



NEW PRAGUE
HOCKEY
ASSOCIATION



2026-2027

HANDBOOK

★ LAST UPDATED JULY 20TH, 2026 ★

NEW PRAGUE HOCKEY ASSOCIATION

OUR MISSION

"Our mission is to create a positive and competitive hockey culture that people are proud to be part of—one built on accountability, development, hard work, support, community, and a place where every player feels accepted and valued."

OUR VISION

"To be a youth hockey community that players, families, coaches, and volunteers are proud to be a part of—recognized for strong development, hard work, higher standards, meaningful support, and a culture where every person feels accepted, valued, and connected."

OUR CORE VALUES

Our mission and vision are guided by the following core values, which shape the decisions we make, the standards we uphold, and the culture we strive to create every day.

Hard Work: We believe effort, discipline, and commitment are the foundation of growth and success.

Development: We prioritize long-term player and personal development over short-term results.

Community: We strive to build strong relationships and create a positive environment for players, families, coaches, and volunteers.

Support: We support our players and coaches by providing encouragement, communication, and resources to help them succeed.

Accountability: We hold ourselves to higher standards on and off the ice through respect, responsibility, and teamwork.

Belonging: Every player and family should feel accepted, valued, and proud to be part of our association.

Fun: We believe hockey should be challenging, rewarding, and enjoyable while creating lifelong memories and friendships.

BUILDING MORE THAN HOCKEY

At New Prague Hockey Association, we believe hockey is about more than wins and losses. It is an opportunity to develop character, build confidence, create lifelong friendships, and strengthen our community. Through hard work, teamwork, and a commitment to supporting one another, we strive to provide an experience that every player and family is proud to be part of.

Our mission, vision, and core values serve as the foundation for every decision we make—from player development and coaching to volunteer leadership and community engagement. Together, we are building more than hockey—we are building confident young people, stronger families, and a community that takes pride in wearing the New Prague jersey.

Welcome to New Prague Hockey!



On behalf of the New Prague Hockey Association (NPHA) Board of Directors and Hockey Development Committee (HDC), welcome to another exciting season of Trojan hockey!

Whether your family is joining us for the first time or returning for another season, we are grateful you have chosen to be part of our hockey community. We recognize the commitment that youth hockey requires from players, parents, coaches, and volunteers, and we appreciate

the time, energy, and support that every family contributes to our Association.

At New Prague Hockey, we believe success is measured by far more than the final score. While we strive to compete at a high level and provide opportunities for our players to reach their fullest potential, we believe that true success is reflected in the effort our players give, the progress they make throughout the season, the respect they show others, and the pride they take in representing the Trojan community.

Winning is a by-product of strong player development, dedicated coaching, positive team culture, and a shared commitment to hard work, accountability, and sportsmanship. Our goal is to develop confident athletes, supportive teammates, responsible young people, and a lifelong love for the game of hockey.

Every member of our Association plays an important role in creating a positive experience.

Players are expected to work hard, compete with integrity, support their teammates, and continually strive to improve. Coaches are responsible for teaching, encouraging, and developing athletes while creating an environment where players feel challenged, supported, and valued. Parents and guardians play an equally important role by encouraging effort, demonstrating good sportsmanship, respecting coaches and officials, and helping foster a positive experience for every child in our program.

This handbook serves as a guide to the policies, expectations, and procedures that help our Association operate consistently, fairly, and transparently. More importantly, it reflects the culture we strive to build—a culture rooted in respect, accountability, development, and community. We encourage every player, parent, coach, and volunteer to become familiar with the information contained in this handbook and to help uphold the standards that make New Prague Hockey a place where everyone can grow and succeed.

Thank you for being part of the New Prague Hockey Association. Together, we will continue building a program where players are challenged to improve, families feel connected, volunteers are valued, and every member takes pride in wearing the Trojan jersey.

We look forward to a season filled with growth, teamwork, competition, and memories that will last a lifetime.

See you at the rink!

**New Prague Hockey Association
Board of Directors & Hockey Development Committee**

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1. POLICIES FOR TEAM PLAY

- a. **Team Sizes:** NPHA works to create team sizes that support player development, meaningful participation, and competitive balance. The association generally aims to roster teams with 11–15 skaters and 1–2 goaltenders, except at the Mite level, while adhering to District 6 roster limits. The Hockey Development Committee (HDC) and Board of Directors reserve the right to adjust roster sizes, move players between levels, or add or eliminate teams as needed to support a positive and competitive environment.
- b. **Junior Gold Roster Priority:** The New Prague Hockey Association welcomes eligible players to participate in our Junior Gold program. If the number of registered players exceeds available roster positions and player reductions become necessary, priority will be given to players who previously participated in the New Prague Hockey Association youth hockey program. Remaining roster positions may be offered to eligible players who did not previously participate in NPHA, provided all Minnesota Hockey, District 6, and NPHA eligibility requirements are met. This policy recognizes the long-term commitment of players and families who have supported the New Prague Hockey Association throughout their youth hockey experience while continuing to welcome new participants whenever roster space allows.
- c. **Playing Up Policy:** NPHA believes players are best served by participating at the age level established by Minnesota Hockey guidelines, as these guidelines support long-term development, safety, and age-appropriate competition. Requests to play up will be considered only under limited circumstances and must follow the association's petition process outlined in **Appendix A**. Players whose birthdays fall between June 1 and August 31 may petition to move up one level in order to participate with classmates in their grade. All petitions must be submitted to the HDC Coordinator and Board President by April 15. Goaltender petitions will be reviewed on a case-by-case basis, with consideration given to the best interests of both the player and the association. All petitions are subject to review and approval by the Hockey Development Committee (HDC) and Board of Directors, who reserve the right to make placement decisions based on player development, roster sizes, competitive balance, and the overall needs of the association. The HDC and Board also reserve the right to adjust player placement when necessary to address roster numbers or association needs. Players must participate for the entire season at the level in which they completed the tryout
- d. **High School Tryout Eligibility (Bantam, 12U, 15U):** Any Bantam, 12U, or 15U player who registers with the New Prague Hockey Association and intends to participate in high school hockey tryouts must notify the HDC Coordinator and the NPHA President in writing on or before the first day of NPHA tryouts for the current season. If tryouts are not held for that level, written notification must be received prior to the team's first scheduled on-ice activity. If written notification is not received by the applicable deadline and the player later withdraws from NPHA to participate in high school hockey, no refund of registration fees or other fees paid will be issued. If written notification is received by the applicable deadline and the player subsequently withdraws to participate in high school hockey, the Board of Directors will determine any eligible refund. The following conditions apply:
 - Non-refundable fees, including but not limited to USA Hockey registration, Minnesota Hockey registration, district fees, tryout or placement fees, fundraising buyouts, and other costs already incurred by the Association, will not be refunded.
 - Any remaining eligible registration fees will be prorated based on the Association's five-month skating season. No refund will be issued for any month in which the player participated.
 - All fundraising and volunteer obligations remain the responsibility of the family unless otherwise approved by the Board of Directors.
- e. **Tryout Process:** NPHA utilizes a structured tryout and placement process to support player development, competitive balance, and appropriate team placement. To be eligible for tryouts, players must be registered and have all outstanding fees from previous seasons paid in full by the established tryout registration deadline. Players who do not participate in tryouts will be placed on the lowest-level team within their age division. Mite players do not participate in formal tryouts and are placed through an evaluation process based on skill level and developmental needs. The HDC and NPHA reserve the right to require on-ice evaluations for any player to ensure safe and appropriate participation. If a player is unable to fully participate due to injury or medical reasons, placement may be determined using available information, including prior evaluations, coach feedback, and past season performance. The HDC also reserves the right to restrict participation or adjust placement if concerns arise

regarding the safety of the player, teammates, coaches, opponents, or officials. Families whose players have physical, mental, behavioral, or developmental needs are encouraged to contact the HDC prior to registration to discuss potential accommodations, participation requirements, or restrictions. Placement decisions will consider player safety, available resources, and the association's ability to provide an appropriate hockey experience. Complete tryout procedures can be found in **Appendix B** and are reviewed annually by the Hockey Development Committee (HDC) and Board of Directors.

- f. REGISTRATION FEES, MEMBERSHIP CLASSIFICATION & FINANCIAL OBLIGATIONS:** As a nonprofit organization, the New Prague Hockey Association (NPHA) establishes registration fees annually based on the costs associated with operating its hockey programs. Registration fees do not cover the full cost of providing the youth hockey experience and are supplemented through fundraising, sponsorships, volunteer support, and other Association revenue. Registration fees generally include scheduled ice time for practices and games, along with a designated number of tournaments as determined by NPHA.

The Board of Directors may establish registration classifications and applicable registration rates for Members and Non-Members in accordance with **Appendix C- Continuous Membership Policy**.

Any additional team-related expenses proposed by a coach that are beyond the standard program offering must be communicated to team families and approved by team consensus before any costs are incurred.

All registration fees and financial obligations must be paid in full by January 15 of the current season. Failure to meet financial obligations may result in the suspension of participation for the player and any other skaters within the same family until all outstanding balances have been paid or an approved payment arrangement has been established.

Requests for modified payment arrangements or financial exceptions must be submitted to the Board of Directors for consideration and approval.

Registration fees are not prorated for players who register after the season has begun. Late registrants are responsible for the full applicable registration fee, all fundraising obligations or applicable buyout, and all required volunteer commitments.

- g. Non-Parent Coach Fee Assessment:** To ensure the long-term financial sustainability of the program, teams assigned a paid non-parent coach will be assessed a non-parent coach fee. The fee structure shall be as follows:

Junior Gold Teams: All Junior Gold coaches, whether parent or non-parent, are eligible for compensation in accordance with the Association's Coach Compensation and Player Fees policy.

Bantam Teams: For Bantam teams assigned a paid non-parent coach, players will be assessed the applicable non-parent coach fee based on the coaching position.

Player assessments for coach compensation will be determined in accordance with that policy:

Head Coach: \$200 per rostered player, **Assistant Coach:** \$100 per rostered player

PeeWee and 12U Teams: Recognizing the importance of player development at these age levels, the Association will continue to subsidize coaching expenses. Players on PeeWee and 12U teams assigned a paid non-parent coach will be assessed:

Head Coach: \$150 per rostered player, **Assistant Coach:** \$50 per rostered player

These fees apply only to teams assigned a paid non-parent coach and to Junior Gold teams, where coaches are compensated regardless of parent or non-parent status. Teams coached exclusively by volunteer parent coaches will not be assessed a coaching fee, with the exception of Junior Gold. Coaching fees will be invoiced to families once team selections and coaching assignments have been finalized.

Payment of these fees is subject to the same collection and delinquency policies outlined elsewhere in this handbook for Association fees and financial obligations. Any outstanding non-parent coach fee balance remaining after December 1 will result in the player being ineligible to participate in NPHA activities, including practices and games, until the balance has been paid in full or a Board-approved payment arrangement has been established.

The Board of Directors reserves the right to review and adjust non-parent coach compensation levels and associated player fees annually based on program needs, budget considerations, market conditions, and the availability of qualified coaching candidates. In extraordinary circumstances, the Board may also consider adjustments outside of the annual review process when deemed necessary to maintain the stability or continuity of the program. Any such adjustment shall require approval by a two-thirds (2/3) vote of the Board of Directors.

NPHA believes that investing in quality coaching directly benefits player development and the overall experience of its members. The non-parent coach fee helps ensure the Association can continue to attract and retain qualified coaches while maintaining a financially responsible and sustainable program.

- h. NPACC USER FEE:** The New Prague Hockey Association requires each member family to pay an annual \$50 New Prague Area Community Center (NPACC) User Fee. This fee fulfills NPHA's commitment to support the ongoing operation and maintenance of the New Prague Area Community Center and is a required fee, not a voluntary donation. The NPACC User Fee will be included as part of the Association's registration process. Once a family has contributed a cumulative total of \$500 toward the NPACC User Fee, the annual fee will no longer be assessed in future seasons. The NPACC User Fee is non-refundable.
- i. PLAYING TIME & PARTICIPATION GUIDELINES:** NPHA has adopted the Minnesota Hockey Player Development Standards and the USA Hockey American Development Model (ADM) as the foundation of its player development philosophy. These standards provide guidance for coaches in planning practices, managing games, and creating age-appropriate development opportunities for players.

Mites & Girls 8U

At this level, player development and enjoyment of the game are the primary focus. Players will receive equal playing opportunities and are encouraged to experience all positions, including goaltender. Mite teams will follow District 6 game limitations and participation guidelines. Jamboree participation will be determined by level and approved in accordance with association and District 6 guidelines.

Squirts & Girls 10U

Players should receive playing opportunities as equally as possible at the coach's discretion and are encouraged to gain experience at both forward and defense positions throughout the season. Players interested in goaltending are encouraged to explore the position. Teams will follow Minnesota Hockey and District 6 participation guidelines.

Pewees, Bantams, Girls 12U & Girls 15U

Player development remains a priority, and players should receive playing opportunities as equally as possible at the coach's discretion. Players may be utilized at both forward and defense positions throughout the season. As players advance, coaches may adjust lineups during competitive situations when necessary to support team success.

Goaltenders

NPHA aims to roster two goaltenders per team whenever possible. At younger levels, goaltenders should receive playing opportunities as equally as possible. As players progress through the association, coaches may exercise increased discretion based on player development, team needs, and competitive situations. Any significant deviations from equitable playing opportunities may be reviewed by HDC.

Junior Gold

Players should receive playing opportunities as equally as possible at the coach's discretion. Coaches may adjust lineups during competitive situations when necessary to support team success.

- j. **Questions, Concerns & Communication Process:** NPHA encourages open, respectful, and timely communication between families and coaches. If a parent or player has a question or concern regarding team participation, player development, playing time, or coaching decisions, the first step is to communicate directly with the Head Coach. At the coach's discretion, the Team Manager may assist in facilitating communication between the family and coaching staff. If a concern cannot be resolved through direct communication, families may choose to follow the association's grievance procedure outlined in the Parent Roles & Responsibilities section of this handbook. NPHA expects all concerns to be addressed through the appropriate communication channels and in a manner that reflects the association's values of respect, accountability, and support.

- 2. **INSURANCE:** All NPHA players and coaches are covered by the USA Hockey insurance program. This coverage is secondary insurance and becomes effective only after the individual's primary insurance benefits have been exhausted. All players are required to maintain their own individual or family primary health insurance coverage. All players and coaches must be properly registered with Minnesota Hockey and USA Hockey before participating in any on-ice activity, including practices, games, scrimmages, clinics, or team events. Individuals who are not properly registered are not permitted on the ice or bench, as doing so may jeopardize insurance coverage for themselves and other participants. Questions regarding registration or insurance should be directed to the NPHA Registrar.

3. REFUND POLICY

- a. **Non-Refundable Fees:** Certain costs are incurred by the Association at the time of registration and are therefore non-refundable. These include, but are not limited to, USA Hockey registration fees, NPACC user fees, jersey and uniform costs, and fundraising buyout fees. Fundraising buyout fees will not be refunded, except in cases where the family's only participant is a Junior Gold player.
- b. **Volunteer Requirement Refunds:**
 - i. Families who selected the Volunteer Buyout Option: Families who paid the volunteer buyout fee at registration will receive a prorated refund based on the portion of the season their player did not participate. *Example:* If a player participates through November (2 of the 5 months of the season), the family would receive a refund for the remaining 3/5 of the volunteer buyout fee.
 - ii. **Families who elected to complete volunteer hours:** Families who chose to fulfill volunteer hours instead of paying the buyout will be expected to complete a prorated share of their required hours based on the portion of the season their player participated. *Example:* If a player participates through November (2 of the 5 months of the season), the family would be responsible for completing 9 of the required 22 volunteer hours. Any uncompleted hours will be charged at the current volunteer buyout rate of \$25 per hour and deducted from any refund due.
 - iii. **Registration Fee Refunds:** Player registration fees will be prorated based on participation during the five-month hockey season. Any month in which a player participates will be considered a completed month and will not be refunded. *Example:* If a player participates through November, they have completed 2 of the 5 season months and would be eligible for a refund of the remaining 3/5 of their registration fees, less any applicable non-refundable fees and volunteer obligations.
 - iv. **Refund Deadline:** No refunds will be issued after December 31 of the current hockey season.

- v. **Junior Gold and High School Tryout Players:** This refund policy also applies to Junior Gold players and Bantam, 12U, and 15U players who register with NPHA and subsequently withdraw to participate in high school hockey, provided the required written notification is submitted by the applicable deadline. Please refer to the High School Tryout Eligibility (Bantam, 12U & 15U) section under Policies for Team Play for complete details.

4. **HOCKEY DEVELOPMENT COMMITTEE (HDC):** The HDC serves as the Association's leadership group for player and coach development. The committee is responsible for creating and supporting a consistent development model, selecting and mentoring coaches, evaluating player and team development needs, and overseeing the annual tryout, evaluation, and team placement process. The HDC works closely with the Board of Directors to ensure that all hockey operations align with the Association's mission, vision, values, and long-term development goals. The HDC will meet regularly and provide monthly reports to the Board of Directors.

- a. **Hockey Development Committee Coordinators:** The Coordinator is selected by the Board of Directors at the recommendation of the HDC/GHDC. The two-year term is from April-March. The Coordinator must be currently on the HDC or previously been an HDC member, unless there are no applicants.
- b. **HDC Structure & Membership:** The New Prague Hockey Association (NPHA) utilizes separate Boys and Girls Hockey Development Committees (HDCs) to support player development, coaching development, and player placement processes within their respective programs. The **Boys HDC** shall consist of the Boys HDC Coordinator, the Boys High School Head Coach (non-voting member), Junior Gold Head Coach (non-voting member), and up to eight additional volunteer members. The **Girls HDC** shall consist of the Girls HDC Coordinator, the Girls High School Head Coach (non-voting member), and up to five additional volunteer members. Individuals interested in serving on either HDC must complete and submit the Association's HDC application through the NPHA website. Volunteers should possess relevant hockey experience, demonstrate a commitment to player development, and be willing to actively participate in committee meetings, evaluations, and other HDC responsibilities throughout the season. Volunteer HDC members shall be selected by the respective HDC and approved by the NPHA Board of Directors. Volunteer members will serve two-year terms, with terms staggered whenever practical to promote continuity within each committee. The Boys HDC should strive to maintain representation from various age levels within the Association, including Mite, Squirt, PeeWee, and Bantam levels. The Girls HDC should strive to maintain representation from various age levels within the Association, including 8U, 10U, 12U, and 15U levels. The goal of both committees is to ensure a broad range of perspectives are considered when making recommendations and decisions. Committee members are expected to attend and actively participate in regular HDC meetings, tryouts, player evaluations, and other committee activities. Any HDC member who is absent from three regular HDC meetings and/or required evaluation sessions within a calendar year may be removed from the committee unless the absences are due to illness or another reason approved by a majority vote of the remaining HDC members. Additionally, an HDC member may be removed by a two-thirds (2/3) vote of the HDC members present, or by unanimous vote of the NPHA Board of Directors, for violations of Association policies, disciplinary standards, conduct detrimental to the Association, or breaches of confidentiality regarding matters discussed by the committee. The NPHA Vice President serves as the Board liaison to both HDCs and is responsible for facilitating communication between the committees and the Board of Directors. The Vice President may participate in discussions but shall not vote on committee recommendations or decisions. The Boys and Girls High School Head Coaches shall serve as non-voting advisory members of their respective committees and may participate in discussions, provide feedback, and assist with player development initiatives but shall not vote on committee recommendations or decisions.
- c. **Coach Selection:** Individuals interested in coaching must complete the NPHA coaching application process each season and participate in an interview if requested by the Hockey Development Committee (HDC). The HDC will evaluate all applicants and recommend coaching appointments to the NPHA Board of Directors based on the needs of the Association, the applicant's qualifications, commitment to player development, and alignment with NPHA's coaching philosophy. All Head Coaches, Assistant Coaches, and Practice Coaches must be approved by the Board of Directors prior to the start of the season. The Association recommends each team be staffed with

one (1) Head Coach and up to three (3) Assistant Coaches. Additional Practice Coaches may be recommended by the HDC and approved by the Board of Directors based on the needs of the team and the Association.

- d. **Player Development:** The New Prague Hockey Association is committed to providing a consistent and age-appropriate player development experience across all levels of the program. Each year, prior to the start of the season, the Hockey Development Committee (HDC) will review the Association's player development philosophy and skill development framework to ensure alignment with the goals of NPHA, Minnesota Hockey, and USA Hockey best practices. The player development framework serves as a guide for coaches, level coordinators, and the HDC when establishing season objectives, planning practices, evaluating player progress, and supporting long-term athlete development. The framework is also utilized during tryout and placement activities to assist evaluators in assessing player skill proficiency and readiness for various levels of play. Any recommended changes to the Association's player development philosophy or skill development framework shall be submitted to the Board of Directors for review and approval. The current Player Development Framework can be found in **Appendix E**.
- e. **Tryout Process:** The New Prague Hockey Association utilizes a structured tryout and placement process designed to promote fairness, consistency, transparency, and appropriate player placement. The Hockey Development Committee (HDC) is responsible for establishing and annually reviewing the procedures, evaluation criteria, and timelines used during tryouts. All tryout procedures are subject to approval by the Board of Directors. The annual Tryout Guide outlines the specific procedures for the season, including registration requirements, tryout schedules, evaluation methods, skill sessions, scrimmages, team selection procedures, placement considerations for absent or injured players, and the process for addressing questions or concerns related to team placement. Players who register with NPHA after the completion of tryouts will generally be placed on the lowest-level team within their age division. The HDC may recommend an alternative placement when roster sizes, player safety, competitive balance, and the best interests of the Association support such a move. Any recommended adjustment to a player's placement after tryouts must be approved by the Board of Directors. The current Tryout Guide and procedures can be found in **Appendix B**.

5. PLAYER ROLES & RESPONSIBILITIES

- a. **Player Development Expectations:** NPHA is committed to developing skilled hockey players while fostering teamwork, confidence, accountability, and a lifelong enjoyment of the game. Players are expected to actively participate in practices and games, support their teammates, and contribute to a positive team environment. Every player brings unique talents and abilities, and long-term development is achieved when players work together, encourage one another, and commit to continuous improvement.
- b. **Character Development:** NPHA believes hockey provides valuable opportunities to develop life skills that extend beyond the rink. Players are expected to demonstrate respect, self-control, responsibility, effort, and integrity both on and off the ice. Players should strive to be positive teammates, balance hockey with school and family commitments, arrive prepared and on time, and represent themselves, their team, and the association in a manner that reflects the values of NPHA.
- c. **Attendance & Team Commitment:** Attendance and commitment are important parts of being a teammate and member of the New Prague Hockey Association (NPHA). Consistent attendance helps players develop skills, build team chemistry, and demonstrate respect for teammates, coaches, volunteers, and the overall program. Players are expected to attend all practices, scrimmages, games, tournaments, team meetings, and other required team activities unless previously communicated and approved. Families are expected to notify the Head Coach as soon as reasonably possible when a player will miss a team activity. NPHA recognizes that family schedules, illnesses, school obligations, and unexpected situations occur throughout the season. At the same time, consistent attendance is essential to maintaining a positive culture, fair team expectations, and player development opportunities. Communication regarding an absence does not automatically make the absence excused. The association will utilize the Crossbar platform to track attendance throughout the season in order to maintain consistency and accountability across all teams.

Excused Absences: Absences are generally considered excused when they are properly communicated to the coaching staff and are due to illness or injury, family emergencies, school-required academic or activity obligations, religious classes, services, or ceremonies, severe weather or transportation emergencies, or other circumstances approved by the Head Coach based on the individual situation. NPHA understands that unique situations may arise that fall outside of these examples, and extenuating circumstances may be reviewed on a case-by-case basis.

Unexcused Absences: Absences may be considered unexcused when no communication is provided prior to the missed event, when repeated absences occur without reasonable explanation, when a player chooses to miss team activities for non-approved reasons, when attendance expectations are not being respected consistently, or when a player repeatedly arrives late or leaves early without prior communication.

- **Attendance Guidelines & Consequences (Squirt/10U and Older)**

1–2 Unexcused Absences: Coach communication and reminder regarding team expectations

3–4 Unexcused Absences: Coach discretion regarding team-related consequences

5th Unexcused Absence: Player may not start the following game

6th Unexcused Absence: One-game suspension

7th Unexcused Absence and Beyond: Attendance review by the Hockey Director(s) and NPHA Board, with possible additional disciplinary action, suspension, or participation restrictions

NPHA reserves the right to review attendance concerns and extenuating circumstances on a case-by-case basis and to support coaches in enforcing standards that promote accountability, development, consistency, and a positive team culture.

- d. **Sportsmanship & Respect:** NPHA is committed to maintaining the highest standards of sportsmanship. Players are expected to treat teammates, coaches, officials, opponents, volunteers, and spectators with respect at all times. Players should demonstrate good character in both victory and defeat and contribute to a positive environment that reflects the values of the association.
- e. **Conduct Expectations:** Player conduct expectations extend beyond the rink and apply to all association activities, including team events, travel, locker rooms, electronic communications, cell phone use, and social media activity. Bullying, harassment, abusive language, inappropriate digital behavior, property destruction, or conduct that negatively impacts the safety, reputation, or culture of the association may result in disciplinary action. The use of alcohol, tobacco, vaping products, illegal drugs, or other prohibited substances at any association event or activity is strictly prohibited. The complete **NPHA Code of Conduct & Discipline Policy** is available on the Association website
- f. **Accountability & Behavior Expectations:** NPHA believes accountability is an important part of player development. When behavioral expectations are not met, corrective action may be taken to protect the safety of participants, maintain the integrity of the program, and support personal growth. Behavioral violations may result in consequences ranging from removal from a practice or game to suspension or removal from the Association. The Board of Directors reserves the authority to investigate incidents, impose disciplinary action, and hear appeals when necessary. For the complete Code of Conduct, including behavioral standards, violation levels, disciplinary procedures, suspension guidelines, and appeal rights, please refer to the Resources section of the Association website.

6. PARENT ROLES AND RESPONSIBILITIES

- a. **General Parent Duties:** Parents and guardians play an important role in creating a positive experience for all participants in the New Prague Hockey Association (NPHA). Families are expected to support their player, team, coaches, officials, volunteers, and the overall mission of the Association. Parents are responsible for ensuring all registration requirements, forms, and payments are completed by established deadlines. Families should stay informed by regularly reviewing Association communications and team information throughout the season. Parents are encouraged to attend Association meetings, team meetings, and season kickoff events to remain engaged and informed. Parents are expected to ensure players arrive on time and prepared for all team activities, including practices, games, tournaments, and meetings. Families should communicate attendance conflicts promptly and support healthy habits that contribute to player success, including proper rest, nutrition, and preparation. As role models for young athletes, parents are expected to encourage teamwork, accountability, sportsmanship, and pride in representing NPHA. Parents are ultimately responsible for the conduct and behavior of their player and are expected to support coaches, team staff, and Association volunteers in fostering a positive hockey environment. Parents are also expected to learn and assist with required game-day support roles, including scorekeeping, penalty box operations, and other off-ice responsibilities as assigned.
- b. **Parent Expectations:** NPHA is committed to providing a positive, competitive, and development-focused hockey experience. Parents are expected to support this mission through their actions and interactions throughout the season.

Parents should:

- Promote good sportsmanship and respect for teammates, coaches, opponents, officials, volunteers, and spectators.
- Encourage effort, improvement, and personal development rather than focusing solely on outcomes.
- Support coaches and allow them to fulfill their responsibilities without interference during practices, games, or team activities.
- Respect the decisions of officials and recognize their important role in the game.
- Model positive behavior and constructive communication at all times.
- Remember that youth hockey exists for the benefit and development of the players.

NPHA follows USA Hockey's Zero Tolerance Policy. Unsportsmanlike conduct, abusive behavior, harassment, intimidation, or actions that negatively impact the Association, its members, or its reputation may result in disciplinary action.

- c. **Membership Responsibilities:** The New Prague Hockey Association (NPHA) is a volunteer-driven organization that relies on the commitment and involvement of its members. Every parent or guardian of a registered player is considered a member of the association and shares responsibility for supporting the success of our programs, events, and fundraising efforts.

Volunteer Requirements: Each family is required to complete 22 volunteer hours per season, regardless of the number of players registered. New families are also subject to this requirement. Families with only a Junior Gold player are required to complete 11 volunteer hours per season, all of which must be fulfilled in the concession stand. If a family has both a Junior Gold player and one or more youth-level players, the standard 22-hour volunteer requirement applies.

At least **11 of the 22 required hours must be completed in the concession stand**, unless a family member is serving in an approved Board, Coordinator, Coach, or Team Manager position that includes volunteer hour credit. Volunteer opportunities will be posted through the Association's registration platform as they become available.

Concession Stand Responsibilities: The concession stand provides significant financial support to NPHA and must remain open during all scheduled practices, games, tournaments, and events. Families who sign up for a concession shift are responsible for ensuring that shift is covered. If you are unable to work a scheduled shift, it is your responsibility to find a replacement. **Under no circumstances may the concession stand be closed when it is scheduled to be open.**

A family that fails to report for a scheduled concession shift without securing a replacement will be assessed **\$35 per scheduled hour**. Additionally, the volunteer will not be given credit for those hours. Volunteer credit may also be withheld for a completed concession shift if required closing or cleaning responsibilities are not completed.

Volunteer Buyout & Unfulfilled Hours: Families may elect to buy out of their volunteer requirement at registration at a rate of **\$25 per hour**. Families who elect to complete their volunteer hours but fail to fulfill the requirement by the end of the season will be assessed **\$50 per unworked hour**.

Off-season volunteer opportunities at the NPACC may be used to satisfy requirements from the prior season through **April 15**. Any remaining unfulfilled hours after April 15 will be billed accordingly. Families are encouraged to complete their hours throughout the season rather than waiting until the deadline.

Approved Student Workers: Families who elect to complete their volunteer hours may arrange for an approved student worker to fulfill required concession stand hours on their behalf. Approved student workers are paid directly by the family at a rate of **\$15 per hour**, and the family is responsible for coordinating scheduling and payment. A list of approved student workers will be maintained by the Association.

Team Responsibilities: Working the clock or scoreboard, serving in the penalty box, or running music during games **does not count toward required volunteer hours**. These duties are considered shared team responsibilities.

Volunteer Positions & Hour Credits: NPHA relies on the dedication of its volunteers to operate successfully. Families are encouraged to volunteer beyond the minimum requirement and to consider available Board, Coordinator, Coach, and Team Manager positions.

If a Board member, Coordinator, Coach, or Team Manager does not fulfill their entire designated term or season, any volunteer hours waived or credited through that position will be forfeited. The family will then be responsible for completing or paying for the applicable **22 volunteer hours** by the end of the season.

Tournament Support: Each season, NPHA is assigned to host a Minnesota Hockey District 6 postseason tournament. Hosting this event is an important responsibility of the association and provides benefits to our players, families, and the hockey community. All families associated with the host team level are expected to assist with tournament operations as assigned. Volunteer duties may include registration, scorekeeping, locker room supervision, hospitality, concessions, crowd management, facility support, or other event-related responsibilities. Team Managers will coordinate volunteer assignments in partnership with the Tournament Coordinator. Participation in District Tournament volunteer assignments is considered a membership responsibility and helps ensure the successful operation of this event for all participating teams, families, officials, and guests.

Fundraising Requirements: Fundraising is an important part of keeping registration fees affordable and supporting the programs, facilities, and opportunities provided by NPHA. Participation in all required association fundraisers are considered a membership responsibility.

Season Fundraiser: Each family is required to participate in the Association's annual season fundraising program. Fundraising opportunities may include traditional product-based fundraisers, such as wreaths, pizza, meat products, cookie dough, or other items designated by the Board of Directors, as well as approved crowdfunding or online fundraising options.

Families must meet the annual fundraising requirement of \$700 for a single-player family or \$900 for a family with multiple players, or select the applicable fundraiser buyout or approved crowdfunding option. The fundraiser buyout amount, and corresponding crowdfunding requirement, is \$350 for a single-player family or \$450 for a multi-player family.

Families who elect to participate in fundraising but do not meet the required fundraising minimum will be invoiced for the remaining balance necessary to satisfy their fundraising obligation. Any outstanding fundraising balances must be paid in full before a player may continue participation in association activities.

Families who exceed their required sales through the Association's traditional product fundraiser may be eligible to receive a refund of a portion of their registration fees, as determined annually by the Board of Directors. Funds raised through the Association's approved crowdfunding option that exceed the required amount will be directed to the Association's Second Sheet of Ice Campaign and are not eligible for registration fee refunds.

Families who are new to NPHA and new to the sport of hockey are exempt from the Season Fundraiser requirement during their first year of participation. This exemption does not apply to other fundraising or volunteer obligations.

Raffle Calendar Fundraiser: The NPHA Raffle Calendar is a mandatory fundraiser for all member families. The cost of the required raffle calendars is due on drop off day for the calendar returns. Families are financially responsible for all calendars assigned to them. Any funds not repaid for non-purchased calendars will be the families responsibility. The minimum number of calendars must be achieved or bought out by the responsible families.

Raffle calendar requirements are based on family participation and are as follows:

- **Returning Mites and Upper Level Families (Squirt/10U through 15U/Bantam):** 15 raffle calendars (\$300)
- **Junior Gold Only Families:** 10 raffle calendars (\$200)
- **Families with both an Upper Level player and a Junior Gold player:** 25 raffle calendars (\$500)
- **New Mite/8U Families:** If your only player is a first-year Mite/8U skater, your requirement is reduced to 5 raffle calendars (\$100)

All sold and unsold ticket stubs must be returned by the designated deadline. Families who do not fulfill their raffle calendar obligation remain financially responsible for all assigned calendars. Failure to return required ticket stubs or satisfy raffle calendar requirements may result in additional fees, loss of eligibility for prize drawings, suspension of participation privileges, or other actions as determined by the Board of Directors.

All raffle calendars must be purchased with cash or check to stay within the regulations of lawful gambling. Checks made payable to NPYHA Gambling Fund. All raffle calendar fundraising activities are conducted in accordance with applicable Minnesota gambling regulations and NPHA procedures.

- d. **Game Day Support Responsibilities:** Each team is responsible for providing volunteers to fulfill required game-day support positions, including scorekeeper, timekeeper, penalty box attendant, music operator, and other roles as needed. Individuals serving in these positions are expected to remain neutral, conduct themselves professionally, and support a positive game environment. These roles are essential to the operation of youth hockey games and are considered a shared responsibility among team families.
- e. **Conduct Expectations:** Parents, guardians, and spectators are expected to conduct themselves in a respectful and sportsmanlike manner at all Association activities, including practices, games, tournaments, meetings, and events. The complete **NPHA Code of Conduct & Discipline Policy** is available on the Association website.

The following behaviors are prohibited:

- Abusive, threatening, discriminatory, or harassing language or conduct.
- Unsportsmanlike interactions with players, coaches, officials, volunteers, or spectators.
- Public confrontations with coaches, officials, players, or Association representatives.
- Disruptive behavior that negatively impacts participants or the game environment.
- Damage to facilities, equipment, or property.

Concerns regarding coaching decisions, player development, team operations, or Association matters should be addressed through the established communication and grievance procedures. Violations of Association conduct expectations may result in disciplinary action, including removal from Association activities, suspension, or other corrective measures as determined by the Board of Directors.

- f. **Accountability & Behavior Expectations:** NPHA believes accountability is an important part of maintaining a positive culture. Parents are expected to model the same standards of respect, accountability, and sportsmanship that are expected of players. The Board of Directors reserves the right to investigate and address conduct that is detrimental to the Association, its members, or its mission. Disciplinary actions may vary depending on the severity, frequency, and circumstances of the behavior. Detailed disciplinary procedures and behavioral guidelines are available on the Association website.
- g. **Payment Responsibilities:** Families are responsible for ensuring all registration fees, fundraising obligations, volunteer hour commitments, and other Association financial obligations are satisfied by established deadlines. Registration fees are due in full by January 15 of the current season unless an approved payment arrangement has been established through the Board of Directors. Failure to meet financial obligations will result in participation restrictions, including suspension of the player and any other registered skaters within the same family until the outstanding balance has been paid in full and payment has cleared. Families who fail to fulfill volunteer hour requirements, fundraising commitments, raffle calendar obligations, or other approved Association fees will be invoiced accordingly and are responsible for payment by the specified deadline. Outstanding balances may impact a family's ability to register for future seasons, participate in Association activities, or receive team assignments until all obligations have been satisfied. Additional information regarding registration fees, payment plans, refunds, fundraising obligations, volunteer hour assessments, non-parent coach fees, and other financial responsibilities can be found throughout this handbook and in annual registration materials.
- h. **Grievance Procedure:** The New Prague Hockey Association is committed to addressing concerns in a fair, respectful, and consistent manner. The grievance process provides members with a formal method for resolving concerns related to Association policies, procedures, Board decisions, coaching matters, membership responsibilities, disciplinary actions, or other organizational issues that cannot be resolved through normal communication.

Members are encouraged to address concerns at the lowest appropriate level whenever possible before submitting a formal grievance. Board Members will listen to concerns but will not investigate or resolve grievances outside of the Association's established grievance process. All formal grievances must be submitted in writing to the Board Member-at-Large, who serves as the primary point of contact for the Association's grievance process and Disciplinary Committee.

For complete grievance procedures, reporting requirements, timelines, and appeal information, please refer to the **Resources** section of the Association website.

7. **SAFESPORT:** The New Prague Hockey Association is committed to providing a safe, respectful, and positive environment for all participants. NPHA supports and follows the SafeSport policies and requirements established by USA Hockey and Minnesota Hockey and maintains a zero-tolerance approach to abuse, bullying, harassment, hazing, discrimination, misconduct, retaliation, or any misuse of authority.

All members share responsibility for promoting a safe environment by completing required SafeSport training and background screening, when applicable, following SafeSport expectations, and promptly reporting suspected violations.

The NPHA SafeSport Coordinator serves as the Association's primary point of contact for SafeSport concerns. Allegations involving abuse, misconduct, or other potential SafeSport violations should be reported immediately to the SafeSport Coordinator. Reports involving suspected criminal conduct or child abuse will be referred to the appropriate authorities and governing organizations as required.

For complete SafeSport policies, reporting procedures, locker room requirements, and educational resources, please refer to the Resources section of the Association website.

8. TEAM MANAGER ROLE & RESPONSIBILITIES: The Team Manager serves as the primary administrative support for the team and works closely with the Head Coach to help ensure a positive, organized, and successful season. Team Managers assist with team communications, scheduling, volunteer coordination, and other administrative responsibilities, allowing coaches to focus on player development and team performance.

a. **Responsibilities:** Team Managers assist with team communications, schedule updates, tournament coordination, volunteer assignments, and other organizational needs throughout the season. They are responsible for coordinating required game-day volunteers, including scorekeepers, timekeepers, penalty box attendants, and locker room monitors, and for helping families understand and fulfill their team and Association responsibilities. Team Managers are also responsible for coordinating the distribution and collection of practice jerseys and other team-issued equipment as directed by the Association. Serving as a Team Manager fulfills the Association's required volunteer hour commitment for the season.

b. **Communication:** Team Managers serve as a liaison between coaches, families, and the Association by sharing important information, facilitating preseason parent meetings, and promoting positive, respectful communication throughout the season. Team Managers should encourage families to follow the Association's established communication and grievance procedures when questions or concerns arise. Team Managers are not responsible for resolving coaching decisions, player placement concerns, or disciplinary matters, but should direct families to the appropriate Association policies and communication procedures.

9. Board Positions & Responsibilities: The New Prague Hockey Association (NPHA) relies on dedicated Board Members, Coordinators, and Administrative Volunteers to support the operation of the Association and fulfill its mission. These individuals work together to provide leadership, oversee Association programs, and support players, families, coaches, and volunteers throughout the season.

The Board of Directors is responsible for the overall leadership and governance of the Association. Board Members are expected to:

- Attend and actively participate in monthly Board meetings.
- Act and vote in the best interests of the Association as a whole.
- Serve as positive role models for players, families, coaches, and volunteers.
- Be available to answer questions from Association members and direct concerns through the Association's established communication and grievance procedures.
- Support and follow all Association policies, procedures, and decisions.
- Maintain confidentiality regarding Board discussions and matters requiring discretion.

Board Member Response to Concerns and Grievances: Board Members are often approached by parents, players, coaches, or other Association members with questions, concerns, or complaints. Board Members are expected to

listen respectfully while ensuring that concerns are handled consistently and through the appropriate Association process.

Verbal Concerns or Grievances: If a Board Member is approached with a verbal concern or grievance, the Board Member should listen but should not make commitments, provide an immediate determination, or attempt to resolve the matter individually on behalf of the Board.

The individual should be directed to first follow the appropriate chain of communication and, when applicable, the formal Grievance Procedure outlined in this Handbook. If the individual chooses not to follow the established process, the Board Member should not continue to discuss, investigate, or act upon the grievance.

Board Members should avoid discussing grievances with individuals who are not directly involved or authorized to participate in the review of the matter.

Written Grievances: If a Board Member receives a written grievance by email, mail, or other written communication, the grievance should be promptly forwarded to the appropriate Board representative for handling under the Association's established Grievance Procedure.

Individual Board Members should not independently investigate, respond to, make decisions regarding, or promise a particular outcome related to a written grievance unless specifically authorized to do so as part of the established grievance process.

All grievances will be reviewed and addressed in accordance with the Grievance Procedure outlined in this Handbook. Matters involving SafeSport, player safety, abuse, harassment, or other issues requiring mandatory reporting or immediate action will be handled according to the applicable USA Hockey, Minnesota Hockey, SafeSport, or legal requirements.

Board Positions

- President
- Vice President
- Secretary
- Treasurer
- Board Member-at-Large
- Past Board Member
- Communications Director
- Manager Director
- Director of Operations
- Concessions Director
- Volunteer Director
- Girls Hockey Development Committee (HDC) Lead
- Boys Hockey Development Committee (HDC) Lead
- Gambling Manager
- Gambling Assistant
- District 6 Representative

Board Members who serve two (2) consecutive two-year terms will receive a lifetime waiver of the Association's volunteer hour requirement for the duration of their program membership.

10. Coordinator & Administrative Positions: The New Prague Hockey Association (NPHA) relies on dedicated Coordinators and Administrative Volunteers to support the operation of the Association and fulfill its mission. The Association's Coordinators and Administrative Volunteers oversee key operational functions and assist the Board of Directors in supporting the day-to-day operation of NPHA. Coordinator and Administrative positions include:

- Registrar
- Safesport Coordinator
- Fundraising Coordinator
- Sponsorship Coordinator
- Equipment Coordinator
- Apparel Coordinator
- Ice Time Coordinator
- Outdoor Rink Coordinator
- Raffle Calendar Coordinator
- Retention Coordinator
- Recruitment Coordinator
- District 6 Tournament Coordinator

A complete list of Board, Coordinator, and Administrative positions, including position descriptions, qualifications, responsibilities, and term lengths, can be found on our website. The Board of Directors may establish, modify, or discontinue Board, Coordinator, or Administrative positions as necessary to meet the needs of the Association.