NORTHFIELD
HOCKEY ASSOCIATION



P.O. Box 111
Northfield, MN 55057

Handbook
2026-2027
www.NorthfieldHockey.net

CONTENTS

INTRODUCTION 4
MISSION STATEMENT 5
PROGRAM POLICIES 6
Team Size 6
Level of Play, Teams 7
PROGRAMS 12
Mites/6U - Senior Mite/8U 12
Squirt/10U 14
Peewee/12U 15
Bantam/15U 16
GENERAL INFORMATION 17
Uniforms and Equipment 17
Registration Fees 18
Request for Player Refunds 18
Coach Payment Guidelines: 18
Sponsors 18
Picture Day 18
Calendars 19
NHA Volunteer Requirements 19
PROGRAM POSITION DESCRIPTIONS 20
President 20
Vice President 20
Secretary 21
Treasurer 21
Boy's Program Director 22
Girl's Program Director 23
Ice Chair 23
Coach Coordinator 24
Registrar 24
DIBS & Concessions Coordinator 25
Fundraising Director 25
Growth Director 25
Equipment Coordinator 26

Webmaster/Social Media Coordinator 26
Tournament Director 27
Events Coordinator 27
At-Large Member 28
Referee Coordinator 28
Level Coordinators 28
District 9 Representative 29
Coaches 29
Team Managers 29
Committees 30
CODES OF CONDUCT 31
Administrator Code of Conduct 31
Coach Code of Conduct 31
On-Ice Official Code of Conduct 32
Parent Code of Conduct 32
Player Code of Conduct 33
Spectator Code of Conduct 33
Unacceptable Behaviors 33
POLICIES 34
Discipline Policy 34
Discipline Consequences 34
Drug, Alcohol and Tobacco Policy 35
Screening, Sexual Abuse and Physical Abuse Policies 35
USA Hockey Zero Tolerance Policies 35
Screening Policy 36
Sexual Abuse Policy 36
Physical Abuse Policy 37
Scholarship Policy 37
Expenditure Approval Policy 38
Locker Room Policy 38
CURRENT BOARD OF DIRECTORS 40

INTRODUCTION

This handbook serves as a guide for Northfield Hockey Association board members, parents, parent representatives, team managers and coaches. If we refer to the handbook regularly, we can achieve consistency and continuity throughout the entire hockey program. Changes in bylaws and guidelines may take place from time to time. The Northfield Hockey Association will make every effort to keep this handbook up to date. If you have questions, please ask any board member.

The Northfield Hockey Association (NHA), is a non-profit organization governed by the State of Minnesota Non-Profit Regulations. Scheduled board meetings are held on the third Wednesday of each month but are subject to change. Meetings will be posted on the website and are open to the public. If you have an issue that you want placed on the agenda, please contact the NHA president at least five days before the board meeting.

Communication is a vital aspect of a healthy association. For this reason, minutes of the board meetings will be posted on the NHA website as soon as they are approved, usually at the following board meeting. To pass on information to the NHA, you can submit feedback, comments, and suggestions through the NHA website or by contacting a board member directly.

Generally, the board recommends that concerns regarding team play be discussed at team meetings held at the beginning of the season, and directly with each team manager or coach during the season, following the rules set forth in this handbook.

MISSION STATEMENT

The Northfield Hockey Association will provide a positive, competitive learning environment for all players and teach the virtues of athletics such as discipline, hard work, teamwork and individual sacrifice.

COACHES are responsible for teaching the skills and concepts at each level and adhere to the Mission Statement, instructional methods, and progression guidelines of the Association.

PARENTS can greatly influence their children's hockey experience in a positive manner by supporting and understanding the Mission Statement and providing encouragement.

PLAYERS will take pride in being a Northfield hockey player. They will put forth their best effort at all times, representing themselves, their families and the NHA in a positive manner. They will demonstrate the virtues of athletics such as hard work, discipline, teamwork and individual sacrifice for the betterment of the team.

PROGRAM POLICIES

These policy statements address past issues that have caused disruptions among players and parents. Situations likely will arise that are not covered here, but these statements will provide direction for the program.

Team Size

The NHA intends to provide each player with the maximum level of participation balanced with the team's ability to keep playing through illnesses, vacations, disciplinary actions or other player absences. The difficulty in predicting the number of players each season forces final decisions on team size to wait until after registration. In support of this, the Board will use these registration levels as guidelines for forming teams. Final team sizes are determined by the Hockey Operations Committee based on number of players.

Level of Play, Individual and Move-ups

All participants will be required to register at the appropriate age level as outlined by MN Hockey birthdate guidelines. Generally, NHA discourages move-ups and supports USA Hockey and MN Hockey development program encouraging players to play with their peers. NHA's move-up policy is designed to support this belief.
Players must indicate their interest to move-up during registration. Once a player receives approval to move-up, the player will be charged for the additional move-up registration fees by invoice.
Grade Level Exception: MN Hockey policy states that any player with a summer birthdate (June 1st – August 31st) that requests to move-up so they will play with their school grade level must be approved by the association.
NHA will authorize all grade-level move-ups provided that:

- The player has a birthday in June, July or August following the cutoff date for that level
- Be in the grade on par with the older age level
- Receive approval from the NHA registrar

PLAYERS WHO ARE NOT ELIGIBLE PER BIRTHDATE	BUT ARE ENTERING
Mini Mite/U6	Minimum age must be met – no exceptions
Sr. Mite/U8	2nd grade
Squirt/U10	4th grade
Peewee/U12	6th grade
Bantam/U15	8th grade

The "Grade Level Exception" is good for one season and the player must request to play with their grade level at each yearly registration.
Level Move-Up Request: All other move-up requests are to be handled on a case-by-case basis after review by the Hockey Operations Committee. The decision will be communicated to the family and if allowed, the player will skate with the move-up level through the initial start of the season practices and through tryouts. The move-up request player must also participate in tryouts at the move up level during the process.
The move-up request player will be evaluated against the players at the move-up level through the initial practices and tryout session and will include observations of the maturity level of the player. The final determination for move-up will be made by the Hockey Operations Committee. If the move-up candidate is the child of a person on the Hockey Operations Committee, they will not be able to vote or decide on the move-up and will be removed from the process.

The criteria used to determine whether the player move-up is approved will be:

- The player must possess the social and emotional maturity to integrate into the move-up level
- The player must be able to safely compete at the move-up level – physical size and type of play will be considered.

The "Level Move-Up Request" is good for one season and the player must demonstrate the above criteria each season to move up levels each year.
Exceptions to these guidelines can be made when a move will be beneficial to both the NHA and the player as determined by the Hockey Operations Committee. Circumstances considered for exceptions will include player numbers at both the move-up level and the level the player would be leaving. The Hockey Operations Committee may also make special considerations for move-up requests from Sr. Mites to Squirts as there is not as large of a discrepancy in player ability and physicality between those levels.

High School Move-Ups

If a player moves up from the association to the High School program after the start of the season, the player would be charged 1/3 of the total cost of that level for their participation in NHA.

Level of Play, Teams

1. The Hockey Operations Committee is charged with evaluating the skills and competition level of all skaters registered. Based on that evaluation, the Hockey Operations Committee will determine the level of play for each team for the season. The evaluation will consider the following:
    - Past program evaluations and recommendations, building on successes;
    - Coach input;
    - Parent input; and
    - All practices prior to tryout and the tryout session.

    A decision on the level of skill for each team is to be made no later than 5 days after the completion of tryouts and is final.
2. Number of games / scrimmages:
    a. The program intends to develop skills. Games and scrimmages provide an opportunity to evaluate and measure that development. Therefore, greater emphasis is given to practice time. Registration fees include the following:

Level	***Practices***	***Skating Clinics***	***Game / Scrimmage limit***
Bantam/15U	60	10	45
Peewee/12U	53	10	40
Squirt/10U	45	10	35 (limit per MN hockey)
Senior Mites/8U	40	10	20
Mites/6U	36	Incorporated into practices	5

**Additional home games permitted if ice is available to purchase at the expense of team requesting additional ice – including cost of officials and scorekeeper/clock operators

b. Ice will be scheduled at the Northfield Arena and other nearby arenas due to the limited hours available in Northfield.

c. A "controlled scrimmage" is a tool for teaching position play and for addressing game situations. The NHA intends that such scrimmages be conducted as practices. Scrimmages not meeting the criteria below are "scrimmage games" and must use USA Hockey certified officials:

   i. One coach from each team must be on the ice.

   ii. No scorekeeper, timekeeper or game clock can be used.

   iii. Teams can switch ends at some point, if desired.

   iv. The event is conducted as a practice, with the coaches stopping play from time to time for instruction on player positioning or other factors.

   All the above must be met for the event to be considered a "controlled scrimmage." If any of the above cannot be met, the teams must conduct separate half-ice practices.

3. Referees will be provided for all games at the Squirt/10U level and above.

4. Tournament participation, traveling teams for Squirt/10U and older:

   a. Level Coordinators and Program Director will be responsible for scheduling the away tournaments and should make every effort to commit to tournaments during the prior summer or, at the latest, by September 1.

   b. The Coach/Manager will be responsible for informing the Ice Chair and Webmaster about what tournaments and the dates the teams will be traveling to as soon as they get confirmation from the hosting tournament association.

   c. NHA will register each Squirt/10U team and above for ~~2~~ 3tournaments each season. One will be a tournament within a commutable distance from Northfield, and one may require an overnight hotel stay.

   d. NHA will pay for all district/regional/state tournament entry fees.

   e. If the team chooses to enter a 4th away tournament that cost must be paid by the team, and the team must have an 80% approval from team parents.

   f. For NHA hosted tournaments the host team is required to work the tournament as tournament host, announcer/music, etc. The volunteer requirement is in lieu of team payment of an entry fee to the home tournament.

   g. The Coach/Manager will be responsible to work with the NHA Treasurer (please email: treasurer@northfieldhockey.net) to have a tournament fee check cut for any tournament fee the NHA will be paying.

5. Tryouts

   a. The tryout process provides an objective evaluation of players based on a wide range of skills and development. The primary objective of the tryout process is to evaluate skaters fairly and place them at the appropriate level. Players will be evaluated on:

i. Hockey skills

ii. Performance

iii. Player maturity and coachability

b. The Team Selection Committee will be composed of the Hockey Operations Committee, Coach Coordinator, Program Director, and evaluators that each identifies. Parents of players at the level of the tryout cannot be part of the Team Selection Committee.

Players will be evaluated by their performance in pre-tryout sessions and tryout. Tryouts are weighted more heavily than pre-tryout practices and players should plan to participate in all tryout sessions. However, if a player participates in only part of the tryout sessions, the Team Selection Committee will complete a review. This review will include:

i. Evaluations of the sessions completed

ii. Comparison of those evaluations to the rest of the candidates

iii. Previous seasons experience and practices before tryouts

iv. Coaches' input

v. Reason for missing tryouts and any extenuating circumstances

c. All absences must be communicated in advance to the Coach Coordinator or Hockey Operations Committee.

d. The decisions of the Team Selection Committee are final.

6. Playing Time

a. The following policy is provided to help parents, coaches and players understand the expectations of NHA:

i. All players participating at the Squirt/10U, Peewee/12U levels will be provided their fair share of playing time per normal shift rotation. Late-game strategies, penalties or disciplinary action may prevent the coaches from following a strict shift rotation. Therefore, players are expected to attend practice and games, follow disciplinary guidelines, and master special team aspects of the game. This will help ensure fair distribution of playing time.

ii. At the top levels in Bantam/15U and Peewee/12U level, the competition is stronger and game strategies become more important. The same expectations regarding attending practices and games, following disciplinary guidelines and mastering special teams apply at this level as well. For these reasons, the coaches have greater latitude in distributing playing time to the players.

iii. For teams at Bantam/15U or Peewee/12U level with a new skater on the team, the coaches, the Coach Coordinator, Program Director, and the President shall have the discretion to authorize alternative play time rules for those new skaters, depending on the situation. Participants new to hockey must demonstrate the necessary skill to participate in games. This will be determined by Coach Coordinator, Program Director and Team Head Coach on a case-by-case basis.

7. Ice Schedule
    a. The Ice Chair will have the sole authority to manage the NHA ice schedule, and will implement the schedule according to the following guidelines:
        i. Notification of schedule changes must be provided to the Ice Chair as soon as possible. Any schedule changes submitted with less than four days' notice where the ice cannot be reallocated will be charged to the requesting team.
        ii. Any scheduled hours missed, without proper notification to Ice Chair, will be charged against a team's targeted hours.
        iii. The ice schedule can change at any time without notice up to 3 days in advance of an event. If within three days, changes within NHA control must be approved by the team manager or coach.
        iv. Non-solo NHA purchased ice is distributed, not requested, at a pace matching the NHA target hours. Requests for a particular rink or time can be made but they are unlikely to be accommodated.
        v. Minimal front-loading and back-loading of a team's schedule will occur when the in-season ice available to the NHA is insufficient to distribute to all teams evenly.
        vi. Ice is scheduled youngest to oldest on weekdays and youngest to oldest radiating out from midmorning on weekends.
        vii. All teams will skate Sunday mornings, when necessary, on a rotating basis proportional to the number of hours the team receives.
        viii. Teams are limited to sharing the ice with other teams that are one age level above or below themselves when possible.
        ix. All teams at the same age level receive the same amount, type, and frequency of ice hours regardless of A/B/C letter designation during the NHA season up to and including the district tournament. Teams reaching the regional or state tournament in their level will receive the following additional ice hours:
            1. Bantam/15U: up to 6 hours per week with 1 hour being solo ice
            2. Peewee/12U: up to 6 hours per week with 1 hour being solo ice
        x. A team may be scheduled for a second on ice event in the same day at the Squirt/10U level and up.
        xi. A team's Game Slots can be scheduled at the earliest date the district allows for that level.
        xii. Teams may purchase their own ice or hold a team event if it does not conflict with an already scheduled NHA ice event. If this is not followed, the ice may be charged to the team's target hours.
        xiii. Resurfaces may not be requested and are at the discretion of the Ice Chair and Arena.
        xiv. A resurface will occur before all Squirt/10U level games and up unless the team agrees to forgo the resurface. Mites/8U games will prefer, but not require, a resurface.

xv. Solo Ice practices for a team:

1. Can be requested on NHA-controlled ice
2. Will be fulfilled using slots that do not increase ice costs, or significantly worsen the time of day of other NHA events
3. Home scrimmages require the use of a team's solo ice
4. Solo ice due to another team's cancellation is not counted against a team's solo ice allowance
5. The amount of solo ice allowed for request is distributed by level.

Level	***Hours***
Bantam/15U	10
Peewee/12U	5
Squirt/10U	1
Senior Mite/8U	1
Mites/6U	0

8. Player Membership: All NHA registered hockey players are members of USA Hockey and the Minnesota Amateur Hockey Association (MAHA). Benefits include:
    a. Official membership card
    b. One-year subscription to USA Hockey's American Hockey magazine
    c. Insurance coverage as explained in registration materials
9. Waiver Policy
    a. The Northfield Hockey Association waiver policy is intended to align with Minnesota Hockey's philosophy of a community-based amateur hockey program where players are to participate on teams from the community where their parent(s) or legal guardian(s) reside. The NHA strongly supports this philosophy and will strictly follow Minnesota Hockey's Rules Concerning Waivers.
    b. Requests for a waiver must be submitted in writing to the NHA President before the beginning of tryouts. The NHA Board, after consulting with Program, Level, and Coaching Coordinators, will decide all waivers.
    c. Primary Residence Requirement: The address used to register with NHA must be the player's primary residence. NHA may request proof of residency. Examples include a driver's license, lease, property tax statement, utility bill, or school enrollment records.
    d. School Attendance Verification: Players who live outside the Northfield school district but attend Northfield Public Schools must provide proof of school enrollment to qualify for a school attendance waiver. NHA may request school enrollment records or other proof of attendance.

PROGRAMS

Mites/6U - Senior Mite/8U

1. **Age:** Senior Mite/8U – Youth ages 7 or 8 as of June 1 of registration year. Mites/6U - Youth ages 6 and under as of July 1 of registration year.
2. **General:** Mites/6U and Senior Mite/8U is the introductory level of hockey and is coed. The emphasis at the Mite level is to establish basic skating skills, introduce puck control, introduce basic movements, follow coaching direction, and start to learn sportsmanship. Coaches will focus on encouraging the children at all phases. Equal participation is stressed. Players will be encouraged to try all positions, and playing time for games will be equal for all players. Regular attendance at practice is encouraged. Coaches should be notified if a player will miss practice. Players should be dressed and ready to skate at the scheduled time.
3. **Teams / Format / Coaches:** Mites/6U/8U display a wide range of skill, experience and interest. The NHA has two Mite levels: Mites and Senior Mites.
    a. **Mites/6U:** Players at the Mites level will be grouped by ability level and will work with certified coaches in the basic skills of hockey. There are no formal tryouts at either the Mites or Senior Mite level. Mites will play in-house, using a cross-ice format for practices and scrimmages. Mites will not travel.
    b. **Senior Mites/8U:** Second and third grade students who are the older, more skilled and experienced players will focus on basic hockey skills, but will also be introduced to game situations in some full-ice “controlled scrimmages” against nearby towns. A “controlled scrimmage” is a teaching and learning experience. Coaches must be on the ice, and no score is kept. For the most part, the ice time is allocated heavily to practice time and skill development.
4. **Jamboree** NHA will attempt to host one jamboree each season.
5. **Equipment:** The function of equipment is player protection. If the equipment fits well, it will protect players without restricting their movement. Below are general requirements and guidelines. If you have doubts about equipment, do not hesitate to ask the coaches.
    a. **Equipment Program for Mini Mites/Sr. Mites/6U/8U:** The Association offers rental of the following equipment: helmet with facemask, gloves, shin pads, breezers, shoulder pads, elbow pads, and equipment bag. Skates, neck guard, mouth guard, stick, athletic cup/guard, and hockey socks are not included in the rental package.

    The equipment rental period is September through the conclusion of NHA summer hockey. A $75 non-refundable rental fee will be required at registration. In addition, a check for $200 will be collected at the equipment fitting as a deposit. This check will be destroyed when the equipment has been returned and is in good condition. If the equipment is not returned or has been damaged (beyond normal wear and tear) the check will be deposited.

    Players are responsible for the care of the equipment during the rental period, including appropriate cleaning and tightening of screws/straps. It is recommended to allow equipment to air dry thoroughly between uses.

    Recommended cleaning procedure for rental equipment:

- Helmets and equipment bag can be wiped down with an antibacterial spray or wipe.
- Shoulder pads, elbow pads, breezers, and shin guards can be hand washed or washed on gentle in warm or cold water in the washing machine. Use a detergent suitable for athletic ware. (Wash with other items, and may need to separate into a few loads)
- Gloves may be hand washed in cold water.
- No Equipment Should Go In The Dryer! All equipment should be thoroughly air dried before use.

If a piece of equipment no longer functions appropriately during the rental period, the player should exchange it during an equipment swap throughout the year or contact the equipment committee promptly if the malfunction impacts safety.

b. **Jerseys (Mandatory):** All Mites/6U/8U are supplied with a jersey when assigned to teams. The jerseys are for the players to keep. The jersey is to be worn to all practices and games. Please alter the jersey as necessary if it is too large for the player or if it restricts movement. Jerseys should not be washed in bleach or dry-cleaned.

c. **Skates (Mandatory):** They need to fit the player, with a half-inch extra room for growth. A good fit is required for proper support and skating balance. The skates should be tied snugly to ensure proper support. Mites will require your help to tighten and tie their skates. Coaches will not have time to tighten and tie. If you need help the first time, please ask. Skates should be kept sharp. The Northfield Arena provides this service for a fee. Generally, the more the player skates outside, the more often the skates need to be sharpened. Many people have found that with the crowded locker rooms, it works well to put on all the equipment and skates at home, then wear skate guards to the arena.

d. **Helmets (Mandatory):** All players are required to wear a certified helmet. The helmet must have a full facemask and the chinstrap that is snapped on at all times when the player is on the ice. The helmets should fit snugly and be adjustable. Periodically check screws and straps to make sure they are in place and in good repair.

e. **Sticks (Mandatory):** Mites should use a stick blade that is straight or has a minimal curve. Stick handles should be cut off to a height equal to the chin when the player is wearing skates. The stick blade should be taped, and the end of the handle should be taped, with a knob at the end of the handle to help in picking up the stick when the player is wearing hockey gloves. Please ask the coaches for help in how to tape sticks if you are uncertain.

f. **Shin pads (Mandatory)**: The pad should cover the knee when the leg is straight and when it is flexed but should not drop below the top of the skate.

g. **Elbow pads (Mandatory):** The straps should be snug to prevent sliding down the arm.

h. **Gloves (Mandatory):** All players must wear hockey gloves to protect hands and fingers.

i. **Breezers and socks (Mandatory):** Breezers are required, as some players are able to lift the puck and the protection is needed.

j. **Shoulder pads (Optional):** They will restrict movement unless they fit properly.

k. **Mouth guards:** For the Mites/6U and Senior Mites/8U, this is **optional** but strongly encouraged. Mouth guards are **mandatory** for Squirt/10U and above they must be tethered and non-clear.

l. **Neck guards (Mandatory):** This is now required and must be purchased by the player. This will NOT be provided with equipment rental.

m. **Protective Cup**: This is **optional** for the Mites. It is **recommended** for Senior Mites because some of the players can lift the puck.

Squirt/10U

1. **Age:** Youth ages 9 or 10 as of June 1 of registration year.
2. **General:** At the Squirt/10U level the emphasis is on the formation of skating, puck handling and passing skills and ensuring correct execution of these skills
3. Body checking is not allowed. Coaches will work on proper angling and positioning on the ice, so that when checking is allowed, players will progress naturally. New rules regarding player and team penalties are introduced.
4. Most important of all, parents need to have patience and support their skater. The players are still young and going through rapid growth and development. Positive words through the ups and downs go a long way towards a player developing the right attitude and a strong desire to keep coming to the rink. We are all part of the team to make sure this happens.
5. Players will be instructed in all the positions so they can learn and understand team and individual tactics of all positions. The coaches believe this will produce a more rounded, skilled hockey player.
6. **Teams:** Squirt/10U teams will begin the season focusing on skill development through practices. The Association will hold formal tryouts, depending upon the number of players in any given year. From November until the end of the season, all teams will play an independent travel schedule. The number of teams and the level of play (A, B, C) will be determined each year based on the number of players, past program evaluations and input from coaches. Teams at this level will play about 24 games per season, plus tournaments.
7. **Coaches:** Coaches for this level attend USA Hockey coaching clinics and are required to be certified pursuant to USA Hockey Rules. The coaches we select will be fully capable of demonstrating and communicating skills and motivating players to execute the skills properly. This is the key point at the Squirt/10U level: to teach the basic skills properly before incorrect methods and habits develop. The coaches will work hard to deliver the best program possible. Please give the coaches encouragement and support.
8. At this level, the Association needs volunteers for help with phone calls, to run the scoreboard for games, do administrative work and other tasks. Please contact the coaches if you can lend a hand.
9. **Skill development**: At the Squirt/10Ulevel, the instruction and practices will be more heavily weighted to developing the fundamental skills of skating, puck handling, passing and shooting. Team and individual tactics on offense, defense and special teams will be introduced and kept relatively simple. The drills in each practice will build on skills learned at previous practice sessions. Each practice will follow a similar format to maintain consistency and make it easier for the players to follow the instruction. The coaches will work to ensure correct execution of all skills

during practices. Coaches will start to focus on developing player attitude, self-control and team-building skills as the season progresses.

10. **Equipment:** See the section on required personal equipment. If you have any questions about what you need, please contact the coaches. Players will purchase jerseys for their use at this level.

    a. **Breezers:** Maroon breezers are mandatory for boys and girls NHA teams from squirt level through bantam level.

    b. **Helmets:** Gold helmets are preferred for boys NHA teams from squirt level through bantam level. Maroon helmets are preferred for girls NHA teams from u10 through u15 starting the 2028-2029 season

Peewee/12U

1. **Age:** Youth ages 11 or 12 as of June 1 of registration year.
2. **General:** At this level, players will continue developing their hockey skills, with the goal of additional development in team and individual tactics. The tempo and intensity in practices and games will increase noticeably. This will require the players to commit themselves to come into the season with better physical fitness than was needed at the Squirt/10U level. The coaches recommend that skaters play other sports, participate in a conditioning program, or participate in pre-season clinics to prepare their bodies for the season. Player self-control and team building concepts continue to be worked on.
3. **Teams:** All players will be placed on a traveling team. NHA has a formal tryout system for Peewee and Bantam (see team selection procedure). The level (A, B, C) and schedule (district or independent) for each team will be based on past program evaluations, and input from coaches and parents.
4. **Coaches:** Coaches for this level attend USA Hockey clinics and are required to be Level certified. All coaches must be capable of demonstrating the proper skills and have effective skills in communicating and motivating players.
5. **Skill Development:** At this level, players continue to refine skills introduced at previous levels. More time in practice will be allocated to working on team and individual tactics. Coaches will expect more in the areas of discipline and player attitude. More player commitment will be needed at this level to handle the increase in intensity of the game. Practices will be run at a higher tempo, and drills will be run at 100-percent speed.
6. **Equipment:** See the section on required personal equipment. If you have questions about what you need, please contact the coaches. Players will purchase jerseys for their use at this level.

    a. **Breezers:** Maroon breezers are mandatory for girls and boys NHA teams from squirt/u10 level through bantam level.

    b. **Helmets:** Gold helmets are preferred for boys NHA teams from squirt level through bantam level. Maroon helmets are preferred for girls NHA teams from u10 through u15 starting the 2028-2029 season

Bantam/15U

1. **Age:** Youth ages 13 or 14 as of June 1 of registration year.
2. **General:** The Bantam/15U player has been taught the basics in technical skills, and team and individual tactics in previous levels. Practice will consist of perfecting what has been learned, almost to the point of over learning. Hockey is a game of “read and react.” By this time, execution should be much more instinctive. The intensity and tempo of play will take a major step up as many of the players are physically maturing during this time.
3. **Teams:** All players will be placed on a traveling team. NHA has a formal tryout system for Peewee/12U and Bantam/15U (see team selection procedure). The level (A, B, C) and schedule (district or independent) for each team will be based on past program evaluations, and input from coaches.
4. **Coaches:** Coaches for this level must attend USA Hockey clinics and are required to be Level certified. All coaches must be capable of demonstrating the proper skills and must have effective skills in communication and in motivating players.
5. **Skill Development:** At the Bantam level, more of the practice will be allocated to team and individual tactics. Most practices will be run at a high tempo, with drills run at 100-percent speed. As the players have matured physically, their bodies should be capable of handling a more rigorous pace.
6. **Equipment:** See the section on required personal equipment. Jerseys will be supplied by NHA for Bantams.
    a. **Breezers:** Maroon breezers are mandatory for girls/boys NHA teams from squirt/u10 level through bantam/u15 level.
    b. **Helmets:** Gold helmets are preferred for boys NHA teams from squirt level through bantam level. Maroon helmets are preferred for girls NHA teams from u10 through u15 starting the 2028-2029 season

GENERAL INFORMATION

Uniforms and Equipment

For the upcoming season, the NHA will continue with player-owned jerseys at the Squirt/10U and Peewee/12U. The NHA will supply jerseys for the Mites/6U, Senior Mite/8U, and Bantam/15U levels. Goalie equipment is available or will be made available through the Squirt/10U levels. Each player is responsible for the proper maintenance of any NHA-issued uniforms and equipment. Jerseys and goalie equipment must be returned clean and in good repair at the end of each season. Players will be charged the Association's cost for replacement of any lost or damaged equipment.

Care of uniforms

All NHA-supplied jerseys will become the players' responsibility at the beginning of the season. Mites/6U and Senior Mites/8U will receive one jersey that may be kept after the season is over. Bantams/15U teams will receive two jerseys. Jerseys should only be worn for games. The traveling teams use jerseys for more than one year. No captain's patches or permanent names can be applied directly on the jersey. Jerseys can be machine washed at low temperature and MUST NOT BE DRIED in a dryer – only line dried. Breezers and other pads can also be machine washed and line dried. NHA-issued equipment should be cleaned and repaired so that it can be returned at the end of the year.

Required personal equipment

Hockey Skates	Hockey Socks*
Stick	Elbow Pads
Helmet with Facemask & Chinstrap	Protective Cup*
Breezers**	Shoulder Pads*
Shin Pads	Gloves
Mouth Guard**	

- All players MUST wear a helmet with facemask and a chinstrap at all NHA practices and games (both indoor and outdoor).
- A mouth guard MUST be worn/tethered to the helmet by all Senior Mites, 10U, 12U, 15U, Squirt, Peewee and Bantam at ALL TIMES ON THE ICE per MN Hockey Requirements

*Optional equipment for Mites

**Optional for Mites but REQUIRED for Senior Mites and above.

Registration Fees

1. All families (including Mites) will be required to meet their volunteer requirements and pay USA Hockey fees.
2. All registration fees are due at registration. Registration fees can be paid in four installments: partial payment due at registration, then the remainder of fees split over 3 monthly installments: 11/15, 12/15 and 1/15.
3. Any player with an outstanding balance after 1/15 will not be allowed to participate until the balance is paid in full. A player with a balance from a previous year will not be allowed to register until the outstanding balance is paid in full. No skater will be allowed on the Ice without registering (and completing all paperwork) and paying the first installment (if on an installment plan), providing a DIBS check, and a fundraising check. If the second or third installments are not received by the dates above, the player will also not be allowed to skate. A late fee of $25 will be charged if an installment payment is not received within 30 days of when it is due. Except for extremely unusual circumstances, there will be no exceptions to this rule.

Request for Player Refunds

All requests for player refunds because of injury must be made in writing to the President. The President will consider these requests on a case-by-case basis.The player must have missed 75% of the season with a season-ending injury. A doctor's statement must accompany the written request, stating the injury date.

Any player that wishes to withdraw from the program for non-injury related reasons including but not limited to illness, moving, etc. must notify the President in writing, if requesting consideration for a refund. The President will also consider these requests on a case-by-case basis. Many costs (player insurance, District and USA hockey dues, ice costs) are not refundable to the NHA, thus not refundable to the player. Please note that insurance is available upon player registration.

Coach Payment Guidelines:

- Must be USA Hockey certified for coaching level
- Coaches must meet expectations of the NHA and fulfill the full season as coach. Teams are encouraged to pitch in and create a team account for rostered non-parent coaches to reimburse them for reasonable lodging and meal expenses for away tournaments.
- Non-parent paid Head coaches will receive staggered 2 payments through the year - By December 31 for the first payment, and end of the Hockey Season for the second.

Sponsors

Many local businesses and individuals donate money, materials and special services to the NHA. Please thank our sponsors and let them know their help is appreciated.

Picture Day

A professional photographer will take team pictures early in the season. Additional information will be handed out to players as the date gets closer.

Calendars

Master schedules will be posted on the NHA website. As changes to the ice schedule are necessary, these changes will be reflected on the master ice schedule on a timely basis. Please refer to the master schedules for the most current activity. Team Managers/Team Coaches are responsible for ensuring that players are aware of requested schedule changes made with less than seven days' notice.

NHA Volunteer Requirements

NHA members operate the concession stands at the Northfield Arena and participate in fundraising events. Concession and fundraising revenue benefit all NHA members, so everyone is expected to work some hours during the calendar year.

1. Each family in the Association is required to work a minimum of twenty (20) dibs hours between May 1 of registration year and April 30 of the current season end.
2. Each family in the Association will write a separate volunteer check to the NHA for $1,000 at registration. Checks will be destroyed for all families who complete the 20-hour requirement. The entire 20-hour minimum must be met for the check to be destroyed. If the 20-hour minimum is not met by April 30 of the current season, the $1,000 will be deposited by the NHA.
    a. If you do not plan to fulfill your volunteer hours, you can buy out through registration or provide a check for $1,000 to be cashed by the NHA immediately, and you will be exempt from volunteer requirements.
    b. If you claim volunteer hours but do not fulfill them, your family's volunteer requirement will be increased by two times the claim amount.
    c. Volunteer credits cannot be carried over and are not transferable to any other families or members of the NHA.
    d. Squirt/10U and above**:** NHA rostered coaches who are USA Hockey certified and serve the entire season may be exempt from working the required volunteer hours, up to a total of three exemptions per team, to be decided by the Level Coordinator and the Coaching Coordinator. Their checks will be destroyed at the end of the season providing the requirements are met.
        i. Mini Mite/Sr. Mite/ U8: Coach ratio will be 1 coach per every 4 skaters
    e. One team manager per team is exempt from working the required volunteer hours, if the Head Coach from each team certifies to the Board president at the end of the season that the manager fulfilled his/her duties through the season. Their checks will be destroyed at the end of the season providing the requirements are met.
    f. Board members and certain committee members approved by the board in advance are exempt from working the required volunteer hours, provided the board, at the board meeting just prior to the annual meeting, agrees that the board member otherwise fulfilled his/her responsibilities for the season. Their checks will be destroyed at the end of the season providing the requirements are met.

PROGRAM POSITION DESCRIPTIONS

The Northfield Hockey Association (NHA) is looking to optimize its board structure to align with modern organizational standards while preserving its mission-driven focus. Below are recommendations to reduce burnout, eliminate redundancy, and empower board members through well-defined operational boundaries.

Board Positions (Voting Members)

President

The President serves as the chief executive officer of the hockey association, responsible for overseeing the organization's overall direction, ensuring alignment with its mission and goals, and representing the association in the community. Duties to include:

- Leadership and Oversight: Provide overall leadership to the association, ensuring alignment with its mission, goals, and compliance with governing bodies such as USA Hockey and Minnesota Hockey
    - Leads board meetings with predefined agendas and decision-making protocols
    - Bi-annual meetings with individual board members to understand needs/requests of each role
    - Board succession planning
    - Sets strategic vision in collaboration with the board and community stakeholders including hockey program growth, coach development, and player skill enhancement
    - Emergency Decision-Making: Exercise emergency powers when immediate decisions are required without a board vote
- Committee Assignments
    - Annually appoint committee chairpersons and assign responsibilities to vice presidents
    - Chair grievance committee
    - Serve as ex-officio member of all NHA committees
    - Arena Committee: Coordinate Strategy and Planning for Arena Needs with the City
- Conflict Resolution
    - Authority to resolve disputes between board members or committees
    - Assist in resolving player, coach, team incidents - only after the situation has been escalated through coach/level coordinator, and VP.
    - In partnership with VP and Grievance Committee, address unresolved issues involving board members, coaches, parents, or other stakeholders
- Representation
    - Act as the official spokesperson for the association at district, state, and national meetings or events
    - Acts as liaison between NHA and external entities (e.g., Minnesota Hockey, sponsors, etc)

Vice President

The Vice President shall, in the absence of or disability of the President, perform the duties and exercise the powers of the President and such other duties as the Board shall prescribe. Duties include, but are not limited to:

- Point of contact for unresolved issues after troubleshooting of the level coordinator and/or coaching coordinator. Escalation reserved for the most challenging situations
- Committee oversight:
    - Serve as member on NHA committees
    - Solicit volunteers to fill committee positions
    - Lead or participate in committees as needed
- Receives and reviews requests for NHA scholarships along with the Scholarship committee
- Communication Facilitation: Aid in communication between the board and the general membership to ensure transparency and engagement.
- Policy Implementation: Help enforce club policies, bylaws, and regulations alongside the president.
- Community Engagement: Represent the association in external engagements with other clubs or community organizations to strengthen partnerships.
- Compliance Monitoring: Ensure that the association complies with district, state, and national hockey regulations
    - SafeSport compliance
    - Locker Room Monitor compliance
    - Power to suspend programs until safety violations are resolved
    - Authority to withhold coach certifications for non-compliance

Secretary

The Secretary is responsible for maintaining accurate and detailed records of the association's activities and facilitating communication among board members and stakeholders. The Secretary duties include, but are not limited to:

- Record and distribute minutes of all board meetings, ensuring accuracy and timeliness.
- Send minutes and upcoming Board agenda to Board members before Board meetings
- Maintain and update the association's bylaws, policies, and other governing documents as needed.
- Organize USA Hockey locker room monitoring requirements and tracking
- Handle official correspondence on behalf of the association
- Organizes, conducts, and recaps End of Year Survey

Treasurer

The treasurer manages the financial health and stability of the hockey association. This board member is responsible for overseeing all financial operations, ensuring transparency, and maintaining the organization's fiscal integrity. The Treasurer will handle and keep record of the Association’s funds. Duties include, but are not limited to:

- Prepare, present to the Board for approval, and submit the Attorney General’s report to maintain the non-profit status of the NHA
- Veto power over non-budgeted purchases exceeding 10% of line-item allocations
- Maintain compliance with state and federal regulations
- Management & Strategic Planning:
    - Establish the NHA fiscal year operating budget by developing multi-year capital expenditure forecasts
    - Monitor cash flow and maintain accurate financial records

        - Oversee accounts payable and receivable, manage bank accounts and investments
        - Contribute to long-term financial planning
        - Advise on financial implications of organizational decisions
        - Collect deposit checks from every family in the association and store in safety deposit box until end of season
- Key Financial Statements:
    - Prepare monthly financial statements
    - Present financial reports at board meetings
    - Prepare an annual written report and submit to the NHA Board
    - Analyze financial trends and provide insights
    - Prepare the annual tax return for the Association
    - Prepare, file and pay the estimated quarterly MN sales taxes
- Fundraising & Scholarship Support:
    - Sponsorship payment tracking in partnership with Fundraising Director
    - Assist with budgeting for fundraising events
    - Track and report on fundraising activities
    - Work with team sponsors, donations, scholarships, tournaments, and special requests on money matters

Boy's Program Director

The Boys Program Director is responsible for overseeing and enhancing the development of male youth hockey players within the association. They will create and implement comprehensive player development programs that focus on skill improvement, game strategy, and character building. This Program Director will have extensive hockey experience, strong communication skills, and the ability to inspire and mentor young athletes. He/she will be a member of the NHA Board and will report to and receive direction from the NHA Board. Key responsibilities include:

- Designs age-appropriate training curriculum (clinics, camps, in-season training) and oversees the development plans for each level with Hockey Development Committee (HDC) and level coordinators
- Fosters a positive, competitive environment that promotes both individual and team growth
- Leader of HDC and programming for NHA
    - Responsible for selecting members of the HDC
    - Scheduling monthly meetings to prepare for a variety of scenarios across all levels
    - Partnership with the Coach Coordinator to ensure implementation of trusted and effective coaching methods
    - Assist Coach Coordinator on selection of Boys coaches
    - Regular connections with the Coaching coordinator and Level Coordinator to be updated on how the season is going along with challenges, progress, or necessary changes
    - Partners with HDC at the end of the season to create a spreadsheet of each team's record, and amount of ice to determine if HDC leveled correctly and make iteration recommendations for the following season
- Directs and oversees Boys tryouts and the tryout process
    - Schedules evaluators and manages the tryout process
    - Evaluates tryout process and records recommendations for the following season
- Serves as liaison between the NHA Board, the Coach Coordinator, the Referee Coordinator and Level Coordinators.
- Serve on grievance committee for Boys teams

- Share a year-end recap at the annual board meeting

Girl's Program Director

The Girls Program Director is responsible for overseeing and enhancing the development of female youth hockey players within the association. They will create and implement comprehensive player development programs that focus on skill improvement, game strategy, and character building. This Program Director will have extensive hockey experience, strong communication skills, and the ability to inspire and mentor young athletes. He/she will be a member of the NHA Board and will report to and receive direction from the NHA Board. Key responsibilities include:

- The Girls Program Director designs age-appropriate training curriculum (clinics, camps, in-season training) and oversees the development plans for each level with HDC and level coordinators
- Fosters a positive, competitive environment that promotes both individual and team growth
- Directs and oversees Girls tryouts and the tryout process
    - Schedules evaluators and manages the tryout process
    - Evaluates tryout process and records recommendations for the following season
- Serves as liaison between the NHA Board, the Coach Coordinator, the Referee Coordinator and Level Coordinators.
- Serve on grievance committee for Girls teams
- Share a year-end recap at the annual board meeting

Ice Chair

The Ice Chair has the primary responsibilities of purchasing the Association ice time and anything to do with the outdoor rink. Duties include:

- Purchase ice per Board guidelines
- Find and secure ice times at Northfield and surrounding areas enough to cover NHA needs
- Schedule teams NHA controlled ice time (indoor and outdoor) with the help of the Program Directors
- Ensure all hours are used. If problems arise, work with the involved parties to come to an agreement. If the Association is unable to use hours, the hours are to be turned back to the arena with at least 72 hours' notice so we will not be billed.
- Authorized to purchase hours of ice time at the Association's expense
- Communicate schedule to Northfield rink manager and referee Coordinator
- Facilitate ice cost negotiations
- Prepare an annual written report and submit to the NHA Board

Coach Coordinator

The Coaching Coordinator is responsible for recruiting, developing, and supporting coaches across all age levels within the hockey association. This role involves implementing coaching philosophies, ensuring compliance with USA Hockey guidelines, and facilitating ongoing coach education and certification. The Coordinator works closely with the Hockey Directors to align coaching strategies with player development goals. Duties will include:

- Secure qualified coaches at all levels, seeing to their training at in-house or independent clinics.

    - Ensure all Coaches meet USA Hockey safesport/background check requirements (reporting obtained from Registrar) before coaching begins and that age specific modules and certification requirements are met before the official team roster deadlines
    - Notify coaches of available independent clinics
- Establish developmental goals for all levels
- Monitor coaches & deal with complaints
- Update the coaching manual as needed
- Provide a written standard team rule procedure
- Purchase and distribute coaching supplies
- Hold regular coaching meetings (cadence may vary based on time of year)
- Attends and Participates in Hockey Development Committee
- Moderates complaints with coaching by working with coaches and families to make the best situation for all of their athletes. If escalation is needed, the Coaching coordinator works with the Director to resolve issues, then the VP/president.
- Share a year-end recap at the annual board meeting

Registrar

The Registrar is responsible for managing player and team registrations within NHA and USA Hockey. This position oversees the registration process, ensuring all participants, including players, coaches, and volunteers, are properly registered. Duties to include:

- Registration
    - Maintain accurate records of all registrations
    - Online registration setup and management for summer and regular season
    - Verifies team and player eligibility
    - Birth Certificate collection
    - Team rosters approved by USA Hockey
    - Move-up request management and payment
- Payments
    - Concession/DIBS check collection (in coordination with DIBS/Concession Coordinator)
    - Bad payment follow-up
    - Refund calculations and follow-up
    - Assure offline payments get to Treasurer in timely manner
- Collaborates with Equipment Coordinator for equipment rental payments/list management
- Coordinates USA Hockey Requirements reporting and tracking
    - Coach approval reporting (online modules completed, background checks approved, USA Hockey registration, USA Hockey certification class complete)
- Meetings (Non-Board)
    - Attend district registrar meetings once a year
    - Attend CAC Scholarship meetings twice a year (can be other board members)
    - Share a year-end recap at the annual board meeting

DIBS & Concessions Coordinator

The DIBS & Concessions Coordinator is responsible for overseeing the concession stand located in the Northfield Ice Arena. Duties to include, but are not limited to:

- Concession/DIBS check collection (in coordination with Registrar)
- Enter volunteer hours into the DIBS session. This includes all NHA games, tournaments, jamborees, and high school games.
- Check hours to make sure volunteers are claiming and announce all upcoming open hours
- Order product from vendors to make sure correct amounts are stocked and available
- Ensure all equipment is in working order
- Gather, prepare and make deposits
- Gather report that states who did not complete their required hours so those family's checks should be deposited at the end of the season
- Share a year-end recap at the annual board meeting

Fundraising Director

The Fundraising Director is responsible for developing, implementing, and overseeing fundraising strategies to support the financial goals of the hockey association. This includes determining fundraising events & campaigns and building relationships with sponsors/donors to ensure the association has the necessary resources to operate effectively and provide quality programs for its members. Duties to include:

- Develop and execute annual fundraising plans and budgets
- Identify and pursue new sponsorship opportunities by contacting businesses for sponsoring
- Manage existing sponsor relationships and organize/track sponsor support through advertising opportunities to ensure timely fulfillment of sponsorship obligations.
- Increase annual fundraising revenue by expanding the association's donor and sponsor base
- Assist in organizing fundraising efforts for NHA Members along with coordinating volunteers if needed
- Assist in fundraising efforts at NHA events and tournaments, working closely with Tournament Director and Events Coordinator
- Share a year-end recap at the annual board meeting

Growth Director

The Growth Director has the primary responsibility to facilitate the recruitment of new players and retention of existing players. This person works in cooperation with Board Members on both the Executive and Hockey Operations sides to increase recruitment and retention for the organization. Duties to include:

- Initiate, develop, and coordinate recruitment and retention programming
- Cooperate with other Board members and solicit Association volunteers to carry out programming
- Develop and coordinate communications to aid in recruitment and retention
- Locate recruiting and retention grants available through USA Hockey and others, apply for as warranted
- Maintain communication with NHA families to be aware of any retention concerns
- Work with Secretary to conduct an End of Season Survey to gather feedback on NHA activities for the season
- Work with other Board members and Association volunteers to coordinate an NHA presence at community events, such as Youth Activities Fair, Healthy Kids Day, Winter Walk, DJJD, Crazy Daze
- Organize and lead NHA efforts for USA Hockey Try Hockey for Free Day
- Share a year-end recap at the annual board meeting

Equipment Coordinator

The Equipment Coordinator is responsible for managing and maintaining NHA's uniform and all equipment needs. This position involves overseeing the inventory, maintenance, and distribution of rental and association hockey equipment, ensuring that all teams have the necessary gear team equipment for practices and games. Duties to include:

- Managing association equipment storage
- Coordinating volunteer efforts for equipment distribution
- Maintaining accurate inventory records and ensuring compliance with safety standards and regulations.
- Work closely with other board members and team managers to ensure smooth operations and effective communication regarding equipment needs and availability.
- Grant procurement & tracking for equipment purposes
- Organizing jersey orders
- Purchase of equipment as needed
- See to upkeep and repair of equipment as needed
- Distribute all equipment properly and fairly
- Make needed equipment available at all clinics
- Assign jersey numbers
- Share a year-end recap at the annual board meeting

Webmaster/Social Media Coordinator

The Webmaster/Social Media Coordinator is responsible for maintaining the NHA website and all social media pages owned by NHA. Duties to include:

- Update website on regular basis for:
    - Upcoming events
    - News articles
    - Contact information
- Email address management
- Social Media updates
- Grant member permissions
- Coordinate with PR and Recruiting Chairs to communicate all marketing through website
- Organize picture day for team and individual photos for all NHA teams
- Google Workspace co-owner w/ President
- Share a year-end recap at the annual board meeting

Tournament Director

The Tournament Director is responsible for the NHA sponsored home tournament schedule. Duties to include:

- Maintains primary responsibility for all tournament activity, ensuring a quality outcome
- Work with the Program Director and Level Coordinators to schedule away tournaments:
    - Prior to August 1

    - Identify and curate tournament lists for each level based on timing, budget, quality. Level Coordinators and coaches make decision based on recommendation and sign up for desired tournament(s)
- Work with Program Director, Team Coaches and Ice Chair to define the home tournament formats on or before June 15
    - Work with the Ice Chair to schedule the home tournament dates
    - Register home tournaments with Minnesota Hockey and USA Hockey as necessary
    - Advertise the home tournaments in a timely manner
    - Work with the Referee Coordinator to secure tournament officials
    - Contract appropriate emergency medical personnel for attendance at the tournament
    - Order all awards, programs, and other collateral for home tournaments
    - Recognize and coordinate any tournament sponsor activity
    - Ensure that tournament income equals or exceed expenses
    - Work with host team manager to schedule parent volunteers to staff the various tournament roles such as tickets, hospitality suite, announcer
    - Complete the team check-in process
    - Oversee the operation of the tournament, being readily available to answer questions and to resolve issues
    - Monitor the tournament schedule, adjusting as appropriate
    - Ensure games are conducted per the tournament rules, making judgment decisions as necessary
- Share a year-end recap at the annual board meeting

Non-Board Positions (Non-Voting Members)

Events Coordinator

The Events Coordinator is responsible for planning, implementing, and overseeing fundraising and community engagement events as determined by the NHA board to strengthen relationships within the hockey association and the community. Duties to include:

- Developing and implementing marketing strategies to promote events, manage communications, and ensure participant engagement. Drive event awareness through development of marketing materials. Events may include: Annual Golf Tournament, Hockey Day Northfield, Fundraising Events, Recruiting events, etc.
    - Work with the Fundraising Director to secure sponsors and partners to enhance event offerings and secure necessary resources.
    - Promote events in collaboration with the Webmaster/Social Media Coordinator through social media, emails and other channels.
- Enhance community engagement through planning and coordinating association fundraising and social events.
    - Execute annual event plans and budgets
    - Ensure events run smoothly by managing logistics, schedules, and on-site coordination.
    - Identify and secure venues, vendors, and necessary permits for events.
    - Coordinating with internal and external partners to manage event logistics
    - Recruiting, directing, and overseeing event staff and volunteers to ensure smooth event operations
    - Recruit, organize, and manage volunteers to assist with event operations.

- Share a year-end recap at the annual board meeting

At-Large Member

The At-Large Member will assist with various association functions. Duties to include, but not limited to:

- Assist registrar and coach coordinator with tracking/monitoring system to ensure all Coaches meet certification requirements before the official roster deadline (i.e. online modules completed, background checks approved, USA Hockey registration received, USA Hockey certification class completed)
- Assist registrar with tracking/monitoring system to ensure all locker room monitors have appropriate background checks approved and USA Hockey registration prior to season
- Assist in getting apparel stores ready, information out to association members and coordination of apparel distribution

Referee Coordinator

The Referee Coordinator has the primary responsibility of everything involving referees at all levels of play. Duties to include:

- Schedule referees for district games, scrimmages, tournaments
- Coordinate referee clinic
- Monitor referees
- Handle complaints about referees

Level Coordinators

The Level Coordinators will have the primary function of executing the plan of the HDC, and serving as a liaison between the coaches of their respective levels and the Program Director. They will handle a variety of administrative duties, including:

- Level Coordinators (non-voting) serve 2-year terms with 3-month offseason
- Grievance management
    - First point of contact for parents if coach is unable to resolve issue
    - If escalation is required, partners with the Program Director or Coaches Coordinator to make their best decision for all parties involved (depending on issue)
    - Serve on the Grievance Committee as needed
- Season Prep
    - Assist with registration
    - Assist the Tournament Director in registering for away tournaments before August 1
    - Secure team managers
- HDC Execution
    - Represent the level for all NHA functions
    - Oversee program at level involved
    - Oversee skill development for their level
- Assist at team meetings as needed

- Level specific parent communication
- In partnership with the Program Director, to prepare a written annual report and submit to NHA Board
- Attends and participates in Hockey Development Committee

District 9 Representative

The District 9 Representative will attend all district meetings and keep the Board informed of all issues related to MAHA and District 9 rules or changes. Duties to include:

- Representative for NHA at Quarterly D9 Meetings
- Point of contact for communication between NHA and D9 Board
- Advocate for NHA at MN Hockey meetings
- Share quarterly recap at next Board Meeting

Coaches

All coaches have the primary function of teaching hockey skills to the players. All coaches are also expected to provide leadership and a good example to the members of their teams. All coaches (including assistants) must be certified per USA Hockey guidelines. Other duties include:

- Abide by the USA Hockey coaches manual, and the NHA Handbook
- Attend independent or scheduled coaching clinics

Team Managers

The Team Managers will relieve the coaches of some of the administrative burden of managing a hockey team. Duties to include:

- Assist coach with scheduling
- Schedule team meetings
- Update team webpage in a timely manner
- Assist with reporting scores and results to District 9
- Keep copies of team registration forms, birth certificates and team rosters at all district games
- Register teams at tournaments using that data and return copies to the registrar at year's end
- Make sure proper notification is done for game or practice changes
- Work with Ice Chair and other managers to address schedule changes
- Track teams GST and ensure team remains within limit
- Ensure that 80 percent of parents agree to additional costs before committing to extra tournaments; submit extra-tournament worksheets to Ice Chair once completed
- Notify Ice Chair of any schedule changes as soon as possible but no later than four days before
- Obtain approval from NHA President before spending any funds that are to be reimbursed or paid by the Association
- Assist Tournament Director if hosting a home tournament

COMMITTEES

Boys & Girls Hockey Development Committee

The Hockey Operations Committee will be composed of the Program Director, Coach Coordinator, President, and Level Coordinators for Squirts, Peewees, Bantams, U10, U12 and U15. Other members may be added by the appointment of the Program Director. The Hockey Operations Committee is responsible for hockey programing, tryouts, level determination, and general operations of hockey teams, coaches, and practices. Their role includes those tasks and decision-making items defined in this Handbook.

Voting Members: Program Directors, Coach Coordinator, President, and Level Coordinators
Non-Voting Members: Coaches, volunteers

Tournament Committee

The Tournament Committee is responsible for scheduling and running NHA home tournaments and ensuring traveling tournaments are scheduled for NHA teams. The Tournament Committee will be composed of the Tournament Director and other members that will be nominated by the Tournament Director and approved by the Board.

The NHA Board may form other committees for each season to assist carrying out the functions of the association. Committees will be recommended and approved by the board along with any committee members for such committees. Committee members may receive DIBS credits for their work on the committees and must complete the requirement of the committee to receive credits.

Grievance Committee

On receiving a report from the Level Coordinator, the NHA President will investigate the incident. After the investigation, the President will promptly call a meeting of the Grievance Committee.

- The Grievance Committee will consist of the Program Director, the Level Coordinator, the Vice President and the President.
- The Grievance Committee will make a final ruling on the matter unless, at its discretion, the committee believes it necessary to bring the matter before the NHA Board.
- All rulings of the Grievance Committee will be reported in writing to the parties involved, and a written report will be submitted at the next NHA Board meeting.

CODES OF CONDUCT

The Northfield Hockey Association abides by the Youth Rules and Regulations, adopted and approved by the MN Hockey Board for the current season. To the extent that any provision of this handbook is not consistent with these rules, the Youth Rules and Regulations override this Handbook.

In Addition, the following codes of conduct apply to all members of the NHA:

CODE OF CONDUCT & DISCIPLINARY GUIDELINES FOR PLAYERS

The purpose of this document is to communicate the Northfield Hockey Association Code of Conduct for players and parents/guardians, the process for reporting concerns, and the disciplinary guidelines for offenses. NHA abides by the Youth Rules and Regulations, adopted and approved by the MN Hockey Board. To the extent that any provision of this handbook is not consistent with these rules, the Youth Rules and

Regulations override this document.

NHA expects all players and adults associated with NHA to thoroughly read the Codes of Conduct and understand/acknowledge consequences for violations. The Codes of Conduct are subject to change per the NHA Board of Directors.

PLAYER CODE OF CONDUCT
As a NHA hockey player, I want to help create a fun and positive environment and become the best player and person that I can be. Therefore, I agree:

1. I will engage in good sportsmanship and will represent NHA in a positive manner.
2. I will take pride in my team and contribute to the team's unity. I will adhere to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions. I will be at the rink by the appointed time as set by the coach; participate in all games and practices unless properly excused; and notify the coach or manager in advance when I will be absent.
3. I will NOT criticize another teammate's play or demean, threaten or harass a teammate. Hockey is recognized as a team sport; as such the interests of the team shall take precedence over individual achievements. NHA has adopted the USA Hockey and SafeSport policies for, among other things, physical and emotional misconduct, abusive behavior, bullying, threats, and harassment. There is zero tolerance for abusive behavior (including social media) intended to demean or harass a teammate. Additionally, obscene language or gestures, and other detrimental behavior directed toward teammates, coaches, other NHA members, referees, opponents, or spectators will not be tolerated. This section also applies to conduct and interaction with players from other associations.
4. I will NOT criticize referees. The only individuals who may speak to officials are the coaches and/or designated captains under the instructions of their coaches. Players will not openly dispute or argue any decision by an official and will not use obscene or vulgar language or gestures at any time. There is zero tolerance for disrespectful conduct toward referees and officials.
5. I will conduct myself in a respectable manner. All players are expected to be attentive when coaches explain practice drills, game strategies, or pass along other information or instructions; and to be respectful to coaches. Demeaning, divisive and/or disruptive behavior in the locker room and/or before, during, or after a game or practice, will not be tolerated.
6. I will be committed to cultivating an environment where diverse backgrounds and experiences are welcome. I will support all teammates, coaches, fans, officials, facility workers, volunteers and opponents who provide their time and effort to make hockey possible. All interactions should be safe and inclusive of all walks of life regardless of race, color, religion, national origin, gender, disability, sexual orientation or social-economic status.
7. I will not attempt to deliberately injure another player(s). Any player incurring a MATCH PENALTY for "Attempt to Injure" or other offense deemed equally serious by the coach shall be subject to suspension beyond the USA Hockey rules and District Disciplinary Board's determination, as deemed appropriate by the NHA Board. The NHA President and Vice President should be notified immediately if this occurs.
8. I will adhere to the Northfield School district policy on drug, alcohol and tobacco use of minors. Any minor caught using alcohol, drugs, or tobacco (including vape) will be suspended for 2-weeks or 2-games, whichever is longer. A second offense carries a 6-week or 6-game suspension, whichever is longer. A third offense carries a 12-week or 12-game suspension, whichever is longer. Admittance to an appropriate rehabilitation program will be required to be readmitted to the NHA.

9. I will adhere to NHA and SafeSport policies regarding social media. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms.
10. I will agree to abide by all the rules set forth by USA Hockey, MN Hockey, District 9, SafeSport and NHA.

PLAYER CODE OF CONDUCT DISCIPLINARY GUIDELINES

1. First Offense:
    a. The player will be verbally warned by the Coach.
    b. The Coach will document the incident with an email/written communication sent to the parent/guardian.
    c. The Coach will notify the Level Coordinator, NHA President and Vice President by email.
2. Second Offense:
    a. The player will be verbally warned by the Coach with the parent/guardian present.
    b. The Coach will document the incident with an email sent to the parent/guardian.
    c. The Coach will notify the Level Coordinator, NHA President and Vice President by email.
3. Third Offense:
    a. The player will be verbally warned by the Coach with the parent/guardian present.
    b. The Coach will document the incident with an email sent to the parent/guardian.
    c. The Coach will notify the Level Coordinator, NHA President and Vice President by email.
    d. A Code of Conduct hearing will take place under the direction of the NHA President, Vice President, Program Director and Level Coordinator. That hearing will produce a decision on penalty ranging from a 3-game suspension to removal from the team for the remainder of the season or longer including future seasons. All rulings will be reported in writing to the parties involved and a written report will be submitted at the next NHA Board meeting.

Any player misconduct not specifically addressed above will be dealt with on an individual basis by the NHA Board. The Board reserves the right to modify the disciplinary guidelines case by case. The Board reserves the right to conduct a hearing for any offense, first or subsequent.

All conduct deemed to be in violation of the Player Code of Conduct, and resulting sanctions will, to the extent possible, be maintained in confidence by the NHA Board or Directors and be cumulative throughout the families' participation in NHA. If appropriate, all sanctions will be forwarded to MN Hockey and District 9 for enforcement at any away games and tournaments.

The NHA Board of Directors, or any committee appointment by the NHA Board of Directors, will enforce all violations and notify the individual(s) in writing, after any applicable disciplinary hearing, outlining the sanction that is being set forth. This will be done in timely manner.

Code of Conduct & Disciplinary Guidelines for Parents/Guardians

PARENT/GUARDIAN CODE OF CONDUCT
As a parent/guardian of a NHA player, I understand the importance of embracing the values of good sportsmanship while demonstrating fairness, respect, and self-control by supporting ALL players, coaches, team managers, referees and parents. Therefore, I agree:

1. It is a privilege, not a right, for my child to play hockey for NHA.

2. In order to fully support team unity, I will get my player to the rink by the appointed time as set by the coach; my player will participate in all games and practices unless properly excused; and I will assist my player by notifying the coach or manager in advance when my player will be absent.
3. **24-HOUR RULE:** NHA has adopted a 24-hour waiting period for discussing certain problems or concerns that occur during the season. No parent/guardian of any NHA player in a fit of frustration or anger, shall contact the Coach, Assistant Coaches, Level Coordinator, or any member of the NHA Board of Directors, regarding a player's ice time, position, game time, practice time discipline, coach's strategy decisions regarding a player, and/or a player's team selection/status during tryouts until 24 hours have expired from the incident in question. This 24-hour waiting period applies to any communication whether in-person, or by email, phone call, text message, written/typed letter or any means of social media. After 24 hours have passed from the conclusion of the event/incident, the parent/legal guardian can then contact the Coach with the issue. If communication with the Coach is not possible, or not advisable due to extenuating circumstances, contacting the Level Coordinator, NHA President and Vice President is advised. In situations involving safety concerns, or the need to report issues of abuse, harassment, bullying, or other misconduct, including possible SafeSport violations, the 24-hour rule does NOT apply. The SafeSport issue should be reported immediately.
4. No parent/guardian of a NHA player may contact the coaching staff or team manager in a derogatory manner about another NHA player. It is highly recommended that any derogatory comments among parents about another NHA player be avoided at all times.
5. I will respect the officials and their authority during the games and refrain from questioning, discussing or confronting officials during or immediately after a game.
6. I will respect the locker rooms as private areas for players, coaches, managers and officials and seek approval before entering.
7. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers, building facility workers and referees at every game.
8. Intoxication pre-, during or post-games (while representing NHA) is strictly prohibited.
9. I will recognize the importance of all Coaches and Team managers and act accordingly. At no time will I publicly accuse, question or slander any of these volunteers, nor will I harass them about decisions as applied to my player's team.
10. I agree to follow proper reporting procedures for NHA. Any concerns and complaints I have will be first brought to the attention of the Level Coordinator, NHA President and Vice President. From there, these issues will be redirected as necessary.
11. I understand that my actions are subject to the USA Hockey Playing Rules, SafeSport, NHA Bylaws, NHA Code of Conduct and MN Hockey District 9 guidelines and that regardless of my knowledge of the same, I understand that my actions will be gauged by their content and agree to conduct myself accordingly.
12. I will not use social media to make inappropriate or disrespectful comments or convey disregard towards my player's teammates, teammate's families, coaching staff or other team volunteers.
13. I understand that it is my responsibility to respect all equipment, supplies and facilities and to ensure that my player does the same.
14. I understand that while traveling/representing NHA at other rinks or in other cities that I will positively reflect the association in all my actions, language, and behaviors including displaying respectful demeanor to opponents, hotel staff and any outside vendor or facility.

PARENT/GUARDIAN CODE OF CONDUCT DISCIPLINARY GUIDELINES

Violation of the Parent/Guardian Code of Conduct is detrimental to the team and may be brought forward to the NHA Board by either the team's coach, manager or a parent/guardian. A meeting with the NHA

Board of Directors (or appointed committee) will occur as soon as possible. The NHA Board may set forth a penalty ranging from a verbal warning up to suspending a parent from all team functions for 1-week to the duration of the season. Continual abuse of conduct may result in permanent removal from NHA. During the sanction, the parent will NOT be allowed in any facility during a youth hockey event, regardless if that parent has another child on a different team.

POLICIES

Discipline Policy

When an individual is disciplined by removal from an activity, it is the responsibility of the person enforcing the discipline to contact the Program Director, President, or the appropriate Level Coordinator. When an individual is disciplined in the above manner, that individual (and guardian if a minor) will be required to meet with the Discipline Committee (enforcing person, Level Coordinator, and Program Director) to resolve the issue or determine disciplinary consequences before the individual returns to NHA activities.

To ensure a timely resolution, the NHA President, Vice President and Coach Coordinator can be asked to represent a member of the Discipline Committee who is not available for the meeting. A written description of the incident, minutes from the discipline meeting and all decisions by the Disciplinary Committee will be documented in writing and submitted to the NHA Board.

If the above procedure does not resolve the problem, the Level Coordinator will submit a report from the Discipline Committee to the NHA President, and the following steps will be taken:

1. The individual may return to activities with an understanding that any similar incident will not be tolerated and that resolution of the incident will take place at a later date.
2. On receiving a report from the Level Coordinator, the NHA President will investigate the incident. After the investigation, the President will promptly call a meeting of the Grievance Committee (see Grievance Committee description for details on next steps).

Discipline Consequences

These will be the basic disciplinary consequences applied for behavior not tolerated by NHA. These consequences will be applied as seen appropriate to the level of offense and can be modified at the discretion of the President:

- Level 1 Offense (first time or non-physically threatening to persons or property): suspension from three NHA activities with one of the activities being a game.
- Level 2 Offense (second offense or physically threatening people or property): suspension from 5 NHA activities with two of the activities being games.
- Level 3 Offense (third offense or determined to be severely detrimental to the safety of individuals or the NHA): expulsion from all NHA activities.

NHA activities include practices, scrimmages and games. A scrimmage does not qualify as a missed game. Suspension of adults and non-players will require that the individual not attend the activities. Failure of non-playing individuals to comply can result in stoppage of a game. The individual's associated player may not be allowed to participate, with possible forfeiture of the game as a result.

No refunds of fees paid or fees due will be granted for lack of participation as a result of either suspension or an expulsion.

Drug, Alcohol and Tobacco Policy

The NHA has adopted the Northfield School District policy on drug, alcohol and tobacco use of minors. It includes the following:

- Any minor caught using alcohol, drugs, or tobacco(including vape) will be suspended for two games or two weeks, whichever is longer.
- A second offense carries a six-week or six-game suspensions.
- A third offense carries a 12-week or 12- game suspensions. Admittance to an appropriate rehabilitation program will be required to be readmitted to the NHA.

Screening, Sexual Abuse and Physical Abuse Policies

The Northfield Hockey Association abides by the USA Hockey screening policy as well as USA Hockey's SafeSport guidelines. Highlights of the USA Hockey and SafeSport program are below. For more information, please see the USA Hockey website.

USA Hockey Zero Tolerance Policies

USA Hockey has **ZERO TOLERANCE** for abuse and misconduct.

This Safe Sport Handbook includes the various Policies that apply to all USA Hockey Member Programs. Those Policies address

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats and Harassment
- Hazing

The Policies also address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- Locker Room Policy
- Electronic Communications Policy
- Travel Policy
- Billeting Policy

In addition to Policies, the Safe Sport Handbook includes information about the available and required Training of USA Hockey and its Member Programs' employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey's Screening and Background Check Program; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and its Member Programs should Respond to allegations of abuse and misconduct; and how USA Hockey and its Member Programs will Monitor and Supervise the Safe Sport Program to help ensure its effectiveness.

By combining all of these elements into a comprehensive Safe Sport Program, USA Hockey intends to create the safest possible environment for participation in hockey.

Screening Policy

It is the policy of USA Hockey that it will not authorize or sanction in programs it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he / she is allowed to have routine access to children in USA Hockey's programs. Further, it is the policy of USA Hockey that it will require the affiliates to adopt this policy as a condition of its affiliation with USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has:

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

Sexual Abuse Policy

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaching clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer or independent contractor.

Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

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

Physical Abuse Policy

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coach's clinics, referee clinics, regional and national tournaments or other USA Hockey events by any employee, volunteer or independent contractor.

Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

Scholarship Policy

NHA strives to provide an opportunity for every child who wants to play hockey. The NHA coordinates with the Northfield Youth Scholarships through the Community Action Center (CAC) to provide financial assistance to participants that demonstrate a financial need and facilitate access to its programs. In addition, if a family does not qualify for scholarships through the CAC, scholarships are available directly from the NHA, as described and administered below:

1. Scholarships are granted on a per regular season basis. Scholarships are not available for off-season summer hockey camps. Applicants must reapply each season.
2. Amounts granted will be from **$0 to $750 per player**. The total amount granted will not exceed **50%** of the total NHA registration fees except in extreme hardship situations.
3. Scholarships are awarded in the form of reduced NHA registration fees.
4. Criteria for Scholarship
    a. All players that meet the eligibility requirements to play for NHA are eligible to apply for financial assistance.
    b. The applicant must be in good standing with NHA and exhibit a general financial need. Additional consideration will be given to applicants experiencing long-term hardship circumstances.
    c. Families receiving scholarships are required to participate in all necessary volunteer hours and required fundraising events.
5. Application Process
    a. Applicants must submit a confidential financial assistance application to the attention of the NHA Vice President. Applications must be submitted at the time of registration. Applications submitted after team rosters are finalized may not be able to be considered.
    b. The NHA President, VP, and Treasurer will review all applications and determine the grants based on eligibility, the total number of applicants, the amount of available funds, and other factors considered relevant by the committee.

c. The Scholarship committee reserves the right to request additional information at the time the scholarship is being considered.

d. Applicant's names and all information provided will be kept strictly confidential. Only the scholarship committee will review the applications.

e. All decisions of the scholarship committee are final; there is no appeal process.

Expenditures Approval Policy

The Expenditures Approval Policy requires purchases exceeding a specified threshold to not be approved without additional board or committee review, ensuring transparency, budget adherence, and responsible financial management.

- President: In partnership w/ Treasurer, final approval for expenditures less than $5,000 without board approval.
- Treasurer: Approval for expenditures less than $1,000 without board approval. Veto power over non-budgeted purchases exceeding 10% of line-item allocations
- All other board positions: Authority to spend within the annual allocated budget. Any expenses that exceed budget must be approved by the board
- Board: Approval for any expenditures over $5,000

Locker Room Policy

It is the policy of USA Hockey and the Northfield Hockey Association to have at least one responsible adult to directly monitor the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

Full Locker Room Policy as Posted

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to NHA's goals. NHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, NHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Northfield Ice Arena there are nine locker rooms available for our program's use. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. NHA team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At

arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

NHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly in the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

Parents in Locker Rooms

Except for players at the younger age groups [Mite levels, U8, Squirt, U10], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, NHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. [it may be permissible to have team manager collect phones]

Prohibited Conduct and Reporting

NHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in NHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email the NHA Vice President at vicepresident@northfieldhockey.net

CURRENT BOARD OF DIRECTORS

Email Name	NHA Email Account	Board Member
NHA President	president@northfieldhockey.net	Sarah Belcourt
NHA Vice President	vicepresident@northfieldhockey.net	Brittney Hubbard
NHA Secretary	secretary@northfieldhockey.net	Victoriya Lemke
NHA Treasurer	treasurer@northfieldhockey.net	Nichole Schmidt
NHA Boys Program	boysprogramdirector@northfieldhockey.net	Grant Schmidt
NHA Girls Program	girlsprogramdirector@northfieldhockey.net	Steve Murray
NHA Ice Chair	icechair@northfieldhockey.net	Matt Tschida
NHA Coach Coordinator	coachcoordinator@northfieldhockey.net	Michael Gilomen
NHA Registrar	registrar@northfieldhockey.net	Heather Poepping
NHA Concessions/DIBS	concessions@northfieldhockey.net	Jamie Jindra
NHA Fundraising	fundraising@northfieldhockey.net	Brittany Ingham
NHA Growth Director	recruiting@northfieldhockey.net	Brittany Ellerbusch
NHA Equipment Coordinator	equipment@northfieldhockey.net	Maegen Storm
NHA Webmaster/Social	social@northfieldhockey.net	Whiteney Docken
NHA Tournament Director	tournamentdirector@northfieldhockey.net	Jamie Paukert