

**BENSON HOCKEY ASSOCIATION
HANDBOOK
Revised August 2009**

I. PURPOSE

A. PURPOSE FROM ARTICLES OF INCORPORATION

This association is organized and operated for educational purposes. Our primary goal is to teach good sportsmanship to young people in Benson area through hockey activities. The association shall not afford pecuniary gain, incidentally or otherwise, to its members.

B. PHILOSOPHY

The Benson Hockey Association (BHA) program in Benson provides an opportunity for youth to participate in traveling hockey teams. Maximum satisfaction for youth, coaches, and parents is achieved by organizing competition on the basis of ability. The Association will instruct the coaching staff to enforce fair and equitable distribution of ice time for each player during seasonal play. The depth of talent reflects the confidence instilled by the coaches. Personal respect and courtesy among spectators, officials, coaches, players and opposing teams must be maintained.

C. OBJECTIVES

The Association provides team players with the opportunity to learn and improve hockey skills, to learn sportsmanship, to develop group loyalty, to develop a sense of responsibility and self discipline, and to learn to compete within established rules.

II. HISTORY

The Benson Hockey Association's first year was 1975 with 37 boys signed up. The budget for the first year was \$1,700 from the Community Education Program. From this meager beginning, the Association has grown to nearly 100 with the addition of Girls Hockey in 1993. The Benson Hockey Association moved indoors for the 1994-95 season and the initiation of the Benson High School Hockey Program in 1995-96. **In 2000-01 the Benson Hockey Association paired with the Morris Hockey Association to become the Morris Benson Area Storm Hockey Program.**

III. ORGANIZATIONAL STRUTURE

A. BY-LAWS

The business and property of the BHA shall be managed and controlled by the Board of Directors. This nine member board is elected by the members of the Association at the annual meeting.

1. Membership, partnerships, associations, corporations, or any other reasons or entity may become a member of the Association.
2. Elections and Appointments

New board members are elected by the membership each year at the annual meeting. In case of any vacancy in the Board of Directors, the remaining Directors, by a majority vote, may elect a successor to hold office for the unexpired term. Terms are for three years on a rotating basis.

3. Meetings

Meetings of the Board of Directors are held monthly, or more often. The annual meeting of the membership is held at a public place designated by the Board of Directors.

4. Officers

The officers of the Association are: President, Vice-President, Secretary and Treasurer.

5. Board Accountability

The Board of Directors is accountable to the general membership.

B. COMMITTEES

1. HOCKEY PARENTS

Each parent of a hockey player is automatically a member. Anyone who is interested in promoting hockey is encouraged to join. The responsibilities of hockey parents are to **assist on committees, assist with general maintenance of the hockey rink, work at home tournaments and games, work in the concession stand during open hockey or practice times, participate in fund raising, etc.**

IV. MEMBERSHIP IN HOCKEY LEAGUES

A. USA HOCKEY

USA Hockey, Inc., is the National Governing Body for the sport of ice hockey in this country. As such, its mission is to promote the growth of ice hockey and to provide the best possible experience for all participants in the United States by encouraging, developing, advancing and administering the sport.

B. MINNESOTA AMATEUR HOCKEY ASSOCIATION, INC.
(MAHA)

A voluntary confederation of community hockey programs across the state formed in 1948 to promote hockey competition in our state. MAHA is divided into 16 Districts.

C. DISTRICT 15

This is the district of MAHA in which Benson is registered. The teams in BHA play other teams in District 15.

V. TEAMS

A. LEAGUES

Each team is registered in Districts 15 of MAHA.

BOY-Bantam 13-15 year old by July 1st

Pee Wee 11-13 year old by July 1st

Squirt 9-11 year old by July 1st

Mite 7-9 year old by July 1st

Mini mite 2-7 year old by July 1st

GIRLS-14U 13-14 year old girls by July 1st

12U 11-12 year old girls by July 1st

10 U 9-10 year old girls by July 1st

Younger girls are included in the Mite youth program

PeeWee or 14u

Squirt or 12u

Ten (10) or under

Eight (8) or under (Mite co-ed with boys)

VI. FINANCES

A. ANNUAL REPORT

This report is to be presented at the Annual Meeting for the past calendar year.

B. CHARITABLE GAMING REPORT

This report is to be presented to the Board of Directors every month at the regular meeting of the board. The report will give the Board the current bank balance and the earnings for the month.

C. PLAYERS COST

1. MEMBERSHIP

Dues will be set by the Board of Directors annually. These dues payments are to be made at the time of practice sessions will result in that player not skating until dues are paid. Any special payment arrangements will first have to be approved by the Board of Directors. **NOTE Dues will be collected upon registration or can be sent to the association treasurer.**

Registration will be at age appropriate level. Registration Dues for the Benson Hockey Association as of 2009 are as followed by age appropriate level:

First year of organized hockey free

Initiation: Mites/Mini Mites \$50

Squirts/10u \$75

Pee Wee's/12u \$100

Bantams \$125

High School Hockey \$200 Ice Fee plus \$40 Jersey Fee to BHA plus fee to the Benson Public Schools

Send to: Benson Hockey Association
P.O. Box 216
Benson, MN 56215

2. EQUIPMENT

The following equipment and personnel are furnished by BHA:

Rink Attendant

Coaches
Ice Time
Full Equipment except skates, sticks, mouth guard for
Initiation & Squirts & 12U and younger.
Goalie Equipment- limit one stick per season
Subsidized Bus Transportation **if deemed appropriate by
BHA.**

The following equipment must be furnished by the player on any team:

Hockey Sticks
Skates
Mouth Guards

All proper safety equipment for players on the Pee Wees, Bantams, the following equipment must also be furnished by the player. Suggested but not limited to:

Shin Guards helmets, mouth guard
Shoulder Pads elbow pads
Breezers.

- 3. Transportation: It is up to the individual families to provide transportation to youth hockey events. Carpooling is encouraged. (See the attached proposal for varsity hockey transportation costs.)**

4. TOURNAMENTS

The Benson Hockey Association is solely responsible for the full amount of tournament entry fees for the initiation program; mini mites and mites. Above the initiation level, the MBA joint association is responsible for MBA Storm tournament fees. Each team will be scheduled for up to two one-away tournaments for which BHA will pay the entry fee up to a maximum of \$550.00 per age level with funds contributed jointly to the BHA joint board. Transportation, food and lodging are the responsibility of the player and parents
The parents of player on teams making it to the district, regional and/or state post season tournament will be responsible for expenses of such.
BHA will pay post season entry fees.

5. HOCKEY CAMPS

There are many different hockey camps to attend. Camps are held in **throughout the summer around the state** each year for ages Mites through ~~varsity~~ **varsity level**. The cost of camps are the responsibility of the parents. **(The Joint Board will reimburse goalies up to \$250. to attend camp with the appropriate certificate of participation and receipt of cost turned in to the joint board.)**

6. Dryland Training Facility. This building is available with supervision. There will be a minimal fee associated with its use in the summer months with any programs run through Benson Community Education.

C. SPONSORS

BHA encourages sponsorship from area businesses for individuals, teams or tournaments.

D. FUND RAISERS

Raising money through fund raisers is a responsibility of all parents. Fund Raisers account for 1/3 of our revenue. No fund raiser or soliciting of any money will be done without board approval.

VII. ANNUAL CALENDAR

A. Meetings

Board meetings are held at least once monthly, second Monday of each month, more often as needed.

These meetings are open to all members of the Association. The Annual Meeting is held in March of each year.

B. REGISTRATION SIGN UP

Held in September of each year.

C. FUND RAISING ACTIVITIES

TOURNAMENTS

PULL TABS

OTHER ANNOUNCED BY THE BOARD

Ideas for fund raising should be brought to the board meetings.

VIII. COACHES

A. RECRUITMENT/QUALIFICATIONS

Coaches and their assistants are valuable people who give many long hours of instructions and deserve full parent and player cooperation. Recruitment of coaches is the responsibility of the Board of Directors whose decision is based on the following qualifications;

- Past coaching experience
- Knowledge of hockey
- Leadership skills, setting a good example & understanding
- Coaching philosophy consistent with the associations goals and objectives

B. SELECTION

Coaches are selected and approved by the Board of Directors. **All coaches, assistants and adults helpers on ice are required by Minnesota Hockey to have a background check completed.**

C. COMPENSATION

- 1. Non parent coaches at the Initiation level can be reimbursed for away game mileage expenses or hotel costs at the approval of the Benson Hockey Association Board.**
- 2. The head coach at the initiation level will be compensated \$300 for the season.**

D. ASSISTANTS

Assistants are selected by the head coach for each team.

E. ACCOUNTABILITY TO THE BOARD

The coaches are accountable to the Board of Directors for all their actions relating to the team.

F. RESPONSIBILITIES

Each coach is responsible for getting certified by USA Hockey.

Expenses for the class and mileage will be reimbursed by BHA.

The coaches are responsible for the following duties:

- 1) Instruct players in hockey fundamentals, rules of the game, sportsmanship, and team work.
- 2) Insure fair and equitable distribution of ice time to all players.
- 3) Enforce Code of Conduct and re-enforce BHA's policy on appearance.
- 4) Maintain first aid kit provided by the Association and administer first aid when necessary.
- 5) Be knowledgeable of USA Hockey and MAHA rules and regulations for games and play-offs.
- 6) Coaches Red Book.
- 7) Schedule with Board all out of town tournaments and non-district games.
- 8) Coaches are responsible for the behavior of their teams while on the bus, during pre-games and on-ice behavior during practices and games. While at away tournament other than above listed items, the parents are responsible for their player's behavior. In their absence, the parent must designate another parent to assume this responsibility.
- 9) Full equipment at all times.

G. CALLING TREE

Coaches will call the designated caller with a message. They in turn will pass the message on to the next caller until all on the team have been notified. All team members will receive a team calling tree.

H. BUS COORDINATOR'S RESPONSIBILITY

- 1) This individual will schedule all busing for out-of-town games/tournaments. Busing to tournaments will be at the discretion and expense of the players/parents and a vote taken with majority rule on whether to take the bus. If private vehicles are used, a seat belt must be provided for each individual.
- 2) The Bus Coordinator will be responsible for the collection of each out-of-town trip and turning the money into the Association treasurer.

I. PUBLICITY CORESPONDENT

It is this individual's responsibility to insure that the media, the local radio and newspaper, are provided with the game statistics

after each game.

Team manager is responsible for the following items;

- 1) A copy of each player's birth certificate.
- 2) A copy of the Association's insurance company and policy number.
- 3) The signed Code of Conduct from each player and parent.
- 4) The completed Parent's Permit and Health Questionnaires for each player.
- 5) The Medical Treatment Consent Forms.
- 6) Individual Participant Information Forms (IMR)
- 7) Schedule individual and team pictures and collect money for them.
- 8) Coordinate tournament group motel reservations

J. COACHES RESPONSIBILITIES

The coach's responsibilities consist of the following items;

- 1) Final Team Roster from registration, which includes: Players Name, Jersey No., Position played, Parents Name, Address, and Phone No.
- 2) **Give input to the scheduler for non-district games and scrimmages**

K. PARENTS RESPONSIBILITIES

The parents are to make sure that all Association equipment from their player and/or instructional material is returned to the Equipment Manager within two weeks **or upon request** after the end of the season.

L. FUND RAISER COORINATOR

This individual must work directly with the BHA Board of Directors on any fund raising activity while being responsible for the following;

- 1) Distribution of fund raising materials to all team members.
- 2) All team members and/or their families are required to participate in the effort.

- 3) Collection of funds raised.
- 4) Present a Final report of the fund raising effort and monies collected to the BHA Board of Directors
- 5) Raffles require prepayment by all families minimum buy out amount set by the board.

M. GAMBLING MANAGER

The Gambling Manager is appointed by the Board of Directors and will be paid a monthly fee for his/her services. The Gambling Manager is directly accountable to the Board of Directors for all actions pertaining to the gambling operation. The Gambling Manager must be able to monitor the gaming for any instances of cheating and initiated the proper actions if cheating is detected. It will be the Gambling Manager's function; to establish and then maintain a professional gambling operation, to determine the proper devices to be used and their sale prices to maximize profits and entertainment for the customer to supervise and train his designee and subordinates to use good public relations and keep the customers happy.

N. EQUIPMENT MANGER

The Equipment Manager is appointed by the Board of Directors and is directly accountable to the Board. The Equipment Manager will be in charge of checking the equipment out at the beginning of the reason and checking it in at the end. The purchasing of equipment must first be approved by the Board. Equipment needs will be determined by the Board and the coaches.

O. HISTORIAN

Responsibilities require that a scrapbook record will be kept of all the Benson Hockey Association activities on a year by year basis. Five hours of work hour time can be recorded for this activity.

IX. GUIDING POLICIES

A. PLAYERS

- 1) Discipline - Coaches are responsible for the behavior of their teams while on the bus, during pre-game and on-ice behavior during practices and games. While at away tournaments, other than the above

listed times, parents are responsible for their player's behavior. In their absence the parent will designate another parent to assume this responsibility.

- 2) Code of Conduct – Players are encouraged to maintain a neat and orderly appearance as they represent the Association and the community of Benson at all times. Due to safety, jewelry of any type will not be permitted to be worn during practices and games. Full equipment must be worn at all times.
- 3) Attendance – Players are expected to notify their coach prior to any absence from practice or games. Each unexcused absence from practice and/or game will result in the loss of playing time at the Coach's discretion.
- 4) Fund Raising Participation – All players are expected to contribute in any fund raising effort which involves players.

B. PARENTS

- 1) Code of Conduct – All parents are required to read the Code of Conduct, then sign the team form stating that you have read and understand the Code of Conduct.
- 2) Process for Criticism and Grievances - See Code of Conduct, Part 1, Item 7.
- 3) While at tournaments other than on the bus, during pre-game and on ice, parents are responsible for their player's behavior. In their absence, the parent must designate another parent to assume this responsibility.
- 4) Parents are expected to work at the home tournaments/games.
- 5) Convey to players the importance of appearance in representing Benson as a whole.
- 6) Prompt payment of dues is essential. Players may not skate until dues are paid unless special arrangements for payment have been made with the Board. Note: Dues are to be sent to Benson Hockey Association, P.O. Box 216, Benson, MN 56215

C. COACHES

- 1) Code of Conduct – Coaches should abide by the recommendations in the Code of Conduct.
- 2) Discipline and Removal – Coaching is a responsibility extended by the Board of Directors. The Board reserves the right to cancel the privileges of coaching at any time based on facts and evidence which reveal improper conduct or failure to observe association policies and/or procedures. Improper conduct is defined as behavior detrimental to the philosophy and objectives of the

association, as well as any action which produces results detrimental to a team or individual player in the District.

- 3) Attendance – Coaches are expected to attend games and practices or select a qualified substitute. If a coach is unable to fulfill his/her coaching duties and must resign, he/she should notify the Board of Directors immediately. The Board will then select a replacement.
- 4) Player's Expectations – Players expect their coach to help them become better hockey players. Therefore, coaches will make every effort to develop and expand their knowledge of the game and their role as coaches by using the materials provided. Coaches will be reimbursed for mileage and class costs to attend 1 District 15 Coaches Clinic per year. Players expect to receive fair and equitable distribution of ice time during seasonal play. Basic skills will be taught according to predetermined plans by Coaches and Coaches Committee.
- 5) Ice Time – Ice time for each team is arranged by the Board Ice Scheduler. The Ice Scheduler and Coach will schedule all practices and non-district games and tournaments.

D. DISMISSAL BY THE BOARD

Any person appointed by the Board of Directors for a specific responsibility is subject to dismissal by the Board for actions that would be considered contrary to the philosophy and objectives of the association as well as any action which produces results detrimental to any team or individual player in the association.

X. EQUIPMENT MAINTENANCE

A. CARE OF EQUIPMENT

Parents and players are responsible for all equipment loaned to them by the Benson Hockey Association. All equipment issued is to be returned in the same conditions as loaned.

B. WASHING

The following equipment can be machine washed and dried: Breezers with the pads removed, jerseys, leggings, hockey gear bag, and garment bag. The following can be hand washed and line dried: Neckband, elbow pads, garter, suspenders and shoulder pads.

C. AFTER EVERY USE

Open bags and hang dry all wet equipment. Skate protectors should be used to protect hockey bag and gear.

D. REPAIR AND MENDING

If you see an item that needs repair or mending, let your coach or the equipment manager know. It is easier to repair equipment in the first stage of the problem.

E. RETURN OF EQUIPMENT

The equipment manager will arrange for the return of all equipment at the end of the hockey season. Be sure that you have properly cleaned all equipment prior to return.

XI. CORE VALUES

The following core values of USA Hockey are adopted to guide the Association's members in its planning, programming and play, both now and in the future.

SPORTSMANSHIP – Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

RESPECT FOR THE INDIVIDUAL – Treat all others as you expect to be treated.

INTEGRITY – We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS – Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest of his or her ability.

ENJOYMENT – It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

LOYALTY – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

TEAMWORK – We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

Do not force your children to participate in sports, but support their desires to play

their chosen sport. Children are involved in organized sports for their enjoyment.
Make It Fun!