



Marquette Jr. Hockey

Policy Manual

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1. MISSION STATEMENT

The Marquette Junior Hockey Corporation (MJHC), a non-profit volunteer organization, strives to provide safe and affordable hockey and instruction for children of the Marquette area. We believe that participants receive the important benefits of fitness, sportsmanship, teamwork, leadership, and cooperation that will help each child achieve his or her personal goals and contribute to the greater good of the community.

2. BOARD OF DIRECTORS

a. PURPOSE OF THE BOARD OF DIRECTORS

- i. The MJHC Board of Directors is the administrative body of MJHC.
 1. Authority to govern this organization resides in the “Board of Directors” (the Board), consisting of a President, First and Second Vice President, Secretary, Treasurer, and directors.
 2. The MJHC Board of Directors is an elected, volunteer organization made up of 9 possible positions. President, First and Second Vice President, Secretary, Treasurer and 4 directors at large.
 3. Attendance at all board meetings is mandatory for anyone sitting on the board.
 4. Any sitting board member may motion for a board member to be removed after missing more than **8** meetings in a fiscal year unless extenuating circumstances exist and approved by the President.

b. ELECTION TO THE BOARD

- i. **The Board elections will take place the first full week prior to February’s Board Meeting**
- ii. Officers of the MJHC shall be elected by the Elected Board of Directors at the **June** board meeting.

c. MEETINGS OF THE BOARD

A monthly general membership meeting will be held on the first **Tuesday** of each month at **6:00 p.m.** at the Citizen Forum at Lakeview Arena. The President can move or reschedule the meeting at his/her discretion. This meeting is open to the general membership and is held to conduct the business of MJHC. All members are encouraged to attend this meeting to maintain communications between themselves and the Board and to provide new input and ideas for the benefit of the program.

d. VOTING

- i. When a vote takes place, all eligible attending board members will vote.
- ii. The President’s vote will be marked and will only be used in the case of a tie.

e. CHECK SIGNING

All corporation checks are to be signed by two members of the board, those members authorized to sign are the President and Treasurer, with the First Vice-President and Secretary being authorized if one of the other two is not available.

f. CONFLICT OF INTEREST

- i. All Board of Director members and employees of MJHC shall disclose all real or apparent conflict of interest that they discover or that have been brought to their attention in connection with this organization’s activities.

- ii. A “conflict of interest” occurs where a person is responsible for promoting the interest of MJHC at the same time he or she is involved in a competing personal interest (financial, business or personal).
- iii. “Disclosure” shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to officers and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever conflicts of interest may occur. The written notices of disclosures shall be filed with the President, or such other person designated by the President to receive such notifications. At the first meeting of the Board of Directors being seated, the Board of Directors and all employees will disclose all real or apparent conflicts of interest and it shall be noted for the record in the minutes.
- iv. An individual board member or employee who believes that he or she or an immediate member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:
 - 1. Participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions)
 - 2. Using his or her personal influence to affect deliberations.
 - 3. Making motions
 - 4. Voting
 - 5. Executing agreements
 - 6. Taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.
- v. At the discretion of the President or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.
- vi. A member of the board of directors or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual’s disclosure, the vote thereon, and the individual’s abstention from participation and voting.
- vii. The President shall ensure that all board of director members and employees, and independent contractors of the organization are made aware of the organization’s policy with respect to conflicts of interest.

3. GENERAL POLICIES

a. POLICY MAINTENANCE

- i. MJHC policies must adhere to the following guidelines.
 - 1. Simplified English will be used.
 - 2. Each policy should address only one issue.
 - 3. The policy must clearly define the parties or persons affected.
 - 4. Personal opinions or editorializing do not belong in policies.
- ii. On an annual basis, the MJHC Board will review the existing policies of the association.

b. POLICY CREATION OR CHANGE

- i. Any member in good standing may request the creation or change of MJHC policies.
- ii. The requester will submit their request in writing to the Board at a scheduled meeting. The Board will:
 - 1. Acknowledge the receipt of the request.

2. Refer the request for action at the next scheduled board meeting.
 3. Notify the requester of the outcome of their request following action by the board.
- iii. Policy & Bylaw Amendment Procedure:
1. After amendments to the policy manual or bylaws are approved by the Board, the proposed changes will be posted to the MJHC website for a minimum of 30 days.
 2. The proposed changes will then be approved by a motion of the board at a board meeting following the 30 days.
- c. DOCUMENT DESTRUCTION POLICY
- i. This policy is established with the purpose of ensuring that records of permanent value are preserved, and obsolete records destroyed. In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the retention and destruction of documents received or created by MJHC in connection with the transaction of organization business. This policy covers all finance records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed.
 - ii. Document Retention
 1. MJHC follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Type of Document	Minimum Requirement
Accounts payable	7 years
Accountant reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks	3 years
Contracts and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deposit slips	2 years
Employment applications	3 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Inventories of products, materials, and supplies	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	3 years
Personnel files (terminated employees)	7 years
Tax returns and worksheets	Permanently
Timesheets	7 years
Withholding tax statements	7 years

2. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.
- iii. Document Destruction
 1. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files.
 2. Any material of historical significance will not be destroyed.
 3. Destruction of financial, personnel, employee, or other confidential information must be shredded or otherwise rendered unreadable or electronically unrecoverable.

4. CONDUCT AND RULES POLICIES

a. GENERAL CODE OF CONDUCT POLICY

- i. All athletes are expected to conduct themselves in a manner that displays respect, both on and off the ice, for themselves, their parents, their teammates, their coaches, their community, and they should encourage their teammates to conduct themselves in a respectful manner.
- ii. Parents and/or skaters are expected to fulfill the following requirements available online as outlined each year including (but not exclusively):
 1. Complete the online registration process.
 2. All players must wear all equipment approved by USA Hockey and/or required by MJHC
 3. NO cell phones are to be used in locker rooms (Voice, Camera or Web)

b. ZERO TOLERANCE POLICY

- i. In an effort to make hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Adult Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, the following points of emphasis must be implemented by all On-Ice Referees and Linesmen:
- ii. 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 swearing, even if it is not directed at a particular person.
 3. Visually demonstrates any sign of dissatisfaction with an official's decision.
 4. 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.
- iii. 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 displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators. Any time that a coach persists in any of these actions, they shall be assessed a Game Misconduct penalty.
- iv. OFFICIALS:

1. 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. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

c. SEXUAL ABUSE POLICY

- i. It is the policy of USA Hockey that there shall be no sexual abuse of any minor involved in any of its Member Programs by an employee, volunteer, independent contractor, or another participant. Sexual abuse of a minor occurs when an adult employee, volunteer, independent contractor, or other participant touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the employee, volunteer, independent contractor or other participant. Sexual abuse of a minor also occurs when a minor touches an employee, volunteer, independent contractor or other participant for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent contractor, or other participant, if the touching occurs at the request or with the consent of the employee, volunteer, independent contractor or other participant.
- ii. Sexual contact between or among children also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor, or where there is an imbalance of power and/or intellectual capabilities. Sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.
- iii. Neither consent of the minor to the sexual contact, mistake as to the participant’s age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.
- iv. Sexual abuse may also occur between adults or to an adult. Sexual abuse includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participants.
- v. Sexual abuse may also include non-touching offenses, such as sexually harassing behaviors; an adult discussing his/her sex life with a minor; an adult asking a minor about his/her sex life; an adult requesting or sending nude or partial dress photo to minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g., “sexting”); deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity.
- vi. Without limiting the above, any act or conduct described as sexual abuse, sexual misconduct, or child sexual abuse under applicable federal or state law constitutes sexual abuse under this Policy.
- vii. Any USA Hockey member who engages in any act of sexual abuse or misconduct is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

d. PHYSICAL ABUSE POLICY

- i. It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its Member Programs by any employee, volunteer, independent contractor, or other participant. Physical abuse means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.

- ii. In addition to physical contact or the threat of physical contact with a participant, physical abuse also includes the providing of alcohol to a participant under the age of consent and the providing of illegal drugs or non-prescribed medications to any participant.
 - iii. Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this Policy.
 - iv. Physical abuse does not include physical contact that is reasonably designed to coach, teach, demonstrate, or improve a hockey skill, including physical conditioning, team building and appropriate discipline. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants during a game or practice by touching or moving them in a non-threatening, non-sexual manner.
 - v. Any USA Hockey member who engages in any act of physical abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.
- e. SCREENING POLICY
 - i. The safety of its participants is of paramount importance to MAHA & USA Hockey. This includes not only on-ice safety, but also off-ice safety in any part of our programs. MAHA has long had 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 Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators.
 - ii. An Important part of our SafeSport program is the volunteer background screening, which has been in place for many years. MAHA & USA Hockey's screening policy includes set criteria for which a person may be disqualified and prohibited from serving as an employee or volunteer of MAHA/USA Hockey. Under the policy, MAHA will not authorize or sanction any employee or volunteer who has routine access to children unless that person consents to be screened and passes a criminal background screen conducted by the Affiliate or USA Hockey.
 - iii. The Coaching Ethics Code is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches. It has as its primary goal the welfare and protection of the individuals and groups with whom coaches work. This Code also provides a common set of values. It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Coaches should respect and protect human civil rights and should not knowingly participate in or condone unfair discriminatory practices.
 - iv. In order to be eligible to coach or instruct in any MAHA/USA Hockey activities (practices, clinics, games, tournaments, tryouts, etc.), all coaches (head, assistant, Student Coach and instructors) must agree to abide by the USA Hockey Coaching Ethics Code.
- f. CONSUMPTION/USE/ABUSE OF MOOD-ALTERING SUBSTANCES POLICY
 - i. It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood-altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibit use by any participant of mood-altering substances during active participation in its programs, and, upon discovery of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time.

- ii. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs and affiliates adopt reasonable regulations concerning the prohibition of consumption/use/abuse of mood-altering substances, and a reasonable enforcement procedure thereafter, in order to maintain the health of our athlete participants, the integrity of our programs, and the eligibility of all of our competitors for national, international, and collegiate competition. For purposes of this policy, the words “mood altering substances” shall include the following:
 - 1. Intoxicating beverages, including, but not limited to, alcohol.
 - 2. Non-prescription or prescribed controlled substances.
 - 3. Prescription or prescribed controlled substances when used to an excess in violation of doctors’ orders, or to produce the state of intoxication in the participant. Further, a participant shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.

5. COACHING POLICIES

a. APPROVALS FOR COACHES, MANAGERS AND ON-ICE HELPERS POLICY

All coaches, managers and on-ice helpers must be approved by the MJHC board of directors.

b. FAIR PLAY POLICY

- i. Purpose: To understand MJH’s-vision of fair playing time
- ii. MJHC believes that all players within our association, regardless of skill level, deserve the opportunity to play in all situations to maximize their development.
- iii. It is expected that all coaches embrace the spirit of the Fair Play Policy.
- iv. MJHC believes coaches of house teams should strive for equal playing time.
- v. MJHC believes that travel coaches should strive to have fair play time over 2-3 games or the course of a tournament and realize that it is not always possible within a single game.
- vi. MJH recognizes there will be instances when a player will not receive equal ice. We realize that minute for minute playing time is not a reality due to the complex nature of the game of hockey. Situations will arise where it may be necessary for a coach to make difficult decisions involving their players, for example: safety of a player is being compromised (possible injury, etc.) or disciplinary reasons as identified by the head coach
- vii. If a player is being kept out of play for a disciplinary reason the coach must discuss the action with the player. Based on the severity of the incident coaches should use their best judgment as to the amount of shifts a player should miss. We recommend no more than 1-2 shifts per period.
- viii. As a parent or guardian, if after 2 or 3 games have passed and you have waited out the 24 - hour rule as described in Section 18 of the policy manual, and you believe your child has not experienced Fair Play, you are asked to follow this process in the following sequence:
 - a. Discuss your concern with the coach
 - b. Contact MJHC Director
 - c. MJHC Director will communicate concern to MJHC Board
 - d. The MJHC Coaching Director will investigate concern and coordinate a resolution
 - e. Resolution will be communicated back to parent, player, and coach.
- ix. After an investigation, if a coach is found to have shortened his/her bench, short shifted their players or played one goaltender over the other the coach will receive.
 - a. 1st offense-A verbal warning
 - b. 2nd offense-A written warning
 - c. 3rd offense-Released from their position as head coach with MJHC

- x. If a parent confronts or harasses a coach about playing time and does not follow the steps outlined above, that parent could be subject to discipline.
- c. COACHES' RESPONSIBILITIES AND DUTIES POLICY
- i. Each coach shall conduct a parent meeting within the first couple of weeks of the season to familiarize everyone with team, association and MJHC policies and expectations and prepare them for the events that they will experience during the season. At that time, coaches will provide each player with his or her coaching philosophy and expectations for the season. Coaches should also discuss at this meeting expectations of attendance, behavior, motivation, and parent participation. A code of conduct form shall be signed by both parents and kept in the team book.
 - ii. Each coach shall be accessible to players and parents on a reasonable basis to discuss the player's progress, or the lack of it, or to clear up misunderstandings after a 24-hour cooling off period and during these meeting another coach must be in attendance.
 - iii. Coaches are required to complete necessary USA Hockey certifications. They will be expected to know the rules of the game. USA Hockey rules are available from the website.
 - iv. Coaches are required to adhere to the current USA Hockey Certification Levels.
 - v. Coaches are expected to be at all games and practices or arrange for a proper substitute. Coaches are expected to arrive at least 30 minutes prior to ice time to prepare teams.
 - vi. At least one coach, manager or other safe sport certified adult must be in the locker room and/or hallway at all times for each game or practice shall be the last person to leave the locker room. **(See Locker Room Policy for full policy- Section 7)**
 - vii. Coaches of teams using MJHC ice time shall be responsible for the supervision of skaters on the ice and maintaining discipline on the bench and in the locker room. Coaches shall enforce team rules and follow the regulations regarding player discipline stated in this manual. Coaches shall teach and condone only "clean" hockey.
 - viii. The only persons allowed on the ice are registered players of MJHC and the certified and approved coaches of the respective teams, with the exception of guest coaches and players as approved by the MJHC Director.
 - ix. Coaches have the right to bench players for unexcused practice/game absences and/or disciplinary reasons. Benching will be for a shift, period or game depending on the infraction and/or occurrence of offense. Coaches should be notified of practice/game absences prior to scheduled ice time.
 - x. Coaches shall be responsible for keeping all skaters off the ice during periods scheduled for resurfacing. No one should go on the ice before the Zamboni door closes and officials are on ice.
 - xi. No games or practices can be scheduled or changed without prior consent of the MJHC Director.
 - xii. MJHC does not assume financial responsibility for games and practices that have not been scheduled and approved by the MJHC Director.
 - xiii. Coaches are encouraged to have a team manager/team parent who will assist with team operations.
 - xiv. Each coach should be aware of the different guidelines that apply to the teams, divisions, and leagues (i.e., house, travel, tier, division etc.) contained in this manual, the USA Hockey Rules and any other applicable guidelines.
 - xv. All electronic communication with players MUST include at least one other adult (parent, assistant coach, board member or MJH Director). Any communication initiated by a player should NOT be returned without including another adult in the communication.

6. GENERAL TEAM POLICIES

a. PLAYER BENCH POLICY

- i. Players are not allowed on the bench unless a coach or team manager is present.
- ii. Only board approved and properly credentialed coaches are allowed on the bench during a game.

b. POLICY FOR ICE TIME SCHEDULE CHANGES FOR BOTH PRACTICES AND GAMES

- i. Any change or cancellation of a scheduled game or practice must be submitted via email to mjhdirector@mqthockey.org 48 hours in advance. Verbal change requests or cancellations will not be accepted.
- ii. Teams making changes or cancellations with less than 48 hours' notice may still be responsible for ice costs, referee, and timekeeper fees.

c. EQUIPMENT POLICY

- i. Goalie Equipment
 1. MJHC will provide goalie equipment for all house league 8U teams and younger.
 2. There may be goalie gear available for 10U players when a full-time goalie does not exist.
- ii. Team jersey return: Any player who does not return his/her team jersey at the end of the season will be subject to a jersey fee of \$150 per jersey issued to cover the cost of replacing the jersey.

d. ON-ICE RESTRICTION POLICY

- i. Referees must be present before players get on the ice before a game.
- ii. An approved coach or on-ice helper must be on the ice and the Zamboni doors must be closed before taking to the ice for practice.

e. STUDENT ATHLETES: TIME AT THE RINK POLICY

- i. MJHC, to control our student athletes' time at the rink, is limiting the time that players are required to be at the rink to 90 minutes outside of their actual on ice practice.
- ii. This time can be used before, after, or split, but cannot exceed 90 minutes.

f. DISCIPLINE POLICY

- i. Coaches, Players and Parents are required to sign and abide by their specific Code of Conduct.
- ii. Consequences for breaking the Parent Code of Conduct may include but is not limited to:
 1. Verbal Warning: The first offense may result in a verbal warning issued by a member of the Board or the Disciplinary Committee. The individual will be reminded of the code of conduct and the expected behavior.
 2. Written Warning: A written warning may be given for a repeated offense or a more serious first offense. The individual will receive a written notice from MJHC outlining the violation and the consequences of further misconduct.
 3. Temporary Suspension: In cases of continued misconduct or severe violations, a temporary suspension of the involved parent from being at the rink may be imposed. The duration of the suspension will depend on the severity of the offense.
 4. Expulsion: If the individual's behavior persists or if there is a severe violation of the code of conduct, expulsion will occur. This means the individual will be permanently banned from attending MJHC functions for the season.
- iii. It is important to note that the severity of the consequences will be determined by the specific circumstances of each incident, considering factors such as intent, harm caused, and previous disciplinary history. MJHC will assess each situation and apply appropriate measures accordingly.]

- iv. Players can be disciplined for violation of the Player's Pledge and/or Zero Tolerance Rule. One or more offenses will result in team suspension or player removal from the team. All offenses must be reported to the division director or MJHC Board.
- g. **LEAGUE FINES POLICY**
Both house and travel teams are responsible for their own fines incurred from their respective leagues (NIHL, CUPHL) i.e., forfeiting games.
- h. **LOCKER & STORAGE RENTAL POLICY**
Marquette Jr Hockey members, coaches, parents, and 3rd parties may not rent storage or locker room space from Lakeview Arena (City of Marquette) for use by a Marquette Jr Hockey sanctioned team, without prior approval of the Marquette Jr Hockey Board.

7. LOCKER ROOM POLICY

It is the Policy of Marquette Junior Hockey to have at least one (MAHA Recommends Two) responsible credentialed adult(s) monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room, and to supervise locker room conduct. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach. Further, Responsible Adults must personally monitor the locker room environment while players are present and also make sure the locker room is appropriately secured during times when players are on the ice. Players ARE NOT ALLOWED in locker rooms until coaches or locker room attendants arrive.

Teams found in violations of this policy shall be sanctioned in the following manner:

- 1. 1) 1st offense; a one game suspension to the head coach
- 2. 2) 2nd offense; a one week suspension to the head coach
- 3. 3) 3rd offense; the head coach shall attend a hearing which may result in fines, suspensions and/or removal of head coach.

8. PRACTICE PLAYER POLICY

In the circumstance that a previously rostered Marquette Junior Hockey player has the opportunity to play at a level that MJH does not currently offer, an option to practice during scheduled ice blocks will be allowed on an individual basis with the discretion of the board and the coach.

- 1) **A formal application will be presented to the board for review. The board, coaching director, and prospective coach will meet to review**
 - a. **The coach has the option to approve**
 - b. **The coach has the option to poll the parents of players selected**
 - i. **If this option is selected, it must be unanimous to allow the player to practice**
 - c. **The coach has the ability to decline.**
 - i. **If this option is selected, the board will adhere to this decision**
 - ii. **The coach has the right to decline a player based on perceived skill level**
 - iii. **The coach has the right to decline a player based on perceived attitude and/ or distraction to the team**
 - d. **The coach has the ability to limit the amount of practice only players per team**

- i. Players will be approved in a first come/first served manner with no preference given to players based on any demographic that could be construed as discrimination.
- 2) A player will not be approved to practice with MJH and roster elsewhere if MJH offers the same level. For example, a player cannot practice with the 14u AA if they are rostered on a different 14u AA.
- 3) If a player has never been rostered on a MJH team at any level, the board has the ability to deny
- 4) MJH prefers the placement of these players to house level and A/D level for practice
- 5) The parents of the player will be required to participate in registration fees as defined by the level they are practicing with
 - a. If the player is practicing with a travel team, they are required to also participate in monthly fees for ice time as used.
 - b. The parents of the player will be required to participate in concession duties at 2 per player per season but will not be required to take a weekend shift due to the likelihood of travel. The parents may opt out of concessions with the fee dictated in policy
 - c. If at any time the parent(s) or player become a distraction or discipline problem for the team, the practice agreement will immediately be revoked with no refund from funds paid to MJH or the team.
 - i. This includes any infraction from the code of conduct.
- 6) If a player is accepted to join a team for practice, the parents of the player in question, along with a parent from each team member will sign a waiver. This waiver will include the following:
 - a. Release the team, coaches, and coaching director from liability from any injury in practice
 - b. Release the City of Marquette and Lakeview Arena from liability from any injury in practice
 - c. Release Marquette Junior Hockey, all board members, directors, and associated parties from liability from any injury in practice
 - d. Practice players will not be eligible to skate until these forms are signed and returned to the MJH director
- 7) The definition of a practice player only refers to players rostered with another organization for games and is seeking ice time with MJH for practice only.
 - a. Players registered and rostered with MJH do not fit this definition
 - b. The MJH board will not intervene If the coach wishes to add a MJH player to practice at their discretion. The purpose of this is to potentially even out lines in practice. For example, the team has one goalie and would like two for drills
 - i. The practice player is practicing with the team as a courtesy and will not be charged for ice time
 - ii. The coach can use their judgment, but MJH hockey prefers a player “practicing up” in this instance. For example: a pee wee house player is asked to practice with and A/D team or a house or A/D player is asked to practice with the AA team.
 - c. If a non-rostered MJH player returns to the Marquette area during holidays, the coach has the ability to invite this player to practice at the coach’s discretion as long as they are USA hockey registered and waiver forms are signed. This is not an opportunity for the player to seek “free practice” while away from their rostered team.

9. DISTRICT, STATE AND NATIONAL PLAYOFF EXPENSE POLICY

- a. MJHC will pay for practice time after the end of regular season for house teams going to State Playoffs.
- b. House league teams eligible for State Playoffs may request additional ice time from the MJH Board.
- c. District Tournaments – MJHC will pay the entry fee but not a gate fee for house teams.
- d. MAHA Runner-Up Tournaments – MJHC Teams will pay their own fees.
- e. State Tournaments - MJHC will pay the entry fee but not a gate fee for house teams

- f. National Tournaments –MJHC will pay the entry fee but not a gate fee for house teams

10. 8U STATE PLAYOFF POLICY

- a. MJHC will cover “Per Team Entry Fee”: for the State Tournament Only. Other “Red, White, Blue & Girls” Team Tournaments will be the responsibility of the player’s families.
- b. MJHC Director will send out an email request for all interested eligible players and coaches from the 8U Program to sign up in November.
- c. Players signing up for the state team will be committing to States and 1-2 more jamborees.
- d. MJHC & 8U Division Director will properly assign players to Red, White, Blue & Girls teams according to their skill set. Birth year is not the overriding factor at this age level using the following procedures. (MAHA reserves the right to assign teams to the appropriate division for tournaments):
 - i. Red Division: Second year advanced skill players and/or very advanced first year players selected tournament team.
 - ii. White Division: First year advanced skill players and/or intermediate skill second year players selected tournament team.
 - iii. Blue Division: First year players of intermediate skill level or second year players new to the game.
 - iv. Girls Division: All girls 8 & under. Additional players from 6U will be invited if needed to fill the roster.
- e. Players may be moved between colors based on progress throughout the year.
- f. Starting in mid-December, one weekend a month, Saturday games will be against like skilled players (ie red v red, white v white & blue v blue). The other weekends will be regular team games.
- g. Practices shall still be run in groups with like abilities. Any “team practices” should be outside normal practice time.
- h. Coaches will not be chosen until rosters need to be submitted for tournaments.

11. POLICY FOR MOVING UP A DIVISION

- a. Players may try out for AA one level higher than their regular division for non-national bound age groups ONLY.
- b. Players may not move up a division to play on an ‘A’ level developmental team.
- c. House league players cannot move up a division.
- d. Skill Development players may move up to Learn to Play
- e. Learn to Play players may move up to the appropriate division prior to December 15th upon recommendation of the Learn to Play director and agreement of the player’s family. Players would be placed on a team based on the next available spot from the original player draft.
- f. 6U players who will be 6 years old by December 31st of the current season can request to move up to the 8U program with the following criteria being met:
 - i. Player movement request is submitted in writing to the director
 - ii. Request is made before teams are selected for the season
 - iii. Player has participated in AT LEAST two full seasons with a recognized program (MJH or other) PRIOR to current season
 - iv. Approval by the Coaching Committee and/or Coaching Director
- g. All player movement requests will only be considered in writing. Requests can be dropped off at the MJH office or emailed to mjhdirector@mqthockey.org

12. TRAVEL TEAM SPECIFIC POLICIES

- a. TRAVEL TEAM TRYOUTS POLICY

- i. Tryouts for Split season teams are generally held **will be determined by the MJH Board on a yearly basis.**
- ii. 19U Girls, 14U, 12U and 10U Travel Team tryouts may be held in the spring following selection of coaches. A secondary tryout in August will be allowed to fill out the roster if not enough players are selected in the spring tryout. Players may participate in a summer skate optionally, but those events are open to all age-appropriate players until registration is complete. Team building recreational activities are also allowed.
- iii. Players must pay a tryout fee, be present and skate during one tryout to be selected to a team. Participation exceptions will only be considered for player injury (physician documentation) or uncontrollable event (i.e., death in family) and must be approved by MJHC Board of Directors. **Exceptions to this rule are reviewed on a one to one basis if necessary.** Players that cannot attend tryouts must present a written request for exception to the MJHC Board **in advance of the tryout.**
- iv. All players interested in playing some level of travel hockey for MJHC must sign up and participate in AA tryouts.
- v. If a player is selected to an 'AA' team, he/she may not decline the selection to play on an 'A' team.
- vi. **A/D team composition will be at the Boards discretion.**
- vii. Teams that do not cut any players may add additional players after tryouts have concluded.
- viii. If a player is selected to an 'AA' team and declines, the coach may select another player, which attended that team's tryouts, before the house league draft takes place.

b. TRAVEL TEAM COACHING SELECTIONS POLICY

- i. Each year, MJHC will requisition Travel Team coaches with an online application being available and interviews being conducted in the Spring with final approval at the following Board meeting.
- ii. Interviews and voting will be conducted by board members serving during the upcoming season. **To cast a vote for a coach, you must be present in person, by videochat, or by phone.**

c. TRAVEL TEAM FUNDRAISING POLICY

- i. Limited to 2 fundraisers per team
- ii. The team must contact the MJHC Director for fundraiser approval in writing. If additional discussion is required, the MJHC board will assist with the decision.
- iii. Bucket Raffles and 50/50 are also allowed at events. **Raffles are allowed but a team representative needs to be assigned to work with the directors to fill out proper forms before and after the event.**
- iv. If a player/family chooses to opt out of/or does not participate in team fundraising their account will be assessed the sum of total amount of monies raised divided by the number of participating players (average amount) to be paid within one week of completion of the fundraiser. A player/family is considered to have participated once they reach 50% of the average amount raised by all other participating players/families (Please see the example in the Appendix).
- v. National bound teams may request a 3rd fundraiser from the MJHC Director.
- vi. National bound teams may request up to \$5000 of additional funds from the MJHC Board.
- vii. All proceeds generated, and expenses paid out of those proceeds will be tracked by MJH. All pay outs of proceeds raised from a national tournament fundraiser will have a team consensus

and MJH board oversight. These expenditures may differ from normally allowed travel team expenditures during the regular season. Any travel team moving onto Nationals must have all collections and payouts for their regular season completed before a national fundraiser begins.

d. TRAVEL TEAM COMPOSITION (BOYS AND GIRLS) POLICY

i. 10U Travel teams

1. Cannot have any players from outside Marquette County.
2. 10U AA Must have a minimum of 15 skaters plus goalies. **Exception requests can be sent to the director to bring to the board.**

ii. 12U Travel teams

1. Cannot have more than 2 players from outside Marquette County.
2. 12U AA must have a minimum of 15 skaters plus goalies. **Exception requests can be sent to the director to bring to the board.**
3. A second 12U travel team may be formed at the discretion of the board. This determination will be dependent on available coaches and the number of players potentially available for the team. This team may consist of both 1st and 2nd year players. If the team consists of all 1st year players, they will be rostered as a 12U A team. If there are 1st and 2nd year players, the team will be rostered as a 12U AA Development team.

iii. 14U Travel teams:

1. Cannot have more than 2 players from outside Marquette County.
2. 14U AA must have a minimum 15 skaters plus goalies.
3. A second 14U travel team may be formed at the discretion of the board. This determination will be dependent on available coaches and the number of players potentially available for the team. This team may consist of both 1st and 2nd year players. If the team consists of all 1st year players, they will be rostered as a 14U A team. If there are 1st and 2nd year players, the team will be rostered as a 14U AA Development team.

iv. Girls Travel teams can have an unlimited number of players from outside Marquette County.

e. TRAVEL TEAM ACCOUNTS PAYABLE AND RECEIVABLE POLICY

- i. Travel teams must pay their ice, referee, and timekeeper bills 15 days after receiving them.
- ii. Travel teams are expected to choose a financial manager who will be responsible for team funds.
- iii. EXPENSES to be reimbursed out of team fund are limited to the following:
 1. Ice Time
 2. Officials
 3. Tournament loans & fees
 4. Reimbursable coaching expenses
 5. Other expenses as allowed by the MJHC board

13. HOUSE TEAM SPECIFIC POLICIES

a. HOUSE PLAYER EVALUATION POLICY

- i. Evaluations are held prior to the draft.
- ii. There is a minimum of 3 hours on ice prior to the draft.

b. HOUSE TEAM DRAFT POLICY

- i. **The MJHC draft procedure must be submitted to MAHA for approval.**
- ii. Drafts are monitored by MAHA, the division director and a MJHC representative

c. HOUSE TEAM FUNDRAISING POLICY

- i. Limited to 1 fundraiser per team

- ii. If a player/family chooses to opt out of/or does not participate in team fundraising their account will be assessed the sum of total amount of monies raised divided by the number of participating players (Average amount) to be paid within one week of completion of the fundraiser. A player/family is considered to have participated once they reach 50% of the average amount raised by all other participating players/families (please see the example in the Appendix)
- iii. The team must contact the MJHC Director for fundraiser approval in writing. If additional discussion is required, the MJHC board will assist with the decision.
- iv. Bucket Raffles and 50/50 are allowed at events.

14. GREIVANCE POLICY

- a. There will be a 24 hour “cooling off” period before any grievance is formally filed.
- b. If the waiting period has been met, contact can be made with the respective coach or parent(s) for the purpose of trying to resolve the dispute.
- c. If the dispute cannot be resolved, a formal complaint can be submitted in writing to the MJHC Director.
- d. The Director will then bring the complaint to appropriate MJHC Board Committee.
- e. The MJHC Board Committee will investigate and discuss the complaint. This may require interviewing various participants as well as the person filing the complaint.
- f. The MJHC Board Committee is responsible for reaching a decision in a timely manner regarding any potential disciplinary action.
- g. A written resolution will be issued to all persons involved in the complaint documenting the resolution decided upon.
- h. All decisions reached by the MJHC Board Committee are final. Any appeals are done through the district.

15. SPRING AND SUMMER HOCKEY POLICY

- a. MJHC currently does not offer spring or summer programs.
- b. MJHC equipment cannot be used for spring or summer teams, without MJHC director approval.

16. PARENT ROLES AND RESPONSIBILITIES POLICY

- a. The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. This inappropriate and disruptive behavior shall include, but not limited to:
 - i. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
 - ii. Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
 - iii. Throwing of any object in the spectators viewing area, players bench, penalty box or ice surface, directed in any manner as to create a safety hazard.
- b. Once the parents/spectators are removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body.

17. REFEREE AND TIMEKEEPER POLICY

- a. Referees are independently contracted and paid by MJHC.
- b. To be contracted as a referee by MJHC an individual should be at least 12 years of age, must have attended the USA Hockey Officiating Seminar and taken the appropriate test, and must be registered and insured through USA Hockey, along with any other necessary requirements.
- c. Officials working MJHC games utilize both the 2 man and 3-man systems.

- d. MJHC also employs timekeepers who are also independently contracted and paid by MJHC, to keep score and run the penalty box during MJHC scheduled games.

18. REGISTRATION, FINANCIAL ASSISTANCE AND REFUND POLICIES

a. REGISTRATION POLICY

- i. Everyone must register online via SPORT NGIN. The system ensures each player has been registered with USA hockey and it will handle all registration payments. The system has a full pay and a payment plan option.
- ii. Any MJHC player not registered through the online system either by full pay or by the payment plan option will not be allowed to participate in the MJHC hockey program, unless special circumstances allowed by MJHC Director.
- iii. Any player with an outstanding financial balance for registration, concessions, jerseys or other fees will not be allowed on the ice.

b. FINANCIAL ASSISTANCE POLICY

- i. The financial assistance application can be found on the MJHC website. The form should be completed and either dropped off at the MJHC office or emailed to mjhdirector@mqthockey.org. Financial assistance applications must be turned in by the due date online for that season, with the only exception being a child moving to the area during the season.
- ii. Divorced parents with under 75% custody must report income for both parents. Separate forms may be used.
- iii. Families with extenuating circumstances may **submit a letter to the directors explaining further the situation and the directors will follow up with the Board.**
- iv. Applicants needing financial assistance must at least register under the payment plan and pay the initial \$75 payment and the September 28 payment.
- v. Once the total financial assistance funding is known, MJHC will modify the payment plans of financial assistance recipients to account for any assistance received.
- vi. Financial assistance will not be available to travel players, split season, or skill development players.
- vii. In addition, families qualifying for financial assistance can receive 6 additional hockey cards per player to offset costs.
- viii. Applicants who receive financial assistance must provide 10 hours of logged MJH volunteer service at the Beckman or MAC Tournaments, or other activities approved for hours by the MJHC Director.
- ix. **Financial aid recipients are not eligible for other registration reimbursements. (i.e. multi kid reimbursements, Hillier Goalie grants, etc.)**

c. REFUND POLICY

- i. MJHC's refund policy is based upon MAHA guidelines in its affiliate agreement. Season start date will be defined as the first practice for that team.

Timeline	Refund Amount (all less \$10 for each discount card not returned)
Up to season start date	100% less \$20 fee
Day 1 to Day 30	75%
Day 31 to Day 60	50%

Day 61 to Day 90	25%
> 90 days	0%

- ii. For those who register for 16U/18U midget house season, refund requests between the start of preseason skates and the first midget house season practice will also be reduced by the \$125 16U/18U preseason skate fee.
- iii. The MJHC board reserves the right to be more lenient with its refund policy in the event of extenuating circumstances such as a severe medical condition or family moving out of the area.
- iv. Travel players must pay for the full month in the month in which they terminate plus any outstanding individual charges for apparel. Any travel player moving to house will also pay a house registration fee prorated to the number of months left in the season divided by the total months in the season.
- v. All requests must be made by email to the MJHC Director within 15 days of the player leaving MJH or no consideration for refund will be given.
- d. **INSUFFICIENT FUNDS POLICY**
Any declined credit card payment by a member to MJHC will have fourteen days after notification from Sports Ngin to correct the payment or the player will be removed from all on-ice activities, unless other arrangements are made with the MJH director.
- e. **FINANCIAL INCENTIVES FOR FAMILIES' POLICY**
 - i. Families with 3 members in MJHC at the 6U and above, excluding split season will receive a **\$100 refund at the conclusion of the season.**
 - ii. **Families with 4 members or more in MJHC at the 6U and above, excluding split season will receive a \$200 refund at the conclusion of the season.**

19. REIMBURSEMENTS

- a. **COACHING REIMBURSEMENT POLICY**
 - i. MJHC will reimburse all board approved coaches for the following expenses if they fulfill their coaching duties for the entire season:
 - 1. Online Modules
 - 2. USA Hockey Registration
 - 3. USA Hockey CEP courses
 - 4. Background check
 - ii. Reimbursement receipts must be submitted by March 15 of the current season.
- b. **COACHES TRAVEL REIMBURSEMENT POLICY**
 - i. Non-Parent coaches
 - 1. Travel team coaches will be reimbursed through their team account.
 - 2. House league coaches need to fill out a MAHA expense report and submit to the MJH treasurer after each weekend of travel:
[http://assets.ngin.com/attachments/document/0058/6273/MAHA26_exp_report2016 .xlsx](http://assets.ngin.com/attachments/document/0058/6273/MAHA26_exp_report2016.xlsx)
 - 3. Covered expenses include:
 - a. Each coach is allowed a \$50 per diem per full day or \$25 per diem per half day
 - i. Coaches departing home for travel leaving before 1pm or arriving home after 1pm will be considered a full day.

- ii. Coaches departing home for travel leaving after 1pm or arriving home before 1pm will be considered a half day.
- b. One hotel room for all coaches
- c. Mileage for one vehicle for all coaches based on the current IRS reimbursement rate (Non-parent coaches are encouraged to ride with other parents to reduce expenses).
- ii. Parent Coaches -No expenses are paid for a parent coach.
- c. REFEREE REIMBURSEMENT POLICY
 - i. Any ref who refs at least 5 games will receive a reimbursement of their USA Hockey registration, if they have not been reimbursed elsewhere.
 - ii. Reimbursement receipts must be submitted by March 15, unless otherwise stated by MJHC Director

20. CONCESSIONS POLICY

- a. Concessions at Lakeview Arena are volunteer run by the members of the Marquette Junior Hockey Corporation. MJHC assumed operations of the concession stand so that food and beverages would continue to be provided in the building. Without volunteers, there would be no concession services available in the arena.
- b. Funds generated by concessions are used to offset operating expenses.
- c. Concession Requirements:
 - i. Each family must sign up for two concessions shifts per registered player, with a max of 4 shifts required per sports ngin account. Skill Development parents must sign up for one shift. Split season families are not required to do concession shifts. The longest shifts are 5.5 hours.
 - ii. The family of a head coach of 6U or above will be exempted from the concession stand requirements for ONE registered player in the program. If head coaching 2 separate teams, the family of the head coach will be exempted from the concession stand requirements for TWO registered players in the program.
 - iii. One weekend shift is required (Friday, Saturday, Sunday) for those not in LTS.
 - iv. Sign up is done through Sign Up Genius.
 - v. Sign-up must be completed by Dec 31st.
 - vi. If you are unable to fulfill your scheduled shift, please contact the MJHC Director via email.
 - vii. You will be notified in the event of a shift cancellation or change via email. If there is a cancellation by MJHC, the shift will be counted as fulfilled.
 - viii. Failure to show up for your assigned concession shifts will result in a \$100 fee charged to your account to be paid prior to your child returning to the ice. Extenuating circumstances will be reviewed and considered by the MJHC Director.
- d. Concessions Opt-Out
 - i. If you have selected to Opt Out on your registration form, you do not sign up through Sign Up Genius.
 - ii. You may Opt Out of concession duty by paying a fee of \$200 for 6U and up & \$100 for Skill Development at the time of registration, prior to the beginning of the season.
 - iii. Fees collected through the Opt-Out option will be used to pay for the covered shift by those in the concessions pool.
 - iv. If you do not complete your required concession shifts by the end of the season, you will be responsible for paying the appropriate opt out fee prior to your child returning to the ice the next season.
- e. Concessions Pool: MJHC will solicit applications for those interested in working at the concession stand as paid employees on a as needed basis, similar to the employment of timekeepers. Employees will

cover shifts that remain open in the schedule after families have selected their volunteer shifts. MJH will assign employees from the concession pool to fill the open shifts. The money collected from those who chose to Opt Out will be used and cover the employee wages and associated costs.

21. MAJOR AWARDS DESCRIPTIONS

- a. PETER BARTANEN MEMORIAL AWARD: outstanding dedication and leadership
 - i. Selected by 14U and 18U Travel Team coaches, Girls 14U, 16U 19U coaches and Girls Division Director, 14U and 18U Division Director, MJHC Staff, President. Board Approval optional.
- b. JOE BEERMAN MEMORIAL AWARD: volunteer of the year
 - i. Selected by President; Board approval optional.
- c. PAUL BERGLUND MEMORIAL AWARD: coach of the year
 - i. Selected by all Division Directors, Girls Division Director, MJHC Staff, President. Board approval optional.
- d. IRWIN BRASSARD MEMORIAL AWARD: outstanding goaltender
 - i. Selected by 14U and 18U Division Directors, 14U and 18U travel team coaches, Girls 14U, 16U and 19U coaches, MJHC Staff, President. Board approval optional.
- e. TIM RICE MEMORIAL AWARD: outstanding defenseman
 - i. Selected by 14U and 18U Division Directors, 14U and 18U travel team coaches, MJHC Staff, President. Board approval optional.
- f. THE FRED DAHL PRESIDENTS AWARD(S): -President's choice.
 - i. Selected by President
- g. JOHN VARGO SCHOLARSHIP: A graduating high school senior, currently in our program, either as a player, referee, or timekeeper, who has played the majority of their career here, displays a love of the game of hockey or meets a minimum grade point. The scholarship is in the amount of \$300.
 - i. Selected by the Vargo Scholarship committee (Greg Mingay, MJH Staff, President)
- h. AARON WINSLOW MEMORIAL AWARD: Recipient will be a house league goalie in the 12U division, exhibits a "Play at any cost" attitude, has a strong work ethic, is a team player, and does it for "FUN, FUN, FUN" of playing hockey.
 - i. Selected by 12U house coaches.
- i. OFFICIAL OF THE YEAR: Exhibits honesty and integrity, pursuit of excellence, enjoyment of the game, acts in a professional and businesslike manner, takes role seriously, strives to provide a safe and sportsmanlike environment in which players can properly display their hockey skills. Knows all playing rules, their interpretations, and their proper application, is fair and impartial at all times. They keep emotions under control, show dedication to personal improvement and maintenance of officiating skills. They are prompt and conscientious.
 - i. Selected by the MJH Referee-in-Chief with concurrence of the MJH Director and President.
- j. NICK KRAUSE MEMORIAL AWARD: The recipient of the Nick Krause Memorial Award is the athlete who best exemplifies values of citizenship, sportsmanship, and ethical play during athletic competition. He or she also serves as a role model for our youth and demonstrates self-respect and respect for others. He or she continuously promotes a positive and competitive environment regardless of the game's outcome, and consistently strives to play to the best of his or her ability. Selection criteria: Preferably a Midget level player.
 - i. Nomination ought to be from peers and coaches in the 18U Division.
- k. TRACY RICHARDS MEMORIAL AWARD: Best defenseman in the bantam house league.
 - i. Selected by bantam division director, bantam house league coaches.
- l. ROBERT DEPETRO MEMORIAL AWARD: The recipient of the "ROB DePETRO" MEMORIAL AWARD shall be a female player at least 13 years of age. The recipient has demonstrated a positive influence which

is displayed to parents, coaches, and other players through the game of hockey as well as everyday activities. She is an example of an outstanding role model for other female athletes. The recipient demonstrates leadership, sportsmanship, a positive attitude, and strong work ethic, in both her on-ice and off-ice activities. She may be involved in mentoring younger players, contributing to community-based organizations, serving as a student coach for a younger team, being an on or off-ice official, helping with fundraisers in the community, or providing community service.

- m. THE FOLKER AWARD: This award is presented to the Marquette Junior Hockey Corporation Sponsor who best exemplifies the true meaning of giving to the organization and its members and who helps promote the stabilization of, or the growth of, youth hockey.
- n. AMY HENDRICKSON MEMORIAL AWARD: Hockey Mom of the year. The recipient of this award exhibits a positive and cheerful attitude at games and team activities. She offers non-critical support to her player and her player's teammates and coaches. By example, she reminds everyone that youth hockey should be a fun and rewarding experience for everyone involved.
 - i. Selected by President with Board input optional.
- o. AINSLEY KARGELA MEMORIAL AWARD AND SCHOLARSHIP: The recipient of the Ainsley Kargela Memorial Award has experienced some adversity in their lifetime but has shown perseverance and strength throughout such troubles. This athlete also exhibits sportsmanship and respect for others, on and off the ice. Ainsley always put forth the utmost effort with full commitment. This is what we would like this athlete to display. A \$1000.00 scholarship from Ainsley's HALO will be attached to this award and may be used for any hockey-related expenses, such as travel, gear, fees, etc.
 - i. Should be nominated by coaches and peers
 - ii. Selected by the family
- p. TIM MCINTOSH SERVICE AWARD: This award is to be presented in honor of long-time director Tim McIntosh. It will be presented to a member of the Marquette hockey community who has dedicated an extended amount of time to the local hockey community through direct support and volunteerism. The impact that the recipient of this award has made should be visible to the local hockey community, including its players, coaches, officials, fans, families, and the game itself.
- q. **JON NEBEL HIGH ACHIEVEMENT AWARD: The Jon Nebel High Achievement Award nominee will be a current player, coach, volunteer, or former member that had a significant achievement over the previous season. Definition of this high achievement can be detailed by the one entering the nomination. Does not have to be an annual award if no criteria is met.**

APPENDIX

Example for Fundraising:

There are 15 players on the team. The team is selling wreaths as a fundraiser.

The wreaths are \$25. The profit for each wreath sold is \$10.

12 families are participating, and 3 families have decided to opt-out.

The participating players sell a total of 200 wreaths. The profit for the team is \$2000. ($200 \times \$10 = \2000)

The \$2000 profit is then divided evenly among the participating players within the team account. ($2000/12 = 166.67$)

The three families that opted out of participating need to make a deposit into the team account for the same amount (\$166.67) to bring their players balance in line with the rest of the team within one week of completion of fundraiser.

IF there is a family that did not opt-out but did not sell the minimum, (50% of the average) please follow the example below:

The average number of wreaths sold per participating players is 17. ($200/12 = 16.66$ or 17)

One family sold only three wreaths. First, deduct them from the number of participating families above. You now have 11 participating families and 4 opt-outs.

You will adjust your numbers above by deducting both the family from the participants and the profit of their items sold from the total profit.

Participating families =11, Wreath Profits = \$1970

Total to each player account = \$179.09

Opt-out families then deposit \$179.09 to the account.

The family that sold three wreaths will deposit \$179.09 - \$30 profit from their sales = \$149.09 to the team account.

If you have any questions, contact the MJH Director.