

Little Falls Youth Hockey Association Policy Handbook

**As updated
October
2014**

INTRODUCTION

Welcome to the LFYH Association. LFYH is an affiliate member of Minnesota Hockey. (MH) Which in turn is an affiliate member of USA Hockey. As an Association, we will strive to provide all participants, including players, coaches, parents, and fans with an opportunity to experience the enjoyment that the game of hockey provides. The Association is committed to developing skaters for competitive hockey, while following the rules and requirements of MH and USA Hockey that are guided by the following core values:

1. ***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.
2. ***Respect for the Individual:*** Treat all others as you expect to be treated.
3. ***Integrity:*** We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. ***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 level of his or her ability.
5. ***Enjoyment:*** It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
6. ***Loyalty:*** We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
7. ***Teamwork:*** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

(USA Hockey Bylaws)

The LFYH will improve year after year because of the dedication of its members. We would like to take this opportunity to encourage every member to get involved in the activities of the LFYH and to contribute his or her special talents, whether as a player, coach, parent, or fan, to the continued development of the youth hockey tradition of the Little Falls and surrounding areas. Don't forget that youth hockey is made possible by the dedication, generosity and hard work of the people just like you. Don't simply assume that "someone" will do what needs to be done. Be that someone to run for a board position be the team manager, or help with fundraising activities.

ABOUT THIS BOOKLET

The members of the LFYH, through their elected Board of Directors, have established policies and procedures which serve as guidelines for everyone who participates in the LFYH. The policies and procedures in this handbook have been revised and approved by the Board of Directors and supersede any previous policies and procedures.

This booklet describes how our Association works and should answer many of the questions you may have about general policies and procedures. However, if you find that you still have questions after reading this handbook, please feel free to contact the Hockey Administration Chairperson. They will be glad to assist you or to refer you to someone who can assist.

After registration and prior to any skater being allowed on the ice at the beginning of each season, each parent/guardian and player must sign a form stating that they have read and understand the contents of the policy handbook. A signed copy of the form must be turned into the team manager or coach. No exceptions.

In the interest of fairness and consistency, no exceptions to the policies and procedures contained herein will be permitted without formal approval of the Board of Directors.

LITTLE FALLS YOUTH HOCKEY ASSOCIATION GOALS

Encourage Sportsmanship, Fair Play, and Competitive Teams

*Develop Hockey Skills and Knowledge by implementing
consistent coaching philosophies*

Foster and Reward Positive Attitudes through Positive Reinforcement

Strengthen the Character of all our Skaters

Promote TEAMWORK

Have Fun!!

LFYH PHILOSOPHY

- 1.) Every one of us is a representative and ambassador of the LFYH and as such we are obligated to behave in a manner that casts a positive image on our Association. This will be demonstrated through our actions, the way we treat others and by following the rules and guidelines set forth in this document.
- 2.) We will strive to create a positive environment for all players to reach their potential.
- 3.) The Association is committed to assisting in the development of excellent student athletes and citizens, not just hockey players. The measure of the success of our organization is not merely the number of high school, college, or pro players we produce. Rather, it is the quality of the young people who participate in the LFYH and the skills and abilities, both on and off the ice, that they develop as they grow into young adults.
- 4.) There is no "I" in TEAM. Hockey is a team sport and will be played as such. Remember, Together Everyone Achieves More.
- 5.) Parents should try to understand their role in their child's hockey development. Parents need to be supportive of the Association's and coaches decisions. The association and its coaches must always strive to do what is best for the whole organization, not what might be best for any individual player or family.

GENERAL POLICIES & PROCEDURES

- 1.) The LFYH is open to all youth up to age 18. LFYH is a member of Minnesota Hockey (MH)
- 2.) The LFYH Board of Directors consists of twelve (12) voting members. Board positions are: President, Vice President, Secretary, Treasurer, Concessions Director, Committee Director, Facilities Director, Fund Raising Director, Girls Hockey Director, Coaching Director, Publicity Director, and Registration Director. In addition to the voting members, the board may appoint additional, non-voting Board members to assist and advise the Board. The Board of Directors will be elected for two year terms at the annual Spring meeting (See By-Laws).

The LFYH administrative committee is a group who is oriented toward the development of the players within LFYH. This group is tasked with overseeing hockey related development needs of our skaters and addresses issues specific to hockey development within LFYH. This committee reports back to the board of directors with suggestions of change for skater development and policies within this handbook which are then voted on by the LFYH Board for implementation.

3.) MH/USA Hockey player age groupings are as follows:

Ice Mites and Mite	3-8 years old on or before June 30 th
Squirts	9-10 years old on or before June 30 th
Pee Wees	11-12 years old on or before June 30 th
Bantams	13-14 years old on or before June 30 th
Girls 10 & Under	10 years old and under on or before June 30 th
Girls 12 & Under	12 years old and under on or before June 30 th
Girls 14 & Under	14 years old and under on or before June 30 th

4.) It is the policy of LFYH that all players must skate at their own level. However, the following qualifications are to be considered as exceptions to this policy (Also See Player Move-Up Guidelines on Page 7):

- a.) Players who have a date of birth between July 1 and the School System cut-off date of September 1 can apply to move-up without bias to play with their School Grade peer group. Tryouts are still mandatory for these players.
- b.) Players who feel they have achieved the skills required to play at the next level will be evaluated for move-up upon request. Requests will be reviewed by the coaches involved (within LFYHA & per Reference) as well as the LFYH coaching director. The player who requests to move up MUST have played at least 1 Year at their current age appropriate level and are still subject to the tryout process to determine what team they will land on.

- 5.) It is the responsibility of the player's parents or guardian to verify that the player is registered in the correct level of play. If a copy of the player's birth certificate is not already on file with LFYH, a copy must be submitted prior to the beginning of MH District league play. NO EXCEPTIONS.
- 6.) All LFYH teams will play only LFYH Board approved games and tournaments.
- 7.) Use of tobacco, alcohol or drugs by the players is strictly prohibited. Any hockey player who violates this rule shall be suspended from hockey in accordance with the rules used by the Minnesota State High School League. (See MSHSL Eligibility Rules Addendum at end of Handbook)
- 8.) We have established Player, Coach and Parent Codes of Conduct. We need everyone to follow these guidelines. Failure of anyone to follow the guidelines will result in disciplinary action; disciplinary action may range from one period of a hockey game through suspension from the association for one year.
- 9.) LFYH has established registration fees for each level. These fees must be paid in full or an approved payment schedule started before a skater will be allowed to skate
- 10.) Any changes to this Policy Handbook must pass a majority vote of the members of the LFYH Board. All proposed changes must be submitted in writing to the LFYH Administrative Committee Director, at which time the Director will review with the Hockey Committee Members and make recommendations to the Board. All proposed changes with recommendations will be presented to the membership via e-mail before regularly scheduled Board Meeting and then voted on at the next Board Meeting. As rule modifications, additions, or remittance of rules occur, Board meeting minutes will reflect the vote and updates will be written into the Handbook as appropriate and distributed to the Association by the Committee Director or a Member of the Board.

Player Move-Up Guidelines

The Little Falls Youth Hockey Association supports player move-ups when appropriate based on peer status (school grade), where the ability of the player constitutes the move, and in some cases based on the ability of the association to form a team or teams.

The eligibility age requirements are established in order to ensure all players participate with their appropriate peer group. It is not the intent of the Little Falls Youth Hockey Association to deny a player the opportunity to play with their peer group (school grade) because of a late date of birth. Under Minnesota Hockey guidelines, deviations to the age rules will be allowed in order to ensure players participate with their school grade peer group. This deviation to the age policy applies to players who have a date of birth between July 1 and the school cut-off date of September 1. This does not apply to a player wishing to play down.

When a level of play has a shortage of players necessary to field a team or other factors not conducive to team balance, the Hockey Administrative Committee would recommend move-ups to help field a team if it doesn't have a negative impact on their age appropriate team.

A player wishing to move up based on skill level must complete the "Move-Up Request Form" (at the end of this Handbook) with references and submit it to the LFYHA Hockey Administrative Committee. That player will be evaluated based on his/her previous year play, and other factors within the requested level of play which are evaluated by the Hockey Administrative Committee.

All players requesting and/or granted to move-up will be required to participate in Try-Outs when more than one team is being formed at an age level and will be placed on a team based on his/her skill level. All players are evaluated on their hockey skills by the Hockey Administrative Committee as well as evaluators selected by the Committee in an effort to thwart family/friend bias. All evaluations and team placement are final and non-negotiable, requests to move down will not be granted after Try-Outs and team selections are completed. This includes a player not being moved up based on the evaluation.

All Move-Up Request Forms need to be received by October 1st the year the request is being made for. Move-Up Request forms can be found at the end of this Handbook on page 21.

TEAM SELECTION & PLAYING ROSTERS

- 1.) LFYH is committed to establishing teams annually by October 31st. Team rosters must be given to the LFYH Registration Coordinator by Dec. 1st for submission to MH. Once the MH District 15 Director signs the rosters, they are frozen and no changes are allowed. Coaches are able to change rosters prior to the MN Hockey deadline with approval of the Hockey Administrative Board.
- 2.) The Ice Mite and Mite levels are divided into groups based on ability, not age. When a skater demonstrates the skills at a certain level, they will be advanced to the next level. LFYH will establish a House League for mite level skaters. Teams will be divided by ability and skaters and will be put into game type conditions without keeping score or tracking the amount of scores an individual has scored. Efforts at this level will be based on skating, hockey basics, and teamwork.
- 3.) Squirt, PeeWee and Bantam players will be divided into teams as player numbers allow based on ability and selected on a tryout system by the LFYH administrative committee. Then they will be registered as A, B, or C teams as determined by the LFYH administrative committee so as to have teams playing at the highest level possible and still be competitive. The goal should be optimal player development.
- 4.) All efforts will be made to have two teams; however, under low registration numbers, the Hockey Administrative Committee will approach the Board with final player & team numbers with player development being the main objective.

Player Evaluation Format:

- 1.) This format will be used for the evaluation of ALL LFYH groups, unless there is a special note in each levels section. The Evaluators will consist of outside sources selected by the Hockey Administrative Committee. The evaluation system below will be used in ALL LFYH player evaluations. Exception: Mites and under. All evaluators will rank and sign evaluation sheets with a 1-5 ranking system. 5 being the best and 1 meaning needs improvement. Totals will be tallied and the results will determine the evaluation.
- 2.) The tryout will be a 2 day event with the first day consisting of drills designed to show the individual skills of the players being evaluated, as well as a combination of team and individual concepts with game type conditions. The second day will be a scrimmage with an outside team. This will give all evaluators a good idea of the type of players we have and who is able to play at each level.
- 3.) It is very important that the evaluators be allowed to function without outside influence. Therefore, Day one, the Skills & Drills portion of the tryout process will be closed to anyone not participating in the tryout, coaches on the ice, evaluators, and arena staff.
- 4.) Day two of the tryout process, the scrimmage will be opened for all parents, guardians, family members and friends and we encourage attendance to cheer on your Hockey Players.
- 5.) We ask that evaluators NOT be asked about how they scored a player. If a parent/guardian or player confronts one of the evaluators during the selection process, the player will be excused from the selection process and placed on the lower level team. Parents and/or players may request information about how they were scored individually with their designated teams coach after the evaluation process once the evaluations are completed and team rosters are posted.
- 4.) Hockey players moving to town after tryouts have been conducted, and/or players who miss tryouts on an excused basis (Determined by the LFYH Board) will be evaluated with the same procedures to the best of the ability of the Hockey Administration Committee. Once evaluated, players will be placed on a team. No one already on a team will be moved because of this person. Additions to the team roster will be made through the Registration Coordinator.

PLAYING RULES, PLAYER PARTICIPATION AND ACTIVITY LEVELS

- 1.) All teams will abide by MH & USA Hockey rules.
- 2.) Each team will be allowed no more than three coaches, one being a team manager on the bench during games.
- 3.) Game duration for all age groups will be consistent with MH District 15 guidelines
- 4.) Body checking is allowed only in Bantam Boy levels.
- 5.) Penalties will be assessed consistent with MH & District 15 guidelines. Players receiving a game misconduct penalty for unsportsmanlike conduct will be suspended for the rest of that game, plus one more game, the second misconduct for unsportsmanlike conduct will be the rest of that game plus two games and so on. Coaches must enforce this rule, or may face suspensions of their own. Any suspension will be applied in the game following the infraction, no exceptions.
- 6.) All games should be played as scheduled. A scheduled game may be postponed due to weather or rink conditions. Coaches (LFYH Coach and the Opposing Coach) will determine if a game is to be postponed and should coordinate the rescheduling of the game with the appropriate scheduling coordinator. If LF school activities are cancelled, youth hockey activities are also cancelled
- 7.) **COLD WEATHER RULE.** For practices and games schedules on outside rinks, the following will apply: Such activity shall be cancelled if the air temperature two hours prior to the activity is zero or colder, or if the wind chill is twenty degrees below zero or colder. Team managers/Calling Parents are responsible for notifying team members.
- 8.) Each player on a team must be given an opportunity to develop and improve their hockey skills. Coaches are expected to show fairness and good judgment.
- 9.) Players may be denied ice time for disciplinary reasons, including missing practice, games, for showing poor judgment in school or other off- ice situations, or for repeated examples of poor play. Except for physical, disciplinary, or attendance reasons, a player should not go for extended periods of time without skating their regular shift. Players may not be disciplined or denied ice time when the time missed was due to religious

reasons or short periods of illness. Families are required to keep the coaches informed of any requirements and scheduling conflicts.

EQUIPMENT

- 1.) All players participating in the LFYH will wear the following protective equipment:

Mouth guard	Protective Cup
Shin Guards	Elbow Pads
Helmet w/approved	Shoulder Pads
Full face shield	Hockey Gloves
Hockey Skates	Breezers
Helmet w/approved	
Full face shield &	
Neck Guard(Goalie)	

- 2.) LFYH supplies the following equipment to Ice Mites, Mites, Squirts and in some cases Peewee skaters based on size and availability with a \$75 rental fee which \$25 will be returned to the parent if the equipment is maintained and articles are not missing:

Shin Guards	Elbow Pads
Helmet	Shoulder Pads
Hockey Gloves	Skates

- a.) All LFYH equipment will be turned in at a designated time following the last game of the season. Equipment will be turned in clean and in good repair. Replacement of equipment lost or damaged beyond normal “wear & tear” will be the responsibility of the person who checked out the equipment. If the equipment is in need of major repair or no longer fits properly during the season, notify your coach.
- b.) Equipment all players must purchase on their own includes: tape, sticks, mouthguards, garter belt, neck guard, breezers, garment bag, and protective cup, along with the items listed above.
- 3.) Every player who goes on the ice (indoor or outdoor) for any LFYH activity (including practices and games) must have on all protective equipment. All skaters must have colored mouth guards. Absolutely no one will be allowed to play or practice without a mouth guard or any other piece of required equipment.
- 4.) When dealing with the prevention of athletic injuries, proper equipment plays an important role and must be worn in the manner for which it was

intended and any modifications to any equipment is not acceptable. Not only must the equipment fit properly, it must be of good quality. Cost of equipment should not be the determining factor in the purchase of equipment. When purchasing equipment, ask specific questions regarding quality and safety from any salesperson. During the fall time frame, many used equipment sales happen. Use these sales to purchase quality equipment at a much-reduced price.

- 5.) Anyone not returning all his/her equipment must pay replacement costs.

COACHING SELECTION

- 1.) All coaches and assistant coaches must fulfill MH requirements for certification. LFYH will provide the necessary funds to certify all coaches.
- 2.) All coaches and assistant coaches must fill out a coaching application(Annually), agree to a complete State and Local background check(Every 2 Years), and complet USA Hockey's SafeSport Training(Every 2 Years) to ensure the safety of the players in the Association.
- 3.) The Hockey Administration Committee will review all coaching applications annually with a recommendation of coaches to be made to the Board at their August meeting. Applicants will then be notified as to which level they are being recommended to coach. All coaches will be selected and assigned prior to registration. Coaches applying for a specific team or level will not be required to coach a different team/level if they choose not to.
- 4.) Coaches will be asked to sign a contract at the beginning of the season, stating they understand the player development philosophy of the program. This contract will explain what is expected of the coach in regard to practice and game attendance.
- 5.) If there is a concern regarding a coach, the concern will be addressed by the Coaching Director with a response being made to the grievant and to the board.
- 6.) Random assessments will be done by the Hockey Administration Committee members to evaluate adherence to policies, procedures, and philosophy as set forth in this policy handbook.
- 7.) In the case of equally qualified applicants a non-parent coach will be given preference.

- 8.) A recommendation of 1 coach for every 6 players is recommended for each level of skaters. Each coach should have as much hockey knowledge as possible to be able to teach the kids in the best way possible. Having less coaches than the recommended amount puts strain on both the kids and coaches involved.

COACHES

Player Development Philosophy:

Great players are the key component of great teams. Therefore teaching and improving the players' individual skills and techniques should be of the greatest importance during practice. Eighty percent of practice time will be designated to the teaching and development of the individual player and his/her skills. Player skills would include: Skating, Shooting, Stick Handling, Passing and Catching the Pass, and Checking Technique if allowed at that age level. Goalie skills would include: Proper stance, Proper Footwork, and Playing the Angles, etc.

- 1.) A coach is responsible for the operation and conduct of their team. They are the teacher of skills and a developer of a player—socially, psychologically and physically
- 2.) A coach must conduct a mandatory Parent-Coach meeting at the start of the season to discuss goals and objectives for the team. A coach must communicate clearly to players and parents so that everyone knows what to expect. During this meeting the parents must select the following positions for their team: Team Manager, Calling Person, and Concession Leader.
- 3.) Don't try to do it all. Delegate responsibilities where possible. The team manager can take care of administrative details. Also, include all the team members' parents to get involved and help with team activities.
- 4.) Respect, encourage and compliment players. Use constructive criticism only. Set a positive example for all players. ***Vulgar language by coaches will not be tolerated.***
- 5.) Develop each player as much as possible within the limits of the players' physical and mental abilities
- 6.) Use proper control at all times – the coach is the role model for the players.
- 7.) Be enthusiastic and make hockey fun!!

- 8.) Maintain team discipline. When a player is disciplined, the coaches should fully explain the reasons for the punishment to the player before leaving the arena. Matters of discipline should be discussed privately between the player and the coach.
- 9.) To ensure the safety of the skaters, it is the responsibility of the coach to determine whether or not a particular skater is physically able to safely play in a game situation.
- 10.) The coach, or assistant, must be with the players while waiting to get on the ice or while the skaters are on the ice. Players are not to be left unsupervised.
- 11.) Support the goals, philosophy & rules of LFYH
- 12.) Coaches should attend all coaches meetings as scheduled by the Coaching Director. At these meetings the philosophy and expectations of the coaches and teams will be discussed.
- 13.) Joint practice times between A & B teams will be used to increase ice time opportunities and to utilize available coaching expertise. The scheduler will make the schedule and coaches will adhere to it and utilize it in the best possible way.
- 14.) Length of season will be determined by the scheduler and the board of directors.
- 15.) All coaches should make every attempt to make it to the games and practices. You are setting an example for your kids. Coaches in paid positions must be at 90% of the games and practices. Pay adjustments will be made if coaches do not fulfill the terms of the contract.
- 16.) Every effort will be made to play scheduled games and tournaments. Any changes must be brought to the Scheduler for approval.
- 17.) Coaches must have a detailed, written practice plan that adheres to the player developmental philosophy of the program, every time they go on the ice.
- 18.) The coach is responsible to turn in a discipline policy to the Hockey Administration Committee for subsequent board approval.

Coaches make a difference. Will your influence on players be a positive one or negative one? Only you as the coach can determine that.

COACHES' CODE OF CONDUCT

To enforce the Players' Code of Conduct.

To teach character and sportsmanship to all players.

To not intimidate, ridicule, or verbally or physically abuse any of the players.

To teach and demonstrate respect for teammates, opposing players, coaches and officials.

To coach playing by the rules.

To set a good example at all times.

To never instruct a player to deliberately injure another player.

To speak privately with a player whenever a problem arises.

INDIVIDUAL GUIDELINES

PLAYERS

- 1.) Players who participate in the LFYH program should consider it a privilege. With this privilege comes responsibility to teammates, coaches, parents and the entire hockey program, which you represent to other teams and communities.
- 2.) Players must show respect toward opposing coaches and players as well as toward game officials at all times. Positive attitude and self-discipline are the keys. Use of profanity and /or obscene gestures toward officials, players, spectators, or coaches will not be tolerated.
- 3.) Keep yourself in good physical condition at all times. Get plenty of rest and eat well-balanced meals prior to practice and games.
- 4.) Know and understand your own hockey ability. Have confidence in yourself and work hard in practice and on basic hockey skills.
- 5.) Follow the direction of your coach and be willing to accept criticism. Work hardest on your shortcomings and they will soon become your strengths.

- 6.) Be a team player and give due credit to your teammates. Do not criticize your fellow players or coaches. Attend all scheduled team activities unless properly excused.
- 7.) Always be prepared. Keep your game uniform clean, your equipment in good repair and your skates sharp. Bring two sticks to all games and practices.
- 8.) Be gracious and courteous in victory and defeat.
- 9.) Be a competitor. Give your best at all times. Play Hard. Play Fair.
- 10.) Players should be on time and ready to play for all practices and games. Coaches should not be expected to tie skates. If your child needs such attention, you should remain at the practice. Notify the coach ahead of time if your child must miss a practice or a game.

PLAYERS' CODE OF CONDUCT

Players will practice and play to the best of their abilities.

*Hockey is a TEAM sport. As such, the interests of the team will
Take precedence over individual exploits.*

No player will criticize another teammate's play.

*No player will criticize referees coaches or opposing players;
the only individuals who may speak to officials are the coach
and their designated captains under instructions from the coach*

*All players are expected to conduct themselves in a
respectable manner. Destructive or delinquent behavior
before, during or after a game or practice will not be tolerated.*

*Players will show respect for the property of others.
A player will never attempt to deliberately injure another player.*

PARENTS

- 1.) Being involved in the LFYH demands time and effort on the part of the parents. Parents play a large role in determining the success of the hockey program by understanding the requirements of team participation and assisting wherever possible.
- 2.) Put the welfare of the player ahead of the personal reflected glory – your hockey player should not be burdened with fulfilling your own personal dreams of athletic achievement.
- 3.) Make sure your player knows that win, lose or tie, you appreciate his/her effort. Praise, don't criticize.
- 4.) Accept disappointment gracefully, don't pass it along to the player or other team members. Remember, they probably feel worse than you do.
- 5.) Get to know your coach. Discuss your problems or the progress of your player with the coach at the proper time. The proper time is never after a difficult defeat or game, or in the company of other players or other parents.
- 6.) Appreciate the fact that your coach has the responsibility for the entire team in the locker room and on the ice. Your hockey players' conduct at all other times is the sole responsibility of his or her parents.
- 7.) Don't be a chronic complainer. If you are convinced that something is wrong on your players' team, follow the grievance procedure found in this handbook.
- 8.) Know the requirements of the LFYH and see that you and your player live up to them. Review this manual thoroughly and discuss it with your player.
- 9.) Realize, for the good of your player and for your own peace of mind, that stardom in hockey is limited to very few. Participation is the key and the game can be enjoyed by all who participate – but only if we let the players play and the coaches coach.
- 10.) Support your coaches in every possible way. Participate in team and organization functions. DO NOT coach your player at home. Telling them something different than the coach can cause problems.
- 11.) Get involved. Run for the Board, work in the concession stand, help with our various fund-raisers and pitch in where you can. Your player and

team will have a much greater chance for success if you contribute. Make your personal talents, skills and resources available to the team.

- 12.) Parents are to refrain from any verbal or written statements that will distract or undermine the credibility of this Association.
- 13.) As a parent, you are obligated to arrange transportation for your child if no bus service is provided. Don't just drop your child off at the meeting place, leave and hope someone else drives. Do your fair share! If a bus is used, one parent is expected to ride the bus with your child and if it is not possible make arrangements with the coach.

CONDUCT GRIEVANCE PROCEDURE

- 1.) Any parent, relative or other concerned adult who may have a complaint against any coach or LFYH member is required by this policy to the following procedure.
 - a.) In all cases the complaint will be communicated to the person in which it is directed. If at all possible, all complaints should be handled at the immediate level. If the complaint cannot be handled at this level, it should be directed to the Hockey Administration Committee.
 - b.) In cases where the complaint involves a coach, the complaint should first be directed to the Hockey Administration Committee. If the individual with a complaint is not satisfied it will then be referred to the board.
 - c.) When a complaint is brought before the board, the President or their designated representative will sit down with all parties and work out a solution.
- 2.) LFYH is determined to make sure that its coaches are not distracted from their coaching duties by complaints. Therefore, the above procedure must be followed.
- 3.) If a parent does not follow this procedure and continually confronts a coach or other member, that parent or player will be warned. If they continue, they (Player & Parent) will be suspended for a period of two weeks. If this does not solve the problem and another confrontation occurs, upon approval from the full board, the player and parent will be suspended for the remainder of the season.

- 4.) All parents and guardians are required to sign an affidavit indicating they are willing to comply with this policy handbook and enforce the rules that set forth herein.

LFYH PLAYER DEVELOPMENT PHILOSOPHY:

Great players are the key component of great teams. Therefore teaching and improving the players' individual skills and techniques should be of the greatest importance during practice. Eighty percent of practice time will be designated to the teaching and development of the individual player and his/her skills. Players skills would include: Skating, Shooting, Stick Handling, Passing and Catching the Pass and Checking Technique if allowed at that age level. Goalies skills would include: Proper stance, Proper Footwork and Playing the Angles, etc.

If they are not doing it right they are practicing it wrong.

LITTLE FALLS YOUTH HOCKEY

COACHING CONTRACT

COACHES MAKE A DIFFERENCE

I _____ accept the responsibility of coaching the _____ age level as Head/Assistant Coach. Compensation for this position is _____ and may be adjusted if I fail to meet the requirements of this position. I understand the requirements for this position to be:

- 1.) I will make every attempt to make it to all practices and games. If for whatever reason I do not make ninety percent of practices and games I realize that my compensation WILL be adjusted by the board.
- 2.) I understand the Player Development Philosophy of the program as it is written in the youth hockey handbook and will organize my practices to adhere to that philosophy.
- 3.) I realize that organization is crucial for team and individual development. Therefore I will have a detailed, **written** practice plan every time I go on the ice.
- 4.) I realize that combined practice times between A & B teams will be used to increase ice time opportunities and to utilize coaching expertise. The scheduler will make schedule and I will utilize every ice time opportunity to the best of my ability.
- 5.) I will have a **written** discipline policy that will be given to players and parents. I will explain what I feel is appropriate behavior on and off the ice. I will explain my practice and game attendance policy and the consequences for missing. The Little Falls Youth Hockey Board will be given this policy two weeks prior to the first practice. Little Falls Youth Hockey Board will approve coaches policy.

Coach
Coordinator

LFYH Coaching

LITTLE FALLS YOUTH HOCKEY PLAYER MOVE-UP REQUEST FORM:

I/We _____ the parent/guardian
Of _____ hereby request that our son/daughter be
considered as a candidate to move up from the _____ team to the
_____ team for the following reason:

“Check” appropriate move-up request reason:

- ☐ Peer Group (School Grade)
- ☐ Requested by LFYHA Coach or Administrative Committee Member
- ☐ Skill Level

I/We realize that making this request is a commitment to play at the next level regardless of the results of tryouts and the level of play (A,B, or C) chosen for and is not reversible. I/we realize that this request does not guarantee the player a roster spot on the “A” Team of the upper level. I/We realize if the board does not grant our request I/We will be given a written explanation for the denial. I/we realize that the Hockey Administration Committee’s decision upon board approval is final and cannot be grieved. I/we have read the Little Falls Youth Hockey Player Move-Up Guidelines and are willing to abide by it.

Parent/Guardian _____
Parent/Guardian _____
Player _____
Date _____

Player Resume:

Please provide a coach inside and a coach outside of the association when appropriate you feel we should talk to in regard to the ability of your player. Please provide phone numbers.

- ☐ LFYHA Coach: _____
- ☐ Other Coach: _____ Phone: _____

Send form to:
LFYH
Attn: Administration Committee Chair
PO Box 91
Little Falls, MN 56345

LITTLE FALLS YOUTH HOCKEY ASSOCIATION

VERIFICATION FORM:

I certify that I have reviewed this handbook and all the rules with my players and agree to assist in the enforcement of this handbook

I certify that I have read, understand and accept the Conduct Grievance Procedure.

(Print Parent's First & Last Name)

(Signature)

(Player or Player Names)

(Signature)

(Signature)

(Signature)

12. MOOD-ALTERING CHEMICALS - CATEGORY I (athletes and fixed season activities)

A. Bylaw

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity:

- (1) use or consume, have in possession a beverage containing alcohol;
- (2) use or consume, have in possession tobacco (including e-cigarettes) ; or,
- (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
- (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, or any component, part or accessory of a tobacco product.
- (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.

2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

B. Penalty:

First Violation: After confirmation of the first violation, the student shall lose eligibility for **25%** of the number of consecutive interscholastic contests in the regular season schedule in which the student is a participant or **2 weeks, or 2 events**, whichever is greater.

Second Violation: After confirmation of the second violation, the student shall lose eligibility for **50%** of the number of consecutive interscholastic contests on the schedule in which the student is a participant or **3 weeks or 6 consecutive interscholastic contests**, whichever is greater, if the student on his/her own volition enters and satisfactorily completes a treatment program from a certified chemical treatment facility. Written confirmation of participation and satisfactory completion of the treatment program from the director/certified counselor of that program is required.

Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for **one calendar year**. The penalty may be reduced to **4 weeks or 12 consecutive interscholastic contests**, whichever is greater, if the student on his/her own volition enters and satisfactorily completes a treatment program and the following conditions are met:

- a. The student is assessed as chemically dependent by a licensed chemical dependency counselor, prior to entering the treatment program;
 - b. The student voluntarily enters a treatment program approved by the chemical health coordinator and activities director;
 - c. The director of the treatment center certifies in writing that the student has successfully completed the treatment program;
 - d. No sooner than 6 weeks after the student enters treatment can the student begin serving the **reduced penalty of 4 weeks or 12 interscholastic contests**, whichever is greater.
- With each violation, ISD 194 requires the following steps:
- a. Students participate in an initial meeting to discuss the violation with the student, parent, dean of students, and activities director to set a course of action.
 - b. Students participate in a meeting prior to resuming eligibility with the student, parent/guardian, coach, activities director, dean of students, and the district chemical health coordinator.
 - c. The coach may have the option to require service hours to directly benefit the team.

Example: Hockey - 17 weeks - 25 max. games - 6 games-25% penalty - 13 games-50% penalty