

# **Becker Big Lake Youth Hockey Association**

## **Policies and Procedures Handbook**



Becker Big Lake Youth Hockey Association  
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# **Becker Big Lake Youth Hockey Association**

## **Policy and Procedure Handbook**

### **Article I. BBLYHA Mission Statement**

It is the mission of the Becker Big Lake Youth Hockey Association (BBLYHA) to develop the sport of hockey in the communities of Becker and Big Lake. Our focus is to instill the following core values in our hockey players.

- Sportsmanship – Foremost of all values is to learn a sense of fair play, become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- Respect for the Individual – Treat all others as you would expect to be treated.
- Integrity – We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- Pursuit of Excellence – Pursue excellence at the individual, team, and organization 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 their ability.
- Enjoyment – It is important for the hockey experience to be fun, satisfying, and rewarding for the participant.
- Loyalty – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- Teamwork – We value the strength of learning and working together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

### **Article II. BBLYHA Purpose Statement**

The purpose of BBLYHA is to promote ice hockey for youth who reside in the Becker or Big Lake school district boundaries regardless of race, creed, color, nationality, or disability. It is also the purpose of this Association to provide a formal means of organizing, financing, and directing youth hockey programs exclusively for charitable and educational purposes.

### **Article III. Affiliations and Representations**

USA Hockey is the national governing body for amateur hockey in the United States. BBLYHA is represented at USA Hockey by its membership in Minnesota Hockey. BBLYHA maintains a voting membership position in the district to which it was assigned by Minnesota Hockey.

BBLYHA does not recognize nor support and is NOT connected with any hockey program (i.e. spring, summer, or fall leagues) except those endorsed by the Board of Directors. Individual play on such teams can occur only during the off-season (outside of the start and end dates of official BBLYHA activities).

## **Article IV. Organization**

Becker Big Lake Youth Hockey Association (BBLYHA) is the local governing body responsible for establishing guidelines, policies, and procedures in accordance with Minnesota Hockey and USA Hockey as they pertain to our members. The Association has nine voting members as well as numerous volunteer positions. BBLYHA is the agent responsible for individual ice accounts. The structure of the board is defined in the association by-laws and is kept up to date on the website.

Becker Big Lake Ice Association (BBLIA) is a separate organization that is responsible for establishing guidelines, policies, and procedures for our new ice arena, including fundraising efforts specifically designated for the arena. BBLIA maintains voting members and other volunteer positions as per its by-laws.

## **Article V. BBLYHA Board Meetings**

The BBLYHA Board of Directors holds monthly meetings. Dates, times, and locations of such meetings is updated on the association website ([www.bblyha.com](http://www.bblyha.com)).

Association members wishing to discuss specific items at an upcoming meeting must contact the association Secretary a minimum of two weeks before the meeting to ensure the topic is included in the agenda. New business may be brought up during Open Forum at a meeting, however, action may be deferred until a later meeting if the agenda is full.

## **Article VI. General Philosophies**

Our conduct in arenas – as a reminder to all players and family members, when you enter an arena or facility to watch or participate, you represent BBLYHA. Please conduct yourself appropriately and maintain supervision over other children you may have along. Remind our players to maintain respect for the properties in which we play. Area arenas can choose NOT to sell ice to our association or invite us to play in their facilities. Ensure locker rooms are maintained and kept clean.

Our conduct as a spectator and parent – Please conduct yourself appropriately. It's just a game! BBLYHA and surrounding associations have agreed to, and will support, the removal of any person from any arena who is out of control towards the kids, officials, or other spectators. Treat the players, coaches, and other parents with respect. If you have an issue with your team's coach, ask to speak to the coach after the game or practice, not during.

Practices and games – please attend all scheduled practices ready to participate based on the times set. Coaches do reserve the right to provide less game play time to players who, on a frequent basis, do not attend practices or choose to not participate in practice drills. In the event you cannot attend a scheduled practice or game, please notify your head coach as soon as you know about the conflict.

## Article VII. Policies and Procedures

This section details the policies and procedures of BBLYHA.

### 1. Submitting a Question

If at any time you have a question related to BBLYHA, you must submit the question in writing by contacting a board member through the association's website. You should receive a response within 7 days of submitting your question. This is the official method for submitting a question to the board. The board will not consider personal phone calls to be an official inquiry. Utilizing this process enables us to maintain an accurate account of the facts and conversation so all parties are properly represented. The nature of the question/request may require board review/approval, and therefore any requested action may be deferred until the next board meeting.

### 2. Registration

All players, coaches, and team managers must be registered with USA Hockey and Minnesota Hockey. No player or coach will be allowed to participate in BBLYHA activities until registration. Additionally, BBLYHA will comply with all current Minnesota Hockey policies on player residency requirements.

### 3. Evaluations Declarations

By participating in evaluations, each player is committing to the association for that season, which includes all season fees associated with that level of play. If for some reason the player elects to not participate in the season after participating in evaluations, they will still be held responsible for that level's season fees in accordance with the Refund policy (see Article VII, Section 8).

Girls shall declare their intentions for tryouts/evaluations during the registration process. Girls who elect to participate in evaluations for a youth team and later decide to switch to a girls' team will be held responsible for the fees associated with the youth team as noted above.

### 4. Level of Play

Players will typically be placed at a level (Mites, Squirts, U10, U12, etc) based on their birthday. The current season's age range for each level is published by Minnesota Hockey and will be included in the registration materials.

Players whose birthdays are outside the Minnesota Hockey age windows may elect to move up with their grade-based peers if they meet the criteria in the following table

| MN Hockey Age Group | But Entering          | May Register For |
|---------------------|-----------------------|------------------|
| Mites               | 4 <sup>th</sup> Grade | Squirts          |
| Squirts             | 6 <sup>th</sup> Grade | Peewees          |
| Peewees             | 8 <sup>th</sup> Grade | Bantams          |

The player may only make this selection once in their youth career. Once the grade-based option is selected, that will remain their age category for the remainder of their youth career. It is recognized that this could result in some players playing a third Bantam year if they are still age eligible, and there is not enough room at a higher level team to continue participating (i.e. high school, Jr Gold). These requests must be submitted to the BBLHYA board in writing (or email) for approval.

The Competition Committee shall be responsible for planning for the number of teams at each age group, the levels of competition for the teams at each age group (A, B1, B2, C), and the evaluations and tryout plans for each age group. The Coaching Committee shall be responsible for carrying out the evaluations plan, scoring the players, and selecting the coaches for the teams.

Move-ups may be allowed under the following circumstances. In these cases, these move-up opportunities will be limited to players in their final year of eligibility at their current level:

- Need-based move ups will be offered if there are roster spots available at the next level up. These spots will be offered to players in the order of evaluations results (top players being offered the spots first). The Coaching Committee shall be responsible to determining the number of players that may be considered from the lower level for these need-based move ups.
- Skill-based move ups will be considered on a case-by-case basis. Any player requesting a skill-based move up must submit a written request to any member of the Board of Directors at least 14 days prior to the start of evaluations, and the Coaching Committee will provide a formal response not less than 7 days prior to the start of evaluations.
  - The request to tryout at the next level up will be rejected if the player was not on the top team at his/her level the prior year.
  - If the tryout request is approved, the player must make the top 25% of players at the level in which they requested to move to or the player will return to his/her age classification level.
  - The Coaching Committee's determination is final.
  - It should be noted that players requesting a skill-based move up will be required to be evaluated at both levels (current and requested).

No need-based or skill-based move-ups will be allowed to a given level if team sizes would end up outside the published guidelines (See Article VII, Section 9).

## **5. Waivers**

All waiver requests will be addressed by the BBLHYA Board of Directors. Once approved by the board, the waiver will be subject to the procedures of MN Hockey and discretion of the district and District Director.

The procedure for obtaining an approved waiver is:

1. The parent(s) of the player shall request a waiver form from the BBLHYA President.
2. The parent(s) shall complete all applicable sections of the waiver form and submit to BBLHYA.

3. BBLYHA shall review and act on the waiver request.
4. The parent(s) shall be responsible for obtaining all remaining approvals, including the approvals of the receiving association and the applicable District Director(s).

## **6. Billing and Overdue Accounts**

Four bills will be generated for all levels for all fees that are billable. These season fees will be divided equally and billed on the 1<sup>st</sup> of the month (October, November, December, January for all levels except 6u, which are billed November, December, January, and February), and will be due on the 15<sup>th</sup> of that month. Tournament fees (minimum of two tournaments) are included in the season fees, and all players are required to pay the billed amount regardless of participation in games/tournaments. Exceptions may be granted in the case of injuries.

A late fee of \$15 may be assessed to your account if payments are not received by the 15<sup>th</sup> of the month. Additionally, your child may be subject to removal from all practices, games, and other team activities until the account is brought current. If your child is removed for this reason, you are still responsible for the remainder of the season fees. If the bill remains unpaid, BBLYHA may opt to pass the debt over to a collection service.

Returned checks for any reason will be assessed a \$25 service charge. Multiple returned checks could result in the association only accepting guaranteed forms of payment (cashier's check, cash) for all future invoices.

After March 31, if there are any outstanding ice fees the Fundraising and Volunteer Deposit checks will be cashed automatically to help bring the account current.

If you are unable to pay the amount due when required, it is your responsibility to contact the Treasurer and/or Vice President to make arrangements before any late fees or other actions are taken. Once assessed, late fees may be removed from the balance owed if an acceptable payment arrangement is made.

## **7. Refunds**

BBLYHA Registration Fees will be refunded in full if the player has not participated in ANY BBLYHA activities. This does not include any registration fees paid to USA Hockey.

If a player has participated in evaluations, or any practices or games (not to exceed 21 days into the season), registration, volunteer, and fundraising fees will not be refunded, and half of the season fees for the level at which the player was evaluated will be due to BBLYHA according to the billing process.

If a player has participated in more than 21 days of the season (starting with the pre-season skates), registration, volunteer, fundraising, and all season fees are non-refundable and are due to BBLYHA according to the billing process.

If a current BBLYHA player is selected for the high school team, refunds will be given under the following conditions:

- All BBLYHA equipment has been returned in good condition
- Any outstanding money owed to BBLYHA will be subtracted
- Any mandatory fundraising monies will be subtracted

- All ice time utilized by the team for that time period that the player participated will be subtracted
- The HS Selection Exemption Form was submitted to BBLYHA board, once submitted the BBLYHA board will issue a determination.

## **8. Evaluations and Team Selections**

To be considered for the top team at a given level, the player must participate in all evaluation activities, unless the player qualifies for one of the following exceptions:

- An injured player that is expected to return by the start of the games for their level. A doctor's assessment is required for this exception.
- A new player to the association that registers within two weeks before evaluations or any time thereafter.

In the cases of these exceptions, it will be up to the Coaching Committee and the level coaches, to assess and place the player at the appropriate level. For specifics on the evaluations process, refer to the Evaluations and Team Selection Procedure Manual (separate document, to be made available via website before evaluations for the upcoming season).

BBLYHA considers team sizes by level to be optimum size:

6u: 8-10

8u: 10-12

Squirts: 12-14

Peewee and Bantam: 13-16

When these team size guidelines cannot be met based on registered participants, the Competition Committee will determine and communicate the planned team sizes before evaluations for the upcoming season.

Notes:

- Players placed on teams due to the exceptions listed above cannot displace a player already assigned to a team; they can only be added to the top team if that is the most appropriate placement.
- If there are multiple players that are added to a level after evaluations and any of them are placed on the lower team(s), the Coaching Committee has the authority to move players up based on their evaluation results to achieve balanced teams.

## **9. Coach and Team Manager Selection**

Coach selection will occur as outlined in the Evaluations and Team Selection Procedure Manual. Team Manager candidates should be submitted by the Head Coach to the Team Manager Coordinator after the teams have been established.

Per Minnesota Hockey requirements, all adults (coaches, managers, board members) are required to complete an authorization for background check.

Coaches and Team Managers must also complete the appropriate forms required as part of roster completion. Failure to complete any required forms will result in the coach or team manager being removed from the team roster, and shall not be allowed to participate in any team-related activity reserved for team roster members.

## **10. Complaints and Discipline**

BBLYHA has established the following policies in an effort to maintain the good name and reputation of the Association. The Dispute Resolution Committee is responsible for conducting any investigation into issues, and will consist of at least the BBLYHA Vice-President (if not involved in the issue) as the committee head and two or more Board

Members. The President shall also serve as an ex-officio member of the committee, and shall appoint a committee head if the Vice President is unable to be a committee member. No board member directly involved in the issue shall serve on the committee. BBLYHA defines a valid complaint as one which is directly associated and/or impacts the mission, goals or purpose set forth by this organization. To be considered, all complaints must be submitted in writing (email is acceptable). Issues filed which reflect disputes or disagreements between members, which have no relevance towards the support of this association's mission, goals or purpose or have no direct relationship to hockey, will be deemed as invalid and will not be addressed within the association's defined structured members.

BBLYHA follows Minnesota Hockey rules on complaints (Article VI). At a minimum, the receipt of a complaint shall be noted in the minutes of the association, as well as its current status (Open or Closed). Details of the complaint content or its resolution are not required in the minutes, however, may be included if deemed to not be of a confidential matter.

The following types of situations are examples of potential, "urgent" situations which the BBLYHA board supports and enables any board member or team official (any rostered Team Manager or coach) to take immediate action to dissolve the situation until further and formal investigation can be conducted:

- The situation has or may end in physical harm to any player, coach, official, or spectator
- BBLYHA's reputation or good standing within the district or other acting associations is at risk
- The participating team members or acting coach or coaching staff is at risk to fulfill the scheduled game, practice, or tournament
- Any or all members of the coaching staff are conducting outside of the guidelines of the code of conduct
- Any inappropriate behavior which could potentially interfere with the association from fulfilling its mission

Any association member (coach, player, parent) removed from an activity under this policy will remain suspended until such time that a meeting of the Dispute Resolution Committee can be held and further actions taken.

## **11. Mood Altering Chemicals**

BBLYHA will follow established USA Hockey and Minnesota Hockey guidelines regarding mood altering chemicals (see Zero Tolerance) and misconduct. This information can be found at [www.usahockey.com](http://www.usahockey.com) and [www.minnesotahockey.org](http://www.minnesotahockey.org).

BBLYHA has established the following for use within its Association:

- No of-age participant may consume intoxicating beverages immediately prior to any BBLYHA-sponsored hockey events (i.e. practice, game), or show up for participation in such an event in a state of obvious intoxication.
  - Violation will result in immediate suspension for up to 4 participation days (days with practices/games scheduled), pending the results of a review of the Dispute Resolution Committee.
- No under-age participants may consume intoxicating beverages or tobacco products.
  - BBLYHA officials will follow the current guidelines set forth by the Minnesota State High School League for suspension of athletes based on

the number of confirmed offenses. Other BBLYHA participants may face board-approved sanctions up to and including removal from the association.

- No participant may consume illegal controlled substances.
  - BBLYHA officials may remove the individual and/or notify local law enforcement officials if deemed necessary.
  - The participant suspected of such use shall be suspended from all BBLYHA-related activities at least until they are cleared of any formal charges.

## **12. On-Ice Conduct**

BBLYHA follows district policy governing Disciplinary Hearings for on-ice conduct issues. Follow the link from the BBLYHA website to the district website for more information.

## **13. Equal Opportunity**

BBLYHA seeks to provide an equal and competitive opportunity taking into account ability, physical size, and other athletic criteria, to amateur athletes, coaches, administrators, and officials consistent with the requirements of the Amateur Sports Act of 1978. BBLYHA does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, or national origin.

## **14. Sexual Abuse**

It is the policy of USA Hockey and USA Hockey InLine that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey or USA Hockey InLine events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor. Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey and USA Hockey InLine sanctioned programs and/ or the programs of its Affiliate Associations.

## **15. Physical Abuse**

It is the policy of USA Hockey and USA Hockey InLine that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey or USA Hockey InLine events by any employee, volunteer or independent contractor. Physical abuse means 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 conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

## **16. Screening Policy**

It is the policy of USA Hockey and USA Hockey InLine that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey or USA Hockey InLine before he/she is allowed to have routine access to children in USA Hockey's and USA Hockey InLine's programs. Further, it is the policy of USA Hockey that it will require its affiliates to adopt this policy as a condition of its affiliation with USA Hockey, and it is a policy of USA Hockey InLine that it will require its sanctioned leagues to adopt this policy as a condition of its sanctioning by USA Hockey InLine. A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey and USA Hockey InLine if the person has:

1. Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection;
4. Had their parental rights terminated;
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey or USA Hockey InLine.

## **17. Locker Room Policies**

- Locker Room Supervision – It is the policy of USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel, and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult and/or another coach be present. Coed Locker Rooms – USA Hockey has established that it is not acceptable under USA Hockey's By-Laws – Policies on Physical and Sexual Abuse – for members to be observing the opposite gender while they dress or undress.
- Phones/Cameras/Recording Devices – BBLYHA is establishing that any use of cell phones, cameras, video cameras, or any other device that can be used to

record or transmit video or audio is prohibited within the locker rooms that it occupies.

### **18. Required Equipment**

Equipment requirements are set by Minnesota Hockey and the respective districts. At a minimum, every player must have the following for every on-ice activity (practice or game): HECC approved helmet with face shield, hockey gloves, hockey shoulder pads, shin pads, elbow pads, athletic supporter with cup, hockey skates, breezers, and internal mouth guard. While not required, players are encouraged to wear a neck guard. Players must provide their own sticks at the proper length. Proper stick length is between chin and nose with skates on, looking straight forward. Players without the required equipment are not allowed on the ice to play or practice. Violators may be suspended from one or more games at the discretion of the coach.

All equipment purchases on behalf of BBLYHA must be first approved by the board. Any off-season use of BBLYHA-owned equipment must be approved by the board via the Equipment Manager (if named) and may require a rental fee and/or damage deposit, as determined by the board.

Players will purchase their own game jersey. There will be an annual payment through the registration process. Players will keep their jerseys. Jerseys will be worn for two years. Game jerseys are for games, scrimmages, tournaments, and other approved functions. A separate practice jersey must be used for practices.

Available jersey numbers will be assigned to players when they join BBLYHA according to age, with the older players selecting first. Once a number is assigned, they will keep that number for the remainder of their time with BBLYHA. If at some point a player opts to change numbers, they are put back in the number pool. Once a player has been assigned a number BBLYHA will not allow other players in that age group to choose that number. Additionally, BBLYHA will discourage players who are one year older and one year younger from choosing that number. If at any time two players owning the same number are assigned to the same team, the player that owned the number first will wear that number, and the other player will have to select another jersey for the year.

BBLYHA provides the following goalie equipment for Mites; catching and blocker gloves, chest/arm pads, leg pads, and goalie sticks. All such equipment remains BBLYHA property. Goalie equipment is issued for the duration of the regular season only.

## **19. Goalie Discount**

BBLYHA allows up to two goalie discounts per team (Squirts and above) for goalies that provide their own equipment. The discount is available for the two (maximum) goalies that are assigned to the teams through the team selection process. The discount provides up to 50% off of the season ice fees based on the following schedule:

- Leg pads – 25%
- Catcher and Blocker – 15%
- Chest/Arm Pads – 10%

## **20. Multi-Player Discount**

BBLYHA has established a multi-player discount. The discount will be applicable on the season fees for the third oldest player, and all subsequent siblings, according to the following levels:

- a. For the third player, a 25% discount on season fees
- b. For the fourth and subsequent players, a 50% discount on season fees

Example – a family with a Bantam (full price), Peewee (full price), and two Squirts (one gets 25% discount, the second gets 50% discount).

## **21. General Discounts**

The Board, through the budgeting process, may elect to enact other discounts in order to meet recruitment and retention goals. These discounts will be published as part of the registration materials.

## **22. Season Scheduling**

Season scheduling is the responsibility of the ice scheduler, inclusive of games and practices.

### **Games**

The district will provide a league schedule, consisting of the district teams that we must play, and how many times we must play them. Once scheduled, league games take priority over all other events. Any changes initiated by BBLYHA for league games will incur a financial penalty and thus must be approved by the board.

### **Tournaments**

The season fees include funds to cover up to three tournament entry fees, plus a District tournament stipend for eligible teams.

BBLYHA will schedule each travel team for three tournaments, of which no more than two will be “travel” tournaments. A “travel” tournament is one that is more than 100 miles driving distance from Salida, MN.

Out-of-State Tournaments – All out-of-state tournaments require District Director approval. This approval must be in hand prior to registering for these tournaments. Additionally, the tournament director must provide written confirmation that all BBLYHA teams participating will be granted the rest times and other considerations required by Minnesota Hockey. This confirmation needs to be in hand prior to completing the registration for these tournaments. Due to the additional costs typically associated with out-of-state tournaments (further distance, longer duration), individual team members may opt out of the tournament and have no financial obligation to the team for that tournament. For these reasons, out-of-state tournaments should not be scheduled until

teams are set and the level of commitment for that team/tournament combination can be assessed.

For levels with game day limits (Squirts, U10), the maximum number of potential game days for a given tournament will be used when setting up the season. Any on-ice activity with a team from another association, even “shared practices”, will be considered game days. This is to ensure that the team does not go over the allotted number of game days.

### **23. Bereavement**

BBLYHA will, upon receiving notification through a board member, make arrangements to provide flowers or memorials when there is a death in the family of a current player. The amounts are not to exceed:

| Relationship   | Amount (including card) |
|--|-------------------------|
| Mother, father, sibling, step-parents, step-siblings | \$55.00                 |
| Grandparents   | \$25.00                 |

Due to the time constraints of these situations, the procedure for making these arrangements will be as follows:

- Any member of the association who becomes aware of a situation is to notify a current board member.
- The board member shall then contact the other board members to ensure that the situation is not currently being handled.
- The board member in charge of making the arrangements shall be the one to call in any orders for flowers (if the family prefers memorial donations, this request will need to go through the Treasurer).
- When possible, the board member will use an established account for this purpose, otherwise, they will submit receipts for reimbursement. Only receipts from board members will be considered for reimbursement under this policy.

### **24. Fundraising**

BBLYHA may or may not have any fundraisers within a particular year. Individual teams are not authorized to host their own fundraisers without prior approval from the board. All fundraisers must be approved by the Board of Directors of BBLYHA. All mandatory fundraisers will typically be announced as part of the season registration process, though additional mandatory fundraisers may be approved if a need or opportunity arises. Fundraising must be fulfilled in entirety by March 31, failure to do so will result in deposit checks being cashed following March 31.

### **25. Volunteer Hours**

Families (adults, 13 years of age or older at discretion) will be required to volunteer time in support of association activities. The hours need to be completed each year, which is considered April 1 through March 31. Only exception to hours being used for past season or upcoming season will be any events held during the summer months (examples parades or fairs)

The board will determine the number of volunteer hours needed each year as part of the budgeting process. The volunteer hours will be communicated when opportunities are available. These hours will be tracked through DIBs tracking system on the BBLYHA website.

Board member and appointed board positions will complete all volunteer requirements for the family. Coaches will also be allowed the full credit for volunteer hours provided they have met all roster requirements.

Volunteer hours do not carry forward from season to season. Once a new hockey season starts; everyone starts back at zero completed hours. Volunteer hours must be fulfilled in entirety by March 31, failure to do so will result in deposit checks being cashed following March 31.

Members of BBLYHA may donate volunteer hours to other members who have a parent or legal guardian deployed on active military duty. Contact the team manager or association Treasurer for details.

#### **26. Infectious Diseases**

BBLYHA follows the MN State High School League policy: A player, who is bleeding, has an open wound or who has any blood on their uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-striped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

#### **27. Injuries**

Injuries need to be taken seriously. If there is a question as to the seriousness of an injury, immediate arrangements for medical attention need to be made by the team representatives or the player's parents/guardians. In the case where an injury requires admittance to the hospital, the BBLYHA President needs to be notified immediately. If there is a question about whether an occurrence should be reported, the rink manager can and should help with this decision, and the appropriate forms need to be completed.

**Injury Ice Credits:** When a BBLYHA player has been injured and unable to play for 21 consecutive days, it is the responsibility of the Team Manager or Coach to inform the BBLYHA Treasurer. The following information must be given to the BBLYHA Treasurer: date of injury, type of injury, a copy of a medical notice and a date the player may return to the ice. After receiving this information, the BBLYHA Treasurer will adjust the family's account accordingly and a refund will be given.

#### **28. Concussion Policy**

Any player who exhibits concussion-like symptoms during the course of a game or practice may be removed from the event by a coach or on-ice official. Player needs to obtain clearance from a health care professional to return to the ice after a concussion diagnosis.

## Revision History

| Section   | Summary of Update  | Who          | Date                  |
|---|--|--------------|-----------------------|
| FUNDRAISING/VOLUNTEER HOURS                                       | Updated hours required for 2006/2007 season, removed the reference about having a fundraiser in 2006. The minimum hours must be met else, no refund. | Trent Buness | 8/7/2006<br>8/22/2006 |
| BBLYHA Complaint and resolution process, Appealing to District 10 | Added this section for an appeal process, removed the reference of two non board members as the dispute and resolution committee                     | Trent Buness | 8/7/2006              |
| Table of Contents   | Reformatted  | Trent Buness | 8/7/2006              |
| All sections  | General format updates   | Trent Buness | 8/7/2006              |
| Organization – Board section, Hockey and ICE                      | Updated structures, removed individual names to keep this document generic and not dependant on a particular season or people.                       | Trent Buness | 8/12/2006             |
| Parent signature page   | Updated the form, formatted the form   | Trent Buness | 8/13/2006             |
| Waiver Policy, Page 13  | Added District 10 policy and handbook reference  | Trent Buness | 8/22/2006             |
| Submitting a question to the BBLYHA Board process, page 5         | Defined process for how to submit a question to the board  | Trent Buness | 8/22/2006             |
| Volunteer Section, Page 12  | Added volunteer card information and refund process  | Trent Buness | 8/22/2006             |
| Residency, Page 16  | Added the waiver process for open in roll situations   | Trent Buness | 8/22/2006             |
| Team Manager  | Added team manager section   | Trent Buness | 8/31/2006             |
| Logo Use, Page 6  | Restricts the use of the BBLYHA Logo   | Trent Buness | 9/13/2006             |
| Fundraising   | Cleaned up the text and clarified team fundraising   | Trent Buness | 3/21/2007             |
| Team Managers Section   | Year end team party budget per team  | Trent Buness | 3/25/2007             |
| Levels of Play  | Updated the birth dates and grid, cleaned up the format  | Trent Buness | 4/6/2007              |
| Volunteer Card  | Updated the format to send in the card to the PO Box   | Trent Buness | 4/14/2007             |
| Volunteer Fee   | Added section for clarity on who needs to pay the volunteer fee at registration  | Trent Buness | 4/14/2007             |
| Volunteer Section   | Added the addition of the 15 hours separation between ICE and Hockey, added clarity for obtaining volunteer hours                                    | Trent Buness | 6/7/2007              |
| Page 4, General Philosophies                                      | Added new section  | Trent Buness | 6/9/2007              |

|  |   |                  |            |
|--|---|------------------|------------|
| Season fees  | Clarified 2 tournaments per season fees   | Trent Bunes      | 6/26/2007  |
| Complaint Policy, Waiver Policy, Newsletter  | Updated Complaint Policy to clarify creation of dispute resolution committee, provide disciplinary guidelines; Waiver Policy updated to direct members to District 10 policy for updates; Newsletter "may" be provided; other various typographical corrections, formatting, and clarifications made throughout.      | Brad Weber       | 8/18/2008  |
| Volunteer Hours, Player Placement Policy   | Clarified refund, volunteer hour requirements, and player placement policies.   | Brad Weber       | 9/6/2009   |
| Locker Room policies, redistricting, evals policy, tournament policy, annual revision.   | General re-write for clarity. Locker Room policies, updates for redistricting, evals policy, tournament policy updates. Remove annual revision so the document may be updated only as needed.   | Brad Weber       | 10/18/2012 |
| Volunteer Hours  | Revised volunteer policy – removed pro-ration of hours; clarified excess hours do not carry forward.  | Kristi White     | 9/9/2014   |
| Clarified play-up requests; clarified optimum team sizes by age group; updated minimum complaint handling procedures; updated preferences for locker room meetings; updated required equipment section for player-owned jerseys information; updated tournament scheduling requirements and support of the 100 mile drive limit for "local" tournaments. |   | Dan Hancock      | 9/9/2016   |
| Level of Play  | Added Grade Level Policy/ Table   | Shelley Peterson | 10/4/2016  |
| Cover Page, BBLYHA Logos - Section 2, Billing and Overdue accounts – Section 6, Refunds – Section 7, Optimum size of teams – Section 9, Required Equipment – Section 19, Fundraising – Section 24, Volunteer Hours – Section 25  | Added new cover page logo, Removed BBLYHA Logos from Section 2, updated language for overdue account procedures from Section 6, Refunds – Section 7, updated optimum size of teams from Section 9, Updated Required equipment from Section 19, Clarified Fundraising Section 24, Clarified Volunteer Hours Section 25 | Rick Katka       | 9/20/2023  |