

# Merrill Youth Hockey Association Handbook



## Table of Contents

### [Mission Statement](#)

### [Merrill Youth Hockey Association](#)

### [USA Hockey](#)

### [Wisconsin Amateur Hockey Association \(WAHA\)](#)

### [WAHA Region 2](#)

### [MYHA Levels of Play](#)

- [Intro to Hockey](#)
- [6U \(6 years of age and under\)](#)
- [8U \(8 years of age and under\)](#)
- [10U \(Squirt\), 12U \(Peewee\), 14U \(Bantam\)](#)
- [Skaters and Goalies Playing Up](#)
- [Skaters and Goalies Moving Up](#)
- [Double Rostered Skaters and Goalies](#)
- [Team Rosters/Final Rosters](#)

### [MYHA Participation Expectations](#)

- [Full Time Commitment](#)
- [Attendance](#)

### [MYHA Program Fees and Financial Assistance](#)

- [USA Hockey Registration](#)
- [Mandatory Annual Fundraising Requirements](#)
- [Travel Teams](#)
- [Multiple Player Discount](#)
- [Financial Assistance](#)
- [MYHA Payments and Dues Reduction](#)
- [Non-Payment Procedures](#)
- [Refund Policy](#)
- [Service Requirements](#)
- [Concessions Work and Other Opportunities](#)
- [Extra Service Hours](#)
- [No Show or Unclaimed Shifts](#)
- [Other Volunteer Needs Not Counting Toward Service Hours](#)

### [Equipment & Uniforms](#)

- [Non-Goalie Equipment](#)
- [Goalie Equipment](#)
- [Uniforms](#)

### [Special Circumstances](#)

- [Bantam Players Leaving MYHA for MHS Program](#)
- [Partial Season Participation](#)
- [Player Transfers out of MYHA](#)
- [Player Transfers into MYHA](#)
- [Playing for a Different Association](#)

### [Policies](#)

- [Background Screening](#)
- [Inclement Weather Policy](#)
- [Locker Room Policy](#)
- [Locker Room Monitoring](#)
- [Parents in Locker Rooms](#)
- [Mixed Gender Teams](#)
- [Cell Phones and Other Mobile Recording Devices](#)
- [Prohibited Conduct and Reporting](#)

[Questions and Contact Info](#)

[Appendix 1: MYHA Position Descriptions](#)

[Appendix 2: Code of Conduct, Formal Complaints, and Review Procedures](#)

[Appendix 3: Bylaws](#)

[Appendix 4: Concussion Policy and Reporting](#)

## **Mission Statement**

The purpose of the Merrill Youth Hockey Association shall be:

1. To develop an ice hockey program for youth in the Merrill area.
2. To promote the sport of ice hockey in the Merrill area as a healthful and fun form of recreation.
3. To develop and prepare those players that aspire to play at the high school level and beyond.
4. To maintain a balance of financial viability and long-term sustainability.

## **Merrill Youth Hockey Association**

The Merrill Youth Hockey Association (MYHA) is a non-profit 501(c)(3) organization that was started in 1977 by a group of hockey families wishing to bring hockey to Merrill. The current structure consists of a Board of Directors and The Hockey Development Committee. These governing bodies have volunteer positions that are filled at annual elections. MYHA is a member of USA Hockey and Wisconsin Amateur Hockey Association (WAHA). MYHA is a Tier III, Region 2, Division 3 Association. Teams are classified as 3A, 3B and 3C.

During registration, parents will verify that their player(s) legally reside within either:

- the City of Merrill
- the Merrill School District
- adjoining areas not served by sanctioned Youth Hockey Associations as defined by WAHA.

Families may be required to show proof of district residency per WAHA rules. Players who receive a release from another association may play with MYHA if approved by the president, registrar, and ACE coordinator. (The ACE Coordinator, as defined by USA Hockey: "The Association ACE Coordinator is responsible for the implementation of the USA Hockey Association Coaching Education (ACE) programs for his/her hockey association. The objective is successful implementation of parent and coach education and player skill development.")

## **USA Hockey**

USA Hockey, Inc. is the national governing body for the sport of ice hockey in the USA. As such, its mission is to promote the growth of hockey and provide the best possible experience for all participants by encouraging, developing, advancing, and administering the sport. More at: [www.usahockey.com](http://www.usahockey.com). MYHA is a member of USA Hockey and adheres to its regulations.

## **Wisconsin Amateur Hockey Association (WAHA)**

WAHA is the governing body of amateur hockey in Wisconsin. The members of WAHA shall be composed solely of organized amateur ice hockey teams and leagues, all, or a majority of which, are in Wisconsin.

MYHA is an affiliate of WAHA. MYHA has boundaries that players must reside within to be a member and play for the association (see Merrill Youth Hockey Association above).

[www.waha-hockey.com](http://www.waha-hockey.com).

## **WAHA Region 2**

One of six regions in WAHA and includes MYHA.

## MYHA Levels of Play

MYHA offers a wide range of programs suited to the needs of each individual child. Our coaches and assistants closely monitor skill level and aptitude of each player to make sure the hockey experience is positive and rewarding. Level of play is based on birth year as of January 1.

<u>LEVEL</u>	<u>Age Range</u>
Intro to Hockey	4-8 years old
U6	4-6 years old
U8	6-8 years old
Squirt	9-11 years old
Peewee	12-13 years old
Bantam	13-14 years old

### Intro to Hockey

Focus on learning to skate with certified coaches. All basic equipment needs; including ice skates, helmets, chest pad, elbow pads, gloves, breezers, and knee pads / shin guards, are provided by the Merrill Youth Hockey Association to checkout during each session. A deposit (check) is required and refunded after equipment is returned at the end of the session. All sessions will be at the Smith Center. Online registration will be available at [www.merrillhockey.com](http://www.merrillhockey.com). A USA Hockey membership # is required. Register at [www.usahockeyregistration.com](http://www.usahockeyregistration.com).

### 6U (6 years of age and under)

Equipment is provided, if needed. A monetary deposit is required and refunded after equipment is returned. Mandatory fundraising and volunteering hours. See "Mandatory Annual Fundraising Raffle Tickets Requirements" within MYHA Program Fees and Financial Assistance section.

- Recommended for beginning skaters ages 4 to 6.
- Regular season is November – February. Games are typically December – February.
- Typically, two practices per week and one game per weekend.
- Game jersey provided for the season.
- USA Hockey Certified Coaches.
- USA Hockey ADM (American Development Model) instruction ([www.admkids.com](http://www.admkids.com))
- Limited and casual competition only. Skating skills and small area activities will be incorporated in every practice ice session.
- Teams will consist of 6-12 skaters and will participate in **cross-ice games** with other area associations.
- There are no goalies.
- Games will be at the Smith Center and other area rinks and typically begin in December.
- Approximately two out-of-town tournaments (jamborees) are allowed. Out of town tournament fees are not included in the registration fee and will be collected by your Team Rep at the beginning of the season after locations are determined.
- Amount of travel involved, and tournament participation is determined by team coaches at the beginning of the season.
- Parents are needed to help operate the scoreboard during home games. These duties do not count toward service hours (see Service Hours for more information).
- Players will be grouped into teams of like abilities to match up with opponents, and to keep it FUN!
- No dedicated goalies

## 8U (8 years of age and under)

Some skating experience required or at least one session of Intro to Hockey completed. See “Mandatory Annual Fundraising Raffle Tickets Requirements” within MYHA Program Fees and Financial Assistance section.

- Recommended for ages 6 to 8.
- Regular season is November – February. Games typically run November – February.
- Typically, two practices per week and 1-2 games per weekend.
- Game jersey provided for the season.
- USA Hockey Certified Coaches.
- USA Hockey ADM (American Development Model) instruction ([www.admkids.com](http://www.admkids.com))
- Limited and casual competition only. Skating skills and small area activities will be incorporated in every practice ice session.
- Teams will consist of 6-12 skaters and will participate in **cross ice & half-ice games** with other area associations.
- Approximately two out of town tournaments are allowed. Out-of-town tournament fees are not included in the registration fee and will be collected by your Team Rep at the beginning of the season after locations are determined.
- Amount of travel involved, and tournament participation is determined by team coaches at the beginning of the season.
- Practice sessions may include goalies. Half-ice games will include goalies. The goaltender position will rotate among interested team members.
- Parents are needed to help operate the scoreboard during home games. These duties do not count toward service hours (see Service Hours for more information).
- Players will be grouped into colored teams of like abilities, with Red being the most experienced, White intermediate, and Blue being the least experienced; to match up with opponents, and to keep it FUN!
- Players unavailable for level evaluations and placement, or who join MYHA after those evaluations have occurred, will be placed on the Blue (least experienced) team with possible roster change to another team as the season progresses and the players’ skills are evaluated.
- Parent requests for specific team/level placement is against MYHA policy and will be denied immediately.
- Parents may request that multiple, same age group players from the same family, be placed on the same team. However, to meet this request, all players would be placed on the lowest level team attained by the siblings during placement.

## 10U (Squirt), 12U (Peewee), 14U (Bantam)

- Team selection at each level is determined during evaluations held during the first weeks of the season. Each player will be placed on an age-appropriate team with players of comparable skills. Teams are denoted as the A, B, or C team at these age levels; with A level representing the highest skilled players. Practices begin immediately after teams are announced.
- Regular season: October through February, with games throughout.
- Typically, three on-ice practices per week.
- Two to three home and/or away games per weekend against other youth teams in surrounding counties.
- Parents are needed to help during games as Off-Ice Officials, performing the following during home games: operating the scoreboard, completing the score sheet, and running the penalty box and tallying saves (away games too). These duties do not count toward service hours (see Service Hours for more information).

- Approximately two out-of-town tournaments, typically in Wisconsin, but Iowa and Minnesota trips are allowed. Out of town tournament fees are not included in registration fees and will be collected by your Team Rep at the beginning of the season after locations are determined.
- The amount of travel involved, and tournament participation is determined by team coaches at the beginning of the season.
- Teams will participate in the WAHA Region 2 state tournament playdowns in February; and, if eligible, the state tournament in the first or second week of March.
- Players unavailable for level evaluations and placement, or who join MYHA after those evaluations have occurred, will be placed on the lowest-level team with possible roster change to another team as the season progresses and the players' skills are evaluated. Any team changes will be made by the age level coaches and/or the Hockey Director at their discretion.
- Parent requests for specific team/level placement is against MYHA policy and will be denied immediately.
- Parents may request that multiple, same age group players from the same family, be placed on the same team. However, to meet this request, all players would be placed on the lowest level team attained by the siblings during placement.

Please note, if your team's coach is a non-parent, the MYHA is responsible to pay for any tournament hotels. Reimbursement of food and gas isn't required; however, it is considerate. Your Team Rep will include this amount in the tournament fund.

### **Skaters and Goalies Playing Up**

MYHA does not allow skaters to play at levels above their current age group except for special circumstances. Special circumstances would be voted on by the MYHA board, and WAHA, if necessary.

- See WAHA Guidebook Article 1: <https://wahahockey.com/>

### **Skaters and Goalies Moving Up**

MYHA is dedicated to matching players with others who have similar skills. Skills can change dramatically within a season, especially among our youngest age groups. MYHA coaches have the authority to recommend movement of players to higher levels as the season progresses.

- Must be approved by the parents of the skater, coaches, and ACE Coordinator
- Moving U8 players to the 10U Squirt level requires WAHA approval. Form must be submitted to WAHA by November 15.

### **Double-Rostered Players**

Players may not be registered with more than one USA hockey association or more than one team in the same age classification. It may be appropriate to roster players from a lower age level to address a "critical shortage" of skaters and/or goalies, as determined by the MYHA ACE Coordinator, the Age Level Director and Registrar. All roster decisions must comply with WAHA rules.

See WAHA Guidebook Article 1: <https://wahahockey.com/>

### **Team Rosters / Final Rosters**

MYHA Squirt, Pee wee, and Bantam team rosters must be finalized by 11:59pm CST on December 31 of each season. The MYHA Registrar will provide each team with a final roster signed by WAHA.

Supplemental rosters will be issued in January with updated coaching credentials. Only players and coaches on an official MYHA and WAHA team roster may practice or play with the team.

## MYHA Participation Expectations

### Full-Time Commitment

MYHA does not accept part-time player registrations or participation. MYHA wants parents to understand that playing with a USA Hockey-sanctioned organization such as ours is a full-time commitment. By registering your child for MYHA, parents understand their skaters(s) are expected to practice and play consistently throughout the entire season.

### Attendance

MYHA recognizes that players have many demands on their time including school, religious, and family activities. We understand that players may occasionally miss practice or games due to such demands. It is important to recognize that MYHA distributes players across various teams at each age level to maximize practice and playing time. The absence of any player at any time can have an adverse effect on the whole team. We encourage families to discuss excused absences with their head coach ahead of practices and games.

Absences for practices and games should be communicated to the head coach as far in advance as possible. For example, if parents know that their skater will miss a game due to travel during a holiday break, those parents need to tell the head coach right away so the coaching staff can assess if there will be enough players available to field a team. If insufficient players are available, the game will be canceled.

### MYHA Program Fees and Financial Assistance

Level	USA Hockey Membership Fee	Required season dues fee	Players provide their own equipment	Tournament Fees	Required Fundraising	Required volunteer service hours (per family)
6U	Yes	Costs	Not required	1st included	\$200	About 20 hours
8U	Yes	available	Not required	1st included	\$200	About 20 hours
10U	Yes	on our	Recommended, but MYHA will rent out equipment, if needed.	1st included	\$200	About 20 hours
12U	Yes	website	Yes	1st included	\$200	About 20 hours
14U	Yes		Yes	1st included	\$200	About 20 hours

### Hockey Cards

- Hockey Cards will be given to Merrill Youth Hockey registered players to offset the cost of registration fees. Costs that will be included for each player: Merrill Youth Hockey Registration cost, USA Hockey fee, and WAHA fee. The player will receive 1 card for every \$10 in registration costs, the family may choose to sell these cards for \$10 each. The card seller will keep all monies they receive for the sale(s). If the total dollar amount ends in \$3 or greater it will be rounded up to give an additional card. If the total dollar amount is \$2 or less, it will be rounded down to the nearest increment. Example: \$153 = 16 cards & \$152= 15 cards.



2. In the event where no team is declared at a particular level by Merrill Youth Hockey, due to lack of participation numbers, those players in that year may submit their registration cost receipt (from the organization they have chosen to play for) to the MYHA Fundraising Chair to receive hockey cards for that year's fees.
3. In the event where no team was declared for one year, but subsequent years a team at Merrill is available: should the player choose not return to play in Merrill and play for another association, they will forfeit hockey cards for that season.
4. If a player who lives within the MYHA district and plays for another association when Merrill has a team at their level, that player will forfeit any hockey cards for that season or any additional seasons, until they return to play for Merrill Youth Hockey.

The hockey card program will be organized and distributed by the Fundraising Committee. They will contact local businesses for a donation of discounts to be on the hockey card from October of the current year to September of the following year.

## **USA Hockey Registration**

The first step in the MYHA registration process is registration with USA Hockey, our governing body. Registration and payment (depending on the age of the skater) must be completed online, by a parent/guardian for each player at [www.usahockey.com](http://www.usahockey.com) prior to completing MYHA's online registration. Membership benefits include world class insurance in the event of an injury, subscription to USA Hockey magazine and many other benefits that can be found on our website within "Documents."

Register at [www.usahockey.com](http://www.usahockey.com).

If you have questions, please use the contact link on the MYHA website.

## **Mandatory Annual Fundraising Requirements**

Families are required to participate in a mandatory annual fundraiser.

To conform to State of Wisconsin raffle rules, you can enter your own name and deposit them in the black raffle ticket collection box. You can also give them to a friend or family member to fill out with their information and enter their name in the drawing.

MYHA must also offer families an alternative to raffle tickets, since it is against state statutes to force anyone to participate in any gambling activity. If you do not wish to participate in the raffle, the family could instead pay the fundraiser requirement amount and would receive, instead of raffle tickets, four season passes for the Merrill Parks and Recreation Open Skates held at the Smith Center.

## Travel Teams

### *10U (Squirts), 12U (Peewees) and 14U (Bantams)*

- Bantam players: see “Special Circumstances: Bantam Players leaving MYHA for MHS Program
- Travel Team players choosing to leave MYHA are not eligible for any refunds.
- See below for policies related to Bantam and High School age players who enroll in MYHA and are later offered and accept MHS roster spots.

## Multiple Player Discount

Families registering multiple players at U6 (Intro to Hockey not included) and above will receive a fee discount as follows:

- The second player will receive a 50% reduction in the fees for their division. The second player will be considered the younger of the two players.
- The third and more players will receive 50% reductions in the fees for their division. The third and more players will be considered the youngest of the players.
- Families provide approximately 20 service hours in total (this varies with the number of families in the MYHA). MYHA requires No Additional service hours for the second, third, or more players per family.

## Financial Assistance

MYHA strives to make hockey an affordable activity for all players. All first year, Merrill Hockey players who are new to hockey can receive the following by reaching out to the registrar of the association:

- First year 10U or below may receive free registration
- Second year 10U or above may receive 50% of their registration

## MYHA Payments and Payment Plan

Registration: Opens in mid summer via [www.merrillhockey.com](http://www.merrillhockey.com). Dues can be paid in full or in four installments. An initial deposit at the time of registration and then subsequent payments on September 1st, October 1st, and November 1st.

Returned (NSF) checks will be assessed a \$35 fee.

Any questions about invoices or payments should be directed to MYHA using contact information on the website.

## Non-Payment Procedures

MYHA reserves the right to suspend players from participation in MYHA sanctioned events (practices, games, tournaments, etc.) until payments are received.

## Refund Policy

The registration fee is **not** refundable. Players choosing to leave MYHA prior to tryouts will be refunded any dues, or raffle tickets paid; minus the non-refundable registration fee on a prorated basis. Please see “Special Circumstances” below for refunds for players choosing to leave MYHA **after** tryouts. Any and all refunds are subject to MYHA Board approval.

## Service Requirements

Your help is what makes MYHA a successful youth association. As a non-profit organization, MYHA thrives when members become involved and share their time and talents. Broad arrays of service opportunities exist that are necessary to make MYHA successful. Exemptions may be granted to coaches, coordinators, board members and parent representatives to the hockey development committee. All other families are “non-exempt” and are required to fulfill the amount of service hours listed above in the “MYHA Program Fees and Financial Assistance” section.

*Several MYHA positions are associated with full or partial dues reductions as described in the position descriptions (Appendix 2).*

## Concessions work and other service opportunities

Concessions provide needed food services during MYHA games, playoffs, and Merrill High School hockey games. Training is provided by the Concessions Manager. The sign-up process used by the Service Hours Coordinator is also used to fill needed service hours. The volunteer calendar will run from October to October.

## Extra Service Hours

The MYHA Board of Directors or Service Hours Coordinator may offer extra service hours as needed for specific events.

## No Show or Unclaimed Shifts

If you cannot fulfill your claimed shift or task, it is your responsibility to find a qualified replacement. In case of an emergency, contact the Service Hour Coordinator(s) to make them aware of your cancellation/replacement or to see if they can assist you in finding a replacement for the shift or task. Do not simply remove yourself from the sign-up. ***Failure to show up to a shift or task you claimed will result in a monetary penalty of \$200 per shift. Penalty is payable within 30 days. After the 30 days all players within your family will be removed from practices and games until payment is received. If a second occurrence occurs in the 30 day time frame all players will be removed immediately.***

## Other Volunteer Needs Not Counting Toward Service Hours

There are many other volunteer duties needed to be filled to make each season a success, such as running the scoreboard during games, keeping the official scorebook, manning the penalty box, counting saves during games, etc. These volunteer duties, while important, do not count toward your required service hours.

## Equipment & Uniforms

### Non-Goalie Equipment

- Merrill Youth Hockey Association leases equipment (\$50 cash or check deposit, refunded after equipment is returned at the end of the session/season) to Intro to Hockey participants. Hockey skates are not included, but skaters can use the rink's rental skates (they need to be obtained before each session and returned after each session).
- Jerseys will be provided for U6 and U8 players at the beginning of the season and must be returned to the team rep at the end of the season.

- 10U (Squirt) players are expected to have their own equipment; but if needed, and if equipment is available, they may request rental of equipment from MYHA for the season. A family may submit a request to the Equipment Manager that their player keep the rented equipment for off season hockey activities. All rented equipment must be returned by the end of August.

Peewee and Bantam players must have their own equipment.

## Goalie Equipment

- MYHA encourages full-time Peewee and Bantam goalies to purchase their own equipment. Players are expected to share the team equipment set if they don't have their own.
- MYHA provides 1 set of goalie equipment per team as needed. The equipment will be checked out by the head coach from the Equipment Manager. A set includes a stick, leg pads, chest protector, glove and blocker, neck guard or helmet, and bag. MYHA has a limited number
- of goalie helmets and miscellaneous equipment. Helmets, left-handed glove sets, and extra equipment will be prioritized by size and need as determined by the equipment manager, and ACE coordinator. Peewee and Bantam goalies should consider additional equipment that MYHA does not provide: Goalie athletic protector, knee guards (protect under leg pads), goalie pants, and goalie skates. Goalie gear sizing will be prioritized in the following order: mite, squirt, peewee, bantam. The head coach must return equipment to the Equipment Manager at the end of the season.
- Players wanting to use a set of gear for team placements may do so free of charge with the understanding that they may need to return the set after team placements conclude. Sets for team placements can be coordinated by the age level director and equipment manager.
- Coaches of teams with full time goalies providing their own gear may want a backup set to bring to tournaments. This may be coordinated with the equipment manager and coaches.

Off- season rental: MYHA will rent goalie gear for off-season training to goalies for camps and summer leagues. Parents may rent gear directly from the equipment manager. Parents/skaters will be responsible for returning the gear in good order within the agreed upon timeframe by the equipment manager, no later than September 1<sup>st</sup> of each summer so equipment can be inventoried and checked for repair for the upcoming MYHA season.

The equipment manager will require a \$200 deposit for lost or damaged items. *The fee for summer rental for Peewee and Bantam players is \$50.* All funds collected will be used to maintain and purchase goalie equipment in the future.

Equipment care and expectations: After each session, gear must be taken out of the bag and dried. Gear cannot be stored in extreme temperatures and conditions. Do not store in vehicles, outside, or in wet basements.

Stick blades must be kept taped. Tape worn off at the heel of the blade is a good indicator a stick should be re-taped.

Please report any damage promptly so gear can be repaired.

Goalie equipment cannot be used for street hockey, roller hockey, or lacrosse. This equipment is for ice hockey only.

Families using goalie gear are expected to take care of it. MYHA reserves the right to charge for lost or excessively damaged items.

## **MYHA Uniforms**

- One pair of game socks will be provided to each player with registration, additional game socks can be purchased.
- Game jersey's are owned by MYHA and will be distributed at the beginning of each season. A jersey agreement must be signed for each player.

## **Special Circumstances**

### **Bantam Players Leaving MYHA for MHS Program**

MYHA will allow a pro-rated refund of dues and raffle tickets (if paid) for the current season if a player wishes to leave MYHA to participate in the MHS hockey program.

Notification of this situation is requested in writing via email or letter to MYHA's President within 30 days of the player leaving MYHA.

### **Partial Season Participation**

MYHA projects enrollment levels when establishing fees for the next hockey season. Costs are fixed for the entire season and do not vary by the number of registered players. If a player is no longer able to play hockey due to injuries, school or other family issues, MYHA must consider the financial impact to the association. The following reimbursement guidelines have been established:

Injury: Dues will only be reimbursed at a prorated amount for loss of playing time related to injuries per the following conditions:

- The injury was incurred playing hockey.
- The injury was "season ending" and/or resulted in the player missing at least six weeks of the season.

Relocation / Leaving MYHA Boundaries: In the event your family moves from MYHA's boundaries determined by WAHA, dues will be reimbursed at a prorated amount. Notification is requested in writing via email or letter to MYHA's President within two (2) weeks of the player leaving.

### **Player Transfers out of MYHA**

All transfers out of MYHA must be made to the MYHA BOD President in writing. The request will be reviewed, and a decision rendered by the MYHA president, ACE Coordinator, Registrar and Treasurer. MYHA will grant a financial release, provided there is a zero balance on account, for a player under WAHA rule when a skater is moving to a higher classified organization.

### **Player Transfers into MYHA**

Requests for a transfer must be submitted to the MYHA BOD President in writing and include the official signed release from the home association. Transfer requests will be considered on a first come, first serve basis. The request will be reviewed, and a decision rendered by the MYHA president, ACE Coordinator and Registrar to consider the transfer while also protecting MYHA team / age level group eligibility for State Tournament Play under WAHA rule.

Players transferring in must have a zero balance with their previous organization.

## **Playing for a Different Association**

**No refunds** are granted in the event your player tries out for another youth association or decides to quit MYHA. Notice must be provided in writing via email or letter to MYHA's President.

## **Policies**

### **Background Screening**

Per MYHA and USA Hockey guidelines, MYHA will reimburse the cost to screen coaches. Screens are valid for 2 years.

### **Inclement Weather Policy**

MYHA does not want to put any coach, player, or parent in a situation where they do not feel safe driving to practices or games. If the rink you're traveling to is closed, then practices or games will be canceled. If the rink is open, then practices or games will take place. The final decision to practice or play a previously scheduled game lies with the Head Coach **and** Team Rep. Team Reps should contact the facility directly if you have questions about their operating status. It is the responsibility of each parent to decide whether, under the circumstances, it is safe to travel to the facility. MYHA will be charged for home ice time whether the time slot is used or not and may be fined for the cancellation by the opposing team. On-Ice officials must be contacted immediately when the decision is made to cancel; as MYHA may still be charged for the officials, and even fined for the cancellation.

If school is canceled, this does not dictate if practice is canceled. If the rink is open, practices and games will occur; however, your Head Coach and Team Rep will make the final decision.

### **Locker Room Policy**

MYHA 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. There are four locker rooms available for MYHA at the Smith Center. Each of the four locker rooms available to the MYHA have a restroom and shower area. MYHA teams will travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. MYHA's Team Reps will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in deciding for their child where to dress, undress, and shower if desired.

### **Locker Room Monitoring**

MYHA 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.

We conduct 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) 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.

When possible, team personnel will also secure the locker room appropriately during times when the team is on the ice.

## **Parents in Locker Rooms**

Except for players at the Mite and Squirt levels, 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 they will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed.

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

## **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of our players are given consideration and appropriate arrangements made. Where possible, MYHA 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 we believe that this is the most reasonable way to accommodate and respect all our players.

## **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.

## **Prohibited Conduct and Reporting**

MYHA 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 MYHA 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.

## **Questions and Contact Info**

Additional information, training documents, and contact information for the MYHA Board of Directors, coaches and various coordinators are available at [www.merrillhockey.com](http://www.merrillhockey.com).

Thank you and welcome to the "Coolest the Game in Town!"

**Go Bluejays!!!!**



## Appendix 1: MYHA Position Descriptions

### President

**Time Commitment:** 10 to 15 hours per month during season; 3 to 5 hours per month during off season

**Training Required/Provided:** In-house (previous President), USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

**Other Individuals to Work With:** All MYHA Board of Directors, Coordinators and Managers; MIRFSC President; Smith Center Rink Manager; WAHA; and Region 2

#### Preferred Qualifications:

- Strong leadership ability
- Conducts themselves at a high standard of excellence that sets the standard from all members
- High-energy and passionate about the success of the association
- Extremely well-organized
- Excellent communication skills, both in-person and by email
- Ability to build and maintain relationships with members, coaches, and the community
- Ability to listen and apply other's opinions with the decision-making process
- Strong group dynamic skills
- Efficient planning skills with consistent commitment to follow-through on tasks
- Superior problem-solving skills
- Maintain focus and understanding on the growth of the association
- Comfortable with delegating
- Ability to understand, keep record of and balance financial reports
- Strong belief and understanding of USA Hockey's age-appropriate player development recommendations and the American Development Model (ADM)
- A strong belief in youth hockey and a high personal moral code

#### Description/Summary of Duties:

The president is the lead volunteer for the association. Their primary role is to preside over the board of directors (BOD) and ensure the association is following its mission statement and core values. The president leads the BOD by providing its members with a vision of what needs to be accomplished, goals for completing tasks and inspiration to encourage excellence out of each board member. A successful candidate in this role will work in conjunction with the board to oversee the association's overall health and direction.

- Review, understand, and evaluate the association
- Act as an association representative at the District and Affiliate level
- Teach board members, volunteers, and parents the importance of age-appropriate programming and the ADM
- Support the Growth Coordinator and association's efforts for organic growth within the community
- Help organize functions to increase visibility of the association and the sport of youth hockey
- Delegate other duties as necessary within the scope of the association's Bylaws

## **Vice-President**

**Time Commitment:** 7-10 hours / month during season; 2-5 hours / month during off season

**Training Required/Provided:** In-house (previous Vice-President), USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

**Other Individuals to Work With:** MYHA Executive Board of Directors and Board Members, Coordinators and Managers; Smith Center Rink Manager (in absence of President)

### **Preferred Qualifications:**

- Strong leadership ability
- Conducts themselves at a high standard of excellence that sets the standard from all members
- High-energy and passionate about the association
- Extremely well-organized
- Excellent communication skills, both in-person and by email
- Able to build and maintain relationships with members, coaches, and the community
- Efficient planning skills with consistent commitment to follow-through on tasks
- A strong belief in youth hockey and a high personal moral code
- Able to build and maintain relationships with members, coaches, and the community

### **Description/Summary of Duties:**

- Plan, develop, and enforce association's policies and bylaws
- Ensure association is meeting its goals
- Preside over board meetings in the absence of the President
- Assist President with duties when requested
- Lead/attend committee meetings
- Identify candidates to serve as committee chairs
- Report to the board activities undertaken by any committees
- Lead contact for recruiting and retaining volunteers
- Lead contact for coordinators. Ensures they are informed and supported in their positions
- Fulfill other tasks assigned by the association President or board as necessary

## Treasurer

**Time Commitment:** 3 to 5 hours per week during season, 1-3 hours per week during the off season.

**Training Required/Provided:** In house from previous Treasurer, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

**Other Individuals to Work With:** All MYHA Board of Directors, Coordinators and Managers; MIRFSC President; Smith Center Rink Manager; WAHA; Region 2

### Preferred Qualifications:

- Experience in preparing and overseeing financial documents
- Experience in using QuickBooks or similar accounting software
- Extremely well-organized
- Good communication skills, both in-person and by email
- High-energy and passionate about the success of the association
- Efficient planner with a commitment to follow-through on tasks A strong belief in youth hockey and a high personal moral code
- Recommended 4-year degree in Business Administration, Accounting, Finance, or related field

### Description/Summary of Duties:

*reference detailed procedures in Treasurer binder*

The Treasurer is the principal financial and accounting officer for the youth hockey association. Their primary duties include overseeing the financial management and reporting for the association. In this role, the treasurer will draft and present an annual budget to the board, prepare relevant financial reports for scheduled board meetings and manage financial transactions for the association.

#### May/June:

- Update signers on financial accounts and PO Box held at Merrill Post Office
- Work with Crossbar in setting up online registration for levels U6, U8, Squirt, Peewee and Bantam
- Collect payments and registrations for summer hockey events
- Serve as the primary contact with a professional financial advisor and/or advisors regarding tax preparation, audits, and investments
  - File proper paperwork with the IRS and state to help association secure:
  - Taxpayer ID (Employer Identification Number)
  - Incorporation
  - 1099 & W2
  - 501c(3) tax exempt status
  - IRS 990

#### Late July:

- Create invoices for member hockey 1st half dues as registrations are received
- Work with MYHA Registrar in updating/maintaining MYHA Members database (Google sheets)

#### Early August:

- Establish and submit a preliminary budget for board approval. Final draft approved by Board prior to annual Fall meeting.

#### September:

- Oversee the approval and implementation of the annual budget at the annual Fall meeting

#### Throughout Year:

- Monitor revenue and expenditures against the approved budget monthly

- Issue, collect, process, and record all checks and deposits
- Communicate with Vice President for Marketing/Fundraising Coordinator to forecast projected essential or ancillary revenues
- Manage the registration fee collection as well all revenue streams associated with the operations of the association
- Document and report to the full board monthly with the association's financial status
- Responsible for keeping financial records including accounts receivable and accounts payable and manage/reconcile bank accounts
- Ensure that the external reporting to donors, association members and local regulators are completed on a timely basis
- Work with the board to develop bylaws and policies that match the needs for fiscal operations
- Provide and monitor cash in Concessions and Open Skate seed money
- Other tasks assigned as necessary

*Recommended file retention noted within MYHA Treasurer Duties & Guidelines reference binder.*

## Secretary

**Time Commitment:** 7 to 10 hours per month during season; 3 to 5 hours per month during off season

**Training Required/Provided:** In house, previous Secretary, MYHA Code of Conduct, formal complaints and Review Procedures document, MYHA Bylaws,

**Other Individuals to Work With:** All MYHA Board of Directors, Coordinators and Managers volunteers and members of the organization

### Preferred Qualifications:

- Strong and efficient organizational skills
- Effective communication skills via all mediums
- High-energy and passionate about the success of the association and youth hockey
- Ability to capture key discussion points in a clear and concise manner
- A working knowledge of Microsoft Word, Excel, social media, web management and desktop publishing

### Description/Summary of Duties:

The Secretary maintains the administrative process of the organization. Their primary role includes being the focal point of communication to and from the association's board of directors and its entire membership as well as being a thorough and accurate record keeper.

- Act as main point of contact between association membership and Board of Directors {BOD} and any outside communications as required
- Communicate upcoming meetings and meeting schedule to members
- Attend all board, executive and other meetings as requested
- Record and manage minutes for all board, executive board and other meetings as requested.
- Distribute board meeting agenda no less than 7 days prior to the board meeting.
- Distribute previous meeting minutes at least 48 hours prior to every meeting
- Ensure up-to-date Bylaws and policies are distributed to association's BOD
- Accurate organization of all documents relating to the association and any administrative activities, Policies, Parent Handbook and Position Descriptions
- Serve as signing officer for certain documents according to Bylaws
- Perform other duties assigned by the President or member of the board
- Forward updates for the website to the webmaster - contact names, documents, events, etc.
- Administrator of social media group pages
- Provide new board members with orientation information
- Provide new Executive Board, Board Members and Coordinators/Managers with procedures/guidelines for their positions.

## **Board of Directors Member (Non-Officer Position)**

**Time Commitment:** 2-3 hours per month during regular hockey season and 2-3 hours per month in the off-season.

**Training Required/Provided:** USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws

**Other Individuals to Work With:** Executive Board of Directors (President, Vice President, Treasurer, Secretary), Hockey Development Committee, Coordinators, Volunteers

### **Preferred Qualifications:**

- Conducts themselves at a high standard of excellence that sets the standard from all members
- Ability to listen and apply other's opinions within the decision-making process
- Strong group dynamic skills
- Efficient planning skills with consistent commitment to follow-through on tasks
- Superior problem-solving skills
- Maintain focus and understanding on the growth of the association
- A strong belief in youth hockey and a high personal moral code

### **Description/Summary of Duties:**

A (non-officer) board member's primary duty is to help to facilitate discussion, provide insight and work in collaboration with other board members to make informed decisions on information brought forth to the MYHA Board of Directors for consideration. They are responsible for attending board meetings on a regular basis (typically monthly) to discuss issues at hand and determine appropriate course of action, and vote on action items. Must attend fall and spring association meetings (Typically May and September), as well as any other potential meetings should the need arise. Participate in any appeals process brought forth by a complainant in regard to a verdict rendered by the Hockey Development Committee. Perform other duties assigned by the President or member of the Executive Board when deemed necessary.

## Registrar

**Time Commitment:** 3 to 5 hours per week, November & December; 2 hours per week, January

**Training Required/Provided:** In house, Region 2 and WAHA websites, especially WAHA handbook

**Other Individuals to Work With:** MYHA President, Treasurer, Team Rep Coordinator, Team Reps and ACE Coordinator.

### Preferred Qualifications:

- Strong and efficient organizational skills
- Comfortable navigating spreadsheets and mastering the portal-based USA Hockey Registry
- High-energy and passionate about the success of the association and youth hockey
- Detail oriented and deadline focused

### Description/Summary of Duties:

The Registrar is one of the most important roles for a local association. This individual is responsible for the association's USA Hockey Registry and processing all members through the Registry. This process completes the USA Hockey registration for your members.

- Create and maintain an active membership list
- Complete the registration process by claiming player, coach & volunteer memberships to your association through the Registry
- Create and manage updates for team rosters
- Work with team managers, coaches, and program coordinators to collect necessary participation documentation
- Birth certificates
- Codes of conduct
- Consent to treat forms
- Monitor that all coaches, association leadership and volunteers are completing their SafeSport
- Training and background screening requirements
- Work in conjunction with your ACE Coordinator and association leadership to ensure coaches are achieving their required Coaching Education Program training and corresponding age-specific modules
- Ensure that registration and team structure requirements by the local Affiliate, District and USA Hockey are met
- Connect with the Associate Registrar to sanction any tournaments that your association hosts
- Help teams with travel requirements and necessary permits
- Maintain rosters for state and national bound playoff teams
- Run membership reports for association leadership
- Work with the Treasurer to make accurate records of registered members and incoming participation fees
- Work closely with the Youth Marketing / Recruitment Coordinator to track and help drive player retention and acquisition

## Hockey Director

**(also known as Association Coaching and Education Coordinator) (referred to as ACE Coordinator in the remainder of this document)**

**Appointment Term:** 1 year (renewable upon board vote).

**Training Required/Provided:** SafeSport, at least level 1 USA Hockey Coaching Certification, USA Hockey Website, area seminars, conversation with former MYHA ACE Director

**Other Individuals to Work With:** President, Vice President, USA Hockey, Hockey Development Committee, Smith Center Rink Manager, Age-level Directors, Ice Scheduler, Coaches

### **Preferred Qualifications:**

- Strong communications skills
- Organizational skills
- Coaching (youth hockey levels) experience
- Working knowledge of Microsoft Word and Excel

### **Description/Summary of Duties:**

- Serve as Hockey Development committee chair and establish policies for recruitment, training, and oversight of the coaching staff.
- Work with the hockey development committee to organize and conduct team tryouts.
- Work with the hockey development committee to hear MYHA member appeals.
- Communicate with the District ACE Director, their Affiliate ACE Coordinator, and USA Hockey on all issues related to MYHA coaching.
- Develop a coach tracking system to ensure CEP certification requirements, background checks, and USA Hockey Safe Sport Training are complete and up to date. Report training completion to WAHA prior to the deadline.
- Ensure MYHA is promoting age-specific skill development.
- Communicate USA Hockey's player development opportunities to MYHA players, parents, and coaches.
- Deliver education programs to MYHA parents.

More information about the ACE program is here:

[https://cdn4.sportngin.com/attachments/document/0040/4136/ACE\\_Program\\_Handbook.pdf](https://cdn4.sportngin.com/attachments/document/0040/4136/ACE_Program_Handbook.pdf)



## Hockey Development Committee (HDC)

**Time Commitment:** 1 to 3 hours per week during preseason and early season, less in the offseason. The HDC meets monthly during the season, and less frequently during the summer.

**Mission –** *The goal of the Hockey Development Committee is to create a culture where kids enjoy playing and learning the game of hockey. HDC will strive to provide an experience where players, coaches, and families can learn and grow together. Responsible for reporting to the board of directors.*

**Training Required/Provided:** USA Hockey coaches certificate and continuing education (ideal, but not required depending on position), visibly demonstrate an interest in improving hockey in MYHA.

**Makeup:** This committee should be no less than three (3) members total, and consist of members of the coaching staff and/or members of the association.

- Director of Hockey (ACE Coordinator)
- Members at Large – Current coaches (1 representative from each level), non-coach/non-board member parent represented at each age level (8U, 10U, 12U, 14U when applicable), board of directors representative
- Meetings may include MYHA Board Members including President and Vice President.

### Description/Summary of Duties:

Player training, education, and skill development.

- Player skill development – Clinics (skating, stick handling, passing)
- Continue development of ADM (American Development Model-USA Hockey)
- Fundamental skills, age appropriate, fun, efficient practices.
- Develop teamwork, leadership, character, and life-long skills.
- Promote – Open skating/hockey, small game leagues, spring/fall 4-4 leagues
- Determines coach recruitment and retention, pre-season clinic offerings and planning, team size and structure as well as overall player development.
- Focus on the big picture and program development in the best interest of all kids, regardless of talent and level.
- Strive to create a program and environment where kids are challenged, learn and enjoy the game.
- Responsible for tryout/evaluation format, coordination of outside evaluators and general oversight.
- Make recommendations to the MYHA Board to either accept or reject at their discretion.

Coaching and Education Development

- Coaching education meetings/clinics – (on and off ice) – USA Hockey/Local
- Mentoring program for coaches – (On and off ice)
- Recruit and identify and retain youth coaches
- Develop coaching knowledge, concepts, leadership
- Assist in practice planning and guidelines (skills, small games, concepts)

### HDC Meetings:

Questions and suggestions for program changes and enhancements may be directed to the Director of Hockey, they will bring them back to the committee to discuss. Updates and proposals from the HDC will be provided to the Board at the regularly scheduled monthly meetings.

### **Tryout Format and Evaluation**

Objective/unbiased tryout format vs coach pick to ensure equal opportunity. We hire outside evaluators and follow standard tryout procedures. We truly want to give each participant the opportunity to showcase their skills and hockey knowledge in a variety of game-like situations, drills and small and full-ice area games.

## Concessions Manager

**Time Commitment:** 3 to 5 hours per week. Provide training to volunteers. May have to help fill shifts in emergency situations.

**Training Required/Provided:** Safe Food Handling Course

<https://www.alwaysfoodsafes.com>

**Other Individuals to Work With:** MYHA's Service Hours Volunteer Coordinator, Treasurer, President and Vice President; Smith Center Rink Manager; Vendors.

**Preferred Qualifications:** Position includes almost all aspects of running the Concession Stand at Smith Center. Duties include but are not limited to the following:

### Description/Summary of Duties:

#### Pre-season:

- Work with the Treasurer in determining prices.
- Update menu sign in Concessions.
- Update cash registers. Treasurer has a cash register manual.
- Orders through vendors and arranging either to physically pick-up or to have delivered.
- Obtaining items in person that vendors above may not provide (Sam's Club, County Market, Wal-Mart).
- Coordinate & provide training to volunteers.
- Update procedures and signage within Concessions. Current signs and documents saved on the Treasurer laptop within the Documents/Concessions subfolder.
- Thoroughly clean Concessions prior to stocking for season

#### During season:

- Ensure the stand is ready before large events (ie. MHS games, Tournaments, Open Skate).
- Thawing food before high school games, restocking all items sold and supplies, if needed.
- Ensure workers are completing duties and fill in to restock as needed.
- Clean/wash rags in the stand.
- Clean Slushie Machine when machine states (follow proper procedure).
- Clean Popcorn Machine monthly.
- Contact person for Lincoln County Public Health.
- Maintain the stand to their standards.
- Coordinates with Service Hours/Volunteer Coordinator to ensure the stand is open at proper times.
- Coordinate training of new members.
- Put away inventory in the Concessions Storage Room and maintain its organization.
- Any other duties required for smooth operation of the stand.
- Toward the end of season, offer discounts on items that will expire before our next events.

#### End of Season:

- Clean out the refrigerator and freezers, including in the storage room.
- Items that will still be good by the beginning of next season should be stored in the storage room, if possible.
- Be sure cabinets and counters are free of food that mice may enjoy.
- Clean tops of counters and under all equipment

## **Service Hours/Volunteer Coordinator**

**Time Commitment:** 1 to 2 hours per week (approximately 8 to 10 hours at the start of the season to set up e-mail list and all available spots Crossbar).

**Training Required/Provided:** Crossbar, Excel spreadsheet, Google calendar & drive

**Other Individuals to Work With:** MYHA's President, Treasurer, Concessions Manager, and Ice Scheduler; Park & Rec

### **Preferred Qualifications:**

- Strong communication and organizational skills.
- Working knowledge of Microsoft Excel.
- Ability to use online volunteer sign up software. Currently through Crossbar

### **Service Hours Description/Summary of Duties:**

This position reports to the MYHA President ensuring that service hours are completed. Duties are:

- Work with the Park & Rec and the MYHA Ice Scheduler to determine dates in which stand is open and check weekly for schedule changes.
- Enter all time slots into Crossbar
- Email volunteers when upcoming open shifts are available and need to be covered.
- Set up (beginning of season) and maintain (throughout the season) a current e-mail list of volunteers in Crossbar
- Work with Concessions Manager as needed to communicate with volunteers on items such as training, maintaining Concessions and lobby cleanliness, making sure that all duties are being performed, etc.
- Work with MYHA Treasurer on hours fulfilled, credits due, charges for no-shows.
- Enter and tally ALL service hours worked (Excel spreadsheet) for each family.
- Answer volunteer hours questions (how many hours do I need / have?, etc.)
- At about 2/3 of the season, send out notices to families who have not signed up for any hours or who do not have enough future hours signed up for.
- Make sure there are enough blank sign-in sheets in the Service Hours Volunteer Log binder located in Concessions.
- Fill in when needed or there is a vacant spot (this may also fall on BOD members or Concessions Manager).

### **Open Skate Description/Summary of Duties:**

July:

- Work with MYHA President and Smith Center Rink Manager to determine Open Skate ("OS") dates and times for the upcoming season.

August:

- Work with a printer to update flyers with dates and times.
- Forward dates/times to MYHA Service Hours Volunteer Coordinator and Concessions Manager.

Late September: See Open Skate Guidelines for more details

- Deliver flyers to area businesses.
- Open Skate-Procedures and Documents binder: Update procedures and forms, if needed.

October – April:

- If needed, provide training for new volunteers that work the Admissions table or handing out of rental skates.
- Confirm coverage and help fill shifts if needed

## **Fundraising Coordinator**

**Time Commitment:** 7 to 10 hours per month during season; 3 to 5 hours per month during off season.

**Training Required/Provided:** In house training from previous Fundraising Coordinator.

**Other Individuals to Work With:** MYHA's Service Hours Volunteer Coordinator, Treasurer, President and Vice President; Vendors.

### **Preferred Qualifications:**

- Strong communication skills (written and verbal)
- Strong organization skills and ability to be a self-starter
- Willingness to learn new things
- Creative skills a plus
- Ability to work with individuals throughout the organization
- Professionalism: ability to work with business owners in the community
- Solid computer skills (Google Docs/Slides, Canva, email, SportsEngine, etc.)
- Must have a computer with access to the internet
- Positive, helpful attitude
- Flexibility to do work between meetings, during business hours, nights and weekends

### **Description/Summary of Duties:**

- Research, develop and implement fundraising opportunities and communicate them to the association's membership (following approval by BOD).
- Present to the Board of Directors all proposed association fundraising events for the upcoming season.
- Work with fundraising committee members to plan, coordinate and execute all fundraising efforts for each season.
- Coordinate all communications with fundraising organizations.
- Provide all key fundraising information to the Secretary for posting; maintain up to date information on the association's social media pages and via email.
- Work with the Treasurer to track fundraising deposits.
- Maintain full financial records on all annual fundraising efforts.
- Goal of the fundraising coordinator is to provide at the minimum, three fundraising events per season.

## Equipment manager

**Time Commitment:** Approximately 8 hours for each Introduction to hockey session (summer / fall / winter).

**Training Required/Provided:** In house training from Boosters and previous Equipment manager

**Other Individuals to Work With:** Intro to Hockey Coordinator, Treasurer, Webmaster

### Preferred Qualifications:

- Strong communication and organizational skills
- Experience with sign-up genius
- Knowledge of hockey equipment fittings and repair

### Description/Summary of Duties:

- Key point of contact and coordinator for equipment fittings and returns for Introduction to hockey sessions and MYHA rentals.
  - Collect waivers and create database for all equipment rentals
  - Work with Boosters and Service Hour coordinator to confirm volunteers available for fittings
  - Help individuals with rental equipment issues, swapping out equipment, or ad-hoc fittings
- Manage Squirrel/ Peewee/ Bantam number and Jersey purchase process
- Organize equipment locker
- Help inventory all equipment and maintain a database for tracking where needed (helmets and Goalie gear)
- Help run old equipment collection drives to receive donations for old equipment from MYHA participants to be used for Introduction to Hockey
- Work with Introduction to hockey Coordinator and Treasurer to purchase additional equipment with Introduction to hockey funds
- Attempt to repair equipment as needed (Velcro straps and helmets)
- Maintain Keys for equipment locker

## Ice / Game Scheduler

**Time Commitment:** 1 to 2 Hours per week.

**Training Required/Provided:** In-house training.

**Other Individuals to Work With:** MYHA President, Treasurer, ACE Coordinator, Service Hours Volunteer Coordinator, Team Rep Coordinator, Team Reps and Team Coaches; Smith Center Rink Manager.

**Preferred Qualifications:** Strong communication and organizational skills, working knowledge of Microsoft Word and Excel and email.

### **Description/Summary of Duties:**

- The Ice Scheduler is responsible for scheduling all home games and practices ice for MYHA.
- Work with the Rink Manager and the MYHA ACE Coordinator and President to schedule practices and home game ice.
- Start coordinating late spring/early summer before the new season begins.
- Work with Team Reps to allocate ice time and changes to the schedule as needed throughout the year.
- Compiles total numbers of ice time for the year.
- Works with the MYHA Service Hours Volunteer Coordinator to ensure the stand is open when appropriate.



## Referee Scheduler

**Time Commitment:** 1 to 2 Hours per week during season

**Training Required/Provided:** In-house training.

**Other Individuals to Work With:** MYHA President, Treasurer, ACE Coordinator, Service Hours Volunteer Coordinator, Team Rep Coordinator, Team Reps and Team Coaches; Smith Center Rink Manager.

**Preferred Qualifications:** Strong communication and organizational skills, working knowledge of Microsoft Word and Excel and email.

### Description/Summary of Duties:

- Ensure all home game ice slots are covered by official(s).
- Be willing to understand the Officials roster to find out who is comfortable officiating certain games
  - Not all officials are comfortable refereeing a Bantam game.
- Be willing to learn and work with the scheduling system
- Check the scheduling system often to ensure all ice slots are covered
- Track the hours the officials worked and submit those hours to the Association Treasurer
- Monitor and respond to emails
- Be available by cell phone or email in case a referee doesn't show up or a game is added/rescheduled
- Have knowledge of officiating requirements and keeping track that all officials scheduled have met those requirements
- Be aware and abide by the USA Hockey officials code of conduct

**Safety Officer**

**Time Commitment:** 1 to 2 Hours per week during season

**Training Required/Provided:** USA hockey training on concussion safety, sudden cardiac arrest, and SafeSport

**Other Individuals to Work With:** MYHA Board of Directors, Parents, Players, and Team Coaches

**Preferred Qualifications:** Strong communication and organizational skills

**Description/Summary of Duties:**

- Implement the important player safety initiative of USAH throughout the Association to teams, (concussion protocol, safe return to play, injury reporting, etc.)
- Serve as a conduit that distributes educational and awareness player safety information from the national office, via the Affiliate Safety Representative to the teams (nutrition information, CPR, AED, facility safety plan/emergency evacuation plan, etc)
- Ensure there is a reporting structure in place for all athlete injuries and monitoring safe return to participation
- Promote the overall goal of increasing player safety through education, awareness, and training opportunities
- Ensure that all required training and educational topics are completed per USAH, WAHA, and State Laws by all members (administrator, coach, manager, parent, athlete, etc).
- Proper concussion awareness, management, and return to play.
- Ensure that each team's members are consistently reminded of the safety policies, procedures, programs and initiatives, and where the resources are located that support them (i.e. the USA Hockey and/or the Association's website Safety page).
- Maintain focus on the importance of reporting ice hockey concussions, as well as the importance of a complete recovery. Be a resource for all members of the Association and support and champion all opportunities to increase reporting and appropriate return to play.
- Communicate effectively and efficiently with Affiliate leadership (WAHA Player Safety Committee Regional member), and association leadership and members.

**Culture Education Liaison/Leader (CEL)**

**Time Commitment:** 1 to 2 Hours per week during season

**Training Required/Provided:** WAHA website training regarding Positive Coaching Alliance (PCA)

**Other Individuals to Work With:** MYHA Board of Directors, Parents, Players, and Team Coaches

**Preferred Qualifications:** Strong communication and organizational skills

**Description/Summary of Duties:**

- To be the local point of contact with WAHA
- Person who ensures that USAH Codes of Conduct are reviewed and signed by coaches, players, parents, association officers
- Person or leads or assists the pre-season, during the season, and postseason education of the hockey association stakeholders (coaches, players, officials, parents, and association leaders)
- Person who would become familiar with PCA and their resources, including the PCA resource center, and who would attend or designate people to attend PCA trainings
- Point of Contact to receive PCA resources and person who makes sure that these resources are shared in a productive manner with the pertinent stakeholders
- Person who would work with association and arena managers to establish, post, and announce spectator behavior expectations
- Person who would act as the association culture keeper and who would recruit others to do be culture keepers – those who promote and model positive words and actions

## Introduction to Hockey Coordinator

**Time Commitment:** Approximately 20 hrs per session (Summer / Fall / Winter).

**Training Required/Provided:** In-house from MYHA President, Youth Coordinator, ACE Coordinator, and previous Intro to hockey Coordinator

**Other Individuals to Work With:** MYHA President, Smith Center Rink Manager, Ice Scheduler, Equipment Manager, Webmaster, and Youth Recruitment coordinator

### Preferred Qualifications:

- Strong communication and organizational skills
- SafeSport certification
- Skating skills required to run drills

### Description/Summary of Duties:

- Attend on ice practices and coordinate all activities for each practice
- Work with Smith Center Rink manager to schedule practices for each session at least 2 months in advance
- Coordinate the creation of the registration with the Web Master and have website updated with latest information
- Schedule equipment fitting times and returns with Equipment manager
- Coordinate the marketing effort for each session with Youth recruitment coordinator
- Schedule and lead a parent meeting prior to each session
- Send and handle all communications with parents related to Intro to hockey session
- Implement standard practice plans for each session
- Coordinate on-ice coaches throughout the session to maintain proper coaching coverage for practices
- Recruit parent volunteers, MYHA coaches, and paid high school aged temp workers when needed
- Work with Equipment manager for any equipment issues

## **Team Rep Coordinator**

**Time Commitment:** 3-5 hours per week in the start of the season, 1-2 hours from November to March

**Training Required/Provided:** In house training, Excel spreadsheet, Google calendar & drive

**Other Individuals to Work With:** MYHA's Ice Scheduler, Treasurer, Smith Center Rink Manager, Team Reps at each level

### **Preferred Qualifications:**

- Strong communication and organizational skills
- Working knowledge of Google Drive/Sheets/Docs

### **Description/Summary of Duties:**

The Team Rep Coordinator is responsible for training, assisting and communicating with all of the team representatives/managers that are appointed at each level for the season. The team rep position is an extremely important job within this organization and there are many tasks that need to be completed for the organization to run well.

The Team Rep Coordinator should have at least one year experience as a Team Rep on a traveling team (Squirt-Bantam level) as they will need to help new team reps learn to schedule games, officials, tournaments, and many other tasks that would be difficult to navigate if they have not had this experience themselves.

The Team Rep Coordinator is in charge of ensuring that the Team Rep Binders that are used by each rep throughout the season are updated and filled with everything they will need for the season. There will also be an electronic scheduling template you can share with reps if they'd like to see an example or use it for their own purposes for the season. Following the seasonal binder updates, the Team Rep Coordinator will issue a Team Rep Binder to each rep at the start of the season by either an all rep meeting held in the evening at the rink or on an individual basis. At that time, the Team Rep Coordinator will walk each rep through the binder and offer a brief training on the contents of the binder. (You will also be trained by the previous Team Rep Coordinator should you need it). After that initial meeting, most of the communication amongst the team reps is done via group email.

Items given to each Team Rep by the Coordinator:

- White binder to keep all documents together
  - o Team Rep Training Binder
  - o Labels for Fall Scheduling Meeting
  - o Labels for Scoresheets
  - o Google Sheets Scheduling Template
- First Aid Kit (1 per team)

## **Team Rep / Manager**

**Time Commitment:** 1 to 2 Hours per week

**Training Required/Provided:** In-House Training

### **Description/Summary of Duties:**

- The Team Rep/Manager is responsible for all aspects of running the team that are not associated with the training, coaching, and performance of the skaters which are the duties of the coaches. This includes scheduling practices/games/events, assigning game day duties, carrying all team documentation, registering for tournaments, etc.
- This can be one of the most rewarding jobs in the organization. A Team Rep should be a good communicator (both written and oral), make themselves available to the parents and coaches, and be organized. They must also serve as ambassadors for the club while traveling and scheduling games, etc. as they are often the only point of contact at tournaments and with opponents (in addition to the coaches).
- This can be a lot of tasks for one person – feel free to recruit a co-rep/manager or another parent to help with tournaments, party planning, off ice duties. It is not recommended to split the duties of scheduling games/refs – one person should take care of both those items to reduce confusion and possible miscommunication
- Communicate with your Head Coach often. The Head Coach should definitely have a “say” in who the Team Rep is, because they need to work with them and rely on them for the 5 month season. The MYHA board will be involved with this decision as well. Meet with the coaches early in the season to establish who will do what communicating and when. Be the coaching staff’s eyes and ears while they are on the ice. Alert them of any issues they need to be aware of and be available to field questions/concerns from the parents. Act as and become the "buffer" when needed between coaches and parents so the coaches can concentrate on coaching.

## Tournament Coordinator

**Time Commitment:** Non-Sanctioned Tournament - 1 month prior to start of season, then 8 weeks prior to tournament, 3 to 10 hours per week; WAHA State Tournament - 8 weeks prior to tournament start, 3 to 10 hours per week.

**Training Required/Provided:** In-house previous tournament coordinator and WAHA State

Tournament Director handbook found at [www.waha-hockey.com](http://www.waha-hockey.com), Resources, Association Resources, Forms, and Instructions.

**Other Individuals to Work With:** MYHA President, Treasurer, Ice Scheduler, Concessions Manager, Service Hours Volunteer Coordinator; Smith Center Rink Manager.

### Preferred Qualifications:

- Strong communication and organizational skills.
- Working knowledge of Microsoft Word, Publisher, and Excel.

### Description/Summary of Duties:

Position includes almost all aspects of running the tournament. Duties include but are not limited to the following:

- Create Tournament Registration form if non-sanctioned tournament.
- Purchase Ice time, if needed.
- Purchase trophies and participant awards for non-sanctioned tournaments
- Request Patches (provided by USA hockey)
- Patches needed for Zero, Hat Trick, and Playmaker

Coordinate the following:

- Concessions
  - Special menu for the tournament
- Rink Cleaning
  - Night before event, first night, and after final game
- Raffle baskets
  - Team Donations
  - Solicit Donations from all Squirt, Peewee and Bantam Teams
- Pictures – outside vendor
- T-shirts – outside vendor
- New puck for each game
  - These need to be on ice 24 hours prior to the first game
- Once the tournament participants have been established
  - MYHA Tournament Coordinator
  - Request Team Roster from Team Reps
  - Contact information of the coach/parent coordinator
  - Request high resolution team logo
  - Send map to rink, suggest places to eat/visit
  - Assure that teams have a hotel to stay at or help find one
  - Purchase or make parent gifts
  - Make player goody bags
  - Make visiting team banners
  - Decorate the rink
- Create Tournament Program

- See program created by Barb Rosten for 2017 U18 State Tournament
- Include team roster (check player spelling), logos, and bracket
- Print at least one for each player plus an additional 30% more
- For the rink
  - Post a poster size version of the tournament bracket
  - Post rules in key locations
  - Ice Rules/Regulations to place in the score box
- Create a Volunteer Schedule – MYHA Service Hours Volunteer Coordinator can assist
  - Suggested positions
    - Score Box (1), PA system (1), Penalty Box (2), Clock, Runner, Decorating rink,
- Raffle, bake sale or any other fundraisers, registration, locker rooms, runner/cleaner, etc.
- Day of tournament
  - Check in teams
  - Verify USA hockey registrations (this can be done prior to the tournament)
  - Distribute parent gifts
  - Review/update locker room assignment
  - Designate Home/Away teams
  - Score right away
  - Review and determine Zero, Hat Trick, and Playmaker patches prior to team's last game of the tournament
  - Hand out trophies, participation awards, and patches

Note: WAHA State Tournament – Follow WAHA State Tournament Director Handbook



## Hockey Development Committee Representative

**Time Commitment:** 3-5 hours per month during the regular hockey season.

**Training Required/Provided:** USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

**Other Individuals to Work With:** MYHA Board of Directors, ACE Coordinator Coaches and Parents

### Preferred Qualifications:

- MYHA member in good standing
- A deep concern about the personal, mental, and physical well-being of youth skaters in the Merrill Hockey Association
- A desire to impart a level of equality and fairness within MYHA befitting of a strong, growing organization
- High personal moral code
- Ability to listen impartially to other's opinions and act in the best interest of others in the decision- making process
- Strong group dynamic skills
- Rational and level headed approach to decision making
- To ensure that all MYHA stakeholder groups are fully represented on the committee
  - Parent representatives to the committee will not hold concurrent roles as MYHA coaches
  - Coach representatives to the committee will not hold concurrent roles as MYHA board members
  - Board member representatives to the committee will not hold concurrent roles as coaches. If there are not enough willing non-coach board members to fill the role, a coach board member may be considered.

### Description/Summary of Duties:

Individuals will serve one-year terms, renewable by election at the MYHA Spring meeting (for parent representatives to the committee), vote of the Board of Directors (for board member representatives to the committee) or MYHA coaches (for coach representatives to committee). Individuals will represent parent, board member, or coach stakeholders in decision making. Committee members will evaluate and approve or decline applications for MYHA coaching positions, will devise and vote to approve the procedures for tryouts and team selection, will organize intermittent training opportunities for coaches, and will hear and render decisions on appeals for coaching decisions and for disciplinary referrals.

## **Webmaster**

**Time Commitment:** Varies. Beginning of the season, more time then mid to end of season.

**Training Required/Provided:** Previous Webmaster

**Other Individuals to Work With:** MYHA Exec Board, Board Members, Ice Scheduler, Coordinators

**Preferred Qualifications:**

- Strong communication and organizational skills.
- Working knowledge of website programs

**Description/Summary of Duties:**

- Update and maintain the website as requests are received.

**July/August/September**

- Work with MYHA Ice Scheduler in adding practice times to the season calendar

**Early October**

- Set-up Team Reps with access to the appropriate areas needed to maintain/update their team's page throughout the season.

## **Position: Warm-up and Fanwear Coordinator**

**Time Commitment:** 25 hours; late summer, pre-season & early-mid season.

**Training Required/Provided:** In house training from previous Fanwear Coordinator and Treasurer.

**Other Individuals to Work With:** MYHA Exec BOD or Board of Directors for approval of selected items, Secretary, Treasurer, Webmaster, Concessions Manager, Fanwear Vendor(s) and Smith Center Rink Manager

### **Preferred Qualifications:**

- Strong communication and organizational skills.
- Working knowledge of Microsoft Word and Excel.

### **Description/Summary of Duties:**

- Warm-ups / Work with the Treasurer to order warm-ups for players and coaches.
- Fanwear / Only use vendor(s) that will provide a commission from our sales and offer name brand/great quality clothing.

### **Mid-summer:**

- Determine which small items will need to be ordered to sell in Concessions (helmet stickers, window decals, beanies/winter hats, baseball hats).
- Schedule meetings with vendors to select items to sell in our online store.
- Select dates the online store will be open. Decide if you'd like to offer 2 separate sales—one in early October and one in November.

### **Pre-Season/Week of Knock the Rust Off:**

- Ask the Secretary to send an email to the association with details of order dates. Include flyers provided by vendors.
- Ask the Webmaster to post on our website.
- If possible, obtain samples from vendors to include in the rink lobby during Knock the Rust Off.
- Send a reminder email 2 days before final orders are due.

Pick up order(s) from Vendor OR have shipped to your home and sort. Coordinate time(s) for customers to pick up their orders at the rink. Send emails to them notifying them their order has arrived and when they can pick up.

## Youth Marketing – Recruitment Coordinator

**Time Commitment:** Coordination of various outreach and marketing events year-round, with a focus on Introduction to hockey events, try hockey for free day, and school visits to the rink. The school visit will require two full days during the business week, dates dependent on school.

**Training Required/Provided:** In house training from and coordination with MYHA president and prior Youth Marketing - Recruitment Coordinator.

**Other Individuals to Work With:** Vice President, Secretary, Intro to Hockey Coordinator, Treasurer and Webmaster.

### Preferred Qualifications:

- Strong communication and organizational skills
- Working knowledge of Microsoft Word and Excel.
- Commitment to help families get started in youth hockey.

### Description/Summary of Duties:

- Key point of contact and coordinator for any MYHA initiatives that involve the recruitment of new skaters to the organization.
- Coordinate table related to hockey for school supply drop-off at CEPS
  - Advertise and manage outdoor signs for Intro to hockey and MYHA registration
  - Help respond to questions from website from potential families
  - Outreach to different towns / elementary schools within MYHA district
- Liaison between Introduction to hockey Coordinator and families to help transition youngsters into the MYHA U6 and U8 programs
- Manage the November Try Hockey Free event
- Coordinate all youth marketing for Introduction to hockey and MYHA registration
  - Outdoor signage
  - School messages through MAPS
  - Facebook, etc.

## **APPENDIX 2: Code of Conduct, Formal Complaints, and Review Procedures**

### **1. Purpose**

The Disciplinary Guidelines & Procedures of the Merrill Youth Hockey Association (MYHA) exists to uphold the values of sportsmanship, respect, player safety, and fair play. It addresses violations of MYHA policies, the USA Hockey Code of Conduct, and all team and league rules.

### **2. Scope of Authority**

The MYHA Board may review incidents involving, but not limited to:

- Player misconduct (on/off-ice)
- Parent/spectator misconduct
- Coach or team staff violations
- Bullying, harassment, or hazing
- Abuse of officials or unsafe play
- Violations of MYHA or USA Hockey rules

### **3. Reporting an Incident**

**Who Can Report:**

Players, coaches, parents, referees, team staff, or board members.

**How to Report:**

- Use the MYHA Incident Submission Form (available online and at rink office)
- Submit to: [incidentreport@merrillhockey.com](mailto:incidentreport@merrillhockey.com)
- Report must include:
  - Name(s) of involved party(ies)
  - Date, time, and location of the incident
  - Detailed description
  - Names/contact info of any witnesses

**Deadline:** Reports should be submitted within 7 days of the incident.

Reports will be initially reviewed by the MYHA officers to determine the next step.

### **4. Investigation Procedure**

Upon receiving a report, the MYHA officers will:

1. **Acknowledgment:** Confirm receipt within 48 hours.
2. **Review:** MYHA Officers will perform an initial review to determine next course of action.
3. **Gathering Info:** Interview involved parties and review available evidence (video, referee report, etc.).
4. **Determine Action:** MYHA board votes on outcome and appropriate disciplinary measures or if a formal hearing is required.

### **5. Disciplinary Hearing (if required)**

A formal hearing may be convened when:

- There is disagreement about facts
- Multiple parties are involved
- Suspension or expulsion is being considered

**Process:**

- Notice of hearing with at least 72 hours' advance warning
- Involved parties may bring a support person but not legal counsel
- Decision rendered by majority vote of MYHA board are final

## 6. Possible Sanctions

Please refer to MYHA Handbook for level of violation and corresponding disciplinary action.

*All sanctions will be consistent with USA Hockey and WAHA (Wisconsin Amateur Hockey Association) regulations.*

## 7. Confidentiality & Record Keeping

- All proceedings are confidential.
- Records will be retained securely by MYHA for a minimum of 3 years.
- Only officers of MYHA personnel may access disciplinary records.

## 8. Committee Ethics & Conflict of Interest

- No member may vote or participate in any case involving their own team, child, or personal affiliations.
- Members must act impartially and maintain confidentiality at all times.

## 9. Annual Review & Updates

These guidelines will be reviewed annually by the MYHA Board. Updates will be made as needed to comply with USA Hockey, WAHA, or MYHA policy changes.

**MERRILL AREA YOUTH HOCKEY DISCIPLINARY COMMITTEE INCIDENT SUBMISSION FORM**

Please adhere to the 24hr rule located in the MYHA handbook

**Submitter Information**

(Your contact information will remain confidential within the committee.)

- Full Name: \_\_\_\_\_
- Role (Coach, Parent, Player, Official, Other): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

**Incident Details**

- Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Time of Incident (if known): \_\_\_\_\_
- Location (Arena/Rink/Facility): \_\_\_\_\_
- Teams Involved (if applicable): \_\_\_\_\_

**Individuals Involved**

1. Name: \_\_\_\_\_ | Role: \_\_\_\_\_
2. Name: \_\_\_\_\_ | Role: \_\_\_\_\_
3. Additional individuals involved (if any): \_\_\_\_\_

**Description of Incident**

(Please provide a detailed description of what occurred, including events leading up to the incident, the behavior in question, and any actions taken at the time.)

(Attach additional pages if needed.)

**Witnesses**

(Include names and contact information, if known.)

**Supporting Documentation**

- ☐ Video Evidence
- ☐ Written Statements
- ☐ Screenshots (texts, social media, etc.)
- ☐ Other: \_\_\_\_\_

(Please attach any relevant files or documents when submitting this form.)

**Desired Outcome or Action Requested**

(Optional – what resolution or disciplinary action are you seeking, if any?)

**Acknowledgment**

I affirm that the information provided in this form is accurate to the best of my knowledge and submitted in good faith for review by the Merrill Youth Hockey Disciplinary Committee.

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

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

## **Players Code of Conduct**

It is the philosophy of Merrill Youth Hockey Association (MYHA) to promote the advancement of youth athletics through hockey by developing teamwork, sportsmanship, respect and camaraderie while enhancing hockey skill, social development and competition. To support this philosophy, all players and parents/guardians are expected to maintain and demonstrate these attributes not only on the ice, but at all times during their association with MYHA.

The Board of Directors has therefore adopted the Player Code of Conduct: Violations should be reported to the MYHA Board via the incident submission form found on the Merrill Hockey Website and email to [incidentreport@merrillhockey.com](mailto:incidentreport@merrillhockey.com). All players are expected to display a positive attitude and conduct themselves in a sportsmanlike manner while attending practices, games, and any other MYHA events.

### **Level 1 Violations may include but are not limited to:**

1. Players will not bully, use profanity, taunt, make derogatory remarks or display obscene or offensive behavior toward players, coaches or officials on or off the ice.
2. Players will not be disruptive during practices, games in the locker room and on ice rink premises.
3. Players will not (show contempt, disdain, lack of civility, or disrespect) toward teammates, coaches, parents, opponents, rink staff, hotel staff and fans.
4. Players will follow team rules and the direction of coaches promptly and without complaint.
5. Players will attend all games and practices. If unable to attend, the player will notify the coach and team manager in advance.

### **A Level 1 Code of Conduct violation may result in the following:**

- First Offense: up to one (1) period suspension
- Second Offense: up to 1 game suspension
- Third Offense: up to two (2) or more game suspension. This is subject to the decision of the MYHA Board.

### **Level 2 Violations may include but are not limited to:**

1. Players will not abuse or damage equipment or rink facilities at home games, away games or tournaments. Players will be held financially responsible for repair or replacement costs at the discretion of the rink management.
2. Players will not steal personal belongings of another player, coach, fan, rink staff or competitor.
3. Players will not fight or display abusive or harassing behavior or bully.
4. Players will not display chronic or severe insubordination
5. Possession of pornography or obscene materials are prohibited. Inappropriate or gestures/lewd behavior is prohibited.
6. Gambling
7. Other behavior deemed unbecoming of an MYHA member
8. Repeated violations of Level 1 rules.

### **A Level 2 Code of Conduct violation may result in the following:**

- First Offense: up to 1 game suspension
- Second Offense: up to a three (3) game suspension
- Third Offense: the incident will be reported to the Board of Directors who will review the incident and determine the appropriate action. Such action may include but is not limited to further suspension or expulsion from MYHA. This is subject to the decision of the discipline committee.

### **Level 3 violations may include but are not limited to:**

1. Possession, sale, or intent to distribute alcohol, tobacco, controlled or illegal substances, unprescribed medication or inhalants
2. Possession of weapons, including look-alikes



3. Possession of fireworks, explosive devices, or any accelerant
4. Possession of drug paraphernalia
5. Sexual assault or the threat of sexual assault
6. Physical assault or the threat of physical assault
7. Making bomb threats
8. Intentional false fire alarm
9. Igniting any material on ice rink premises
10. Felony theft
11. Serious verbal threats, significant harassment, or bullying
12. Other behavior deemed unbecoming of an MYHA member
13. Gang related expression, communication or activity
14. Repeated violations of Level 2 rules

**A Level 3 Code of Conduct violation will result in immediate suspension until the Board of Directors determine appropriate disciplinary action at its next regularly scheduled meeting.** The player's parents/guardian will be notified immediately by the appropriate Division Director, ACE Coordinator, coach or other appropriate member of the Board of Directors. As soon as reasonably possible, a meeting will be scheduled to investigate the Code of Conduct violation with the player, parents/guardians, coach(es) appropriate Division Director and ACE Coordinator, as appropriate, to investigate and discuss the reported conduct. A Level 3 Code of Conduct violation may result in suspension from 1 or more games, up to and including the remainder of the season or any other action deemed appropriate by the Board of Directors. Reinstatement for the remainder of the season or for the next season must be approved by the Board of Directors before the player rejoins his/her team for practices and games or prior to the player attending any MYHA activity. No membership fees will be refunded. The Board of Directors reserves the right to permanently suspend or expel a player from any further participation in MYHA activities.

\*Any player, parent/guardian, coach, or team representative may bring forth to the MYHA Board any incident or behavior by a player, parent/guardian or coach which they believe does not support the philosophy of MYHA via incident reporting form found on the Merrill Hockey Website and email to [incidentreport@merrillhockey.com](mailto:incidentreport@merrillhockey.com).

## Parent / Guardian Expectations

All parents/ guardians are expected to display a positive attitude and conduct themselves in a sportsmanlike manner while attending practices, games, and any other MYHA event.

Guide for Responsible Sports Parents:

1. Early and positive contact with the coach will start the season off on a positive note. Meeting the coach early in a positive manner will make future conversations easier should any problems arise
2. 24 Hour Rule - wait 24 hours to approach a coach or appropriate Division Director if you are upset about a situation on or off the ice. Waiting for emotions to subside will result in a more productive conversation. This includes any social media posts or comments.
3. Don't put the player in the middle - don't voice disapproval of a coach or teammates with your child present. This puts your child in the middle and will have a negative effect on team morale. When you support a coach, it is easier for your skater to put forth maximum effort. If you feel that a coach is mishandling a situation, don't tell it to your child. Take it up discreetly with the coach or appropriate Division Director.
4. Allow coaches to fulfill their duties under their coaches conduct agreement.
5. Remember that coaches and managers are volunteers - assistance is welcomed and appreciated offer to help whenever you can.
6. Respect on ice officials before, during and after games.
7. Parent/ guardian behavior should be a good example for your skater to follow.
8. Discuss the Player Code of Conduct with your player.
9. Remember that MYHA is a Fair Play Association. All children will be allowed to play all games as described in the Fair Play provision. Please review, support and discuss with your child what this means. (See MYHA website for full provision)
10. Any concerns regarding play opportunities should be first brought to the attention of the coaches involved. If needed, the Coaches Committee may be included. If deemed necessary, the issue may be addressed at the level of the Board of Directors.

\*Any player, parent/guardian, coach, or team representative may bring forth to the MYHA Board any incident or behavior by a player, parent/guardian or coach which they believe does not support the philosophy of MYHA.

You may fill out the incident submission form found in the handbook or on the website and email to [incidentreport@merrillhockey.com](mailto:incidentreport@merrillhockey.com). All acts are subject to interpretation and analysis by the MYHA Board.

All suspensions will be served at the next regularly scheduled game, scrimmage, or tournament. When suspended from a game, the player is also suspended from practice.

Repeated and/or dangerous actions may be referred to the Board of Directors for accelerated discipline which may range from suspension for the remainder of the season to permanent suspension.

## Coaches Code of Conduct

The primary function of coaching is to teach all aspects of the sport of hockey including fun, skills and knowledge—as stated In the USA Hockey Coaches Code of Conduct.

1. Must have a valid USA Hockey registration
2. Must have valid and qualified WAHA coaching registration and knowledge
3. Will honor [USA Hockey's Zero Tolerance Policy](#)
4. Will honor the [USA Hockey's Coaches Code of Ethics](#)
5. Will honor [USA Hockey's Sexual and Abuse and SafeSport Handbook](#) -
6. Will emphasize the importance of respect, effort, competition and player development.
7. Will treat MYHA and opposing teams, coaches, parents, players and spectators with respect.
8. Parents should bring concerns regarding play opportunities to the attention of the coaches involved first. If needed, the Hockey Committee may be included. If deemed necessary, the issue may be addressed at the level of the Board of Directors.
9. May not cancel, schedule or reschedule games without consulting the Game Scheduler unless extenuating circumstances.

\*Any player, parent/guardian, coach, or team representative may bring forth to the MYHA Board via the incident submission form emailed to [incidentreport@merrillhockey.com](mailto:incidentreport@merrillhockey.com) any incident or behavior by a player, parent/guardian or coach which they believe does not support the philosophy of MYHA. This form is located on the MYHA website or can be found in the handbook.

\*Concerns and complaints will be handled in the following manner with emphasis on resolving the conflict at the lowest possible step:

Step 1: At the coach level, a PRIVATE discussion.

Step 2: At the MYHA Board level, by submitting the incident submission form and sending to [incidentreport@merrillhockey.com](mailto:incidentreport@merrillhockey.com)

\*If a complaint is found to need action by the MYHA board, all parties involved will be notified.

\*Any/all reports of violations received, may be subject to law enforcement involvement when/if deemed necessary.

\*MYHA reserves the right to apply the “Common Sense Rule” to any actions by players, coaches, parents, spectators and club administration that may not be specifically addressed by the Code of Conduct.

By signing below, I agree to adhere to the MYHA Coaches Code of Conduct Policy:

Coach Name Printed: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

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

## APPENDIX 3: Bylaws of the Merrill Youth Hockey Association

Adoption Date: 1985

(Amended: June 2022)

### ARTICLE I. **NAME**

SECTION I. This organization shall be known as the Merrill Youth Hockey Association, Inc., known as MYHA, and is incorporated under laws of the State of Wisconsin without stock and not for profit.

### ARTICLE II. **PURPOSE**

The purpose of the Merrill Youth Hockey Association shall be:

1. to develop an ice hockey program for youth in the Merrill area.
2. to promote the sport of ice hockey in the Merrill area as a healthful, fun form of recreation,
3. to develop and prepare those players that aspire to play at the high school level and beyond.
4. shall be to maintain a balance of financial viability and long-term sustainability.

### ARTICLE III. **MEMBERSHIP**

SECTION 1. The membership of Merrill Youth Hockey Association shall consist of players and their families along with those with an interest in the betterment of the sport of ice hockey.

SECTION 2. Voting membership shall consist of two parents and/or legal guardians per players' family. Parents/and or guardians of player(s) that have been released during that voting term due to declaration of "no team" are eligible to vote in the general election. Active board members and coaches of Merrill Youth Hockey if not a parent/or legal guardian are eligible to cast (1) vote in the general election.

SECTION 3. Annual membership shall commence with full payment of the player registration fees. All memberships must be paid in full by December 31st of the current registration year.

SECTION 4. The Merrill Youth Hockey Association, Inc. shall maintain documented evidence of membership for each member upon receipt of the required annual registration fee.

SECTION 5. Conduct detrimental to the association may warrant expulsion as decided by the Board of Directors after written warning of conduct.

### ARTICLE IV. **DUES**

SECTION 1. Annual dues shall be established by the Board of Directors.

### ARTICLE V. **OFFICERS AND DIRECTORS**

- SECTION 1. The officers of the Association shall consist of the President, Vice President, Secretary, and the Treasurer, each of whom will be elected by the youth hockey association member. Refer to definition of member in ARTICLE III.
- SECTION 2. The Board of Directors of the Association shall consist of up to no more than 10 members elected at large.
- SECTION 3. The officers and at-large directors may consist of members of the Merrill Youth Hockey Association, Inc. or those voted in by members of the association during the general election.
- SECTION 4. The term of office for the Board of Directors and officers shall be two years commencing on the regularly scheduled March meeting of the current year. A total of ten(10) directors, and (4) officers will be elected using staggered two-year terms whereas five board members (5) are elected on a yearly basis, and two (2) officers on a yearly basis.
- SECTION 5. There shall be vested in the Board of Directors, the right and authority to transact any business, formulate policy, manage all property and funds, and supervise all activities of the Merrill Youth Hockey Association, Inc. subject to the Articles of Incorporation.
- SECTION 6. The Directors shall vote to fill all vacancies occurring on the Board of Directors of the Merrill Youth Hockey Association, Inc. until election for such office is held at the next annual election.
- SECTION 7. A quorum of the Board of directors (necessary to transact any business) shall consist of half of the members.
- SECTION 8. Board of Director Members shall attempt to attend all meetings. Board of Director Members will be replaced after missing three regular meetings a year without being excused by the President. April to April.
- SECTION 9. The Board shall appoint the chairman for all committees.

ARTICLE VI: **DUTIES OF THE OFFICERS**

- SECTION 1. President: Shall preside at all Board meetings of the association and the Board of Directors. Shall enforce all MYHA policies. Oversee all committees and special functions. Responsible for updating WAHA contact information, registering for state tournament bids, and adhere to all WAHA and USA Hockey written rules.
- SECTION 2. Vice President: In the absence of the President, shall exercise all of the function and duties of the President and shall be vested with all his/her powers.
- SECTION 3. Secretary: Shall keep, or cause to be kept, the minutes of the annual meeting, the meetings of the Board of Directors, as well as the general membership meetings. Shall have custody of all books and records of the Merrill Youth Hockey Association, Inc. except those of the Treasurer. Shall prepare an agenda for the annual meetings in conjunction with the President. Shall notify the Board of directors of all board meetings and shall notify the general membership of all regular membership meetings and the annual meeting.
- SECTION 4. Treasurer: Shall have custody of all funds of the Merrill Youth Hockey Association, Inc. and shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the Board of Directors. Shall submit, or cause to be submitted at each

regular meeting of the Merrill Youth Hockey Association, Inc. a report of complete financial conditions and at the annual meeting, submit a complete annual report of financial conditions. Shall validate payments as authorized by the Board of Directors. Shall assist in developing an annual estimated “ice bill” budget including practice time and home games. Shall create a line itemized budget for all ‘expected’ annual expenses, occurring each fiscal year from July 1st to June 30th. Any and all budgets shall require approval from the Board of Directors. Any deviations to the annual budget(s) shall require a majority vote from the Board of Directors.

SECTION 5. Officers: The Treasurer, one other officer, and the concession stand manager are to have signatory authority on the Merrill Youth Hockey Association, Inc. financial accounts.

## ARTICLE VII. **COMMITTEES**

All standing committees are for a full calendar year commitment, from May 1st through April 30th.

SECTION 1. Officers may serve on the committees. Special committees shall be appointed by the Board of Directors.

SECTION 2. Fundraising Committee: This committee shall direct the work of securing the necessary funds to maintain programs of the Merrill Youth Hockey Association, Inc. The committee shall maintain records, direct mailings, and acknowledge receipts from all donors. This committee shall work with team managers at each level to coordinate tournament fundraising.

SECTION 3. Recruiting Committee: This committee shall direct the work of securing new members and retaining current members.

SECTION 4. Hockey Development Committee: This committee is responsible for submitting all policy recommendations to the board concerning coaching philosophy, hockey training materials and equipment, and team selections. This committee should be no less than three (3) members total, and consist of members of the coaching staff and/or members of the association.

SECTION 5. Disciplinary Committee: This committee is responsible for enforcing all of the applicable policies and conduct required of all members and players of the association. The Committee will investigate and conduct a hearing if appropriate, concerning any major incident involving a spectator or parent and determine the appropriate disciplinary action. The Discipline Committee will be composed of three members from the board or members of the association.

## ARTICLE VIII. **COACHES**

SECTION 1. Coaches shall be nominated by the Hockey Development committee and ratified by the Board of directors.

SECTION 2. Coaches will work with the Hockey Development Committee in all aspects of developing our youth for hockey.

SECTION 3 Coaches will be required to meet all certification requirements of WAHA and USA Hockey and will be required to sign a Code of Conduct. Coaching fees required by WAHA and USA Hockey will be reimbursed by MYHA.

ARTICLE IX. **ELECTIONS OF DIRECTORS**

SECTION 1. Nominations will be open to all registered members of the association one month prior to elections.

SECTION 2. Elections will be held in February each year. Voting shall take place by secret ballot. The nominees receiving the greatest number of votes shall take office at the March board meeting of each year.

ARTICLE X. **MEETINGS**

SECTION 1. Merrill Youth Hockey Association, Inc. shall hold a minimum of six Board of Directors meetings and/or general membership meetings per year plus an annual meeting either in person or virtually.

SECTION 2. The annual meeting, place, date, and time of which shall be selected for the Board of Directors and notice given to all members of the Association. All board meetings will be held the 1st Sunday of each month unless a conflict arises and the President can reschedule.

SECTION 3. Special Meetings may be called by the President. At these meetings, only items on the provided agenda may be discussed and voted upon.

ARTICLE XI. **RULES OF ORDER**

SECTION 1. Robert's Rules of Order shall govern in all matters not covered by the constitution and By-laws.

SECTION 2. No amendment to the By-Laws shall be voted upon without having been brought up for discussion at one meeting and voted on at a subsequent meeting.

ARTICLE XIII. **LIABILITY**

SECTION 1. No officer or member shall be personally liable for any bills or obligations of the Merrill Youth Hockey Association, Inc. past or present, except for the payment of his/her own dues, unless convicted in a court of law.

SECTION 2. No officer or member of Merrill Youth Hockey Association, Inc. shall disperse any funds or monies in their keeping and belonging to Merrill Youth Hockey Association, Inc. Officers nor members can authorize such dispersal, nor incur any debt in the name of Merrill Youth Hockey Association, Inc. without authorization of the Board of Directors.

SECTION 3. No person shall use the name or official insignia of the Merrill Youth Hockey Association, Inc. without authorization of the Board of Directors.

**ARTICLE XIV. SPECIAL FUNCTIONS/APPOINTMENTS**

- SECTION 1.** Registrar: This member is responsible to help with online registration. Make sure coaches have their coaching card, coaching certificates, and background checks. This member is also responsible to supply any necessary information to WAHA and also email rosters to coaches and team managers.
- SECTION 2.** Ice Scheduler: This member shall work with coaches and coordinate all practice and game scheduling of the hockey program to ensure each competing team has an equal opportunity to use the rink facility. They shall communicate all practices including additions/cancellations to the city personnel, Treasurer, and President in a timely manner. They shall communicate all game additions/cancellations to the Officiating Manager, city personnel, Treasurer, and President in a timely manner.
- SECTION 3.** Officiating Manager: The member shall maintain a roster of qualified officials for the program. They will schedule adequate, qualified officials for each home game of the association as well as any WAHA playdown and State Tournament. They will also provide a list of all officials for payment of game fees to the Treasurer. Finally, they will attempt to recruit new officials.
- SECTION 4.** Website and/or Social Media Manager: This member shall be responsible for maintaining the MYHA website and/or social media pages. They will be in charge of granting access and permissions to specific website pages based upon individual roles within the association.
- SECTION 5.** Hockey Director: This member is responsible to help recruit and retain coaches. They shall see to it that all coaches have up-to-date certificates/cards. They are responsible to act as or designate tournament directors.
- SECTION 6.** Concessions Manager/DIBS Coordinator: This member shall be responsible for the management of concession sales/menu on and off season. They shall have the power to purchase goods and services necessary for the sale of concessions. They will provide a list of all events to be placed in the DIBS database to the Website Manager. They will be responsible for maintaining all necessary licenses and a list of qualified bartenders.
- SECTION 7.** Equipment Manager: This member shall have charge of coordinating selection and maintenance of all equipment purchased by Merrill Youth Hockey Association, Inc. including player equipment. They are responsible to keep and maintain an equipment log and collect/return rental deposits at the beginning and end of the season.
- SECTION 8.** Team Manager: Each team at all levels within MYHA will have a designated team manager. This member is responsible for scheduling the workers needed for the home games. They are to pass information from coaches to parents/members. Keep a binder of player documents necessary (code of conduct, birth certificate verification). Hand out/collect jerseys and provide player stickers for games. They are responsible for coordinating home team tournaments.

**ARTICLE XV. DISSOLUTION CLAUSE**

- SECTION 1.** In the event of dissolution of this corporation, or in the event that it shall cease to carry out any of its purposes, all funds and property of the corporation shall be distributed to



non-profit corporations with purposes similar to those set forth in Article II, that the Directors of this corporation may select, and in no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

## APPENDIX 4: CONCUSSION POLICY AND REPORTING

This policy applies to all WAHA affiliates, including MYHA, and is adapted from:

<https://www.wahahockey.com/page/show/7572898-concussion-and-safety-info>

### ***Concussion notification and removal from play***

Coaches must notify a parent or guardian and the MYHA ACE Coordinator when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to any practice (including off-ice activities) or competition. If a coach or parent suspects a player may have a concussion, that athlete shall be immediately removed from participation. The injured athlete shall be kept out of play until they are cleared to return by an appropriate health care provider. If the athlete has a concussion, that athlete shall never be allowed to return to activity (conditioning, practice or competition) that day. Athletes with a concussion shall never be allowed to return to activity while they still have symptoms. Whenever any individual is removed from participation for a concussion or exhibiting symptoms of a concussion, the MYHA ACE Coordinator must report it to the WAHA Region 2 Registrar using the WAHA Concussion Reporting Form:

<https://form.jotform.com/200587181766058>. The WAHA Region 2 registrar contact information is here: <https://www.wahahockey.com/page/show/7306185-region-2>

### ***Return to play***

Current recommendations are for a 5-step progression return to play program. To resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations related to the concussion. Finally, the athlete must have clearance from an appropriate health care provider. The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion. The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging.

STEP TWO: More strenuous running and sprinting in the gym or field without equipment.

STEP THREE: Begin non-contact drills in full uniform. May also resume weightlifting.

STEP FOUR: Full practice with contact.

STEP FIVE: Full game clearance.

Before any individual who has been removed from participation for a concussion or exhibiting symptoms of a concussion, they must be cleared by a medical professional and a USA Hockey Return to Play Form must be filled out completely and signed by all required individuals.

The form is available here:

<https://scripts.wahahockey.com/scripts/Forms/USAH%20Return%20to%20Play%20Form%206-20-19.pdf>

Once completed, the form should be sent to the MYHA ACE Coordinator, who will send it to the WAHA Region 2 Registrar.