

RUGBY AMATEUR HOCKEY ASSOCIATION

PLAYERS, PARENTS & COACHES HANDBOOK

2025-2026

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PHILOSOPHY & GOALS

The goal of the Rugby Amateur Hockey Association (RAHA) is to provide a safe and positive hockey experience for all participants. This goal is achieved in an atmosphere of cooperation and fun.

PLAYER CONDUCT

- ✓ Governed by the playing rules of the ND Amateur Hockey Association.
- ✓ Respect your coach, your teammates, your parents, opponents, and officials.
- ✓ Never argue with an official's decision.
- ✓ There will be no use or possession of tobacco, alcohol or drugs by any hockey player.
- ✓ Players will personally contact the team manager or coach if they are going to miss a practice or a game.
- ✓ Unexcused absences will be dealt with at the coach's discretion.
- ✓ Swearing, using foul language, or being disrespectful during a game or practice will result in disciplinary action. Fighting elsewhere on the premises at any time will result in a one-game suspension for the first offense. The second incident within the same season for the same player will result in a two-game suspension. Said fighting must be witnessed by credible adults and reported to the Board of Directors for disciplinary action.
- ✓ The coaches do all of the coaching and set up rules of conduct for their team. Players discuss with but they never argue with the coach.
- ✓ The locker rooms are to be left clean and is the responsibility of the team and team staff.
- ✓ Stealing or vandalism of building or anyone's property will not be tolerated. This will result in suspension from the team.
- ✓ Players must be accompanied by a parent or legal guardian on all overnight trips. If parents are unable to travel with their player, the coach must be contacted and given the name and contact information of the adult responsible for the player.
- ✓ Action for these offenses will be regulated according to the guidelines established by the ND Amateur Hockey Association, and/or the Rugby Amateur Hockey Association.

PARENT CONDUCT

- ✓ It is the responsibility of all players parents to assist during home games. They will be asked to volunteer their time by the Team Manager. If for any reason a parent does not intend to volunteer their time, they have the option to pay \$500.00 upfront paid in full – no payment plan provided. This will be paid at the beginning of the season to the Team Manager to prevent them from contacting the parent for their assistance. If someone is scheduled to work and does not find a

replacement or deliberately does not show up for a scheduled work time – the Association may assess a \$50 minimum fine per incident.

- ✓ If there is a concern that needs to be addressed, parents must wait 24 hours before contacting the team manager. This is to allow enough time to address the issue calmly by both parties.
- ✓ Problems that can't be handled by the team manager should be taken to the board. The Board and/or Coaching Coordinator will handle the problem with coaches.
- ✓ Retaliation, reprisal, or any harassing behaviors directed at Coaches or Referees and/or any of his family members is prohibited. Such retaliation shall be considered a serious violation of Board policy and will result in immediate revocation of privileges to participate in the RAHA activities for any of your family members. Encouraging others to retaliate also violates the policy.

COACHING GUIDELINES

- ✓ The RAHA philosophy will be: *Equitable time at Mini-mite, Mite and Squirt levels. On occasion, certain game situations may influence playing times at Pee Wee and above levels.*
- ✓ Insist on good sportsmanship and team unity and be a positive role model for the youth under your supervision.
- ✓ The team manager, not the coaches, should handle parental problems.
- ✓ One room will be reserved for coaches on out-of-town trips. Coaches who have a child on the team will not be reimbursed for their room. The Board of Directors will deal with exceptions.
- ✓ No gas mileage will be paid (use bus or ride with parents). Exceptions may be made at the discretion of the Board of Directors and with prior approval.
- ✓ Coaches are responsible for control and discipline of players and to go over schedules and game plans before going on the ice.
- ✓ Must complete coaching clinic, module, and safe sport by NDAHA requirement dates and pass a background check.
- ✓ Coaches and team managers will be responsible for having van drivers scheduled for games and practices.

TEAM MANAGER RESPONSIBILITIES

- ✓ The team manager or co-manager(s) are the communication link between the coaches, parents, and Board of Directors. The term runs for the current season. You must be willing and able to work with the coaches to determine final responsibilities. Your duty is to help the team in any capacity that you are able.
- ✓ Ensure that all state and local association rules are carried out and adhered to.
- ✓ Contact appropriate Association Board members or committee members when or if problems or questions arise.
- ✓ Have parent meetings at the beginning of the season and as needed.

- ✓ Work with the coaches in deciding to call off practice or games and notify parents in advance of any changes to schedules.
- ✓ Hand out team game jerseys and keep a register. Make sure they are returned at the end of season and are clean and returned to equipment room.
- ✓ Help plan end of year parties/banquets.

PLAYER LEVELING UP POLICY

Any player moving up a level will be evaluated individually. A player may advance to a higher-level team in one of the following ways, if approved by the Rugby Amateur Hockey Association Board (RAHA):

1. The RAHA will advance players to a higher level when required to meet team numbers. This policy is subject to an annual review. While coaches provide initial recommendations, the RAHA Board makes the final decision on all player advancements. Any such advancement requires the consent of the player and their parent or legal guardian
2. Age limits:
 - a. NDAHA playing levels are based on age as of June 1st.
 - b. ND school grade levels are based on age as of August 1st.
 - c. If a player's birth date falls after June 1st and the player is enrolled in the grade that aligns with their school age, their parent(s) may make a request to the RAHA Board to have the player compete at the higher level.
 - i. PreK-1st = Mini Mites
 - ii. 2nd-3rd = Mites
 - iii. 4th-5th = Squirts
 - iv. 6th-7th = PeeWee
 - v. 8th-9th = Bantam

HOME GAMES

Pre-game:

- Be at the arena 1-1 ½ hrs before a home game. If teams are traveling quite a distance or the weather is inclement, they often arrive very early for their games. Make sure someone is at the rink to take admission and help in the kitchen 1 ½ hours early in these instances.
- Get people to run the clock, keep score/announce, work penalty box, zam, take admission, and clean the arena after the game. If someone fails to show up to work their shift, find a replacement. Notify Board of Directors of parents who fail to work their shifts.
- Assign locker rooms to teams and put on marker board by door.
- Welcome visiting team and show to their locker room.
- Get the scorebook ready. Make sure everything is legible. Put it in the officials' booth to have ready for the scorekeeper. Get pronunciations of names for the announcer as needed.
- Communicate with the referee scheduler prior to the game to see who the ref for the game is.
- Make sure a first aid kit is available. Replenish as needed.
- Make sure water bottles are clean and filled.

Post-Game:

- Have the ref's sign the score sheets.
- Get a copy of the score sheet to each coach.
- Inspect the visiting locker room after the game and get the key.
- For league games, turn in score sheets to proper officials in a timely manner.
- Pay refs from cash bag kept in the kitchen. Record the transaction on the worksheet provided in the cash bag.
- Tidy up any areas of the arena that need attention.

AWAY GAMES:

- Make hotel arrangements as needed.
- Remind parents of game times, give driving directions, arrange carpooling, etc.
- Take all team credentials to all games. Present to officials as requested.
- Take first aid kit to all games.
- Arrive at games 1 hour early to assist coaches/players.
- Make sure water bottles are clean and filled.
- If at a tournament, make sure everyone knows when and where the next game is. Hand out any team information.

Individuals who do not conduct themselves within the parameters of the RAHA Code of Conduct will be subject to disciplinary action by arena staff, which may include the suspension of building privileges. Individuals choosing to vandalize this facility will be reported to local law enforcement officials for prosecution.

ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, RAHA follows the USA Hockey policy on Zero Tolerance. The program is designed to require all players, coaches, officials, and spectators to maintain a sportsmanlike and educational atmosphere before, during, and after all games.

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. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.

3. Visually demonstrates any sign of dissatisfaction with an official's decision. 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 or vulgar language in a boisterous manner to anyone at any time.
3. Visually demonstrates any sign of dissatisfaction with an official's decision including standing on the boards or standing on 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.

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

We encourage players, coaches, and parents to become certified to officiate home games.

Instructional seminars and clinics are performed each fall. All registered officials are required to attend a seminar annually.

Parents/Spectators

The game will be stopped by game officials when the parents/spectators displaying inappropriate and disruptive behavior interferes 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 or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials, or other spectators by means of baiting, reducing, threat of physical violence or physical violence.
3. Throwing of any object in the spectator viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

ARENA USE

Ice time is available outside of practice and game time. A schedule is posted on the bulletin board for scheduled activities within the arena. Ice may be rented by outside affiliations at \$50/hour and should be scheduled through the Board of Directors. Ice may also be used by players outside of practice and game time provided it is supervised by an adult RAHA member.

EQUIPMENT GUIDELINES

1. All players are required to wear all protective equipment on the ice, including helmets **with a date sticker that is not expired**. Mouth guards are mandatory and are required to be attached to the helmet.
2. Bring all equipment to the games or you will not play. No extra equipment will be taken from the hockey building for out-of-town games.
3. Breezers and jerseys can be washed in cold water. Remember to remove pads before washing. Do not put jerseys in the dryer.
4. Players are responsible for the cost of replacing any equipment lost or destroyed.
5. No player is permitted on the ice or in the box without a helmet at any time.
6. Helmets must have two straps (chin strap and face mask strap).

All personal equipment must be labeled with the player's name. Labeled equipment will be returned but unlabeled equipment will be retained by the Association. Lost supplies and clothes will be put into a lost and found box.

Please keep uniforms clean for games. If tears occur, immediate mending is appreciated. Do not put jerseys in a dryer. Please hang to dry.

Game jerseys are not worn during practice or for everyday use.

EQUIPMENT RENTAL

RAHA makes equipment available for rental for the mini-mite/mite players and for first-year squirt players. Equipment is distributed on a first-come, first serve basis. Equipment is expected to be returned in the same or better condition as when it was rented.

We do not rent sticks or mouth guards.

FUNDRAISING & FEE POLICY

The RAHA participates in a few fundraising events each season. The success of these events helps us keep our registration fees low and ensure the continued success of our program.

All members are **required** to participate in these events. They may include calendar sales, raffle ticket sales, dinners, bake sales, etc. Minimum sales will be determined for each event. Members must sell the minimum amount, or they must pay the balance. For example, if you are required to sell 10 calendars for youth at \$20 each for a total of \$200, and you only sell 4, you will owe RAHA an additional \$120. These amounts are due when the event sales are required to be turned in. Your child will not participate in any hockey activities until the fees are paid in full.

It is the policy of the RAHA that if fees are not paid and/or proceeds of fundraisers are not submitted on the due date of a collection date, the following steps will be taken:

The Chairperson of each fundraiser will contact the appropriate Team Manager and the Board concerning the collection of proceeds and delinquent account following the due date. The chairperson of the fundraiser will be responsible for contacting the appropriate parent(s). The party who is in default will be given 1 week to cure the deficiency. Coaches will be notified that players will not be allowed to skate until such time as all past due amounts are received.

GAME WORKER SHIFTS

Parents will be required to work shifts during their games. This will include 3 in the kitchen, 1 to run the clock, 1 to do the books, and 2 for the penalty box (Peewee level and higher). The team manager will put out schedule at the beginning of the season so you can fill in the shifts that you can work.

You will be responsible for finding your own replacement. If your scheduled time will not work for you, we ask that the replacement be someone within the organization. If you do not show at your scheduled time or find a qualified replacement a \$50 fee will be assessed to you. Please, it is very important not to leave your shift short-handed.

Remember this concession stand is a courtesy to outside teams, family and friends visiting for the day. Let's make them feel welcome to our community and our facilities.

LOCKER ROOM POLICY

To help prevent abuse or misconduct from occurring in our locker rooms, RAHA 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. RAHA has locker rooms available for our program's use. Each of the locker rooms shares a restroom and a shower area with one or more locker rooms.

Locker Room Monitoring

RAHA has predictable and limited use of locker rooms and changing areas 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 more 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 Locker room monitors do not need to be in the locker room but should be near the locker room door to discourage any unwanted behaviors. Each RAHA team manger and coach will be responsible to schedule the locker room monitors for the season. Locker room monitors can be any parent, coach, or team manager that has passed safe sports and a USA Hockey background check.

Parents in Locker Rooms

Except for players at the 8 year and younger age groups, 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 players' 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, RAHA 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. 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 our players.

Cell Phone and other Mobile Recording Devices

Recording of any kind is not permitted to be used in the locker rooms. No pictures, video, or audio recording from any device, electronic or other, is allowed. Under special circumstances coaches or managers may take team pictures while all players are fully dressed.

Social Media Policy- As Adopted by USA Hockey –See www.usahockey.com for SafeSport Handbook.

POLICIES GOVERNING THE USE OF ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES

PHILOSOPHY

It is the judgment of the RAHA that consumption/use/abuse of alcohol, tobacco and controlled substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant.

Many participants, especially the athletes, serve as role models to children to the community who aspire to someday participate in hockey. Of equal importance is the fact that hockey players often represent the Association and the community. Therefore, the behavior of the members of our Association often reflects on the entire community.

As a result, a special relationship of trust must exist between the athletes and the Association.

SECTION I

Prohibited Behaviors

The use or possession of alcohol, tobacco or any controlled substances as defined by ND law.

SECTION II

Penalty for Violation of Policy

A player shall be suspended from playing in the next 4 consecutive games for the first offense. The second offense shall result in a suspension for the next 10 consecutive games. Subsequent offenses will result in suspension for the remainder of the year and any part of the following year deemed appropriate by the board of directors.

The period of enforcement shall begin on the first practice day of the season until the last practice or game day of the season.

Players will participate in practices during the suspension period at the discretion of that players coach, and the board of directors.

SECTION III

Procedures for Violation of Use of Alcohol, Tobacco, and Controlled Substances Policy

The Board of Directors shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rules.

If, through the course of the investigation, the Board finds probable cause to believe that Section I of this policy has been violated, he/she shall give the player immediate notice of the suspension. The period of suspension shall begin from the date and time that the Board gives the notification to the player.

The player shall have the right to a hearing within three work days.

During the period between notification and hearing, the suspension may be deferred for good cause shown.

Such hearing shall be on notice and conducted by the Board President. The player shall have the right to be present at the hearing and offer such testimony and other evidence the player deems material. The

player shall have the right to confront and question the person or persons who complained of such violation of Section I of this policy.

Physical & Sexual Abuse Policy – As Adopted by USA Hockey –See www.usahockey.com for SafeSport Handbook.

END

COMPLAINT/COMPLIMENT

The RAHA Board will hear any legitimate complaints or compliments necessary to run the hockey program as effortlessly as possible. If there is a situation that needs to be brought before the board it should be in writing on the form made available within the RAHA handbook. The form needs to be signed and mailed to RAHA PO Box 301.

RAHA COMPLIMENT / COMPLAINT FORM

Person Filing: _____ Date: _____

Address: _____ Phone # _____

Check One: _____ Compliment _____ Complaint

Date of Incident: _____ Time: _____

Location of Incident: _____

Individual(s) Involved: _____

Was incident related to an event taking place in the Arena? _____ Yes _____ No

If yes, what was the event? _____

Please explain in detail:

Witnesses that observed the incident: _____

Signed: _____ Date: _____

Form must be signed in order to be reviewed.

Other comments:
