

Faribault Hockey Association Members,

We greatly appreciated your support and we're excited about the upcoming Hockey Season.

The purpose of this booklet is to familiarize you with the current Policies and Procedures of the Faribault Hockey Association (FHA). We hope you and your family enjoy your hockey experience.

The FHA is comprised of dedicated and hard-working players, parents, coaches and volunteers. But as good as our organization might be, there is always room for improvement. Please feel free to contact a Board Member with your feedback regarding this guide or any aspect of Faribault Hockey. Your comments and suggestions make our association better.

Thank you.

Sincerely,

Faribault Hockey Association Board of Directors

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FHA Vision

- To be a leading community-based hockey organization that adopts and encourages best practices, in all aspects of our programs.
- To provide a hockey program where children are able to realize their full potential through appropriate levels of play.
- To provide a positive environment that encourages respect and good behavior by all coaches, players, and parents.
- To ensure a high level of discipline both on and off the ice and to encourage a strong work ethic.
- To promote the principles of team play, good sportsmanship and respect of all of the players.
- To involve the parents in their child's development by maintaining open lines of communication among the players, the coaches and the association leadership.

FHA Mission Statement

The mission of the Faribault Hockey Association (FHA) is to help all youth participants develop their skills as hockey players to the best of their capabilities and to gain an appreciation of the game of hockey as a team player. It is expected that all participants will put forth their best effort, encourage and support other team members; display good sportsmanship at all times, and continue to strive to improve upon their own skills and efforts.

FHA Core Values

1. **Have fun!!!**
2. **Respect:** Treat others better than you expect to be treated.
3. **Sportsmanship:** Foster a sense of fair play, humility in victory and graciousness in defeat.
4. **Integrity:** Demonstrate honest and fair play in games and practice.
5. **Excellence:** Pursue the highest level of personal achievement as a player, and collective achievement as a team and an organization.
6. **Teamwork:** Learn the value of working together. Hockey is a team sport. Success on the ice, as in many aspects of life, is best achieved working as a team, towards a shared goal.

Organization Structure

Please refer to the FHA By-Laws and org chart (found at www.faribault hockey.com) for further information.

The FHA conducts monthly Board meetings on the second Monday evening of each month. Meetings start at 7:00 p.m., unless noted otherwise, and Association membership is welcome to attend. Notice to the secretary is requested and required for time on the agenda. The meeting place is the Faribault Arena Conference Room, unless otherwise noted. Sub-committee of the Board, as well as the Executive Committee of the Board, meet as required to conduct business in a timely manner between Board meetings per the Faribault Hockey Association By-laws. Poor meeting attendance by the elected board members (typically less than 75% attendance) or involvement can result in board termination.

The FHA is a member of District Nine of Minnesota Hockey and USA Hockey, and it adheres to District Nine, Minnesota Hockey and USA Hockey rules on rink features, teams, equipment, penalties, officials and playing rules.

Board of Director Code of Conduct Consequences

Violation of the Board of Directors Code of Conduct is detrimental to the association and will not be tolerated. Any member may bring concerns to the FHA Grievance committee.

Any violation of the Board or Director code of conduct will be investigated by the Grievance committee. The Grievance Committee can set for a penalty recommendation ranging from verbal warning to suspension or removal from the board of directors.

The FHA Grievance committee will assess the violation and make a recommendation to the full Board of Directors for a decision based upon FHA's Bylaws.

Player Guidelines

All players will sign the Player Code of Conduct at the beginning of each season and return to the team manager. Player expectations will also be discussed at the team meeting prior to the start of the season.

The Player's Code of Conduct can be found at the end of this Handbook.

Player Code of Conduct Consequences

Failure to comply with the Player Code of Conduct is detrimental to the team and will not be tolerated.

Parents are encouraged to work with the coach and/or team manager first with regard to a violation(s) by a player.

Depending on severity of the players conduct, and player's history of offenses, the coach may:

- Give the player a warning
- Remove the player from practice
- Bench a player during a game (player expected to remain with team on bench)
- Bench a player for subsequent game (player expected join team on bench)

Note: Coaches are expected to inform parents of player's offense and subsequent penalty

If needed, after discussion with their coach and/or team manager, a parent may request a meeting with the FHA Grievance Committee to bring forth a violation of the player code of conduct. (The coach will be notified if a meeting is to take place.)

After this meeting, the FHA may determine that the situation be handled by the player's coach or the FHA may set forth a penalty ranging from a verbal warning, benching of a player for a specified time period, or up to suspension from all team functions for specified period of time. Continual abuse of conduct may result in permanent removal from the Faribault Hockey Association.

Please refer to specific penalties for the use of alcohol, tobacco and drugs

Parent Responsibilities and Rights

Parents are required to sign a Parent/Guardian Code of Conduct at the beginning of each new season and return the form to the team manager. Parent expectations will also be discussed at the team meeting prior to the start of the season.

The Parent Code of Conduct can be found at the end of this Handbook.

Parent Code of Conduct Consequences

Violation of the Parent Code of Conduct is detrimental to the team and may be brought forward to the FHA Board by either the team's coach, manager or a parent on the same team. A meeting with the Executive Committee of the FHA will occur as soon as possible.

The FHA may set forth a penalty ranging from a verbal warning up to suspension from all team functions for specified period of time. Continual abuse of conduct may result in permanent removal from the Faribault Hockey Association.

During the sanction, the parent will not be allowed in any facility during any youth hockey event.

Player Registration

The goal of the FHA is to provide the best program at the most reasonable cost to its participants. The FHA is a non-profit organization and all monies received come from the members and donors through registration, team fees, sponsorships, tournaments and fundraisers.

The FHA opens its annual registration during the month of August. The registration fees cover ice time for pre-season skating sessions, tryouts, clinics, league games, tournaments and ice for team practices.

For the 2021-2022 season, FHA is offering a reduced cost, no volunteer or fundraising option for First Year Skaters at the mite, mini-mite, U8 or U6 levels of play. First Year Skaters qualify if they have not registered with FHA in the past. The cost will be \$75 from the beginning of the season to 12/31 and \$75 from 1/1 to the end of the season. Equipment rental fee is separate.

Referral Program: To encourage membership participation in recruiting, FHA is offering a referral program to all current members. For every family recruited to join the association, the referring family will receive a \$50.00 credit towards next season's registration. A member family may earn maximum registration credit up to one full player registration for the next season.

NOTE: Players that have outstanding balances with the FHA for a previous season's expenses will not be allowed to register or participate in on-ice activities until the outstanding balances is paid in full to the FHA Treasurer.

Refund Policy

Occasionally a player may need to withdraw from hockey for some reason once the season has begun. We recognize that this may happen and we will work with the families to refund them a portion of the fees paid. This includes injuries, illness and family hardships. Any requests for refunds must be made in writing to the attention of the FHA Treasurer, and it will be taken into consideration at the next scheduled Board meeting. Fees will be refunded on a pro-rated basis depending on when the request is made and costs incurred. All refunds will be considered on an individual basis and all factors will be considered. The first \$150 of all registration fees is non-refundable. Any registration fees that are less than this amount, therefore, are not refundable. Any associated team fees or tournament fees are also not refundable. The Faribault Hockey

Association will not reimburse on-line registration fees paid to USA and Minnesota Hockey, which are required prior to registration with Faribault Hockey. Upon approved refund, the involved family will not be responsible for unworked Volunteer hours. The FHA will not reimburse buyouts of volunteering or fundraising in the event that a skater leaves the program. Requests may be sent to fbotreasurer@gmail.com.

Scholarship Program

All families requesting a scholarship must complete the Scholarship Application and submit to the FHA Treasurer (fbotreasurer@gmail.com) prior to when your son/daughter steps on the ice. Applicants may apply for: (a) full scholarship, (b) partial scholarship, (c) or payment plan. As part of its annual budget, FHA will determine a dollar amount that will be set aside as a Financial Assistance fund. The total amount of Financial Assistance that is awarded to all families cannot exceed the amount budgeted. Financial Assistance is designed to help families get through periods of financial stress. It is not designed as an annual subsidy, and is limited to two years per skater. Financial Assistance will be provided to cover FHA registration fees only. Scholarship applicants may be required to meet with at least two members of the Executive Committee to review their application. All information is kept confidential.

Tryouts and Team Selection

The FHA conducts tryouts annually, typically during the month of October for Squirt/U10 levels through Bantam/U15 levels of play. The objective of the tryout process is to ensure that each player is given a fair evaluation and that all players are placed at the most appropriate level for their abilities. The level of play from the prior year does not have any bearing on the current year team selection process.

Except for players who opt out, players are strongly encouraged to attend every session to avoid detrimentally affecting their scores and resulting placement. Players who decline to participate in tryouts will be automatically placed into the lowest skill level pool of players.

Players at the 12U/Peewee and higher levels will be required to declare themselves as trying out for goalie or skater but cannot select both. Once the declaration is made, players will be required to stay in that position during tryouts. The only case where an exception will be made is where a particular level does not have enough goalies for all of the teams at the level. In such a case, exceptions will be made only when doing so will benefit all participants at a particular level.

The tryout group sessions are organized by the FHA Board of Directors and lead by the FHA Coaches and preselected evaluators. The tryout process will consist of a combination of drills and scrimmages depending on the level of play. Tryout drills are designed to test both individual skills and team play. An objective of the scrimmage is to have the players skate on various player combinations of lines and positions throughout the tryout process and to evaluate each player's abilities in game like situations.

The FHA utilizes independent evaluators for tryouts, and they are selected by the Hockey Operations Committee (HOC) with Board oversight. They will be questioned to determine that they do not have prior experience with the players at the level being evaluated that cannot be discounted for the purpose of the evaluation process. All will have significant hockey playing or coaching experience and will be required to attend all sessions for a given level. They will be given consistent instruction on scoring and use identical scoring

worksheets. No smartphone usage will be allowed by evaluators during their session, and they shall not attempt to, or receive, contact from parents during the tryout process. They will sit in designated sections during tryouts so as to avoid being influenced by parents and others. Up to six (6) evaluators may be used for each level.

The HOC will select the teams based on the independent evaluator tryout criteria (primary) along with input from age-level coaches if necessary. If a HOC member has a kid on the team being evaluated then they will not be involved in the conversation. The decision of the HOC will be final.

- Any player who is unable to participate in the tryout process due to a pre-existing injury or illness needs to provide a written explanation from a doctor that confirms the player's inability to participate. Unless the FHA Executive Committee receives and acknowledges the medical excuse prior to the tryout session, the player must attend all scheduled tryout sessions. A player who is excused from tryouts due to a verified pre-existing injury or illness will be placed on a team at the discretion of the HOC, which may consult with a player's prior coaches, current year coaches. All final decisions regarding placement must be approved by the FHA Executive Board prior to offering a spot to the player.
- If a player will be missing one or more days of try outs, he/she will be required to email the FHA Executive Committee with the days that will be missed and reasoning. Players missing one try out session will be given a third day score that is the average of the other two days. In the event two or more days are missed, the player will be automatically placed on a lower team. The exception to the latter is a documented school or church-sponsored event or trip, in which case the player will be placed on a team based on last year's coaches' evaluation, input from the current year's coach, and recommendation from the HOC. The final recommendation must be approved by the FHA Executive Board prior to offering a spot to the player.
- Any situation or circumstance that arises and is not addressed above will be handled by the HOC in consultation with the Board. All decisions are final and not appealable.

Tryout Viewing: The FHA will have closed try-outs for the 2021-2022 season. This will allow your son/daughter to go out on the ice and have fun. No contact of any kind should be made with any evaluator at any level to identify your player or for any other purpose for the entirety of the tryout process for your player's level. Any attempt to influence the tryout process or an evaluator will result in disciplinary action.

Time Commitment and Expectations

Teams are selected for A, B, and C levels in an attempt to provide players an opportunity to play at an appropriate skill level. Players and parents should expect that the commitment to all teams will require a significant amount of time. Coaches at all levels will expect that players attend practices and games. Communicating with the coaches when a player can't be at a game or practice is essential. Please respect their need to establish these parameters for the team.

Players are expected to attend all team practices and games.

The penalty for unexcused absences, as determined by the coaches could result in reduced playing time. The FHA promotes an experience where each player relies on the other, excessive absences even where notice is provided may require intervention. Team rules will be identified at the beginning of the year team meeting.

Excused absences include but are not limited to:

Medical, School-related activities, religious events, extenuating family circumstances

During the season, a coach at his/her discretion may reduce ice time for a player with an attendance problem and/or disciplinary problem. The FHA reserves the right to investigate and to suspend or terminate any player whose commitment, attendance and/or discipline is adversely affecting his or her team. For unexcused absences or minor disciplinary problems, a player and his or her parents will first receive a verbal warning from the coach. In the event that the behavior recurs, a second warning will issue in writing to the player and parents, with a copy to the FHA President. If, after these warnings, there is no noticeable improvement in attendance or behavior, the player and his parents will be asked to appear before the Grievance Committee of the FHA Board. Notwithstanding, a coach at his or her discretion may require a player to sit for the remainder of a game or practice in circumstances in which the player has engaged in dangerous or other disruptive play or activity. It is also within the power of the FHA Board to suspend any player, coach or parent whose conduct comes into question until a disciplinary hearing is held.

Move-Up Policy

1. Permission will be granted in cases where such movement allows the skater to play with their peer grade in school. This policy affects skaters who are young relative to their grade in school, as follows: Player not eligible (per DOB) for: Squirts / U10 Girls 4th Grade, Peewees / U12 Girls 6th Grade, Bantams / U15 Girls 8th Grade. Once a skater has been granted permission to move up (to play with their grade in school) and has begun the tryout process at the higher level, he/she must remain at the level chosen for that season. The FHA does not allow skaters to play down a level.

2. Move ups for reasons other than grade in school may be requested by FHA Board of Directors/HOC. Examples include, but are not limited to team sizes or coaching needs.

3. Although FHA would like to see participants develop in the level of play associated with their age/birth date. FHA understands there are certain exceptions. All FHA parents/players that want to move up must file an application with the current board President. The deadline to file is registration night or October 1, whichever comes last. The President will discuss the application with the Hockey Operations Committee to determine if the application warrants bringing to the full BOD. Move up applications are to be kept strictly confidential and will be handled on a case-by-case basis. The move up form can be found at www.faribault hockey.com Permission to participate in a move up tryout is solely granted by the BOD. Consideration will be given to both the program and the player. Skill consideration will be solved through the evaluation process, but the BOD must be convinced that the player has the mental and emotional maturity to integrate into the older level. If the BOD allows player to tryout, full payment for tryout level must be paid.

- If the BOD grants permission to try out, the player will be evaluated by FHA's independent tryout evaluators and must score within the following ranges.
- Players will need to score in the top 50% of the top team/level based on the evaluators scoring system.
- FHA has selected this range to reduce grey areas, protect non move up players from being bumped by a move up player with similar skill level, and ensure proper emotional acceptance onto the move up team. If the move up player does not rank according to the above range the player will be placed on the lower team.

Team/Association Reassignment Policy

The FHA recognizes that in rare instances, players may leave an FHA team after the FHA tryout process (i.e.: the player makes his or her school team; the player sustains a season ending injury; the player's family relocates out of the area...). On these occasions of a team losing a player (or players), other players may be reassigned from a lower-level team to fill the void if the following conditions are met:

- The player is willing to advance to the new level or team.
- The team reassignment paperwork is complete before the District registration deadlines (typically late December each year)
- The team giving up a player does not fall below District guidelines for team player count.
- In multi-player reassignments, the players are reassigned from teams in such a way that the teams allowing players to move up are impacted equally.
- Team reassignments may impact multiple teams as a series of players are reassigned to fill openings, with players moving up or horizontally to another team at the same level (i.e.: a player may move from a B1 team up to an A team, and correspondingly, a B2 player may be requested to move up to fill the B1 opening).

The process for requesting a player team reassignment is as follows and in the following sequences:

1. The coach losing a player(s) notifies the FHA President of their desire to fill the newly vacated position(s) on their team.
2. The FHA President and HOC will then establish a meeting with the other team's coaches to discuss the player(s) to be moved.
3. The FHA President and HOC will share situation and proposed reassignments with the FHA Executive Committee for approval.
4. The FHA President will communicate the "requests for reassignment" with the players' parents/guardians.
 - a. If the player(s) accept the adjustments, move to step 5
 - b. If a player/family rejects the adjustment, step 2 is repeated.
5. The FHA President notifies the Registrar of changes and Registrar prepares Supplement Rosters as needed.

Coaches

Coach Selection

A Hockey Operations Committee (HOC), made up of members of the current FHA Board of Directors, selects all non-Mite coaches. This Board committee actively solicits applications in the summer/fall of each year.

The FHA believes that non-parent coaches and assistant coaches for top-level teams at the higher levels (e.g., U15 and Bantam) are preferred. Coaching selection will be based on the candidate's alignment with the FHA vision, mission statement and core values. To the extent a qualified non-parent candidate can be identified for such positions, the HOC will endeavor to interview and recommend to the Executive Board for approval of an appropriate non-parent head coach for such teams. To the extent a qualified parent candidate can be identified, he/she will be considered in the same interview pool for identified vacancy and interviewed accordingly. It is recommended that each team will have a maximum of one (1) head coach and two (2) assistant coaches.

Although coaches are selected for a one-year commitment, having continuity from season to season is a significant strength to the FHA's overall program. The use of year-end surveys and

responsible feedback to the HOC will be determinate factors in the return of the same coach for the next year. If the HOC and the FHA Board agree that the coach has done an excellent job, the coach may maintain their position, and the position will not be opened.

USA Hockey and Minnesota Hockey Association require all head coaches and assistants to be certified through their Coaching Education Program (CEP). The level of certification depends on the level of team coached.

Assistant Coach Selection

Two assistant coaches are recommended per team. All rostered assistant coaches will have to be approved by the FHA HOC before their position is assigned.

Background Checks

All FHA Coaches are subject to an annual background check in adherence to Minnesota Hockey Rules.

Coaching Reimbursement & Credit Policy:

- A. All head coaches and assistant coaches will receive 20 hours of credit towards their DIBS/volunteer hours. The FHA executive committee will review all reimbursements and if for some reason a coach does not fulfill their time requirements, they will be responsible for fulfilling unearned time or pay the balance due.
- B. Organization Fees: All approved parent coaches and all non-parent coaches will receive reimbursement for their USA/MN Hockey registration fees, USA Hockey Clinic registration fee and Age Specific Module fee. No reimbursement or compensation will be paid for travel expenses for attending clinics.
- C. Lodging: All coaches as assigned by the HOC are eligible for reimbursement for lodging for one overnight tournament, maximum of 2 nights lodging for the same hotel the team is staying at. In order to apply for these reimbursements you must submit the lodging receipt with your name, team that you coach and a written list of the reimbursements that you are seeking to the Treasurer of the FHA (fbotreasurer@gmail.com).
- D. Timing: Reimbursements for items A & C above will be dispersed by March 1st of the active season. Reimbursements for item D above will be made within 60 days of receipt by the Treasurer of the FHA.

*Coaching expense reimbursement form can be found on the FHA website, under the documents tab

Behavior Expectations

The Head Coach is the person recognized as having responsibility for the team. The coach shall be available to discuss any situation with the players and/or parents. A coach shall have the flexibility to reduce a player's ice time to solve a disciplinary problem if it is in the best interest of the team.

Coach's Responsibilities and Rights

The Coaches Code of Conduct shall be consistent with the FHA's mission statement. Personal growth and development of the hockey player is the focus. Improving one's skills and having competitive teams should also be the goal. At least one coach on every team is required to complete the goalie coaching module offered by USA Hockey.

Responsibilities:

- Demonstrate a positive attitude to players, coaches and officials. Being a role model, the coach needs to uphold the authority of the officials.
- Be prepared and plan ahead for all practices.
- Be present at all practices and games. Make arrangements for assistant coaches to run practices when impossible to attend.
- Treat players fairly.
- The coach shall provide each player with positive and constructive feedback.
- Each team will designate a minimum of one coach who will be responsible for goaltending development during that season.

Rights:

- Be treated with respect by players, parents and the FHA.
- Access to necessary safety and practice equipment.
- Access to all resource material available through the FHA

The coaches are accountable to the Coaches Selection Committee and the FHA Board. All FHA Coaches are required to sign the Code of Conduct at the beginning of each season. The Coaches Code of Conduct can be found at the end of this Handbook.

Coaches Code of Conduct Consequences

Complaint of violation of Coaches Code of Conduct may be brought to HOC to be dealt with on an individual basis as determined by the FHA Executive Committee in discussion with the CPDM.

Games

Teams shall not exceed the total number of games allowed to be played for their respective level as set by the FHA Board of Directors, with reference to the USA Hockey and Minnesota Hockey Guidelines, annually.

Tournament games count towards the total number of games played. It is recommended that all teams follow a 2:1 practice to game ratio. The FHA Schedule Coordinator will provide available game times as early as possible to each team manager in order to allow them to schedule the their games for the season. Team managers are responsible to schedule their team's games and to register their team for tournaments. When scheduling games, coaches/team managers should attempt to have an away and home series. Team managers must contact the FHA Schedule Coordinator whenever they schedule a game, either at home or away. Cancellation of games should be at least 24 hours prior to game time, except in the case of bad weather. If you cannot use the ice time allotted to your team (i.e. your team enters a tournament), be sure to notify the Schedule Coordinator so that the ice time can be given to another team. While notice of a schedule change should be made as soon as possible, a minimum of three (3) days' notice is expected.

Teams are allowed to hold a limited number of controlled practices, but only as ice time may be available. For controlled practices, at least two coaches are required to be on the ice, and no score may be kept. If referees are used it will be considered a game, and not a scrimmage. No games or scrimmages will be allowed between two teams from different age groups or from two classifications within the same age group.

Scrimmages will be counted toward the game total for a team.

Only coaches that are on a team's roster and are certified for that level of team are allowed on the bench during games, except that a certified coach within the FHA may substitute in a game if there is only one rostered coach available.

Only players that are rostered for the team playing are allowed on the bench during games. Non-participating rostered players may be allowed on the bench but must wear helmets and team jerseys.

Only coaches, team managers, and players are allowed in the locker room the 15 minutes prior to games and following the games.

The goal of the FHA is to follow the ADM guidelines and allow for equal playing time throughout games, as well as averaging out over the entire season. At the higher levels, FHA believes coaches can reward hard work and playing the game the "right way." If playing time is a concern, please address it with the coach first, then the FHA Grievance committee.

Mite/U8: Playing time will be equal at this level and remember to have fun.

Squirt/U10: The goal is to have equal playing time for all skaters. Based on the situation the coach will have discretion of skaters on the ice in end of game situations. Coaches should not shorten the bench in power play or penalty kill situations.

Peewee/U12: The goal is to have fairly equal playing time for all skaters over the course of the season. Based on the situation the coach will have discretion of skaters on the ice in end of game situations.

Bantam/U15: This level of play is getting skaters ready for JV/Varsity levels of play where playing time is not equal for all. The goal of this level is development and preparation for the next level of play. Playing time may be earned by hard work in practice or in-game situations. Equal playing time is ideal, but not required.

Tournaments

The FHA will attempt to host home tournaments for most teams each season. If a home tournament is provided, the tournament is no cost to the families in exchange for the families working the tournament. In an ideal season, each team would have a home tournament and two away tournaments (one within driving distance and one overnight/hotel stay tournament).

Families may need to work during other home tournaments to ensure that our home tournaments are staffed properly and provide a good experience for all involved. If by the Wednesday before the start of a tournament, volunteer spots are still unfilled, the team manager may assign families to fill those slots. The FHA will pay for any District, Regional, or State Tournament once teams qualify for during the season. Minnesota Hockey does not sanction

post-season tournaments for Mites and below. An exception will be made for the Squirt End-of-season Tournament and the Mite/Mini-mite Jamboree, which the FHA will recognize as a District Tournament.

Teams are responsible to pay for any additional tournaments that they choose to play and need approval from the FHA Board to participate in additional tournaments.

Team Volunteers

There are many volunteer opportunities to help your team run smoothly. It is the coach's responsibility to select a team manager. In addition, each team will need volunteers for:

- Penalty Box for Home Games
- Timekeepers/Scorekeepers for Home Games
- Assigned Tournament Coverage
- Locker Room Supervision

***training will be provided at the beginning of each season for clock and scorebook.

Team Managers will receive the following after appointment:

- Team Manager Manual containing all expectations, requirements, and timeline
- Access to Team Webpage
- USA Hockey Registration printout for players/coaches

There will be a mandatory Team Manager meeting at the beginning and end of the season.

Throughout the season, the Team Manager will receive periodic check-ins with the Team Manager Coordinator.

FHA Volunteer Obligations

As the FHA is a volunteer driven organization, other volunteer opportunities exist within the Faribault Hockey Association. The FHA needs volunteers to assist with the Concession Stand, home tournaments, and various other tasks.

All families will be required, at minimum, 20 hours of volunteer work, in addition to multiple shifts at their assigned FHA home tournament. Specific volunteer obligations will be coordinated through the Volunteer (DIBS) Coordinator. If you have questions on how to register for volunteer shifts, please contact the DIBS manager (found on the FHA website). Generally, DIBS hours will not include working in penalty box, or as timekeeper/scorekeeper during home games.

A check will be collected at registration for your volunteer hours. The check will be returned upon completion of your 20 hour DIBS requirement. If you do not complete your required 20 hours the check will be cashed at the end of the hockey season.

The FHA reserves the right to have the Membership pre-register for volunteer hours as a condition to player registration.

Locker Room Policy/Monitoring

Each team shall have at least one responsible adult directly monitoring the locker room during all team events. The responsible adult may be one of the coaches, but it might be more practical to have a designated rotation of parents fulfilling this role, organized by the team manager, to ensure it is always fulfilled. In any case, this person needs to be of sufficient maturity and age separation from the age of the players being supervised to fulfill this role. All locker room monitors need to be screened in accordance with the Minnesota Hockey screening process. They need to be gender appropriate and physically present in the locker room. Merely because other parents are in the locker room assisting with player equipment does not mean this requirement is being met; someone needs to be designated to fulfill this role.

No smartphones or other devices with recording capabilities shall be permitted to be out and being used in the locker rooms. If such a device is being used to play music, it needs to be in the control of the monitor. The monitor's primary duties include the following: (1) security – ensuring only team-authorized persons are in the room and locking the room when players are on the ice; (2) collecting and/or safeguarding smartphones and other devices with recording capability in the event they are brought into the room; and (3) being in the room when the coach is in the room with an individual player.

In some cases, the teams and locker rooms will be co-ed. In this case, two (2) properly screened adults of different genders will serve as monitors for the team. Ideally, you will have the male and female players dress in separate rooms and then convene together in a single room for the coaches' meeting. Immediately after the game, the team would convene with the coach for the postgame meeting and then retire to separate rooms to remove equipment, shower and dress (as applicable). Where two rooms are not available, the genders will enter and dress separately, alternating who goes first each time so neither group is favored nor the group that "always has to wait," and then reconvene in the room for the coaches meeting. They would do the same after the game, but convening as a group first for the coaches' postgame meeting. This issue is one to be taken seriously, and any person who does not do so is subject to discipline.

Grievance Policy

The Grievance and Disciplinary committee is an ad hoc committee that will be formed based upon the need arising. This committee will consist of a designated Board member and at least two other Board members that are not directly involved in the situation as a coach, level commissioner, relevant HOC member or parent of a player on the team involved. As it deems necessary or desirable, the Board may choose two other members of the FHA to participate on this committee so long as they do not have any conflicts of interest in the matter.

It is possible that situations may arise that members feel are unfair or unjust, whether that be with a coach, team, volunteer or the FHA generally. Where the concern arises from a team-related situation, a member's first recourse is an adult conversation with the team's head coach. The FHA employs the "24-hour Rule" where it is expected that the member will consider the situation objectively and privately for at least 24 hours after it arises and before discussing it with the head coach. If this informal discussion with the head coach does not resolve the matter, the member's next option is to follow the formal grievance process outlined below. If the grievance is with the FHA, the member should inform the team's head coach for a discussion. Any grievance that goes beyond the team's head coach must be reduced to writing. The Grievance and Disciplinary committee's process will proceed as follows:

- A formal written complaint/grievance needs to be sent to the FHA Grievance Manager (found on the FHA org chart). If the members previously listed are involved in the

grievance or there is a conflict of interest, the grievance can be sent to any member of the executive committee.

- The committee is formed and meets and reviews the submission.
- The committee will attempt to resolve the grievance through informal means.
- The committee will excuse the interested parties and/or retire in private to consider and determine the outcome of the grievance (sustaining or denying the grievance). The interested parties will be invited back in front of the committee to hear the decision, which decision will include any discipline to be imposed and which shall then be reduced to writing and made available.
- If required, the committee will convene in person and conduct a grievance committee session with the appropriate parties from the Board and the FHA to hear the grievance. Committee members may ask additional, relevant questions regarding the situation.
- In addition to addressing grievances submitted to it, the Grievance and Disciplinary committee will address all other matters of discipline that arise from time to time, including instances where coaches, players or parents fail to abide by the applicable codes of conduct and the same comes to the attention of the Board or this committee. If the matter is not resolved to the member's satisfaction through this formal process, the member can escalate the grievance to District 9, Minnesota Hockey and then USA Hockey, in that order.
- The Grievance form can be found on the FHA Website, under the "documents" tab.

FHA Board Policy Statement Regarding the Use of Alcohol, Tobacco and

Drugs in Sports

The FHA Policy is consistent with the MSHSL's policy and is as follows:

The use of mood-altering chemicals, i.e. alcohol, tobacco, drugs and marijuana, is expressly prohibited. During the playing season, regardless of quantity, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco (including chewing tobacco) or, (3) use or consume, have in possession, buy, sell or giveaway any other controlled substance defined by law as a drug.

This rule applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician.

Penalties:

1. First Violation –

Penalty: after confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

2. Second Violation -

Penalty: after confirmation of the second violation, the player shall lose eligibility for the next six (6) consecutive games. No exception is permitted for a player who becomes a participant in a treatment program.

3. Third Violation -

Penalty: a) After confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve (12) consecutive games. b) If after the third or subsequent

violations, the players on his/her own violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in FHA activities after a minimum period of six weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

Interpretation:

Game in this rule means regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

Denial Disqualification:

Players should be disqualified from all FHA activity for nine (9) additional weeks beyond the players original period of ineligibility when the player denies violation of the rule, is allowed to participate, and is then subsequently found guilty of the violation.

Parental Responsibility:

In accordance with our policies regarding alcohol and tobacco use by FHA players, we strongly recommend that coaches, managers and parents refrain from consuming or having tobacco or alcohol in the presence of FHA players. Alcohol or tobacco should not be consumed or be present at games or practices. FHA members need to follow all rink/arena protocols (home and away events).

Physical Abuse Policy — As Adopted by USA Hockey

It is the policy of the FHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs. 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.

Sexual Abuse Policy — As Adopted by USA Hockey

It is the policy of the FHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs. FHA considers any of the following to constitute sexual abuse:

- the intentional touching by the violator of the player's/minor's intimate parts
- The touching by the player/minor of the violator's, player's/minor's, or another's intimate parts
- Touching above, effected by a person in a current or recent position of authority, or by coercion, or inducement
- the touching by another of the player's/minor's intimate parts,
- in any of the cases above, the touching of the clothing covering the immediate area of the intimate parts is included

FHA Board will refer cases to Safe Sport and local law enforcement for investigation

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 sanctioned programs and /or programs of its Affiliate Associations.

Social Media Policy

For the purpose of this Social Media Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, LinkedIn, Instagram, Snapchat, and any other social media network that allows users to communicate online.

The policy will be applicable to all members of the FHA, including directors, coaches, players, teams, managers, player parents, player family members, and contractors. The FHA recognizes and appreciates the value of social media and the importance of social networking. The FHA also respects the right of all Individuals to express their views publicly. The purpose of this policy is to educate the FHA Community on the risks of social media and to ensure that everyone is aware that conduct deemed to be inappropriate may be subject to disciplinary action by the FHA.

Social Media Guidelines

Comments or remarks of an inappropriate nature which are detrimental to a team, a player, a coach, the FHA or an individual will not be tolerated and will be subject to disciplinary action. It should be recognized that social media comments are on the record and instantly published and available to the public and media.

Use best judgment at all times –pause before posting. Once comments are posted they cannot be retracted.

Social Media Violations

The following are examples of conduct through social media that are considered violations of the FHA Social Media Policy and may be subject to disciplinary action by the FHA.

- a) Derogatory comments about any FHA team, player, coach, official, or the association as a whole.
- b) Derogatory comments about any opposing team, player, coach, official, or that team's association.
- c) Any form of bullying, harassment or threats against players, coaches, instructors, or officials
- d) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - drug use,
 - alcohol abuse,
 - public intoxication,
 - hazing
 - sexual exploitation, etc.
- e) Inappropriate, derogatory, racist, sexist, or harassing comments of any kind, in keeping with the FHA policies and regulations on these matters.

Discipline

The FHA will investigate reported violation(s) of this policy in the manner set out in the FHA Policy and Procedure Manual for other types of violations. If the investigation determines that a violation has occurred, the FHA will impose appropriate discipline. Any appeal of the discipline will be dealt with as set out in a Grievance Procedure as set forth in the FHA Policy & Procedure Manual.

Cannon River Royals Co-Op:

A separate co-op agreement is signed and approved by FHA and NHA. If a situation arises that is not covered by the co-op agreement, the FHA Policies and Procedures Manual will take precedence.

Player Code of Conduct Form

I understand that it is a privilege to play hockey in the Faribault Hockey Association and as a member of the _____ team for the _____ (year) season,

I agree to the following Code of Conduct (for the 2019-2020 season):

- I will remember that I am representing my team, the Faribault Hockey Association, and my community at all times, when I am wearing any Faribault Hockey Association apparel.
- I will not throw equipment.
- I will not swear or use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- I will treat teammates, coaches, opponents, facilities, fans and referees with respect.
- I will not drink alcohol, smoke, chew tobacco or use any other illegal substance at the rink or any team function.
- I will respect and adhere to all rules and Code of Conduct of the FHA, District 9, Minnesota Hockey and USA Hockey.
- I will express any concern through proper channels in a respectful manner.
- I understand that any player who cannot abide by these rules or violates them will be subject to disciplinary action as outlined in the FHA handbook.

Signed by Player: _____ Date: _____

Parent's Signature: _____ Date: _____

This signed Code of Conduct must be submitted to your team manager. Your manager must submit all Conduct forms to the Registrar in order for your team to be registered for the season.

Noncompliance may result in ineligibility for the player.

Parent Code of Conduct Form

As a parent of an Faribault youth hockey player, _____
(Player's name)

I understand that:

- It is a privilege, not a right, for my child to play youth hockey.
- Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
- Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents.

Therefore, I agree to the following Parent/Guardian Code of Conduct (for the 2019-2020 season):

- I will never use abusive behavior towards anyone involved in youth hockey.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- I will not create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, letter, and/or phone calls to the team.
- I agree to the 24 hour rule which states "no parent in a fit of frustration or anger over their player's playing time, position or coaching will contact the coach in any manner until 24 hours has passed."
- I will respect and adhere to all rules and Code of Conduct of the FHA, District 9, Minnesota Hockey and USA Hockey.
- I will express any concern through proper channels in a respectful manner.
- I understand that any parent who cannot abide by these rules or violates them will be subject to disciplinary action as outlined in the FHA handbook.

Signed / Date: (Parent/Guardian #1): _____

Signed / Date: (Parent/Guardian #2): _____

This signed Code of Conduct must be submitted to your child's team manager. The team manager must submit all conduct forms to the Registrar in order for your team to be registered for the season. Noncompliance may result in ineligibility for your player.

Coach's Code of Conduct Form

The Faribault Hockey Association takes pride in our coaches. As the highest representative of the FHA at any game and/or team function, it is important that our coaches set the example for the team and the community.

Therefore (for the 2019-2020 season):

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees any youth hockey event.
- I will treat players, fellow coaches, opponents, facilities, fans and referees with respect.
- I will refrain from the use of any inappropriate language within the presence of players.
- I will respect and adhere to all rules and Code of Conduct of the FHA, District 9, Minnesota Hockey and USA Hockey.
- I understand that if I cannot abide by these rules or violate them I will be subject to disciplinary action as outlined in the FHA handbook.

Coaches Signature _____: Date: _____

Coaches Name (Printed): _____

Team: _____ Season: _____

This signed Code of Conduct must be submitted to your child's team manager. The team manager must submit all conduct forms to the Registrar in order for your team to be registered for the season. Noncompliance may result in ineligibility for your team.

Board of Director Code of Conduct Form

As an elected member of the FHA's Board of Directors you are dedicated to the highest level of responsibility in our association. Your actions must always represent our Mission, Vision, and Core Values; and you are committed to following FHA's Bylaws and Policies & Procedures.

By signing this Code of Conduct you agree to the following.

- I will attempt to attend all FHA board meetings either in person or by phone and will notify the President if I can not attend.
- I understand that being elected to FHA's board is a higher commitment of volunteerism and that I am expected to lead or assist in various roles of the organizational chart.
- I am committed to understanding FHA's Bylaws and Policies and Procedures to the extent that I can add value by supporting them or making them stronger through Robert's Rules of Order.
- I understand that all verbal and written communication regarding FHA will be presented through proper channels and be respectful and positive.
- I understand concerns brought forth from members is confidential and will be submitted to the Grievance committee for review. As a board member I will not share this information including but not limited to private conversations, text messages and emails with members, coaches, players or parents.
- I understand and am committed to addressing confrontation in a face-to-face manner when possible and will refrain from gossip, slander, and defamation of character against members of FHA.
- I understand confidential information may be discussed during closed board sessions and am committed to keeping this information confidential until the board of directors authorizes information to be shared with our members.
- I understand that I am a representative of FHA at all times, including work, personal and other community activities.
- I will adhere to all bylaws, policies, & procedures of FHA, District 9, Minnesota Hockey, USA Hockey, and SafeSport.
- I understand that if my actions violate any of these rules I may be subject to disciplinary action as outlined in the FHA Policies & Procedures Handbook.

Signed / Date: (Board of Director): _____

