



Maine Junior Black Bears

Policies and Procedures Manual

March 10, 2016

INTRODUCTION

The Tier II, Tier III and Tier IV teams for the Maine Junior Black Bears (MJBB) are founded under the rules of the Maine Amateur Hockey Association (“MEAHA”) to provide competitive youth hockey. The rules of USA Hockey shall apply to all MJBB Tiered teams, unless teams compete in Canada or another venue where local or tournament rules may apply. This includes without limitation to rules regarding protective equipment, e.g., including but limited to mouth pieces and helmet certification.

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MAINE JUNIOR BLACK BEARS MISSION STATEMENT

The Maine Junior Black Bears are committed to providing a high-quality competitive Tier II, III and IV hockey program to our youth while focusing on instilling the values of respect, sportsmanship, self-esteem, teamwork, discipline, and responsibility in its players. The MJBB will provide a positive environment on and off the ice, to challenge its players to grow to their fullest potential in all aspects of the game and as individuals. Our program will foster an appreciation for hockey among the greater Bangor area children, along with life-long skills and lessons that include:

- a sense of discipline
- a healthy competitive spirit

- cooperative team play
- an understanding of rules and boundaries
- an appreciation for safety
- and a love of the game of hockey!

II. AGE CLASSIFICATIONS

MJBB follows the age classifications as determined by USA Hockey. Age is determined by the child's age as of December 31st of the year in which the season begins.

Mites	8 and under
Squirts	9 and 10
Pee Wee	11 and 12
Bantam	13 and 14
Midgets (Minor & Major)	14 – 18
Girls	19U, 16U, 14U and 12U (if applicable)

III. AGE CLASSIFICATION EXCEPTIONS (SKATE-UP POLICY)

MJBB follows the age classifications established by USA Hockey, but does grant exceptions to the age classifications for special circumstances (*NOTE: The MJBBs does not allow players to skate out of age classification for Tier II and Tier III, except at the midget level with prior approval by the Board*). The MJBB will not consider requests to skate up to a level more than one year above the appropriate age classification. Requests for exceptions should be based on talent alone; MJBB will not consider "hardship" issues, including scheduling or transportation concerns, to be an adequate basis for an exception.

Parents seeking an exception for their child must submit an Application for Age Classification Exception to the MJBB Board of Directors prior to the regularly scheduled meeting in August. The Board will grant permission to try out for an older level of play if it determines that the player has a reasonable chance of making a team at that level based on the following criteria: The player's skills and abilities must be above those of the average player at that level, according to the on-ice evaluations. Other relevant considerations may include whether the player is of sufficient size, strength and maturity to be safe and the roster size of the requested level as well as that of the age appropriate level. In evaluating a request for exception, the Board may consult with a player's prior coaches, as well as the coaches at the requested older level.

Exceptionally skilled players at the Squirt and above Tier IV level are encouraged to consider a more competitive level of play within their appropriate age classification, such as trying out for the MJBB Tier II and Tier III teams.

The Board reserves the right to reconsider and reverse its original decision with respect to any exceptions at any point during the season.

IV. PROGRAM DESCRIPTIONS

a. Learn-to-Play Program (generally 12 and under):

This is MJBB's entry-level hockey program for children with little or no prior hockey experience. Learn-to-Skate children are encouraged to complete one session of LTS prior to entering LTP.

Learn to Play coaches work with children to develop the basics of hockey skating technique. As the season progresses and skaters become more adept, they are introduced to the basics of puck control, passing, and shooting. During the final few sessions of the season, players will have the opportunity to play non-competitive 3-on-3 cross-ice games against other children of similar size and skill-level.

b. Atoms Program (generally 6 and under):

The Atoms program is for children ages 6 and under or older children who are new to competitive hockey. Participants must be able to skate independently without the use of a "skate mate", holding on to the wall, or with the assistance of an adult. Completion of the MJBB Learn to Play program is recommended. Atoms generally have one, hour long session each week which will consist of one cross-ice game against players of similar skill levels. There is no scorekeeping during Atoms games. The majority of Atoms events are held at Sawyer Arena or Alford Arena, but an occasional event may be held at another arena.

c. Mites Program (7 and 8 year olds):

The Mite program is for 7 and 8 year-olds who have developed at least basic skating skills. Six year-old players may be considered according to the number of players qualified to play and the experience level of the player in question. Players are not required to have prior hockey experience, but prior participation in the Atoms program is encouraged. Mites have roughly a 2:1 ratio of practices/skills clinics to games and play cross-ice games against other Mite teams from greater Bangor area. At the start of each season, MJBB holds evaluations for Mite players and divides its Mites into teams of roughly equivalent talent.

d. Extended Play for 8-yr Old Mites:

The following is taken from MEAHA Annual Guide 2014-2015 page 18 section 2 Rules, under the 8 and under sub title and is re-printed here for clarity and convenience:

b. Teams:

- i. NO U8 travel teams will be permitted within MEAHA Associate or Allied Members.
- ii. NO U8 full-ice teams will be permitted within MEAHA Associate or Allied Members.
- iii. Mite “extended play” teams:
 1. Play will be permitted January 1st through March 31st of each season.
 2. These teams will be full-ice.
 3. EP team players MUST be 8 year olds that will be squirts in the following season.
 4. EP teams shall play no more than 10 games (including Tournaments) and practice no more than 10 times.
 5. ALL EP players must be participating on a regular x-ice Mite team.

The Maine Jr Black Bears shall sponsor a team annually as interest dictates. The Tier IV director shall gauge player interest and make a recommendation to the Board annually in late fall as to how best to field a team if enough players are interested. Every effort will be made to accommodate all interested players. If there are not enough players to support a team either financially (as per cost structure in place at the time) or competitively, then a team may not be fielded. Conversely, if there are more than 15 skaters and two goalies then a try out will be held with an impartial evaluation system. If there are enough for two teams there will be an A team and a B team based on evaluations.

e. Squirts (9 & 10) Pee Wees (11 & 12) and Bantams (13 & 14):

Within these older age groups, lies the core of our youth hockey program and is the basic structure for a Tier(s) II, III and IV teams.

f. Midgets (Minor & Major)

The Midget program (Minor & Major) is designed to offer a competitive level of hockey at the Tier II, III and IV levels. Formation of these teams at any age classification or level is solely contingent on the annual level of interest within the MJBB organization by all eligible players.

g. Girls (U12, U14, U16 & U19)

The Girls program is designed to offer a competitive level of hockey at the Tier II, III and IV levels. Formation of these teams at any age classification or level is solely contingent on the annual level of interest within the MJBB organization by female players.

h. Extended Play

The supplemental Extended Play program (Squirts and above) is intended for coaches and players who wish to continue hockey activities (gaining a USA Hockey certified roster from the MJBB registrar), such as games and tournaments beyond the scope of a normal MEAHA sanctioned season (31 March). Coaches/Administrators wishing to form an extended play team(s) must present a formal request for roster certification for EACH team. Requests will be presented at a monthly board meeting at least 30 days prior to the event. Extended play teams will be open to all interested MJBB registered players and every attempt will be made to accommodate those interested parties. Aside from providing a certified roster the MJBB will not be held responsible for any other tasks including but not limited to advertising/communications, team selection, coach selection, collections, registrations and disciplinary issues. Please note that not all (EP) events are USA hockey sanctioned.

V. LEVELS OF PLAY

a. Tier IV Hockey (House)

MJBB Tier IV players play at the “House” or recreational level. The goal of recreational level hockey is to provide players with an opportunity to develop skills and play games at a recreational level.

MJBB plays a minimum number of league games against teams in our region of the state. The winner of league play will represent our region (Zone 5) at the State Tier IV Tournaments. In addition, teams can expect to play games against a variety of other teams in the state. Most regular season recreational games are played within one hour of the greater Bangor area.

Because Tier IV level hockey is intended to be recreational in nature, the MJBB has an "equal" play policy. Players can expect that, with limited exceptions, s/he will play as often as his/her teammates. Coaches are not permitted to regularly allow certain players a disproportionate amount of ice time during games. Coaches are given the discretion to make exceptions to the “equal” play policy during the final two minutes of games. House games are generally scheduled from late-October through February, with tournaments carrying the season into March or early-April.

b. Tier II and Tier III Hockey (Travel)

Parents and players should be aware that Tier II and Tier III (Travel) are more competitive levels of hockey than Tier IV. These levels of hockey involve more practices and games, as well as more travel and expense. The MJBB are committed to the development of all of its players and expects coaches to provide reasonably balanced ice time among players over the course of the

season, though not necessarily exact equality. As a competitive hockey program we recognize that coaches may make exceptions to normal playing times, especially in tournaments and at critical junctures in games. Parents should expect MJBB travel program fees to cost more than a Tier IV program. Parents should also factor in the additional costs of travel to tournaments, including overnight hotel stays.

Tier II - as defined by USA Hockey, is the highest level of youth hockey in our region. The MJBB provide one team at the Tier II level in each age group. Tier II teams play in a MeAHA league consisting of teams approved by MeAHA from around the state. The Tier II champion represents Maine at the USA Hockey Tier II Nationals. Attendance at the national tournament can involve significant extra expense, for which some additional team fundraising may be done.

Tier III - as defined by USA Hockey, is the second highest level of competitive hockey in our region. The MJBB provide one team at the Tier III level in each age group. Tier III teams play in a MeAHA league consisting of teams approved by MeAHA from around the state. The Tier III state champions represent Maine at the New England Tier III sectional. Attendance at the sectional tournament can involve extra expense, for which some additional team fundraising may be done.

VI. TEAM SELECTION

a. Tier IV

Players enrolled in MJBB programs should expect the season to formally commence in mid-October with several general warm-up practices. Within the first few weeks of practice, the coaches will conduct one or more evaluation sessions. The goal of these sessions is to allow the coaches insight into the players' respective skills and abilities.

At the conclusion of the evaluations sessions, the MJBB coaches will divide the players into respective teams via a MJBB Board of Directors supervised draft. It is the policy of MJBB's that coaches will divide the players in such a manner as to generate teams of equal ability to the maximum extent practicable.

At the Mites level, MJBB will try and allow children to play on the same team as they did in a prior year so that s/he can continue to play with friends from that prior year. Starting at the Squirt level, however, MJBB presumes that the child has developed and matured emotionally and will appreciate meeting and playing with new players and cultivating new friendships. Hence, retention of team make-up and player associations from prior years is not controlling.

MJBB will consider written requests that certain players be placed on a team with certain others. These requests should state with specificity, the reasons for the request and be given to one of the

coaches prior to team selection. MJBB is not required to honor but may choose to defer to these requests. The selections made by the coaches shall be reviewed by the Chair of the Coaching Committee, or his/her designee. Once approved, all team selections are final.

b. Tier II & III

Tryouts are normally held in late March or early April for the following season's team selections. The MJBB board shall broadly publicize the tryout dates and times at least two weeks in advance of the first tryout session in places such as the MJBB website, local newspapers, and email.

Players wishing to try out for the MJBB Tier II or Tier III teams must not be under suspension from any other organization, MeAHA, or USA Hockey. In order for a player to be eligible to register for tryouts, the player's family must not have an outstanding balance with the MJBB or any other youth hockey organization for that player or his/her siblings.

In order to register for tryouts, a player must pay a tryout fee. The tryout fee is based on estimates of the number of participants and the costs associated with the tryouts. All players and coaches participating in any on-ice event sponsored by the MJBB, including tryouts, must be appropriately registered under USA Hockey.

Players are assigned numbered jerseys to wear during the tryouts. Players may not wear any identifying apparel, such as nameplates, team-related jerseys or helmets with names on them. This policy is intended to make the evaluations as fair and anonymous as possible.

b. Independent Evaluators:

All tryout sessions shall be evaluated by at least three independent evaluators. Whenever possible, the same evaluators should be used for all tryout sessions within an age group. Evaluators should be individuals with substantial experience in evaluating hockey ability. Evaluators cannot have a meaningful relationship with any player trying out at that level that may reasonably constitute a conflict of interest. The evaluators will watch the tryouts from a location that is separate from spectators and parents, such as the press box or designated area in the stands.

The role of the evaluators is to evaluate the strengths and weaknesses of the players, including skills, effort, game sense, and positional play. Their evaluations are considered advisory to the selection process. It is not the role of the evaluators to choose the teams. In assessing the overall hockey ability of a player, the evaluators should indicate whether a player falls in the top, middle, or bottom third of all players trying out at that level. In the comments area of the evaluation form, evaluators should specify any notable strengths and weaknesses that were observed.

c. Head Coaches and Alternates:

Prior to the start of the tryouts, the MJBB board will designate the head coaches or a pool of coaches at each age level. After the initial tryout session(s) the board will meet to determine if a head coach will be able to be determined or if the coaching of the team is contingent on his/her child's ability to be selected for the team based on the indicators discussed below. The board may also need to make adjustments to the head coaching assignments in the event that the children of all head coaches at an age level are to be selected for the same team.

The MJBB board may also adjust the timeline for the selection of the head coaches depending upon the unique factors associated with the coaching personnel under consideration.

All head coaches / coaching pool shall evaluate the players during the tryouts. During the tryouts, head coach / coaching pool should either be a) on the ice, or b) watching from a location that is separate from spectators and parents, such as a press box, bench area, or designated area in the stands.

With the exception of the head coaches / coaching pool, no person who has a relative trying out for a team is permitted to be on the ice during the tryout sessions for that age group.

d. Tryout Supervisor:

The MJBB board will designate a tryout supervisor to supervise the evaluation process at each age level. The same individual may be assigned to supervise more than one age level. A tryout supervisor does not need to be a member of the MJBB board. A tryout supervisor cannot have a meaningful relationship with any player trying out at that level that may reasonably constitute a conflict of interest.

At the start of each tryout session, the tryout supervisor will provide the evaluators, head coaches, and alternates with the official evaluation forms. The tryout supervisor shall watch all tryout sessions in the immediate presence of the evaluators in order to make sure proper procedures are being followed. At the conclusion of each tryout session, the tryout supervisor will take sole possession of all evaluation forms from the evaluators. A copy of those evaluations shall be provided to the head coaches following the final tryout session. The only people permitted access to the evaluations are the evaluators, head coaches, and tryout supervisor at that age level. It is a violation of MJBB board policy to share or discuss any information about the player evaluations with any other individual, unless the MJBB board grants specific permission to do so.

e. Selection Process:

The head coach has the primary responsibility for choosing the team's roster, subject to MJBB board policies and supervision. All rosters must include at least 15 skaters and 1 or 2 goalies, unless the MJBB board grants specific permission to do otherwise. Goalies are not allowed to

also be counted as skaters. For a goalie to be considered as a skater he/she must try out for a position other than goalie, pay an additional 50% of the tryout fee (to cover the cost of the ice time for the second tryout) and meet the criteria for that position. At the end of the tryout the player may be offered one position as either goalie or skater, but not both.

Roster selections MUST be based on the following indicators of each player's hockey ability:

Primary indicator:

- The tryout evaluations completed by the evaluators.

Secondary indicators may include:

- The tryout evaluations completed by the head coaches.
- A player's performance in past seasons, especially the most recent one, as assessed by team statistics, the personal observations of the head coach, and input from a player's former coaches.
- A player's coachability, attitude, and work ethic, as assessed by the personal observation of the head coach and input from a player's former coaches.
- A player's experience at playing particular positions.

Within 24 hours of the final tryout session, the Tier II head coach will provide a proposed Tier II roster to the tryout supervisor. The tryout supervisor will carefully examine the proposed Tier II roster along with the evaluations from the evaluators and make note of any instances where there may be a significant discrepancy between the evaluations and players appearing on the proposed roster.

The Tier II head coach and tryout supervisor will then meet with the MJBB board to discuss the proposed roster. Members of the MJBB board are not permitted to take part in any portion of the selection process, including the team selection meeting, for an age level at which they have a child trying out, or in any other case when they may reasonably have a conflict of interest. At this meeting, the tryout supervisor shall ask the head coach to explain to the board any significant discrepancies that were noted. All rosters must be approved by the MJBB board before they are finalized and posted. During this meeting, board members shall have access to the evaluations for that age group. Only the head coach and board chair are authorized to keep copies of the evaluation forms after the meeting. The evaluations shall be retained by the board chair for at least one year.

The Tier II head coach shall identify to the board at least two alternate forwards, two alternate defensemen, and one alternate goalie to be chosen in the event roster vacancies develop prior to

September 1st. The head coach shall rank-order the alternates by position. The identities of the alternates may only be publicly identified according to the specific instructions of the board. This policy is intended to allow any team vacancies occurring prior to September 1st to be filled with minimal additional work.

Following the approval of the Tier II rosters, the MJBB board will post the preliminary rosters on the MJBB website in a timely manner, with the player names listed in alphabetical order. Following the posting of the rosters, players / parents shall have 24 hours to accept a position on the team. A player will be deemed to have declined a spot on the team in the absence of a specific acceptance. Any player declining a position on the Tier II team will revert to Tier IV for that season. For example, a player selected for the Tier II team does not have the option of choosing to play at the Tier III level. After this 24-hour period, the head coach, with board approval, will fill any vacancies that result according to the list of rank-ordered alternates.

Once the Tier II rosters are finalized and posted the same procedures detailed above will be utilized for the selection of the Tier II rosters.

After the team rosters are finalized, the Tier III head coaches will be responsible for calling the non-selected players within one week. The purpose of these calls is to offer encouragement as well as constructive feedback.

Any parent or player with questions or concerns about the team selections shall contact the board chair. The board chair may ask the head coach to contact the parent or player. The head coach should be prepared to explain the basis for his/her decision and should reference the evaluations in explaining his/her selection decisions, but in doing so should not refer specifically to any other players that tried out for the team.

f. Tryout Waivers:

In exceptional cases, such as serious injury or illness, the board may grant a tryout waiver to a player unable to attend the tryout sessions. In the event a player is granted a waiver, the board will arrange for an alternative method of evaluation of that player's hockey ability.

A player granted a tryout waiver can only be placed on a team's roster if he/she is of such hockey ability that, in the judgment of the head coach and the board, he/she is clearly among the players who should be selected for the team based on the selection indicators specified above.

g. Team vacancies:

In the event any vacancies occur on a team after the selection process but prior to September 1st, the head coach may fill any vacancies, with board approval, according to the list of rank-ordered alternates.

After September 1st, the head coach may fill any vacancies, with board approval, based on his/her evaluation of the most suitable player for that spot. This may result in players being moved from Tier III to Tier II. Vacancies on teams cannot be filled in such a way that would make teams or players ineligible for play in the MeAHA state tournament. Once a player has registered at the Tier IV level, he/she cannot be added to a Tier II or Tier III roster without the specific approval of that player's association.

VII. TEAM RELOCATION

MJBB recognizes that circumstances may develop during a season which can cause a player or players to relocate from one team to another within the same age level. Although relocation of players is discouraged, in an appropriate circumstance, a specific request for relocation can be made in writing to the Chair of the Head Coach Committee and should specifically state the reasons for the request. Any such requests will be reviewed by the Chair of the Head Coach Committee or his/her designee, the present coach of the player, and the proposed receiving coach. The relocation decision made by the Chair of the Head Coach Committee will be final.

VIII.COACH SELECTION

The Coaching Committee shall meet on a regular basis as directed by the Chair of the Committee to review and consider applicants and/or candidates for coaching positions. The Committee shall select and recommend to the Board of Directors a head coach for each team. A call for coaching applications shall be broadly publicized in places such as the MJBB website, local newspapers, and email lists.

a. Head coaches:

The board shall interview at least 2 candidates for each head coaching position (provided enough applications are received). Past or current head coaches shall be reevaluated with other candidates applying for the position. No guarantees are made for coaching positions from one year to the next. Head coaches must meet certification requirements of USA Hockey for that season at the time of application or outline a plan to acquire them no later than December 31st. When making head coaching selections, the MJBB board will consider the following factors, not necessarily in order of importance:

- Prior Coaching Experience with MJBB:

- Prior coaching experience from other organizations
- Commitment & Scheduling availability
- Consideration of parent survey results
- Demonstrated ability/capacity to communicate and teach successfully
- Demonstrated ability in working successfully with children, parents and administrators
- Coaching philosophy
- General hockey background & knowledge
- References
- Personal background check supported by signed release of information
- Any other reliable information known by or available to the members of the Committee and the Board

Consideration of prior coaching experience within MJBB is but one factor and should not alone cause the Committee or Board to select or recommend an applicant or candidate as the Committee and Board are encouraged to consider all the above factors but not one factor alone.

The Committee should undertake at least one mid-season review of those coaches approved by the Board to measure the progress and suitability of the coach. This mid-season review may occur at any time and is intended as an opportunity for feedback and input for and from the coach considering such items as:

Accountability: Commitment & availability

Ability/Capacity to communicate and teach Coaching philosophy

Personal Background information Discipline issues

USA Hockey and MJBB's Coach's Code of Conduct

Any other pertinent information available to the Committee

Should circumstances arise whereby a coach indicates that s/he can no longer continue to fulfill his/her role as coach or where the Board of Directors determines that a coach should be removed, the Committee shall select and recommend to the Board a successor after consideration of the coach selection and recommendation enumerated above.

b. Assistant coaches and team managers:

The head coaches will select assistant coaches and team managers only after team rosters have been finalized and posted. In selecting assistant coaches, head coaches shall consider the coach-selection factors discussed above.

Team managers should be individuals with good organizational skills and a demonstrated ability to work effectively and cooperatively with others. Team managers may not be an immediate relative of the head coach (i.e. spouse, sibling, parent, or child).

Assistant coach and team manager selections are not finalized until approved by the board. The board shall provide great deference to the head coaches in naming assistants and team managers and will only disapprove of a choice after careful deliberation and providing a clear explanation to the individuals involved.

All coaches and managers must undergo a background check, consistent with MeAHA and/or USA Hockey rules.

c. Non-parent coaches:

The board recognizes the specific benefit that may sometimes be obtained from qualified non-parent coaches who are willing to invest their time in support of youth hockey. In the event such individuals are chosen to coach, the board may choose to provide a stipend to cover certain hockey related coaching expenses, which stipend shall be assessed to that team's families.

IX. COACHES HELMET POLICY

In accordance with USA Hockey policy, all MJBB hockey coaches and instructors must properly wear an approved ice hockey helmet with chin strap during all on-ice sessions, including practices, controlled scrimmages and coach and referee clinics. Face shields are strongly recommended but not required.

The penalties for non-compliance with this rule are as follows:

1st Offense: A warning will be issued

2nd Offense: One game suspension

3rd Offense: Immediate and automatic suspension pending a hearing before the Rewards & Discipline Committee

X. DEMONSTRATORS

Coaches may use Demonstrators during practices but only under the following conditions:

Adult demonstrators (18 and over) must have completed and paid USA Hockey IMRs prior to going onto the ice. Coaches should either check with the Registrar or require the presentation of a USA IMR Card.

They must be engaged in a productive and useful manner according to a plan established by the head coach for the team.

Demonstrators are not to be on the ice “fooling around”, shooting pucks, or just for extra ice-time. Coaches should be prepared to identify the responsibility of any demonstrator.

They must have on, at a minimum, a helmet with face mask, gloves, and shin and elbow pads.

It is not necessary that demonstrators come exclusively from within the MJBB program. However, if a coach has MJBB-kids available as demonstrators; he/she should use kids from within the MJBB program before going outside the program for demonstrators.

XI. CONFLICT RESOLUTION

24 Hour Rule: Coaches should encourage a 24 hr. grace period regarding (minor) conflict resolution by all parties on issues that does not require immediate action. A 24 hr. period of incident reflection often reduces tensions and allows time for all parties to gather better details to resolve the issue at hand.

Coaches should utilize the following steps in order to effectively manage conflicts amongst players, coaches and parents:

1. The coach will speak with the player, parent or coach. (Player conflict should be resolved with the player and parent together).
2. The coach, player or parent will address the Tier Director (Player conflict should be resolved with the player and parent together).
3. The coach, player or parent will address the Discipline Director (Player conflict should be resolved with the player and parent together).
4. The Discipline Director will address the Board of Directors for final disposition if necessary.

Significant referee disputes (misconduct penalties, player suspensions, game forfeits, etc.) must be immediately brought to the attention of the appropriate Tier and Discipline Director.

Should a player or coach receive a major (game) misconduct penalty causing that player or coach to also serve a game suspension, the appropriate Tier and Discipline Director must be immediately notified. The Discipline Director will review the matter and may take appropriate action including addressing the player or coach and possibly imposing additional penalties upon that individual. Please note that the Discipline Director is also authorized to review or address matters pertaining to off-ice misconduct.

XII. DISCIPLINE

The following applies to all players, coaches and parents.

All incidents must be reported to the Discipline Director as soon as possible via email. Email should contain a brief description of the incident, name(s) of people involved, action taken and contact information. A follow-up phone call is also encouraged. Discipline Director/Committee reserves the right to final approval of discipline actions in all steps.

STEP I: Coach will address player/parent and take action.

STEP II: Coach will report incident to Discipline Director, Coach and Tier Director will address player/parent and take action.

STEP III: Coach will report incident to Discipline Director. Discipline Director will consult with discipline committee and decide on a plan of action. Actions in this step can be appealed in front of the Executive board with written notice to the Discipline Director and/or President.

Significant issues (misconduct penalties, fights, player suspensions, game forfeits etc.) must be immediately reported to the appropriate Tier and Discipline Director. The Discipline Director/Committee may take action including imposing additional penalties the offending individual(s). Please note that the Discipline Director is also authorized to review or address off ice matters pertaining to misconduct.

All players, coaches and parents are expected to honor the MJBB mission statement during any sanctioned MJBB event as well as while representing MJBB at any time during the season on or off the ice.

XIII. PAYMENT POLICY

- MJBB will not accept a registration from any player that has an unpaid balance from any MeAHA affiliated organization.
- A \$20 fee will be assessed to players account for any returned check in addition to any applicable bank fees.
- It shall be the member's sole responsibility to notify MJBB Treasurer (via email) of any changes in contact information or credit card information that would differ from that submitted at time of registration. Failure to do so may result in delinquent payments/ suspension of player.

- MJBB assumes no responsibility to contact members regarding payment plans, alternate payment plans and /or unpaid balances. Members assume responsibility to monitor and keep account(s) current.
- MJBB reserves the right to request payment in full from any family that has a history of untimely payments.
- There is no guarantee of a specified number of games or practices and amounts may vary.

a) TIER IV (HOUSE) Pay in full or use following payment plan:

Payment 1: Registration	First payment due
Payment 2: Due on or before Nov 1 st	Half of remaining balance
Payment 3: Due on or before Dec 1 st	All accounts paid in full

b) TIER II/III (TRAVEL)

Payment of registration fee reserves a players position on a team. All players must be registered on or before **June 15**. Late registrations will incur a onetime, \$50 late fee. All registrations must be completed prior to **August 1st**. Upon acceptance of a position on a team, the player becomes obligated for and shall pay the full amount of registration for that team. Players not paying in full at time of registration will be billed in in four equal installments **June 1st, July 1st, August 1st and September 1st**. The full amount of the fees for the entire season is incurred upon the players acceptance of a position on a team. There is no guarantee that teams will receive a specified number of hours of ice. Players accounts must be paid in full on or before **September 1st** or player will not be allowed to participate until account is paid in full. In the event that an alternate payment plan is requested which differs from above, arrangements must be made with Treasurer on or before **August 12th** for player to participate. Failure to meet alternate payment plan obligations without prior notice to Treasurer will result in suspension of player and remaining balance due in full. MJBB travel teams may be “trued up” to actual costs at the end of the season and therefore may receive a final bill or a refund. This will be done at the discretion of the Treasurer and the MJBB Board of Directors.

Any player (Tier II, III or IV) not meeting the above payment policy prior to December 31st will not be allowed on the ice.

XIV.FUNDRAISING

MJBB typically offers some fundraising opportunities for our players each year to help defray the cost of playing hockey. Individual teams sometimes engage in additional fundraising to help with team expenses. All fundraising must be pre-approved by the MJBB Board of Directors.

XV. MJBB BEAR CLAW AWARD

At the conclusion of each season, the MJBB awards two program-wide awards that honor individuals with an exemplary commitment to the values expressed in our Mission Statement.

Bear Claw Award— Player

This award is presented each year to a second-year Bantam player who has best exemplified the qualities of sportsmanship, perseverance, and dedication to hockey during his/her career in MJBB. The award is open to all House (Tier IV) and Travel (Tier II & III) players.

Bear Claw Award— Volunteer

This award is presented each year to a MJBB volunteer whose long-time devotion to the promotion of youth hockey best exemplifies the values expressed in the MJBB Mission Statement.

Bear Claw Award— Community Service

This award is presented each year to a local area business or individual, whose long-time commitment to the promotion of the youth hockey experience and has impacted our program and community in a positive manner.

Selection Process:

The Rewards & Discipline Committee will publicize the opening of the nomination process for these awards on the MJBB website and through other appropriate means no later than January 15 of each season. MJBB will make a nomination form widely available. Any MJBB player, parent, or volunteer is eligible to make nominations for these awards. The deadline for nominations is February 15.

The Rewards & Discipline Committee will meet to discuss the nominations for each award and present its recommendations regarding the winners to the full Board of Directors at the Board's regular March meeting.

The winners of each award will be announced at the annual awards banquet or another suitable public venue as determined by the Board. For each award MJBB will maintain a trophy in the trophy case at the arena that has a place to enter the winner's name for each season. The winner will also receive some form of personal memento as deemed appropriate by the MJBB Board of Directors.

XVI.SAFESPORT

Safesport is a training program developed by USA Hockey to protect our participants. It covers sexual, physical and emotional abuse, as well as, bullying, threats and harassment. Safesport training is required for MJBB personnel that: have regular, routine or frequent access to or supervision over youth MJBB participants; are responsible for enforcing child abuse and misconduct policies; are in managerial or supervisory roles; are employees or volunteers. This includes, but is not limited to: Coaches, Board Members and Team Administrators. (NOTE: MJBB Safesport Coordinator, Discipline Director and Coaches are required to complete the Safesport Training Program every two years.)

XVII.FINANCIAL AID

The MAINE Junior Black Bears offers a financial aid program for those players who are in need of financial assistance in order to play youth hockey. This program is open to all youth players who wish to play ice hockey for the MAINE Junior Black Bears teams and is based on financial need only, not playing ability.

Types of Financial Aid:

1. Payment Plan: This is not a scholarship and does not reduce the fee due to the organization by the family. Instead, it allows the family to pay fees on a schedule that is customized to that family and is different from the standard payment schedule as established through our NGIN registration process.
2. Financial Aid: The aid that a family can receive ranges from 10% to 100%, excluding the cost of uniforms and equipment. All families receiving Financial Aid must participate in organizational fundraising programs and represent the MJBB in a positive image (see commitment form).

All families receiving Financial Aid are expected to volunteer a minimum of 10 hours per season (per player) to aid the MJBB in organizational fundraisers and operational activities. These hours may include game(s) or tournament management (i.e. game clock, official scoring and merchandise sales) or any other capacity deemed appropriate by the organization. Failure to complete the agreed upon payment plans and/or volunteer hours will be grounds for no play and/or application denial for the following season(s).

XVIII.MISCELLANEOUS

a. Uniforms:

Players are issued uniforms for use in games only. Uniforms should be kept clean and treated with respect. Team-issued socks are for game use only and should not be worn in practices.

Players who are also issued MJBB practice jerseys are expected to wear them at every team practice.

b. Noise Makers

Noise makers, air horns and banging on arena glass will not be prohibited during any MJBB run tournament at all levels (Tier II, III & IV).

c. Non-Parent Coach Stipend

Non-Parent Head Coaches are eligible to receive a \$1,000 stipend for Tier II & III (the first two years of MJBB coaching) and then a \$2,000 stipend annually for additional years.

d. Coaching Reimbursement: USA Hockey Certification Level 1-3

Coaches are eligible to receive reimbursement for coaching certifications (levels 1-3). Reimbursements will not be issued until completion of the season and will be contingent upon coaches completing the season. (NOTE: reimbursement does not apply to Age Specific Modules or other USA Hockey chargeable requirements).

e. Coaching Reimbursement: USA Hockey Certification Level 4

Head Coaches may apply for potential reimbursement of Level 4 certification. All requests must be formally presented to the Board of Directors for review/vote prior to attending/completing a Level 4 course.