

SEASON
2025 – 2026



ST. FRANCIS YOUTH
HOCKEY ASSOCIATION
POLICIES AND PROCEDURES MANUAL

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1 OVERVIEW

1.1 MISSION

- 1.1.1 The St. Francis Youth Hockey Association (SFYHA) is a non-profit, 501(c)(3) corporation, which enjoys an affiliation agreement with District 10 Youth Hockey, Minnesota Hockey, and USA Hockey. All teams are registered with MN Hockey and USA Hockey. In partnership with the parents, coaches, and members of our organization, we strive to ensure that children are provided with a meaningful, enjoyable, challenging and safe hockey experience. We are an athlete-centered organization that places the needs of children first. We give each Member the opportunity to participate to the best of their ability and to develop as a young athlete. Our overall goal is to promote a sense of community, development, and strength. We value good sportsmanship, honesty, respect for all individuals and personal integrity. SFYHA is committed to the long-term growth and development of all levels of developing ice hockey players.
- 1.1.2 SFYHA offers an Initiation Program (Mites / U8) that provides the younger players with a place to have fun and learn the game of hockey.
- 1.1.3 SFYHA also offers a Traveling Program (Squirt/U10, Peewee/U12, Bantam/U15), which provides fun and development but is also competitive and requires more commitment and expense.

1.2 GOVERNING RULES & REGULATIONS

- 1.2.1 All participants agree to follow USA Hockey, MN Hockey, and MN Hockey District 10 Rules & Regulations, including background checks and screenings.

2 MEMBER & TEAM POLICIES & PROCEDURES

2.1 REGISTRATION

- 2.1.1 Each season all players must, prior to registering with SFYHA, register online with USA Hockey and receive the player identification number. The USA Hockey player identification number will be required to complete registration for all SFYHA program levels.
- 2.1.2 Next, players must register with SFYHA through the SFYHA.org website.
- 2.1.3 **No player may participate in any SFYHA activity until they have successfully registered with both USA Hockey and SFYHA.**
- 2.1.4 Register the player based on birth year that aligns with the information on the [MN Hockey website](#).
- 2.1.5 MN Hockey requires that all players provide, at their expense, a copy of their Birth Certificate for registration. These must be copies of government issues (county, city) birth certificates, NOT hospital or baptismal certificates.
- 2.1.6 SFYHA will keep these certificates on file for subsequent years' use for a minimum of 7 years.

2.2 AGE CLASSIFICATIONS & DIVISIONS

- 2.2.1 SFYHA may create and support a team(s) at the following age classifications:
- Mite/U8
 - Squirt/U10
 - Peewee/U12
 - Bantam/U15
- 2.2.2 Age Classification requirements shall follow the definitions set forth by MN Hockey rules & regulations.
- 2.2.3 SFYHA may support teams in any of the following divisions: AA, A, B, B1, B2 and C for traveling teams and Mite A, B, C and D.
- 2.2.3 Each team must have a Team Manager.
- 2.2.4 Each team must consist of 1 Head Coach.
- 2.2.5 A maximum of 4 coaches that are listed on the official USAH roster are allowed on the bench during sanctioned games.

2.3 EQUIPMENT

- 2.3.1 SFYHA will have goalie equipment (chest protector, blocker, catcher, and leg pads) available for goalie players to sign-out for use during the seasons and during the off-season upon the approval of the Equipment Director.
- 2.3.2 SFYHA will provide notification as to when and where designated pickup and returns dates for equipment will be.
- 2.3.3 Players must keep all loaned equipment in good condition, excluding normal wear and tear. Any damaged equipment will be assessed by the Equipment Director, and the family account will be billed for repairs or replacement of loaned equipment.
- 2.3.4 Any equipment not turned in during the specified dates will be charged a \$75.00 non-refundable fee. This charge will be assessed to the family account.

2.4 PRACTICES AND GAMES

- 2.4.1 Practice and game scheduling will be handled per age appropriate guidelines defined by MN Hockey and USA Hockey.
- 2.4.2 Efforts should be made during the season by teams to utilize outdoor ice, weather permitting.

2.5 TOURNAMENTS

- 2.5.1 All tournaments shall be sanctioned by MN Hockey.
- 2.5.2 SFYHA will schedule 3 tournaments outside of league play and District 10 playoffs for all traveling level teams.
- 2.5.3 SFYHA will pay for district, region, and state gate fees for all SFYHA teams. All other tournament expenses are the responsibility of the participating team, including entry fees and team expenses for tournament participation. The Board of Directors may, at their discretion, provide financial support for Regional and State tournaments as determined by the current budget.

3 PLAYER MOVE-UPS

3.1 GENERAL

- 3.1.1 All MN Hockey, USA Hockey, and D10 Rules and Regulations shall be followed for move-ups.
- 3.1.2 Players are encouraged to play at the MN Hockey approved age levels. Those who wish to move to a non-recommended level must follow these steps:
 - 3.1.2.1 Players will register for their current age level during registration
 - 3.1.2.2 The parent or guardian must notify the SFYHA President, Vice President and respective Boys or Girls Director in writing to request the move up after registration opens and prior to tryouts.
 - 3.1.2.3 The notification/letter from the parent or guardian must state the specific reasons for the requested move up.

3.1.2.4 The players allowed to tryout at the next level must pay a \$50 tryout fee prior to tryouts.

3.1.2.5 After tryouts, if the player is unable to be placed at that level due to MN Hockey participation requirements for age eligible players on the team, they will be placed at their age-appropriate level and forfeit the \$50 tryout fee. If the player has been placed on a team at the higher level, he or she must remain on that team and there is no option to return to their respective age-appropriate level.

3.2 GRADE MOVE-UP

3.2.1 A player may register to participate in a higher age classification to play with their school grade. This is common with summer birthdays. The SFYHA President shall approve all grade move-up requests.

3.2.2 Once a grade move-up has been granted, the player must always move up to align with their grade in subsequent years.

3.3 NEED MOVE-UP

3.3.1 A need move-up is defined as a move-up of a player that is required to complete a roster at a specific level.

3.3.2 All need move-ups shall be reviewed by the SFYHA President, Vice President and respective Boys or Girls Director.

3.3.3 The SFYHA President, Vice President and respective Boys or Girls Director shall identify the player(s) being considered for the need move-up and shall invite them to tryout with the intended move-up level.

3.3.4 Upon tryout completion, the SFYHA President, Vice President and respective Boys or Girls Director shall review tryout scores for the need move-up player(s) to ensure appropriate age classification placement.

3.4 SKILL MOVE-UP

3.4.1 A skill move-up is defined as a move-up of a player of significant skill above their own age classification and out of the defined MN Hockey Age Classification by age or grade level.

3.4.2 Players who desire to move-up an age level must be in their last year at their current level.

3.4.3 All skill move-ups shall be reviewed by the SFYHA President, Vice President and respective Boys or Girls Director.

3.4.4 If the skill move-up creates a deficient number of players at the level the player is supposed to participate in as defined by MN Hockey, the skill-move up shall be reviewed by the SFYHA President, Vice President and respective Boys or Girls Director to determine what is in the best interest of the organization and player.

3.4.5 Upon SFYHA President, Vice President and respective Boys or Girls Director approval to proceed, the player shall be invited to tryout at the requested level.

- 3.4.6 Players will be allowed to move-up to the next level if they lock on the top team by the evaluators during tryouts. For example, if a squirt requests to move up to peewee, they must try out for both levels. If the player locks on the top peewee team they will be placed on the top peewee team. If the skater does not lock on the top peewee team, then they will be placed on the squirt team according to their tryout ranking at the squirt level.
- 3.4.7 Once a player has successfully achieved a skill-based move-up, the approval remains valid for all subsequent seasons. The player will be eligible to tryout with the higher age group for the remainder of their youth hockey career and does not need to reapply for a waiver each season. However, team assignments in subsequent years will be based on tryout evaluation scores and overall placement criteria for that season. For example, if a Squirt player locks on the top Peewee team in their first waive-up year, they would try out for Bantams 2 years later and would be placed on the appropriate Bantam team according to their tryout score. A parent may request to keep their player in the Squirt or Peewee level for a 3rd season after a waive-up, but must notify the President, Vice President and respective Boys or Girls Director before registration and register for the lower level.
- 3.4.8 Skill-based move-up decisions are final for the current season and cannot be appealed.

4 TRYOUTS

4.1 TRYOUT POLICY

- 4.1.1 Tryouts will be conducted according to SFYHA and NTS Co-op tryout policies. Refer to each policy for additional information.

4.2 SIBLING PLACEMENT REQUESTS

- 4.2.1 Sibling placement requests must be made to the SFYHA President and Vice President prior to tryouts if siblings wish to play together on the same team. Sibling requests shall be honored if the siblings are in the same age level.
- 4.2.2 Siblings will be placed based on the lowest tryout score of the siblings.

5 COACHES

5.1 COACH SELECTION COMMITTEE

- 5.1.1 The Coach Selection Committee will be chaired by the Hockey Development Director and includes the Vice President and respective Boys or Girls Director.
- 5.1.2 The entire Coach Selection Committee must be present when interviewing and evaluating all applicants.
- 5.1.3 If a member of the Coach Selection Committee is interested in a head coach position, they will be replaced on the committee by the SFYHA President.

5.2 COACHING APPLICATION PROCEDURE

- 5.2.1 All applicants for head and/or assistant coach must complete an application by August 15th and be interviewed by the Coach Selection Committee.
- 5.2.2 SFYHA encourages non-parents to apply for head coaching positions.

- 5.2.3 Failure to participate in the interview process will disqualify the applicant from consideration for a head coach position.
- 5.2.4 Once a head coach is named, the Hockey Development Director will provide a list of qualified and approved assistant coaches to the head coach at the conclusion of tryouts.
- 5.2.5 An applicant can only be rostered as head coach on one team.
- 5.2.6 An applicant can only be rostered as a coach (head or assistant) on a maximum of two teams.
- 5.2.7 Head coach applicants will be interviewed using a pre-determined set of questions. Interviews will be facilitated by the Coach Selection Committee.
- 5.2.8 The Hockey Development Director will coordinate to ensure the Coach Selection Committee receives a copy of all applications before the interview process takes place.
- 5.2.9 After each interview, each the Coach Selection Committee will fill out an evaluation form for the applicant, which will be used in the evaluating / ranking process.

5.3 EVALUATING THE COACHING APPLICANTS

- 5.3.1 During the interview process, applicants are asked a selected number of questions and scored by each member of the Coach Selection Committee. The coaches will be evaluated on their coaching philosophy, support of SFYHA guidelines and coaching background.
- 5.3.2 Applicants interview, coaching background, total combined interview scores and past coaching evaluations (if available) are used to identify top candidates at each level.
- 5.3.3 After all interviews have been completed, the committee will rank the “A” level applicants from most qualified to least qualified by age group. The Coach Selection Committee will then rank all other applicants from most qualified to least qualified by age group. As tryouts are being conducted the applicants will be assigned to teams based on where their children are placed and where they fall in the evaluation ranking.
- 5.3.4 If there are no applicants for a particular age level, the Hockey Development Director, with the Coach Selection Committee’s approval, reserves the right to select a head coach for the team.
- 5.3.5 Coaches are selected for a one-year term unless otherwise agreed to by the SFYHA Board (for non-parent coaches).
- 5.3.6 Timeline estimated for head coach applications and interviews.
 - 5.3.6.1 Head and assistant coach applications due date is determined by the Hockey Development Director with the approval of the SFYHA Board.
 - 5.3.6.2 Interviews shall be conducted at a time as determined by the Coach Selection Committee.
 - 5.3.6.3 Head coaches should be named by the time tryouts end.
- 5.3.7 Communication plan for coach applications and interviews

5.3.7.1 The plan to communicate the need for coaches and the application deadlines is to put on the SFYHA website, email coaches from the prior season, and included in meeting minutes from the Board Meeting.

5.4 COACHING REQUIREMENTS

- 5.4.1 All coaches are required to follow the policies and procedures set forth by USA Hockey, MN Hockey, and District 10.
- 5.4.2 A coach may be the head coach of only one team. They may hold the position of an assistant coach for additional teams with a maximum of two teams.
- 5.4.3 A coach appointed head coach of a team shall prioritize said team over other teams for which they may hold an assistant coach role.
- 5.4.4 Salary amount of non-parent coaches will be voted on by the SFYHA Board based on the budget amounts available.
- 5.4.5 Coaches selected will be required to attend all association coaching meetings, training or clinics and obtain all required USA coaching certifications required to coach at the level they are coaching, as well as clear background checks.
- 5.4.6 Coaches are required to meet minimum CEP certificate level by MN Hockey.
- 5.4.7 The head coach and team manager must attend required District 10 functions.
- 5.4.8 All prospective coaches must sign the SFYHA Coach Code of Conduct. The coach will be deemed ineligible if they refuse to sign.

5.5 COMPLAINTS AND DISCIPLINARY ACTIONS

- 5.5.1 The President, Vice President and Safe Sport Coordinator will handle any complaints and/or potential disciplinary actions for coaches and work for resolution in accordance with the SFYHA Parent, Player and/or Coach Code of Conduct.

6 BILLING & FINANCIAL PROCEDURES

6.1 HOCKEY FEES

- 6.1.1 All individual fundraising monies that are earned will be credited to the appropriate individual account(s).
- 6.1.2 Registration:
 - 6.1.2.1 At the time of registration, all outstanding family accounts **must be paid in FULL before tryouts** or your player(s) will NOT be allowed to tryout or participate.
 - 6.1.2.2 Fees for registration are set each year according to the budget and approved by the SFYHA Board. Fees may increase or decrease according to the cost of ice for that year and the number of hours needed.
- 6.1.3 Registration Late Fees: SFYHA will assess a late fee up to \$50.00 for any registrations that are filed AFTER the last day of registration. The only exception to this will be players who have just moved to the area or that waive into the association from another association.

- 6.1.4 Delinquent or abandoned accounts may be forwarded to a collection agency for processing. In the event an account is forwarded to a collection service additional fees in accordance with state and federal guidelines will be applied.
- 6.1.5 If a player is suspended due to behavior or any violation of SFYHA policy or procedure, the player will still be responsible for expenses or fees associated with participation.
- 6.1.6 Miscellaneous Charges: Charges can and will be assessed to your ice bill for damaged equipment, equipment not returned at the time of equipment return, missing parts to equipment and/or damaged to any other SYFHA property, or to other association property. This does include hotel damage that you have obtained. SFYHA will take no financial responsibility for any property damage incurred by a player, coach, family member or person staying/accompanying with any of the listed parties.
- 6.1.7 Additional team costs such as tournaments, which are outside of registration fees collected at the beginning of the season, will be the responsibility of the team manager to collect and provide payment to the association.
- 6.1.8 SFYHA Board Financial Policies
 - 6.1.8.1 Only the President, Vice President and/or Treasurer are authorized to financially obligate SFYHA without prior approval of the SFYHA Board.
 - 6.1.8.2 Other board members that must purchase items prior to receiving board approval must first consult with the President, Vice President and/or Treasurer.
 - 6.1.8.3 Unless expressly provided for to cover a specific occurrence or situation, only the Treasurer and President are authorized to sign SFYHA checks.
 - 6.1.8.4 Requests for expenditures of \$5,000 or more must be accompanied by bids from three vendors OR a written explanation by the requestor detailing why three bids were not secured.
 - 6.1.8.5 Bills must be approved by a SFYHA Board through the annual budget or by a vote of the SFYHA Board and forwarded to the Treasurer prior to final payment being made.
 - 6.1.8.6 The most current approved financial statements will be posted on the SFYHA website.

6.2 REFUNDS

- 6.2.1 Requests received prior to the first tryout session will receive a full refund, less a \$50.00 cancellation fee.
- 6.2.2 Requests received after tryouts have begun, and prior to team selection, will receive a 50% refund.
- 6.2.3 Requests received after team selection and prior to November 1st, will receive a 25% refund.
- 6.2.4 No refunds will be given after November 1st.
- 6.2.5 In the event of a season ending injury, a refund may be made at the discretion of the SFYHA Executive Board. The amount refunded, if any, will be based on several factors

such as the date of injury and the costs incurred by the association on behalf of the player. This amount will be prorated depending on the percentage of the season played by the injured player.

- 6.2.6 Refunds will NOT be given to players leaving SFYHA to play for any other school or hockey program.

7 HEALTH AND SAFETY POLICIES AND PROCEDURES

- 7.1 All SFYHA participants shall abide by health and safety policies and procedures set forth by USA Hockey, MN Hockey, and District 10.

8 ZERO TOLERANCE POLICY

8.1 MEMBER ELIGIBILITY

- 8.1.1 SFYHA may suspend or revoke membership of any individual whose behavior has violated the SFYHA Code of Conduct.
- 8.1.2 SFYHA may also suspend or revoke membership of individuals who have a status of “member not in good standing” and have not made a reasonable attempt to remedy the conditions required to restore their good standing.
- 8.1.3 SFYHA may suspend or revoke membership eligibility for a specified or indefinite period through a private hearing by a majority vote from the SFYHA Board.

9 GRIEVANCE PROCEDURES

9.1 BETWEEN TEAM, ASSOCIATION MEMBERS OR TEAM OFFICIALS

- 9.1.1 Concerns, problems, or disputes by a player, parent or team official who believe he/she has been infringed upon according to the MN Hockey, District 10 and/or USA Hockey Policies may be resolved using the following grievance procedure.
 - 9.1.1.1 All disputes should first be addressed with a calm discussion between the affected parties. Parties shall wait 24 hours after the incident has occurred to allow a cooling off period to prevent action solely out of anger.
 - 9.1.1.2 If the issue cannot be resolved directly, present a signed and dated letter detailing the incident and outstanding issues to the President, Safe Sport Coordinator and respective Boys or Girls Director. The respective Boys or Girls Director shall schedule a meeting between the affected parties. The respective Boys or Girls Director shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues and notes from this meeting to the SFYHA Secretary.
 - 9.1.1.3 If a resolution is not achieved in the meeting indicated in Step 2, the respective Boys or Girls Director shall request the SFYHA President appoint one Board member (appointed on a case-by-case basis to avoid a conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Head Coach, Team Manager, Safe Sport Coordinator, respective Boys or Girls Director and the individual initiating

the grievance. The mediator shall keep detailed notes as a record of this meeting and give to the SFYHA Secretary.

9.1.1.4 Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required.

9.1.1.5 The grievance process will be handled as quickly as possible, and every effort will be made to reach a resolution within 15 days.

9.1.1.6 Documentation of the grievance and actions taken will be kept on file with the SFYHA Secretary for 2 years.

10 CODE OF CONDUCT

10.1 PLAYER CODE OF CONDUCT

10.1.1 It is a privilege, not a right, to play youth hockey.

10.1.2 Sportsmanship and fair play are the most important skills that I can gain from youth hockey.

10.1.3 I will do my best and have FUN while developing my hockey skills.

10.1.4 I will exemplify the highest level of sportsmanship by supporting all my teammates, opponents, coaches, team managers, referees, directors, and parents.

10.1.5 I will attend all scheduled team events in a punctual manner unless I or my parents have notified the head coach in advance.

10.1.6 I will encourage good sportsmanship through my actions by demonstrating positive support for all teammates, parents, spectators, coaches and officials at every team event.

10.1.7 I will not create public displays of anger directed toward coach(es), their team or individual members of their team will automatically be disciplined. If such an occurrence takes place, disciplinary action may include a MINIMUM of two game suspension from all SFYHA activities at East Bethel Ice Arena and other facilities.

10.1.8 I understand that there is a zero tolerance of abusive behavior from any SFYHA player toward any referee, coach, or another parent or player of SFYHA, and/or another parent or player from another or opposing team. Abusive behavior shall include, but is not limited to, harassment, bullying, obscene language or gestures, verbal abuse, threats of physical abuse and/or actual physical abuse. If such an occurrence takes place, disciplinary action may include suspension from all SFYHA activities indefinitely until the SFYHA Board discusses the matter and disciplinary action is communicated to the individual(s) involved.

10.1.9 I will not go on the ice without helmet, facemask, neck guard and mouth guard.

10.1.10 I understand that all players on the player's bench and penalty bench must wear helmet and face mask.

10.1.11 I will respect the property and equipment used at any sports facility, both home and away. If such an occurrence takes place, where equipment is damaged or damage is

caused to a facility, disciplinary action shall include a MINIMUM two-week suspension for the players involved from all SFYHA activities at East Bethel Ice Arena and other facilities.

10.1.12 I will follow the team rules, as set by the head coach of my team. These will be provided by the Head Coach at the beginning of the season, in a Parent/Coach meeting.

10.1.13 I will, at all times, abide by the rules set forth by SFYHA, Minnesota Hockey, USA Hockey, District 10 and coaches.

10.1.14 If I do not abide by this Code of Conduct policy, I realize that I may face disciplinary action which shall include a MINIMUM two-week suspension from all SFYHA activities at East Bethel Ice Arena and other facilities.

10.2 PARENT CODE OF CONDUCT

10.2.1 It is a privilege, not a right, for our child (children) to play youth hockey.

10.2.2 Sportsmanship and fair play are the most important skills that our child (children) can possibly gain from youth hockey.

10.2.3 Because our child (children) learns from our example, we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees, directors and parents.

10.2.4 Parents, Coaches, Directors and/or players, who are evicted from any rink will be disciplined by the SFYHA Board. Such Disciplinary action shall include a MINIMUM two-week suspension from all SFYHA activities at East Bethel Ice Arena and other facilities.

10.2.5 24-hour Rule: No parent in a fit of frustration/anger over their player's ice time/position, coach's play of their player and/or team status per tryout process will contact the coach or any member of the SFYHA board in any manner until 24 hours has passed from the conclusion of such event/incident in question. If such an occurrence takes place, disciplinary action shall include a MINIMUM a two-week suspension from all SFYHA activities both at the East Bethel Ice Arena and other facilities.

10.2.6 Parents and/or players who create public displays of anger, send emails or letters, make phone calls, or create postings on social media outlets that are directed toward board members, coach(es), their team or individual members of their team, will automatically be disciplined. If such an occurrence takes place, disciplinary action shall include a MINIMUM two-week suspension for the parents and/or players from all SFYHA activities both at the East Bethel Ice Arena and other facilities.

10.2.7 There will be Zero Tolerance of abusive behavior from any SFYHA parent or player toward any referee, coach, board member, another parent or player of SFYHA, and/or another parent or player from another or opposing team. Abusive behavior shall include, but is not limited to, harassment, bullying, obscene language or gestures, verbal abuse, threats of physical abuse and/or actual physical abuse. If such an occurrence takes place, disciplinary action may include suspension from all SFYHA activities indefinitely until such time as the SFYHA Board discusses the matter and disciplinary actions is communicated to the individual(s) involved.

- 10.2.8 All inappropriate actions and resulting discipline will be maintained, in confidence, with the SFYHA Executive Board and will be cumulative during that family's participation in SFYHA. The SFYHA Board of Directors will have the right to remove the family from the association after the second disciplinary action.
- 10.2.9 If I do not abide by this Code of Conduct policy, I realize my child will be restricted from play for the term as set forth by the SFYHA Board of Directors.
- 10.2.10 I/we, agree to abide by the rules and guidelines as stated in the SFYHA Policies & Procedures Manual, as well as, District 10, and HEP documentation. Any violation of the rules and guidelines will result in disciplinary action.
- 10.2.11 The SFYHA Executive Board, or any subset committee thereof, will enforce all violations and notify the individual(s) Involved and contact such party in writing outlining the actions to be taken.
- 10.2.12 I will, always, abide by the rules set forth by SFYHA, Minnesota Hockey, USA Hockey, and District 10 and the coaches.
- 10.2.13 All SFYHA Board members have the obligation to bring forward any violations to the Code of Conduct which they witness for disciplinary action.

10.3 COACH CODE OF CONDUCT

- 10.3.1 As a coach, I understand the importance of maintaining the required training and certifications and will ensure I am in compliance at all times throughout the hockey season as well as others on the team staff.
- 10.3.2 Winning is a consideration, but not the only one, nor the most important one. Care more about the child than team wins. Remember, players are involved in hockey for fun and enjoyment.
- 10.3.3 Be a positive role model to your players. Display emotional maturity and be alert and sensitive to the mental and physical safety of all players.
- 10.3.4 Be generous with your praise when it is deserved; be consistent and honest; be fair and just.
- 10.3.5 Do not criticize or yell at players, staff or officials publicly; strive to be a more effective communicator and coach. Use of inappropriate or foul language by staff or players will NOT be tolerated.
- 10.3.6 Adjust to the personal needs and problems of players; be a good listener; never verbally or physically abuse a player, staff member or official.
- 10.3.7 Give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics of hard work and the successes that will result.
- 10.3.8 Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- 10.3.9 Maintain an open line of communication with your players and parents. Explain the goals and objectives along with your team expectations. Clearly define and

communicate the consequences of not meeting certain expectations to players and parents.

10.3.10 Be concerned with the overall development of your players. Stress good health habits and clean living.

10.3.11 To play the game is great, to love the game is greater! I have read and fully understand all the principles stated above and I agree to abide by those principles with the understanding that if I do not follow them, I may face disciplinary actions including but not limited to suspension.

10.4 BOARD MEMBER CODE OF CONDUCT

10.4.1 All board members are expected to attend all monthly board meetings. Any board member who has missed 3 or more meetings is subject to a review by the board and possible removal.

10.4.2 No member of the board shall knowingly withhold, conceal, or furnish misleading information to any person(s) in the association regarding issues discussed, voted on, or passed by the Board in a regularly scheduled, special, or committee meeting.

10.4.3 No member of the board shall directly or indirectly use SFYHA funds, equipment, supplies, other resources, or their position as a member of the board for personal benefit.

10.4.4 On behalf of SFYHA, no member of the board will directly or indirectly offer to pay, promise to pay, or make a payment from SFYHA funds to any persons or entity without compliance to the proper processes and approvals per the most current SFYHA Policies and Procedures.

10.4.5 No member of the board will use SFYHA funds or assets for any unlawful, improper, unapproved purchases or use, nor establish or possess any undisclosed or unrecorded funds or assets.

10.4.6 No member of the board shall offer or grant preferential treatment to any member, member's child, or their own child during traveling tryouts, or at any other time during their term on the board. No board member shall use their standing or influence to benefit the position or play of their own child during tryouts or during the season.

10.4.7 All board members will be held to the same code of conduct as the parents/spectators in regard to their behavior before, during, and after a game.

10.4.8 In any situation where there is a possibility of a conflict of interest, unethical conduct, or the possibility of appearance of such, the board member is expected to immediately disclose the facts to the President of the board with at least one other board member present as a witness.

10.4.9 No member of the board will discuss confidential information regarding a player, parent, or coach, including their conduct, financial standing, tryout status, or history with the association, past grievances, or issues with anyone outside of the board. This would include any family members of the board member, who may inadvertently be

privity to such information. This expectation of privacy does not expire and will survive any term served on the board.

- 10.4.10 Issues and concerns addressed to board members, outside of their area of responsibility, will be directed or redirected to the appropriate board member or procedure in place for that specific issue.

10.5 PLAYER MISCONDUCT

- 10.5.1 SFYHA Players will follow MN Hockey guidelines regarding mood-altering chemicals and misconduct. This information can be found on the MN Hockey website.

- 10.5.2 Any player who, during the season, engages in fighting, violence, any form of intimidation or abusive language, has received a major or misconduct penalty for fighting, spearing, butt-ending, has received two unsportsmanlike penalties in one game or violates the SFYHA Code of Conduct will be governed by the following:

10.5.2.1 **First Offense:** Player must attend a mandatory meeting held between the offending player, parents/guardian, the President and Safe Sport Coordinator, and the meeting must take place within 14 days. Based on the circumstances of the incident, the President and Safe Sport Coordinator will determine the discipline. If it occurs at the end of the season, the decisions/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the district 10 rules or if the circumstances warrant, the district 10 guidelines could be the discipline for the event.

10.5.2.2 **Second Offense:** The Player shall be suspended from all games until a mandatory meeting is held with the offending player, parents/guardian, the President and Safe Sport Coordinator, and the meeting must take place within 14 days. Based on the circumstances of the incident, the President and Safe Sport Coordinator will determine the discipline. If it occurs at the end of the season, the decisions/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the district 10 rules or if the circumstances warrant, the district 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player, and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level representative or competition director. The mandatory meeting will be held upon return and the President and Safe Sport Coordinator will determine the discipline.

10.5.2.3 **Third Offense:** The Player shall be suspended from all games until a mandatory meeting is held with the offending player, parents/guardian, the President and Safe Sport Coordinator, and the meeting must take place within 14 days. Based on the circumstances of the incident, the President and Safe Sport Coordinator will determine the discipline. If it occurs at the end of the season, the decisions/discipline will carry over to the following season. The report of the

incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the district 10 rules or if the circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player, and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level representative or competition director. The mandatory meeting will be held upon return and the President and Safe Sport Coordinator will determine the discipline.

10.6 TEAM OFFICIAL MISCONDUCT

10.6.1 Any Team Official who, during the season, engages in fighting, violence, any form of intimidation, abusive language, has received two unsportsmanlike penalties in one game, has been ejected from a game will be governed by the following:

10.6.1.1 **First Offense:** Team Official must attend a mandatory meeting with the President and Safe Sport Coordinator within 14 days of the reported incident/event. The report of the incident/event must be made within 48 hours of the incident/event. The President and Safe Sport Coordinator will review the findings and assess appropriate disciplinary action. A follow-up written report must be submitted to the SFYHA Secretary explaining the incident.

A written grievance may be submitted by anyone witnessing a violation of a code of conduct by following the SFYHA Grievance Procedure in section 9.

10.6.1.2 **Second Offense:** A team official is suspended from all games until the team official attends a mandatory meeting with the President and Safe Sport Coordinator within 14 days of the reported incident/event. The incident/event must be reported within 48 hours. The President and Safe Sport Coordinator will review the findings and deliver the appropriate discipline. This discipline could be in addition to the district rules or if circumstances warrant, the district 10 guidelines could be the discipline for the event. Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the respective Boys, Girls or Mite Director. The mandatory meeting will be held upon return and the President and Safe Sport Coordinator will determine the discipline.

10.6.1.3 **Third Offense:** A team official is suspended from all team events until the team official attends a mandatory meeting with the President and Safe Sport Coordinator within 14 days of the reported incident/event. The incident/event must be reported within 48 hours. The President and Safe Sport Coordinator will review the findings and deliver the appropriate discipline. This discipline could be in addition to the district rules or if circumstances warrant, the district 10 guidelines could be the discipline for the event. Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the respective Boys, Girls or Mite Director(s). The mandatory meeting will be held upon return and the President and Safe Sport Coordinator will determine the discipline.

10.7 PARENT/SPECTATOR MISCONDUCT

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

- Use of obscene or vulgar language in a boisterous manner to anyone at anytime
- Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence
- Throwing of any object in the spectators viewing area, players' bench penalty box or on ice surface, directed in any manner as to create a safety hazard.

10.7.2 The SFYHA Board, team managers and/or coaches may also enforce the Zero Tolerance Policy for players, coaches, and parents/spectators. It is within their rights to pursue disciplinary action on any incident they feel breeches the Zero Tolerance Policy. Action may be taken onsite to remove the offending party from the viewing and/or game area. A follow up written report must be submitted to the President or Safe Sport Coordinator explaining the incident. A written grievance may be submitted by anyone witnessing a violation of a code of conduct by following the SFYHA Grievance Procedure in section 9. The violation should be reported to the President or Safe Sport Coordinator. The President and Safe Sport Coordinator will review these offenses. If merited, disciplinary action for violating the codes of conduct will be taken as follows:

10.7.2.1 **First Offense:** 14-day suspension or two (2) District 10 or playoff games whichever is greater and from attending any team or SFYHA functions. This suspension will continue into the next season if requirements of mandated suspension are not fulfilled in the season in which offense occurred.

10.7.2.2 **Second Offense:** 30-day suspension or four (4) District 10 or playoff games whichever is greater and from attending any team or SFYHA functions. This suspension will continue into the next season if requirements of mandated suspension are not fulfilled in the season in which offense occurred.

10.7.2.3 **Third Offense:** Suspension from attending team functions as well as attending any SFYHA sponsored functions for the balance of child's participation in SFYHA.

10.7.3 All suspensions are considered continuous from season to season and from level to level until suspension requirements are fulfilled.

10.7.4 After reviewing offense, the President and Safe Sport Coordinator will determine the commencement and completion date of the suspension based on family variables.

10.7.5 If unsatisfied with the decision of the President and Safe Sport Coordinator, an appeal may be made to the SFYHA Board.

11 VOLUNTEER HOURS

- 11.1 Each SFYHA family is required to volunteer a predetermined number of hours each season; currently 12 hours per season.
- 11.2 A \$500 volunteer fee will be charged to each family and MUST be paid at registration for the upcoming season.
- 11.3 If the \$500 volunteer check has not been received prior to tryouts, your child will not be allowed to tryout.
- 11.4 Upon completion of the hours required, the volunteer check will be shredded.
- 11.5 Sign up and hours completed are documented electronically through the SFYHA website and viewable from the user profile.
- 11.6 The following activities will count towards the volunteer hours:
 - 11.6.1 Board Member
 - 11.6.2 Head Coach (1 per team)
 - 11.6.3 Assistant Coach (2 per team)
 - 11.6.4 Team Manager (1 per team)
 - 11.6.5 Other opportunities such as volunteering at association hosted tournaments, concessions, fundraiser handouts, etc. available on the SFYHA website.

12 S.K.A.T.E

- 12.1 The S.K.A.T.E (Skaters Keep Achieving through Education) program which promotes and recognizes SFYHA participants for their academic achievements (3.0 GPA or higher), will be administered by a SFYHA Board member or designee.
- 12.2 The program is available to all school aged players.

13 AMENDMENTS / YEARLY REVIEW

- 13.1 A yearly review of this agreement shall take place between each season.
- 13.2 All amendments need to be reviewed and approved by each associations Board of Directors before August 1st of that season.

14 FUNDRAISERS: TEAMS, PERSONAL & ASSOCIATION

14.1 TEAMS

- 14.1.1 Teams will be allowed to have their own fund-raisers to offset the cost of the season.
- 14.1.2 Team Managers must verify the fundraising activity with the SFYHA Fundraising Coordinator.

14.2 PERSONAL

- 14.2.1 SFYHA will provide the opportunity for families to participate in organized fundraising activities to help offset the cost of hockey related expenses. This includes Butter Braid, Pizza and Holiday Wreath fundraisers.
- 14.2.2 Monies raised will benefit the individual player.

- 14.2.3 If credits are available by someone who has left the association, those monetary credits are considered forfeited and become the property to SFYHA.

14.3 ASSOCIATION

- 14.3.1 Association fundraisers are a part of the registration process. The purpose of this fundraiser is to support the costs needed to pay for team tournaments. This could include a raffle, Kwik Trip car wash cards or other opportunities.
- 14.3.2 Monies raised from Association fundraisers will not be credited to the personal accounts of someone that sells more than the required amount.
- 14.3.3 Families have the option to decline the required association fundraiser items, however, must pay the full fundraiser fee during registration.

15 MITE PROGRAM: PROCEDURES, RESPONSIBILITIES, AND RULES

15.1 LEVELS

- 15.1.1 D Mites (Mini-Mite): The beginning level of the initiation program. Players have minimum to no experience.
- 15.1.2 C Mites: The advanced beginner level of the initiation program. Players have previous experience.
- 15.1.3 B Mites: The intermediate level of the Mite program. Players have advanced experience.
- 15.1.4 A Mites: The highest and most advanced level for the Mite program. Players for this team will be identified following completion of the evaluation of all B Mites.
- 15.1.5 8U: Level for all-girl players.

15.2 LEVEL SELECTION

- 15.2.1 All players will be placed on a level as deemed proper by the Mite Director and Assistant Mite Director.
- 15.2.2 The decision to move a player up or down a level will be determined during the initial pre-skate session(s).
- 15.2.3 Players may be requested to skate at a higher or lower level as this process continues.
- 15.2.4 A Mite: an evaluation will take place after the in-house/initiation evaluation process is complete. Evaluators can consist of the Hockey Development Director, Mite Director, Assistant Mite Director, Boys or Girls Directors and Head Coaches as determined by the Hockey Development Director.
- 15.2.4 HEP Evaluations are a Minnesota Hockey mandated program that tracks the skill development of players. At the Mite/U8 level, the HEP evaluations are used as one of several criteria when forming teams. Decisions for level placement are not solely based on HEP evaluations.

15.3 TEAM NUMBERS

- 15.3.1 The number of teams for each level will be determined by the Mite Director during the initiation skate.

15.4 GAME SCHEDULING

- 15.4.1 The start dates, and the number of games will be determined by after meeting with other associations involved in the in-house league.
- 15.4.2 Minimum of eight games will be scheduled.

16 VERSION HISTORY

- 16.1 Created May 15, 2012
- 16.2 Revised December 7, 2012, August 10, 2013, August 10, 2015, August 13, 2019, June 1, 2025