



## **Mesabi East Youth Hockey Association (MEYHA) Handbook**

*“Winning is not the only thing, but developing and playing with  
a winning attitude is *everything*” - Mike Sertich*

**Visit our website at [www.mesabieasthockey.org](http://www.mesabieasthockey.org)**

**Board meetings are held monthly at the Hoyt Lakes Arena**

**Meetings are usually held on the second Sunday of the month at 6:00.**

**Exact dates and times will be posted on the website**

**All members are encouraged to attend.**

Mesabi East Youth Hockey Association  
is made up of a team of dedicated, hardworking and impassioned  
volunteers who provide countless hours of service to area youth,  
their families, community and the great sport of hockey. Please contact these individuals  
directly or email with questions for more information.

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## **MESABI EAST YOUTH HOCKEY ASSOCIATION**

Mesabi East Youth Hockey Association is a non-profit organization, governed by the rules of District 12 - Minnesota Hockey and USA Hockey.

### **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to communicate the goals, expectations and responsibilities of everyone involved in the Association. We believe that effective communication can reduce or eliminate many issues. The Mesabi East Youth Hockey Board will revise this handbook as needed as our program continues to change.

### **MESABI EAST YOUTH HOCKEY MISSION**

**Mesabi East Youth Hockey Association** takes pride in the opportunity to provide our area youth with the ability to participate in Minnesota's most historical sport. Here players learn the fundamentals of hockey as well as the life-long lessons of teamwork, good sportsmanship, respect for authority and self-discipline, all while staying physically fit. Parents and players enjoy the quality time spent with their families and the life-long friendships that are formed.

### **MESABI EAST YOUTH HOCKEY BOARD OBJECTIVE**

The Mesabi East Youth Hockey Board's objective is to lead and manage our Association by planning, organizing, implementing and maintaining policies/guidelines that support MEYHA's mission.

### **MESABI EAST YOUTH HOCKEY CORE VALUES**

The following core values, as adopted by USA Hockey, are our Association's guide in planning, programming and play:

1. **Sportsmanship:** Foremost of all values is to learn a sense of fair play, become humble in victory and gracious in defeat. We will foster friendship with teammates and opponents alike.
2. **Respect for the individual:** Treat all others as you expect to be treated.
3. **Integrity:** We see to foster honesty and fair play beyond mere strict interpretations of the rules and regulations of the game.
4. **Pursuit of excellence at the individual, team and organizational levels:** Each member of the organization, whether player, parent, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
5. **Enjoyment:** It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
6. **Loyalty:** We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
7. **Teamwork:** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

# **Mesabi East Youth Hockey Association**

## **Zero Tolerance Policy**

*(Adopted from the USA Hockey Official Rules of Ice Hockey 2025-2029)*

USA Hockey is committed to creating a safe and fair environment for all participants. Respect for the game, the opponents, coaches and officials is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur. All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

### **PLAYERS**

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Taunts or incites an opponent.
3. Visually creates a disturbance during the game.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

### **COACHES**

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene, profane or abusive language to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.

### **OFFICIALS**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are strongly encouraged to introduce themselves to the coaches prior to the game to establish a basis of mutual respect and to facilitate/define in-game communication.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

### **PARENTS/SPECTATORS**

Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.

The game will be stopped by game officials when parents/ spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game 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:

1. Use of obscene, profane or abusive language to anyone at any time.

2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. 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.

USA Hockey strongly recommends that each local youth hockey registered team designate a volunteer to serve as a parent/spectator monitor during all team games. This monitor will, ideally, address inappropriate spectator behavior prior to the situation escalating to the point it has an impact on the game. This designated monitor shall have the full support of the youth hockey association and the arena management to remove any spectator in violation of the Zero Tolerance Policy.

## **ADMINISTRATORS**

Administrators are the key to building a positive, growing and safe USA Hockey community. Create a culture that is:

1. Welcoming
2. Protected
3. Respected
4. Connected
5. Valued

Administrators are responsible for enforcing the rules and policies established and approved by USA Hockey, their Affiliate, and their Association or Club. This includes taking disciplinary action, as deemed appropriate, towards any parent/spectator removed from a game as a result of a violation of the Zero Tolerance Policy.

**ENJOY THE GAME, SUPPORT ALL PLAYERS, COACHES AND OFFICIALS  
REFRAIN FROM ANY OFFENSIVE BEHAVIOR  
IT'S JUST A GAME ..... A WONDERFUL GAME AT THAT!**

## **GENERAL INFORMATION**

**REGISTRATION** - Registration for MEYHA will be held online through our website ([www.MEYHA.org](http://www.MEYHA.org)), starting in the fall. "New players" need to submit a certified copy of their birth certificate (not a hospital copy). Please make an effort to register on time. No refund of registration fees will be given after final registration has been sent in. Registration fees will be set annually and posted before registration on our website. No player will be turned away due to inability to pay.

**VOLUNTEERING/FUNDRAISING** – MEYHA is an organization that depends on a variety of fundraising methods throughout the entire year to help keep our program running. These events can only be successful by the volunteering of ALL FAMILIES. Examples of volunteering are: working the concession stand, helping with the time clock, scorekeeping and penalty box officials, goal judging, working at raffle and food booths at our hosted tournaments/jamborees or at a community event, and other events planned by the Association. Parents may submit other non-traditional volunteer hours for approval by the board. Parents are strongly urged to support these events. We are always looking for new ideas on how to raise funds. If you have ideas, please make them known at a monthly board meeting.

**USA HOCKEY ROSTERS** – Players must be on an OFFICIAL USA HOCKEY TEAM ROSTER to play in a game or scrimmage. All rostered players must play on their own team.

**ICE SCHEDULE** – Schedules are posted on our website ([www.MEYHA.org](http://www.MEYHA.org)), the City of Hoyt Lakes website and the arena lobby. It is the intent of MEYHA to follow the HEP Practice Model: Practice to Game Ratio

Mini Mites:	Minimum 1-2 days per week, including games
Mites :	Minimum 2-3 days per week, including games
Squirts:	Minimum 3-4 days per week, including games

**COMMUNICATION** – Polite and direct communication is essential to our program. In the event of questions or concerns, the procedures to follow are:

- a. Exercise the 24-hour rule for complaints, then
- b. Take the concern to the Coach, then
- c. Take the concern to the Ace Coordinator, then
- d. Take the concern to the MEYHA Board of Directors.

*\*Please keep in mind that social media sites and communication apps are not an appropriate way to communicate any concerns you may have. It not only reflects poorly on the association as a whole, but it may also cause unnecessary tension and hard feelings amongst our members.*

### **MEYHA LOCKER ROOM POLICY**

The Mesabi East Youth Hockey Association (MEYHA) has adopted the following Locker Room Policy in compliance with Minnesota Hockey and USA Hockey SafeSport guidelines. This policy is reviewed and updated annually to reflect any changes required by governing bodies.

**PURPOSE** – This policy is designed to: Maintain player privacy, provide a safe and respectful environment and reduce the risk of misconduct or abuse in locker rooms.

### **LOCKER ROOM ACCESS & MONITORS**

**Supervision Required** – No team or player may enter a locker room before a scheduled event until a locker room monitor is present. If there is a single player present, the locker room should be monitored by at least two locker monitors until additional players arrive. The monitor must remain until the last player has left. Coaches, team managers, or an approved screened adult may serve as monitors if present.

**Screening of Monitors** – All locker room monitors must complete a background check as required by Minnesota Hockey.

**Player Attire** – All players must arrive at the arena in a base layer. All players of the team must have this minimum attire before entering a locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress. For Squirts and older, only players, coaches, and approved locker room monitors are allowed in the locker room.

**MEETINGS WITH PLAYERS** – Any one-on-one meeting between a coach and a minor player must occur in an observable and interruptible setting (e.g., on the ice, on the bench, in the locker room with others present).

**VIOLATIONS & CONSEQUENCES** – Alleged violations will be reviewed under Minnesota Hockey Bylaw Article 6. Penalties may include suspension of the head coach or responsible party, along with fines: \$500 for first offense, \$1,000 for second offense, and \$2,500 for third offense.

**MOBILE DEVICES** – Cell phones and recording devices are not permitted in locker rooms. Devices must be used outside the locker room. (Team managers or coaches may collect phones if necessary.)

**PROHIBITED CONDUCT** – MEYHA strictly prohibits: physical abuse, sexual abuse, emotional abuse, bullying, threats or harassment, and hazing. These definitions are consistent with the USA Hockey SafeSport Handbook.

**REPORTING** –Any concerns or suspected violations should be reported immediately. Reports may be filed with:

- USA Hockey SafeSport (SafeSport@usahockey.org or 1-800-888-4656)
- A MEYHA Board Member

### **PARENT GUIDELINES AND RESPONSIBILITIES**

The hockey season is long, and hours are countless. One needs to be aware of the commitment required, such as potential travel and extra expenses. The following are guidelines for parents to adhere to. Please follow them and do your best to be a supportive member of the program.

- **Get your child to practice and games on time.** On time means ready to skate at ice times or as specified by their coaches. Double check that they have all their equipment. Make sure their skates are sharpened. If needed, please dress your player and tie their skates.
- **Support the coaches/team managers.** He/she is a volunteer and is donating considerable time and effort.
- **Make it fun.** Children are involved in organized sports for their enjoyment. Be encouraging, not critical. Remember it's just a game. All parents are expected to conduct themselves in a respectable manner. Destructive behavior during a game, practice or any other youth hockey activity will not be tolerated. It is also expected that you follow this if you are watching other team's games, at home or away.
- **Be a good spectator** by applauding the play of both teams. Do not criticize the officials and let the coaches do the coaching.
- **Volunteer.** There is an enormous amount of work associated with our hockey program. Assist with fundraising. Each team needs a manager. Please refer to the volunteer tab on the player profile of the MEYHA website for volunteer opportunities.
- **Supporting the goals and objectives of the Association.** Board members are volunteers who spend much time and energy to create a successful and enjoyable program. Remember these volunteers are

not only board members, but also parents of busy players and sometimes coaches. Please support them and our Association by volunteering and attending monthly board meetings.

- **Support your child** by teaching them that an honest effort is more important than winning. Try to turn defeat into victory by helping your child work towards skill development and sportsmanship.
- **Parents will support and enforce** the code of conduct for the child.
- **ENSURE ALL JERSEYS AND EQUIPMENT ARE TURNED IN AT THE END OF THE SEASON AT DESIGNATED TIMES.**

### **PARENT'S RIGHTS**

- Your child shall be treated fairly and with respect.
- Your child shall play and practice in a safe and healthy environment.
- Your child's coach will be an effective and qualified adult leader.
- Your child will be engaging in activities that increase his/her skill and enjoyment of the sport.
- To be informed on what is happening by the coach/team manager.

***MEYHA strongly supports and enforces the Zero Tolerance Policy. Please see page 3 of the handbook.***

### **PLAYER GUIDELINES AND RESPONSIBILITIES**

MEYHA believes the growth and development of players can best take place in an environment which promotes safety, fairness, courtesy and respect for one another. MEYHA supports and enforces the USA Hockey Zero Tolerance Policy (please see page 3 of the handbook). Players are expected to adhere to the following:

- To take pride in their team and contribute to the team unity. Follow the coach's rules and be supportive at practices and games. Participate in all practices and games unless there is a good reason for missing. Notify your coach in advance when you must miss. Be at the rink for practices and games by the appointed time set by your coach.
- No player shall criticize another teammate's play. No player shall criticize referees, coaches or opposing players.
- All players are expected to conduct themselves in a respectable manner. Destructive behavior during a game, practice or any other youth hockey activity will not be tolerated. It is also expected that you follow this if you are watching other team's games, at home or away.
- Be attentive with your coaches at all times.
- No attempt shall be made to deliberately injure another player. Any player incurring a penalty to "Attempt to Injure" or equally serious as deemed by your coach will be subject to a suspension as deemed appropriate by the board. Level directors will be notified of these infractions.
- All players are to conduct themselves in a respectable manner in all locker rooms and arenas, home and away. Always leave the locker room as clean as you found it.



**There will be zero tolerance of abusive behavior.** Harassment, obscene language or gestures, and other behavior deemed to be abusive, directed towards coaches, referees, opponents, teammates or spectators will not be tolerated. Consequences to not adhering to the above policies are as follows:

**First Offense:** Disciplinary action will be determined by the coaches of the program level.

**Second Offense** Ace Coordinator will be notified. Written warning will be given to the player and parents.

**Third Offense:** MEYHA's Board will be notified. The player will be removed from the team pending a meeting with the coach and MEYHA's Board. Penalties will range from a one game suspension to removal from the team for the remainder of the season. A meeting will be held and disciplinary action will be determined.

### **PLAYER RIGHTS**

- Play for fun.
- Improve your skills and knowledge of the game.
- Learn teamwork, sportsmanship and discipline.
- Learn the rules of the game.
- Have the respect of your teammates and coaches.

### **COACHES GUIDELINES AND RESPONSIBILITIES**

The coach's responsibilities and code of conduct should be consistent with the MEYHA mission statement. Personal growth and development of the hockey player should be the focus. Improving one's skills and having fun should be more important than winning. Coaches are accountable to the Ace Coordinator and the MEYHA Board. Coaches are expected to adhere to the following guidelines and code of conduct:

- Be on the ice at all times when players are on the ice.
- Have a parent meeting prior to the season. Be reasonably accessible to parents and players.
- Keep in mind the player is the most important part of the program and that learning, developing and effort are more important than winning.
- Know and understand the rules of the game and share that understanding with the players.
- Treat players fairly and honestly.
- Be prompt and prepared for practice and games.
- Display consideration and understanding towards all players.
- Be considerate of other teams.
- Have a positive attitude at all times.
- Teach players to respect the official's decisions.
- Be in the locker room for a reasonable time before and after games and practices (or assign a responsible adult).
- Lead by example and set a high standard of conduct when representing MEYHA.
- Enforce the players Code of Conduct and inform the Ace Coordinator and parents of any violations.
- Participate in coaches/board meetings as requested by the Ace Coordinator or board of directors.
- Appoint a team manager.
- Work with the team manager to hand out and collect jerseys.
- Must complete the appropriate level of certification.
- Will not offer players monetary rewards for performance.
- Will not use offensive language.

- Will not show favoritism to players or families.
- Will not physically or verbally abuse players.
- Will not use tobacco, alcohol or other mind altering substances while supervising players during practices/games.
- If necessary/requested, establish separate girl/boy changing areas.

**ANY COACH THAT DOES NOT ADHERE TO THE ABOVE GUIDELINES WILL FACE THE FOLLOWING CONSEQUENCES:**

**First Offense:** Written warning from Ace Coordinator.

**Second Offense:** Coach will be suspended by the Ace Coordinator until reviewed by the MEYHA Board.

**Third Offense:** Coach will be permanently removed from their position.

**ANY COACH THAT ENGAGES IN VIOLENCE OR INTIMIDATION, AS DETERMINED BY THE BOARD, WILL BE IMMEDIATELY REMOVED FROM THEIR POSITION.**

**COACHES RIGHTS**

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

***All coaches are required to complete and pass a background check.***

**MEYHA COACHING SELECTION PROCESS**

A pool of interested coaches will be formulated through an application process. This pool will be created at the beginning of each hockey season. It will be the **goal** of the MEYHA Board to have the coaches picked by August of the next season. The Ace Coordinator will implement the application process of this pool. After review of all interested parties, the Ace Coordinator will submit the recommendations to the MEYHA Board for final approval. These recommendations will also be accompanied by the entire pool of applicants. The Ace Coordinator recommendations to the Board will be based on the following criteria:

- Ability to create a positive environment for MEYHA players.
- Must stress the importance of skill development, athletic participation, moral behavior and sportsmanship.
- Must be willing to get the appropriate coaching certificates.
- Must have the ability to communicate with arena staff, parents, youth hockey players, Ace Coordinator and the MEYHA Board of Directors.
- Must be open to all the guidelines set for the by the Minnesota Hockey Association, ie: The Hockey Education Program (HEP).
- Must NOT support the win-at-all-cost theory, but embrace the concept of creating a FUN and productive opportunity for all youth.
- Consideration will be made for returning coaches if that coach has proven his/her dedication to the continued growth of the MEYHA.
- Must have some degree of hockey knowledge, but more important, the dedication to learn and teach our youth in a positive way.

## **TEAM MANAGERS**

Team managers are a valuable addition to our organization. Team managers are appointed by the coach and should work together as a team within the team. Team manager's duties include:

- Block lodging for away trips.
- Be a liaison for parents and coaches for team functions.
- Assist coaches in handing out and collection of jerseys.
- Distribute team photos.
- Assist coaches in updating team communication apps with game or practice changes.
- Provide a roster for all team parents with name, jersey number and phone number.
- Assist and create committees for your team's home tournament.
- Collect money for end of the year coach's appreciation gifts.
- Other duties as needed by the coaches and the MEYHA Board.
- Coordinate team info with the website manager, ie: rosters, game schedules and changes.

**TEAM MANAGERS ARE ASSIGNED TO ASSIST COACHES AND PLAYERS FOR THE SEASON, NOT TAKE PARENT COMPLAINTS.**

## **MEYHA BOARD OF DIRECTORS**

The government of this association shall consist of a President, Vice President, Secretary, Treasurer and Ace Coordinator.

Terms of Office will be 2 years with President, Treasurer and Ace Coordinator positions up for election on odd years and Vice President and Secretary positions up for election on even years. After this time, the board members may appoint new members as needed. In the event that there are no nominations, the current position holder may have their term extended if they wish to remain in said position. In the event a voting member resigns before the end of their term, the MEYHA Board may appoint someone to fill the vacancy for the remainder of the term. If more than one person shows interest in the vacant position, members of the association will vote.

New incoming board members will begin their term in April for orientation with the voting privileges to begin at the May meeting. New incoming board members beginning term/voting rights are subject to discussion if the position is vacant for a duration of time following April.

Association meetings will be held monthly at the Hoyt Lakes Arena. Any changes to this would be reflected on the website or posted in the arena. Special meetings may be called by the President or majority of the board or by 25% of the voting members. Minutes of the meetings will be posted on the website.

The MEYHA Board shall have the authority to make all necessary decisions during the interval between meetings to manage the association to the best interests of the program. The MEYHA Board shall, among other things, be responsible for the following matters: Financial planning, updating of handbook, final approval of coaching selection process, overseeing process of scheduling, registration and certification of players, supervision of all activities of the teams, recruitment of new players, promotions of our association, supervising of all coaches, committees or any other appointed positions such as, but not limited to, appointing

a registrar, scheduler, director of officials, equipment manager, fundraising coordinator, tournament coordinator, website manager and apparel coordinator.

**Duties of President (voting position)**

- Preside at all board and membership meetings and shall be a member of all standing committees
- Oversee general supervision of the business affairs of the association
- Shall execute contracts and other agreements as authorized by the membership and/or the MEYHA Board
- Assist in player and coach registration
- Approve agenda prior to monthly meetings
- Co-signer on all treasury accounts
- Attend District meetings (i.e.: scheduling meetings, etc.)
- Be involved with the Pee Wee/Bantam team selection process
- Assume duties of the ACE coordinator when the position is not filled

**Duties of Vice President (voting position)**

- Shall assume duties of the President in their absence and assist with duties of ACE coordinator
- Assist in player and coach registration
- Must stay current on all MEYHA business

**Duties of Secretary (voting position)**

- Shall record and present the minutes of all meetings and have posted on the website
- Post upcoming MEYHA Board Meetings on social media
- Advertise open positions
- Submit any needed advertisements
- Schedule yearly pictures
- Publish meeting agenda
- Update MEYHA Bylaws Handbook as needed

**Duties of Treasurer (voting position)**

- Shall review accurate records of all receipts and disbursements, review a monthly financial statement at monthly meeting
- Provide a year-end financial statement
- File year-end taxes
- Shall review all bills incurred by the association under authorization of the board or general membership
- File all financial statements accordingly
- Oversee MEYHA General bank account
- Oversee MEYHA Hockey Hut bank account
- Keep all non-profit licensing current
- Assist in player and coach registration
- Monitor association mailbox
- Obtain responsibility of a MEYHA debit card

**Duties of Ace Coordinator (voting position)**

- Schedule coaching clinics
- Verify coaches are following selected coaching techniques
- Be available to assist coaches and team managers as needed
- Schedule and facilitate team selection meetings if needed at any level

- Run background checks and SafeSport on all coaches, board members, locker room attendant, etc
- Recommend coaching selections to the Board
- Assist in player and coach registration
- Responsible for ensuring coaches are current with USA Hockey coaching certifications
- Coordinate with Registrar to finalize rosters
- Order trophies/medals for home tournaments
- Check in with coaches and team managers throughout the season

### **MEYHA BOARD MEMBER GUIDELINES AND RESPONSIBILITIES**

The MEYHA Board of Directors, appointed and approved by the Board, are expected to comply with the following set of rules.

- No member of the board shall knowingly withhold, conceal or furnish misleading material to any persons in the association regarding issues discussed, voted on, or passed by the board in a regularly scheduled, special or committee meeting.
- No member of the board shall directly or indirectly use MEYHA funds, equipment, supplies or other resources, or their position as a board member, for their personal benefit.
- No member of the board will use the MEYHA funds or assets for any unlawful or improper purchases nor will they establish undisclosed or unrecorded funds or assets.
- No member of the board shall use their standing or influence to benefit the position or play of their child during the season. Board members will be held to the same code of conduct as the parents in regard to their behavior before, during and after a game.
- In any situation where there is a possibility of a conflict of interest, unethical conduct or the appearance of such, the board member is expected to immediately disclose the facts to the President in the presence of at least one other board member.
- Issues and concerns addressed to board members, outside of their area of responsibility, will be directed to the appropriate board member or procedure in place for that particular issue
- Attend all association meetings unless excused.

Any violation of the above rules and responsibilities by a board member shall render the board member subject to suspension by a majority vote of the board.

### **OTHER POSITIONS APPOINTED BY THE MEYHA BOARD**

#### **Registrar**

- Set registration date(s)
- Ensure all players, coaches, board members, and volunteers are fully registered
- Keep a current email list of all association members
- Finalize all rosters by the established deadline
- Track all payments with totals prior to handing over to treasurer for deposit

#### **Website Manager**

- Oversees website with other board members to maintain and update
- Input MEYHA information in a timely manner
- Keep a current email list of all association members

**Director of Officials**

- Work closely with the Scheduler and Tournament Coordinator to ensure accredited officials will be in attendance of all scheduled games and tournaments
- Verify all officials are current in licensing
- Submit referee timecard to the Treasurer

**Fundraising Coordinator**

- Responsible for coordinating and managing all fundraising events selected by the board
  - cash calendar tickets, arena signs, Water Carnival pancake breakfast, etc.

**Tournament Coordinator**

- Submit MN Hockey registration form and check 30 days prior to tournaments
- Market & assist in filling our Home tournaments
- Submit tournament advertising (ex. Let's Play Hockey)/work with website manager
- Correspond with other associations to fill tournaments
- Assist coaches with away tournaments if needed
- Keep ongoing list of all teams registered and paid for Home tournaments
- Update Board on monthly basis of progress
- Point of contact list for parent volunteers running the tournament
- Prepare Home tournament draws
- Order medals and trophies for home tournaments

**Scheduler**

- Communicate schedule and changes to website manager
- Work with the coaches/team managers to handle scheduling of practices, home and away games for all MEYHA registered teams
- Work with the City of Hoyt Lakes/Arena and Eveleth supervisor for scheduling of ice time and directly with the Director of Officials to schedule officials for games.
- Attend all scheduling meetings

**Equipment Manager**

- Have equipment hand out date set by September 1<sup>st</sup>/schedule additional dates as needed
- The scheduling, directing and tracking of equipment handout and turn in
- Keep current inventory of equipment
- End of year/beginning of year report to Board on equipment needs
- Approval of board vote for any equipment purchases

**Apparel Coordinator**

- Have samples and order forms ready by September 1<sup>st</sup>
- Attend registration with samples and forms
- Hold at least 2 separate apparel sales sessions
- Sales report after each sale session/Annual report to board at end of year with profits
- Track all sales, payments and orders

**Hockey Hut Manager/Co-Manager**

- Manage all ordering for the hockey hut
- Obtain food license for food events

- Train in new workers
- Submit finance reports monthly during the on-season to the board and the city
- Submit annual finance reports to the board
- Address all hut changes with the board
- Oversee proper cleaning
- Oversee re-stocking of items
- Have hut ready for tournament weekends
- Work closely with the Volunteer Coordinator for hut shifts
- Collect hockey hut timecards to be given to treasurer
- Make hut deposits in a timely manner
- Save receipts and invoices to be given to the treasurer
- In charge of taking the proper steps to have equipment repaired
- Obtain responsibility of MEYHA Hockey Hut debit card
- Obtain a portion of responsibility for MEYHA Hockey Hut bank account
- The hockey hut manager and co-manager can discuss how to divide and conquer tasks. If assistance is needed in deciding, the hut manager and co-manager can look to the board for assistance.

#### **Volunteer Coordinator**

- Coordinating and scheduling all hockey hut shifts
- Add all volunteer shifts to the website
- Scheduling all arena shifts (clock, books, penalty boxes, announcer) for all games, tournaments
- Works closely with Hockey Hut Manager, Scheduler, Coaches/Team Managers
- Upload all shifts to volunteer hours under Hockey Hut Shifts and Volunteer Hour
- Works closely with hockey families to complete hockey hut shifts and volunteer hours
- Tracks hockey families completed hours
- Main contact for hut/arena shifts
- Monitoring volunteer sign up to fill shift
- Hire employees to work hockey hut shifts
- Work closely with Treasurer for reimbursement of hockey hut shifts and volunteer hours

#### **Clinic Coordinator**

- Work with coaches and the Ace Coordinator to schedule and plan clinics for player development
- Coordinate 4 on 4
- Coordinate ice times with the scheduler and participants
- Coordinate arena volunteers (ice, bench) with the Volunteer Coordinator (volunteer hours)
- Designate players to a team/arranged by level
- Coordinate sign-up for players and ensure all players are registered with USA Hockey
- Work closely with the Treasurer to ensure payment from players

## **MINI-MITE AND LEARN TO SKATE PROGRAM**

MEYHA follows the age guidelines defined by USA Hockey. Mini-Mite players must be 5 years or older to start playing or have successfully completed a learn to skate program. Learn to Skate will be considered skaters 4 and under and will participate in our learn to skate hockey program. When the Learn to Skate coaches feel they are ready, they can transition to the mini-mite program. Mini-Mites will all be registered with USA Hockey and rostered on our mini-mite team, so they can transition as they are ready. Learn to Skate fees include the City of Hoyt Lakes Recreation Fee along with paid coaches.

## **MOVE UP / STAY DOWN POLICIES AND TEAM SELECTIONS**

MEYHA enforces a policy of placing all participating skaters in the level of play associated with their age/birth date. However, a skater may request the MEYHA Board approval to “move up” to a level of play that is a level higher than the level dictated by their birth date. Permission to move up is granted solely at the discretion of the MEYHA Board or Directors and may be granted in cases where such movement allows the skater to play with their “peer” grade in school.

Once a skater has been granted permission to move up, he/she must remain at the level chosen.

MEYHA will review the option of letting a skater “play down” a level. Ultimately the decision to play down is decided by our District Director.

\*The request to move up or play down must be presented to the board in writing, by the parent/guardian, prior to December 1<sup>st</sup>.

\*\*Players may be subject to an on-ice evaluation made by the Ace Coordinator and/or a coaches committee and/or an outside evaluator.

\*\*\*In cases where a team cannot be formed due to low numbers at sign up, the MEYHA board reserves the right to request players to move up a level. Only second year players on a specific team will be eligible to make a move up (ie: a second-year mite to move up to squirt level). This decision must be agreed upon by the player, parent/guardian and board members.

ALL MOVE UPS/DOWNS MUST IN THE BEST INTEREST OF THE PLAYER AND OUR PROGRAM AS A WHOLE. PLEASE REFER TO [WWW.MINNESOTAHOCKEY.ORG](http://WWW.MINNESOTAHOCKEY.ORG) FOR INDIVIDUAL PLAYER LEVELS. CLICK ON ‘PLAYERS’ AND THEN ‘AGE CHART & PARTICIPATION LEVELS’.

## **TEAM SELECTIONS**

If numbers at sign up indicate enough players for more than one team at a level, teams will be selected based on the judgment of the head coach and assistant coaches. The Ace Coordinator will schedule and facilitate a meeting at which time teams will be decided upon.



## **TOURNAMENT POLICY**

The MEYHA grants teams at all levels the opportunity to participate in jamborees/tournaments as follows:

- Each team level may register for a minimum of 3 jamboree/tournaments per season.
- If your team is hosting a home jamboree/tournament, this will count as 1 of the 3 you may participate in.
- If your team is not hosting a home jamboree/tournament, you may be able to participate in up to 3 away.
- An “away” jamboree/tournament is defined as any jamboree/tournament that MEYHA pays a registration fee for.
- Many tournaments charge a “gate fee” that may be added to the registration fee. The gate fees will be paid upfront by the association to ensure that the team is fully registered, but the parents will be responsible for reimbursing MEYA this fee. The amount to be reimbursed per parent will depend on the fee. The fee will be divided by the number of players on the team.
- District and Regional tournaments are separate from the above considerations and do not count in the 3-tournament rule.
- Dates and locations of any jamboree/tournament may be subject to board approval.

**The above bullets are a guideline. Any requests for additional tournaments/jamborees must have Board approval prior to submitting the request.**

## **EQUIPMENT POLICY**

### **Equipment Hand Out**

Equipment will be provided to the following:

\* Mini-Mites *(with a non-refundable rental fee and a refundable deposit)*

\* Players of parents with financial hardships *(with a non-refundable rental fee and a refundable deposit)*

All other equipment will be handed out on a first come, first serve basis with rental fee.

### **Equipment Hand In**

All equipment will be handed in on or before specific dates as assigned by the Equipment Manager. Late returns will result in a late fee or an equipment replacement fee.

### **Equipment Care**

Everyday wear and tear is expected, but any equipment or jersey that is damaged/broken due to carelessness must be replaced at the cost of the parent.

### **PHYSICAL ABUSE POLICY – AS ADOPTED BY USA HOCKEY**

It is the policy of MEYHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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

### **SEXUAL ABUSE POLICY – AS ADOPTED BY USA HOCKEY**

It is the policy of MEYHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs.

Neither consent of the player to the sexual contact, mistake as to the participant's age, not 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 programs of its Affiliate Associations.