



# **EDEN PRAIRIE HOCKEY ASSOCIATION**

## **POLICIES AND PROCEDURES**

**2023-2024**

Revised: July, 2023 | Approval by current Board of Directors: 08/07/2023

**I. MISSION STATEMENT**

- A. The Eden Prairie Hockey Association (herein as EPHA) is committed to providing our athletes with the best possible age-appropriate training and coaching.

**II. PURPOSE**

- A. The EPHA hockey program is established to teach the fundamentals of hockey along with the development of winning character and attitudes.

**III. MEMBERSHIP**

- A. All players and coaches rostered on USA Hockey sanctioned teams, parents and legal guardians of those players and any persons actively assisting in the EPHA program for the current season, shall be deemed to be members of the EPHA.
- B. EPHA officials; including individuals and families of board members, commissioners, and coaches shall not receive any preferential treatment in any aspect of EPHA activities. This includes, but is not limited to, tryouts/evaluations, playing time in games, selection for coaching or officiating.

**IV. GOALS**

- A. To experience personal enjoyment, satisfaction, and increased confidence from both individual and team achievements.
- B. To learn, develop, and refine the fundamental skills of hockey.
- C. To blend individuals and their skills into successful team play.
- D. To demonstrate good sportsmanship in victory and defeat.
- E. To encourage good effort, team spirit, and responsible behavior.
- F. To play with players from our community and honorably represent the city of Eden Prairie.

**V. AFFILIATIONS AND REPRESENTATIONS**

- A. USA HOCKEY
  - 1. The national governing body for amateur hockey in the United States.
  - 2. The EPHA is represented at USA Hockey by its membership in Minnesota Hockey.
- B. MINNESOTA HOCKEY
  - 1. The EPHA is a voting member of District 6 in Minnesota Hockey.
  - 2. EPHA president, or appointed proxy, represents the Association at all District 6 meetings.
- C. Representations
  - 1. In accordance with the above affiliated agreement, players registered with the EPHA may not play for any other Minnesota Hockey Association hockey team during the EPHA regular season, unless otherwise permitted via individual waiver.
  - 2. For travel level hockey (Squirt/10U and above), the regular season runs from the posting of team rosters through the Minnesota Hockey Association State Championships. Exceptions are allowed for players participating in recreational C leagues, instructional clinics that do not involve game play, and 3 on 3 leagues ending by December 1.

**VI. DISCLAIMER**

- A. The EPHA does not endorse and is NOT directly connected with any hockey

program (i.e.: spring, summer, or fall leagues) except those described herein.

- B. Individual play on such teams can occur only in accordance with Minnesota Hockey and District 6 rules.

## **VII. PUBLICATIONS**

- A. The EPHA allows the following uses of individual names on online platforms:
  - 1. Tryout postings; including assignment dates, groups, and final team selection.
  - 2. Website rosters and/or tournament programs.
- B. The EPHA may sell or provide its player email list or mailing list to those organizations that, in the opinion of a majority vote of the President, Vice President, Treasurer, Secretary, and Sponsorship Director, are offering financial gain to the association through sponsorship or products of interest to the membership of the EPHA. These arrangements shall be reported to the board and recorded in the minutes.

## **VIII. BRAND AND LOGO GUIDELINES**

- A. The approved logo of the EPHA is “circle logo” contained on the title page of this document. When the circle logo is unable to be used, the EP initials in the approved font and colors is the only alternative logo. Teams are prohibited from creating or using other logos as representative of the EPHA. Refer to the Eden Prairie Hockey Brand Guidelines on the [ephockey.com](http://ephockey.com) website.
- B. Teams are allowed to create custom apparel but must receive approval on branding usage from the EPHA Communications Director. Teams participating in pin trading tournaments will also need to seek approval on Pin designs that represent EPHA.

## **IX. REGISTRATION**

- A. Registration typically opens in August. All registration information will be posted on the EPHA website. Upon registration opening, the Communications Director will send notification to all previous year’s registrants informing them of the Registration Deadline.
- B. All requirements for USA Hockey registration will be followed by the EPHA. This includes but is not limited to birth certificates for United States-born players and government issued documentation for players born outside of the United States.
- C. The EPHA will follow all Minnesota Hockey and District 6 waiver rules. EPHA Board will review and align on requested waivers prior to approval.

## **X. FEES**

- A. Base Registration fees:
  - 1. Fees collected at the time of registration cover operating expenses of the program including, pre-season clinics, indoor ice time, team jerseys, tournament fees, and any required fees paid to USA Hockey, Minnesota Hockey, and District 6.
  - 2. All players must register for a USA Hockey membership. Membership covers insurance and USA hockey sanctioned events. Fee depends on age of player.

B. Tryout Fees:

1. Tryout fees of \$150 will apply to players at the time of registration to cover the ice time and hired evaluators.
2. Players electing to forgo the tryout process will receive immediate placement on the lowest level team of that age group and will not be charged this additional fee.

C. Playoff Fees:

1. While base registration fees include the cost of District 6 league play-offs for all levels, Regional playoff and State Tournament fees (including any wild card games) are the responsibility of the team(s) and are not included in their registration fees. These fees are expected to be covered by the participating team's fund.

D. Team Fund:

1. Each Team Manager/Team Treasurer will collect a team fund. A budget shall be presented and approved. Team funds are not optional as they cover various team costs throughout the season. A detailed ledger will be kept by the Team Manager/Team Treasurer, available for review at any time.

E. Late Registrations:

1. Late registration will be accepted on a stand-by basis per the availability of open spots on teams and/or at the discretion of the Board.

F. Cancellations and Refunds:

1. Cancellation before September 30th will result in a full refund, less any pre-season clinic or tryout fees that are proven to have been spent prior to refund request.
2. Cancellation after September 30 will result in no refunds, except for situations as described below.
3. Season Ending Injury:
  - a) In the event of a season ending injury, a written refund request may be sent to the Treasurer. The refund granted, if any, will be based on the following factors, including, but not limited to; the date the injury occurred during the season, any fixed costs already allocated by the Association, and any tournament fees previously paid on behalf of the player.
4. High School Team Selection:
  - a) Players planning to try-out for placement on a High School team should register to play for the association at the time of registration and may participate in preseason clinics and try-outs, if timing allows.
    - (1) Any player intending to tryout for High School placement in conjunction with Association tryouts must also formally share intent to tryout to EPHA Registrar before the start of Association tryouts. Failure to do so, will render a player ineligible for a refund.

- b) At the time a player is officially selected and has accepted participation on a High School team, it is their responsibility to notify the EPHA within 48 hours and officially withdraw from the EPHA to obtain a refund.
  - c) Within 15 days of notification, the EPHA will provide a refund equal to the base registration fee and additional AA/A/B team fees, less any fixed costs incurred as determined by the EPHA Board.
- G. Full-time Goalie Discount:
  - 1. To help defray the cost of their additional equipment, full-time Goalies at the Squirt/10U, Peewee/12U, Bantam/15U, and Junior Gold age groups will receive a \$250 discount at the beginning of each season deducted from the Base Registration. The discount is “all or none.” By accepting the discount, it is understood as their commitment to acquire the entirety of their own goalie gear and to play the position of goalie for the full season. Discounts are not offered for part-time players. If a player does not fulfill their obligation within reason, the player will be invoiced for the full amount of the original discount. Any full time declared goalie placed on a team by EPHA where there is a share of goalie responsibility will still be eligible for the goalie discount.
  - 2. The EPHA strives to provide appropriate goalie gear for all teams in the Mite/8U age groups. This gear is expected to be shared in equal rotation to all players on the team. Because equipment is provided, there is no discount offered in these age groups.
- H. Paid Coaches:
  - 1. Paid Coaches receive a stipend for the coach/staff which is collected through additional registration fees for that team.
    - a) If a hired coach is confirmed, his/her fees collected at registration and otherwise replaced before the season starts with a non-paid coach, a refund will be granted to the team.
    - b) If a paid coach is hired after the start of the season, the coaching stipend will be invoiced to team participants.
    - c) The EPHA has a scholarship program for families needing financial assistance. Please refer to Appendix B in this document for program guidelines.
- I. A player with outstanding debt, including any previous seasons unpaid fees or volunteer requirement penalties, will not be able to register until payment is received or a payment plan has been implemented.
- J. No player shall be allowed to tryout or play on a team until all registration fees have been paid or a payment plan has been implemented.

## **XI. MINNESOTA HOCKEY AGE RANGES**

- A. Age classification criteria as defined by MN Hockey
  - 1. 6U/Mini Mite: Born on or after June 1, 2016
  - 2. 8U/Mite: Born on or after June 1, 2014

3. 10U/Squirt: June 1, 2012 to May 31, 2014
  4. 12U/Peewee: June 1, 2010 to May 31, 2012
  5. 14U/Bantam: June 1, 2008 to May 31, 2010
  6. 15U: June 1, 2007 to May 31, 2010
  7. Junior Gold 16: June 1, 2006 to May 31, 2008
- B. MOVE DOWNS (per USA Hockey - Minnesota District):
1. Move downs or playing down at any level is rarely allowed. Being small in size, a first-year player or an otherwise inexperienced player does not, in itself, qualify as a justification for moving a player down.
  2. Players must play within their defined age group. In special circumstances, athletes with documented physical or mental disabilities may be granted permission to play down. The American Disability Act (ADA) is the basis for permitting such practice.
  3. All approved move downs will be to the lowest level of competition available within the association at that age group.
  4. A written parental request, directed to the EPHA President, must be made at the time of registration and be accompanied by a written recommendation from the player's physician, stating the player would be subjected to abnormal physical risk or is otherwise physically incapable of playing at the proper age division. This documentation must also include the player's birthdate and their current height and weight.
  5. Once a player request is approved by the President, the final approval must be granted by the District 6 Director. The documentation package is forwarded to the USA Hockey District Registrar for final approval. The decision of the District Registrar is the final decision. There is no appeal process.
- C. MOVE UPS:
1. In exception to the age cutoff, and when applicable, players can declare their intention to play up with their grade in school. This decision must be announced prior to tryouts commencing and will be locked-in for the season once tryout sessions are posted. This allowance is intended only for players who are younger than the age cut-off dates (such as summer birthdays or school transfers) and ONLY if it allows that player to play with their currently enrolled grade in school. Both of the following criteria must be met for the player's petition to move up to be granted.
  2. The player's birth date falls within the four months following the natural age classification cutoff to include the months of June, July, August and September.
  3. If the move to a higher age bracket allows the player to play with their grade in school.
  4. If a player has petitioned to play up with their grade in school, it will be assumed the player will remain in that age bracket until the Vice President is notified otherwise.

5. If a player elects to return to play based on their eligibility age and not their grade in school (which would offer them an additional season of eligibility at a level) that change is permanent and a player is no longer eligible to play in a level higher than their age dictates.
6. Under a rare occurrence, a player may demonstrate advanced skills and possess maturity that places them at a level ahead of their current age group. In such cases, a petition can be made to the Vice President prior to tryouts commencing. The petition will be reviewed by the EPHA Board and a final decision will be communicated.
7. Additional Move Ups may be necessary for team balance or for goalie shortages at the Squirt/10U and older age groups only. The numbers of players needed for team balance will be recommended by the Board.
  - a) Players asked to move up for one season only will be asked in ranking order as determined by their birthdate. Players nearest the age classification cut-off will be asked first and players will be asked in ranking order until the required number of players needed for team balance is met.
  - b) If a request is made for a player to move up, it is at the discretion of the player, is for only one season, it is not required, and a player is under no obligation to do so. There will be no penalty for declining the request to move-up.
  - c) If available, players who accept the offer to move-up will be allowed to participate in tryouts and earn a spot on the team they make.
- D. A player who is new to the association will abide by any and all MN Hockey rules regarding discretionary waivers, school waivers and home address location.

## **XII. FUNDRAISERS**

- A. EPHA operates charitable gaming operations to help offset the operating costs that drive registration fees for players. The disbursement of funds from charitable gaming operations will be voted on by the EPHA Gambling Committee.
- B. The EPHA may elect to institute additional mandatory fundraisers (Eg: Raffle) or multi-year fee assessments associated with the registration fee.
- C. Any additional team or association specific Fundraising activities need to be approved by the Sponsorship Director (who will communicate to the full board) in advance of the fundraising activity.

## **XIII. BOARD OF DIRECTORS**

- A. The purpose of the Board of Directors and its committees is to administer and oversee the operation of the EPHA assuring adherence to the stated Mission and Purpose of the organization.
- B. GOVERNING AUTHORITY
  1. The EPHA governing authority is the Board of Directors, then the District 6 Board, followed by Minnesota Hockey and USA Hockey.
  2. MAKEUP OF THE BOARD

- a) The Board shall consist of a minimum of 15 members, serving 3-year terms.
  - b) The Board's Executive Committee is composed of the President, Vice President, Treasurer and Secretary.
- C. Board Meetings are held the second Monday of each month. Exceptions may be made for conflicts due to holidays, or other scheduling conflicts. Association Members are welcome to participate in a Board meeting but must announce their intention to the Secretary at least 24hrs in advance of the meeting.
- D. Board positions may change periodically to match the makeup of the participants or special causes of the EPHA.
  - 1. Changing board positions will occur at the position selection meeting and will require approval of the board majority.
- E. The Secretary shall capture and release meeting minutes to the Board members after each meeting such that every board member can assure discussions and decisions were captured properly. Once approved, board's meeting minutes are posted on the EPHA website for all members to view.
- F. Board positions for 2023-2024 are:
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Secretary
  - 5. Tournament Director
  - 6. Commissioners & Volunteer Director
  - 7. Sponsorship Directory
  - 8. Coaches Director
  - 9. Mite Director
  - 10. 8U Director
  - 11. Legacy/Inclusion/Diversity and Education Director
  - 12. Player Development Director
  - 13. Registrar
  - 14. Growth/Equipment Director
  - 15. Communications Director
- G. The list of who is currently filling each role on the board is shown in Appendix.
- H. Election of Board Members
  - 1. The election of new board members will be held at the March Board meeting. This meeting is typically the second Monday in March at 6 pm. The meeting date will be set by the Board so as to not interfere with the Eden Prairie Public Schools schedules.
  - 2. Association members wishing to be included in the board election must express their intent to run for the board to the Secretary, in writing, before 11:59 pm on February 15<sup>th</sup>. Candidates are encouraged to include a position statement describing their qualifications. The Secretary will post a list of candidates and any statements they have submitted on the home page of the EPHA website.

3. After the candidates have been announced and the election date and time is provided, an association member may request, in writing, an absentee ballot from the Secretary. Any absentee ballots must be returned to the Secretary by 11:59 pm on the calendar date three days prior to the date of elections.
  4. Any member of the EPHA (as defined) aged 18 or older at the date of election may cast one ballot.
  5. Proxies are prohibited
  6. During the meeting on the night of the election, the candidates will be given an opportunity to introduce themselves and say a few words. Upon completion of the statements, ballots will be provided to those in attendance. These ballots will be accepted for up to one hour after the statements have concluded.
  7. To count the votes, the election administrator may call on acting board member not running for reelection to assist in the tabulation.
  8. A list of newly elected board members will be posted to the EPHA website once the absentee votes and in-person ballots have been counted and verified.
  9. Board members may not concurrently hold any elected office that may cause a conflict of interest.
- I. Transition of the Newly Elected Board Members
1. The election represents the conclusion of the current board year. On that date, departing board members have completed their responsibilities but are asked to provide transitional support, as needed, to the new board for a minimum of 30 days following the election, or until the transition is deemed complete.
  2. A new board position assignment meeting will be held soon after the election and before the April board meeting, to determine new board positions and to introduce new members to meeting procedures.
- J. Removal of Board Members
1. A member of the Board of Directors may be removed for the remainder of his or her term based upon a vote of the Board. A total of 11 votes is required for removal.
  2. Removal of a Board member will be considered if a member is deemed to be non-productive or absent, disruptive to the board or, if the member's actions are deemed to jeopardize the policies and procedures or integrity of the Association.
- K. Vacancies/or Filling Vacancies
1. A vacancy occurring within 60 days post-election:  
If a vacancy occurs after the annual board member election, but within the first 60 days of the new term, the remaining term of that position shall be filled by the candidate receiving the next highest number of votes from the most recent board member election.
  2. If there is not a candidate available to fulfill this procedure of position, the process will proceed as outlined below.

3. A vacancy occurring after 60 days post-election:  
If a vacancy occurs greater than 60 days from the election, the board will announce the vacancy and ask for candidates to fill the open position. Those interested shall submit their name, and a brief statement to the current Secretary. At the next available board meeting, candidates are invited to give their position statement in person, and a vote by the board will be held to immediately to fill the vacant position. The candidate receiving the most votes of board members in attendance will be elected to the board. In the event of a tie, the President will cast the deciding vote.
4. The replacement board member will fulfill the remaining board term obligation of the departing board member.

#### XIV. **MOTIONS RELATING TO EPHA POLICIES AND PROCEDURES. (“P & P”)**

- A. To ensure the most current status, this document, the EPHA Policies and Procedures, shall be amended with updates annually as facilitated by the acting Secretary.
  1. Amending the document will occur on an annual basis, typically during the off season.
  2. Approval of the Policies and Procedures shall require at least ten (10) votes, or 2/3 vote, whichever is more.
  3. The document must be finalized, updated and approved before registration can open. The document is included in the registration process.
  4. Once the Policies and Procedures are approved and posted to the website, the document cannot be changed unless by emergency measure.
  5. Motions relating to Emergency Measures may be submitted any time during a Board meeting, but must receive at least twelve (12) votes, or 4/5 vote, whichever is more, in support for passage of the emergency motion.

#### XV. **COMMITTEES**

- A. **PLAYER DEVELOPMENT COMMITTEE (“PDC”)**
  1. The Player Development Committee, at minimum will include both High School Varsity Hockey Coaches, the Coaches Director and Player Development Director, and acts as an advisory board to the EPHA Board. The “PDC” typically meets monthly prior to the start of the season. The President & Vice President will co-chair the committee, and identify additional qualified members with high levels of hockey experience to make up the Player Development Committee.
- B. **MITE/8U BOARD (“Mite Board”)**
  1. The Mite/8U Directors, in coordination with the Growth Director will identify qualified members within the EPHA to make up the Mite Board.

2. The Mite Board assists with recommendation and facilitation of Mite/8U related events.
- c. Other committees may be formed, as needed, following board approval.

## XVI. COMMISSIONERS

- A. The Volunteers Director shall nominate and the Board shall approve commissioners for each level.
- B. REQUIREMENTS
  1. Commissioners must have a player in the age group in which they are representing to be eligible for a commissioner role.
- C. VOLUNTEER CREDIT
  1. Commissioners receive credit for all volunteer (Dibs) hours required for their family for that season. If the role of Commissioner role is shared, a maximum of 24 hours will be split among the number sharing the role.
- D. RESPONSIBILITIES FOR COMMISSIONERS
  1. PRESEASON:
    - a) Engage families of prior year on perspective player list to understand participation for upcoming season.
    - b) For players not returning, seek to understand reasons and follow up with board for any potential changes or opportunities for retention.
    - c) Provide results and insights gathered from family engagement efforts to board to help determine projected levels for each age group.
    - d) Help to simplify the ice draw for their level (important dates, band concerts, school blackouts, etc.)
  2. SEASON:
    - a) Act as level liaison between parents and board members, assisting parents in getting questions and concerns addressed.
    - b) Report concerns to Commissioners Director; in- season for check-ins, as needed.
    - c) Coordinate with other associations to ensure specific age group and/or player level questions are answered.
    - d) Oversee concussion and injury reporting, protocols, and paperwork.
    - e) Help coaches coordinate goalie substitutions.
    - f) Act as point person for apparel distribution if manager's need assistance.
    - g) Secure volunteers DIBS to staff all tournament needs, i.e. scoreboard, penalty box, announcers and any other needed roles.

E. 15U, Junior Gold, Bantam Commissioners

1. Duties for these levels are inclusive of the aforementioned, but also may include assistance in negotiating co-ops, supporting tryouts with administrative and operational tasks as needed to ensure seamless team creation and complete player placement.

F. MITE/8U COMMISSIONER

1. The Mite/8U commissioner will be responsible for duties stated above that pertain to Mite/8U. Additionally, Commissioners in this age group will be charged with assisting in sourcing volunteers for Mite/8U Day, organizing jamborees, games and scrimmages. They will also serve as members of the Mite Board.

**XVII. ADMINISTRATIVE, STIPEND AND APPOINTED POSITIONS**

- A. The Board shall have the authority to approve the appointment of non-board, non-voting persons to perform administrative functions for the EPHA. Where required, these appointed individuals will be active members of the association.
- B. These appointments shall report to the President and/or delegated to a member of the Board and, unless designated otherwise in their contract, will be appointed for an annual term.
- C. Additional appointments, including stipends and reporting relationships, shall be recommended by the Executive Committee and approved by the Board.

**XVIII. TEAM LEVELS, SIZES, TRYOUTS, STRUCTURE & INQUIRY**

A. Team Levels

1. Team levels are proposed by EPHA board and approved by D6.

B. Team size:

1. Team size is recommended by the Board and approved by the Player Development Committee prior to registration and is based on participation projections prior to the opening of registration. D6 is informed of proposed team sizes. This is necessary for the planning of tournaments, ice time and budgeting.
2. Following tryouts, the size of the top team for an age group may be altered from the team number recommendation by no more than 2 players and only if there is a significant separation in ability as evidenced by tryout scores and consensus among the Executive Committee. The team size of the remaining teams in each age group will then be adjusted accordingly.
3. The maximum roster size is 18 skaters plus 2 goalies unless prior written permission is received from District 6 and Minnesota Hockey.
4. The top level team should strive to roster 15 players and up to 2 goalies. If deviation from this number is necessary, approval from District 6 is required.
5. The top level (AA or A) head coach will select the team in the following manner, if a paid coach, based on a 15 skater roster:

- a) The top 10 skaters based on ranked tryout scores will be locked into the team.
  - b) The paid coach then has the discretion to select 5 skaters that fall within the top 20 by ranking score (i.e skaters 10-20). A player who is not in the top 20 players by ranking score will not be available for selection by the top level coach.
- 6. The top level (AA or A) head coach will select the team in the following manner, if a parent coach, based on a 15 skater roster:
  - a) The top 13 skaters based on ranked tryout scores will be locked into the team.
  - b) The parent coach then has the discretion to select 2 skaters that fall within the top 20 by ranking score (i.e. skaters 14-20). A player who is not in the top 20 players by ranking score will not be available for selection by the top level coach.
- 7. Selection of next level teams-shall follow these procedures:
  - a) Upon the conclusion of a higher level team coach's selections, the coaches of the next level will repeat the process.
  - b) It is at the discretion of the coach to immediately select the team based on ranked tryout scores or to opt to hold an additional scrimmage or practice.
  - c) Of the remaining players, the top 10 skaters based on ranked tryout scores are locked to the team.
  - d) If a scrimmage or practice is held, up to 15 additional skaters (based on ranked tryouts scores) will be invited to the scrimmage.
  - e) Following the scrimmage or practice, the coach will select the players from this pool based on the predetermined team size.
  - f) For subsequent teams, teams will be formed based on ranked scores. If there are two teams at a level (IE: B2 or C), the President, Vice President and Coaches Director will form a "tryout subcommittee" as needed to ensure equitable player placement for optimum team balance.

#### C. Team Tryouts

- 1. The President & Vice President are responsible to plan, coordinate, and supervise tryouts for all Travel levels (Squirt/10U age groups and older.) The Executive Committee will be present at all Tryout Events unless they have a player participating in a specific age group in which case, the Vice President will endeavor to appoint a suitable temporary replacement. If extenuating circumstances occur (ie: injury, system failure, or to ensure continuity of process) - an Executive Committee or Board Member with a potential conflict may remain present without consequence.
- 2. EPHA Try Out Communication:
  - a) Tryout groups, times, and final team selections will be posted as soon as possible on the tryout page of the EPHA website.
  - b) It is the players' and parents' responsibility to check the postings and be aware of their schedules.

- c) During tryouts, it is not possible to switch tryout groups due to a personal conflict.
  - d) During the tryout process, it is essential that there be no unnecessary contact or communication between players, parents, evaluators, commissioners and coaches. This includes, but is not limited to, tryout staff communicating with players parents. A and person found in violation of this policy, will be removed from tryouts, the full board will determine the appropriate action.
  - e) Any necessary communication (such as illness, injury or equipment problems) should be routed through the President or Vice President, without consequence.
- 3. At no point during the tryout process should any board member, commissioner or volunteer who has a player participating in that age group be in or near the rink where a session for their player's age group is being held, unless exempted as defined in section 1. This includes access to the Eagles Nest while their player's age group is being scored, while scores are being tabulated prior to their lock in the scoring platform (Team Genius) or while teams are being selected for their player's age group.
- 4. The aforementioned poses a direct conflict of interest and a board member found in violation of this policy will be removed from the board. Commissioners and Volunteers found in violation will be subject to an immediate Grievance Committee hearing. Their athlete will be removed from tryouts and the remaining board members will determine the proper team placement for that athlete based on available information.
- 5. Tryouts are closed to the public. Those permitted are:
  - a) Evaluators, Consultants, confirmed Coaches, Board Members who have prior approval from the Executive Committee, and who do not have a player participating in the particular age group they are evaluating.
  - b) These people shall be approved by the Executive Committee prior to tryouts commencing and may differ with each age level and for girls/youth teams.
  - c) Any other volunteers and commissioners that do not have a player participating in a particular age group, as approved by the Vice President to assist with facilitating the tryout process.
  - d) Any administrative or IT assistants as determined by the Vice President.
  - e) A and AA level hired or parent coaches and B1 hired coaches who have been approved by the PDC and by the Executive Committee will be allowed to attend any tryout session as permitted. Parent coaches will be unable to grade.
  - f) A parent coach who is approved prior to the season starting will be approved with the stipulation that their player is not guaranteed a spot on the team in which the coach is assigned. If

the player fails to make the team, the approved coach will be relieved, and a replacement coach will be found.

- g) Coaches Director, who after final team formation, is needed for the purpose of determining remaining travel level coaches. They will partner with the Vice President to review and align.
- h) Parent volunteers and Commissioners shall not be allowed to volunteer inside the rink, or Eagles Nest during tryout sessions for an age group where they have a child participating. There shall be no communication by parent volunteers regarding their personal observations, advice, or feedback in regards to any individual players before teams are selected. Any attempt by a volunteer to provide an advantage to another player during tryouts will be reviewed by the Board to determine the appropriate action. Parent volunteers and Commissioners are allowed to help with check-in.

- 6. For tryouts, all players shall wear a black helmet; black breezers; a plain white, red, grey or black jersey without visible names or identifying words or marks; socks may be from a previous EPHA season or plain white, red or black or combination of those colors. Jerseys worn inside-out are permitted, provided all identifying information is not visible. All non-EPHA provided stickers and any numbers shall be removed from helmets.

#### D. Tryout formal inquiry

- 1. Tryout team placement is considered final, unless unforeseen circumstances (i.e. catastrophic injury, high school team placement, etc) occurs.
- 2. There is a mandatory 24 hour cool down period after all teams are posted for a players age group before any formal tryout inquiry can be made to the Vice President. No inquiries will be accepted after the 8<sup>th</sup> day post all teams posted at a given level. (i.e. 24 hour cool down period + 7 calendar days after the last team at a given level is posted.)
- 3. If a parent believes that their player was placed on the incorrect team for their age group, the must file a formal tryout inquiry to the Vice President.
- 4. Once an inquiry has been filed, they will receive a report on the evaluation of their player. Only the evaluation of the player in question is permissible and there will be no “comparative” player evaluations provided during the inquiry process. There will be NO moves made as a result of the tryout inquiry.
- 5. Individual Board members are not responsible for team selection. Any effort by parents or players to contact members of the Board in a berating manner are in violation of the Participant Code of Conduct and will be turned over to the grievance committee.

## XIX. TRYOUTS

### A. Junior Gold and 16U

1. Junior Gold and 16U Junior Gold tryouts (if numbers allow) are held after the conclusion of High School Tryouts.
2. Junior Gold and 16U Junior Gold boys shall have up to three scrimmages under the direction of the Jr. Gold Commissioner, the Vice President, the Jr. Gold and/or 16U coaches and a member of the high school staff. If required, teams shall be selected at the conclusion of those scrimmages.

**B. Bantam/15U, PeeWee/12U, Squirts/10U:**

1. The tryout process shall consist of one competitive drills session, which will be scored and used for the sole purpose of determining scrimmage groups, and a minimum of three scrimmages, each graded by our team of evaluators.
2. At each session, graders will be evaluating the skaters on Skating, Stickhandling, Shooting, Passing, Hockey IQ, Positioning, Compete Level, Teamwork, Attitude, Sportsmanship and, using their experience, give a cumulative score for each player.
3. Bantams/15U will declare their desired position and tryout as Forward or Defense. This information will be collected before each session at the time their tryout numbers (pinnies) are assigned.
4. Goalie Specific Skills: Skating and Movement, Angles and Positioning, Recovery and Rebounds, Glove and Blocker, Speed and Reaction Time.

**C. Evaluation and Grading of Players**

1. The Vice President must inquire to all coaches and evaluators responsible for selecting teams if they receive any compensation resulting from private individual or small group training from any tryout players. This does not include coaches from open-invitation clinics, camps, or other teams. This information must be vetted through the Vice President and the Board to determine appropriateness in participating in the evaluation process.
2. Graders will be hockey-knowledgeable and approved by the Vice President.
3. Graders will grade all players during each session and will be stationed around the arena to properly evaluate players. A minimum of 5 graders will be scheduled for each session.
4. Impartial graders:
  - a) No more than three graders from a particular hockey clinic or from an outside EPHA organization shall be allowed at any one level. Graders associated with players will be discouraged from grading the level of play within which the associated player is trying out, but use of that related grader shall be the decision of the Executive Committee.
5. The point system that will be used by the graders will be as follows with one overall score applied to each player based on a combination of evaluation criteria:

7 = Definite AA/A	6 = Borders A & B1	5 = Definite B1
1 = Borders B1 & B2	3 = Definite B2	2 = Borders B2 &

## 1 = Definite C

6. At the conclusion of each session, the highest score and the lowest score given by the team of evaluators will be removed and the player receives a single “averaged score” locked for that session. After all sessions are completed, the player will receive a single “averaged score”.
7. The overall score will be compiled from the following sessions:
  - a) The first skate, or “Day one”, will have groups divided alphabetically. These groups will compete in graded competitive drills and skate an ungraded scrimmage if time allows. Based on the scores collected, a leveled list will be created and groups for the next tryout session will be posted. “Day one” skills session scores will not count in the overall cumulative score, but will be used solely as a tool for determining the initial scrimmage lists.
  - b) Scrimmage 1:
    - (1) The second skate, or “Day two” will be leveled groups.
    - (2) These groups will scrimmage and play in rotating positions as assigned by the bench attendant. “Day two” scores will count for 1/3 of the overall player score.
    - (3) The number of players included in the leveled groups will be as near to evenly divided as possible, but the cutoff may be adjusted by the Vice President considering any clear gap in player scores.
    - (4) Between tryout sessions, it is possible for players to move from the ‘upper list’ to the ‘lower list’ or vice versa based on their scores from any given day.
    - (5) Once the leveled lists are published, however, a player must participate in that session and cannot be moved to another group.
  - c) Scrimmage 2:
    - (1) The third skate will be leveled groups. These groups will scrimmage and play in rotating positions as assigned by the bench attendant. “Day three” scores will count for 1/3 of the overall player score.
  - d) Scrimmage 3:
    - (1) The fourth skate will be leveled groups. These groups will scrimmage and play in rotating positions as assigned by the bench attendant. “Day four” scores will count for 1/3 of the overall player score.
  - e) For the top team at each age group (AA or A), an optional ‘Coaches Game’ or ‘Coaches Scrimmage’ will be at the discretion of the coach who is seeking a final look before selecting the team. This event is unscored.
    - (1) If the coach chooses to run an additional skate, this may be an inter-squad scrimmage or a scrimmage against another association.

- (2) The head coach may elect to allow the scrimmage to be open to spectators.
- (3) This event may take place after the conclusion of Scrimmage 3, or after the conclusion of Scrimmage 2 but before Scrimmage 3.
- (4) Scrimmages may be run 4 v 4 or 5 v 5 as approved by the Vice President and the Evaluators/Coaches.
- f) If the coach does not elect to utilize this option, the team will be posted following the final scrimmage and this ice time will be the first practice for the new team.

#### **D. GOALIE TRYOUTS**

1. SKATER/GOALIE Players for Squirt/10U players Only.
  - a) Players intending to tryout as both skater and goalie will be required to send the Vice President an e-mail declaring this intent prior to tryouts. This email must declare their preference for the team and position they would rank first, (e.g., makes "A" as a skater but "B" as a goalie).
  - b) If a player elects to try out both as a skater and a goalie, they will be required to participate in both skills sessions in order to record grades at each position.
  - c) The player will be placed on a team in consideration of their preference. For example, if a player makes the A team as a skater but indicated their preference is to be on a team where they are able to play as both a skater and a goalie and making the B team will allow them to do that, that player will be placed on the B team.
  - d) If the final team selection allows for it, the coaching staff has the discretion to allow if, and when players may rotate between skater and goalie positions.
2. Typically, players declaring as full time goalies are given the preference to play the position on the team.
3. Up to 6 goalies based upon skills tryout scores will be invited to participate in the top level scrimmages. Upon the conclusion of the top team coach's selections, the remaining goalies in the next level pool will comprise the goalies for the next level team(s). In order to assure that there is at least one goalie for each team the Executive Committee will have the authority to modify the number of goalies on each team.
4. Junior Gold goalies will be selected during tryouts by the coaches as supervised by the Tryout Committee composed of the Vice President and other approved members of the Board.
5. Squirt/10U, Peewee/12U, Bantam/15U goalies will be graded in the following manner and consistent with each program's tryout scrimmages.
  - a) Graded Combined skills used to divide lists for scrimmage.
  - b) 1/3: Scrimmage
  - c) 1/3: Scrimmage

- d) 1/3: Scrimmage
- E. Full or Partial Absence During Tryouts due to Illness, injury or participation in MN Hockey Sanctioned Programs.
  - 1. If a player is injured, ill, participating in a required school function tied to a graded part of their curriculum, or participating in a MN Hockey sanctioned program (as evidenced by a signed note from a licensed physician to healthcare professional; or a signed note from the appropriate MN Hockey program coordinator or coach.)
  - 2. In the event no tryout grade is recorded a 'comp grade' will be collected.
    - a) To obtain a 'comp grade' the Vice President will consult with the coaches of the previous season who will advise the three compatible players who are most similar in skill to the absent player. A 'comp grade' given that will be the average score of those three like players.
  - 3. In the event of a partial grade:
    - a) If the player has recorded one to three grades, the Vice President will consult with the coaches of the previous season and shall place the player in the appropriate pool, with consideration of their past EPHA history.
  - 4. In the event of an unexcused absence:
    - a) A grade of zero will be given for the tryout session that is missed.
  - 5. For the purposes of tryouts, if a session must be missed due to an excused religious or secular holiday.
    - a) In the event no tryout grade is recorded a 'comp grade' will be collected.
      - (1) To obtain a 'comp grade' the Vice President will consult with the coaches of the previous season who will advise the three compatible players who are most similar in skill to the absent player. A 'comp grade' given that will be the average score of those three like players.
    - b) In the event of a partial grade:
      - (1) If the player has recorded one to three grades, the Vice President will consult with the coaches of the previous season and shall place the player in the appropriate pool, with consideration of their past EPHA history.
    - c) In the event of an unexcused absence:
    - d) A grade of zero will be given for the tryout session that is missed.
- F. Lowest Level Travel Teams (i.e. C teams)
  - 1. At the Squirt/10U age group and older, EPHA will field as many teams as

required by the number of players at each level to assure all players are placed on a team. All teams are registered as travel teams with USA Hockey.

2. If the registration numbers do not support enough players to form a team, the EPHA may elect to co-op with another association.
3. In the event more than one team is formed at a level within an age group, the team will be as evenly balanced as possible. A coach's scrimmage may be help when necessary to determine team balance.

## XX. **ROSTERS**

- A. The final rosters will be posted on the EPHA website as soon as practical.
  1. Information required by Minnesota Hockey and USA Hockey include players' first and last names, birth date, parents' and legal guardians' names, address(s), zip code(s), and phone numbers.
  2. The registered address in USA hockey and the registered address used for EPHA registration must match for a rostered player to be valid.

## XXI. **COACHES**

### A. Selection Process

1. If deemed necessary, The Coaches Director will create a Coaches Selection Committee. This committee has the authority to interview coaches from Eden Prairie or elsewhere to find the best possible staff to fulfill the needs of the program.
2. The Coaching Director shall present its recommendations for paid coaches at Squirt/10U, Pee Wee/12U, Bantam/15U, 16U, Junior Gold levels to the EPHA.
3. At levels where the availability of parent coaches cannot be determined until the roster is set, the Coaches Selection Committee will interview head coach applicants during tryouts. Head coach selections will be posted during or after the completion of tryouts. Parent coaches who are placed after the formation of the teams will be recommended by the Coaching Director and approved by the Executive Committee.
4. Proof of current C.E.P. certification or assurance to complete the certification process will be required before the candidate will be considered for a coaching position. In order to be rostered, Coaches need a current Coaches number.
5. Coaches who do not obtain the required level of certification by December 31 of current season will be dropped from the roster and will be prohibited from any on ice team participation or any position on the bench during games. The USA Hockey or EPHA insurance programs do not cover persons not rostered on a team.

6. EPHA desires to have a paid coaching staff for as many travel teams as possible.
7. A current board member will not be considered for an age group's top-level (A/AA) head coaching position unless no other suitable candidate is available.

B. Coaching Requirements (EPHA and DISTRICT 6)

1. ***COACHING CERTIFICATION FREQUENTLY CHANGES PER USA HOCKEY, MINNESOTA HOCKEY AND DISTRICT 6. While Coaches must keep themselves informed of their personal certification status and be aware of clinic schedules pertinent to their needs, the Coaches Director and Registrar will further communicate with all rostered coaches as to any necessary requirements not currently met.***
2. All coaches must meet all USA Hockey requirements prior to being officially rostered to a team. This includes USA Hockey registration as a Coach, verified background check, Safesport certification, current CEP card with appropriate level completed, completion of the appropriate age modules for the age classification he/she is coaching.
3. Coaches cannot be on the bench unless they are rostered and have completed the credentials listed above and have been verified by USA Hockey.
4. On-ice helpers for practices need only have a completed background check and Safesport certification.
5. Coaches must keep themselves informed of their personal certification status and be aware of clinic schedules pertinent to their needs. For up-to-date schedules and available clinics, visit [USAHockey.com](http://USAHockey.com).
6. Attendance at the annual District 6 Coaches and Referees presentation is mandatory for all coaches and assistants.
7. Attendance at all scheduled EPHA Coaches Meetings is mandatory.
8. Coaches must also sign the score sheet as required by District 6.
9. During any EPHA sanctioned event (games, scrimmages, practices), all on-ice coaches must wear a HECC-approved hockey helmet with the chin strap buckled at all time. This requirement applies no matter the location of the event (including outdoor ice, supplemental ice rental).
10. Failure to comply shall result in a 30-day suspension per Minnesota Hockey and is to be enforced by EPHA and District 6.
11. Such consequences are in addition to any action by District 6 or Minnesota Hockey.
12. As exception, coaches entering the ice for post-game celebrations or handshakes may elect to not wear a helmet but do so at their own risk.

### c. Coaches Duties and Responsibilities

1. Coaches will promote the “EagleWay” show good team spirit and set a good example of both sportsmanship and conduct both on and off the bench. All coaches must have clear knowledge and understanding of the Coaches Manual, EPHA Policies & Procedures and District 6 rules.
2. The head coach is responsible for operation of the team. His or her main objective is to develop hockey skills consistent with the goals and objectives of the EPHA. It is his/her option to utilize the Team Manager to assist in team operation.
3. In accordance with Minnesota Hockey rules, only coaches whose names appear on the team roster may be in the players’ bench during games. A team may register multiple coaches but, to avoid penalties, a maximum of four are allowed on the bench during games.
4. Assistant Coaches:
  - a) The head coach along with the Coaches Selection Committee will assist in the selection of any and all assistant(s).
  - b) Person(s) selected MUST have current Certification Cards on file with the Registrar or be willing to completed Certification no later than December 31.
  - c) Person(s) selected should have similar hockey philosophies, thereby creating a good working relationship beneficial to the players.
5. All Coaches will be expected to complete requested surveys for each player, as defined by Coaches Director at the season beginning Coaches meeting.
6. The Head Coach will select a Team Manager and other personnel they feel are needed and shall designate their duties.
7. The Head Coach will be involved in selection of players as outlined.
8. The Head Coach is expected to be available to discuss any problems with the players and/or parents, keeping in mind that his/her prime responsibility is to the whole team and not to any one individual.
9. The Coach will follow the recommendations of the Player Development Committee and the EPHA Board to keep practices and games in good proportion and in accordance with District 6 and Minnesota Hockey rules. Coaches must strive for at least three practices for every game (3:1).
10. Squirt/10U:
  - a) District 6 teams may not play against one another until after Dec 1 (does not apply to tournaments held before Dec 1). The maximum number of game days is 35 (including league,

tournaments, and scrimmages). The District 6 post season tournament does not count toward the limit.

- b) Squirt/10U - 35 games played waiver must be completed and submitted to District 6 before the District tournament.
- c) Coaches scrimmages (a coach on the ice acting as a referee, stopping play to offer instruction) does not count in the 35 game tally.
- d) As directed by the EPHA and Player Development Committee, at least 50% of practices at the Squirt/10U level should be shared.

11. Pee wee/12:

- a) The Player Development Committee advises a maximum of 40-50 games per season.
- b) As directed by the EPHA and Player Development Committee, at least 20% of practices should be shared.

12. Bantams/15U:

- a) The Player Development Committee advises a maximum 50-60 games per season.
- b) As directed by the EPHA and Player Development Committee, at least 20% of practices should be shared.

13. Coaches will schedule and host a meeting with parents soon after the teams are selected to discuss their goals, philosophy, and disciplinary principles, to review any additional team expenses, and to identify ways in which parents can assist the team.

14. Coaches will select and instruct all players to shake hands with referees and opposing coaches before (if applicable) and after games.

15. Coaches will instruct players on proper conduct during the national anthem.

16. Abusive language and consumption of alcohol, tobacco, or drugs by coaches during games, practices and team functions is not allowed.

17. Player safety is of utmost importance. It is the responsibility of the coaching staff to understand and adhere to the safety protocols of the EPHA and of MN Hockey.

- a) If the severity of the injury is unknown, or if a player is unable to physically move off of the ice, paramedics should be called immediately and reported to EPHA President.
- b) All serious injuries or concussions requiring medical attention need to be reported immediately to the EPHA President to ensure proper protocols are followed.

18. Failure of the coach/s to adhere to and enforce the rules and procedures of EPHA and District 6 will be addressed by the Board of Directors. Consequences for such failures shall be/ be at the discretion of the EPHA Executive committee.

## XXII. **TEAM MANAGER DUTIES AND RESPONSIBILITIES**

- A. The team manager must be knowledgeable of the rules and guidelines and is responsible for all functions listed herein either by delegation or by carrying out these functions personally. It is also the prerogative of the Head Coach to handle any of these functions themselves. The team manager shall attend the mandatory manager meeting following tryouts and team selection.
- B. Ice Draw
  1. A representative of the team must be present at the pre-season ice draw for indoor practice hours. It is recommended to have up to (3) representatives at the ice draw. Once these hours are drawn, they belong to your team. If, for any reason, your team is unable to use any of these hours, it is the Team Manager's responsibility to trade or donate with another team or to notify the Ice Coordinator that you will not be using the ice. Previously claimed ice time that is not used or traded is forfeited, there are no 'give backs' accepted.
- C. Team Finances
  1. The Team Manager or Team Treasurer (recommended) shall determine a reasonable per-player contribution toward a team fund to cover non-parent coaches' expenses for out-of-town tournaments, ice times and referees for additional practices or scrimmages, and other parent approved shared expenses such as team building events.
  2. Team budgets will be voted on by parents (1 vote per family) and will require majority approval. All team members will be responsible for any fees that have been approved by team vote.
  3. The association registration fees cover play through to the end of District Playoffs. Each individual team/team fund is responsible for any fees for Regional Playoffs or State Tournaments. Unless prior arrangements are made, parents/players who refuse to pay into in the team fund will be disallowed from participating in any Regional Playoff or State Tournament play.
  4. Participation in the team fund is required.
- D. Game Sheet Submission/District 6 Reporting
  1. District 6 in conjunction with Minnesota Hockey has adopted the online scoresheet platform Game Sheet. This online platform has replaced paper scoresheets for all District games. The **HOME** team is responsible for downloading and uploading the electronic copy of the Official Score

Sheet within one week of the game date. Failure to do so can result in a \$50.00 fine payable by the team fund. This fine will not be paid by the EPHA.

2. For tournaments or non-district scrimmages paper forms may still be used, and it is the responsibility of the team manager to have roster labels available as needed.
3. Player Statistics are not allowed at the Squirt/10U levels.

#### E. TRAVEL ARRANGEMENTS

1. In the event there is travel that was not arranged by the EPHA, the team manager will coordinate team lodging and advise parents of their responsibility for securing their family's reservations. Team managers will work with coaches to make their travel arrangements.

#### F. SCRIMMAGES

1. At the coach's direction, the team manager shall assist in scheduling non-district games and to schedule and pay for referees from team fund.

#### G. Team Treasure:

1. Collect and allocate team fund. A team treasurer is strongly suggested to provide an additional check and balance for the team.
2. If a team checking account is opened, it should be in the name of the team and not in the name of the EPHA.
3. Out-of-Town Tournament Planning
  - a) Assign tasks including planning team meals and organizing team or parent events.

#### H. Minor Officials.

1. Arrange for clock, scoresheet and penalty box attendant at Home games and arrange for a penalty box attendant for Away games. Minor officials must be adults.

#### I. Parent-on-Duty.

1. Create a calendar of POD assignments. Please ensure this is completed for the full season or at a minimum of 1 month out. Utilize Sports Engine to communicate assignments.
2. Same-sex "PODs" (parents on duty) are required to be in the locker room when the coaches are not. See VXIII) USA Hockey SafeSport, section 9.
3. Spouses of a coach of an opposite-sex team are not required to be POD.

#### J. Schedules

1. The team manager, or delegated representative, shall enter and maintain season schedule on team website.

2. The manager will assure that revisions are updated, correct and communicated in a timely fashion.

#### K. Equipment

1. Managers (or Coaches if they so choose) are responsible for checking out equipment such as first aid kits, puck bags and goalie equipment from the Equipment Director before the start of the season and returning equipment at the end of the season. Failure to return borrowed equipment will result in a fee that will need to be covered by the team fund.

#### L. Forms

1. Managers are responsible to obtain and maintain the Participant Code of Conduct forms from all players on the team.

#### M. Injuries

1. Any concussion or serious injury must be reported to the EPHA President immediately.
2. It is the responsibility of the manager to ensure all appropriate paperwork is filed with Minnesota hockey and District 6, and a copy filed with EPHA Registrar for tracking purposes.
3. A player who has suffered a concussion or serious injury, or was removed from play for suspicion of serious injury by either a coach or official, will not be allowed to return to play without the signature of their attending physician.

### XXIII. RULES

- A. All game rules as outlined in the Minnesota Hockey and District 6 manuals shall be observed.

### XXIV. RELIGIOUS AND SECULAR HOLIDAYS

- A. The EPHA supports the rights of its membership to respect and observe those religious secular events. For the purposes of scheduling tryouts, games tournaments and practices, reasonable effort will be made to accommodate. In no event will a player be penalized for adequately documented attendance failures due to religious or secular holidays.
- B. Parents and players (jointly) must notify the EPHA and their team coach of pre-planned events prior to the start of tryouts. Players with significant pre-planned attendance issues (more than three days) may be placed on those teams with lower attendance commitment requirements.
- C. In accordance with the policies of District 6 referees' association, no games, scrimmages or tournaments will be scheduled on Thanksgiving Day or Christmas Day.

**XXV. TOURNAMENTS, GAMES AND SCRIMMAGES**

- A. No District 6 team can play outside of the state of Minnesota, or against teams not registered/sanctioned with USA Hockey, without prior approval from District 6.
- B. Each travel level team is allowed to play in four tournaments within the District 6 season, EPHA Tournament Director will aim to schedule a minimum of one of the four tournaments out-of-town which requires a hotel stay.
- C. The EPHA includes the fees for these four tournaments within base registration amount. Unless approved by the Board, teams may play in no more than two (2) out of town tournaments during the regular season.
- D. The EPHA will attempt to host tournaments at each age-group and level of which there is an EPHA team. EPHA teams are automatically entered and required to participate in those tournaments.
- E. Scheduling of non-league, "trade" games or scrimmages are the responsibility of the team coaches and/or managers. This includes the scheduling and paying of referees. Any additional ice time used to schedule a game will be at the expense of the team.
- F. Referees must be arranged with the District 6 Referee Scheduler as early as possible. The referees require payment at the time of the game by personal check from the team fund.
- G. Trade games and referees should be reconfirmed one day prior to the game.
- H. When at tournaments, players are expected to represent the EPHA in a manner expected by our association. This includes appropriate behavior both on and off the ice.
- I. Head coaches of teams participating at State Tournament events are encouraged to mandate an appropriate dress code.
- J. At the Squirt/10U age group, and all C-level teams, coaches shall assemble lines of equal ability and provide equal playing time with the end goal of developing as many players as possible. It is the expectation that Coaches will expose all skaters on the team to differing game situations and different positions (PP, PK, last minute of a tight game, important face offs, etc.)
- K. It is the expectation that players prioritize EPHA. If players elect to miss practices for unexcused reasons, playing time may be impacted.
- L. The Coaches Director has the right to address any situation with any team or coach as it applies to equal ice time.
- M. GOALIE SUBSTITUTIONS
  - 1. In the event that a goalie is unable to make it to a scheduled game, a goalie of equal or lower level or age group may be substituted, provided the required substitution paperwork is completed and submitted.

2. For example, an A team goalie from the EPHA or other association is able to sub for another A team goalie. A younger age group goalie is able to 'play up' to an older age group, provided the move is equal or higher in level (10UB1 subs for 10UA, 12UB1 or 12UA. 10UA could not sub for 10UB1 or 12UB1).
3. This rule also governs rostered skaters who suit up as a substitute goalie.
4. Games or scrimmages between District 6 teams must have prior permission from District 6 for goalie replacement.
5. The substitute goalie should be acquired first from the local association and second from teams within District 6.
6. The substitute goalie must abide by the player rest rules.
7. Goalies from other associations are able to substitute provided the level of play match and prior permission is obtained. The substitute goalie must wear the jersey from his/her rostered/home team.

## XXVI. GAME UNIFORMS, APPAREL AND EQUIPMENT

### A. Game Jerseys and Socks:

1. Home and Away games will be issued to each player at the start of the season and are included in the registration fees. It is the Player's responsibility to care for and ensure that he or she has the appropriate jersey for each game. Game jerseys and socks **SHOULD NOT BE WORN** for practice due to the potential for unnecessary damage. **Replacements of jerseys or socks due to loss or misuse will be invoiced at-cost to the family but are not guaranteed to be immediately available.**
2. Special Event Uniforms: Team appearing at special events, such as state tournaments, may elect to create their own uniform in commemoration. These uniforms are at the team's expense and must follow EPHA Brand Guidelines and be approved by the EPHA Communications Director (and approved by D6.)
3. Minnesota Hockey requires a blaze orange stop sign to be placed on the back of the jersey.

### B. Team Colors, Apparel and Uniforms:

1. Eden Prairie team colors for Squirt/10U level and higher is black, red, and white. The application and design of trim will change periodically. Home game Jerseys will be primarily White. Away game jerseys and socks will be primarily red or black.
2. Breezers and helmets must be black.
3. Teams may arrange for off-ice uniforms or warm-up apparel to create a consistent identity. EPHA Brand Guidelines must be followed. When team apparel is arranged, the EPHA mandates that it be optional for

purchase and not required. All players are encouraged to wear the EPHA brand or the colors red, white, or black in the absence of participation in team apparel.

4. The EPHA encourages all travel teams to use a prescribed practice jersey. If not provided by the EPHA, teams may choose to purchase their own practice jerseys from team funds or to request players to purchase a plain jersey in a specific color. EPHA Brand Guidelines must be followed when logos are used.

### C. EPHA Required Equipment

1. Equipment requirements are set by District 6, Minnesota Hockey, and USA Hockey and are strictly enforced.
2. Required Equipment
  - a) Helmets **MUST** be approved for play by USA Hockey and worn at all times on the ice for players and coaches. As exception, helmets may be removed during on-ice celebrations but are done so at the players and coaches own risk.
  - b) All skaters at all levels must wear full facial protection and tethered, colored mouth guards. Players will be disallowed from play in district games without wearing the proper mouth guard.
  - c) Facial protection for all players must be commercially manufactured and approved for competition by USA Hockey.
  - d) Helmet with approved facemask and tethered mouth guard. Helmet must be black at age groups older than Mite/8U.
  - e) Elbow pads, Shin Pads and Shoulder Pads Supporter with protector.
  - f) Breezers (pants); must be black at age groups older than Mite/8U.
  - g) Hockey Skates and Hockey Gloves.
  - h) Hockey Stick. A straight blade is recommended for beginners.
  - i) Throat/neck protection devices must be worn per District 6 guidelines.
  - j) Goalie equipment consisting of leg pads, chest & arm pads, blocker glove, catcher glove, stick and helmet.
    - (1) Goalies at all levels must wear a "cage" and helmet combination or an approved goalie helmet, plus a tethered, colored mouthpiece.
    - (2) At Mite/8U, each team will be provided a set of team goalie equipment to facilitate each skater having a turn in the position.

**XXVII. USA HOCKEY SAFESPORT**

- A. EPHA follows the SafeSport Policy as outlined by USA Hockey and has ZERO TOLERANCE for abuse, slurs and misconduct. This covers both on-ice and off-ice safety and address the following types of abuse: Sexual Misconduct, Physical Misconduct, Emotional Misconduct, Bullying, Threats, Harassment, and Hazing. The EPHA has implemented protections to reduce the risk of potential abuse. Refer to the following for the complete guide.  
<https://www.usahockey.com/safesportprogram>
- B. SafeSport Mandatory Training
  - 1. All persons in managerial or supervisory role over minor participants, including but not limited to Board members, coaches, managers, officials, chaperones, volunteers, PODs, and players who will be 17 or older on or before Dec 31 of the playing season, must complete SafeSport training. There is no cost to members of USA Hockey to complete the training.
    - a) The Core Course for SafeSport training is taken online and generally takes 90-120 minutes to complete.
    - b) The refresher Course is also taken online and generally take 30 minutes or less to complete.
    - c) Any reported safe sports violations will follow EPHA Grievance policy.
  - 2. Safesport must be completed by 11/1. Failure to do so will result in their player not being eligible to participate in team activities until their training is complete and verified by the team manager.
- C. Procedures for Responding to Reports of Discrimination (per MN Hockey)
  - 1. Any player, parent, coach, volunteer, manager, board member or spectator that would like to report alleged discriminatory conduct prohibited by Minnesota Hockey or USA Hockey rules may do so in the following ways:
    - a) Minnesota Hockey SafeSport Reporting Form
    - b) USA Hockey SafeSport Reporting Form
    - c) Minnesota Hockey SafeSport Coordinator
    - d) Minnesota Hockey DEI & Girls Growth Coordinator
  - 2. Reporting parties are encouraged to utilize the Minnesota Hockey reporting form on their association website, the Minnesota Hockey website, or the USA Hockey Website. The responses submitted to this form will be submitted electronically to the Minnesota Hockey SafeSport coordinator and Minnesota Hockey DEI & Girls Growth Manager. The association/district DEI coordinator will also be forwarded the report.
  - 3. Once a complaint has been made, the Minnesota Hockey SafeSport

coordinator and the Minnesota Hockey DEI & Girls Growth Manager will begin their investigation. Every complaint or report of discrimination made or forwarded to the listed positions will be investigated.

4. If the complaint is made through USA Hockey or directly to SafeSport, the complaint will be forwarded to the MNH SafeSport Coordinator and the MNH Board President. The report will then be forwarded to the MN Hockey DEI & Girls Growth Manager.
5. If the alleged offence was committed by another association's teammate, player, volunteer, coach, or parent, the responding association will be notified in writing by the MNH DEI & Girls Growth Manager, or by the MNH SafeSport Coordinator when a complaint is submitted.
6. During the investigation process, the association/district DEI coordinator should be used as a resource for both the family and the association. The DEI coordinator must be made aware of the details of the investigation, and steps being taken by the association to investigate the report.
7. If the investigation determines that discrimination has taken place, SafeSport suspension/discipline protocol will take place, as in place. Discipline may include suspension or possible removal from the association for repeated or egregious violations.
8. After an offense, the team of an offending player will receive training reminding them of SafeSport policy, as well as their associations code of conduct. Subsequent offenses will result in either virtual or in person discussion and training from the association DEI coordinator or MN Hockey DEI & Girls Growth Manager. Refusal to attend training will result in additional suspension.

## **XXVIII. LOCKER ROOM POLICIES:**

- A. For a team at any age group comprised of players of both genders, a separate locker room will be reserved for the players representing less than 50% of the team, if available.
- B. If a separate locker room is not available, the different gender groups will take turns using the locker room to get dressed / undressed while the other group waits outside.
- C. Under no circumstances will participants of different genders dress or undress in the same room. (Exception for Mite/8U age groups and younger and only as long as a base layer is always maintained).
- D. Players must be dressed before the pre-game coaches meeting and must stay dressed for the coaches' post-game meeting.
- E. Gender differences:
  1. Coaches, managers, and parents whose gender differs from any member of a team must not enter the locker room while players are dressing

(Exception for age groups of Mite/8U and younger in order to assist with equipment).

2. Coaches, managers, and parents whose gender differs from any member of a team must not enter the locker room while players are dressing (Exception for age groups of Mite/8U and younger in order to assist with equipment).

F. Locker Room Supervision:

1. At least one responsible, screened, and trained adult must be present at all times and during all team events (including all practices, scrimmages/games, development ice, dryland).
2. The EPHA requires the locker room supervisor (Parent on Duty, POD) to be inside the locker room while participants are in the locker room. However, under no circumstances should a single adult be in the locker room with a single minor.
3. A POD is relieved from supervision duties while the coaching staff gives pre-game prep and immediate post-game review.
4. The POD shall secure the locker room appropriately when the players are on the ice.
5. EPHA prohibits parents in the locker rooms, except for Mite/8U age groups and younger to assist with equipment.
6. Coaches may also change in the locker rooms but must always have a base layer of clothing at all times.
7. **Unmonitored locker rooms are a violation of SafeSport and the cause of most complaints received. District 6 has implemented the following policy for each Association. (Fee structure is subject to change each season.)**
  - a) First Violation will result in a warning and discussion with District Director.
  - b) Second Violation will result in a \$500 fine and a hearing with the District Director. (Payment required from the offending Team.
  - c) Third Violation will result in a \$1000 fine and a hearing with the District Director. (Payment required from the offending Team).

G. EPHA Cell Phone Policy

1. Using a mobile device's recording capabilities in the locker rooms is not permitted at USA Hockey sanctioned event. It may be acceptable to take photographs or recordings in a locker room in unique circumstances, such as a victory celebration, if all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

2. A violation of the cell phone policy will result in an immediate Grievance committee hearing.
3. Any monetary fines incurred due to violation of the cell phone policy will be the responsibility of the team and not the EPHA.

#### H. SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

1. If an adult (coach, manager, parent) needs to communicate directly with a minor via electronic communication or web-based conferencing, the minor's parents, or designated adult, must also be copied. If the adult communicates electronically to the entire team, at least one adult must also be copied.
2. Coaches and others in authoritative positions are prohibited from having minor participants join or be connected through personal social media applications. Official team pages may be set up for both parents and players to join, through which the coach can communicate to the team.

#### I. Social Media and Group Chats Among Players:

1. Minors may often engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of USA Hockey or the EPHA Participant Code of Conduct. These groups should be supervised by an adult to mitigate these risks.

### XXIX. **ROLE, RESPONSIBILITY AND CONDUCT OF PLAYERS**

- A. Players have an obligation to their teams and to the association to contribute to a positive experience for everyone by being exemplary team. Players are expected to represent the city of Eden Prairie and the Eden Prairie Hockey Association in a positive and respectful manner.
- B. THE MEMBERS OF THE EPHA (WHICH INCLUDES ALL PLAYERS, COACHES, PARENTS AND VOLUNTEERS) EXPECT THE FOLLOWING FROM ALL PARTICIPANTS:
  1. To take pride in their team and contribute to the team's unity.
  2. To adhere strictly to the coach's rules and be supportive of coach's practice plans, game plans and other decisions.
  3. To participate in all games and practices unless there is a compelling reason for missing.
  4. To notify the coach or manager in advance when they must miss. EPHA approves these reasons to miss a game or practice: emergency family events, religious events, required school activities, illness.
  5. To be at the rink by the appointed time as set by the coach.
  6. To be attentive when coaches explain practice drills, game strategies, or pass along other information such as what practice or game jerseys to wear at the next event.

7. To be properly attired for games and practices. (correct jerseys, uniform socks, etc.)
8. It is the expectation that players prioritize EPHA. If players elect to miss practices for unexcused reasons, playing time may be impacted.

C. Behavior

1. Players are required to read and sign the EPHA Participant Code of Conduct with their parents each season. Players are unable to participate until they have signed the Participant Code of Conduct each season. Team Managers should maintain a copy of the signed document for the duration of the season.

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

1. On-ice violation punishment includes, but may not be limited to the following:
  - a) First Offense:
    - (1) The player will be instantly verbally warned by the coach. Within 24 hours of the offense, the coach will also notify the parents by email and copy the EPHA Secretary that the First Offense warning has been issued.
  - b) Second Offense:
    - (1) The player will be removed from the game, practice or other team event. In the case of games or practices, the player will be required to leave the premises. Within 24hrs of the Second Offense, the coach will also notify the parents by email and copy the EPHA Secretary.
  - (2) Third Offense:
    - (a) The player will be removed from the team and a Grievance Committee meeting will be scheduled, complying with the mandatory 7-day notice given to the offending player and his/her family. This notice can be waived if agreed to by all parties. Penalties will be determined on a case by case basis. These may range from game suspensions to removal from the team.
    - (b) The Grievance Committee must render a decision within 5 days of hearing and notice of the decision must be shared with the District Director.

- (c) If an appeal is filed with the District Director, the date of the Grievance Committee decision is when the appeal process timeline starts.
- (d) The party has 10 days to appeal to the District Director
- (e) If a player is expelled from the EPHA, the expulsion will be filed with District 6 and Minnesota Hockey and the player will be ineligible to play for any other Association hockey teams.

## 2. Off-ice Violations:

- a) The coach, team manager, POD, or other adult who witnesses a violation during an EPHA event is REQUIRED to report it to the EPHA Secretary. The reporting witness may be kept anonymous if requested. The EPHA Secretary will determine if the event qualifies as an offense or requires additional investigation.
- b) Off ice or on ice-offenses are counted equivalently in the 3-tiered system.
- c) The EPHA Secretary will notify the player and the parents of the recorded offense. Reports that are concluded to have been made of bad faith will count as an Offense toward the reporting witness.
- d) See additional information on the EPHA Grievance Process below.

## E. Match Penalties:

- 1. Match penalties shall require a hearing by the districts Supplementary Disciplinary Committee at a regularly scheduled date which is typically every two weeks. Offending players are not allowed to participate in any games, scrimmages or practices until the Supplementary Disciplinary Committee has reviewed the incident.
- 2. Any subsequent incident will also be referred to the Supplementary Disciplinary Committee. As a result, the player/team official may be suspended from participating in any Minnesota Hockey/USA Hockey sanctioned games for the remainder of the year.
- 3. If a match penalty is assessed for Physical Assault, the player or coach will be required to attend a Supplementary Disciplinary Committee hearing conducted by Minnesota Hockey.
- 4. All referee recommendations for disciplinary action relating to penalties shall be reviewed by the Grievance Committee.
- 5. If past history indicates that a player cannot appropriately represent Eden Prairie, he or she will not be allowed to participate in tournaments.

6. Any player misconduct not specifically addressed above will be dealt with on an individual basis by the EPHA grievance Committee.
7. THE USA HOCKEY SAFESPORT ACT WILL BE FOLLOWED BY ALL DISTRICT 6 TEAMS. A copy of this act is available on the USA Hockey website.

### XXX. **ROLE, RESPONSIBILITY AND CONDUCT OF PARENTS/GUARDIANS**

- A. Exemplary conduct is expected of all parents/guardians.
- B. Both Parents and/or guardian are required to sign the EPHA Participant Code of Conduct with their player(s) each season. Players are unable to participate in a game until their parents or guardians have signed the Participant Code of Conduct.
- C. **There will be ZERO tolerance of abusive behavior.** Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, coaches' representatives, referees, minor officials, opponents, teammates, spectators or board members, or association officials will not be tolerated.
  1. First Offense:  
A written warning will be issued by the President and sent to the offending parent. This warning will be retained on file.
  2. Second Offense:  
The offending parent will be required to appear before the Grievance Committee. If the Grievance Committee finds just cause, a two-game suspension/attendance ban followed by a behavioral probationary period will be invoked. The Board will be notified.
  3. Third Offense:  
Any subsequent offense or violation during the probationary period, or any offense deemed serious enough by the Executive Committee, will result in further suspension/attendance ban or expulsion for the offending parent.
- D. **Any parental/guardian misconduct specifically, or not specifically, covered in the Participant Code of Conduct, will be dealt with on an individual basis by the EPHA Grievance Committee. The EPHA Grievance Committee reserves the right to vary from the discipline procedure above where offenses warrant.**
- E. Parent/Guardian Duties and Involvement
  1. Assure that all registration forms, birth certificates, and payments for registration and team funds are complete and submitted as required.
  2. Prepare players for the tryout process assuring the understanding that not everyone trying out will make an AA, A, or B travel team.
  3. Keep abreast of all information pertinent to the team.
  4. Equip players properly and provide the required equipment.

5. Assure that player is at the rink for practices and games at the prescribed time as requested by the Coach or team manager.
6. Assure that players notify the coach in advance when they cannot make a game or practice.
7. See that players get proper sleep, rest, and diet.
8. Be understanding and supportive of the schedule. Early morning and late evening ice times are unavoidable.
9. Volunteer your time. Please assist with team functions/responsibilities when requested.
10. As explained in the Volunteer Policy, Travel parents are expected to complete 12 hours of volunteer time per player before the end of the season. Mite/8U 3 and 4 parents are expected to complete 6 volunteer hours.
  - a) Those unable to complete the required volunteer hours will be invoiced at a rate equal to \$75.00 per incomplete hour.
11. Encourage players to take pride in their team and represent Eden Prairie hockey when wearing team apparel, at the rink, at tournaments or in the community.
12. Parents are responsible for their child's behavior regardless of their child's age.
13. Eden Prairie Hockey has a 24-hour rule. Abiding by that rule, Parents will wait a minimum of 24 hours after a game, practice or tryout event to contact coaches with their complaint.

### XXXI. **GRIEVANCE PROCESS**

- A. The EPHA Grievance committee is led by the EPHA Secretary who is responsible to maintain the documentation of any grievances. The Committee is responsible for addressing behavior or discipline problems assuring that all sides are heard regarding a disciplinary action and to implement the appropriate consequence, if necessary, as outlined in this Manual. It is also possible that, depending on the charge, the grievance could escalate immediately to the District level in which the District 6 grievance committee would take over.
- B. To File a Grievance
  1. A **written** request including the nature of the grievance, the parties involved, and the names of any witnesses shall be submitted to any member of the Executive Committee. If indicated in the report, the reporting party may remain anonymous.
  2. If the complaint is determined to be valid and require a formal hearing, notice will be given, in writing, to all parties. This notice will honor a mandatory 7-day notice of hearing which can be waived if agreed to by

all involved parties.

**C. Grievance Committee**

1. The Grievance is not a standing committee. When there is a protest/grievance filed the President and Secretary will appoint a committee consisting of the Executive Committee and at least three members of the Board who do not have a direct conflict of interest.
2. If the President, Secretary or member of the Executive Committee has a direct conflict with the report at hand, they will recuse themselves and be replaced by the remaining members of the Executive Committee.
3. Notification of a filed grievance will list the accused, a description of the offence, the rules of the hearing, the people involved, the process and timing of the grievance hearing and the process and timing of an appeal.
4. Once a notification is filed, an investigation will commence. The investigation will be led by the board secretary unless a direct conflict is at play.
5. The hearing date must be within 30 days of the reported offence (the date the report is submitted in writing).
6. The Grievance Committee must render a decision within 5 days of hearing and notice of the decision must be shared with the District Director.
7. If an appeal is filed with the District Director, the date of the Grievance Committee decision is when the appeal process timeline starts.
8. The party has 10 days to appeal to the District Director.
9. A summary suspension (suspension from activities) cannot be rendered without a hearing. Scott Gray, MN Hockey Attorney must be notified if a summary suspension is rendered.

**XXXII. VOLUNTEER POLICY**

- A. The EPHA operates on a volunteer basis. In order to provide a positive experience to players and families we rely on volunteers. Provisions that apply only to the Mite/8U levels 3 and 4 are specifically addressed below.
- B. **VOLUNTEER REQUIREMENT**
  1. All families at the Junior Gold, Bantam/15U, Peewee/12U, Squirt/10U and shall perform twelve (12) hours of volunteer service per player for the season.
  2. Families with multiple players shall be assessed a family maximum of 24 total volunteer hours
- C. **“DIBS”**
  1. The majority of the Volunteer opportunities and sign-ups will be listed on

the EPHA Website as “Dibs”.

2. Volunteer hours will be tracked via our website and by the Volunteer Director.
3. Volunteering for your own team as POD, or at regular scheduled district games, such as staffing the penalty box, scorekeeping/announcing, team pictures, and scrap booking do not apply towards your family volunteer requirement.
4. THE PENALTY FOR NOT MEETING YOUR VOLUNTEER REQUIREMENTS FOR THE YEAR WILL BE AS FOLLOWS:
  - a) Families must have all volunteer shifts completed or scheduled at least two weeks prior to their respective teams first play-off dates or those players will not be eligible to roster for play-offs and will be notified by the President or Volunteer Director of that consequence.
  - b) Families/Players failing to meet their twelve (12) hour/player volunteer requirement by the conclusion of the season will be charged \$75 for each hour incomplete with a maximum of \$900 per player. Players with open balances will not be able to roster for the play-offs or register for the following season until payment is received.
  - c) As an encouragement for our families/players to complete their obligated hours, invoices will be sent mid-season (before Jan 31) to those families who have failed to complete or sign up for at least 50% of their total volunteer obligations. The charge will be equivalent to \$75 per incomplete volunteer hour. \$100 fine per hour for failure to complete a scheduled hour.
5. QUALIFIED VOLUNTEERS:
  - a) Volunteers must be capable of performing the tasks and must be 16 years-or-older, (18-or-older to operate the clock or keep score). The Volunteer Director shall determine if the volunteer is capable.
6. VOLUNTEER BUYOUT PROGRAM:
  - a) Each family may buyout of their volunteer commitment at the beginning of the season for \$750 per player. The maximum buyout for families with multiple players, regardless of age group, is \$1500.
7. VOLUNTEER EXEMPTIONS:
  - a) The following volunteer positions are presumed to accrue hours of involvement well in excess of the requirement. Therefore, they are exempt from the volunteer service requirement for **any and**

**all players in their family.** The Board of Directors reserves the right to revoke this exemption, in writing, in cases where the responsibilities of the role are not being sufficiently met or performed by the Volunteer.

- (1) Current Board Members
- (2) Head Coaches
- (3) Commissioners
- (4) Team Managers of age groups Squirt/10U or older (one allowed per team, or 12 hours split among co-managers)
- (5) Former Board Members who have served a full 3-Year Term

b) In addition, the following volunteer positions are required to perform hours of service in excess of this requirement. Consequently, the following are exempt for their specific team only:

- (1) Travel teams with one assistant Coach: the assistant coach will be credited with 12 hours
- (2) Travel teams with multiple assistant Coaches: up to 3 assistant coaches will be credited with 12 hours each.

#### 8. VOLUNTEER SHIFTS:

- a) Parents will be responsible for verifying their hours and the accuracy against their records and resolving discrepancies with the Volunteer Director. This information can be found in the Dibs section on the EPHA website.
- b) If the scheduled Volunteer is not able to perform their scheduled shift, it is the responsibility of the volunteer scheduled to find a substitute to cover their hours and notify the Volunteer Director of any shift changes.
- c) The Board of Directors reserves the right to assess a two (2) hour Dibs penalty in cases where a specific Volunteer fails to fulfill an assigned shift or shifts, or fails to find a suitable replacement Volunteer in instances of last-minute shift cancellations.

#### D. MITE / 8U LEVELS 3 AND 4 VOLUNTEER REQUIREMENTS:

1. All players (parents) at the Mite and 8U levels 3 and 4 shall perform six (6) hours of volunteer service hours per player per season. Families with multiple players at these levels shall be assessed 6 volunteer hours per player. The maximum number for any family is 24hrs, regardless of participant age groups.
2. Each family may buyout of their volunteer commitment at the beginning

of the season for \$250 per Mite/8U player.

3. At the conclusion of the season, an invoice in the amount equal to \$75 per incomplete hour, not to exceed \$450 per player, will be levied for failure to meet the Mite Volunteer requirements.
4. All Mite/8U age group level 3 and 4 Head coaches, up to 2 Assistant Coaches and Team Manager will be exempt from the Mite volunteer requirement for all players in the family in the Mite/8U age group. Any families with older players will be expected to complete the standard 12-hour requirement, see exceptions listed above.
5. For Mite/8U teams with more than 2 assistant coaches, the Head Coach shall determine how to distribute 12 hours total among the assistant coaches.
6. If a Team Manager role is shared, 6 hours' total will be distributed among them.

### XXXIII. **MITE/8U PROGRAM**

#### A. Mite/8U Registration

1. Players should initially register for their anticipated hockey level.

#### B. MITE/8U Levels

1. Mite 1: Primarily Kindergarten/1<sup>st</sup> graders who are new to hockey.
2. Mite 2: Primarily Kindergarten/1<sup>st</sup> graders with 1-2 years of hockey experience.
3. Mite 3: Primarily 2<sup>nd</sup>/3<sup>rd</sup> graders with 0-3 years of hockey experience. (Parents with 2nd graders who are brand new to hockey have the option to place their child in Mite 2 instead of Mite 3).
4. Mite 4: Only 2nd/3rd graders with 1-3+ years of hockey experience. Dependent on player registration numbers, EPHA will strive to field tiered Mite 4 teams.
5. 8U (GIRLS) IS MADE UP OF THREE LEVELS: 8U1, 8U2, 8U3. The Board recommends that girls register for the girls 8U program, but they may choose to play as Mites (Youth). Girls opting to participate in the boys' Mite evaluations are locked into playing Mites for that season and may not subsequently choose to play in the 8U program after the results of the evaluation process finalize.
6. 8U1: Primarily Kindergarten/1st graders and those who are new to hockey.
7. 8U2: Primarily 1st/2nd graders with 1-2 years of previous hockey experience as well as 2nd and 3rd graders new to hockey.
8. 8U3: Primarily 2nd/3rd graders with 2-3+ years hockey experience. If

enrollment allows, there will be tiered 8U3 teams, one Advanced and one Intermediate.

C. Play-Ups:

1. Any request for play-up must be made to the Mite/8U Directors in writing ahead of the start of Mite/8U Evaluations for review and final determination. No player will be allowed to 'Play-Up' two levels. e.g., a 1<sup>st</sup> grade player will not be allowed to play Mite 4.

D. Player Evaluations

1. There will be no official evaluations at the Mite/8U 1 level.
  - a) Coaches will assess player skills at both the beginning and end of the season to identify growth and development opportunities.
2. MITE 3/8U3, MITE 4
  - a) Players will be evaluated in October to determine assigned level.
  - b) Evaluations are mandatory. In the event your child is unable to attend; reach out to the Mite and/or 8U Director/s.
  - c) Evaluations will be based on 1 day of Graded Skills and Scrimmage.
  - d) For evaluations, all players shall wear a black helmet; black breezers; a plain white, red, grey or black jersey without visible names or identifying words or marks; socks may be from a previous EPHA season or plain white, red or black or combination of those colors. Jerseys worn inside-out are permitted, provided all identifying information is not visible. Gloves should be Eden Prairie colors. All non-EPHA provided stickers and any numbers shall be removed from helmets.
  - e) Any player missing any evaluation session for any reason will be given a zero for that session, unless prior arrangements have been approved by the Mite Director or 8U Director.
3. MITE/8U TEAM FORMATION
  - a) MITE 1/8U1, MITE 2/8U2, MITE 3/8U3, MITE 4
    - (1) Following evaluations, teams will be determined by the Mite/8U Directors with input from coaches and other board members as needed.
    - (2) No player will be allowed to play up two levels, e.g., a 1st grade player (who would typically be a Mite 2) will not be permitted to play Mite 4.
    - (3) Number of teams per level will be determined after evaluations by the Mite/8U Directors and other board

members as needed.

- (4) Team Assignments will be posted to the Mite/8U Page on ephockey.com within 5 days of the final evaluations.
- (5) Players will stay with their assigned team for the entire season.
- (6) Each season the aim is to have a reasonable number of skaters per team based on the number of skaters registered and the size of ice being used by the Mite program.

#### 4. MITE/8U Season Schedules

##### a) MITE 1, MITE 2, 8U1, 8U2:

- (1) Team schedules for November will be available within a week of when teams are posted. The schedule for the remainder of the season will be available after the District 6 game draws, typically in early-mid December. The season runs through early March.
- (2) Teams will typically practice twice each weekend [Friday – Sunday]. Scheduled times will vary from week to week but will typically be between 7:00am and 5:00pm.
- (3) Each team will have 1-2 extra hours of optional outdoor ice each week while the city rinks are open in January and February.
- (4) Developmental and Dryland Skills Training will be made available at the Mite/8U levels. Opportunities will be scheduled for teams either as part of their scheduled ice, or in addition as an optional offering. Coaches and Team Managers will share this information as it is made available.

##### b) MITE 3, 8U3, AND MITE 4

- (1) All the items from above apply.
- (2) Teams will have an additional 7-9 weeknight practices, spaced throughout the season. The registration fee will reflect the additional planned ice time.

##### c) Games:

- (1) Teams will be allowed to play a “hybrid” schedule of games against other EPHA teams and teams from within District 6 only in accordance with District 6 rules.
- (2) Coaches shall assemble lines of equal ability and provide equal playing time with the end goal of developing as

many players as possible.

(3) It is the expectation that players prioritize EPHA. If players elect to miss practices for unexcused reasons, playing time may be impacted.

(4) All skaters should be rotated to different positions throughout the course of the season.

#### E. MITE/8U COACHES

1. All adults with reasonable hockey/skating skills are encouraged to volunteer to coach as either a head coach or assistant. Mite/8U Directors and Coaches Director will make final decisions on coaches with input from other board members as needed.

##### 2. Head Coaches

- a) Head coaches are responsible for creating an atmosphere that is conducive to fun, making each player's hockey experience a positive one, and developing each player's skill on their team.
- b) Head coaches are required to attend a pre-season coaches' clinic, communicate with their level's coordinator, and be available by phone and e-mail.
- c) Head coaches will be expected to attend the vast majority of their team's practices, arrive prepared and organized, and follow the EPHA practice plans to ensure a successful season for their team.

##### 3. ASSISTANT COACHES

- a) Assistant Coaches will help the head coach as directed.
- b) Additionally, assistant coaches need to be prepared to lead the team in the event that the head coach can't attend a practice or game.

##### 4. Certification: All Head and Assistant Coaches must do the following:

- a) Be certified by USA Hockey with CEP Level 1 coaching certification and the Mite/8U age module.
- b) Complete a Minnesota background check form.
- c) Attend the EPHA Mite/8U Coaches Clinic.
- d) ***No coach is allowed on the ice without completing a and b. Head coaches are required to do all Three.***

##### 5. Coach Selection

- a) Head Coaches will be selected and assigned by the Mite/8U Directors and Coaches Director in conjunction with the EPHA Board Coaches' Director and EPHA Policies and Procedures.

- b) Assistant Coaches may be selected/recruited by their Head Coach and/or assigned via the Mite/8U Directors or Coaches Director.

F. MITE/8U Additional Information

1. Equipment

- a) All players are required to play with all equipment noted above.

b) Positions

- (1) All players will have the opportunity to play all positions, including goalie. Exposure to the goaltending position will be encouraged for all players with the expectation that all players play at least 1-2 times per season.

c) VOLUNTEER REQUIREMENT:

- (1) Refer to Volunteer Policy.

G. Administration:

- a) The Mite/8U program will be administered by the Mite/8U Directors, Player Development Director and Growth Director all who may define additional roles and assign members of a Mite Board. The decisions regarding the Mite and 8U programs rest with the Board of Directors and are final, and subject to appeal the EPHA Board pursuant to its grievance procedures.

**XXXIV. ROOKIE CAMP AND TERMITES**

- A. Participation in Rookie Camp and Termites is strictly based on age and there is no evaluation requirement.

B. Rookie Camp

1. EPHA offers a free co-ed Rookie Camp, for Eden Prairie residents ages 4-9 who have not previously played hockey.
2. Players must be 4 years old as of the first day of the Rookie Camp session.
3. Rookie Camp players who participate in session 1 (September/October) or session 2 (November/December) and meet age requirements are also eligible to register to play on a Mite or 8U team for the season.
4. This level is for players who are new to hockey and want a basic introduction to hockey without the commitment of a full year of hockey.
5. Emphasis is on basic skating skills, basic hockey concepts, and is delivered in a fun format.
6. Rookie Camp is free to Eden Prairie residents.
7. If space is available, non-residents may participate for a fee of \$100 per player, per session.
8. Rookie Camp players are required to wear the required equipment per

## EPHA Policies and Procedures.

9. Players **MUST** be 4 years of age when their session of Rookie Camp begins.
10. Players new to skating will be encouraged to participate in the Community Center's "Learn to Skate" program prior to the start of Rookie Camp.
11. Rookie Camp schedules and complete details can be found on the Rookie Camp page on the EPHA website.

## C. TERMITES

1. Termites is a co-ed program for players who are not old enough to play on a Mite or 8U team during the season but want additional hockey beyond the Rookie Camp program.
2. This level is for young players not quite ready to join a team either because of age or ability who want more ice time than Rookie Camp offers.
3. Termite players are required to wear the required equipment per EPHA Policies and Procedures.
4. The focus of Termites is similar to that of Rookie Camp – basic skating skills, fun, and an introduction to some hockey concepts. Because of the nature and age of children in pre-school, Termites is a better fit, and not as much of a commitment as Mites/8U.
5. There is a charge for participating in Termites.
6. Parent volunteers will serve as coaches for the Termite program.
7. Implementation of the Termites program will depend on interest and coaching volunteers.

XXXV. **POLICY ON USE OF ALCOHOL, TOBACCO AND DRUGS IN SPORTS**

- A. The EPHA subscribes to the policy put forth by the MINNESOTA STATE HIGH SCHOOL LEAGUE and will follow the penalties as outlined by them.

**APPENDIX A**  
**2023-24 EPHA BOARD OF DIRECTORS DIRECTORY**

POSITION	NAME
President	Sarah Hendrickson
Vice President	Ryan Richards
Treasurer	Chad Erickson
Secretary	Emily Ailie
Registrar	Michael Heller
Tournament Director	Eric Langaard
Mite Director	Mike Tucker
8U Director	Brian Christian
Growth Director/ Equipment Director	Patty Walters
Coaches Director	Jessica Kiecker
Player Development Director	Eric Day
Legacy, Inclusion, Diversity & Education Director	Rosie Rink
Commissioners & Volunteer Director	Mike Sarazine
Fundraiser/Sponsorship Director	Cully Huestis
Communications Director	Charlie Gersewski

**APPENDIX B**  
**EDEN PRAIRIE HOCKEY ASSOCIATION FINANCIAL SCHOLARSHIP POLICY**

Each year the Eden Prairie Hockey Association offers Financial Scholarships to those families in need of financial assistance. When the annual budget is set a predetermined amount is set-aside for annual Scholarship Assistance, these funds include an amount as determined by the board. Once all applications are submitted for Scholarship Assistance the recipients Scholarship amount will be determined by dividing the number of participants by the Scholarship funds available. If there is an additional amount due the recipient will be notified.

A. EPHA Financial Scholarship Policy:

1. All families requesting a Financial Scholarship must complete the Financial Aid Application. Incomplete applications will be returned.
2. Applicants may apply for either full assistance or partial assistance.
3. As part of its annual budget, EPHA will determine a dollar amount that will be set aside as a Scholarship Assistance Fund. The total amount of scholarship awarded to all families cannot exceed the amount budgeted.
4. The Scholarship program is designed to help families get through periods of financial stress. It is not designed as an annual subsidy, and, unless an exception is approved by the current Executive Committee, is limited to two years per player. Preference will be given to those applicants whose families qualify for public assistance programs such as lunch subsidies, medical assistance and unemployment insurance.
5. Scholarship Assistance will be provided to cover EPHA registration fees only.
6. Scholarship Assistance applicants may be required to provide additional volunteer hours. This will be determined annually by the Executive Committee.
7. All Scholarship Applications must be submitted by September 1st.
8. Financial Assistance is provided at the sole discretion of the Executive Committee of EPHA.
9. All Information is kept confidential.

**APPENDIX C**  
**EDEN PRAIRIE HOCKEY ASSOCIATION GAMBLING COMMITTEE**  
**AND GAMBLING MANAGER**

**I) Gambling Committee**

The Board has created a Gambling Committee to oversee charitable gaming operations for the Association. The Gambling Committee will meet monthly at 5:30p the first Monday of each month prior to State of Minnesota Gambling Control Board (GCB) reporting dates.

Members of the EPHA Board on the Gambling Committee shall include: President, Secretary, Treasurer, Sponsorships, and Gambling Manager. The President will serve as Chief Executive Officer (CEO) of charitable gaming operations and Chair of the Gambling Committee. A monthly meeting will be held whereas the Gambling Manager will report to the membership and include a report in the minutes of the monthly membership meetings. Active members, aged 18 or older, may attend the gambling meetings and are eligible to vote on all matters related to the organization's gambling operation.

**A. The President will:**

1. Serve as the CEO of the gambling operation and Chair of the Gambling Committee.
2. Attend the GCB two-day course on lawful gambling and all additional courses which might be required by state authorities.
3. Oversee inventory acquisition and control, gambling operation and control, fund control and record keeping, and preparation of all gambling reports and tax returns.
4. Sign all required forms and reports for local, state, and federal authorities and participates in all audits and state compliance reviews.
5. Notify state and local authorities if any new individuals are elected to the Presidency or if a new person is hired as Gambling Manager.
6. Oversee checking account and signatories of the Gambling Committee.
7. Communicate with the City of Eden Prairie and the GCB when necessary to maintain all requested or required compliance.

**B. The Gambling Committee will:**

1. Assist the Board in determining policy and direction with regards to the operation.
2. Review monthly financial statements, identifying trends, reviewing appropriate financial ratios and results.
3. Review operations periodically for compliance with GCB rules and regulations.

4. Oversee any audit or communications with GCB that are beyond an ordinary operational issue.
5. Oversee records being maintained in accordance with GCB rules and regulations.
6. Report monthly to the Board giving an assessment of the month's performance.
7. Review annual year-report and recommendations to the EPHA Board for allocation of funds.

## **II) Gambling Manager**

The Board has appointed a Gambling Manager role to oversee day-to-day charitable gaming operations.

A. The Gambling Manager shall:

1. Maintain GCB licensure and all ongoing requirements.
2. Ensure operation is in compliance with GCB rules and regulations.
3. Draft and submit all reports as required by GCB rules and regulations.
4. A monthly meeting will be held whereas the Gambling Manager will report to the membership and include a report in the minutes of the monthly membership meetings.
5. Maintain all records in accordance with GCB rules and regulations.
6. Draft and present annual yearend report.
7. Develop and maintain relationships with partners, vendors, and staff.
8. Hire, fire, supervise gambling operational staff and cover any unforeseen and unscheduled staff absences.
9. Assist the President in any other needs related to maintaining compliance with GCB.
10. Complete ad-hoc reports as requested by the Gambling Committee or GCB.
11. Act as a point of contact for communication with the City of Eden Prairie.