team lodging at tournaments and advising parents on their responsibilities regarding reservations.
5. The Team Manager should check the team mailbox on a regular basis.
6. The Team Manager is responsible for checking out team jerseys. The Team Manager is also responsible for collecting jerseys at the end of the season and returning them to the Equipment Manager.
7. The Team Manager is responsible for maintaining the team page on the RYHA website so that parents can easily stay up to date on game/practice schedules and other team events.
8. The Team Manager shall communicate the names of all persons who are required to complete the Background Screening process as required by Minnesota Hockey, such as locker room attendants, team event chaperones, etc. to the SafeSport Coordinator so he/she may verify they have completed all necessary certifications.

#### K. GIRLS HOCKEY

1. Girls under the age of 8 will be encouraged to play with the youth in the Mite program. All efforts will be made to offer a girls team at each age level. If there are not enough girls to fill a team at any specified level, RYHA will make an effort to find more players at that level. Assuming there are enough numbers to field a team, girls will be provided a choice to continue playing with the youth teams or moving to a girls' team.
2. Girls are required to wear the same equipment as the youth as documented in Section XIII, Paragraph C of the Manual.
3. RYHA will strive to make sure that our girls program is well represented and develop the girls program with the same passion and commitment as the youth program.

#### L. INJURIES

1. We will follow guidelines set forth by the Minnesota Hockey handbook in regard to player injuries, and specifically, VIII. Playing Rules, Section K on concussions, required by Minnesota State Statute 121A.37.



4. Players sustaining any other injury which requires him or her to see a health care provider must provide a written note from same to the head coach stating that they are cleared to play before participating in a practice or game. "Health care provider" means a health care professional who is registered, licensed, certified or otherwise statutorily authorized by the state to provide medical treatment trained and experienced in evaluating and managing pediatric concussions and other injuries.

#### M. APPAREL

1. If a team decides to purchase team warmups, they are required to purchase the association approved warmup top and bottom. A uniform look will help the overall brand of RYHA and will help build the cohesiveness of our players across team and levels. The girl's teams that are part of a co-op will not be required to purchase the RYHA approved warmups.

### VI. TOURNAMENTS

#### A. TEAM TOURNAMENTS

1. RHYA will provide a budget for participation in tournaments of play for each respective level. If individual teams desire to play in additional tournaments, they will need to finance and make arrangements on their own, and additional tournaments require consent from the parents.
2. If RYHA sponsors a tournament for one or more levels, the RYHA teams at the respective level may be required to participate in such tournament and the team shall not be required to pay a tournament fee for the RYHA sponsored tournament; provided, however, that such tournament shall be deemed to be one of the tournaments for which RYHA will pay the tournament fee pursuant to Section VI.1.
3. All tournaments in which a RYHA team participates must be sanctioned by Minnesota Hockey, Rule XI, Paragraph A. Teams participating in unsanctioned tournaments may be suspended from Minnesota Hockey activities for the balance of the season and the following season per the Minnesota Hockey handbook, Rule XI, Paragraph C, Item 14. Violation of this rule can also lead to penalties imposed on RYHA. Any coach or manager who permits this to happen will be immediately removed from his or her position, and expelled from RYHA.
4. The Team Manager is responsible for having the team credentials and registration information available at all times during tournament participation. It is a Minnesota Hockey rule that any team that does not

have a properly completed credential package is not allowed to participate in the tournament.

5. Team credentials consist of the following.
  - A completed player roster signed by the individual who is authorized to approve rosters.
  - A consent to treat form for each rostered player.
  - An approval letter from the Minnesota District Registrar for any player that is playing in a younger age group than is implicit based on the players birthdate.
  - A High School attendance certification form for any Junior Gold and Junior Gold 16.
6. Cross/Half ice tournaments are permitted for Mite A, B, C and 8U only (no Mite D) All guidelines are per Section 5 of the Minnesota Hockey Tournament Supplement .

#### B. RYHA SPONSORED TOURNAMENTS

1. The Team Managers will be asked to assist in recruiting volunteers to assist with RYHA sponsored tournaments.
2. All parents of RYHA players are expected to volunteer for various duties during the tournament as a part of their mandatory volunteer hours. These duties will include, but may not be limited to, timekeepers, scorekeepers, concession stand staff, ticket sales, etc.

### VII. CODE OF CONDUCT

1. Code of Conduct – ALL parents AND players of RYHA shall abide by the most recent version of the Code of Conduct (see Appendix A).
2. Code of Conduct committee will consist of RYHA board members consisting of V.P, A.D., and appropriate level, or their designees. The committee will investigate and review any alleged violations of the Code of Conduct, and make recommendation(s) of disciplinary actions, if any, to the full RYHA board of directors.
3. Committee shall make a determination on the alleged violations within 10 business days from date of notification of any such allegations, whenever possible.

4. Each player and each custodial parent of an RYHA skater must sign the Code of Conduct each season prior to the skater being allowed to skate in any RYHA event, including pre-tryout clinics and tryouts.

## VIII. SPORTSMANSHIP

### A. PLAYER ROLES AND RESPONSIBILITIES

1. Every player shall abide by the most recent version of the Code of Conduct (see Appendix A). Every player in RYHA is expected to contribute in a positive manner to his or her team by adhering to the following roles and responsibilities.
2. Each player is expected to adhere to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions.
3. Each player is expected to participate in all practices and games, unless there is a compelling reason for missing. If a player is expected to miss a game or practice, the player should notify the head coach or Team Manager prior to missing.
4. Each player is expected to arrive at the rink as appointed by the coach.
5. Each player is expected to be attentive when any of the coaches are addressing the team or an individual.
6. Each player is expected to wear the required equipment for every game or practice. Required equipment is documented in Section XIII, Paragraph C of the Manual.
7. There will be a zero tolerance for abusive behavior such as harassment, obscene language, fighting, or any other behavior deemed abusive directed toward coaches, referees, opponents, parents or teammates. Any violation of the above and/or the Code of Conduct may result in disciplinary action including, but not limited to, removal from team- related activities, and/or expulsion from RYHA.
8. Any player receiving a "Match" penalty for deliberately attempting to injure another player may receive suspension beyond USA Hockey guidelines.

9. Each player is requested to play hockey because they enjoy the game. Every player should have fun, give their best effort, and be respectful of coaches, teammates, referees, and opponents.

## B. PARENT ROLES AND RESPONSIBILITIES

1. Every parent or guardian involved with RYHA shall abide by the most recent version of the Code of Conduct (see Appendix A) and is expected to contribute in a positive manner to all players, teams, and other RYHA Members. Parents and legal guardians are expected to adhere to the following roles and responsibilities.
2. Assure that all registration forms, birth certificates, and payments are complete and submitted as required.
3. Assure his or her player is properly equipped.
4. Assure that his or her player is at the rink per the coach's instructions.
5. Assure that his or her player notifies the coach or team manager if unable to attend a game or practice.
6. Volunteer his or her time whenever possible.
7. Encourage and support the team in a positive manner.
8. There will be a zero tolerance for abusive behavior such as harassment, obscene language, fighting, or any other behavior deemed abusive directed toward coaches, referees, opponents, players, or other parents. Any violation of the above and/or the Code of Conduct may result in disciplinary action including, but not limited to, removal from RYHA-related activities, and/or expulsion from RYHA.
9. Parents should address any general questions to the head coach or Team Manager. Specific questions regarding coaching techniques or tactics can be directed to the Level Director or Coaching Director. Any questions regarding behavior, discipline, or RYHA policies and procedures should be directed to the Level Director first. If any inquiries are not addressed to the satisfaction of the individual, that individual should bring this matter to any Board member in a timely manner.

## IX. GRIEVANCE PROCEDURE

## A. COACHING GRIEVANCES

Problems or concerns regarding coaching, such as playing time, positions, practices, or other related issues should first be addressed directly with the coach. If resolution cannot be reached, the Coaching Director should be notified. If no resolution can be found, the formal grievance procedure documented below should be followed.

## B. GRIEVANCE PROCEDURE

1. Any unresolved coaching issue or any other type of grievance that cannot be resolved directly between the parties should use this formal grievance procedure. The objective with any complaint is to resolve the issue at the most immediate level.
2. It is recommended that before any grievance is formally filed, there should be a 24-hour cooling off period.
3. Any person with a complaint is required to submit the complaint in writing to any member of the Board.
4. The respective Board member will then bring the complaint to the next Board meeting for review by the entire Board.
5. The Board will investigate the complaint. This may require interviewing various participants, as well as the person filing the complaint.
6. The Board is responsible for reaching a decision in a timely manner regarding any potential disciplinary action.
7. A letter will be issued to all persons involved in the complaint documenting the decision reached by the Board resolving the complaint.
8. All decisions reached by the Board are final. There are no appeals.
9. The Board will conduct follow up reviews to ensure compliance with the Board's decision and to ensure the issue has been thoroughly resolved.

## X. ABUSE POLICY

### A. GENERAL ABUSE STATEMENT

1. RYHA will enforce these abuse policies in accordance with the Minnesota Hockey Bylaws, Articles 13 and 14.
2. These policies are subject to any contrary requirements in Minnesota State law or local law applicable to RYHA.
3. RYHA is committed to maintaining a safe environment that is free from sexual abuse or harassment, physical abuse, or verbal abuse. RYHA prohibits any form of sexual abuse or harassment, physical abuse, or verbal abuse.
4. This abuse policy is intended to direct the behavior of all RYHA members and players as they treat other members, players, or referees.

## B. SEXUAL ABUSE OR HARASSMENT

1. Sexual abuse is a physical act that includes a sexual act or purpose.
2. Sexual harassment is any unwanted, or in the case of minors, any attention of a sexual nature.
3. Neither consent of the player, mistake of age, nor the fact that the sexual abuse or harassment did not occur at a hockey event are defenses to a complaint of sexual abuse or harassment.
4. It shall be a violation of this policy for any player or member of RYHA to sexually harass or abuse, through conduct or communication of a sexual nature, any child or member of RYHA.
5. The Board will act to investigate all complaints, formal or informal, verbal or written, of sexual abuse or harassment and to discipline any member or player who sexually abuses or harasses a child or other member of RYHA.
6. The following is a list of definitions of sexual abuse and sexual harassment.
  - Sexual abuse consists of any sexual physical contact with a minor.
  - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct at all constitutes harassment.

- Written contact constitutes sexually suggestive or obscene notes, drawings, or letters.
- Verbal contact constitutes sexually suggestive or obscene comments, jokes, or comments about a member's body or sexual characteristics.
- Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual acts.
- Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

#### C. PHYSICAL ABUSE

1. Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.
2. Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a hockey skill. Permitted physical contact may include, but is not limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

#### D. VERBAL ABUSE

1. Verbal abuse is any language or communication that is threatening, intended to be harmful, or degrading. Verbal abuse can constitute the use of profanity.
2. Verbal abuse does not include the simple use of raising one's voice to be heard, disciplinary communication, or other language or communication without the intent to threaten, degrade, or create harm.

#### E. REPORTING ABUSE

1. Any person who believes that he or she has been a victim of abuse as defined in this section by any member of RYHA should report the alleged act(s) immediately to the President, or any Board member that he or she is more comfortable with.
2. Any person with the knowledge or belief of conduct, which may constitute abuse as defined in this section, should report the alleged act(s)

immediately to the President, or any Board member that he or she is more comfortable with.

3. The Board shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board will take immediate steps, at its discretion, to protect the complainant, children, or members of RYHA, pending the completion of an investigation of all alleged sexual, physical, or verbal abuse.
4. Upon receipt of a report of abuse or harassment as defined in this Section, the President shall immediately authorize an investigation of the incident. Board members or a third party designated by the Board may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President.
5. Upon proof of violation of this policy, the violator will be suspended or permanently banned from all RYHA program and activities, per Minnesota Hockey handbook, Article 14.

## XI. BACKGROUND SCREENING

### A. MINNESOTA HOCKEY REGULATIONS

1. All personnel of Minnesota Hockey and of its affiliates are subject to background screening.
2. Reference Minnesota Hockey Handbook, Sections 1 – 8 regarding sexual and physical abuse screening.
3. Each person to be screened, as provided by the MAHA screening rules, shall sign a consent form provided by MAHA to conduct a criminal background check. Such form will be signed each year, and it shall authorize MAHA or its designee to perform a background check to determine whether the signer is the subject of any reported criminal conviction.
4. The President of MAHA and the president or chair of each MAHA associated organization shall compile a list of names of all members from such organization to be screened (including coaches and team officials) and certify in writing that the list of names is complete. The certified list of names and signed consent forms for members other than coaches and team officials shall be delivered to the current MAHA District Director on or before December 1 of each year. MAHA and its



associated organizations may provide partial lists of names of members and partial groups of signed consent forms at different times. But such partial lists and groups, taken together, shall be a complete list of the names of all members to be screened, and the certification shall state that the lists taken together comprise a complete list of the names of all members to be screened.

5. Upon receipt of such verified lists and signed consent forms for members other than coaches and team officials, the MAHA District Director shall promptly forward them to the MAHA screening committee.

#### B. COACHES AND TEAM OFFICIALS

1. A signed consent form for each coach and team official listed on the Official Team Roster shall be submitted with that roster when it is presented to the Minnesota Hockey District Director, the Minnesota District Registrar, or Associated Registrar for roster approval.
2. Any coach or team official whose name appears on the roster for which there is not a signed consent form shall be stricken from the roster before the roster is approved.
3. The signed consent forms shall be collected by, or delivered to, the appropriate Minnesota Hockey District Director, who shall promptly forward them to the Minnesota Hockey Screening Committee.
4. A member who refuses to sign such a consent form shall not be registered, and shall not be allowed to participate in any activity of Minnesota Hockey or any of its associated organizations. Reference the Policy, Section 3, part I.

## XII. DRUGS, TOBACCO, ALCOHOL AND WEAPONS POLICY

#### A. GENERAL POLICY

1. During the school year, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco, including chewing tobacco; (3) use or consume, have in possession, buy, sell, or give away any other controlled substance, including steroids.

2. This rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.
3. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his or her doctor.

## B. PENALTIES: DRUGS, TOBACCO, AND ALCOHOL

1. First Violation: After confirmation of the first violation, the student/player shall lose eligibility for the next two (2) consecutive contests or (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the player shall lose eligibility for the next six- (6) consecutive games. No exception is permitted for a player who becomes a participant in a treatment program.
3. Third Violation: After confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve- (12) consecutive games. If after the third or subsequent violations, the player on his/her own becomes a participant in a chemical dependency program or treatment program; the student/player may be certified for reinstatement in MAHA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

## C. WEAPONS POLICY

The possession, use, and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) will result in immediate suspension from all team activities. A weapon means a knife, firearm, or any item which looks like a firearm, whether loaded or unloaded, in working or non-working condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten. The suspension must be immediately reported to the appropriate Level Director and the Board. The Board will review the incident at the next Board Meeting and has the option to define the terms of the continued suspension or probationary terms or to disqualify the player from continued participation in the RYHA program.

### XIII. UNIFORMS AND EQUIPMENT

#### A. INVENTORY PROCEDURE

1. At the beginning of each hockey season, and at the end of each hockey season, inventory will be conducted on RYHA owned hockey equipment, jerseys, and office equipment.
2. The Equipment Coordinator will complete the inventory of RYHA owned equipment.
3. All team jerseys must be turned in no later than two (2) weeks after the season is completed. The Equipment Manager will complete inventory on jerseys.
4. Office equipment includes computers, printers, copy machines, fax machines, desks, chairs, software programs, and any miscellaneous equipment owned or leased by RYHA. All machines must have the serial and/or model numbers checked for verification. The Secretary will complete inventory on office equipment.

#### B. UNIFORMS

1. All uniforms worn by RYHA teams will be RYHA approved uniforms.
2. Game jerseys are the property of RYHA and must be returned in clean and good condition at the end of the season. Any exception regarding the purchase of game jerseys will be made on a case by case basis and approval of the board.
3. All uniforms at the Squirt level and higher will utilize the colors of Rogers High School.
4. All uniforms will utilize the logo of Rogers High School.
5. Breezers and helmets are recommended to be black.
6. At the Squirt level and above, hockey socks must be worn.

#### C. REQUIRED EQUIPMENT

1. Equipment requirements are set by District 10, Minnesota Hockey, and USA Hockey and are strictly enforced.

2. Helmets must be approved for play by USA Hockey. All forwards and defensemen at all levels must wear full facial protection and a tethered mouth guard. Goalies at all levels must wear a “cage” and helmet combination or an approved goalie helmet, plus a tethered mouth guard. Facial protection for all players must be commercially manufactured and approved for competition by USA Hockey.
3. Recommended equipment for Mini-mites is as follows.
  - Helmet with approved face mask and mouth guard
  - Elbow pads
  - Shoulder pads
  - Shin pads
  - Supporter with cup
  - Breezers
  - Hockey skates
  - Hockey gloves
  - Hockey stick
  - Throat protection
4. Recommended equipment for Mites and above is as follows.
  - Helmet with approved face mask and mouth guard (at Squirt level and above it is recommended that the helmet is black)
  - Elbow pads
  - Shoulder pads
  - Shin pads and hockey socks
  - Supporter with cup
  - Breezers (at the Squirt level and above it is recommended that breezers are black)
  - Hockey skates
  - Hockey gloves
  - Hockey stick
  - Throat protection
  - Goalie equipment consisting of leg pads, chest pads, arm pads, blocker glove, catcher glove and goalie stick

#### XIV. SOCIAL MEDIA POLICY

1. External comments and posts to Rogers Youth Hockey Association social media sites do not reflect the opinions and policies of Rogers Youth Hockey Association, its board members, coaches or volunteers. Rogers Youth Hockey Association is not responsible

for the content of any external comment or post and expressly disclaims any liability for external comments and posts.

2. Rogers Youth Hockey Association welcomes community participation on its' social media sites. All comments and posts must relate to the original topic being discussed or to Rogers Youth Hockey Association operations and events.
3. All comments and posts must follow general rules of respectful discourse.
4. Commenters are solely responsible for the content of their comments and posts, which are in the public domain and may be archived and disclosed by Rogers Youth Hockey Association.
5. Rogers Youth Hockey Association will post to and monitor discourse on its social media sites.
6. Rogers Youth Hockey Association reserves the right to remove comments and posts that:
  - Do not relate to the original topic being discussed or to Rogers Youth Hockey Association operations or events.
  - Use profane language, or attempts to convey profane language through the use of characters.
  - Make personal attacks on an individual's character or appearance, or engage in name-calling.
  - Promote, foster, or perpetuate discrimination on the basis for race, creed, color, age, religion, gender, marital status, status with regard to public assistance, disability, sexual identification or orientation, or national origin.
  - Contain sexual content, or links to sexual content.
  - Contain commercial solicitations or links to commercial solicitations.
  - Conduct or encourage illegal activity.
  - Contain content that could compromise the safety or security of the community, Rogers Youth Hockey Association Board Members, Coaches, Officials, Players or Volunteers.
  - Comments or hyperlinks unrelated to the topic of the forum.
7. Rogers Youth Hockey Association has the right to reproduce any pictures or videos posted to this site in any of its publications or websites or any other media outlets.

8. Rogers Youth Hockey Association failure to remove any such comment or post shall not be construed as approval or endorsement of the content by Rogers Youth Hockey Association, its board members, coaches, players, officials or volunteers.
9. Private social media sites that are set up by individuals may not use any Rogers logo, whether past or present, any part of Rogers Hockey team name or other references to Rogers Youth Hockey Association in the name or title of the site or represented in postings to the site.
10. Posts on private sites may be subject to review by the RYHA Board of Directors for code of conduct and/or Safesport violations. In the instance an item is brought to the attention of an RYHA Board member, that member shall bring the information forward to the President or Vice President and Safesport Coordinator for review to determine if further action is necessary. We will follow the hearing process set forth by the policy manual for any code of conduct/Safesport infraction.
11. RYHA reserves the right to make a judgment call regarding social media posts in determining whether they warrant action under RYHA policies.

**Rogers Youth Hockey Association  
Code of Conduct  
(Appendix A)**

As a parent(s) of a Rogers Youth Hockey participant, I (we) am/are in agreement:

- A. That it is a privilege, not a right, for our child (children) to play youth hockey.
- B. That sportsmanship and fair play are essential to the sport of hockey.
- C. That sportsmanship and fair play are the most important skills that our child (children) can possibly gain from youth hockey.

D. That, because our child (children) learn from our example, we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees, and parents.

THEREFORE, we agree to the following Code of Conduct policy:

1. Parents and/or players who are evicted from any rink will be disciplined by the RYHA Board. Such disciplinary action may include a two-week suspension from all RYHA hockey events both at the Rogers Activity Center (“RAC”) and other facilities.
2. 24-hour Rule: No parent in a fit of frustration/anger over their player’s ice time/position, coach’s play of their player and/or team status per tryout process will contact the coach, Hockey Director, Level Director, or any other member of the RYHA board in any manner until 24 hours has passed from the conclusion of such event/incident in question. If such an occurrence takes place, disciplinary action may include up to a two-week suspension from all RYHA hockey events both at the RAC and other facilities.
3. Parents and/or players who create public displays of anger or via email/phone or written letters directed toward their coach(es) or their team or individual members of their team will automatically be disciplined. If such an occurrence takes place, disciplinary action may include up to a two-week suspension for the parents and/or players from all RYHA hockey events both at the RAC and other facilities.
4. There will be zero tolerance of abusive behavior from any RYHA parent or player toward any referee, another parent or player of RYHA, and/or another parent or player from another or opposing team. Abusive behavior shall include, but is not limited to, harassment, bullying, obscene language or gestures, verbal abuse, threats of physical abuse and/or actual physical abuse. If such an occurrence takes place, disciplinary action may include suspension from all RYHA events indefinitely until such time as the RYHA Board discusses the matter and disciplinary actions are communicated to the individual(s) involved.
5. All inappropriate actions and resulting discipline will be maintained, in confidence, with the RYHA Board and will be cumulative during the course of that family’s participation in RYHA. The Board will have the right to remove the family from the association after the second disciplinary action.
6. If I do not abide by this Code of Conduct policy, I realize my child will be restricted from play for the term as set forth by the Board.
7. That our child and we agree to abide by the rules and guidelines as stated in the RYHA policy manual, as well as, District 10, Minnesota Hockey, and HEP documentation. Any violation of the rules and guidelines will result in disciplinary action.

8. The RYHA Board, or any subset committee thereof, will enforce all violations and notify the individual(s) involved and contact such party in writing outlining the actions to be taken.

9. I will, at all times, abide by the rules set forth by RYHA, MAHA, USA Hockey, and District 10 and the coaches.

10. All RYHA Board members have the obligation to bring forward any violations to the Code of Conduct which they witness for disciplinary action.

11. Any person witnessing or involved in violation of the Code of Conduct can bring forward to any Board member stating the violation and/or grievance.

Parents' Printed Name(s)

\_\_\_\_\_  
Player's Printed Name

\_\_\_\_\_  
Parents' Signature(s)

\_\_\_\_\_  
Player's Signature

**Rogers Youth Hockey Coaches Agreement**  
(Appendix B)

- I agree to create a fun, fair, and safe hockey environment where players are encouraged to practice and play at full speed without worrying about making mistakes mentally or physically.
- I will strive to provide fair and equal playing time for each player over the course of the season through scrimmages, league games and tournaments.
- I agree that my main on-ice objective is to teach and develop knowledge of the game of hockey and hockey skills for all players and this is more important than winning games.
- I agree to designate a coach to work with goalies and to provide goalie training time in practices.
- I agree to be prepared for practices with a practice plan and to be prompt for all practices and games.



- I agree to be a positive role model on and off the ice. I will treat all players with respect and will not subject any player to physical and/or verbal abuse.
- I agree to the RYHA parent and player Codes of Conduct. As such, I agree to behave and to teach players to behave and the importance of behaving in a manner that displays:
  - ☐ A positive attitude.
  - ☐ Respect, kindness, consideration, and understanding towards all players, coaches, opponents, fans, and referees.
  - ☐ Understanding and acceptance of the rules of the game, referee decisions, and that referees will make mistakes.
- I agree to refrain from alcohol and tobacco use while coaching.
- I agree to attend and participate in RYHA coaching meetings and events for the improvement of RYHA and the benefit of our players.

Agreed to by:

\_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_