

**ALBERT LEA  
HOCKEY ASSOCIATION**



*Policy and Procedure Manual  
2025-2026*

## **I. Introduction:**

This manual has been written to serve as a guide for the Albert Lea Hockey Association (ALHA) board members, parents, team managers, parent representatives and coaches. If it is referred to regularly and consistently; continuity and fairness can be achieved throughout the entire hockey program.

Changes in policy and guidelines may take place from time to time. The Albert Lea Hockey Association will make every effort to keep this manual updated. If you have questions, please seek out a Board Member or send your inquiry to:

Albert Lea Hockey Association  
P.O. Box 662  
Albert Lea, MN 56007

## **II. Goals and Objectives:**

THE GOAL OF OUR YOUTH HOCKEY PROGRAM IS TO PROVIDE EXPERIENCES THAT RESULT IN A DESIRE TO CONTINUE WITH THE SPORT OF HOCKEY; GIVE OUR CHILDREN A CHANCE TO SEE THEIR WORTH AS AN INDIVIDUAL; AND THAT BY PARTICIPATING, IT WILL BE BENEFICIAL TO THEIR LIVES BY HELPING TO BUILD GOOD ATTITUDES.

THE OBJECTIVE OF THE ALBERT LEA HOCKEY PROGRAM IS TO HELP OUR YOUTH DEVELOP INTO BETTER HOCKEY PLAYERS AND ADULTS THROUGH THE EXPERIENCES THEY GAIN AS PARTICIPANTS IN ORGANIZED HOCKEY. OUR PROGRAM SHOULD ENCOURAGE EACH YOUTH TO CONSISTENTLY PUT FORTH HIS/HER BEST EFFORT, TO HAVE THE COURAGE TO ACCEPT THE RESULTS OF THAT EFFORT AND TO HAVE THE DETERMINATION TO CONSTANTLY STRIVE TO IMPROVE THAT EFFORT.

It is incumbent upon coaches, parents, and interested parties to do everything in their power to achieve these objectives and realize maximum benefit from our hockey program. The key individuals in achieving these objectives are of course the coaches; without their dedication to the above stated principles, the program cannot and will not succeed. Parents of a hockey playing youth can help promote the principles stated above by supporting and encouraging their child's participation, and by attending as many of his /her games as possible.

Parents have a fantastic influence on their children's' attitudes toward team sports. The secret of individual success is learning one's capacity and capabilities and working toward them. Pushing a young player beyond his/her ability must be avoided. Encouraging his/her participation and applauding his/her accomplishments will reduce the chances of physical and emotional damage. By following these objectives and with cooperation among players, coaches, and parents, a youth hockey program with positive effects on the development of the participants can be attained.

## **III. General Policies:**

### **1. Policy and Procedure Manual**

Manual will be provided to each Board Member, Coach, and Team Manager and will be made available to others upon request. Also accessible on the Association's Web Page ( [www.albertleahockey.org](http://www.albertleahockey.org)).

## **2. Association Player / Parent Meeting**

After teams are selected, a Board of Director (Officer) will conduct a Player / Parent Team Meeting to ensure a comprehensive understanding of the Albert Lea Hockey Association's guidelines, requirements, and code of conducts. **THIS MEETING IS MANDATORY AND PLAYERS WILL NOT BE ABLE TO PLAY UNLESS ALL CODES OF CONDUCT ARE SIGNED OFF BY PARENTS/GUARDIANS AND PLAYERS.**

## **3. Fees / Fundraising / Volunteer Policies**

- A. Fees:** Through budgetary planning from the Financial Committee, fees (travel / early bird camp / dryland / fundraising) are established to offset operating expenses and are approved by the Board annually. Travel Fees are prorated based on ice time (games/practices) for each level of play. ALHA recognizes that playing youth hockey is expensive and offers payment plans at Fall Registration to help balance a family's budget. Note: - Fees are only pro-rated based on injury, not on participation.
- B. Fundraising:** Through budgetary planning from the Financial Committee, fundraising financial goals are established to offset operating expenses and are approved by the Board annually. Fundraising examples include, but not limited to: Raffle (need gaming license), Burger Baskets, Frozen Food Sales, etc. As a non-profit organization, ALHA recognizes that individual teams may wish to raise funds on their own. ALHA teams may wish to raise funds to cover various team costs including, but not limited to, tournament gate fees, travel expenses, team apparel and/or home tournament gift expenses. ALHA encourages this, so long as any team fundraiser does not overlap with an existing Association effort. All anticipated team fundraisers must be submitted in writing with the scheduled events dates to the Board. All fundraisers must have written approval by the ALHA Board before they advertised. **Note:** Certain types of fundraisers may be prohibited by state or federal law or need a license. If ALHA's non-profit designation's letter from the IRS is needed when soliciting donations so a business can have records for tax purposes, contact the ALHA Treasurer. If a business requires a receipt, contact the ALHA Treasure.
- C. Volunteer:** To keep fees low and create a positive, fun and quality environment for players, a minimum amount of volunteer service is required from each family which includes working shifts in the Concession Stand and Game Shifts for your player's home games and home tournament. Concession Stand Shifts needs per family are reviewed annually and determined by the Board and is managed by the Dibs System on the ALHA's Website. **Note:** Not fulfilling requirements will result in a financial penalty / shift which is due at Fall Registration the following season. Home Games Shifts and Home Tournament Game Shifts needs are determined by the Team Manager. **Note:** Not fulfilling requirements could result in a Coach's decision of reduced ice time in games.

## **4. Use of Mood-Altering Chemicals and/or Drugs**

The Albert Lea Hockey Association recognizes that the Minnesota Hockey strictly prohibits the use of mood-altering chemicals/drugs. In recognition of this policy, the Albert Lea Hockey Association adopts its own policy:

The use of mood-altering chemicals (alcohol, tobacco, drugs, and marijuana) is expressly prohibited by any player on any team representing the Albert Lea Hockey Association.

- a. Any player in violation of this rule shall not be allowed to participate in any games or scrimmages for two weeks, or two games and scrimmages, whichever is more severe.
- b. A second violation of this rule shall result in a six-game suspension.
- c. A third violation shall result in a suspension for the remainder of the playing year for both, games and practices (minimum of six (6) games).
- d. Anytime the violation occurs when the above-described suspension cannot be enforced in the current playing year, the suspension shall carry over to the next playing year.
- e. Violations are cumulative from year to year and re-instatement after the third violation must be considered by the Board.

The Albert Lea Hockey Association also recognizes that parent participation is a key to controlling any chemical problem with young people. In an attempt at helping to control this potential problem, it shall be the policy of the Albert Lea Hockey Association that any player traveling outside of Albert Lea is required to be under the supervision of a responsible adult at any team sponsored event. If any parent is acting recklessly, they shall be asked to follow the “Code of Conduct” and implications may take place. This includes in our ice facility or other facilities.

## **5. Gun/Firearms/Other Weapons Policy**

Minnesota Hockey Rules require that no one may attend any MN Hockey events while in possession of a gun/firearm or other weapon. This includes all coaches, players, managers, and general spectators. Events covered include practices, games or any other event put on by ALHA Hockey or any other MN Hockey affiliate.

## **6. USA Hockey’s SafeSport Policy**

The safety of its youth participants is of paramount importance to the Albert Lea Hockey Association. This includes not only on-ice safety, but also off-ice safety in any part of the Albert Lea Hockey Association’s Programs.

USA Hockey has long had safety systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Code of Conduct applicable to Administrators, Coaches, Officials, Parents, Players and Spectators. USA Hockey has created a SafeSport Program Handbook that collects USA Hockey’s various policies to protect its youth participants from all types of misconducts and abuse.

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

USA Hockey’s SafeSport Program Handbook addresses the following:

1. **SafeSport Policies** – including policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment and Hazing. The Policies also addresses areas where misconduct can occur and are intended to reduce the risk of potential abuse, including Locker Room Policy, a social media, Mobile and

Electronic Communication Policy, a Travel Policy, a Billeting Policy and Education and Awareness Training Policy.

- 2. Education and Awareness Training**
- 3. Screening and Background Check Program**
- 4. Reporting of Concerns of Abuse**
- 5. Responding to Abuse and Other Misconduct**
- 6. Monitoring and Supervision of the SafeSport Program**

These specific Policies are of paramount importance to USA Hockey and maybe amended, modified or amended as needed.

A USA Hockey member or parent of any member who ( 1 ) violates any of the SafeSport Policies or ( 2 ) fails to consent to, and pass a screening and background check in compliance with the Screening and Background Check Program, may be denied eligibility within any USA Hockey Programs and is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

Please refer to the SafeSport Program Handbook for details of these policies. A copy of the USA SafeSport Program Handbook may be obtained from USA Hockey ([www.usahockey.com](http://www.usahockey.com)) or the Albert Lea Association's Website (<https://www.albertleahockey.org/parent-resources/safesport-program/123948>).

## **7. Locker Room Policy**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to ALHA goals. ALHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, ALHA 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.

### **A. Locker Room Monitoring:**

ALHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Arena staff conducts a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been Screened and completed Safesport Training) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### **B. Parents in Locker Rooms:**

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

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

**C. Mixed Gender Teams:**

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

**D. Cell Phones and Other Mobile Recording Devices:**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. [it may be permissible to have team manager collect phones]. Inappropriate use of Cell Phones and Other Mobile Recording Devices would be considered a form of Misconduct (Reference Section 7 below) and subject to disciplinary action brought forward to the Board by the Grievance Committee.

**E. Prohibited Conduct and Reporting:**

ALHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in ALHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

**8. Misconduct**

Participation in the Albert Lea Hockey Association sponsored programs is a privilege, **NOT A RIGHT**. This privilege may be revoked or suspended by the Board at any time for violating any of the following:



- a. ALHA players must under the supervision of a responsible adult for all out-of-town games.
- b. ALHA players must be registered at a public or privately accredited school and must be in "active" attendance at that school's program. Active attendance is defined as the act of being physically present at school or school-related activities during the school day. Players who are under suspension from school are not eligible to participate in ALHA activities until their 1<sup>st</sup> active day back to school (for in-school suspension, the player would still be eligible to participate in ALHA activities).
- c. ALHA players must not violate the disciplinary rules of the Association, Minnesota Hockey ([www.minnesotahockey.org](http://www.minnesotahockey.org)), USA Hockey ([www.usahockey.com](http://www.usahockey.com)), or ALHA Code of Conduct which must be signed each season.
- d. ALHA players must not violate any law, statute, or City Ordinance, which, if an adult, would constitute a misdemeanor or more serious offence; provided that said offence occurs while at the Albert Lea City Arena, or at an out-of-town arena.
- e. No player or coach shall engage in violent behavior toward another player, coach or referee because of his/her race, religion, sex or ethnic origin, or engage in physical or verbal conduct related to another's players, coaches, or referees' race, religion, sex or ethnic origin.
- f. Any player exhibiting any form of misconduct, i.e., using abusive language, obscene gestures, striking or attempting to strike Referees, other Players, Coaches, or showing disregard for other players, teams, coaches, referees, arena facilities, motels, restaurants, etc. will be brought before the Grievance Committee accompanied by his/her parents. The Grievance Committee shall make a penalty recommendation to the Board for action. The maximum penalty will be suspension for the season. Before suspension or revocation, the hockey player, his/her parent and/or other representative, may address the ALHA Board of Directors.
- g. High School Players dropped from their Team for tobacco, alcohol, and/or drugs, will not be accepted into the ALHA Program, until they regain their Minnesota Hockey eligibility.

#### **9. Abuse of Officials Policy (District 9) – Coaches / Fans**

- a. 1<sup>st</sup> Occurrence Coach – 3 game suspension (MN Hockey Rule – Rule 601).
- b. 2<sup>nd</sup> Occurrence Coach – Hearing and up to a 1-year suspension and \$ 500 fine to the local Association per D9 Policy
- c. 3<sup>rd</sup> Occurrence Coach – Hearing and up to a 2- year suspension and \$ 1000 fine to the local Association per D9 Policy
- d. For Fans (much harder to police), but D9 will investigate and follow the same policy. If fans to get a suspension and come to the rink, Association is required to call the police and have removed for trespassing. If the doesn't work, the family may be given a waiver to play elsewhere. **Note:** ALHA has the right to assess additional penalties over and above D9's.
- e. District Fines are the responsibility of the Coach / Fans and payable to Southern Minnesota Hockey Officials Association.

#### **10. Grievance Committee**

It is possible that conditions may arise that member feels are unfair or unjust, this may be a situation on a particular team, a coach, or with the Association in general. Also, if any violation of the Code of Conduct arises, a meeting with the grievance committee may be warranted. Please review the Code of Conduct for Coaches, Players, Parents, and the Board each season to

understand each positions duties and requirements. Please let the President or Vice President know if you have any questions.

## **11. Injury Policy**

ALHA strongly recommends that a youth athlete, who has been removed from physical participation in an athletic activity, shall not return to physical activity until he or she has been evaluated by an appropriate health professional and receives written clearance from that health professional authorizing the youth athlete's return to physical participation in the athletic activity. It should be noted that this includes concussions and ALHA strongly advises the use of the concussion protocol. <http://www.usahockey.com/safety-concussions>

## **12. Academic Performance**

The Association believes that as beneficial as participation is in an organized hockey program, it does not override the necessity of adequate performance in school. The Association encourages parents to make sure that school performance is given priority over hockey participation. The Association recognizes that the High School League Rules prohibit participation in games by a student who is failing any class. The Association urges parents to look at this as a guideline in dealing with their own child. Association coaches will not be allowed to penalize a player for missing games due to a parental decision regarding school performance.

## **13. Summer / Other Hockey Opportunities Policy**

ALHA has a Summer / Other Hockey Tab on Website and per requests, will post information / links and send a seasonal blast group hockey member email as a reminder of opportunities. It's not the responsibility of ALHA to forward things like Registration Forms and Reminders, Schedules, etc. (Customer Specific) to the entire Member Group Hockey List.

## **14. 2<sup>nd</sup> Year Bantam / Last Year Girl's Policy**

ALHA Board's discretion from year to year to implement one of the following:

1. Concession Shifts determined for any given year – need to be 50% completed by January 1<sup>st</sup>. Failure will result in player's suspension for the year. Suspension can be waived if concession shifts are made up by working the shifts or paying \$50 / shift missed. Board approval is needed for a player to be reinstated.
2. Volunteer Deposit Check at Fall Registration. \$50 / Shift (shifts needed for the Season – to be determined annually). Checks are held until the Spring and are mailed or returned upon completion of the Volunteer Requirement for the Season. Partial volunteer requirements done will result in partial volunteer check returned. ALHA Board decision.

## **15. Reimbursement Policy**

It is the policy of the Albert Lea Hockey Association to reimburse Administrators (Board of Directors) and Coaches for reasonable and necessary expenses as part of the Albert Lea Hockey Association's business activities. Request for reimbursement must include proper documentation / receipts. All requests are submitted to the Treasurer. Eligible expenses include the following:

- A. Coaches USA Hockey Registration if not processed by the Local Associate Registrar (Debited from the Association's General Account).



- B. Coaches Screening, Clinics (CEP) and Module Certification.
- C. Volunteer (Board Members and Team Managers) Screening.
- D. Non-Parent Coaches Hotel for Open, District, Region and State Tournaments.
- E. Mileage for mandatory District 9 Meetings.
- F. Level 4 Coaches Clinics - 2 Day (Hotel - \$ 150 Max).
- G. Out-of-pocket expenses approved prior by the ALHA Board of Directors.

**\*\*Note** – Standard Mileage Rate – IRS Posted Rate – Reviewed Annually

## **16. High School Eligible Players Policy**

Eligible players have the discretion to bypass their final year and play High School Hockey, typically dictated by skill and grade level. Eligible players are allowed to participate in Early Bird Camp (ALHA Registration, USA Registration & Camp Fee is required). Eligible players are allowed to participate in a partial season prior to the start of the High School schedule. Roster spot and final player count for each Team will be determined by the Coaches. Travel Fees are pro-rated accordingly (30 % of Travel Fee to account also for Concession Shifts and Fundraising Requirements not required).

## **17. Refund Policy**

Once the season begins there will be no refunds except for the following circumstances: injury/medical or a player moving out of the Association boundaries. Refunds will be pro-rated based on the expended ice time and fixed costs incurred up to the time of termination. Players will qualify for the refund if their injury or medical condition causes them to miss a majority of the season. **Requests for refunds must be submitted to the Treasurer in writing for consideration.** Refunds for reasons of player misconduct will not be considered.

## **18. Past Due Accounts**

Any player who has any amount past due or owing to the ALHA shall be required to pay all past due amounts and all current fees for the upcoming season in full at the time of registration. If all past due accounts are not paid in full; prior to the start of the new season, the player will not be permitted to attend tryouts.

## **19. Hardship Policy**

The ALHA recognizes that due to various kinds of hardships it may be difficult in any given year for individuals to pay all or part of the registration fees within established timetables. Therefore the ALHA will consider a request for payment of registration fees in installments at the time of registration. The installments should be scheduled to ensure that the player pays for the ice and other charges incurred up to the due dates.

## **20. Scholarships**

A Scholarship is funded by the ALHA for the purpose of aiding families with hardships. The fund will be available to needy players who request financial assistance in order to participate. To apply a written application must be submitted to the Treasurer; the Board must approve all requests. Furthermore, families receiving scholarships are not permitted to “buy out” their

volunteer hours or fundraising responsibilities. Application for scholarship can be obtained from the Treasurer.

## **21. ALHA Member Information**

Personal contact information such as phone, cell phone and email addresses that are collected for ALHA communications shall only be used for ALHA purposes. All outside requests for this information will be denied.

## **22. On Ice Time / Off Ice Time (Dryland or Individual Weight Conditioning)**

It is the philosophy of ALHA to follow USA Hockey's American Development Model (ADM) for player's skill development and the enjoyment of the game in their Association's years. See Link: <http://www.admkids.com/> for On-Ice (Practice Plans) and Off-Ice (Dryland) instructions / level.

It is the Association's goal to secure ice time for all teams such that each team will be allotted enough ice time to provide a quality hockey experience for all players. Scheduling of ice time will be done by the Ice Scheduler and follow the below guidelines. Because older players are available for later hours than younger players, and older players have more stamina than younger players, the older groups will inherently receive more ice hours.

To maximize the use of available ice and help to reduce ice costs, teams may be required to share part of their practice ice hours with another team. It will be the goal of the Ice Scheduler to have compatible teams share the ice.

If there are any traveling teams that have not been assigned a head coach by the end of tryouts, the ALHA Board will be responsible for scheduling practice times, games and tournaments.

ADM Stages / Level (Recommended). **Note:** Due to limited ice availability and year to year changes in total teams, ADM recommendations for total ice sessions (practices/games) per level may be limited. ([http://assets.ngin.com/attachments/document/0098/1005/Hockey\\_For\\_Life\\_Poster\\_2016.pdf](http://assets.ngin.com/attachments/document/0098/1005/Hockey_For_Life_Poster_2016.pdf))

### U6 Boys and Girls & Under / Mites ("Active Start")

1. 50-60 Ice Sessions: 2-3 on ice sessions per week.
2. Kids should start with a learn to skate program and then a learn to play program as their initial steps into ice hockey.

### U8 Boys and U8 Girls & Under ("FUNDamentals")

1. 50-60 Ice Sessions: 2-3 on ice (60 minutes) / 1 off-ice session / week.
2. 30-40 Practices / 16-20 Game Events (Crossed Ice).
3. Tournaments: (Funded by ALHA): One (1) home tournament and up to one (1) away tournament (Additional – Team decision / expense or approved funding by ALHA).
4. Playing Time: Except for disciplinary action, there will be fair rotation of all forwards, defenseman, and goalies in all games.

### Squirts and U10 Girls ("Learn to Train")

1. 95-100 Ice Sessions: 3-4 on-ice (60 minutes) / 1-2 off-ice sessions / week.
2. 75-80 Practices / 25-30 Game Events.
3. Games: Combination of league, non-league, and tournament games.
4. Tournaments: (Funded by ALHA): One (1) home tournament and up to two (2) away tournaments (Additional – Team decision / expense or approved funding by ALHA).
5. Playing Time: Except for disciplinary action, there will be fair rotation of all forwards, defenseman, and goalies in all games.

#### Peewees and U12 Girls (“Learn to Train”)

1. 105-120 Ice Sessions: 4 on ice (60+ minutes) / 1-2 off-ice sessions / week.
2. 80-90 Practices / 30-35 Game Events.
3. Games: Combination of league, non-league, and tournament games.
4. Tournaments: (Funded by ALHA): One (1) home and up to three (3) out of town tournaments (Additional – Team decision / expense or approved funding by ALHA).
5. Playing Time: Except for disciplinary action, playing time will be fair for all players throughout the season. During Minnesota Hockey District, Regional, and State Tournaments, the Coaches can dictate player’s minutes based on game situation.

#### Bantams and U15 Girls (“Train to Train”)

1. 160 Ice Sessions: 4 -5 on ice sessions (60 + minutes) / 1-2 off-ice sessions / week.
2. 120-130 Practices / 40 – 50 Game Events.
3. Games: Combination of league, non-league, and tournaments games.
4. Tournaments: (Funded by ALHA): One (1) home and up to three (3) out of town tournaments (Additional – Team decision / expense or approved funding by ALHA)
5. Playing Time: Except for disciplinary action, playing time will be fair for all players throughout the season. During Minnesota Hockey District, Regional, and State Tournaments, the Coaches can dictate player’s minutes based on game situation.

#### Jr. Gold

The Albert Lea Hockey Association will continue its philosophy of providing a place for all youth to play. It is important that the Jr. Gold program be maintained and that these programs continue to play a League and/or an independent schedule. Due to a later start (Mid November), fees are a flat fee determined annually by the Board.

**Note:** Safesport training for players 17 and over in age classifications that allow minor age players.

To comply with the law requiring adults with regular contact to complete training, USA Hockey must require that (i) all players 17 years of age or older on or before December 31 of that playing season and (ii) who play on a team in a classification that allows minor age players, complete SafeSport Training before being added to such team and prior to participation (on-ice or off-ice). This requirement shall apply to all teams in the age classifications Youth, Girls, High School, Junior Hockey, Flex Hockey, and Disabled Hockey programs that allow both minor-age and adult-age players, and to officials who are turning 17 before December 31. Safesport Training must be complete before the player can be added to roster and approved by MN Hockey.

1. Games: Combination of league, non-league, and tournament games will be no more than 40 events.
- 2 Tournaments: (Funded by ALHA): One (1) home and up to two (2) out of town. tournaments (Additional – Team decision / expense or approved funding by ALHA).
3. Playing Time: Except for disciplinary action, playing time will be fair for all players throughout the season. During Minnesota Hockey District, Regional, and State Tournaments, the coaches can dictate player's minutes based on game situation.

**Variations from the above guidelines require the Board's prior approval.**

### **23. Tournaments**

ALHA will schedule a home tournament for each team. We conduct the home tournament at no cost to the families in exchange for them working game shifts for all games. If, for some reason, we do not provide a home tournament, the Association will fund an additional out of town tournament for that team. Away Tournament Entry Fees are covered by the Association (Ref. - Policy & Procedure Manual - Sec. VIII - Ice Time).

### **24. Post Season Tournament (District, Region, State & Year End Invite) Policy**

1. All Teams can qualify for Post Season Tournament Play except for U6/U8 Boys/Girls Levels.
2. District/Region/State: Qualifications Junior Gold, A & B Bantam, U15 Girls, A & B Pee wee and U12 Girls are determined by league standings and number of teams. Criteria from year to year are set by District 9. Opting out of Post Season play is not an option. Entry Fees paid by ALHA.
3. District 9 Year End Invites (Note: No District, Region, State for these Levels): Qualifications for B2 / C Bantam, C Pee wee, all Squirt and U10 Teams – finish with a 500 or above record in league play. Opting out is an option (things to consider additional expenses such as Hotel / Travel, etc.). Note: if ALHA decides to host a D9 Year End Invite – No qualifications are needed. Entry Fees paid ALHA.

### **25. Coaches**

The Association will make effort to select coaches for each season by use of a Coach's Selection Committee, chaired by the ACE Coordinator, as directed by the Albert Lea Hockey Association Bylaws. The committee will consist of two Board Members and an independent person chosen by the Board, ACE Coordinator, and another Coach. A notice of coach's vacancies will be published in the local newspaper and posted on the Association's Web Page.

Prospective coaching candidates must apply for coaching positions before each season begins. Applications for coaching positions should be sent to the Albert Lea Hockey Association ACE Coordinator. ACE Coordinator will communicate requirements (dates, application process, etc via email, webpage posting and in the local paper).

Requirements for all Coaches (Head or Assistants): See Link: Coaches Corner Tab

<https://www.albertleahockey.org/coaching-resources/coaches-corner/99893>

1. Screening / Background Check – Fee (\$ 30 - every other year check) – Due before any contact with Players (On and Off Ice) and before the roster will be approved by MN Hockey.

2. Safesport Training – Free. On-Line Training Module (yearly training). Due before any contact with Players (On and Off Ice) and before the Roster will be approved by MN Hockey.
3. Age Specific Module – Fee (\$20). On-Line Training (one time training). Due before Roster will be approved by MN Hockey. Module trained must be at the level coached (U8 Boys/Girls, Squirts/U10 or Pee wee/U12, Bantam/U15, Junior Gold / Midget).
4. Coaching Clinics (CEP - Coaching Education Program). Fee (\$ 60). On ice and classroom sessions or virtual are offered. Progression: Year 1 (Level 1), Year 2 (Level 2), Year 3 (Level 3) & Year 4 (Level 4– good for three years – Refresher Year 5) Note: Some Level 4's – have No Expiration.
5. Signing the Coach Code of Conduct with the ALHA board.
6. Coaches should attend as many Albert Lea Hockey Association Board Meetings as possible. If they cannot attend, they should have a manager, assistant coach, or parent representative attend on their behalf.
7. Extra skaters should not be on the ice unless they are being used as demonstrators or instructors and are registered with USA Hockey ([www.usahockey.com](http://www.usahockey.com)). Extra Skaters 17 and over are required to have SafeSport Training as stated in the Safesport Handbook.
8. USA Hockey Coaches Clinics, Screenings and On-Line Aged Specific Modules Fees required by USA Hockey will be paid for by the Association. Prior approval should be obtained by the ACE Coordinator before the actual purchase or registration. Coaches may also be asked to attend local coaching clinic(s) as determined by the Association.
9. Coaches must know and practice the overall objectives of the ALHA program and tailor their coaching style and techniques to these objectives.
10. Coaches will follow the Guidelines for Participation and will be responsible to pay for all fines levied by USA Hockey ([www.usahockey.com](http://www.usahockey.com)) or Minnesota Hockey ([www.minnesotahockey.com](http://www.minnesotahockey.com)) or any other governing board that are a result of a violation of any rule based on their conduct. Game Ejections: 1<sup>st</sup> Ejection – Written Warning from the ACE Coordinator. 2<sup>nd</sup> Ejection – Results in a meeting with the Grievance Committee.

The Coaches Selection Committee shall perform a coaches' review following the end of each season. This review shall be made available to future Selection Committees.

## **26. Tryout and Team Selection**

Players may be divided into “A”, “B”, or “C” level teams depending on the level’s numbers, abilities of players, district request or as the Board deems necessary.

### Team Sizes:

The ALHA Board wants to ensure that the number of players on each team is fair and gives all participants the best opportunity to have fun and improve their skills. The ALHA President, Coaches Representative and the Hockey Advisory Chair will discuss the number of players on each team based on the total number of participants prior to tryouts. The President will recommend to the ALHA Board the number of teams. Any vote will be by majority of the Board.

### Tryouts:

The Association will conduct tryouts for all traveling teams. A Selection Committee will select players during several designated tryout sessions. Coaches are expected to select drills & scrimmages during the tryouts which will aid the Selection Committee in determining appropriate player placement. It is recommended that tryouts consist of approximately 30% drills and 70% scrimmage.

Note: ACE Coordinator / Coaches Rep recruits and selects the Selection Committee Members for each level yearly and presents to the Board. The Board approves the Selection Committee Members. It's recommended that Selection Committee Members have coaching experience and at a minimum have their CEP Level # 1 and have no Conflict-of-Interest ties, such as ties to an Independent Business (Clubs / Camps / Leagues) along with evaluators have no direct family ties to level being evaluated (parent / player).

### Inability to Tryout:

Players who are unable to tryout because of health or medical reasons must notify the ACE Coordinator and/or President before tryouts begin and will be required to verify his/her reason in writing. If a player is unable to finish tryouts, he/she must contact the ACE Coordinator and/or the President immediately. The Selection Committee will review each player's case and decide on placement of the player.

The committee's decision will be based on:

- a. Past playing level and demonstrated abilities of the player.
- b. Interviews, recommendations, or letters from past and current coaches.
- c. Severity of injury/sickness and length of time before the player will return.
- d. The player may or may not be asked to state during the process.

### Non-Medical Absence:

ALHA will attempt to accommodate legitimate scheduling conflicts providing that the Board receives written notification 72 hours prior to the first scheduled session. In the case of family emergencies, notification to the ACE Coordinator must be provided as soon as possible. The above guidelines will be followed when assigning the player to a team.

### No Tryout:

If a player wishes to join the Association after tryouts have been completed, the Board will review the options with the affected parties (player, parents, and coaches).

### Team Selection:

Team selections are not an exact science. Many different skills must be judged in order to make a determination as to the placement of the player for that particular year. The purpose of our hockey program is to allow players to improve and have fun. It is in the best interest of the player to play at a level where he/she will be challenged but will also have success.

A committee will select the teams. The Selection Committee will be assembled by the ACE Coordinator.

The Selection Committee will be made up of at least two people not involved in the coaching of that team, a board member, and the head coaches. No parent of a player trying out for that team may participate in the selection process, except for the head coach position. The Coach or ACE Coordinator



will post the results of tryouts on the ALHA Webpage for each team within a reasonable period of time following the final tryout date.

If you are interested in being on the selection committee or know someone who would be a good fit for the selection committee, please contact the Board with suggestions.

#### Player Movement after Tryouts:

Once a player has been selected for a team there can be no player movement without Board approval. For any player movement, the following must be followed:

The Hockey Advisory committee will meet and discuss which player will be moved and the player's parents must meet and agree. The Board must approve the move prior to any change in a team.

If a parent feels that they no longer want their child on a traveling team or would like for them to play at a lower level, they may request from the Board that their child be moved.

#### Player Movement by Age Level:

Minnesota Hockey establishes the maximum and suggested minimum age brackets for youth hockey. The Association recommends that boys and girls play at their indicated age level. By Minnesota Hockey Guidelines, no player may participate at a level below his/her bracket age group.

The Association has traditionally not moved players to the next level and believes that a player should play with their appropriate age level. However, the ALYHA has implemented the following guidelines to consider moving up within our programs.

a) Movement for Peer Grade: A player that is not eligible for the level of their "peer grade" per the birth date parameters, may request to play up a level. This affects younger aged players relative to their grade as follows:

Squirts & Girls 10 and under: 4th grade  
Peewees & Girls 12 and under: 6th grade  
Bantams & Girls 14 and under: 8th grade  
Junior Gold & Girls 16 and under: 10th grade

At the time of registration, these players may request to move up. If the request is granted by the Board, the player will be notified of the decision prior to tryout. A player electing this option will be allowed only two years at each level (Squirts through Bantams). Once they have chosen to tryout at that level they will have to stay in that level/pool they have selected. This policy is designed to socially help players in the younger levels and to better prepare the older players for high school by having the opportunity to play two years of Bantam before 10th grade.

b) Movement for ability or team needs: (Bantam and Peewee Levels ONLY) In unique situations players may request to move "up" and play at an older level.

1. Definition- the term "moving up" refers to a player playing up from his Minnesota Hockey age group.
2. Requests to move up must be submitted in writing to the ALHA.

3. The decision to allow a player to try-out for an “up” team will be made by the ALHA after consultation with the player’s parents, the coaches at the levels involved and the Hockey Advisory Committee.

4. Factors to be considered are:

- a. The player must be an “A” caliber player.
  - i. Players moving up should be “elite” or advanced.
  - ii. If the player does not make the “A” level team at the “up” level, they will automatically be placed on the “A” team at their defined Minnesota Hockey age group.
- b. The best interests of the program.
  - i. How does it affect numbers in each age group?
- c. The decision is in the best interests of the player.
  - i. Is the player being challenged at current level?
  - ii. Is the player mature enough physically and mentally to play with older players?

**\*\* Note -** The request to move from your assigned Minnesota Hockey age group to another must be made in writing to the ALHA Board President PRIOR TO OCTOBER 1st. Please note that this is only a request, and requests must be approved by the ALHA in conjunction with the coaches involved and the Hockey Advisory Chair. Moves made after October 1st will only be done in “extremely special circumstances” by the ALHA.

*For individual player age participation level refer to:*

<http://www.minnesotahockey.org/page/show/96280-registration>

*Click on MN Hockey Age Ranges for current year.*

#### Movement for ability or team needs (Squirts / U10):

Tryouts for Squirts / U10 will be open to all players Squirt / U10 aged and younger. Players who choose to tryout will have the opportunity to make an A, B or C level team based on the selection committee’s recommendation. Squirt / U10 aged players who tryout are not guaranteed to make a Squirt / U10 team and may be placed in the Mite Program if the tryout committee believes they will excel more with the Mite Program. In addition, to be in compliance with Minnesota Hockey’s current recommendation that all Squirt / U10 teams must consist of 2/3 players being of the Squirt / U10 age level, only 1/3 of the remaining players selected for any Squirt / U10 team may be younger than the assigned Minnesota Hockey Squirt age group. As a result, participants trying out for Squirt / U10 hockey that are younger than the assigned Minnesota Hockey Squirt / U10 age group may be cut and be sent back to the U8 Boys & Girls / Park & Rec Mite Hockey for another year of development.

#### **27. Player Release Policy:**

From season to season there might be circumstances that presents itself for a player within its own Association’s boundaries or neighboring Association to seek a release to play elsewhere for that season. Circumstances include the following: School Location, Level Availability, Home address not in any Association’s natural boundary and any other unusual circumstances. Refer to

Section IV of the Minnesota Hockey Youth Rules and Regulations for waiver type and restrictions ( <https://www.minnesotahockey.org/page/show/80470-home> ). Waivers are valid for **one year** and approved by the Board from year to year.

See Link for Minnesota Hockey Release Form:

[https://cdn1.sportngin.com/attachments/document/1467-1989212/MN\\_Hockey\\_Waiver\\_Form\\_2010.pdf?\\_gl=1\\*35wxpl\\*\\_ga\\*MzExODU1MTkwLjE2MTE0NTQzMTg.\\*\\_ga\\_PQ25JN9PJ8\\*czE3NTY5MTQyNjAkczQ0JGcwJHcxNzU2OTE0MjYwJGo2MCRsMCRoMA..](https://cdn1.sportngin.com/attachments/document/1467-1989212/MN_Hockey_Waiver_Form_2010.pdf?_gl=1*35wxpl*_ga*MzExODU1MTkwLjE2MTE0NTQzMTg.*_ga_PQ25JN9PJ8*czE3NTY5MTQyNjAkczQ0JGcwJHcxNzU2OTE0MjYwJGo2MCRsMCRoMA..)

## **28. Coaches Player / Parents Meeting**

It is the Coach's responsibility to conduct a parent meeting as soon as possible after team selection has been finalized. The following is an outline of items to be covered during the parent/coaches meeting:

### **General:**

1. Introduction of coaches and assistants.
2. Parents introduce themselves.
3. Have parents complete an emergency medical form. This form must be carried by either the coach or team manager at all games.
4. Need to verify all information from registration (address, phone numbers, email, birthdates, etc.).
5. Select a Team Manager if one has not been chosen already.
6. Select a Team Parent if one has not been chosen already.
7. Determine plan for Locker Room Policy (Locker Room Monitors). See Section # 5.

### **Coaches Philosophy:**

1. State your goals and objectives for the coming season.
2. State skills and skating techniques to be developed at this level.
3. Explanation of expected behavior from players and discipline policy.
4. Approach to assignment of player positions and playing time in games.
5. Discuss desired means of communication between coaches, players, and parents.
6. Use of locker rooms – do not use the lobby for dressing, skate tying, etc.
7. Encourage additional activities – open skate, camps, clinics, etc.
8. Discuss planned tournament schedule (number, dates, and locations).

### **Parent Obligations:**

1. Be sure to get your son/daughter to games and practices on time.
2. Attend all games if possible.
3. Be encouraging - not critical - of the team and coaches.
4. Leave reprimanding and coaching to the coaches.
5. Do not belittle referees or opposing players and/or coaches.
6. Do not disturb the players or coaches during practices or games. Only go in locker rooms if needed or requested, and do not sit/stand in player bench areas during games or practices.
7. Do your fair share of driving to out-of-town games.

8. If you send your child with another driver, be sure your child has money to eat, etc.
9. Make arrangements for your child to get home. Don't expect drivers to return your child to your door after the game.
10. Notify Coaches/Team Manager in advance of schedule conflicts, missed games or practices.
11. Work at home games / tournaments as needed (requirements scheduled by Team Manager / Coach).

### **Association Topics:**

1. Give your full support to the fundraisers and encourage your child to do the same.
2. Other fundraising (team specific for example) needs to be approved by the Board.
3. You will need to fulfill your Volunteerism Commitment (Concession Shifts - # of Shifts determined annually by the Board). Failure will result in a Shift Penalty Fee (\$50 / Shift due before Fall Registration). Note: Any hired Concession Workers age 18 or younger must have Concession Stand Training by one or both of the Concession Committee Chairs before working any shifts. The list of approved workers will be posted at the Arena.
4. You will be responsible for helping coordinate different aspects of your player's home tournament, including parent forms, scheduling volunteers, programs and working shifts (penalty boxes, scorer and time clock - # of shifts determined by Team Manager) and selecting one or two tournament coordinators.
5. Read and be familiar with your Association Policy and Procedures Manual.
6. If you have a complaint, please follow the Grievance Process.
7. Conduct within the arena and locker rooms. Explanation of the "Zero Tolerance Policy." Inappropriate behavior in the arena and physical damage to facilities will not be tolerated.
8. Information available on Website. Specific information and notices are typically distributed via email.
9. Association policy on payments or non payments.

### **Schedule:**

A tentative schedule should be given at this time including all league games, tournaments, and at least, the first few weeks of practice. Explain how further schedules and/or changes will be handled (notice to players at practice/games, team bulletin board, ALHA Web Page ([www.albertleahockey.org](http://www.albertleahockey.org)), email, telephone).

### **Team Manager:**

#### **Communications / Training:**

- Collect Contact Information: Name, Parent Names, Parent Cell Phone Number, Player Cell Phone Numbers, Email etc.
- Update Team Website (Team Page) with all team information, practices, games, tournaments, etc.
- Teach parents about the Website (Team Page) and iPad /GameSheets (Electronic Scorebook)
- Remind parents about their "Dibs" & Home Tournament requirements.
- Contact the Board if any issues need to be addressed.

#### **Scheduling:**

- Games (go to the D9 Scheduling Meeting): Be in contact with coach as to expectations.
- Complete District Game Schedule

- Also keep contacts with other managers/coaches
- Send home game schedule to Referee Scheduler, Concession Scheduler, and Ice Scheduler.

Paperwork:

- Roster (Official Roster w/ USA Hockey)
- Assign Jersey's (carry extra set with you)
- Roster Stickers (Out of State Games / Tournaments) for Scorebook

Practices:

- Help coach alert the ice scheduler.

Home Game Responsibilities:

- Contact with the other team's manager.
- Verify that the refs are scheduled.
- Schedule workers: 2 penalty boxes, 1 iPad (GameSheets), 1 Clock & 1 Music and Announcing (if desired)
- iPad (get the refs and coaches signatures) and submit game.
- Any game changes (times, cancellations, etc.) Please notify: the arena, the referee coordinator, the concessions coordinator, the ice scheduler and District 9 (Rescheduling Form).

Away Game Responsibilities:

- Confirm with other team's manager the time, date, and location of the game.
- If a District League Game, look at D9 Website to see if the other manager submitted it correctly via GameSheets.

Tournaments:

- Home
  - Schedule the Parents to work the tournament shifts.
- Away
  - Reserve block of rooms at hotel
  - Forward Official USA Hockey Roster to their Tournament Director upon request as well any other requests (Tournament Apparel, etc.).
  - Help plan a team meal (if desired)

**Team Parent:**

1. Assist with the notification of schedule changes.
2. Assist in the travel and lodging arrangements.
3. Coordinate team players for fundraising activities (if applicable).
4. Assist in coordinating workers for home tournament obligations.
5. Work with the team manager and coach.
6. Assist in any other duties which will make the Team run smoother.

**29. Codes of Conduct**

Association Core Values:

This Code is not intended to be an all-inclusive list of Association rules. Hockey players registered to play on a team under the auspices of the Albert Lea Hockey Association are expected to conduct themselves in a manner that is respectful of others and reflects positively on the Association and the Albert Lea

Community. All members and spectators are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings.

1. **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. Foster friendships with teammates and opponents alike.
2. **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
3. **INTEGRITY** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM, AND ORGANIZATIONAL LEVEL** - Each member of the organization, whether player, volunteer, or staff, should seek to perform their respective roles 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 involved.
6. **LOYALTY** - We aspire to foster a passion for, as well as a loyalty to the sport, team and all its participants.
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.

## **Board of Directors Code of Conduct**

The ALHA Board of Directors, elected by the membership or appointed and approved by the Board, are expected to comply with the following set of rules in relation to the use of information and decisions made at the Board of Directors meetings, the implementation of policies and business, and their conduct within the association.

1. 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.
2. No member of the board shall directly or indirectly use ALHA funds, equipment, supplies or other resources or their position as a member of the board for personal benefit.
3. On behalf of ALHA, no member of the board will directly or indirectly offer to pay, promise to pay or make a payment from ALHA funds to any supplier without compliance to pre-approved board expenditures.
4. No member of the board will use ALHA funds or assets for any unlawful or improper purchases or establish undisclosed or unrecorded funds or assets.
5. 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 any 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 the season. 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.
6. In any situation where there is a possibility of conflict of interest, unethical conduct or the appearance of such, the board member is expected to immediately disclose the facts to the President of the board in the presence of at least one other board member.
7. No member of the board will discuss confidential information regarding a player, parent or coach- 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 privy to such information.

8. 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 particular issue.

I agree to treat my fellow board members, ALHA coaches, ALHA players and other association members with respect in my participation on the ALHA Board of Directors by following this Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Coach Code of Conduct Policy**

This is the Albert Lea Hockey Association Coach's Code of Conduct. As a coach of an ALHA team, please read carefully and sign and submit this document to the ALHA President or Vice President as an acknowledgement of affirmation of this code of conduct.

1. Winning is a consideration, but not the most important thing. Teaching the importance of teamwork is of the utmost importance.
2. Provide a fun and safe environment for players to not only grow as hockey players but as people.
3. Be generous with your praise when it is deserved; be consistent; be honest; be fair and just. Learn to be a more effective communicator and coach.
4. Adjust to personal needs and problems of players. Be a good listener. Never verbally or physically abuse a player or official. Remember you are representing the Albert Lea Hockey Association, and you should conduct yourself in a professional and respectful manner.
5. Give all players the opportunity to improve their skills, gain confidence, and develop both mentally and physically.
6. Provide practice plans that are fun and challenging for your players. Familiarize yourself with the different rules, techniques and strategies involved in the game of hockey. Encourage teamwork at every opportunity.
7. Maintain open lines of communication with the parents of your players, but make sure those communications also follow ALHA guidelines. Make clear the goals and objectives of yourself as a coach, and of the ALHA.
8. If you run into issues, please bring to the attention of the ALHA board as soon as possible. Changes can only happen when the ALHA Board of Directors knows about the issue. Never be afraid to bring issues forward to the Board.

9. Show concern not only with the development of the child as a hockey player, but also be concerned with their overall development. Make sure to stress good health, social, and living habits.

Teach your love of this great game and stress what a privilege it is for all of us to be participating in it!

Name: \_\_\_\_\_ ALHA Team: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent Code of Conduct Policy**

This is the Albert Lea Hockey Association (“ALHA”) Parent's Code of Conduct as a parent or guardian please review the content of this page carefully and sign this document as an acknowledgement of affirmation of this code of conduct.

As a parent(s) of an ALHA participant, I (we) am/are in agreement:

- A. That it is a privilege, not a right, for our child/children to play youth hockey.
- B. That sportsmanship, teamwork and fair play are essential to the sport of hockey.
- C. That because our child/children learn from our example, we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents.

THEREFORE, we agree to the following Code of Conduct Policy:

**Rule 1. 24-Hour Rule:** No parent/legal guardian or relative of any Albert Lea Hockey Association player, in a fit of frustration/anger over their player’s ice time/position, coaches play of their player and/or team status per our tryout policy will contact the coach or any other member of the ALHA Board of Directors for 24 hours. This includes by email, phone call, text message, written/taped letters, or any other social media avenue. After 24 hours has passed from the conclusion of said event the parent/legal guardian is to contact the President and/or the Grievance Committee with the issue if they so choose. If such an event occurs, and the 24-hour rule is NOT followed by the parent/legal guardian, they will be sanctioned by the ALHA Board of Directors in accordance with our sanctioning guide lines.

**Rule 2.** Parents and/or players who are evicted from any rink will be sanctioned by the ALHA Board of Directors in accordance with our sanctioning guidelines.

**Rule 3.** Parents and/or players who create public displays of anger towards their coaches in any arena or via email, phone call, text messages, written/typed letters or via any other social media site will be sanctioned by the ALHA Board of Directors in accordance with our sanctioning guidelines.

**Rule 4.** Parents and/or players, who create public displays of anger towards referees, parents/players of any ALHA teams or any opposing team, which includes verbal abuse/threats or actual physical abuse/violence, or any other conduct determined to be detrimental to ALHA will be sanctioned by the ALHA Board of Directors in accordance to our sanctioning guidelines.

**Rule 5.** If any occurrence takes place detailed above in Rules 1-4, sanctioning will be as follows:

- First offense will be a **MINIMUM** two-week suspension from all ALHA events, including team events, home and away practices, games and tournaments.
- Second offense will result in a **MINIMUM** one calendar year suspension from all ALHA events, including team events, home and away practices, games and tournaments.
- Third offense will result in the parent/players removal from the ALHA program. At any time due to the severity of the said offenses, the disciplinary action can be elevated from the above recommendation to include the immediate removal from ALHA program.

**Rule 6.** All inappropriate actions and resulting sanctions will be maintained in confidence by the ALHA Board of Directors and be cumulative throughout the family's participation in ALHA. If need be, all sanctions will be forwarded to District 9 and/or Minnesota Hockey for enforcement at any away games and tournaments.

**Rule 7.** If I do not abide by the Parent Code of Conduct Policy, I realize my child/children will be restricted from play for the term set forth by the ALHA Board of Directors; all applicable fees still apply during the duration of the sanction.

**Rule 8.** The parent agrees to abide by all the rules set forth by USA Hockey, Minnesota Hockey, District 9 and the Albert Lea Hockey Association. Any violation will be sanctioned by the ALHA Board of Directors in accordance with our sanctioning guidelines listed above in Rule 5.

**Rule 9.** The ALHA Board of Directors, or any Committee appointed by the ALHA Board of Directors, will enforce all violations, and notify the individual(s) in writing, after a disciplinary hearing, outlining the sanction that is being set forth. This will be done in a timely manner.

**Rule 10.** Any ALHA member witnessing or involved in a violation of any portion of the ALHA Parent Code of Conduct can bring the issue forward, after the 24-hour rule, to the Board of Directors by emailing the President and/or the Vice President. Issues can also be brought to the ALHA board by submitting a grievance.

We the parent(s) and/or legal guardians of :

\_\_\_\_\_ (player(s)) hereby agree to the above terms.

\_\_\_\_\_  
Parent /Guardian #1 \_\_\_\_\_ Date \_\_\_\_\_ Parent /Guardian #1 \_\_\_\_\_ Date \_\_\_\_\_

## Player Code of Conduct Policy

**As an Albert Lea Hockey Player**, I understand that it is a privilege, not a right, to play youth hockey.

**As an Albert Lea Hockey Player**, I understand that sportsmanship, teamwork, and fair play are essential to the sport of hockey and are the most important skills that I can possibly gain from being involved in youth hockey.

**The intent of this policy is to follow the USA Hockey Zero Tolerance Policy and adhere to:**

1. To take pride in their team and contribute to the team's unity. To adhere strictly to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions. To participate in all games and practices unless there is a compelling reason for missing. To notify the coach or manager in advance when they must miss. A reason such as religion class, school activity, illness, etc. must also be given. To be at the rink by the appointed time as set by the coach.
2. Hockey is recognized as a team sport as such the interests of the team shall take precedence over individual exploits.
3. No player shall criticize another teammate's play. No player shall criticize referees, coaches or opposing players. The only individuals who may speak to officials are the coaches and /or designated captains under the instructions of their coaches.
4. All players are expected to conduct themselves in a respectable manner. Destructive or delinquent behavior, during or after a game or practice, will not be tolerated. To be attentive when coaches explain practices drills, game strategies, or passes along other information or instructions.
5. No attempt should be made to deliberately injure another player(s). Any player incurring a MATCH penalty for "Attempt to Injure" or other offense deemed equally serious by the coach shall be subject to suspension beyond the USA HOCKEY rules as deemed appropriate by the ALHA Board. The level director will be notified as soon as possible of the incident.

6. All players will adhere to the ALHA policies regarding Substance Use and Weapons.

#### **Player Behavior Specifics**

There will be ZERO tolerance of abusive behavior. Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, referees, minor officials, opponents, teammates, spectators, or association officials will not be tolerated and will have consequences.

#### **Reporting**

Any ALHA member witnessing or involved in a violation of any portion of the ALHA Player Code of Conduct can bring the issue forward, after following the 24-hour rule, to the ALHA Board of Directors by emailing the President and/or the Vice President. At which point the ALHA grievance committee will review and discuss the issue.

#### **Consequences**

**As an Albert Lea Hockey Player**, I understand that my behavior has consequences and sometimes those consequences can be very serious. I understand that Albert Lea Hockey follows the rules set by USA Hockey, Minnesota Hockey and District 9 and that in the case where more serious consequences arise from my behavior, Albert Lea Hockey Association may be required to follow Minnesota Hockey Article 6 protocols to help resolve certain situations.

I agree to treat my fellow teammates, ALHA coaches, ALHA representatives, referees and other association members with respect in my participation on an ALHA team by following this Code of Conduct.

_____ Player	_____ Date
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_____ Parent /Guardian #1	_____ Date
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_____ Parent /Guardian #1	_____ Date
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#### **Player Dress Code:**

1. It is expected that each team in the Albert Lea Hockey Association will have a dress code.
2. Each team will determine its own dress code at the beginning of the hockey season.
3. Options could include team warm-up suits, dress shirts & ties or other type of uniform apparel to encourage positive image and team chemistry.

#### **IV. References**

[www.albertleahockey.org](http://www.albertleahockey.org) (Albert Lea Hockey Association's Web Page)  
<http://www.mndistrict9hockey.com> (District 9 Web Page)  
[www.usahockey.com](http://www.usahockey.com) (USA Hockey)  
[www.minnesotahockey.org](http://www.minnesotahockey.org) (Minnesota Hockey)  
<http://www.admkids.com/> ( USA Hockey / ADM )

**EXHIBIT A**  
**CURRENT BOARD OF DIRECTORS**  
**WITH POSITIONS**

**Abby Leach – President**  
**Tammy Pirsig – 1<sup>st</sup> Vice President / Recruitment / Ice Scheduler / Team Coordinator**  
**Aaron Ladlie – 2<sup>nd</sup> Vice President / Advertising / Sponsorship / D9 Rep**  
**Steve Barrett – Secretary**  
**Brad Loch – Treasurer / Association Registrar**  
**Troy Prescher – Gaming Manager**  
**Brianne McKinney – Assistant Tournament Director**  
**Chelsey Schumaker – Assistant Tournament Director**  
**Kim Erickson – Web Admin / Registration / Team Coordinator**  
**Rachel Miller – Fundraising: Golf Tournament**  
**Monica Nelson – Concession Manager**  
**Matt Erickson - Advisor**  
**Laurie Sanders – Advertising / Sponsorship**  
**Matt Tubbs – Coaches Rep**  
**Jeremy Diaz – Equipment**  
**Sy Vanthavong – Equipment**  
**Josh Weber – Equipment**  
**Pete Hillman – SafeSport Coordinator / Advertising / Sponsorship**

**Non-Board:**

**Tracie Bellrichard – Referee Scheduler**  
**Carissa Nelson – Concession Scheduler**

**BOARD COMMITTEES**

The officers shall assign members of the board of directors to their committee assignments. The standing Committees shall be as follows:

**Coaches Representative/Ace Coordinator**

Coaches' Representative shall perform the following duties:

- 1 Act as liaison between coaches and board. This involves communicating board policy to coaches and bringing coaches' concerns to the board. Meetings shall be held with coaches as required for proper communication.
- 2 Chair the Advisory Committee.
- 3 Provide for and supervise a yearly coach's clinic.
- 4 Be responsible for assembling tryout selection committees per Association operating guidelines.
- 5 Line up coaches for Early Bird Camp, Tryouts, and Season.



- 6 Schedule and send invitations to Early Bird Coach's Appreciation Social.
- 7 Serve on the Association Grievance Committee.

### **Concessions Committee**

Concession Committee (Concession Manager & Concession Scheduler) shall perform the following duties:

- 1 Order all goods and supplies.
- 2 Receive invoices, verify, and forward to treasurer.
- 3 Count all receipts with the co-chair, maintain a record, deposit the receipts, and forward deposit slips to the treasurer.
- 4 Report income and expenses at the monthly meetings.
- 5 Schedule concession stand workers (DIBS).
- 6 Facilitate the use of a cash box for temporary storage of receipts.

### **Tournament Committee**

Tournament Directors shall perform the following duties:

- 1 Implement a recording system to verify and account for all receipts, expenses, and team registrations.
- 2 Create, coordinate, and communicate Bracket, EMT Log, Parent Work Schedule, Welcoming Letter for Teams w/ Apparel Info and Roster Request.
- 3 Coordinate tournament programs and apparel with vendors, along with district requirements and billing of Website Ads for lodging.
- 5 Manage GameSheets (Tournament Setup - <https://gamesheetinc.com/> )
- 6 Facilitate the use of a cash box for the temporary storage of receipts.
- 7 Count all receipts with the co-chair and/or treasurer, maintain a record, and forward all receipts to treasurer for deposit.
- 8 Order all trophies, medals, and any other items.
- 9 Receive, verify all invoices and forward to treasurer.
- 10 Perform the duties to assure proper personnel coverage/representation of home tournaments.

### **Fundraising Committee**

Fundraising Chars shall perform the following duties.

- 1 Coordinate the planning, communication, and distribution of all fundraising events.
- 2 Receive, approve, and maintain records for all associated invoices and forward these to the treasurer.
- 3 Count all receipts with co-chair and/or treasurer, maintain a record, and forward all receipts to the treasurer for deposit.
- 5 Report on profitability of the annual sales. This report is to include accounting of goods sold, total revenues, and resulting profits.
- 6 Coordinate other fundraisers as requested by the board.
7. Develop publicity material and see that it reaches the general public thru the news media available to the Albert Lea Amateur Hockey Association.

### **Equipment Committee**

Equipment Chars shall perform the following duties:

- 1 Issue and collect all association equipment – mite equipment, park league jerseys, and miscellaneous

- other hockey equipment owned by the Association.
- 2 Provide for the maintenance and cleaning of all equipment.
- 3 Recommend purchase of new equipment, secure Board approval of new equipment, and procure and secure new equipment as required for proper operations. This includes the procurement of new park league jerseys as required for the replacement of worn jerseys or addition of new teams. Maintain records of all association equipment.
- 4 Count receipts with co-chair and/or treasurer, maintain a record and forward receipts to treasurer for deposit.

#### **Ice Scheduler**

- 1 Schedule (coordinate w/ Alert Lea Park & Rec Personnel) and assign Ice time (practice and game slots) for Albert Lea Association Teams as directed by the Board.
- 2 Schedule (coordinate with TMJ Elite Fitness) and assign Dryland sessions for Albert Lea Hockey Association Teams as directed by the Board.

#### **Financial Committee**

- 1 Shall provide financial direction and budgeting.
- 2 Shall be chaired by the Treasurer and consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and three non-board members approved by a majority vote of the board immediately following the annual meeting or have the Treasurer provide historical data and present to the Board for approval by a majority vote of the Board following the Annual Meeting and prior to the new Fiscal Year (July 1<sup>st</sup>).
- 3 Duties shall be as follows: solicit input from each standing committee, create an annual budget, make recommendations to the board, create, and review a long-term plan for the use of charitable gambling proceeds and future capital expenditures.

#### **Hockey Advisory Committee**

- 1 Shall include a member of the Board of ALHA
- 2 Shall have 5 + members with the Coaches Rep of the ALHA acting as the Chair.
- 3 Shall try to meet quarterly.
- 4 Shall provide recommendations to the Board of Directors as it pertains to specific hockey related Decisions.

#### **Recruitment and Retention Committee**

- 1 Shall be chaired the 1<sup>st</sup> Vice President
- 2 Responsible for publicity of special events (i.e., newspaper articles, emails, newsletters etc.)
- 3 Responsible for providing information about ALHA to Albert Lea Area Schools
- 4 Responsible for off-season recruiting and retention of hockey players in Albert Lea
- 5 Must apply for grants available through USA Hockey or MN Hockey

#### **Sponsorship Committee**

- 1 Shall be chaired by the 2<sup>nd</sup> Vice-President.
- 2 Responsible for soliciting sponsorship and advertising money for ALHA.
- 3 Must provide written summary of moneys donated yearly.

#### **Charitable Gambling Committee**

Gaming Manager shall perform the following duties:

- 1 A member of the Board of Directors will serve as the Chair of this committee.
- 2 Chairperson will present reports to the Board of Directors at each monthly meeting of the ALHA.
- 3 Chairperson will be responsible for keeping records up to date and completing mandatory State and Federal Audits.

#### Grievance Committee

- 1 Shall be chaired by the President.
- 2 Committee will consist of the Coaches Rep, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, SafeSport Coordinator and the Boys and Girls Head Coaches.
- 3 Chairperson will be responsible to coordinate a meeting with Committee members and member(s) filling a grievance.
- 4 Secretary to take notes for record keeping and filing for history / future reference.
- 5 Grievance Committee has final say (no action, discipline, etc.) or if needed, can bring it to Board for further discussions / resolution.

ANY VARIATIONS REQUIRE THE APPROVAL OF THE ALBERT LEA HOCKEY ASSOCIATION  
BOARD OF DIRECTORS.

Last Updated August 1<sup>st</sup>, 2025

**I understand that there will be a MANDATORY meeting for all players and parents (at least one parent must be present) with the Albert Lea Hockey Association Board of Director to go over the Association's guidelines, requirements, and Code of Conduct. I understand that once these meetings are held, my player will not be able to participate in practices or games until the Codes of Conduct are signed off by my child and myself or their other parent.**