



District 5 Hockey
2007/2008
Handbook

10/7/2007

MN Hockey District 5 Officers

MN Hockey District Director

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Term start: Appt. 7/07
Term out: 2007/2008

District 5 1st Vice President

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Term start: 2007/2008
Term out: 2008/2009

District 5 Secretary

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D-5 Supervisor of Officials

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Girl's Coordinator

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District 5 President

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District 5 2nd Vice President

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Term out: 2006/2007

District 5 Treasurer

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Coach in Chief

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Tournament Coordinator

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II DISTRICT HOCKEY BOARD

District 5 is comprised of various hockey communities as established by MN Hockey. A Board of Directors is established from within the District to organize and govern a traveling team hockey program. Each hockey association within the district is represented on the board which includes the following hockey associations.

Buffalo	Litchfield/Dassel/Cokato	Sartell
Cold Spring	Monticello/Annandale/Maple Lake	St. Michael/Albertville
Crow River	Mound/Westonka	Willmar
Hutchinson	Paynesville/New London/Spicer	

The board consists of one representative from each hockey association, with additional representation for specific duties. (ie: Executive Board) Each member of the board is a voting member.

The positions on the board are filled by volunteers, therefore, in order to continue this successful program, we ask for your help and cooperation. Anyone who is interested in working in this volunteer youth program at the District level, or Association level, please contact your local hockey representative.

DATES TO REMEMBER

The first Wednesday of every month in the winter is the full district meeting held at Daniels Family Restaurant in Cokato. The meeting starts at 7:30pm. The April meeting is our annual dinner meeting and election of officers. Wednesday, September 26, 2007 is the final scheduling meeting for the year. This meeting is held at Daniels Family Restaurant in Cokato and will start at 7:00pm. Any Association adding, dropping, or changing classifications after September 15, 2007 will be assessed a \$300 penalty.

DISTRICT LEAGUE AND PLAY OFFS FOR 2007/2008

League play for teams above the Squirt level can start on November 10, 2007. League play must be completed by February 12, 2008. All league games must be played and completed by the 2/12/08 deadline, or the Association will not be allowed to participate in District, Regional, or State playoffs. (Squirts and U10B can start 12/01/07, and must complete play by 03/09/08) District play offs will be between February 17th and February 24th. Championship Weekend is at Hutchinson this year on the weekend of 2/23 & 2/24.

III PROTEST/GRIEVANCE COMMITTEE AND PROCESS

A. Organization of the committee:

The District 5 Grievance Committee consists of the District Executive Board which includes the MN Hockey Director, District President, 1st and 2nd Vice President, Treasurer Secretary, and Referee In Chief. All committee members shall be voting members.

The filing of a protest must be in writing and postmarked within 48 hours of the end of the game. A fee of \$25.00 shall be included. (The fee will be forfeited if the protest is disallowed, and returned if allowed.) The fee and written protest shall be directed as follows:

MN Hockey District Director
District 5 President (fee)
Referee in Chief

Copies should also be delivered to the opposing coach. The three representative will decide on the protest, and the decision will be rendered within ten days.

B. Grievance Committee Meeting Dates

The Grievance Committee will hold hearings at Daniels Family Restaurant in Cokato on the first Wednesday of each month, when necessary, during the regular playing season. A letter of infraction must be submitted to the President of District 5 before the meeting is conducted.

Parties are requested to attend, regardless of game scheduling. If a party opts not to attend, suspensions will continue until the next hearing. Any player or coaching offense requiring a hearing will have the suspensions remain in effect until said hearing is held.

C. Procedures

The rules of USA Hockey and MN Hockey apply in the suspension of coaches, managers, players, and others. In addition, District 5 rules apply to suspension of a player who receives a 2nd fighting major and game misconduct in a season. A suspended person has a right to a District hearing at the next scheduled meeting of the Grievance Committee. A letter of infraction must be submitted to the President of District 5 before the meeting is conducted. At the hearing, the involved parties will be called to testify. Only the coach, assistant coach, player, and parent(s) will be invited to the hearing. All decisions within District 5 are final. MN Hockey does not have an appeal procedure after District 5 has rendered its' decision. Please reference MN Hockey handbook for details.

Grievances will also be considered in cases of complaints against, and suspensions of individual teams, players, and coaches. The only protests that are allowed are for the use of an ineligible player during a league or District play off game. Referee's decisions on ice are final.

IV BANTAM ADVANCE 15

The District 5 Coach in Chief will advise dates and times of this each year. This announcement will be done at a District meeting.

MN Hockey District 5 League Rules

I **GAME ADMINISTRATION**

- A. Score sheets will be provided to each team at the time of roster signing. The home team is responsible for filling out the score sheets before the game. **NOTE: Game #'s and Association names MUST be on the score sheet.** If this information is missing, the home Association will be charged \$10 for each occurrence.

The winning coach must submit the original score sheet via US Mail to the appropriate D-5 Board Member listed below within 5 days of the date of the game. If a game ends in a tie, the home team shall be responsible for the score sheet. If the sheet is postmarked later than 5 days, the Association will be assessed a \$50.00 penalty for each occurrence.

**Send all Bantam (A&B), and all Squirt (A,B,C) score sheets to:
Tim Hanson 1860 60th Ave. NW, Willmar, MN 56201**

**Send all Pee Wee (A,B,C), and all girls leagues administered by D-5 scoresheets to:
Brian Johnson, 710 Maplewood Ave, Litchfield, MN 55355**

- B. Any fines or bills that are not paid to the District means that Association will NOT participate in District, Regional, or State playoffs.
- C. The goal nets shall be affixed with breakaway anchors for all games at all levels.

- D. Each team shall furnish a line-up by number and position to the scorekeeper at least ten minutes prior to the start of the game.
- E. Each home team is responsible for assigning minor officials for every league game, and are the only officials allowed in the scorekeepers box during the play of the game. They are as follows:
 - 1. Visiting team timekeeper
 - 2. Home team timekeeper
 - 3. Home team scorekeeper
 ALL MINOR OFFICIALS MUST BE 18 YEARS OF AGE OR OLDER.

II TIME OF GAME

- 1. A 5 minute warm-up shall be placed on the clock and begin immediately after 1 team takes the ice.
- 2. In District 5 all PeeWee (A/B) and Bantam(A/B/C) games will consist of three (3) 15 minute periods of stop time, not to exceed 1.5 hours of elapsed time. (Girls 14U are 1.25 hours long. Girls 14U will play 15 minute periods with no resurface)
- 3. All other games will be 12 minute periods of stop time with games not to exceed 1 hour. 12 minutes periods will cover PeeWee C, Squirt A, Squirt B, Squirt C, and 12U.
- 4. During the regular District season, all teams, at all levels will be allowed one time out/game.
- 5. All games should be played out on stop time, unless the arena has time conflicts. If the time remaining on the arena clock does not allow for the 3rd period to be stop time, the following procedures should be followed. RUNNING TIME will commence when the arena clock and the official time clock show the same time remaining. (ie: in a 1 Hour game, beginning at 5:30. When the arena clock shows 6:25, the official scoreboard clock should indicate 5:00 minutes left in the game.) IT SHALL BE THE TIMEKEEPER'S RESPONSIBILITY TO WATCH FOR, AND NOTIFY THE REFEREE(S) WHEN RUNNING TIME SHOULD COMMENCE.
- 6. During the March 1998 meeting, a motion was made by Buffalo, and seconded by Willmar that penalty times will be 2 minutes for a minor, and 5 minutes for a major.
- 7. There shall be no overtime except during play offs.
- 8. If a team is leading by 6 goals at any time after the second period, the clock will go to running time.
- 9. Penalties will be the following:

Minor:	2 minutes
Major:	5 minutes
Misconduct:	10 minutes
Game Misconduct:	Ejection from game, and the following league game
- 10. Occasionally, District 5 is unable to secure enough teams at a certain level to support a league within D-5. When that happens, an Association may be required to participate in a league sponsored by another District. If that happens, it shall be the Association's responsibility to familiarize, and notify ALL necessary individuals of that league's rules and requirements.

III PLAY OF THE GAME

League play is governed by the playing rules of MN and USA Hockey, with the following clarifications.

- A. Home team will furnish pucks. (warm up AND game)
- B. All players must wear full internal mouth pieces. If not, the player will be assessed a misconduct penalty. If a player receives a second mouthpiece penalty in the same game, the player will be assessed a game misconduct penalty.
- C. All players, Girls10U, Squirt, and above MUST wear a manufactured neck guard. The neck guard must be worn around the neck and positioned in a manner to be visible by

game officials. It is to be worn during practices, scrimmages and games by all USA Hockey registered players in District 5.

In the District, the referee will remove the player from the ice until he/she has a neck guard. For the second violation, the player will receive a misconduct penalty.

Outside the District, the first violation will bring a one week suspension for the violating player and his/her head coach. (This applies to any player on the roster, and the head coach listed on the roster.) The second violation will result in a 3 week suspension for both the player and coach. The third violation will result in a one year suspension for both the player and coach.

- D. All players on the bench must wear their helmet at all times, whether in uniform or not.
- E. If an Association has more than one team at a level, the Association then must participate at the highest level offered by D-5.

IV **THE FOLLOWING REGULATIONS APPLY TO ALL DISTRICT 5 TEAMS IN ALL GAMES**

A. Minor Penalties

A penalized player is allowed to return to the ice immediately upon expiration of the penalty, provided that there are no more than 2 players serving minor penalties.

B. Coincidental Penalties

When player of each team are assessed minor penalties of equal duration at the same stoppage of play, neither team shall play short handed. However, each player shall go to the penalty box and remain there until the first stoppage of play after 2 minutes.

C. Cumulative Penalties

If during the course of the season any player or team official is ejected from a total of three (3) games, league officials will notify the player and player's coach in writing that said player or team official is on probation for the remaining season. If the participant receives the 4th ejection during the probationary time, he/she will be suspended until a hearing date. At that point, the Grievance Committee will decide on any further suspensions to be handed out

Any time during a game, if both teams have a total of sixteen (16) penalties, the referee can allow the game to be finished under running time, with the clock stopped for injuries only.

If, at any time after two (2) full periods of a game have been played, and the referee feels the game is getting out of control, or a total of twenty (20) penalties have been accumulated, the on ice officials will have the option of calling of the game. If the referee feels that one team was responsible for deliberate penalties, or have degraded the play to cause the stoppage of play, a loss will go to that team. If the team was behind in the score at the time the game was called, then that team will also be assessed a forfeit for their next league game. A report must also be filled out by both referees and coaches and sent to the Referee in Chief, District President, and District Director within twenty-four (24) hours after the game has been played. The final won/loss outcome will be decided by the District 5 Executive Board.

D. Fighting and Fisticuffs.

A fighting penalty shall result in a game misconduct and an automatic two game suspension. (Junior Gold – three games) Players are suspended from all games until the Grievance Committee reviews the incidence of a 2nd fighting penalty in a season at a regularly scheduled grievance hearing.

E. Match Penalties.

All match penalties shall require a hearing by the Grievance Committee at a regularly scheduled date. Offending players are not allowed to participate in any activity until the Committee has reviewed the incident.

F. Game Suspensions

Any game suspension will be served only during a league game or tournament. Non league games (scrimmages) will not count.

G. Non Compliance

Players who do not comply with the above rules and other game misconduct rules, and that player's head coach, are suspended from participating in any MN Hockey/USA Hockey sanctioned event until the Grievance Committee reviews the incident at a regularly scheduled grievance hearing.

H. Abuse of Officials

Foul or abusive language or behavior directed towards any game or arena official (i.e. referees, timekeepers, scorekeepers, penalty box officials, or arena personnel) will not be tolerated from any player, coach, team official, or spectators. Coaches are reminded that they can be held responsible for the behavior of players as well as spectators while they are in the arena. This includes before, during, or after any game played by their team.

Referees have the authority to impose additional penalties on players and coaches until all team members have left the arena.

I. Coaches

All coaches should have a USA Hockey rule book and should familiarize their players with our playing rules. All coaches will be responsible for the action of their fans. If the referees have problems with the fans, they will warn the coach to correct the problem. If problems continue with the fans, the referees have the authority to issue bench penalties. **IT IS OF THE UTMOST IMPORTANCE THAT ALL COACHES AND PLAYERS TAKE THE RESPONSIBILITY OF FOLLOWING THE RULES. THEREBY INSURING THAT AS MUCH PLAYING TIME AS POSSIBLE IS DERIVED FROM EACH GAME.**

Any coach who engages in fighting, violence or any form of intimidation will be suspended indefinitely. The suspended coach will be considered for reinstatement by appealing to the District President, who also serves as chairman of the Grievance Committee. The appeal must be made in writing and mailed or delivered to the President. If deemed necessary and appropriate by the Grievance Committee, a coach may be suspended for the remainder of the season.

J. Officials

All officials **MUST** print their name, and District 5 number, clearly, and legibly on the game score sheet. Failure to do this will result in no payment.

All officials are expected to strictly enforce USA Hockey's ZERO TOLERANCE rule regarding profanity coming from the player's bench area. (It will NOT be tolerated at any level.) Any official not assessing the proper penalties for this conduct will be subject to potential disciplinary action from the District 5 Board.

No immediate family member will officiate a game where their family member is a participant, as a player or coach. If this occurs, the official will forfeit their compensation for the game, and is subject to potential suspension.

K. Spectator Conduct

The use of any artificial noisemakers, including, but not limited to: drums, tambourines, whistles, cowbells, etc is prohibited.

Spectators are subject to the same rules of conduct that apply to the players, coaches, and team officials. If spectators are guilty of threatening players or officials, or are guilty of foul or abusive language, a team may receive a bench minor penalty, if, after a warning to the coach, such behavior is not discontinued.

- L. Players leaving the ice.
At the conclusion of each game where teams must leave a common exit, the visiting team shall leave the ice first, and the home team shall remain at, or near, its bench.

V **PROCEDURES FOR RESCHEDULING GAMES**

- A. Each team not able to make a scheduled game will automatically forfeit that game, unless satisfactory arrangements have been made at least 7 days prior. "Satisfactory" means that a cancellation/game change form has been properly filled out in its entirety and sent to the opposing coach, arena referee scheduler, and the District 5 game scheduler. Only 1 game per team will be allowed to be rescheduled. The cost of the game change will be \$25.00.
If, after one game change, a team does not show up for a league game, they will be fined \$150.00, the game is forfeited, and the team becomes ineligible for District, Regional, or State Playoffs. (Exceptions to this rule would be weather or school activities, i.e concerts)
A change of game time on the same day will not require a fee to be sent in with the game change form. However, the form still needs to be submitted as required within the time frame listed above.
Please see Appendix I for complete details, and proper notification process.

- B. Hazardous Travel
If weather conditions seem hazardous to highway travel and a coach questions the feasibility of traveling within the District 5 area, the following procedures should be followed.
 1. The traveling coach must call Doug Kephart or Tim Hanson.
 2. The call MUST be made by a coach or team manager, NOT a parent.Mr. Kephart and Mr. Hanson will retrieve information on travel advisories and make a decision on the game in question. If it is decided that the game should be played, and isn't, the game will be recorded as a forfeit. The traveling team will be fined for not playing a league game.
If neither Doug Kephart or Tim Hanson can be contacted, call Glenn Young.

VI. **JERSEY STANDARDS**

- A. It is recommended that the home team wear light colored uniforms, and the visiting team wear dark colored uniforms.
- B. In the event there is a duplication of team colors, the home team shall be responsible to provide a set of pullovers numbered 1-18 which are to be worn by the visiting team.

VII **REGISTRATION**

- A. The bulk of IMR's should be in by 10/15/07
The following should be submitted to the District 5 Associate Registrar, Glenn Young.
 1. USA Hockey fees \$30.00 per registered player
 2. MN Hockey fees \$10.00 per registered player
- B. Team roster forms and birth certificates will be checked on Saturday, November 3, 2007 at Daniels Family Restaurant in Cokato. This meeting starts at 8:00am. Each Association will be assigned a time to present their rosters for approval Any team not having the required items WILL NOT have the roster signed and approved that day. (If you do not know what is needed, please ask!)

VII **ROSTERED PLAYERS**

- A. The maximum is 20 fully dressed and equipped to play players. Changes in the team roster cannot be made after December 31st. (18 skaters and 2 goalies)
- B. Only one goal tender is necessary for league play. In the event of injury, six skaters will play and the game will continue until such a time as a properly equipped goalie can enter the game. A skater is not allowed the privileges of the goal tender. (It is recommended that in District play offs, a spare goal tender be dressed and on the bench, ready to play.)

- C. Each player on a team must live within the natural high school boundary or the natural hockey community. Exceptions to this rule include:
 - 1. In the event an Association cannot fill a team from within its' natural boundaries, it may solicit players from other Associations within the District. Appropriate registration, with a completed Waiver from the releasing and receiving Associations, is needed.
 - 2. Players transferring between different Districts must have permission of both the receiving, and the releasing Associations, as well as both District Directors.
 - 3. If residing in the natural boundaries of one Association, but open enrolling in another, a letter from the school will take the place of the waiver.
- D. Any player moving from Mite to Squirt level must play at the lowest level of Squirts that their Association has registered. Furthermore, only 3 players will be allowed to move, only with prior approval of the District Director.

VII **MITES**

The future of hockey in Minnesota, AND each Association located within the boundaries of District 5 is directly related to the constant influx of new players AND parents into each local Association. Emphasis on skills, and their development shall be stressed. Proper education, as well as a complete description of expectations should also be emphasized to the player as well as the parent. With that in mind, the following rules shall apply to all Mite age skaters within District 5

- A. For discussion purposes, MITE teams shall include the girl's 8U program.
- B. Mites shall be defined as 7 and 8 year old skaters.
- C. Termites (or Mini-Mites) shall consist of skaters under the age of 7
- D. ALL Mite teams within District 5 are NOT ALLOWED to play games outside the boundaries of District 5.
- E. Termites can participate in a maximum of 3 to 5 games, with other District 5 Associations, after January 15th. Additionally, they can participate in any Termite Jamboree held in the District. ALL games will be played half, or cross ice.
- F. Mites can participate in a maximum of 5 games after January 3rd. Additionally, Mites can also participate in any of the 4 Jamborees that are hosted annually by Associations within District 5. (The goal of the Mite program is to be full ice by year end.)
- G. Jamborees are designed for last year Mite teams.

DISTRICT 5 PLAY OFF RULES

I **TEAM PARTICIPATION**

- A. The purpose of the District play off system is to determine which team(s) will advance to the MN Hockey Regional, and State Tournaments. Teams are seeded into the District play offs according to their final league standings.
- B. In case of a tie for any position in the final league standings, district seeding will be determined by applying the following criteria in order of definition.
 - 1. Head to head competition among the tied teams, including fair play points. The position of each team is determined in order of highest point count.
 - 2. Most wins in league play.
 - 3. Fewest losses in league play.
 - 4. Most Fair Play Points earned in league play.
 - 5. Largest goal differential among tied teams. (six maximum per game)
 - 6. Largest goal differential for all league play. (six maximum per game)
 - 7. Greatest quotient of goals for divided by goals against in all league play.
 - 8. Flip of a coin by a league official in the presence of the District 5 Director.

II **PLAY-OFF FORMAT**

The play off format will be announced on a yearly basis usually in November or December, depending on league set up and number of teams.

III **PLAY-OFF GAME SCHEDULING**

- A. Each year Associations will be assigned play offs to be held in their home arena. They are responsible for providing the minor officials for each game played at that arena. Ice time for play offs must be presented at the annual District scheduling meeting. A minimum of 6 hours must be scheduled for the first and second round.

Teams participating in District play offs will be billed for their share of ice time and cost of the officials.

B. **Championship Day**

On the Saturday and Sunday before Regional Tournaments, the District President will designate an arena to host championship day to determine the final Regional participants from District 5. (The host arena will be announced annually depending on availability.)

IV **PLAY OFF ADMINISTRATION**

- A. The District Director is the director of the District 5 Play off Tournament(s). The host Association Presidents are delegated the authority to run tournaments in their home arenas.
- B. **President's Duties**
1. The President, or an approved representative, shall be present for all District 5 play off games.
 2. See that scorekeepers and time keepers are present.
 3. See that referees are informed of schedules.
- C. **Host Association Duties**
1. Provide minor officials. Goal judges are not required, but would add to a quality play off.

V **COACHING REQUIREMENTS**

Please consult www.minnesotahockey.org for questions.

MN Hockey recognizes the following levels of education.

Level 1:	Initiation
Level 2:	Associate
Level 3:	Intermediate
Level 4:	Advanced

The following CEP levels are required to coach at that level:

Level 1: Mite, 8 & Under, 10 & Under

Level 2: Squirt, 12 & Under

Level 3: Pee Wee, Bantam, Jr. Gold, 14 & Under, 16 & Under, 19 & Under

Level 4: Junior B (Check with local league)

PENALTIES:

- A. If a Head Coach is not present at a game, there **MUST** be a coach on the bench who hold the appropriate certification requirements to act as the Head Coach.
- B. The Head Coach (or acting Head Coach) must present his/her certification (CEP) card to the other Head Coach, in the presence of the referee, prior to the start of the game.
- C. The Head Coach's (or acting Head Coach's) certification (CEP) card number shall be recorded by the game scorekeeper on the official score sheet, next to the Head Coach's name. If no CEP card is presented by a Head Coach prior to the beginning of the game, the game scorekeeper will make note of that fact on the official game sheet, which will be forwarded to District 5 for follow up with the Coach and the Association.
- D. If a Head Coach (or acting Head Coach) fails to present a CEP card prior to the start of the game, the following penalties shall be imposed upon the coach and the Association.
1. If the Coach has the proper certification, but has forgotten or lost his/her card, a \$25 fine to the Association will occur per occurrence.

2. If the Coach does not have the proper certification and it is after December 31st, the coach is suspended from coaching until a hearing before the District 5 Grievance Committee shall take place. Furthermore, the Association will be fined \$100/ occurrence of those games that the coach in question was behind the bench. Additionally, the Association must present proof to District 5 that any replacement coach has the proper certification.

APPENDIX I
Game Rescheduling Policy and Procedure

Official game schedule is maintained on the District 5 website (www.dist5hockey.org). Teams are required to play games as defined by the official district game schedule. It is expected that Association schedulers have taken into account conflicting events which prevent teams from playing scheduled games. Events that are easily anticipated include tournament participation, scrimmages, holidays, and school activities.

However, it is acknowledged that occasions arise where a game requires rescheduling. To reschedule a game the following procedure MUST be followed:

1. Initiating team is to contact their Association's scheduler who will then contact the scheduler representing the opposing team to identify an agreeable date/time for rescheduling. ALL RESCHEDULING MUST BE COORDINATED THROUGH THE ASSOCIATION ICE SCHEDULER! Scheduler contact information for all D-5 Associations is located on the D-5 website.
2. An e-mail confirming the agreed upon rescheduled game needs to be sent to the opposing team contact, the ice schedulers from both Associations, and to d5scheduler@charter.net.
3. After receiving confirmation from the opposing team via e-mail to d5scheduler@charter.net, the official district schedule and referee schedule will then be updated. The change is not official until it is posted on the website.
4. A rescheduling fee of \$25 will be billed to the initiating Association. Exceptions for this fee include games rescheduled due to weather, loss of ice to HS games, school activities, changes in game time BUT not date, or game rescheduling completed earlier than 1 week prior to D-5 roster signing day.

The following policy applies to rescheduling District 5 league games:

1. Each team is allowed to initiate rescheduling of 1 game during the season.
2. The game rescheduling procedure MUST be completed at least 7 days prior to the original scheduled game date. If the procedure has not be completed in this time frame, the official district schedule will not be updated, and the game is to be played as originally scheduled.
3. The following exceptions negate the 7 day requirement and will not count as an initiated rescheduling: weather cancellations, loss of ice due to HS games or other arena events, and school activities.
4. Teams not participating in an official district schedule will automatically forfeit that game. Forfeiture of a game will result in the team being declared ineligible for participation in any District, Regional, and State play off games. Additionally, a fine of \$150 will be assessed to the offending Association.