
SOUTH ST. PAUL YOUTH HOCKEY ASSOCIATION

Policy Manual



AUGUST 28, 2019

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I. General Information

This manual has been drawn up as a guide for South St. Paul Youth Hockey Association (“SSPYHA”). The purpose of the manual is not only to outline the suggested philosophy of SSPYHA, but also to give general information on the total program. The objective of the manual is to be a useful resource to both those members who have been in our program for some time and an introduction to those members who are new to our program.

A. Philosophy

The purpose of SSPYHA is to teach the fundamental skills of hockey. The goal of SSPYHA is to educate youth about the game of hockey, to develop individual and team skills, to give each player the opportunity to participate to the best of his/her ability and to promote good sportsmanship and fair play.

B. Membership Guidelines

The requirements for membership in SSPYHA are as follows:

1. Membership in the SSPYHA shall be open to all residents of the City of South St. Paul, Minnesota.
2. In cases where a player lives outside the City of South St. Paul but has a parent who is a resident of South St. Paul and that parent has legal or joint physical custody, such player and his/her parent shall be eligible for membership.
3. Membership shall be in effect for each family when such family has a player(s) registered in the program. There will be one membership per family regardless of the number of players registered. Persons wishing to obtain membership, who do not have players registered in the program, may do so by providing a minimum of twenty (20) hours of volunteer service per fiscal year (7/1-6/30). The Secretary of the Board shall maintain a complete and up to date register of all members.
4. Waivers for a player to leave or enter SSPYHA are subject to the approval of the SSPYHA Board of Directors. The SSPYHA waiver policy is intended to align with MN Hockey’s philosophy of community-based hockey. Players are to participate on teams from the community of their school attendance or parent(s) or legal guardian(s) residence based on MN Hockey’s membership policy. SSPYHA strongly supports this philosophy. As such, the SSPYHA policy is to deny all waivers to another association with the exception of players who have transferred to a school outside of the SSP school attendance area, within the guidelines of MN State High School League transfer rule. Waivers from another association for reasons other than school attendance are only accepted by vote of SSPYHA board. Exceptions can be made by the President if players are needed to fill out a team. A player shall also receive a waiver if he or she has established a level of play in SSP that SSPYHA is not offering. Requests for a waiver must be submitted in writing to the SSPYHA President prior to the beginning of tryouts. The SSPYHA President, in consultation with District 8, will decide all waivers. Once tryouts begin, all waivers, regardless of the circumstances, will be denied.

II. Governing Bodies

A. USA Hockey

The national governing body for amateur hockey in the United States.

B. MAHA (Minnesota Amateur Hockey Association).

The SSPYHA Board of Directors appoints a representative who attends meetings of and is a voting member of District VIII of MAHA.

C. SSPYHA Board of Directors

The Board of Directors is the administrative body of SSPYHA.

1. Board of Directors

- a. Authority to govern this organization resides in the "Board of Directors" (the Board), consisting of a President, Vice President, Secretary, Treasurer and directors.

2. Election to the Board

- a. The Board election meeting is a general membership meeting held in February to elect officers and directors for a term to the Board, as so specified in the by-laws of the organization.

3. Meetings of the Board

- a. A monthly general membership meeting will be held on the second Wednesday of each month at 7:00 p.m. at the SSPYHA office. In the months of May, June, and July, these general membership meetings will begin at 8:00 p.m. This meeting is open to the general membership and is held to conduct the business of SSPYHA. All members are encouraged to attend this meeting so as to maintain communications between themselves and the Board and to provide new input and ideas for the benefit of the program.
- b. A monthly Board meeting will be held on the fourth Wednesday of each month at 7:00 p.m. at the SSPYHA office. In the months of May, June, and July, these Board meetings will begin at 8:00 p.m. This meeting will be a non-voting workshop. The Board reserves the right to close the meeting at their discretion.

III. Registration

A. Annual Sign-Up

1. Registration for SSPYHA will be held in the late summer/early fall at the annual sign up. Publicity of the SSPYHA annual sign-up will take place in newspapers, schools, and the association newsletter in advance of the registration date to ensure that all interested families are well informed. Members should report any changes of address to the SSPYHA Registrar to ensure that SSPYHA mailings are sent to correct address.

B. Fees and Assessments

1. The registration fee for SSPYHA is based on projected operating costs for the upcoming year. The registration fee will be paid at the time of annual sign-up. Jr. Gold registration fees are due at their sign-up (immediately following high school tryouts). A late fee may be imposed to all participants registering after the last publicized sign-up date.

C. Team Fees

1. All teams (Squirts through Jr. Gold) will be assessed additional fees, which will be paid, in prescribed installments. These additional fees must be paid by tryouts. If fees are not received by such dates, participant will not be allowed to tryout.

D. Refund Policies

1. Season Refunds: (A, B or C Traveling) All refunds are subject to a cancellation fee if issued before the season starts. **Once the season begins there will be no refunds.** The start of the season for refund purposes is defined as November 1. The only exception will be for verified medical reasons or if a player makes a high school team.
 - a. Medical refunds will be prorated based on the expended ice time and fixed costs incurred up to the time of termination. Players will qualify for the refund if their injury or medical condition causes them to miss six or more consecutive weeks of the regular season practice and game play. Playoffs and end of the year tournaments do not qualify for the regular season. Requests for a medical refund must be submitted in writing to the Treasurer for consideration.
2. Past Due Accounts
 - a. Any member or immediate family of a member who:
 - 1.) has any account past due or owing any money to SSPHYA
 - 2.) has more than once remitted a check, share draft, or any **other** payment instrument to SSPYHA, which was returned because of insufficient funds
 - 3.) has remitted a check, share draft, or any other payment instrument drawn upon a closed account, shall be required to pay all past due amounts and all fees and other charges for the upcoming season in full at the time of registration. Payments must be made by cash, certified check, cashier's check, or money order. No member or immediate family of a member will be deemed registered prior to full payment of all amounts, and will not be permitted to attend try outs, obtain equipment or clothing, or be assigned to any SSPYHA team.
 - b. The process for obtaining lack of payment will be as follows:
 - 1.) Notification in writing to the responsible party that a payment was not made by the due date of any payment month.
 - 2.) After second lack of payment, the responsible billing party will be notified in writing, and given a due date for payment of any past due accounts.
 - 3.) After a third lack of payment, or failure to pay the second lack of payment by the due date, will result in the registered player, whose account is past due, being removed from the ice. This player will be considered ineligible and not be allowed to practice or play in any games. The player will remain ineligible to practice and play until the account is paid in full. If this happens, any subsequent lack of payment issues will automatically result in the registered player being deemed ineligible and not allowed to practice or play without prior warning.

IV. Structure of Teams

A. Player Level Guidelines

1. Boys

- a. Age (as of 7/1 of the current Age (as of 7/1 of the current year) required to participate at year) required to participate at the following levels:
 - 1) In house 4 – 8
 - 2) Squirts 9 – 10
 - 3) PeeWees 11 – 12
 - 4) Bantams 13 – 14
 - 5) Jr. Gold 15 – 16
- b. Boys who are 8 years old as of July 1 of the current playing season will be allowed to tryout at the squirt level, subject to the number of 9 & 10 year old players following registration.

2. Girls

- a. Age (as of 7/1 of the current Age (as of 7/1 of the current year) required to participate at year) required to participate at the following levels:
 - 1) 10 and under
 - 2) 12 and under
 - 3) 14 and under
 - 4) 16 and under

B. Move Up Policy

The South St. Paul Youth Hockey Association enforces a policy of placing all participating traveling (Squirts/U-10 and up) players in the level of play associated with their age/birth date. However, a player may request the SSPYHA Board approval to “move up” to a level of play that is a level higher than the level dictated by their date of birth. Permission to move up is granted solely at the discretion of the Board.

1. Player Placement Based on *Peer Group*

- a. This policy affects skaters who are young relative to their grade in school, as follows:

<u>Player not eligible (per birth date) for:</u>	<u>But Entering:</u>
Squirts/U-10 Girls	4th Grade
PeeWees/U-12 Girls.....	6th Grade
Bantams/U-14 Girls.....	8th Grade

Once a player has been granted permission to move up and has begun the tryout process at the higher level, he/she must remain at the level chosen. Additionally, a player electing to move up will be allowed to play at that level as long as they are of eligible age, from the Squirt/U-10 level to the Bantam U-14 level. In other words, this is a “one-time” election that continues through the Bantam/U-14 levels of play.

2. Player Placement Based on *Association Numbers*:

- a. This policy is designed to optimize personal development by achieving the most beneficial team sizes at each level. The Association has determined that this optimum team size will include 12-15 Skaters and 1-2 goalies per team. In only those situations where the number of players registered for a particular level does not allow team sizes to fall within these ranges, the association has the options of moving up kids from a lower level to complete the minimum number of skater/goalies per team.

Under this policy, move ups in this situation would be handled as follows:

- 1) Any open slots will be made available to second year USA Hockey age appropriate kids at the next lower level prior to tryouts.
- 2) Eligible players can petition to the President in writing by September 1st if they are interested in being considered for an open slot. Included with the petition would be an "affidavit" from of the player's previous year coaches stating that the player is physically and emotionally prepared to move up. Parents of petitioning player are excluded from being able to provide an affidavit. All petitions will be reviewed by the SSPYHA board of directors case by case. Once a petitioning player is placed at a higher level they will not be allowed to move back to the lower level.
- 3) A petition player can't displace an older player that has no other option to play. No petition requests will be approved if slots are not required at the next level. The association reserves the right to add or subtract open slots up until two weeks prior to first day of tryouts.

3. Player Placement Based on *Skill Based Petition*

- a. In the case of exceptional players, it is in the best interest of the association as a whole, and the player involved allowing a potential for move-ups. In this case, the association will provide the opportunity for a player to submit a petition requesting the option to try-out for the next level in an effort to make the A, B or C team. If this option is chosen, the player will be placed on the A, B or C team for the upper level if they score as one of the top 5 players for that respective team.

- 1) The required skill based petition must be submitted by September 1 to the President in writing. An "affidavit" from two of the player's previous year coaches stating that the player is physically and emotionally prepared to move up. Parent coaches are excluded from being able to provide an affidavit for their own child. The affidavit also must state that the petitioning player has a reasonable expectation of scoring in the top 5 for the highest level.
- 2) All skill based petition will be reviewed and need to be approved by the SSPYHA board before the player will be allowed to tryout at the upper level.
- 3) Once a skill based petition is approved, the player will not have the opportunity to return to their appropriate level. This petition is meant to deal with highly skilled players and will be administered with this in mind.

C. Traveling Teams

1. Tryouts

- a. Tryouts for SSPYHA traveling teams are conducted by SSPYHA representatives and evaluation committees. The teams are selected by a separate evaluation committee at each level. Members of each level's evaluation committee possess general hockey knowledge and will have no children playing at the level being observed. Only non-parent head coaches participating in tryouts will have a say in the final selection of the team, with no more than two coach's picks.
- b. Parents/guardians must sign players in at tryouts.
- c. All players must attend appropriate tryout sessions to qualify for an "A" or "B" level team. Any player that misses or arrives late will lose points accordingly. Exceptions will be made for certain circumstances.
- d. If a player will miss the entire tryout process due to illness or injury and, at the attending Physician's request, is unable to participate in the tryout process, the player will be placed on a team based on past tryout history, playing experience and recommended level of play by the Head Coach and Board. This decision will be based on what is best for the player, team and association and will be determined prior to first league game for such player's level.
- e. All players will conduct themselves in a mature, orderly and responsible fashion on or off the ice. Any player not abiding by the above will be asked to leave the ice and will have points deducted from their score. (This includes the use of vulgar language.)
- f. No players will be allowed to wear any "off-season" attire during tryouts. Tryout jerseys will be provided at all levels.
- g. Tryouts are closed to parents and spectators.
- h. Tryout results will be posted on the website following tryouts.

2. Evaluations

Evaluations will be based upon the following skills:

- a. skating forward
- b. skating backward
- c. agility
- d. speed and acceleration
- e. passing and receiving the puck
- f. stick handling
- g. shooting
- h. checking, excluding squirts
- i. ability displayed in game situations
- j. desire, drive and attitude

3. Tournaments

- a. Each traveling team will participate in three to four tournaments throughout the regular season. If there are any traveling teams that have not been assigned a head coach by September 15, the board will be responsible for registering such teams for one local and one out of town tournament.

4. Miscellaneous

- a. Players who have high school eligibility and try out at the high school level are ineligible for youth hockey association activities until they have completed the high school tryout.

D. Mite Development Program

1. Objective

The objectives of the South St. Paul Youth Hockey Association Mite Development Program are the following:

- a. Provide an enjoyable introduction to hockey for players of all abilities
- b. Teach the fundamentals of skating, balance, agility, and puck control
- c. Stress participation, fun and individual skill development
- d. Provide a healthy environment for fun and learning

2. Philosophy

The Mite Development Program is the fundamental stage of the South St. Paul Youth Hockey Association (SSPYHA). Creating a positive, healthy environment for the youngest members of SSPYHA is essential to a player's long-term participation, growth and successful experience in hockey. The Mite Development Program will focus on individual age appropriate skill development for all players based on the recommendations of USA Hockey. The USA Hockey recommended guidelines encourage a noncompetitive environment in which children and youth can learn the basic skills without the distractions that are often associated with an overemphasis on winning. Mastery of the fundamental skills and the fun of playing are essential to the development of a lifelong interest in hockey. Enjoyment and recreation are the focal points of the guidelines for youth hockey issued by USA Hockey and the SSPYHA Board of Directors.

3. Program Structure

The structure of the Mite Development Program is important in creating a successful experience for ALL players and parents. SSPYHA realizes that families are stretched in many directions and is committed to creating as cost-efficient and family-friendly an environment as possible.

At the beginning of the season, each player will participate in a pre-season evaluation. Evaluations will be no more than 30 minutes long and assess players in 15 different areas. The purpose of the evaluation is to ensure that all players are placed at the appropriate level based on their ability. These evaluations will also be used by coaches throughout the season as a way to measure player development and tailor instruction to the specific needs of each individual player. Following the preseason evaluation, participants in the Mite Development Program will be placed into groups based on ability. A minimum level of proficiency will be expected before players move to the next level in order to ensure that every Mite possesses the basic fundamentals of skating, balance, agility and puck control. The importance of overall body control will be stressed at every level. The goal is to ensure that every player is ready to compete at the highest level once he/she reaches traveling age.

4. Group Levels

- a. The **"A"** level of the Mite Development Program is designed for the newest skaters, regardless of age. The emphasis at the **"A"** level will be primarily on skating, balance and agility. Pucks may be introduced once players begin to master the fundamentals of skating. All practices will be shared and games will only be played using either 1/2 or 1/3 sheet of ice.
- b. The **"B"** level of the Mite Development Program is designed for players who have graduated from the **"A"** level. The emphasis at the **"B"** level will be on skating, balance, agility and beginning puck control. All practices will be shared and games will only be played using either 1/2 or 1/3 sheet of ice.

- c. The “C” level of the Mite Development Program is designed for players who have graduated from the “B” level. The emphasis at the “C” level will be on skating, balance, agility, puck control with some basic positioning. Practices will be shared and games will be either 1/2 sheet or occasionally on full ice with the possibility of a year-end jamboree with teams from other communities.
- d. The “D” level of the Mite Development Program is designed for players who have graduated from the “C” level. The emphasis at the “D” level will be on skating, balance, agility, puck control and positioning. Practices will be shared and games will include 1/2 sheet as well as full ice against Mite teams from other communities as well 2-3 local jamborees.

V. Players – General Information

A. Player Code of Conduct

Prior to each season, all players will be expected to sign a Code of Conduct. This code is an agreement between players, parents, and the association outlining certain expectations. The Code of Conduct is as follows: A player will:

1. Respect their coaches and teammates.
2. Come to practices and games ready to play hard and improve skills.
3. Treat opponents with respect.
4. Play hard and within the rules of the game of hockey.
5. Demonstrate self-control.
6. Respect officials and accept their decisions without gesture or argument.
7. Win without boasting.
8. Lose without excuses.
9. Never quit.
10. Demonstrate good sportsmanship.
11. Encourage teammates and place team effort above personal accomplishments.
12. Remember that it is a privilege to represent his/her team and community.

B. Failure to Abide

1. Failure to abide by the Player Code will result in the following:
 - a. First offense - Warning and discussion about the situation.
 - b. Second offense - The parent or guardian of the player will be informed of the issue at hand along with suspension from practice and/or next scheduled game.
 - c. Third offense - Suspension from playing in the next three scheduled games and/or practices.
 - d. Fourth offense -The player may be removed from the program and not allowed to skate with his/her team for the remainder of the season. A committee made up of a minimum of three South St. Paul Youth Hockey Association Board members will review the complaint and decide if removal should be final. If removal of the player becomes final, no money paid to the South St. Paul Hockey Association will be refunded and all equipment must be returned immediately.
2. The South St. Paul Youth Hockey Association and the South St. Paul Youth Hockey Association Coaches have the right to escalate disciplinary actions based on the nature of the offense. Physical abuse or excessive verbal abuse of another player, official, coach, parent, or staff member of Woog Arena may result in immediate suspension.

VI. Coaches – General Information

A. Selection of Coaches

1. Coaches from previous regular season. Other persons who are interested in coaching should contact the SSPYHA office. Notification of application for coaching may also be posed in a local newspaper.
2. Coaching selection is based on things such as hockey knowledge, ability to communicate that knowledge to the players, previous coaching experience, and time available to devote to hockey, proper certification and dedication to SSPYHA.
3. The board reserves the right to admit or dismiss any head and/or assistant coach at their discretion. It is also mandatory that each team has a manager chosen by the head coach.

B. Rules for Coaches

1. Head coach will not be allowed to pick any parent of any association player as an assistant coach or team manager until after tryouts.
2. Coaches must be all at games and practices or arrange for a properly certified substitute.
3. Coaches and/or team managers must inform players and parents about the game and practice schedules, especially any schedule changes.
4. Coaches cannot use tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench.
5. Coaches are not allowed to verbally, physically or psychologically abuse any other coach, player, parent, game official or director violations of this rule are disciplined according to Section IX.B of this manual. In addition, coaches will not have to tolerate any verbal, physical or psychological abuse from any other coach, player parent or game official.
6. Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of coaches/managers on the bench is three.
7. Coach or designated responsible chaperone as determined by the coach, is required to be in locker room with his/her team until last participant is out of the locker room.
8. Coaches and/or team managers are responsible for making sure game scores get reported to proper person.
9. Coaches must return all equipment checked out to their respective Team Equipment manager.
10. Coaches (squirt through Jr. Gold) are required to attend U.S.A. hockey associate coaching clinics. Coaches are also encouraged to attend U.S.A. hockey intermediate and advanced coaching clinics. Contact Board coaching coordinator for clinic information.
11. All Coaches will be required to sign a waiver to allow a criminal background check.

C. Guidelines for Coaches

1. Coaches should show good sportsmanship at all times.
2. Coach's main objective should be to develop hockey players.
3. Coaches should try to adhere to the practice/game ratio as prescribed by the Traveling Coordinators.
4. Coaches are encouraged to play all players evenly. Exceptions are allowed during last five minutes of the game.

5. Coaches should be available to discuss any problems with the participants and/or parents.
 6. Coaches are encouraged to come to general membership meetings of the Board throughout the year.
- D. Stipends for Coaches
1. The South St. Paul Youth Hockey Association will provide each team with a coaching budget, as approved by the SSPYHA Board. Division of funds from the Board-approved coaching budget shall be determined by the hockey operations committee.

VII. Parents – General Information

- A. Rules for Parents
1. Parents should make sure that all fees and assessments are paid on time as dictated by their sons/daughter's team manager and/or Board.
 2. Parents must turn in all necessary forms (i.e., birth certificates) promptly.
 3. Parents must equip their son/daughter properly so they can participate in all practices, scrimmages and games.
 4. Parents should keep abreast of all information pertinent to their son's/daughter's team.
 5. Parents should notify coach in advance when their son/daughter cannot make a practice, scrimmage or game, as prescribed by team rules.
- B. Guidelines for Parents
1. Parents should get their son/daughter to practices (including outside ice), scrimmages and games at prescribed times.
 2. Parents should be understanding and supportive of the times and numbers of practices scrimmages and games.
 3. Parents should be encouraging, not critical of the son/daughter, coach and team.
 4. Parents should try, as much as possible, to be available to assist in Association and team functions when requested.
 5. Parents are required to abide by all team rules.
- C. Parents Code of Conduct
1. Do not force your children to participate in sports, but support their desire to play their chosen sport.
 2. Study and know the rules of the game. Support the officials on and off the ice.
 3. Recognize the importance of volunteer coaches. Communicate with them and support them.
 4. If parent or guardian behavior is unsportsmanlike or results in the eviction from any rink, that parent or guardian will accept a mandatory suspension, for a period of time as determined by the SSPYHA Board, from all South St. Paul Youth Hockey events at both Wakota Arena and all other rinks.
 5. A 24-Hour Rule that no parent in a fit of frustration/anger over their player's time/position or coach's play of their player should contact the coach in any manner until 24 hours have passed. If such occurrence takes place, they will automatically be removed from all SSPYHA events for a period of time as determined by the SSPYHA Board.
 6. Parents who create a public display of anger towards their coaches or officials in any arena or via email, letters, or phone calls to their teams will automatically be disciplined as determined by the SSPYHA Board.
 7. All inappropriate actions resulting in discipline will be logged with the SSPYHA Board and will be cumulative during the course of the family's participation in the SSPYHA. Inappropriate

actions will be handled based on the Discipline section of the Policy Manual. A new season will not result in dismissal of past indiscretions. The Board has the right to remove the family from the association after the second disciplinary action.

8. If parents and guardians do not abide by this Parent Code of Conduct policy, their child may be restricted from play for the term set forth by the SSPYHA Board or the designated authority.
9. The parents and players agree to abide by the rules and guidelines as stated in the SSPYHA – Parents and Players Code of Conduct and agree that any violation of the rules is subject to disciplinary action.
10. The SSPYHA Board or the Designated Authority will serve as the Disciplinary Committee and enforce all violations. The individuals involved will be notified in writing of the action to be taken.
11. Parents and guardians will abide by the rules set by the SSPYHA and the coaches.

D. Volunteering

1. Families are required to volunteer throughout the season. The number of volunteer hours will be posted at the time of registration.
2. Families who do not volunteer will be charged a volunteer fee that is not refundable. The fee will be determined by the Board of Directors. All families must either buy out of their volunteer duties at the time of registration or complete the full amount of volunteer hours, as determined by the Board of Directors. Any family that does not purchase the buy out and does not complete their volunteer time will be billed their volunteer fee at the end of the season. Any family that does not volunteer and does not pay the volunteer fee invoice will not be allowed to register the following year.

VIII. Substance Abuse

- A. SSPYHA will adhere to all Minnesota Hockey guidelines and recommendations regarding controlled substance abuse.

IX. Discipline

The following discipline procedure applies to all players, coaches, managers, parent reps, locker room monitors, and parents involved in SSPYHA. This procedure is supplementary to all rules, regulations and disciplinary policies endorsed by Minnesota Hockey and U.S.A. Hockey when applicable.

A. Reporting Problems

1. The responsibility of reporting discipline problems lies with the following individuals:
 - a. The head coach of the player with discipline problems.
 - b. The head coach of any team in the SSPYHA.
 - c. Any game official or volunteer.
 - d. Any member of the SSPYHA Board of Directors.

Coaches, referees, and other game officials will assess discipline action for infractions during play. Game conduct infractions such as kicking, spearing, buttending, gross misconduct, etc. as well as non-game problems requiring further action will be immediately submitted in writing to the SSPYHA Board.

B. Resolution of Problems

1. First Incident - Coaches are encouraged to deal with the first incident at a team level with a verbal warning.
2. Second Incident - If player, contact to the parents/guardians with a suspension of the next scheduled game and/or practice. If the issue is regarding another coach, team manager, or parent, coaches have the authority to remove this person for the game or practice.
3. Third Incident - Suspension from playing or attending in the next three scheduled games and/or practices.
4. Fourth Incident - The player may be removed from the program and not allowed to skate with his/her team for the remainder of the season. If the incident is regarding another coach, team manager, or parent, that person will be suspended from attending any practices or games for the remainder of the season.
5. The Board has the right to remove the family from the association after the second **parent** disciplinary action. A committee made up of a minimum of three South St. Paul Youth Hockey Association Board members will review the complaint and decide if removal should be final. If removal of the player, coach, team manager, or parent becomes final, no money paid to the South St. Paul Hockey Association will be refunded and all equipment must be returned immediately. The South St. Paul Youth Hockey Association and the South St. Paul Youth Hockey Association Coaches have the right to escalate disciplinary actions based on the nature of the offense. Physical abuse or excessive verbal abuse of another player, official, coach, parent, or staff member of Wakota Arena may result in immediate suspension. An immediate review by the Board with a vote on mandatory season suspension will take place. These procedures and disciplinary actions are at the sole discretion of the SSPYHA Board and will be in addition to any penalties imposed by current MAHA disciplinary guidelines when applicable, when such actions exceed MAHA penalties. **PARENTS HAVE ULTIMATE RESPONSIBILITY FOR THE TOTAL CONDUCT OF THEIR PARTICIPANT(S). PARENTS AND PARTICIPANTS WHO CANNOT DISCIPLINE THEMSELVES SHOULD NOT EXPECT TO REMAIN A PART OF SSPYHA TEAMS AND ACTIVITIES.**

C. Grievance Policy

1. It is possible that conditions may arise that a member feels are unfair or unjust.
2. This may be a situation on a particular team or with the SSPYHA in general.
3. If your concern is with a team related situation you should first attempt to resolve the issue with the coach or team manager of the respective team.
4. If your concern is with the SSPYHA in general you should first attempt to resolve the issue with the appropriate Director.
5. It is suggested that before any grievance is presented to a coach, team manager or Board Member, a one-day cooling off period should be observed.
6. If your grievance is still not satisfied, you may submit it in writing to the SSPYHA President. The grievance should outline an accounting of the incident; include the parties involved, and names of witnesses.
7. Once received, the President will review and share the grievance with a Board committee and/or the full Board.
8. Decisions by the Board are final. There are no appeals. The Board will do a follow-up as compliance with the decision.

X. Equipment

A. Maintenance of Equipment

1. Parents will be responsible for washing; minor repairs and upkeep of the SSPYHA owned game uniforms and equipment.
2. SSPYHA owned game uniforms and equipment will only be worn at scrimmages, league and tournament games, or as specified by the head coach.

B. Required Participant Equipment. With the exception of mites, the following pieces of equipment are required to be worn at all SSPYHA ice times:

1. Helmet with facemask and chin and mask straps, internal mouth guard (colored)
2. shoulder pads
3. elbow pads
4. athletic supporter/pelvic protector
5. shin guards
6. skates
7. stick
8. breezers
9. gloves

It is recommended that mites wear all equipment listed above except for shoulder pads.

C. Required goalie equipment All goalies, including mite goalies, are required to wear the following pieces of equipment at all SSPYHA ice times:

1. helmet, with facemask and chin and mask straps or goalie helmet
2. internal mouth guard (colored)
3. chest protector
4. neck protector
5. wings
6. catch glove
7. blocker
8. leg pads
9. athletic supporter/pelvic protector
10. breezers
11. goalie stick

XI. Fundraising

- A. To bridge the gap between fees collected and the cost to run the program, it is necessary that SSPYHA have various fundraisers. It is mandatory that each family participates in these fundraisers (i.e. pizza, candy sales, etc). A fee may be imposed by the Board for non-participation.
- B. The type and number of fundraisers necessary each year are determined by the Board.
- C. Each event (i.e. golf tournament, coney feeds, taco feeds, meat raffles), will be scheduled far enough in advance to ensure adequate publicity to all members of SSPYHA and the outside community.
- D. No team may engage in independent fund-raising, accept "gift" donations or any special financial arrangements without the prior approval of the Board.

- E. Parents of children playing in SSPYHA hosted tournaments are required to volunteer time to assist during such tournaments.

XII. Insurance

A. Liability Insurance

- 1. U.S.A. Hockey provides insurance with a \$1,000.00 limit per occurrence, no annual aggregate. This insurance protects U.S.A. Hockey and its members against claims of negligence during a sanctioned event.

B. Catastrophic Insurance

- 1. U.S.A. Hockey provides insurance for Member's medical expenses greater than \$25,000 in serious cases of injury and some disability insurance.

C. Excess Accident Insurance

- 1. This coverage is included in the registration fee for players participating on all youth teams (including women's midget teams and high school teams).
- 2. This coverage provides accident insurance for covered medical expenses of members in excess of their personal or group insurance with no deductible if there is other valid and collectible insurance in force at the time of the accident or with a deductible of \$1,000, if there is no other medical insurance in force.
- 3. Medical expenses for physical therapy, braces and prescriptions are some of the expenses not covered under this policy.