



Mesabi East Youth Hockey Association Handbook

*“Winning is not the only thing, but developing and playing with a winning attitude is *everything*” - Mike Sertich*

Visit our website at www.mesabieasthockey.org for additional information.

Board meetings are held monthly at the Hoyt Lakes Arena

Meetings are usually held on the second Sunday of the month at 4:00.

Exact dates and times will be posted on the website.

All association members are encouraged to attend.

Mesabi East Youth Hockey Association
is made up of a team of dedicated, hardworking and impassioned
volunteers who provide countless hours of service to area youth,
their families, community and the great sport of hockey.

Updated: May 20, 2026

Approved: June 14, 2026

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MESABI EAST YOUTH HOCKEY ASSOCIATION

The Mesabi East Youth Hockey Association (MEYHA) is a nonprofit organization (501c (3)) that is registered with and governed by the rules of District 12 within Minnesota Hockey and USA Hockey.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to clearly communicate the goals, expectations and responsibilities of all individuals involved in the Association. We believe that effective communication helps reduce or eliminate many issues. The Mesabi East Youth Hockey Board (Board) will review and update this handbook annually in March.

MEYHA MISSION

The **Mesabi East Youth Hockey Association** takes pride in the opportunity to provide our area youth with the ability to participate in Minnesota's most historical sport. Here players learn the fundamentals of hockey as well as the life-long lessons of teamwork, good sportsmanship, respect for authority and self-discipline, all while staying physically fit. Parents and players enjoy the quality time spent with their families and the life-long friendships that are formed.

MEYHA BOARD OBJECTIVE

The Board's objective is to lead and manage our Association by planning, organizing, implementing and maintaining policies/guidelines that support MEYHA's mission.

MEYHA CORE VALUES

(Adopted from the Affiliate Agreement with Minnesota Hockey)

MEYHA, an affiliated association of Minnesota Hockey, shall abide by and act in accordance with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of Minnesota Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of MEYHA. Further, MEYHA (i) shall assist Minnesota Hockey in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of Minnesota Hockey, within and upon its members and/or within its jurisdiction and (ii) agrees to be guided by the following core values of USA Hockey and Minnesota Hockey:

- **Sportsmanship:** Foremost of all values is to learn a sense of fair play. Become humble in victory and gracious in defeat. We will foster friendship with teammates and opponents alike.
- **Respect for the individual:** Treat all others as you expect to be treated.
- **Integrity:** We seek to foster honesty and fair play beyond mere strict interpretations of the rules and regulations of the game.
- **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.
- **Enjoyment:** It is important for the hockey experience to be fun, satisfying and rewarding for all participants.

- **Loyalty:** We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- **Teamwork:** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

INDEMNITY

MEYHA shall indemnify and hold harmless Minnesota Hockey, the Board of Directors of Minnesota Hockey and each member thereof, the Executive Committee of Minnesota Hockey, and each member thereof, councils and committees of Minnesota Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of Minnesota Hockey from any and all claims, liability, judgements, costs, attorneys' fee, charges and expenses whatsoever, arising from the acts and omissions of MEYHA, except to the extent (i) that Minnesota Hockey or its aforescribed representatives caused such claims, liability, judgements, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of Minnesota Hockey. Further, MEYHA understands and acknowledges that Minnesota Hockey and its aforescribed representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this provision.

COOPERATION

Minnesota Hockey shall reasonably cooperate with MEYHA in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request; provided, however, that such cooperation shall not require Minnesota Hockey to incur any out of pocket expense not reimbursed by MEYHA.

MEYHA ZERO TOLERANCE POLICY

(Adopted from the USA Hockey Official Rules of Ice Hockey 2025-2029)

USA Hockey is committed to creating a safe and fair environment for all participants. Respect for the game, the opponents, coaches and officials is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur. All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

PLAYERS

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Taunts or incites an opponent.
3. Visually creates a disturbance during the game.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

COACHES

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene, profane or abusive language to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.

OFFICIALS

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are strongly encouraged to introduce themselves to the coaches prior to the game to establish a basis of mutual respect and to facilitate/define in-game communication.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

PARENTS/SPECTATORS

Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.

The game will be stopped by game officials when parents/ spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene, profane or abusive language to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

USA Hockey strongly recommends that each local youth hockey registered team designate a volunteer to serve as a parent/spectator monitor during all team games. This monitor will, ideally, address inappropriate spectator behavior prior to the situation escalating to the point it has an impact on the game. This designated monitor shall have the full support of the youth hockey association and the arena management to remove any spectator in violation of the Zero Tolerance Policy.

ADMINISTRATORS

Administrators are the key to building a positive, growing and safe USA Hockey community. Create a culture that is:

1. Welcoming
2. Protected
3. Respected

4. Connected
5. Valued

Administrators are responsible for enforcing the rules and policies established and approved by USA Hockey, their Affiliate, and their Association or Club. This includes taking disciplinary action, as deemed appropriate, towards any parent/spectator removed from a game as a result of a violation of the Zero Tolerance Policy.

**ENJOY THE GAME, SUPPORT ALL PLAYERS, COACHES AND OFFICIALS
REFRAIN FROM ANY OFFENSIVE BEHAVIOR
IT'S JUST A GAME A WONDERFUL GAME AT THAT!**

MEYHA GENERAL INFORMATION

REGISTRATION - Registration for MEYHA will be completed online through the Association website on dates announced by the Association for each new season. New players are required to submit a certified copy of their birth certificate (hospital copies are not accepted) to the Board Registrar. Please register on time. Registration fees will not be refunded without Board approval and are non-negotiable after the final registration date. Registration fees will be set annually and posted on the Association website prior to registration. No player will be turned away due to financial hardship; additional information is available through the Board President. All teams of MEYHA will be registered with Minnesota Hockey.

VOLUNTEERING/FUNDRAISING – MEYHA is an organization that relies on the volunteer efforts of ALL FAMILIES through a variety of fundraising activities. Volunteer opportunities include working Hockey Hut shifts, operating the time clock, completing the Game Sheet, serving as penalty box officials, goal judging, and working at hosted tournaments, jamborees, community event, and other Association sponsored activities. We are always looking for new fundraising ideas. If you have suggestions, please share them at a monthly Board meeting.

MEYHA requires that all programs, officers, and volunteers of MEYHA agree to comply with all SafeSport Policies of the United State Olympic and Paralympic Committee, the United States Center for SafeSport and USA Hockey.

USA HOCKEY ROSTERS – Players must be listed on an OFFICIAL USA HOCKEY TEAM ROSTER to participate in any game or scrimmage. All rostered players must play only on their assigned team. The final official roster must be submitted no later than December 31 of the current hockey season.

MEYHA agrees, at all times throughout the term of the Affiliate Agreement, to be covered by the general liability insurance policy maintained by USA Hockey. MEYHA shall be informed of the limits of that policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. MEYHA retains the right to obtain whatever additional insurance coverage it may desire, at its own expense, but agrees to name Minnesota Hockey as an additional insured thereof. By purchasing and maintaining the aforementioned general liability insurance policy, Minnesota Hockey does not assume, and indeed disclaims, any liability for any actions or omissions of MEYHA.

ICE SCHEDULE – Schedules are posted on our website, the City of Hoyt Lakes website and in the arena lobby. MEYHA will follow the Minesota Development Model to the best of our abilities when scheduling ice sessions.

COMMUNICATION – Polite and direct communication is essential to our program. In the event of questions or concerns, the following procedures should be followed:

- a. Exercise the 24-hour rule before raising a complaint; then
- b. Address the concern with the Coach; then
- c. Bring the concern to the Ace Coordinator; then
- d. Escalate the concern to the MEYHA Board of Directors.

**Please note that social media platforms and communication apps are not appropriate channels for addressing concerns. Such actions may reflect poorly on the Association and can create unnecessary tension and hard feelings amongst members.*

MEYHA LOCKER ROOM POLICY

MEYHA has adopted the following Locker Room Policy in compliance with Minnesota Hockey and USA Hockey SafeSport guidelines. This policy is reviewed and updated annually to reflect any changes required by governing bodies. Please refer to the Association website for the complete Locker Room Policy.

MEYHA PARENT GUIDELINES, RESPONSIBILITIES, AND RIGHTS

The following guidelines outline expectations for parents to be supportive members of the program:

- **Ensure your child arrives on time for all practices and games.** “On time” means dressed and ready to skate at the scheduled ice time or as specified by their coaches. Notify your coach in a timely manner if your child will be absent or late.
- **Support the coaches and team managers.** Effective communication is essential for a successful season. Please direct any questions, comments, or concerns through your team manager and follow the 24-hour rule when addressing complaints with coaches or managers.
- **Sportsmanship.** All parents are expected to conduct themselves in a respectable manner. Unsportsmanlike or disruptive behavior at games, practices or any youth hockey activity will not be tolerated. This expectation applies at both home and away events.
- **Spectator Conduct.** Be respectful of opposing teams, arena staff, volunteers, officials, managers, and coaches always.
- **Volunteering.** Follow the volunteer expectations and required hours for your player. To support MEYHA’s success, families are encouraged to contribute additional time when possible and assist in finding volunteers when needed.
- **Supporting the goals and objectives of the Association.** Board members are volunteers who dedicate significant time and energy to provide a positive experience. Please support the Association by

volunteering and attending monthly board meetings when possible.

- **Support your child.** Encourage your child by emphasizing effort, skill development, and sportsmanship over winning. Help them learn and grow from both successes and challenges.
- **Parents are expected to support and help enforce** the Code of Conduct for the child.
- **Equipment Return.** All jerseys and equipment must be returned at the end of the season at designated times.

PARENT'S RIGHTS

- Your child shall be treated fairly and with respect.
- Your child shall play and practice in a safe and healthy environment.
- Your child's coach will be an effective and qualified adult leader.
- Your child will engage in activities that promote skill development and enjoyment of the sport.
- Parents will be kept informed of team activities and expectations by the coach and/or team manager.

***MEYHA strongly supports and enforces a Zero Tolerance Policy.
Please refer to page 3 of this handbook for additional details.***

MEYHA PLAYER GUIDELINES, RESPONSIBILITIES, AND RIGHTS

MEYHA believes that player growth and development are best achieved in an environment that promotes safety, fairness, courtesy and respect for one another. MEYHA supports and enforces the USA Hockey Zero Tolerance Policy (see page 3 of this handbook). Players are expected to adhere to the following guidelines:

- **Team Pride and Participation.** Take pride in your team and contribute to team unity. Follow your coach's rules and be supportive at practices and games. Attend all practices and games unless there is a valid reason for absence, and notify your coach in advance when you must miss. Arrive at the rink on time for all practices and games by the appointed time set by your coach.
- **Respect for Others.** Do not criticize teammates, referees, coaches, or opposing players.
- **Sportsmanship.** All players are expected to conduct themselves in a respectable manner. Destructive or unsportsmanlike behavior during games, practice or any other youth hockey activity will not be tolerated. This expectation applies whether you are participating or observing, at home or away.
- **Coach engagement.** Pay attention and actively listen to your coaches at all times.
- **Player Safety.** No attempt shall be made to deliberately injure another player. Any player incurring a penalty for "Attempt to Injure" or an equally serious infraction, as deemed by your coach, may be suspended as deemed appropriate by the Board. Ace Coordinator will be notified of these infractions.
- **Locker Room and Facility Conduct.** All players are to conduct themselves in a respectable manner in all locker rooms and arenas, home and away. Always leave the locker room as clean as you find it.

There will be zero tolerance for abusive behavior. Harassment, obscene language or gestures, and any other behavior deemed to be abusive directed towards coaches, referees, opponents, teammates or spectators will not be tolerated.

Any player who does not adhere to the guidelines outlined above will face the following consequences:

First Offense: Disciplinary action will be determined by the coaches at the program level and the coaches will report the action to the Ace Coordinator.

Second Offense: The Ace Coordinator will be notified. A written warning will be issued to the player and parents.

Third Offense: MEYHA's Board of Directors will be notified as soon as possible. A meeting will be scheduled promptly to determine the appropriate disciplinary action. Penalties will range from game suspension to removal from the team for the remainder of the season.

PLAYER RIGHTS

- Play for fun.
- Improve your skills and knowledge of the game.
- Learn teamwork, sportsmanship and discipline.
- Learn the rules of the game.
- Receive the respect of your teammates and coaches.

MEYHA COACHES GUIDELINES, RESPONSIBILITIES, AND RIGHTS

The coach's responsibilities and code of conduct align with the MEYHA mission statement. The focus is on the personal growth and development of each hockey player. Skill development and fostering team building are essential to encourage a love and passion for the game. Coaches are accountable to the Ace Coordinator and the MEYHA Board. Coaches are to lead by example and uphold a high standard of conduct when representing MEYHA. Coaches are expected to adhere to the following guidelines and code of conduct:

- Be on the ice whenever players are on the ice.
- Hold a parent meeting prior to the start of the season.
- Remain reasonably accessible to parents, players, team managers and the MEYHA Board.
- Know and understand the rules of the game to effectively teach and develop players.
- Treat all players fairly and without bias.
- Be prompt and prepared for practices and games.
- Show respect to opposing teams and spectators.
- Show respect to officials at all times.
- Become familiar with and enforce the Locker Room Policy.
- Ensure a coach and/or approved locker room monitor is present at all times when players are in the locker room.
- Become familiar with and enforce the Player's Code of Conduct.
- Report any violations of the Player's Code of Conduct to the Ace Coordinator and inform parents.

- Participate in coaches' and board meetings as requested by the Ace Coordinator or the MEYHA Board.
- Appoint a team manager.
- Assist team managers with the distribution and collection of jerseys and team photos.
- Complete all required certifications, background check, SafeSport, coaching modules, and clinics, and submit proof of completion to the Board Registrar.
- Do not offer players monetary rewards for performance.
- Do not use offensive language.
- Do not show favoritism toward players or families.
- Do not physically or verbally abuse players.
- Do not use tobacco (including chewing tobacco), beverage containing alcohol, vaping products, or other mood altering substances while supervising players during team functions.
- When necessary or requested, establish separate changing areas for boy and girls.

Any coach who does not adhere to the guidelines outlined above will face the following consequences:

First Offense: Written warning issued by the Ace Coordinator.

Second Offense: The coach may be suspended at the discretion of the Ace Coordinator following a special meeting of the MEYHA Board of Directors.

Third Offense: The coach will be given the opportunity to have a meeting with MEYHA Board of Directors in a Special Meeting promptly to determine the appropriate disciplinary action. Penalties will range from a game suspension to removal from the team for the remainder of the season.

ANY COACH THAT ENGAGES IN VIOLENCE OR INTIMIDATION, AS DETERMINED BY THE BOARD OF DIRECTORS, WILL BE IMMEDIATELY REMOVED FROM THEIR POSITION.

COACHES RIGHTS

- Coaches will be treated with respect by players, parents and the MEYHA Board.
- Coaches will have access to necessary safety and practice equipment.
- Coaches will have access to all resource materials available through MEYHA.

MEYHA COACHING SELECTION PROCESS

Individuals interested in coaching must follow the official application process through the association's website, which is overseen by the Ace Coordinator. After reviewing all applications, the Ace Coordinator will submit recommendations to the MEYHA Board for final approval. Recommendations will include both the selected candidates and the entire pool of applicants.

Coaches will be selected based on the following criteria:

- Demonstrated ability to create a positive and supportive environment for MEYHA players.
- Commitment to emphasizing skill development, athletic participation, moral behavior, and sportsmanship.
- Must be willing to obtain the appropriate coaching certificates.

- Ability to communicate effectively with arena staff, parents, youth hockey players, the Ace Coordinator, and the MEYHA Board.
- Willingness to adhere to all the guidelines set forth to operate MEYHA.
- Commitment to NOT support the “win-at-all-costs” mentality but embrace the concept of creating a FUN and productive opportunity for all youth.
- Consideration will be given to returning coaches who have demonstrated dedication to the continued growth and success of MEYHA.
- Must have a foundational knowledge of hockey, but more importantly, the dedication to learn, teach, and positively mentor youth players.

MEYHA TEAM MANAGERS GUIDELINES AND RESPONSIBILITIES

Team Managers are appointed by the coach and are expected to work collaboratively as part of the team. Their primary role is to support the coaches and players throughout the season. Team manager’s duties include:

- Serve as a liaison between parents and coaches for team functions.
- Assist coaches with the distribution and collection of jerseys.
- Distribute and help coordinate team photos.
- Assist coaches in updating team communication apps with game or practice changes.
- Assist volunteer coordinator in making sure parents are filling volunteer and hockey hut shifts.
- Hold a team meeting with parents to plan the home tournament and to review the Tournament Task List.
- Maintain efficient communication with the Tournament Coordinator regarding tournaments.
- Collect money for end of the year coach’s appreciation gifts (at team discretion).
- Coordinate team information, tournament pictures, and related materials to the Marketing Coordinator.
- Perform other duties as needed by the coaches and the MEYHA Board.
- At Squirt level, Team Managers are responsible for uploading and preparing Game Sheet for games and tournaments. They will also assist in ensuring all Game Sheet shifts are filled and communicate available training opportunities to the team.

TEAM MANAGERS ARE ASSIGNED TO ASSIST COACHES AND PLAYERS FOR THE SEASON AND ARE NOT RESPONSIBLE FOR HANDLING PARENT COMPLAINTS.

MEYHA BOARD OF DIRECTORS

The Board of Directors of MEYHA shall consist of a President, Vice President, Secretary, Treasurer and Ace Coordinator. Authority is vested in the MEYHA Board of Directors, which must include at least three representatives holding positions.

Board positions serve a term of two years. The President, Treasurer, and Ace Coordinator positions are up for election in odd numbered years, while the Vice President and Secretary positions are up for election in even numbered years. After this time, the Board of Directors may appoint new members as needed. If no nominations are received, the current position holder may choose to extend their term and continue to serve

in that position. In the event a voting member resigns before the end of their term, the MEYHA Board of Directors may appoint someone to fill the vacancy for the remainder of the term. If more than one individual expresses interest in the vacant position, all Board members and the Association members will vote to determine the appointee.

Each member of MEYHA shall be entitled to one vote for the election of its Board of Directors. Any individual residing in the attendance areas of Mesabi East School District, attending Mesabi East Schools outside of the attendance area, or being home schooled, may consider themselves a member of MEYHA by following the purposes and objectives of the association, complying with all Rules and Regulations of MEYHA, and in current participation in the activities of MEYHA by paying any fees assessed by MEYHA on its membership. Any students outside Mesabi East School District must follow the MN Hockey Waiver policy. All MEYHA members must be in good standing with all past and present associations, USA Hockey, Minnesota Hockey, and District 12 to be a member with MEYHA. Voting for the members of the Board of Directors shall be a democratic process wherein each member is entitled to one vote.

Newly elected board members will begin their term in April for orientation, with voting privileges to begin at the May meeting. If a position remains vacant for a period of time following April, the start of term and voting rights for a new board member may be subject to discussion by the Board.

Association meetings will be held monthly at the Hoyt Lakes Arena. Any changes to the schedule would be posted on the Association website, the Association socials, or at the arena. Special meetings may be called by the President, by a majority of the Board, or by 25% of the voting members. Minutes of the meetings will be posted on the Association website.

Any action(s) or policy(s) adopted or requested to be adopted by the Board of MEYHA shall be reported to the association members, or their duly authorized representatives, at least once each year at a meeting called for such purpose, with notice and agenda of such meeting being given to all members of MEYHA no less than fifteen (15) days in advance of the holding of the meeting, which meeting shall be open to all members of MEYHA.

MEYHA shall provide the association members with an annual financial report of operations. All dues and assessments by MEYHA shall be reasonable in relation to the programs it offers to its members.

MEYHA shall annually distribute to the association members, upon request, copies of the MEYHA Handbook and any other governing documents, amendments and policies thereto.

The MEYHA Board of Directors has the authority to make all necessary decisions during the interval between meetings to manage the Association in the best interests of the program. The MEYHA Board of Directors shall, among other things, be responsible for the following matters: financial planning, updating and maintaining the handbook, providing final approval of the coaching selection process, overseeing scheduling, registration and player certifications, supervising all team activities, recruiting new players, and promoting the Association. Additionally, the Board of Directors supervises all coaches, committees, and appointed positions including, but not limited to, Registrar, Scheduler, Director of officials, Equipment Manager, Fundraising Coordinator, Tournament Coordinator, Marketing Coordinator, and Apparel Coordinator.

MEYHA BOARD OF DIRECTORS (VOTING POSITIONS)

President

- Lead all Board and association meetings and serve as a member of all standing committees.
- Oversee the general supervision of the Association's business affairs.
- Execute contracts and other agreements as authorized by the Association and/or the MEYHA Board.
- Assist with player and coach registration.
- Create and approve the agenda for monthly meetings.
- Serve as co-signer on all treasury accounts.
- Act as liaison for communication with the District Director for Board and Association needs.
- Assume tournament coordinator duties for Districts, Regions, and State.
- Attend District meetings (i.e.: scheduling meetings, etc.)
- Work with City of Hoyt Lakes Arena Manager to obtain keys for appropriate board member needs.
- Assume duties of the ACE coordinator when the position is vacant.
- Must stay current on all MEYHA business.

Vice President

- Assume duties of the President in their absence or as requested.
- Assist with ACE Coordinator responsibilities.
- Assist with player and coach registration.
- Must stay current on all MEYHA business.

Secretary

- Record and present the minutes of all meetings.
- Post approved minutes on the website within one week following the Board meeting.
- Present minutes for approval via the Board communication app two weeks before the Board meeting.
- Post upcoming MEYHA Board Meetings on social media and the association wide team communication app.
- Advertise open Board positions.
- Submit board approved advertisements.
- Schedule annual team pictures.
- Monitor the association email account and forward messages to the appropriate board members at least weekly.
- In the absence of the Secretary, a voting Board member will take meeting notes.
- Attend meetings and update the MEYHA Handbook based on March meeting discussions.
- Must stay current on all MEYHA business.

Treasurer

- Maintain accurate records of all receipts and disbursements and review monthly financial statement for the Association and Hockey Hut at Board meetings.
- Prepare and present a year-end financial statement and lead in developing the fiscal year budget.
- Submit the annual Hockey Hut report to the MEYHA Board and City of Hoyt Lakes by the end of March.
- File fiscal year end taxes.
- Review all bills and timecards incurred by the association under authorization of the Board.
- Maintain and properly file all financial statements and supporting documents accordingly.
- Oversee MEYHA General bank and investment accounts.
- Oversee MEYHA Hockey Hut bank accounts.

- Ensure all nonprofit licensing and insurance requirements remain current.
- Assist with player and coach registration.
- Monitor the Association mailbox.
- Manage the MEYHA debit card for the general bank account.
- Must stay current on all MEYHA business.

ACE Coordinator

- Schedule coaching clinics
- Ensure coaches are following selected coaching techniques and expectations.
- Be available to assist coaches and team managers as needed throughout the season.
- Schedule and facilitate team selection meetings when needed at any level.
- Coordinate with the Board Registrar to ensure compliance with background checks, SafeSport compliance, coaching modules, and certifications for coaches, team managers, Board members, and locker room attendants.
- Review and recommend coaching selections to the Board.
- Assist with player and coach registration.
- Ensure coaches remain maintain current with USA Hockey coaching certifications.
- Coordinate with the Board Registrar to finalize team rosters.
- Facilitate communication regarding any violations or disciplinary matters involving teams, players, coaches, or team managers.
- Maintain regular communication with coaches and team managers throughout the season.
- Must stay current on all MEYHA business.

MEYHA APPOINTED MEMBERS (NON-VOTING POSITION)

Registrar

- Set registration date(s) for the season.
- Ensure all players, coaches, Board members, and volunteers are fully registered and compliant with Association requirements.
- Finalize all rosters by the established deadline of December 31st of the current season.
- Maintain effective communication with voting Board members.
- Work with the Treasurer regarding payment collections for player registration.

Marketing Coordinator

- Oversee the Association website to ensure all information is accurate and up to date. Website categories include, but are not limited to, schedules, registration, cash calendar, sponsorships, announcements, and other Association related content.
- Manage Association social media accounts to promote events, games, highlights, sponsorships, registration, and other content that supports the Association.
- Oversee the Association communication app to ensure information shared with members is accurate and current.
- Post MEYHA related updates in a timely manner across the website, communication app and social media platforms.
- Coordinate other advertising needs as directed by the MEYHA Board, including working with external vendors when necessary.
- Coordinate local area events that MEYHA may host or participate in, supporting the promotion of the association and encouraging community involvement and player participation.

- Maintain effective communication with voting Board members.

Director of Officials

- Work closely with the Scheduler and Tournament Coordinator to ensure accredited officials will be in attendance for all scheduled games and tournaments.
- Verify that all officials maintain current licensing and required training.
- Conduct an officials' meeting prior to the start of the season.
- Attend at least two Board meetings during the season.
- Provide updated officiating schedules for Districts, Regions, and State games.
- Maintain and share a bi-weekly officiating schedule.
- Submit referee timecard to the Treasurer for payment, including the level of play.
- Maintain effective communication with voting Board members.

Fundraising Coordinator

- Coordinate and manage all fundraising events approved by the Board.
- Oversee sponsorships for the Association include obtaining, invoicing, ordering, installment coordination with the arena staff, and ongoing communication.
- Maintain a shared Google document to track all communications regarding donation requests for the Association.
- Oversee distribution, ordering, social media announcements, notifying winners, and sharing the winning ticket stub with the Marketing Coordinator and Treasurer.
- Present and discuss new fundraising initiatives at the annual meeting and as needed throughout the year.
- Maintain effective communication with voting Board members.

Tournament Coordinator

- Ensure Squirt level tournaments are properly sanctioned and paid through MN Hockey.
- Submit required sanctioned forms, tournament brackets, and rules to the District 12 Tournament Coordinator at least 30 days prior to each tournament.
- Work with the Marketing Coordinator to promote tournaments through the arena outdoor digital sign, printed materials, social media, website, and other advertising needs.
- Assist and communicate with teams interested in tournament registration.
- Coordinate with external vendors or local organizations for approved tournament related tables or promotions.
- Communicate with coaches and team managers regarding away tournament details.
- Send e-mail communication to registered teams one month prior to the tournament, including brackets, local area information, apparel links, contact information, and any other necessary details.
- Provide follow-up communication to registered teams as needed.
- Maintain an updated shared tracking list of all teams registered and paid for home tournaments.
- Work with the Marketing Coordinator and Treasurer to support online tournament registration.
- Communicate apparel links from the Apparel Coordinator.
- Serve as an additional point of contact for parent volunteers assisting with the tournament.
- Prepare home tournament brackets and schedule.
- Contact hotels to secure lodging blocks for away tournaments when needed.
- Order medals and trophies for home tournaments.
- Maintain effective communication with voting Board members.

Scheduler

- Communicate all schedules and schedule changes to the Marketing Coordinator in a timely manner.
- Work with coaches and team managers to coordinate practices, home games and away games for all MEYHA registered teams.
- Work with the City of Hoyt Lakes and Arena Manager for ice scheduling, and work directly with the Director of Officials to schedule officials for games for all MEYHA registered teams
- Communicate with other associations' schedulers regarding available ice time.
- Attend all scheduling meetings with the Board President.
- Maintain effective communication with voting Board members.

Equipment Manager

- Coordinate equipment handout during registration date(s).
- Coordinate equipment returns during the first week of March.
- Coordinate any make-up dates for equipment handout or returns as needed.
- Schedule, track, and manage all rented and returned equipment.
- Maintain current inventory of equipment, jerseys, socks, first aid kits, and training aids.
- Communicate and submit requests for equipment purchases as needed and at the end of the season.
- Apply for equipment grants prior to deadlines arise before each season begins.
- Obtain Board approval for all any equipment purchases.
- Maintain effective communication with voting Board members.

Apparel Coordinator

- Have forms and/or online links ready for registration date(s).
- Coordinate with the Marketing Coordinator to promote apparel sales and deadlines.
- Communicate apparel links and deadlines with the Tournament Coordinator for home tournament apparel links and deadlines.
- Work with the Tournament Coordinator to bring apparel vendors on-site for tournaments when applicable.
- Coordinate with the Tournament Coordinator and MEYHA Board on apparel links and deadlines for hosted tournaments, ensuring proper approvals from hosting organizations.
- Communicate with Team Managers regarding apparel designs for home tournaments.
- Provide sales reports to the MEYHA Board after each sale(s) period.
- Submit an annual report to the MEYHA Board.
- Maintain accurate records of all apparel sales, payments and orders.
- Order Association apparel approved by the Board.
- Maintain effective communication with voting Board members.

Hockey Hut Manager

- Manage all ordering for the Hockey Hut through approved vendors.
- Obtain and maintain a valid Food Manager certification/license.
- Coordinate with the Treasurer to ensure timely payment for required food licenses (typically in November).
- Train in new volunteer workers and ensure paid volunteers understand how to submit timecards into the safe.
- Provide hands-on training sessions or video tutorials via the Association communication app for the Association members.
- Bring all Hockey Hut changes, updates, and improvements to the MEYHA Board for approval.

- Oversee proper cleaning and maintenance of the Hockey Hut and its equipment.
- Coordinate and manage monthly deep cleaning of the Hockey Hut.
- Oversee restocking of supplies before games and tournaments.
- Work closely with the Volunteer Coordinator to manage Hockey Hut shifts.
- Ensure opening and closing procedures are updated and posted before the season begins.
- Ensure waste sheets are available and completed by all volunteers.
- Complete Hockey Hut deposits in a timely manner and maintain a revenue log of each game.
- Replenish petty cash as needed and maintain proper cash handling procedures.
- Ensure all receipts and invoices are submitted in a timely manner through the safe drop.
- Oversee maintenance and repair needs for Hockey Hut equipment.
- Ensure all transactions are able to be recorded through the iPad system.
- Update the board signage and iPad system with pricing, products, and discounts as approved by the Board.
- Obtain responsibility for the MEYHA Hockey Hut debit card.
- Assist in oversight of the MEYHA Hockey Hut bank account.
- Serve as the point of contact for volunteers working tournaments.
- Serve as the point of contact for state inspections.
- Maintain effective communication with voting Board members.

Volunteer Coordinator

- Post all Hockey Hut and volunteer shifts on the association website.
 - Schedule all arena volunteer roles (clock, Game Sheet, penalty boxes, announcer) for all games and tournaments.
- Works closely with the Hockey Hut Manager, Scheduler, Coaches, and Team Managers
- Upload, adjust and track all shifts under Hockey Hut and general volunteer required hours on each player's profile on the association website.
- Communicate with association members to ensure completion of required Hockey Hut shifts and volunteer hours.
- Serve as the main point of contact for all Hockey Hut and arena volunteer shifts.
- Monitor volunteer sign-ups and ensure all shifts are filled.
- Hire and coordinate employees for open Hockey Hut shifts as needed. Communicate scheduled workers with the Hockey Hut Manager.
- Work closely with the Treasurer regarding reimbursements related to Hockey Hut shifts and volunteer hours.
- Maintain effective communication with voting Board members.

Program Coordinator

- Work with coaches and the Ace Coordinator to schedule and plan clinics focused on player development.
- Coordinate 4 on 4 sessions, if program is offered during the season.
- Schedule ice time in collaboration with the Scheduler and participating players.
- Coordinate arena volunteers (on-ice and bench support) with the Volunteer Coordinator regarding programs approval by the MEYHA Board.
- Assign players to teams or groups based on skill level.
- Manager player sign-ups and ensure all participants are registered with USA Hockey.
- Work closely with the Treasurer to ensure player payments are collected.
- Oversee the winter Rink Rats program and the summer 10,000 shots program available for players.

- Maintain effective communication with voting Board members.

MEYHA BOARD MEMBER GUIDELINES AND RESPONSIBILITIES

Members of the MEYHA Board are expected to comply with the following guidelines:

- No board member shall knowingly withhold, conceal, or furnish misleading material/information to any person in the Association regarding issues discussed, voted on, or passed by the Board in a regularly scheduled, special or committee meeting.
- No board member shall directly or indirectly use MEYHA funds, equipment, supplies or other resources, or their position as a board member, for their personal benefit.
- No board member shall use MEYHA funds and assets for any unlawful or improper purchases nor will they establish undisclosed or unrecorded funds or assets.
- No member of the board shall use their standing or influence to benefit the position or play of their child during the season.
- Board members will be held to the same code of conduct as the parents in regard to their behavior before, during and after games.
- In any situation where there is a possibility of a conflict of interest, unethical conduct or the appearance of such, the board member is expected to immediately disclose the facts to the Board President in the presence of at least one other board member.
- Issues and concerns addressed to board members, outside of their area of responsibility, will be directed to the appropriate board member or procedure in place for that particular issue.
- Requests for emergency funds purchases must be pre-approved through the Board of Directors.
- All positions requiring purchasing availability must follow their approved budget guidelines.

All board members are required to attend meetings unless excused in a timely manner by the Board President. A board member with three or more unexcused absences in a season will be automatically terminated. Excused absences include death in the family, personal or family illness, work obligation, or planned family vacation.

Any violation of the above rules and responsibilities by a board member may result in suspension or removal from the Board of Directors by a majority vote.

MEYHA MOVE UP / PLAY DOWN POLICY

MEYHA enforces a policy of placing all participating players at the level of play associated with their age and birth date, in accordance with the age guidelines established by USA Hockey.

However, a player may request approval from the MEYHA Board to “move up” one level of play above the level dictated by their age/birth date. Approval to move up is granted solely at the discretion of the MEYHA Board of Directors and may be considered in cases where the move allows the player to participate with their peer grade in school.

Once a player has been approved to move up, they must remain at the approved level for the duration of the season.

Requests to “play down” will be reviewed by the MEYHA Board and must also be approved by the District Director.

All requests to move up or play down must be submitted by the parent or guardian to the Board prior to December 1st.

Players may be subject to an on-ice evaluation conducted by the Ace Coordinator, a coaches committee and/or an outside evaluator.

In situations where a team cannot be formed due to low registration numbers, the MEYHA Board reserves the right to request players to move up a level. Only second year players at a given level will be eligible for consideration (e.g. a second-year Mite may move up to the Squirt Level). This decision must be agreed upon by the player, parent/guardian and Board members.

All decisions regarding play-up or play-down requests must be made in the best interest of the player and the program as a whole. Please refer to www.minnesotahockey.org for additional guidance.

MEYHA TEAM SELECTIONS

If registration numbers indicate sufficient players to form more than one team at a given level, teams will be selected based on the judgment of the head coach and assistant coaches. The Ace Coordinator will schedule and facilitate a meeting during which teams will be determined.

MEYHA TOURNAMENT POLICY

MEYHA provides teams at all levels the opportunity to participate in jamborees and tournaments as outlined below:

- Each level of play, excluding Learn to Skate, will participate in a maximum of three (3) jamborees or tournaments per season.
- If a team hosts a home jamboree or tournament, it will count as one (1) of the three (3) allowed events.
- An “away” jamboree or tournament is defined as any event for which MEYHA pays a registration fee.
- District and Regional tournaments are separate from the above and do not count towards the three (3) even limit.
- Dates and locations of any jamboree or tournament may be subject to Board approval.

**These guidelines are intended to provide general direction.
Any requests for additional jamborees or tournaments must receive Board approval prior to submission.**

MEYHA EQUIPMENT POLICY

Equipment Distribution

Equipment will be available to rent at all levels of play. Participants in the Mini-Mites and Learn to Skate programs may rent equipment at no charge, with a refundable deposit required. MEYHA does not have skates as available equipment to rent.

Families experiencing financial hardship may request a fee waiver, subject to Board approval.

All equipment will be disbursed on a first-come, first-served basis and requires payment of the applicable rental fee.

Equipment Return

All equipment must be returned at the end of the season on a date and time determined by the Equipment Manager.

Failure to return equipment within seven (7) days will result in the rental check being cashed. The Equipment Manager will make two (2) attempts to contact the parent or guardian to arrange an alternate return.

Failure to return jerseys within seven (7) days will result in a \$100 fee invoiced to the parent or guardian. Failure to return a jersey at the end of the season will result in the player being prohibited from participating in games or tournaments in the following season until the original jersey is returned.

Equipment Care

Normal wear and tear is expected, but any equipment or jersey that is damaged or broken due to misuse or carelessness must be repaired or replaced at the expense of the parent or guardian.

MEYHA PHYSICAL ABUSE POLICY

(Adopted from the USA Hockey Official Rules of Ice Hockey 2025-2029)

It is the policy of MEYHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs. Physical abuse is defined as any physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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 or other hockey techniques, and communicating with or directing participants during a game or practice through non-threatening, non-sexual physical contact.

SEXUAL ABUSE POLICY

(Adopted from the USA Hockey Official Rules of Ice Hockey 2025-2029)

It is the policy of MEYHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs.

Neither the consent of the participant to the sexual contact, mistaken belief as to the participant's age, nor the fact that the sexual contact did not occur at a hockey related function shall be considered defenses to a complaint of sexual abuse.

Upon proof of a violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or programs of the MEYA Association.

EQUAL OPPORTUNITY

MEYHA must provide an equal competitive opportunity, taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin.