

# YANKTON AREA ICE ASSOCIATION

## MEMBER HANDBOOK



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# INTRODUCTION

## History

An indoor ice rink for Yankton was merely a dream of a small, but very dedicated, group in 2000. Determined to provide residents of all ages an opportunity to “get off the couch,” the Yankton Area Ice Association was formed as a non-profit 501(c)3 organization. Their efforts were immediately met with skepticism as members of the community cited outdoor rinks as a viable option. The plan was to create the demand for recreational ice-skating, acquire the necessary equipment and find a location to erect an indoor rink. The preliminary costs were estimated between \$500,000 and \$750,000, again met with skepticism.

Along the way, an improved outdoor rink was constructed in conjunction with the Yankton Parks and Recreation Department. Later, the University of South Dakota Club hockey team expressed a strong interest in indoor ice. In 2002, with very little money in the bank, several significant gifts and opportunities presented themselves. The Mitchell Skating and Hockey Association agreed to donate used boards and glass to the Yankton rink. Then, used compressors and refrigeration equipment were offered from the Brookings program. A temporary piping system from Valley City, ND and a used Zamboni from Aberdeen were also utilized. All that was missing was a building large enough for an 85’ x 200’ ice rink. An ideal location was found at the Yankton County 4-H grounds, and a deal was struck to jointly own a facility for an ice rink in the winter that could be used by the 4-H clubs in the summer. In February 2004, the groups announced their plans.

With property found, the matter of finances needed to be resolved. Fortunately, a few key donations motivated the community, starting with the funding of a “signature project” by the Yankton Kiwanis Club. Donations, advertising, and key financing from local banks were secured and in August 2004, it was announced that the arena could be built entirely with private funds and would be completed by the spring of 2005. The 4-H clubs utilized the new facility that summer and on December 9, 2005, the first hockey game was held in Yankton when USD played the Dordt College Blades. The first public open skate was held on December 23 that same year with the first youth hockey game January 28, 2006. By the time the last open skate session was held on March 5, 2006, the numbers were astounding. Over 7000 skaters attended the public sessions, 3000 spectators viewed USD and Yankton youth hockey games and 3000 visitors used the facility for private rentals.

Some lifetime residents have told members of YAIA that the rink was the best project ever completed in Yankton. We are proud of our accomplishments, but even more proud of the Yankton community and businesses that shared our vision and gave with their hearts to make the dream a reality.

## Miracle Hockey History & Philosophy

When the YAIA began, it was primarily focused as a hockey program. The name “Miracle” was chosen as a reflection of an Olympic miracle. Legendary Herb Brooks, who was married to Yankton native, Patti Lane, coached the 1980 USA Olympic hockey team. That gold-medal Team brought a legacy of hope, hard work and home-grown triumph to hockey. The second reason for the Miracle moniker was because of the tall odds the organizers overcame to bring ice recreation to the area. Despite many stating the ice facility would never be accomplished in Yankton, ground was struck, a building was constructed, and the first league hockey team hit the ice.

YAIA’s philosophy follows that of how Herb Brooks believed hockey should be grown: grow the game from the grass roots and make it available to everyone. Of note, Brooks once said “Let’s be real – Arenas cost a lot of money and we don’t always need elaborate indoor facilities with restaurants, beautiful lobbies, and architectural niceties. We need ice sheets, locker rooms and re-surfacers; we have to ask ourselves, who are we building these for; the fans or the kids?”

Other Herb Brooks quotes:

- “Every now and then it’s okay to take a leap of faith. That’s when miracles can happen.”
- “Winners, in my opinion, are those who are willing to make sacrifices for the unknown, both for themselves and for the team. Once you have that, then the results take care of themselves.”
- “The name on the front of the jersey is much more important than any name on the back.”

## FEE SCHEDULES:

### Admissions, Season Passes, Membership & Registration

#### ADMISSION FEES

##### DAILY ADMISSION RATES

Adults	\$6.00
Senior Citizen	\$5.00
*Students (6 <sup>th</sup> grade & up)	\$3.00
Kids (5th grade & under)	Free
YAIA Hockey Players & Coaches	Free
YAIA Figure Skaters	Free
Open Skate	\$5.00

- \*A student ID will be required for those attending college or technical schools.
- **TOURNAMENT (LEAGUE OR YAIA) OR SPECIAL EVENT FEES:** The fees will be determined by the Tournament/Event Director or SDAHA for Hockey State Tournaments. **NOTE:** No season or courtesy pass will be allowed for admission during a Tournament or Special Event. SDAHA scheduled round robin/jamboree type Squirt (10U) games are not considered a tournament - regular admission fees and pass use applies.
- **COURTESY PASS:** a courtesy pass may be presented that has been given to a supporter or a tournament sponsor. The pass is to be placed in the Admissions money bag for that day.
- **VOLUNTEERS (REFEREES, ADMISSIONS/GATE, SECURITY, CONCESSIONS, ANNOUNCERS, PENALTY BOX, ETC):** Free admission for the game they are working and must pay admission for all other games for the day/weekend.
- Students who are not current YAIA members can purchase a season pass for \$20 (may not be available at discretion of the YAIA Board per season). These passes **cannot** be used for admission to Tournaments or Special Events. See chart below.
- Parents and siblings of coaches, players or performers are expected to pay admission to the event.
- The NSF check fee is \$40.00.

#### SEASON PASSES

YAIA Season Passes will be available for purchase at the discretion of the YAIA Board to be determined per season on Registration/Doc Day and at the Admissions Booth during games. Season passes do not include admission to tournaments (ex. SDAHA League State Tournaments, YAIA Tournaments or Figure Skating Performances) or admission to games or performances at other associations. See below for available Season Passes.

## SEASON PASS RATES

Type	Cost
Student (non-YAIA skater 6 <sup>th</sup> grade & up)	\$20
Seniors (65+)	\$30
Adult	\$40
Family (Immediate only)	\$100

## YAIA MEMBERSHIP FEES

There are two types of memberships in YAIA.

1. **Youth member:** An individual under the age of 18 who is registered to participate in YAIA activities.
2. **Voting Member:** The parent or guardian of a registered youth participant in the Association, or an adult who holds a designated role within the Association.
  - A primary membership is included with the registration fee of a YAIA participant. An individual household may hold only one voting membership.
  - A second membership may be requested in writing to the YAIA Board of Directors at no cost. This is offered to the families of participants where there is more than one parent or legal guardian living in a separate household.
  - Voting members must be in “good standing” to utilize their voting rights or hold a designated position within the Association. Good standing is defined as all fees are paid and there are no active disciplinary actions.

## YAIA REGISTRATION FEES

### HOCKEY, FIGURE SKATING AND LEARN TO SKATE

All registrations are to be completed online at [yanktonice.org](http://yanktonice.org). Registration of any youth member will not be considered until all outstanding fees from previous seasons have been paid.

**NOTE:** Registration fees are subject to change per season at the discretion of the YAIA Board. Refer to [yanktonice.org](http://yanktonice.org) for current fees. A 10% discount is applied to all hockey registrations submitted prior to June 15th for the upcoming season. A 10% discount will also be applied to families that have 3 or more skaters registering in YAIA programs.

As SDAHA requires YAIA to provide team counts for hockey, a \$50 late fee will be applied for returning league level hockey players who register after August 15th.

## HOCKEY REGISTRATION FEES

Hockey Team Level	Age by January 1st	YAIA Registration Fee (per Season):
Learn To Skate	All Ages	*TBD per season
Mini-Mite	(4 to 6) yr. old	\$80
Mite	(7 to 8) yr. old	\$80
Squirt	(9 to 10) yr. old	\$200
PeeWee	(11 to 12) yr. old	\$275
Bantam	(13 to 14) yr. old	\$300
**JV / Varsity Girls	(11 to 18) yr. old	***\$325+
**JV / Varsity Boys	(15 to 18) yr. old	***\$325+

\*\*Players must be actively enrolled in High School.

\*\*\* JV/Varsity Jersey: Boys and Girls JV & Varsity players are required to purchase their set of JV/Varsity jerseys. The \$125 fee is paid during registration for their first year of JV/Varsity play. The jerseys are owned by that player for the remainder of their YAIA JV/Varsity participation and thereafter.

The above fees do not include the USA Hockey Registration fee set by USA Hockey. All USA Hockey fees are the responsibility of each hockey player. Equipment rental fees are not included in registration fees. USA Hockey and Equipment rental fees are non-refundable.

**NOTE:** A 10% discount is applied to all hockey registrations submitted prior to June 15<sup>th</sup> for the upcoming season. A 10% discount will also be applied to families that have 3 or more skaters registering in YAIA programs. Midseason transfers from Learn to Skate fees, see page 9.

### USA HOCKEY REGISTRATION

All hockey players are responsible for the USA Hockey Registration fee set by USA Hockey. Complete registration online at [www.usahockey.com](http://www.usahockey.com). Register with USA Hockey first, as the USA Hockey confirmation number is required to complete the YAIA online registration.

**NOTE:** Each player shall retain a copy of the confirmation sheet for YAIA records.

### ADDITIONAL ITEMS - REQUIRED TO PLAY HOCKEY:

- Emergency Contact & Medical History Form (completed online with YAIA registration)
- Waiver of Liability (completed online with YAIA registration)
- Code of Conduct (completed online with YAIA registration)

- Concussion waiver (completed online with YAIA registration)
- SportsNGIN Registration (gives access to YAIA emails, team chats via the app, and DIBs/volunteering system). Download the app.
- Birth Certificate - First time hockey players
- Sports Physical documents, if entering 7<sup>th</sup> or 10<sup>th</sup> grade. (YAIA follows Yankton School District)
- Sports Physical or Recertification Form for all participants 6th-12th grades (see section Medical Exams/Sports Physicals, page 12)

### FIGURE SKATING REGISTRATION FEES

Level	Registration Fee (per Season):
Intro to Figure Skating* if offered	*TBD
Pre-Alpha/Alpha Levels	\$180
Beta/Gamma/Delta/Freestyle Levels	\$200

\*\* Skaters will be tested by a YAIA Figure Skating Coach as needed or by request throughout the season. Additional registration fees may be required if a skater tests into a higher level than their initial registration level.

### ADDITIONAL ITEMS & REQUIREMENTS TO FIGURE SKATE:

- Skaters must be 4 years old prior to January 1 of the calendar year registration date.
- Registration fees cover group lesson times, ISI membership fees and performance practices (separate performance costume fees apply).
- Emergency Contact & Medical History Form (completed online with YAIA registration)
- Waiver of Liability (completed online with YAIA registration)
- Code of Conduct (completed online with YAIA registration)
- Concussion waiver (completed online with YAIA registration)
- SportsNGIN Registration (gives access to YAIA emails, team chats via the app, and DIBs/volunteering system). Download the app.
- Sports Physical documents, if entering 7<sup>th</sup> or 10<sup>th</sup> grade. (YAIA follows Yankton School District)
- Sports Physical or Recertification Form for all participants 6th-12th grades (see section Medical Exams/Sports Physicals, (page 12)
- Midseason transfers from Learn to Skate fees - see page 9

**COMPETITIONS AND PERFORMANCES:** For skaters to be eligible to participate, all fees must be paid current. **Note:** Performance costume fees are in addition to registration fees. A costume deposit will be required to be paid prior to the end of first session. Full payment of costume fees will be due prior to the skater being able to participate in the performance.

**LEVEL PROGRESSION:** Skaters must pass one level to participate in the next.

**ICE TIME FOR PRACTICE:** For skaters in Pre-alpha levels and above, registration fees also cover practice ice times (see website for practice ice schedule). Skaters in these levels are encouraged to come during these times to work on their competencies and skills.

**PRIVATE LESSONS:** Skaters in levels Pre-alpha and above may also take private lessons during practice ice times. Private lessons costs are above and beyond YAIA registration fees. The cost is an agreement between a skater's private coach and skater's parents.

### LEARN TO SKATE REGISTRATION FEES

Program	Registration Fee (per session):
Learn to Skate	\$~ 25

Learn to Skate participants who register for Figure Skating or Hockey following the December session will be offered 50% reduction for YAIA registration fees and equipment rental fee.

## VOLUNTEER (DIBs) COMMITMENT

	Credits Required per player/skater
<b>Hockey Player Team</b>	
Mini-Mite (6U), Mite (8U)	10
Squirt (10U) and older	35
<b>Figure Skater Level</b>	
Pre-alpha, Alpha	10
Beta and beyond	35

<b>FAMILY MAXIMUM</b>	50
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Volunteers are the primary reason YAIA fees have been able to remain so low and a true commitment from volunteers will keep that trend going. Each family is asked to contribute a minimum number of volunteer credits throughout the season. Volunteer credits are tracked by the DIBS system at [www.yanktonice.org](http://www.yanktonice.org). CREDITS ARE \$20 EACH. See page 54 for available DIBs and position descriptions.

- YAIA has no paid employees except for some Head, Assistant and Non-Parent Coaches and is dependent on volunteers for YAIA to succeed.

- The DIBs system is on a credit/point basis. DIBs are required to be completed by all YAIA participants (except Learn to Skate).
- There is NOT a buy-out option of volunteer hours. All families are required to volunteer.
- A check will be required at the time of registration post-dated to the following March 1st, to cover the value of the volunteer credit requirement. This check will be held and shredded once the volunteer commitment has been met as determined at the end of the regular season. Any family who does not fulfill their commitment will have their check cashed after the April Board meeting.
  - Any extenuating hardship circumstances are evaluated on a case by case basis by the Board.
  - Scholarship Recipients: Families who receive a scholarship for registration fees are required to work an additional one (1) credit for every \$20 of scholarship received. Families receiving a scholarship who do not fulfill their volunteer commitment will not be eligible for future scholarship consideration.
- **The Board reserves the right to change the point obligation throughout the season, depending upon specific organization needs. Any changes will be made known well in advance of the fulfillment ending date via our website.**
- The DIBs Coordinator from time to time may increase the points associated with a volunteer activity at his/her discretion.
- All volunteers interacting directly with players must register with USA hockey as a volunteer (free of charge), SafeSport certified and complete a background check.
- List of approved DIBs credits included in this handbook. **All volunteer time not listed must be approved by the Board and/or President before** credits are awarded.
- Learn to Skate (LTS): Learn to Skate program families are NOT required to participate but encouraged to do so.
- Fall Learn to Skate participants who join hockey or figure skating mid-season will be assigned 5 volunteer (DIBs) credits to fulfill.

## **FUNDRAISING COMMITMENT (formerly known as "Calendars")**

YAIA has one primary fundraiser in which **all families are required to participate**. Families may recoup their out-of-pocket fundraising fee by selling raffle tickets for \$20 each. Raffle tickets are sold for a chance to win money in the *YAIA DAILY RAFFLE DRAWING*.

The fundraising fee is paid by check on Document Day, when raffle tickets are disbursed.

### **FUNDRAISING FEES:**

	Per skater/player	Family Maximum
<b>Returning YAIA Families</b>	<b>\$100</b>	<b>\$240</b>
First year YAIA Family *	\$60	\$120

\* First time ANY family member has registered for figure skating or hockey at YAIA

YAIA Daily Raffle Drawing format: Drawings are held from November 1st-December 31st (except Sundays). Completed raffle ticket stubs are returned to the red box in the locker room hallway. Winners will be randomly drawn, and checks will be issued to the winners on a weekly basis.

- \$50 prize awarded Monday - Friday
- \$100 prize awarded for Saturdays
- \$250 prize for Thanksgiving and Christmas
- \$500 prize for New Year's Eve

Additional fundraising opportunities will occur at various times throughout the year. In order for registration fees to remain among the lowest in the state, each family is strongly encouraged to participate in additional fundraising opportunities.

## **GENERAL YAIA POLICIES & RULES**

### **BAD WEATHER POLICY**

YAIA policy for bad weather follows Yankton School District and states "if there is no school there is no required practice." Coaches may, however, hold an informal practice as travel allows. A player will not be penalized for not attending these informal practices. Cancellation/postponement of a game will be determined by the traveling teams coaches/presidents of the teams involved but, the ultimate decision to travel or not must be made by the parent. If the team travels and a parent makes the choice not to allow their child to travel, the player will not be penalized.

Figure Skating Policy: In the event that Yankton Public School cancels school or has an early release, there will NOT be lessons or practice ice.

### **TRANSPORTATION to OUT-OF-TOWN EVENTS**

Players/Performers may **NOT** drive to or from out-of-town events without parental supervision. During out-of-town travel, players and performers are the responsibility of their parents or parent designee.

### **SCHOLARSHIP POLICY**

YAIA Scholarships, in partnership with United Way, are provided to qualified youth to help afford them the opportunity to participate in YAIA hockey and figure skating programs who may not have the financial means for payment of the registration fees. The scholarships are provided to fulfill the YAIA mission statement and philosophy of Herb Brooks which believed hockey should be grown, "grow the game from the grass roots and make it available to everyone".

The Yankton Area Ice Association Scholarships are granted taking into consideration the following:

- Availability of Funds
- Financial Need of Applicant
- This scholarship is solely for YAIA registration fees and does NOT pay for equipment, costume, food, or travel expenses.

- This scholarship fund also does NOT include the USA Hockey registration fee, Ice Skating Institute (ISI) fee. These fees are the responsibility of the applicant.
- Applicants must complete their required volunteer commitment hours plus one additional credit per \$20 of scholarship received.
- Applicants must participate in the main fundraiser for that year.

\* Families receiving a scholarship who do not fulfill their volunteer commitment will not be eligible for future scholarship consideration.

## **LOCKER & REFEREE ROOM**

**Only players, performers, coaches, referees, and authorized personnel are allowed by or in the locker rooms. This means only those athletes participating in an event.**

Parents may assist younger athletes in need of dressing assistance, but must leave the locker room once the athlete is dressed. Please do not bring other children into the locker rooms.

Under the guidance of USA Hockey and SafeSport, it is the policy of YAIA that at least one responsible adult is present and directly monitoring the locker room during any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Coaches are to make sure the locker room is appropriately secured during times when minor participants are on the ice. SDAHA Playing Rules state the use of any device that can take photos is prohibited from any locker room area.

Only Referees and Linesmen are allowed in the referee room. This restriction applies 1 hour before games and until the last on-ice official has left the building.

## **SCREENING POLICY**

YAIA will not permit any individual who refuses to consent to a background screening process to act as a volunteer or employee.

## **TRAINING/PARTICIPATION RULES**

YAIA adheres to all Yankton School District training rules. All players will abide by the rules set forth by the Yankton School District. A link to the entire document can be found at the Yankton School District website. YAIA may, at its discretion, add additional rules that must also be followed by all players and performers.

**NOTE:** A YAIA coach or the Board of Directors President reserves the right to confirm a skater's eligibility with the player's school. A YAIA Coach is not allowed to obtain specific details in the event of ineligibility unless approved by a player's parent.

## **MEDICAL EXAMINATION/SPORTS PHYSICALS**

All YAIA participants in Grades 6-12 must meet the following criteria **before** they may participate in YAIA activities (refer to Yankton School District Protocols). Forms may be found at [yanktonice.org](http://yanktonice.org) under the Registration Tab.

1. If the athlete is in Grades 7 or 10, or has never participated in athletics in the Yankton School District/Yankton Area Ice Association, a guardian and student must:

- a. Complete the **Preparticipation Physical Exam Form**, and
- b. Have a physical taken at a licensed health care provider of their choice and have the provider fill out the physical portion of the form.
- c. Email the completed form to the YAIA Safety Coordinator: [safety@yanktonice.org](mailto:safety@yanktonice.org), or return the form to the team coordinator.

2. If a student is in Grades 6, 8, 9, 11 or 12 and have previously submitted a Physical Exam Form in the past two years, a guardian and student must fill out the **Recertification Form** and email it to the YAIA Safety Coordinator: [safety@yanktonice.org](mailto:safety@yanktonice.org); or return the form to the team coordinator.

A medical examination requirement provides for the protection of all participants by ensuring all participants have had the benefit of a physical exam, which could possibly detect a latent health problem in an early stage, preclude from participation a student who has a potentially serious health problem. A medical examination requirement is also necessary for liability reasons.

## **SUPERVISION AT RINK FACILITIES**

To ensure the safety of all YAIA skaters at all facilities home and away, skaters should not be unsupervised at any facility. When dropping a skater off for practice or competition/games ensure that a coach or certified monitor is present. **NOTE:** Coaches/Monitors are present 30 minutes prior to scheduled practice times and up to 1 hour prior to scheduled competition/games unless otherwise communicated by the coach.

## **ATTENDANCE**

Attendance at all practice sessions is mandatory unless stated otherwise by the Hockey Coaching Director, Figure Skating Coordinator, or the Head Coach of your registered level of participation.

- Excused absences include:
  - Illness
  - Medical/dental appointment
  - Serious illness in family
  - Church activities
  - Parent's removal (academic)
  - Death in family
- Permission must be obtained in advance from the coach, by either the individual player or a parent when the player requests to be excused from a practice.
- After three (3) unexcused absences, the coach may request a meeting to discuss continuation in the program.
- On school days, players/performers must attend school for at least half of the school day to be eligible to participate in any games or performances that day.
- Please check the website for schedules and notices. Weather related cancellations will be communicated through the coaching staff, team coordinators and local media.

## ACADEMIC PERFORMANCE

It is the responsibility of the parent and player to monitor academic performance. Participants in the YAIA program must never put athletic obligations ahead of academic obligations. YAIA follows the academic standards for participation of the Yankton School District. To ensure that these ideals of strong academic achievement are met, the following guidelines are provided:

- Excused absences from practices at all age levels can be obtained when academic requirements (homework, projects, etc.) are being met in lieu of a scheduled practice.
- All coaches shall discuss academic performance with players and parents before the season starts.
- It is the obligation of the parent and player to discuss problems associated with school performance with the coach.

## BUILDING

### RINK LIGHTING, HEAT & EXHAUST GUIDELINES

All lighting and heating operations will be monitored and controlled by either off-ice game officials, coordinator, facility committee or a YAIA Board of Director.

#### LIGHTS

- Main rink lights shall be turned on during all practices, games, open skate, and events. Only necessary lights shall be operational in the facility when people are present. Unoccupied rooms shall have the lights turned off.

#### HEATING AND EXHAUST

- The thermostat which controls the temperature in the kitchen, conference room, restrooms and officials' room shall be maintained at a minimum of 55 degrees and may be raised to 65 degrees when occupied. Restroom doors should remain open when not in use to allow heat to flow to the larger warming area.
- The warming room (large area) has its own thermostat located by the water fountain and near the east entrance of the locker rooms. The temperature is to be set to 65 degrees when open skate sessions and games/performances are taking place. All other times it shall be set at 55 degrees.
- The thermostat in locker room shall be set to 60 degrees during regular operations and may be increased to 65 during games and performances as needed.
- The rink seating area heating shall be maintained by event security, coordinator, and facility committee. Spectator heating may not be turned on any earlier than 45 minutes prior to game/performance start time.
- Turn off the heat units for short period of time if "rain" (condensation) begins to fall from the ceiling. Turn on the exhaust fan to "sweep" the heat off the top of the ceiling.
- The exhaust system shall be turned on during resurfacing periods.
- Close all overhead doors when running the exhaust system to maximize the efficiency of the exhaust system. Additionally, the exhaust system should run minimally when outside temperatures are greater than 32 degrees. An infrared thermometer located in the Zamboni room can be used to measure interior temperatures.

## ELECTION PROCEDURES

An annual election of YAIA Board of Directors will be held prior to April 30<sup>th</sup> of each calendar year. A slate of candidates for the YAIA Board of Directors will be voted upon by the voting membership. The bylaws specify timeline deadlines for notices of vacancies and nominations of candidates.

- The election process that will be utilized shall be communicated to all voting members through the [www.yanktonice.org](http://www.yanktonice.org) website a minimum of 30 days prior to the election. Any tie voting in the election process shall be decided by the flip of a coin.
- It should be noted that new voting procedures may be implemented that have not been used previously. If you have suggestions or recommendations, please address in writing to the YAIA President prior to January 15th.
- If there are not more nominations than open board positions, the YAIA Board of Directors reserves the right to vote on the nominations received with all voting members present at the March board meeting without additional notice.

## COMMITTEE GUIDELINES

All standing committee members will be carried over year-to-year unless: member terminates their participation, the Board of Directors removes them from their position, or more members need to be added to the committee. Each year, volunteers who wish to be on a committee will be able to sign up at the year-end banquet. There is no guarantee that a person will be assigned to that committee just because they signed up.

## CONFLICT OF INTEREST

**Whenever a director has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:**

The interest of the Director is fully disclosed to the Board of Directors.

No interested Director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board of Directors at which such matter is voted upon. Any transaction in which a Director has financial or personal interest shall be duly approved by members of the Board of Directors not so interested or connected as being in the best interest of the Association.

Payments to the interested Director shall be reasonable and shall not exceed fair market value. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

## COACHING COMMITTEES

Hockey Coaching Committee: The Coaching Committee is to be made up of five (5) total members with equal voting rights, one of the five (5) members is to be the Hockey Coaching Director. The Committee will oversee and appoint coaches each year through a coaching application process. The Coaching Committee Director position will be for a two(2) year term nominated by the Coaching Committee members and approved by the YAIA Board. All other committee members will be for a two(2) year term nominated by the Coaching Committee and approved by the YAIA Board.

Figure Skating Coaching Committee: The Coaching Committee is to be made up of three (3) total members with equal voting rights. One of the three (3) members is to be the Figure Skating Coordinator or the Figure Skating Coaching Director. One of the three (3) voting members may be the Co-Figure Skating Coordinator, if applicable. The committee will oversee and appoint coaches each year through a coaching application process.

The Coaching Directors will advertise the coaching process each year. The Coaching Committee will outline assignments prior to August 31<sup>st</sup> for final board approval during September's Board Meeting. The Coaching Directors will contact all applicants once a final decision has been made. Please visit the website at [www.yanktonice.org](http://www.yanktonice.org) for applications and information.

The Coaching Committee will assign the coaches as "Head", "Assistant" or "Junior" Coach. An assignment may be declined in writing to the Coaching Director. NOTE: A hockey team can have a minimum of two (2) and a maximum of four (4) coaches assigned to each team, unless the number of players requires more. It is encouraged that one parent of each team be CEP Level 1 certified, in case of emergencies, when one or all coaches may not be available.

## **DISCIPLINARY COMMITTEE & POLICIES**

The Disciplinary Committee is commissioned to assist in disciplinary matters involving players, coaches, performers, and members.

Coaches are expected to discipline their players, as necessary. Coaches should make players, performers, and parents aware of their policies and consequences. It is recommended that coaches keep a written record of their discipline matters and actions taken in case documentation is requested by the Disciplinary Committee.

An incident is an event or occurrence believed to be wrong or unfair which gives rise to a grievance; the term incident shall also be deemed to include discovery or knowledge of an incident for the purpose of calculating time within this process. If you are aware of an incident or have been involved in an incident that may necessitate the involvement of others for a resolution, the steps should be followed as outlined in the flow chart on the last page of the handbook. Any grievance submitted for review by the Committee must be submitted in writing to the Disciplinary Chair to initiate the process.

The Disciplinary Committee may be required to file an incident with SafeSport as required by SafeSport policy.

The Disciplinary Committee does not have the authority to dismiss a player or coach from the program. This consequence will be voted upon by the YAIA Board of Directors. An expelled player will not receive a refund of registration fees. All YAIA equipment and apparel should be returned within 2 weeks to be eligible for the next season.

The Executive Committee (President, Vice President, Secretary & Treasurer) of the Board of Directors can suspend or expel any player, coach, participant, or member based upon an extenuating and/or emergency circumstance.

## **FIGHTING**

Fighting on YAIA grounds will not be tolerated. Proper authorities will be notified immediately.

## **HAZING**

Definition: Conduct, which is insulting, intimidating, humiliating, offensive, or physically harmful. Any player, performer, team official, executive member of a team, club or association having been party to or having had knowledge of any degrading hazing, or initiation rite, without reporting it or taking action, shall be subject to suspension from playing or holding office with any team, club or association.

It is the policy of YAIA, under the guidance of USA Hockey and ISI, that there shall be no hazing of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaching clinics, referee clinics, regional and national tournaments or other events by any employee, volunteer, participant, or independent contractor.

## **ABUSIVE LANGUAGE AND DISRESPECT**

Obscene, profane, or abusive language, obscene gestures, and abusive behavior towards coaches, teammates, officials, fans, or opponents on the ice or anywhere in the vicinity of the rink, before, during, or after a game, event, or practice, will result in appropriate authorities being contacted.

## **PHYSICAL ABUSE POLICY**

It is the policy of YAIA that there shall be no physical abuse of any participant involved in any of its sanctioned programs or events by any employee, volunteer, or independent contractor. Physical abuse shall mean any physical contact with a participant that intentionally causes or creates a threat to the participant which results or may result in bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a hockey skill.

## **SEXUAL ABUSE/MISCONDUCT POLICY**

**YAIA takes a zero-tolerance approach on this issue for all our programs.**

YAIA further recognizes but is not limited to sexual abuse/misconduct as defined in USA Hockey's policy.

*It is the policy of USA Hockey that there shall be no sexual abuse of any participants involved in any of its sanctioned programs. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches him/her for the purpose of causing sexual arousal or gratification of either the participant or employee, volunteer, or independent contractor.*

*Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or programs of its affiliate Associations.*

## **SUBSTANCE ABUSE POLICY**

YAIA endorses the mood-altering substance abuse policy of the Yankton School District, SDAHA, USA Hockey and ISI.

- The chemical/tobacco use rule covers the entire year, including summer vacation. Student leaders must agree to remain free from chemical/tobacco use or they will forfeit all positions of leadership within their program for 1 year following the violation (this includes captain or assistant captain of the team.) After one year the player/performer can request a leadership position.
- Consumption of alcohol by coaches prior to events or practices is prohibited.
- All violations of this policy will be handled by the Disciplinary Committee.

SDAHA endorses the mood-altering substance policy 14.13 as set forth below:

It is the considered judgment of the Board of Directors of the SDAHA that consumption/use/abuse of mood-altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. Therefore, with the best interests of its participants in mind, SDAHA prohibits use by any participant in its program, and upon discovery of any violation shall take action to remove the participant from participating in its programs for a reasonable period of time. Further, SDAHA hereby recommends that every SDAHA associated team, association, program, and affiliate adopt reasonable enforcement thereafter, in order to maintain the health of our athletic participants, the integrity of our programs, and the eligibility of all our competitors for competition. For purposes of this policy, the words "Mood Altering Substances" shall include the following:

- Intoxicating beverages, including, but not limited to alcohol
- Non-prescription or non-prescribed controlled substances
- Prescription or prescribed controlled substances when used to an excess in violation of doctors' orders produce to the state of intoxication in the participant.

Further, a PARTICIPANT shall include Players, Coaches, Referees, Cheerleaders, and all persons involved in the conduct of an ice hockey contest or any adult responsible for the welfare of a youth participant.

## **CYBER BULLYING**

YAIA will not tolerate cyber bullying or threats made through electronic means of communication. YAIA considers this a very serious matter and appropriate disciplinary action will be taken. If the incident involves two or more YAIA members, and a resolution agreement cannot be met by the individuals, the case may be referred to the YAIA Discipline Committee to hear and render a decision. The YAIA Discipline Committee will treat the incident as any other discipline issue that comes before it.

A hearing will be scheduled to hear the case, at which time, all parties involved will have their opportunity to address the committee. The YAIA Discipline Committee will render a decision. The decision may be appealed under rules already in place for appealing a decision.

## **THEFT/VANDALISM POLICY**

YAIA will not tolerate vandalism/theft of property or equipment. Any stealing or vandalism at any time will be handled in accordance with the disciplinary process.

## **SOCIAL MEDIA POLICY**

YAIA uses social media for the organization and recognizes that members may also use social media either as part of their role within YAIA or in their private lives.

A written policy is therefore required on the acceptable use of social networking with regards to YAIA. YAIA encourages the responsible use of social media. The purpose of this policy is to set out what YAIA expects from our volunteers and members when using social media. It is important to remember that we are all ambassadors for YAIA, and that social media is never private.

This policy is for volunteers and members and aims to give clear guidelines on what volunteers and members can say about YAIA; comply with all privacy and conduct policies and protect volunteers and members; help volunteers draw a line between their private lives and their volunteering; protect YAIA against liability for the actions of volunteers; be clear about sensitive issues and explain how problems with inappropriate use will be addressed.

**This policy aims to protect individuals volunteering and members with us in any role and to encourage individuals to take responsibility for what they write, while exercising good judgment and common sense.** Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation and can jeopardize our compliance with legal obligations.

### **SCOPE AND PURPOSE OF THE POLICY**

This policy deals with the use of all forms of social media, including Facebook, Instagram, "X" (Twitter), Snap Chat, and all other social networking sites and all other internet postings, including blogs or vlogs.

Volunteers may be required to remove social media postings which refer inappropriately to YAIA, its volunteers and members and are deemed to constitute a breach of this policy.

### **PERSONNEL RESPONSIBLE FOR IMPLEMENTING THE POLICY**

All volunteers and members have a specific responsibility for operating within the boundaries of this policy, ensuring that all volunteers and members understand the standards of behavior expected of them and taking action when behavior falls below this.

All volunteers and members are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to the YAIA President at [president@yanktonice.org](mailto:president@yanktonice.org).

### **GUIDELINES FOR RESPONSIBLE USE OF SOCIAL MEDIA**

The following sections of the policy provide volunteers with common-sense guidelines and recommendations for using social media responsibly and safely.

- We want you to help protect our reputation. Volunteers and members must not post disparaging or defamatory statements about: YAIA, YAIA

staff, our clients, volunteers, or members past or present; suppliers and vendors; and other affiliates and stakeholders.

- Volunteers should also avoid social communications that might be misconstrued in a way that could damage our reputation, even indirectly.
- Volunteers are personally responsible for what they communicate in social media (as part of their role or on personal sites). Remember that what you publish might be available to be read by the masses (including YAIA), colleagues, volunteers, members, future employers, and social acquaintances for a long time. Keep this in mind before you post content.
- YAIA does not permit tagging of vulnerable adults or anyone under the age of 18.
- Remember that you must always respect confidentiality and protect confidential information. Confidential information includes things such as unpublished details about our association, details of current projects, future projects, financial information, or information held on our supporters, staff, members, or volunteers.
- If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with the YAIA President.
- If you see content in social media that disparages or reflects poorly on YAIA, volunteers or member, you should report it to the YAIA President. All volunteers are responsible for protecting our reputation.

### **FUNDRAISING FOR YAIA USING SOCIAL MEDIA**

We recognize social media can play a significant role in raising money from friends and family for a charity you support. We have the capability on our website and Facebook page to post fundraising events. All donations would go through the YAIA portal, absolving the volunteer the responsibility of submitting third-party donations at all. This is the only acceptable method of volunteer and member online fundraising on behalf of YAIA.

## **PARENT AND SPECTATOR GUIDELINES**

**CONDUCT IS TAKEN VERY SERIOUSLY!** In the event, poor conduct is displayed the individual(s) may be subject to ejection from the facility grounds by Security Personnel, Board Member, Official, Judge or a Law Enforcement Officer for a period of time; to be determined by the Board President with a minimum of the remainder of the event being attended when the misconduct occurred and possibility of monetary fines.

### **PARENT AND SPECTATOR - CODE OF CONDUCT**

- Always discuss YAIA, Miracle Hockey and Yankton Figure Skating in a positive tone.
- Know and study the rules of the sport and encourage your child to always follow them.
- It is important to support the coaches, judges, and officials on and off the ice. Do not embarrass your child by yelling at players, coaches, or officials. Trust the judgment and integrity of the coaches, judges, and officials.

- Emphasize skill development and how it benefits your young athlete. De-emphasize competition in the lower age groups. It is not appropriate to discuss other athletes' ability or compare their performance to your athlete.
- Recognize the importance of volunteer coaches.
- Please use discretion with the consumption of alcohol and the use of tobacco when players and children are present.
- Display good sportsmanship by acting appropriately. Cheer in a positive manner and do not taunt or disturb other fans by booing opponents.
- Do not lean over or pound on the glass.
- Be responsible for your own safety and remain alert to prevent accidents from flying pucks and other avoidable situations.
- Be supportive AFTER the event – win or lose – recognize good effort, teamwork, and sportsmanship.

### **OFFICIALS STOP GAME/PERFORMANCE DUE TO CONDUCT**

The game or event may be stopped by officials when parents, spectators, players, or performers displaying inappropriate and disruptive behavior interfere with others involved with the event. Officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and performance area. Once removed, the event will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include (but is not limited to):

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, performers, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.
- Manipulating lighting, using distress horns, or doing anything else that may create a distracting environment on or off the ice.
- When deemed necessary, local law enforcement officials may be called to assist with the situation.

### **INTERACTION WITH COACHES**

Practice time is reserved for coaches and the athletes. Parents are prohibited from discussing matters with a coach during allocated practice times. After the practice, the parent should arrange another time to meet with the coach for any necessary discussion.

**MANDATORY PARENT/COACH COOL OFF PERIOD (24-HOUR RULE):** It is mandatory that there be a 24 hour "cool-off" period observed by any upset or disgruntle party before any grievance is brought to the Coach, Director of Coaching, President, or Discipline Chair.

If you are not comfortable discussing the topic with the coach, the Director of Coaching should be contacted. If the Director of Coaching and the coach is the same person, the concern should be addressed with the YAIA Board President.

If you feel the topic may need to be handled by the Disciplinary Committee, refer to the YAIA bylaws and disciplinary flow chart as specific timelines must be met. (see page66)

## LEARN TO SKATE – GUIDELINES & PROCEDURES

All participants of Learn to Skate will be registered in Learn to Skate USA. Learn to Skate USA membership information may be found at [learntoskateusa.com](http://learntoskateusa.com).

### ATTIRE

As kids are learning to skate, it is important that they stay warm, so they can enjoy learning and experience the joy of the sport of skating.

- Please dress them warmly with: gloves, long socks, coats and snowpants if needed.
- Helmets are required to participate in Learn-to-Skate.
- Equipment rental fees are included in registration fees. If equipment is not returned, or is returned in damaged condition at the end of the session, the participant's deposit check will be cashed (forfeited).

### SKATE CARE

- Dry skate blades and plastic housing/screws on the bottom of the skate with a towel after skating to prevent rusting.
- Do not walk on surfaces other than the mats without a skate guard in place over the blade.
- Loosen laces fully before putting on and taking off skates.
- Do not wrap laces around the back of the skate boot, as this limits ankle movement and damages the Achilles protector portion of the skate.

### VOLUNTEERISM (DIBs)

- Learn to Skate program families are NOT required to participate but, are encouraged to do so.

### LEARN TO SKATE MOVING INTO FIGURE SKATING OR HOCKEY

- **FEES:** Registration and Gear Rental fees will be ½ price following the end of the Learn to Skate sessions in December.
- **VOLUNTEERISM:** Fall Learn to Skate participants who join hockey or figure skating mid-season will be assigned 5 volunteer (DIBs) credits to fulfill.

## FIGURE SKATING – GUIDELINES & PROCEDURES

YAIA and Yankton Figure Skating are registered members of the Ice Skating Institute. All Figure Skaters become members of ISI upon registering with YAIA. ISI Information, including member benefits can be found on their website at [www.skateisi.com](http://www.skateisi.com).

### FIGURE SKATING COMPETENCIES (ISI)

Competencies and skills testing will be completed by the coaches and will be based on the Ice Skating Institute (ISI) Testing Requirements. Only ISI certified professional coaches are allowed to test skaters and advance them to the next level. Testing will be completed throughout the season. Coaches can test skaters at their discretion. Current ISI Testing Requirements can be found at:

[https://www.skateisi.com/site/Sub.Cfm?content=testing\\_requirements](https://www.skateisi.com/site/Sub.Cfm?content=testing_requirements)

## **PRIVATE LESSONS AND COMPETITIONS:**

Private lessons with coaching staff are available for any figure skater registered in levels Pre-Alpha and above. Private lessons are voluntary. Private lessons may be taken during Figure Skating Practice Ice time. Private lesson fees and available times will vary based on coach. Parents are responsible to coordinate lesson times and payment fees with their coach. Contact information for coaching is available on the website at <http://www.yanktonice.org/fscoaches>.

Registering and attending competitions is strictly voluntary, but highly encouraged. Figure Skaters who have passed levels Pre-Alpha or Alpha and above may attend competitions. Skaters compete at the last level that they have passed by the registration deadline for each competition. As competitions vary with rules and competencies, skaters should review the information packets for each competition. Information packets and registration forms are available on the website as they become available. Registration fees for competitions are based on the number of events the skaters participate in per competition. The competition coordinator will confirm all online registrations or collect any paper registration forms and all required fees prior to the registration deadline of each competition. If a paper registration form is required, a registered ISI Coach may be required to sign all registration forms and verify the skaters ISI level at the time of the registration.

The skater's signature, parent signature and competition's coordinator may also be required to sign all registration forms. Students attending out-of-town competitions must follow school attendance policies. Parents are responsible for all travel expenses for out-of-town competitions.

Competitions: YAIA will pay up to a total of \$1200 for one competition per season to be split by skater by event for registration fees associated with these competitions.

- Any additional competition fees are paid by the participating parents, split evenly based on participation.

## **YEAR-END PERFORMANCE**

All skaters registered during the second session are requested to participate in the Year-End Performance. Skaters registered in the second session will be assigned their performance group based on the level that they are in on January 1. Skaters may continue to pass up levels during the second session, but in order to purchase costumes within the required time constraints, skaters will practice with the level that they were at on January 1, once performance practices begin. Year-End Performance solos will only be offered to 1) senior skaters, 2) skaters registered by Jan 1st, 3) with Figure Skating Director approval on a case by case basis.

If you prefer that your skater does NOT participate in the Year-End Performance, you must notify the Figure Skating Coordinator prior to the end of first session so that costumes are not purchased for your skater. Costume fees are not included in registration fees and must be paid upon receiving your invoice for the skater to be eligible to participate in the performance.

## **FIGURE SKATING ATTIRE**

The key to “dressing for success” in figure skating is to look nice and neat. If your child is running to the rink directly from school, allow some time to change into proper apparel before skating practice. **NOTE:** Form-fitting clothes that stretch are better than tight, restrictive, or oversized clothes that restrict movement. An instructor/coach needs to see a skater’s body alignment to give proper advice and feedback about technique. Form fitting clothing that allows movement is best.

Gloves or mittens of a plain color are also a good idea for all ages. Keep boots clean and polished, or wear boot covers or over-the-boot tights, which protect the boot’s finish. Hair should be tied back or put up to keep it away from the face. Long hair should be kept in a bun or braid, so it does not distract during spins and jumps. Bangs should be pinned back.

## **EQUIPMENT RENTAL & COSTUME FEES**

Figure Skating Equipment available for rent:

Figure Skates - \$25

Butt and Knee pads (optional) - \$15

**NOTE:** Equipment rental fees are not included in registration fees. All equipment (rented or borrowed) must be returned to the rink at the end of the season but not later than April 1st or skaters/parents will be invoiced for the full value of the equipment.

Costume fees must be paid prior to YAIA’s End of Season Performance. If payment in full is not received prior to the End of Season Performance, the skater will not be eligible to participate in the End of Season Performance.

## **PROPER FITTING SKATES**

Skates that are too big will not properly support the foot and ankle. Generally, the skate size should be at least one size smaller than the Skater’s shoe size. The boot should fit snugly more so than street shoes. The Skater’s toes should be close to the front of the skate, and they should be able to move them, but the ball of the foot should not move inside the skate. The Skater’s heel should sit snugly in the back of the skate. When the skates are laced correctly, the Skater’s heel should not slip up and down inside the boot. When laced, there should be about 2 inches of space between the two sets of eyelets on new skates. As the boots are broken in, the lacing will be narrower. Skates made of hard molded plastic, often with Velcro closures, are NOT recommended. When shopping for skates, wear the socks or tights that will be worn when skating (one pair of thin socks or tights).

## FIGURE SKATE CARE

Always dry skate blades after getting off the ice. Use a cloth to dry the skate blade before putting on hard guards. It is highly recommended that hard guards are used when exiting the ice surface. Do not walk on surfaces other than the mats without a skate guard in place over the blade.

Dry skate blades and plastic housing/screws on the bottom of the skate with a towel after skating to prevent rusting. Loosen laces fully before putting on and taking off skates. Do not wrap laces around the back of the skate boot, as this limits ankle movement and damages the skate.

Do not store skates with hard guards covering the blade. These retain moisture and will rust your blades. Always use soft guards or soakers when storing skates. If soft guards are not available, wrap skate blades in a terry cloth or high absorbent towel. Make sure the skater loosens the laces to easily remove skates. Do not try to force the skate off without loosening the laces or it will damage the boot, or the boot will separate from the sole.

Skates should be sharpened at least once throughout the season. It is suggested that skates be sharpened after 20 hours of ice time.

## HOCKEY GUIDELINES & PROCEDURES

Yankton Area Ice Association are members of USA Hockey and the South Dakota Amateur Hockey Association (SDAHA).

### OFFICIAL COLORS & LOGO

The Yankton Miracle team colors are red and white. Home team color is **White**. The Miracle Hockey name and logo are the property of YAIA and may not be used without permission of the YAIA Board of Directors.

The Yankton Bucks and Gazelles hockey teams' colors are to be in adherence with the Yankton School Districts Bucks and Gazelles colors, red and white. Home team color is **White**.

### USA HOCKEY ZERO TOLERANCE POLICY

In the effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. The campaign is designed to require all Players, Coaches, Officials, Cheerleaders, Team Officials and Administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.

SDAHA and YAIA will abide by the Zero Tolerance Policy as adopted by the State Association. Specific actions under this Zero Tolerance policy are listed in the applicable sections of this handbook.

## REFEREES

Referees have the final say at all games and are required to follow USA Hockey rules. Protests should be filed with YAIA immediately following the game. Referees do not have the authority to change/waive any decisions made by SDAHA or YAIA. If, for example, SDAHA or YAIA has made a discipline decision regarding a player, the referee may not waive that rule/decision. The referee may not be aware of state and local decisions that have been made. The referee's job is to enforce USA Hockey playing rules.

## **SDAHA VIDEO REVIEW REQUESTS**

All SDAHA Video Review requests must be submitted to SDAHA by the YAIA President. The YAIA President will submit a video once it has been reviewed by the head coach of the team making the request and agrees to the Video Review submission request. In the absence of the Head Coach, the Coaching Committee will be asked to review and agree to the submission request.

## **HOCKEY PLAYER RULES AND GUIDELINES**

The USA Hockey mission statement for its Youth Programs is as follows:

*To provide innovative grass roots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills, and a responsible environment for the conduct of youth hockey.*

## **USA HOCKEY CORE VALUES**

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

- Sportsmanship
- Respect for the Individual
- Integrity
- Pursuit of Excellence for the individual & team
- Enjoyment
- Teamwork

## **USA Hockey recommends:**

- Scoring records should be de-emphasized for age 11 and under.
- Awards should be inexpensive and based on significant achievement.
- Adult volunteers place a primary emphasis on the formal education of players and a de-emphasis on excessive competition and a win-at-all-costs attitude in the youth age classifications.
- Sportsmanship always should be emphasized.

## **PLAYER ZERO TOLERANCE**

A minor penalty for unsportsmanlike conduct (zero tolerance) may be assessed by a referee whenever a player:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.

- Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty.

## **HOCKEY EQUIPMENT REQUIREMENTS** (see also subsequent section)

The following equipment must be worn by ALL players while on the ice (practices and games):

- Helmets with cages - Must be HECC certified and unexpired for all players.
- Neck guards - Must be worn by all players. Neck laceration protectors are to cover as much of the exposed neck area as possible and to be worn properly without alteration.
- **COLORED** mouth guard (straps are recommended to connect to the helmet).
- Shoulder pads, elbow pads, gloves, breezers, and shin guards: should have proper padding and be free of defects.
- Athletic protector – Both genders need protectors.
- Skates - are to be in good condition.
- Legal sticks (see USA Hockey rules).
- In addition to the regular hockey equipment, players are required to have athletic shoes and appropriate clothing for dryland workouts.
- \*Team skate sessions require helmets and neck guards to be worn at all times while on the ice.
- See page 57 for YAIA hockey gear rental information.

### **NOT ALLOWED:**

- Graffiti, stickers, writing, etc., on helmets or any other equipment. Only YAIA authorized decorations or markings may be allowed on gear. Personally owned goalie helmets may have a professional appearing design applied (in team colors) with Coach's approval.
- Chewed up, clear, or mouth guards that do not cover all the teeth of one jaw.
- See USA hockey Rule 305 regarding dangerous equipment: Broken sticks, casts, gloves without a palm cover, and jewelry.

## **YAIA EQUIPMENT & UNIFORM REQUIREMENTS**

### **League Level Teams: (Peewee/12U - High School/JV/V):**

- HECC approved helmets/cages – **WHITE** is required with earpieces in place.
- Neck guards - Must be worn by all players. Neck laceration protectors are to cover as much of the exposed neck area as possible and to be worn properly without alteration.
- **COLORED** mouth guard (straps are recommended to connect to the helmet).
- **BLACK** breezers are required.
- Gloves: Predominantly **BLACK** gloves are required (acceptable trim colors are white and red).
- Skate laces - Predominantly **WHITE** skate lace sets are required.

- Practice jerseys - Teams may be required to wear a particular practice jersey at the discretion of the Head Coach, and with approval from the Board. The cost of the practice jersey is the responsibility of the player.
  - High School/JV/V - required to purchase and wear Association issued white practice jersey with Bucks logo and assigned jersey number. Goalies may wear black practice jersey with Bucks logo and assigned jersey number.
  - Peewee/12U, Bantam/14U, 14U Girls - Predominantly **WHITE**, unprinted jerseys are required.
- Practice socks - are required for all players. Teams may be required to wear a particular style or type of socks at the discretion of the Head Coach, and with approval from the Board.
  - High School/JV/V - Solid white polyester socks are required.
  - Peewee/12U, Bantam/14U, 14U Girls - style and color of choice.
- Game jerseys -
  - High School/JV/V - WHITE (home) and RED (away) jersey sets are required to be purchased when a player joins the team. Player owned game jerseys should be worn by players only and only during games.
  - Peewee/12U, Bantam/14U, 14U Girls - WHITE (home) and RED (away) jersey sets are required. An annual jersey usage fee applies. Association owned game jerseys may **ONLY** be worn by players and **ONLY** during games.
  - See page 55 for number assignment and jersey handout protocol.
  - Special events game uniforms require Board approval.
  - Exceptions to game jersey usage may be requested from the YAIA Board.
- Game socks - Are to be game ready (like new, free of holes/snags) and worn only during games. The Jersey Coordinator may offer game socks for purchase, or players may obtain on their own, but must adhere to team level requirements.
  - High School/JV/V, Bantam/14U, 14U Girls - Chicago Blackhawks style POLYESTER, two pairs (WHITE AND RED).
  - Peewee/12U - Chicago Blackhawks style knit or polyester, two pairs (WHITE AND RED).
- All equipment, practice socks & jerseys, and game socks (also game jerseys for HS/JV/V) are required to be purchased by players. Extenuating circumstances may be presented to the YAIA Board for exception.

### **Sub-League Teams: Mini-mite/6U - (Squirt/10U):**

- It is recommended that when considering purchasing equipment, that the equipment purchased is in compliance with the above required gear.
- HECC approved helmets/cages are required with earpieces in place. **WHITE** is recommended.

- Neck guards - Must be worn by all players. Neck laceration protectors are to cover as much of the exposed neck area as possible and to be worn properly without alteration
- **COLORED** mouth guard (straps are recommended to connect to the helmet).
- Practice Jerseys: are required for all players. Jersey of choice may be worn.
- Practice socks - are required for all players. Socks may be the style and color of choice.
- Game jerseys - WHITE (home) and RED (away) jersey sets may be required. An annual jersey usage fee applies. Association owned game jerseys may ONLY be worn by players and ONLY during games. Exceptions may be requested from the YAIA Board. Special events game uniforms require Board approval.
- Game socks - Are to be game ready (like new, free of holes/snags) and worn only during games. The cost of game socks are the responsibility of the player and are not available to rent. The Jersey Coordinator may offer game socks for purchase, or players may obtain on their own, but must adhere to team level requirements.
  - Squirts/10U, Mites/8U, Mini-Mites/6U - Chicago Blackhawks style KNIT, one pair (RED ONLY).

## HOCKEY SKATE CARE

- Dry skate blades and plastic housing/screws on the bottom of the skate with a towel after skating to prevent rusting.
- Do not walk on surfaces other than the mats without a skate guard in place over the blade.
- Loosen laces fully before putting on and taking off skates.
- Do not wrap laces around the back of the skate boot, as this limits ankle movement and damages the Achilles protector portion of the skate.

## JERSEY POLICIES AND INSTRUCTIONS

- Official game jerseys are provided by YAIA. White jerseys are for home games and red jerseys are for away games. See page 56 for Jersey Management Protocol.
- Each player is responsible for the care and maintenance of the jersey that is issued to them.
- Replacement of jerseys that are damaged (and/or lost) beyond what would be expected from normal wear is the responsibility of the player. Replacement costs vary depending on the style, level, and size of the jersey.
- **Jersey Care:** Wash in warm water. DO NOT DRY IN DRYER – hang on plastic hanger or padded hanger (no metal hangers). It is the players responsibility to repair any holes and tears or loose numbers, letters, and patches.
- Captain's letter: It will be the responsibility of the players, if they are awarded a "C" or "A" to have these attached to their jersey. These are heat sealed so must be put on a piece of material before sewing to a jersey – must be able to easily remove at the end of the season. It is the responsibility of the player/parent to carefully remove the Captain's letter prior to returning the jerseys.

## **HOCKEY 101 RULES/SAFE SPORT MEETING OR CLINIC**

Prior to the first league game, a mandatory meeting or clinic will be held with coaches, players and parents. The intent of the meeting or clinic is to provide basic hockey rules information and inform of any updates to rules and policies adopted by USA Hockey, SDAHA or YAIA. YAIA will adhere to all rules/recommendations set forth in the SafeSport policy that has been adopted by USA Hockey. [www.safesport.org](http://www.safesport.org)

## **SHOOTING CAGE/STICK HANDLING/DRYLAND TRAINING**

The use of the shooting cage, stick handling and dryland in the ice rink building is not allowed during Figure Skating practices; for the safety of figure skaters on ice to be able to hear instructions from Coaches.

- **SHOOTING CAGE:** The shooting cage is located on the west wall of the ice rink building and is available for use to practice shooting pucks with adult/coach supervision. Additional shooting cage rules are posted on shooting cage.
- **STICK HANDLING:** Stick handling may be done in the northwest corner of the ice rink building and in the warming area during dryland training ONLY with adult/coach supervision. Note: plastic pucks or handling balls are required in warming area.
- **DRYLAND TRAINING:** Dryland training can be conducted in the warming area or ice rink building directed and supervised by a Coach or other certified individual approved by the coach.

## **HOCKEY TEAM LEVEL SPECIFICS:**

### **Travel, Games/Tournaments, Team Selection & Scheduling Responsibilities**

#### **TEAM SELECTION**

All levels will be evaluated at the start of the season to determine the appropriate level of play and to determine a baseline level of skill.

- The evaluation will allow coaches to identify the strengths and weaknesses of each player while also allowing the players to learn areas for improvement. These evaluations will be used for team selection at all levels (A, B and C) and will also be used in consideration of play-up requests.
- The Director of Coaching will determine the team selection criteria.
- The Director of Coaching/Coaching Committee will assign three coaches (to include a minimum of one Level 4 Coach) to join the assigned coaches and create a "Selection Team." The Selection Team will run the tryouts per the procedures outlined for the specific age group.
- NO Spectators will be allowed in the rink during the tryout evaluations.

#### **YAIA PLAY UP POLICY**

YAIA is dedicated to providing youth players the opportunity to compete at the level of competition that corresponds to their level of talent and allows the best opportunity for each

player to further develop as hockey players on and off the ice. For those players with exceptional abilities, they may request to “play up” to the next age level.

- Players are permitted to play up based on need and numbers to create a team at a specific level.
- Players are permitted to play up one birth year only.
- Play ups are permitted for all levels.
- Players desiring to play up must complete an application.
- Application for “play up” must be signed and approved by the player. It must be signed by a parent or legal guardian acknowledging any added risk for their child electing to play up.
- Application must be signed by the Player’s current coach and include a recommendation (if available) indicating the attributes demonstrated by the player which deserve consideration for a spot on the older team. Application can be found on [yanktonice.org](http://yanktonice.org).
- Applications must be submitted by the deadline determined by the YAIA Board of Directors. Deadline for application is August 1st of each program year for league level teams (squirts and above). No deadline for Mini-Mites.
- Players must attend the tryout session, if applicable.
- All play up applications will be considered by YAIA, and the player will be notified prior to the team selection, if their play up application is approved.
- Players will only be charged the fee to tryout at the age-appropriate level if it is determined that the player will play-up then if the level that the player is moving to has a higher fee the difference will need to be paid.
- Play ups are allowed to the next level team only. (i.e., Squirt to Pee Wee) A player approved to the higher level may be rostered to play on the A, B or C team.

The following guidelines will be used in determining if a player is selected to play on the higher-level team:

- Players will be evaluated by the coach of the higher-level team and at least three independent evaluators not affiliated with the higher-level team. The independent evaluators may be other YAIA coaches, representatives from the rink, USA Hockey, SDAHA, or other qualified individuals.
- Mini-Mites challenging up to Mites only need Coaching Director and Mite Head Coach to facilitate the move.
- Other factors besides on-ice ability, such as the player’s maturity level may be considered when determining if the applying player will be awarded a spot on the higher-level team.
- All determinations by the evaluators and the YAIA Board will be final. There may also be extenuating circumstances when a player may be allowed to play up when not meeting the above criteria. These circumstances would include but not be limited to:
  - An age group that does not have enough age-appropriate players to field a team and there are enough younger players desiring to play up.
  - There are not enough age-appropriate players at a specific position to form a team.
  - In these circumstances, the selection of a “play up” player cannot impact the formation of the lower teams unless players are moved up from the next lower level.

- Players will be notified of the tryout results by one of the coaches.

## MINI-MITES

- Travel is allowed, but is not required, including and not limited to: Mitchell, Brookings, Sioux Falls, Brandon Valley, Luverne, Worthington, Sioux Center, Sioux City and Fremont for games (140 mile radius).
- Teams are allowed to play up to 12 games against out-of-town competition.
- The Coach is responsible for scheduling either friendly games or tournaments to fill in the rest of the schedule.
- Additional tournament fees may be required, to be determined.
- YAIA wants the Mini-Mites to have ample ice time and make it fun for them and fun for the parents to watch.
- YAIA suggests having in-house games two (2) times per month throughout the season. These are intended to be fun in-house games. This also gives the Mini-Mites more ice time and a chance for parents to watch their child play in Yankton.
  - These games are intended to be fun, and coaches should not worry about assessing skill levels and splitting up the teams based on skill.
  - Coaches will need to find volunteer referees for the in-house games. (Squirt or Peewee age players may be utilized).
  - These games also allow for parents to be spectators of games including practices.
- YAIA also suggests that the events be spread out throughout the season so that travel is not a burden to the families who are participating.
- The Coach should try and schedule something for each month - January, February, and early March.
- Most tournaments are 3 game guarantees, some with a possible championship game. Two tournaments of 3 games each, without a championship game, makes the number of games played at 6 – the coach would have discretion to host friendly games with other associations to fill the rest of the schedule if ice time is available. A list of tournaments Yankton has participated in the past may be found on the Google Workspace of the Scheduler.
- Caution – Coaches do not travel fatigue the Mini-Mites.
- When splitting the players to make teams, it is suggested to have 2 lines to a team. Assigning skill level is appropriate at this age for the advanced Mini-Mite level games only. Also, the coach can split the teams by age level (2<sup>nd</sup> year vs 1st year). The tournament/friendly games rules will dictate how the coach splits the kids to make teams. If the number of Mini-Mites allows, splitting the talent evenly at the intermediate level is appropriate. Example: One A level team, and two B level teams equally split.
- Travel League OPTIONAL:
  - An optional “Travel League” is available for players who would like to travel and/or compete against other towns.
  - This “Travel League” will be made up of players already registered as a YAIA Mini-Mite. There is no separate registration for participation in the “Travel League”.
  - Players must decide to participate in the “Travel League” by December 1st.
  - Players who choose the “Travel League” will be divided with the target of 8-10 players per team. Team roster size may vary depending on the overall number of players.

- Twelve games per team with other towns is permitted with a limit of two out-of-town events.
- Parents will be responsible for any financial costs associated with the “Travel League.”

## MITES

- Travel is allowed, but is not required, including and not limited to: Mitchell, Brookings, Sioux Falls, Brandon Valley, Luverne, Worthington, Sioux Center, Sioux City and Fremont for games (140 mile radius).
- Teams are allowed to play up to 16 games against out-of-town competition.
- It is recommended to get at least 10 games with outside teams throughout the season. Yankton will try to host a Mite-Fest each year for at least 3 home games depending on team and volunteer availability.
- The Coach will work with the YAIA Scheduler to schedule friendly games or tournaments to fill in the rest of the schedule.
- Additional tournament fees may be required, to be determined.
- YAIA also suggests that the events be spread out throughout the season so that travel is not a burden to the families who are participating.
- The Yankton Mite-Fest is held in December or January.
- The Coach should try and schedule something for each month - January, February, and early March.
- Most tournaments are 3 game guarantees, some with a possible championship game. 4 tournaments of 3 games each, without a championship game, makes the number of games played at 12 – the coach would have discretion to host friendly games with other associations to fill the rest of the schedule if ice time is available. A list of tournaments Yankton has participated in the past may be found on the Google Workspace of the Scheduler.
- Caution – Coaches do not travel fatigue the Mites...
- It is suggested to Coaches when splitting the players to make teams, to have 2 lines and a goalie (typically 9 players) to a team. Assigning skill level is appropriate at this age for the advanced Mite level games only. Also, the coach can split the teams by age level (2<sup>nd</sup> year vs 1st year). The tournament/friendly games rules will dictate how the coach splits the kids to make teams. If the number of Mites allows, splitting the talent evenly at the intermediate level is appropriate. Example: One A level team, and two B level teams equally split.
- YAIA suggests having in-house games two (2) times per month throughout the season. These are intended to be fun in-house games. This also gives the Mites more ice time and a chance for parents to watch their child play in Yankton.
- Travel League:
  - An optional “Travel League” is available for players who would like to travel and/or compete against other towns.
  - This “Travel League” will be made up of players already registered as a YAIA Mite. There is no separate registration for participation in the “Travel League”.
  - Players must decide to participate in the “Travel League” by December 1st.

- Players who choose the “Travel League” will be divided with the target of 8-10 players per team. Team roster size may vary depending on the overall number of players.
- Twelve games per team with other towns is permitted with a limit of two out-of-town events.
- Parents will be responsible for any financial costs associated with the “Travel League.”

## **SQUIRTS**

- SDAHA has developed an “optional” Squirt League including rules and schedule for all SDAHA members to participate in. SDAHA will be the association creating the schedule.
  - When determining YAIA’s participation in the SDAHA Squirt League, the below guidelines must still be taken into consideration along with player participation acceptance.
  - Travel is allowed to SDAHA scheduled Squirt league games including, but not limited to Mitchell, Watertown, Brookings, Sioux Falls, Brandon Valley, Luverne, Worthington, Sioux Center, Okoboji, Sioux City, Fremont and Omaha.
  - Teams are allowed to play up to 24 games against out-of-town competition.
  - YAIA also suggests that the events be spread throughout the season so that the travel is not a burden to the families who are participating.
  - The Coach should try and schedule something for each month – November, December, February, and early March.
  - The Coach will work with the YAIA Scheduler to schedule either friendly games or tournaments to fill the rest of the schedule in.
  - Additional tournament fees may be required, to be determined.
  - Yankton will try to host a Squirt Tournament each year for at least 3 home games. The Yankton Squirt Tournament is held in January. YAIA will cover the tournament fee for all YAIA Squirt teams participating. Yankton may host a SDAHA scheduled jamboree.
  - Most tournaments are 3 game guarantees, some with a possible championship game. 4 tournaments of 3 games each, without a championship game, makes the number of games played at 12 – the Coach would have discretion to host friendly games with other associations to fill the rest of the schedule if ice time is available.
  - Caution – Coaches do not travel fatigue the Squirts... (ie. 3 tournament weekends in a row)
  - It is suggested to coaches when splitting the players to make teams, to have 2 full lines and a goalie (typically 11 players) per team. Assigning skill level is appropriate at this age. Also, the coach can split by age level (2<sup>nd</sup> year vs 1st year).
  - The tournament/friendly games rules will help dictate how the coach splits the Squirts to make teams. If the number of Squirts allows, splitting the talent evenly at the intermediate level is appropriate while maintaining an A level team. Example: One A level team, and two B level teams equally split.

## **PEEWEE, BANTAM, 14U GIRLS, JV/VARSITY (BOYS AND GIRLS)**

- Regular season games are scheduled by the state.
- Rosters must be set for the season one week before the first league scheduled game.

- No changes to the roster may be made without approval from the state association.
- YAIA Teams are allowed 2 additional tournaments and up to 6 friendly games during the season.
- Additional tournament fees will be required, to be determined.
- Most of these non-league games should be done before the state scheduled league games start. These games are intended to prepare the team and coaches for the season.
- Travel is unrestricted at this age level for all games.
- Friendly games and any tournament registrations should be first attempted with associations that we are nearest to for convenience for the families that have to travel for the games.
- When splitting the players to make teams, SDAHA allows 18 skaters and 2 goalies or 19 skaters and 1 goalie per registered team. Since checking is not allowed at the Pee wee level, smaller teams of 10-12 players could be considered.
- Team rosters will be split by talent.
- State League play requires us to field an A level team at each age level. With enough registrations at an age level, the 2<sup>nd</sup> team is allowed to play B level.
- Refer to the SDAHA Playing Rules for Team split criteria.
- Boys Varsity teams are required to “lock 10 players”. Those 10 players are then not allowed to participate in the JV games. A coach can change the locked players each week until 50% of the games have been played. JV players are allowed to dress and skate for Varsity games.
- In certain leagues, based on previous history of success or failure, a coach may request in August to “play down” to B level if only fielding 1 team with YAIA Board approval. SDAHA will vote to approve or deny the request. The coach will need to have documentation (i.e. – last year’s team’s record, returning players, players that are moving up from an age level, etc.) for the request to be considered by the state association. Refer to the SDAHA Playing Rules for Play Down Petitions.
- Captains and Alternate Captains are named at these age levels.

### **VARSITY LETTERING REQUIREMENTS - HOCKEY**

- A player must be Varsity rostered for 75% of the regular season games.
- All Seniors letter regardless of rostering, as long as they finish the full season.
- Coaches or Board of Directors discretion in special circumstances.

### **ADDITIONAL VARSITY LETTERING INFORMATION - HOCKEY:**

- A letter may be withheld at the discretion of the Head Coach or Board of Directors.
- The athletic letters and pins are to be ordered from the same vendor and of the same style as Yankton High School.

### **LETTERING REQUIREMENTS – FIGURE SKATING**

- Eligible skaters must participate in at least 75% of practices during the season, and the following:
- Registered skaters who are at least a Junior and above at Yankton High School, or any local public school, or equivalent for home schooled students.

- Have participated in Figure skating at YAIA or any other accredited ice association during their Freshman, Sophomore, and Junior years.
- Have successfully completed Freestyle 2.
- Participated in Year-End Performance during their Freshman, Sophomore, and Junior year; or participated in at least 2 competitions per season Freshman through Junior years.
- The subsequent lettering pin is earned if the skater participates in the Mid-Season Performance and Year-end Performance or at least 2 competitions during their senior year.

#### **ADDITIONAL LETTERING INFORMATION - FIGURE SKATING:**

- Skater must be in good standings with YAIA, ISI and have no disciplinary actions against them.
- Any violations of ISI or USFS policy forfeits skater's letter.
- A letter may be withheld at the discretion of the Director of Figure Skating with input from coaches or Board of Directors.
- Parents are responsible to make sure their child is meeting academic requirements but, this may be confirmed by skater's Coach, Director of Figure Skating, or YAIA Board President.

## **COACHING GUIDELINES**

### **USA HOCKEY COACH CODE OF CONDUCT**

- Winning is a consideration, but not the only one, nor the most important one.
- Be a positive role model to your players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; do not yell at players.
- Adjust to personal needs and problems of players; be a good listener; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

### **COACHES ZERO TOLERANCE POLICY**

A minor penalty for unsportsmanlike conduct (zero tolerance) may be assessed by a referee when a coach:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language in a boisterous manner to anyone at any time.

- Visually displays any signs of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.
- Any time that a coach persists in any of these actions, a misconduct penalty may be assessed.

## **COACHING CERTIFICATION**

YAIA will provide each age level team with a head coach and assistants as needed. Coaching procedures, selection and supervision are the direct responsibility of the Coaching Director and the Coaching Committee. The Board of Directors makes final approval for the selection or replacement of any coach. All coaches and assistants (practices or games) must possess a validated card, indicating their participation in and completion of the USA Hockey CEP training. This is required for anyone working with the players on the ice or assisting on the bench.

All coaches must have the required certification and age-appropriate modules completed by December 31 of that calendar year. If a coach does not meet the deadline in that year for which they have been appointed to coach, then they will be removed from coaching responsibilities for that level until appropriate certification is validated. Coaches will complete a coaching application each year. The Coaching Committee will present a list of coaches assigned at each playing level to the Board of Directors for approval. Applications will be kept confidential.

## **CERTIFICATION REIMBURSEMENT FOR COACHES**

YAIA will reimburse any state required or USA hockey and ISI fees needed for coaches to fulfill the requirements necessary to coach a team.

## **COACH JACKETS**

Once the coach has fulfilled all the requirements and is authorized by the Hockey Coaching Committee and approved by the Board; the coach will receive a logo Coach's jacket from YAIA for the following hockey coach positions:

- Head Coaches of Mini-Mites and Mites and all league level coaches.
- Approved Current season coaches will be able to request replacement jackets after completing 3 years of coaching, at a cost to the coach of 50% of jacket price.
- Coach's jackets can be worn on or off the bench during the season or off-season. Note: When wearing your Coach's jacket, it should be done with consideration to the Coaches Code of Conduct and representing YAIA in a positive manner.

## **STUDENT COACHES**

A player between the ages of 13 and 17 who is currently properly registered with USA Hockey may serve as a student coach under the following conditions:

- Must attend a training session conducted by the local hockey association.

- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs, and in the locker room.
- May help at practices, clinics, and try-outs.
- Must wear a helmet with full face shield, gloves, and skates while on the ice. A helmet must be worn during games while on the bench.
- May only work with players at least one full playing age level down.
- Student coaches must be recorded with the SDAHA.
- A player age 17 on or before December 31st of that playing season, must complete SafeSport training.
- Upon reaching the age of 18, the student coach must comply with all USA Hockey coaching and screening rules and regulations.
- 

### **TRAVEL REIMBURSEMENT (NON-PARENT COACHES)**

YAIA will pay a per mile rate for coaches to drive to practice if they live outside the city of Yankton. YAIA will reimburse travel expenses (mileage and hotel stays) associated with games, tournaments, or competitions as per rates listed on the YAIA Travel Reimbursement Form. The team coordinator will reserve a block of hotel rooms, the coach will have to make their own reservation at that hotel. The Coach is only allowed to report actual expenses (if the coach rides up or stays with another family, they are not able to claim the mileage or hotel stay). This reimbursement allowance will only apply to coaches who do not have a child on the team they are coaching.

- Coach's salary payments will be paid in 2 installments in December and March. The list of Coaches to be paid will be submitted to the Treasurer from Coaching Committee by the 5<sup>th</sup> of the month to be paid by the 15<sup>th</sup>.
- Travel Reimbursement Forms need to be submitted by the 10<sup>th</sup> of the month to be paid by 20<sup>th</sup>.

### **HOCKEY COACH PAY SCALE (NON-PARENT COACHES)**

For current pay schedule, contact treasurer@yanktonice.org. The file is stored in Treasurer Google Workspace.

### **HELMETS**

All coaches of YAIA Hockey are required to wear an approved ice hockey helmet while conducting any on-ice practice and/or scrimmage. Helmets must be properly fastened. A full-face cage or a half shield is not required. Coaches are not required to wear a helmet if going onto the ice to tend to an injured player.

### **GENERAL RESPONSIBILITIES**

- Coaches will be assigned to each team. It is encouraged one parent of each team to get a CEP level one, at least, in case of emergencies, when one or all coaches may not be available.
- Arrive 30 minutes before a practice, 1 hour before games and exhibitions.
- The head coach is to respect and work with the assistant coaches.

- The assistant coach is to respect the head coach. They should take or report corrective action(s) when necessary. An assistant coach is not to sit “idly by” and hide under the guise that “I am only the assistant coach.” You are just as responsible for safety, learning, development, and well-being of the team as is the head coach.
- NO athletes are allowed in the locker rooms until the coach or SafeSport certified monitor arrives. At least one coach or SafeSport certified monitor will not leave the locker room or post outside of locker room door until the last player/performer has left the locker room. At no time shall any player/performer be unsupervised in a locker room pursuant to SafeSport guidelines. Locker rooms are locked upon arrival and must be locked again once all players/participants have exited. Coaches and Monitors are strongly encouraged to ensure all players/participants have exited the facility or are in the care of their parent/guardian prior to leaving themselves (ex. Players should not be left waiting alone for their ride outside the building especially after the building has been locked up for the day).
- Keep “control” of players/performers. Coaches are responsible for their athletes’ conduct on and off the ice.
- Encourage communication with parents and inform them of all rules and policies.
- Read and understand all rules and initiatives associated with the sport.
- Discuss and enforce the standards of academic performance with players in order to continue to participate in YAIA activities.
- Scheduled ice time limitations should be strictly followed. The first player should not step on the ice until the session is scheduled to start, and the last player should be off the ice prior to or at the closing time for the session.
- The coaches will determine captains and alternate captains for the team and will provide a “C” or “A” for the jersey.
- Playing time for players (hockey): YAIA encourages equal ice time at all levels, but realizing the competitive nature of the game, equal ice time may not occur for all players and is left to coach’s discretion. During competitive play, the following may dictate an unequal distribution of ice time: power play/penalty kill, great differential in game score (ahead or behind), protecting a lead late in the game, trying to catch up late in the game, disciplinary measures, etc. These standards apply to players who are consistently on time for practices and games, respect coaches and teammates, are good role models, and put forth a good effort. Those players, who miss practices, do not call for excused absences or do not put forth a good effort, etc., should not have the same benefits of play as those who do.
- Coaches should keep attendance and discipline records.
- If athletes miss practices, performances, or a game due to a function or event involving church, family, funeral, etc.; they cannot be penalized.
- Out of state Game Misconduct Penalty must be reported to SDAHA immediately.
- The head coach has ultimate authority over and responsibility for players in the dressing rooms, on the ice or bench, at all games and practices, whether at home or on the road (same day or overnight). The coach may suspend, dismiss, or bench any player for misconduct or the breaking of team rules. **The coach may refer any player to the Disciplinary Committee.**
- It is the responsibility of all coaches to ensure that players are informed of and comply with the policies, procedures, rules, and regulations of YAIA, SDAHA and USA

Hockey as it applies to players. Specific attention should be given to the Zero Tolerance and Substance Abuse policies.

### **CAPTAINS AND ALTERNATE (LEAGUE LEVEL TEAMS ONLY)**

The State allows one (1) Captain and up to three (3) Alternate Captains. Each league team is required to pick one Captain. These are to be determined by the Head Coach with feedback from any Assistant Coaches. The young man or woman should exemplify good sportsmanship on the ice and leadership in the locker room. They are representing Yankton Hockey on the ice and to the officials. The Head Coach needs to make this decision before league play starts. Coaches, know your locker room and its dynamics before making this choice. The player(s) you choose for these leadership roles need to know this and should take this responsibility seriously. Children or close relatives of a coach may be selected as a team Captain or Alternate if they are best suited for the role to lead, support, inspire and represent their teammates, coaches and YAIA fairly, positively, and consistently at all times. Coaches, do not take this decision lightly.

## **ROLES & RESPONSIBILITIES / VOLUNTEER (DIBs) POSITIONS**

### **PRESIDENT**

The President will serve as the Executive Officer of YAIA. The President shall preside at all meetings of the YAIA membership and of the Board of Directors. The President is an ex officio member of all committees, and generally supervises YAIA affairs. The President shall represent YAIA with respect to other organizations, such as SDAHA.

### **VICE PRESIDENT**

The Vice President will preside in the absence of the President. The Vice President will serve as the Board representative on the Disciplinary Committee and will perform other duties as are incidental to the office. The Vice President serves as a member of the Executive Committee and will perform other duties as may be prescribed by the Board of Directors, the Executive Committee, or the President.

### **SECRETARY**

The Secretary will have charge of all papers, keep such records, make such reports and perform such duties as are incidental to that office and properly required of the Secretary. The Secretary shall keep and maintain the minutes of all meetings of the Board of Directors, business meetings and all records of voting membership and attendance in the form and manner prescribed by the Board of Directors; and prepare minutes of the Board of Directors meetings and make them accessible to the membership within 10 days of the meeting. The method of distribution and other correspondence will be in the form and manner prescribed annually in the handbook. The Secretary serves as a member of the Executive Committee.

### **TREASURER**

The Treasurer will provide monthly financial reports to the Board of Directors; manage all deposits collected; disburse all payments required for the operation of YAIA; prepare and file all reports required by the Board of Directors; prepare an annual statement for the YAIA annual

meeting; and perform such duties as are ordinarily incumbent upon a Treasurer. The Treasurer is a member of the Executive Committee, chairs the Finance Committee, and assists in the formation of the YAIA annual budget.

### **BOARD DIRECTOR**

Directors are elected to three-year terms to attend the regular, special, and annual meetings of the Board of Directors. At the meetings, Directors collectively establish YAIA policies, organize and supervise all YAIA activities, manage and control YAIA property and affairs, elect YAIA officers, and exercise the other functions established by law or the YAIA bylaws.

### **GAME DAY/PERFORMANCE DAY POINT OF CONTACT**

This duty will be performed by Board Members, DIBs exempt persons, and other volunteers approved by the Board (Team Coordinator, etc). This person will be identified as the point of contact should concerns arise during a given game day/performance event. Their contact information will be posted at the rink. They will unlock and lock up the rink for the day, turn on lights, assess rink safety, ready the tills, provide locker rooms keys to Admissions worker.

### **ICE SCHEDULE COORDINATOR/SCHEDULER**

The Ice Scheduler will schedule ice time for hockey games, practices and any other events associated with the operation of a youth hockey program, and schedule private parties. Throughout the season, the Ice Scheduler will work with Directors & Coaches when practices need to be canceled and rescheduled. The Ice Scheduler is in constant communication with the YAIA Tournament Coordinator to facilitate available ice time for home tournaments. The Ice Scheduler communicates, coordinates, and monitors all league games with the South Dakota Amateur Hockey Association. The Ice Scheduler will work with the SDAHA Scheduler and Age Level Directors to allow for time off from league games for away tournaments as well as home tournaments. The Ice Scheduler will communicate with the SDAHA Scheduler and Age Level Directors regarding cancelled and rescheduled games due to weather.

### **WEBSITE COORDINATOR/WEBMASTER**

The Website Coordinator is responsible for updating the website and taking care of any questions pertaining to the website and functionality of platforms such as SportsNgin. The Coordinator will update the website for off-season registration, season registration, tournament registration and any other Association events during the year. They will also update team information, rosters, photos, and contacts. They will update the YAIA Board contact information and upload the YAIA Board meeting minutes provided by the Secretary. The Website Coordinator will also make additional information or links available via the website such as documents, photos, or pdf files. The Website Coordinator will work with SportsNgin for all set-up and to resolve any website issues and make and open/close program registrations. They will maintain an up-to-date calendar of events in coordination with the Ice Scheduler. The Website Coordinator will provide website navigation and SportsNgin tutorials at the beginning of the year at team meetings, and for persons new to the association.

### **DIBS DIRECTOR**

"DIBs" is the name of the system used to record each family's volunteer credits. The DIBs Director is responsible to maintain record of these earned credits through the SportsNgin system. The Director will enter and make available DIBs credits based on needs of the

Association. They may assist members in claiming credits if needed. The DIBs Director will attend parent meetings at the beginning of the season to explain DIBs and how to use the online record keeping program. Toward the end of the season, the Director will provide to the YAIA Board/Team Coordinators a record of credits earned by each family. After the last day to earn points for the season, March 31st, the Director will submit the list of families who did not fulfill their volunteer requirement to the YAIA Board and then work with the Treasurer to deposit their checks. Checks from families who did fulfill their volunteer requirements will be shredded.

#### **DOCUMENT DAY AND RAFFLE FUNDRAISER ("CALENDARS") COORDINATOR:**

This position requires the member to be present onsite on "Document Day" at the start of the season. They will arrange the date and time for pertinent documents to be collected from members, assistance from Team Coordinators, and additional helpers if needed.

- DIBS deposit check collection: The Coordinator will determine the number of DIBs credits required for each family and the deposit amount to be collected. They will collect the deposit checks and give them to the Treasurer for storage, as well as maintain a record of the collections. They are responsible to notify coaches of any participant who has not yet paid, as those participants are not allowed on the ice until DIBs check is collected.
- Fundraiser fee collection: The Coordinator will determine the number of raffle ticket sales per family, and calculate the fee required. They will collect the fee checks and give them to the Treasurer to cash, as well as maintain a record of the fees collected. They are responsible to notify coaches of any participant who has not yet paid, as those participants are not allowed on the ice until Fundraiser Fee is collected. The Coordinator is responsible to draw raffle winners daily from November 1 - December 31, Monday through Saturday. They are to post winners via signage at the rink, and work with Webmaster to post on YAIA website. They are to provide a list of winners and amount won to the Treasurer to issue checks to the winners.
- Season ticket sales: Maintain Master & Admission gate spreadsheet of individuals who have purchased season pass holders. Maintain a record of Season Ticket holders and their unique Season Pass number and provide copy to be stored in Gate Collections box. Season Passes shall be sold on Document Day, as well as a supply for sale during the season and stored in the Gate Collection box.

#### **KEYMASTER**

The Keymaster is responsible for maintaining a log of persons in possession of rink issued keys and codes, issuing keys, managing the electronic entry system, and troubleshooting problems/lock out situations.

#### **DISCIPLINARY COMMITTEE CHAIRPERSON**

Chairs the Disciplinary Committee and has additional State involvement and serves on the SDAHA State Disciplinary Committee.

#### **DISCIPLINARY COMMITTEE MEMBER**

A Disciplinary Committee Member may be YAIA member or community member who is approved by the Board to serve on the Disciplinary Committee. The Disciplinary Committee is commissioned to assist in disciplinary matters involving players, coaches, performers, and members. A member must maintain a high degree of integrity, impartiality, and will not

disclose any of the information found during any review. Member preference includes persons with hockey knowledge, law expertise, and/or are free of conflict of interest within the Association. One member is designated as the Disciplinary Committee Chairperson who has additional State reporting/involvement responsibilities and serves on the SDAHA State Disciplinary Committee. The Disciplinary Committee reviews disciplinary matters and writes disciplinary grievances within YAIA. The review shall include, but not be limited to, conduct interviews of players, parents, coordinators, coaches, or any other person relevant to the incident, determine fair, consistent, and appropriate action, meet with the parents and players involved, keep records of the incident, and relay the determination of the Disciplinary Committee. The Disciplinary Committee does not have the authority to dismiss a player or coach from the program. Any necessary disciplinary actions/consequences will be voted upon by the YAIA Board of Directors.

### **FACILITIES COORDINATOR**

The Facilities Coordinator chairs the Facilities Committee. The Facilities Coordinator also serves as the contact person between City of Yankton Departments, including Fire Department; and the contact person for any emergency repairs related to Zamboni or facility.

### **FACILITIES COMMITTEE MEMBER**

The Facilities Committee's duties include making budgeting and purchase requests to the Board for items pertinent to the building improvement, the rink, and the Zamboni. They will be responsible to coordinate the following tasks and duties:

1. Heating/cooling, plumbing, and electric of the building.
2. Snow removal, parking lot, lighting, and outdoor structures.
3. Mats and flooring installation/removal/storage in the facility.
4. Maintenance of boards/plexiglass, entrances of the rink, barrier netting above the glass, goals/nets, half walls, foam barriers and training aids.
5. Maintenance of the shooting cage, bleachers, player benches, scorekeeper's area, etc.
6. Maintenance of the Zamboni and associated ice grooming equipment.
7. Coordination of the Zamboni driver schedule and required driver training.
8. Routine ice maintenance.
9. Installation and removal of the ice and under ice inserts.
10. Maintenance of coolant, refrigeration, and dehumidification systems.
11. Installation and removal of signage within the facility.
12. Minor repairs and pest removal.
13. Trophy case management.
14. Manage necessary facility equipment such as ladders, vacuums, brooms, mop buckets/mops, ticket booth, lockers, tables, benches, chairs, on-ice pushers, de-icing products, shovels, etc.

### **FINANCE COMMITTEE MEMBER**

The Finance Committee is responsible for fiduciary guidance to YAIA. This committee shall meet as needed and make recommendation to the Board of Directors regarding the financial status of YAIA. This Committee is expected to perform tasks as may be assigned by the President or Board of Directors.

**HOCKEY MARKETING COORDINATOR**

The Marketing Coordinator will chair the Marketing Committee and be responsible for managing Association social media accounts (Facebook, Twitter, etc.), marketing via newspaper, radio, schools, printed flyers, etc. pertinent YAIA information and events. Works with YAIA Webmaster for postings to the Association website. Coordinate press releases and game reports to the media as indicated. Coordinate any advertising required for programming. Coordinate and market any YAIA involvement with Riverboat Days. Produce Game Day Programs (match-up/roster list). Responsible for Senior Spotlight Series publication and works with Mite of the Night Coordinator for Mite recognition.

**MARKETING COMMITTEE MEMBER**

Conceive, develop, and implement initiatives to promote community awareness of and support for YAIA activities, including area festivals, and community outreach.

**SAFETY COORDINATOR**

Oversees risk management and player safety matters for the association to create the safest environment possible for all youth participants, coaches, and members of YAIA. They will manage the [safety@yanktonice.org](mailto:safety@yanktonice.org) account. This Safety Coordinator is the chairperson of the Safety Committee and arranges meetings, provides agenda, meeting minutes and reports monthly to the YAIA Board of Directors. Identifies a SafeSport representative to monitor SafeSport program, coaching and volunteer compliance, and works with Registrar to ensure background checks are completed for coaches and volunteers, and develops a locker room policy. Stay informed of safety issues and policies, recommend the implementation of programs and policies to ensure player safety and prevent abuse and misconduct, and implement and oversee such programs and policies as directed by the Board of Directors. The Coordinator will follow up on completed Incident Reports. Responsibilities will also include a concussion management program, the coordination of First Aid/CPR training for coaches. Is responsible for certifying AED and the acquisition and storage of first aid supplies. Works with Coaches/Team Coordinator to obtain first aid kits for travel when applicable. Coordinates medical support staff as appropriate for games and tournaments, and USA Hockey SafeSport policies. The safety coordinator will work with Coaches and Team Coordinator to ensure that required athletics physical forms are collected and properly stored.

**SAFETY COMMITTEE MEMBER**

Members on the Committee will meet at the direction of the Safety Coordinator to discuss pertinent topics and provide recommendations and updates to the YAIA board of directors as it pertains to safety issues to the Association and its members.

**SAFESPORT COORDINATOR**

Oversee compliance with USA Hockey SafeSport Program requirements. Coordinate with the YAIA Registrar to confirm SafeSport requirements are maintained for all coaches and players. Encourage all parents to complete SafeSport to be aware of the requirements of SafeSport and allow for the ability to be locker room monitors or any other role that may require supervising or interacting with minors.

**LOCKER ROOM MONITOR**

The Locker Room Monitor will be responsible for ensuring the safety of event participants in locker rooms. The Locker Room Monitor will conduct a sweep of the locker rooms and changing areas prior to players arriving. To ensure safety, the Locker Room Monitor will be posted outside of the locker room and changing areas during periods of use. The Locker Room Monitors must also ensure that locker rooms are appropriately secured during times when players are on the ice as well as after practice and games.

#### **VISION COMMITTEE COORDINATOR**

Chairs Vision Committee, coordinates Vision Committee initiatives with rest of YAIA, and liaison with Board of Directors.

#### **VISION COMMITTEE MEMBER**

Meets to discuss short and long term initiatives of YAIA for growth and success, and implement new initiatives to recruit, develop, and retain membership and enhance member engagement.

#### **YAIA FUNDRAISING COORDINATOR**

The Fundraising Coordinator will propose to the Board and oversee projects and events that financially benefit YAIA. They will seek multi-year corporate sponsorship opportunities (billboard sales, Continue the Miracle, etc.), and private donations. They will designate a grant writer role to investigate and apply for grant monies for which YAIA may be eligible. They will work on specific fundraising events such as the Fall Gala, Yankton Hockey Day, USHL chuck-a-puck/ticket sales, Bragging Rights, Riverboat Days opportunities, and add-on fundraisers such as basket raffles at tournaments, food items sales, etc. Work with the YAIA Board of Directors on any purpose-specific fundraisers.

#### **YAIA FUNDRAISING COMMITTEE MEMBER**

Meets to discuss and develop fundraising efforts that financially benefit YAIA.

#### **TECHNOLOGY COORDINATOR**

The Technology Coordinator will work to ensure functionality of technological aspects of YAIA. This could include working with the Webmaster and Marketing Coordinator. They help with LiveBarn and streaming services, computers, video equipment and video monitoring, and internet service providers. They will check that microphones, speakers and sound systems, scoreboard panel and displays, TVs, lobby projector and screen, and credit card reader are properly functioning. They will be available to troubleshoot technological problems that arise.

#### **4-H LIAISON**

The Liaison will be YAIA representative to work with 4-H Board of Directors on matters affecting both organizations or for YAIA matters that require approval or permission from the 4-H Organization.

#### **LEARN-TO-SKATE COORDINATOR**

Oversees staffing and scheduling of Learn to Skate sessions throughout the skating season. They are responsible for communication with participants. Coordinates with Hockey Development Director, Hockey Director and Figure Skating Director to transition skaters to hockey and figure skating programs. They will manage the [lbs.coordinator@yanktonice.org](mailto:lbs.coordinator@yanktonice.org) account.

### **HOCKEY REGISTRAR**

The Registration Coordinator (Registrar) works with the SDAHA Registrar and for the USA Hockey Registrar and takes care of the registration of players, coaches, and officials as required by the state and national organizations. The Registrar coordinates with Team Coordinators to make sure all players have signed and submitted current USA Hockey Consent to Treat and Code of Conduct forms, as well as the Code of Conduct form. The Registrar will get copies of Birth Certificates for all new players and send these copies to the State Registrar. Once all teams have been finalized, the Registrar will fill out all the rosters for the association and submit to the State Registrar. Registrar will also work with the Coaching Director to ensure that all coaches have the proper classes & registrations completed for them to be eligible to coach no later than Dec. 31. Once all forms and rosters are complete and verified by the State Registrar, the Registrar will provide a team book to each team that needs to travel with the team to all games as it documents the team credentials as approved by USA Hockey. If a team participates in a National Tournament, the Registrar will be required to fill out all necessary paperwork, re-submit the roster, provide proof of school enrollment and be the lead contact for USA Hockey pertaining to registration, hotel, and travel arrangements.

### **HOCKEY COACHING DIRECTOR**

The Hockey Coaching Director is responsible, with the Hockey Coaching Committee, to manage the hiring, placement, training, and discipline of coaches in the YAIA program. The Hockey Coaching Director will be responsible for recruiting, hiring, placing, and making sure that the credentials of all coaches are up to date. He or she will also make sure all coaches have the tools needed to be a good coach. The Hockey Coaching Director will hold coaching meetings and training sessions to ensure that all coaches are following the USA Hockey and SDAHA rules and regulations. He or she will ensure that YAIA guidelines for the different age groups are adhered to and will work with the coaches to resolve any concerns. The Hockey Coaching Director will work with the Treasurer and Executive Board to establish rates paid to coaches. The Coaching Director will also serve as an intermediary between players, parents, and coaches, when necessary, to resolve coaching concerns.

### **HOCKEY COACHING COMMITTEE MEMBER**

The Hockey Coaching Committee is made up of five (5) equal voting members with one of those voting members to be the Hockey Coaching Director, who chairs the committee. The Committee will oversee and appoint coaches each year through a coaching application process. The Hockey Coaching Director will advertise the coaching process each year. The Coaching Committee will outline assignments prior to August 31st for final board approval. The Committee will be responsible for all matters involved in the coaching process, including but not limited to certification, selection and assignment of coaches, methods of coaching, player organization and structure. The Coaching Committee shall also be responsible for elevating concerns to the Disciplinary Committee when warranted. They will manage the [hockeycoach@yanktonice.org](mailto:hockeycoach@yanktonice.org) account.

### **HOCKEY TEAM HEAD COACH**

The Head Coach will be responsible for the development of players according to USA Hockey and SDAHA rules and regulations, and per YAIA's policies and utilize the ADM. There will be one Head Coach appointed to each team. All coaches must be registered with USA Hockey and

complete the necessary training and certification per USA Hockey and YAIA policies. All certificates shall be submitted to Coaching Director and Registrar.

### **HOCKEY TEAM ASSISTANT COACH**

The Assistant Coach will assist the Head Coach with the development of players according to the USA Hockey and SDAHA rules and regulations, and per YAIA's policies and utilize the ADM. All coaches must be registered with USA Hockey and complete the necessary training and certification per USA Hockey and YAIA policies. All certificates shall be submitted to Coaching Director and Registrar. Assistant Coaches must consistently help with practices and games per Head Coach and Age Level Director's discretion.

### **HOCKEY AGE LEVEL TEAM DIRECTOR**

The Director at a particular age level (ie, all Peewee teams) will be the liaison between coaches, parents, and the Board. Team Directors will assist Age Level Head Coach with communication between parents, and coaches. The Team Director term is from June to June of the subsequent year, and includes off-season responsibilities such as off-season communication, tournament selection/hotel scheduling, etc. They will also fill the role of Team Coordinator for at least one team at a particular level. They will work with other Team Coordinators as needed. The Team Director will make phone calls and schedule general helpers as needed, including scheduling game workers for all home games. The Team Director along with the Age Level Head Coach will host a team meeting at the beginning of the year to go over rule changes, YAIA policies, schedules, and to recruit age level volunteers for team activities. The Team Director will assist the Safety Coordinator to collect any required emergency contact information and required athletics physicals from players. They will be responsible for bringing First Aid Bag to games, and team check-in for tournaments. \*This role collects only volunteer points for the Team Director, even though they will function as the Team Director, *and* the Team Coordinator of one of the teams at that level.

### **HOCKEY TEAM COORDINATOR**

The Team Coordinator for a particular team at a given level (ie, Peewee B team) will assist The Age Level Team Director (ie, Peewee Level) with tasks pertinent to their team during the playing season. They will be responsible for bringing First Aid Bag to games, team check-in for tournaments, team specific activities and team specific communications.

### **HOCKEY DEVELOPMENT COORDINATOR/RECRUITING COORDINATOR**

The Hockey Development Coordinator will serve to promote and develop hockey and retain current participants. The Hockey Development Coordinator will organize information and events to increase interest and participation in YAIA activities, including organization and coordination of events such as: Try Skating for Free, Try Hockey for Free, Girls' Hockey Day, and Hockey Academy. They are to work with the Marketing Coordinator to advertise and promote the events and schedule dates with the Scheduler. They will manage the [hockeydevelopment@yanktonice.org](mailto:hockeydevelopment@yanktonice.org) account.

The Hockey Development Coordinator shall provide support and materials to new families to YAIA and to assist their transition into hockey and oversee programs that support new to hockey families. The coordinator will manage the YAIA account on the USA hockey website, and work to implement their hockey development initiatives such as: Welcome Back to Hockey

Week, Hockey Week USA, and The Hat Trick Challenge; as well as any developmental programs endorsed by SDAHA.

### **HOCKEY TOURNAMENT DIRECTOR**

The Tournament Director is responsible for following SDAHA Tournament rules, if SDAHA sanctioned event. Responsible for coordinating all duties and personnel necessary to host a tournament including: advertising and communications; ice time, game, and referee scheduling; program production, decoration, apparel for sale, raffle basket, special events, tournament volunteers, and serve as the visiting team contact person.

### **HOCKEY EQUIPMENT MANAGER**

The Equipment Manager will manage all YAIA owned equipment including player and goalie gear, skates, Open Skate skates, referee gear, skate sharpener, pertinent items necessary for gear repair. Maintain and store equipment, inventory equipment, and coordinate the movement of equipment for off-season storage. Inspect equipment annually, and as needed for safety, and monitor expiration of helmets. The Equipment Manager will schedule dates to make rental equipment available for: Hockey, Learn to Skate, Try Hockey for Free, Try Skating for Free; maintain records of equipment, which is checked out, collect fees and/or deposits for rental gear, and manage the checkout process for the equipment including requesting appropriate DIBs/ assistance for fitting and distribution of gear. They are to communicate with YAIA to notify members of pertinent dates. It is the Manager's responsibility to ensure all gear has been returned at the end of the season. The Manager submits proposals to the Board for the replacement of old equipment and will negotiate and place orders for new hockey equipment. The Manager will be available to meet players/parents at the rink to assist with equipment problems or provide replacement items as necessary. Other duties include: making recommendations for price increases in rental costs, deciding on what equipment to keep or dispose of, and keeping the equipment room in order.

### **HOCKEY EQUIPMENT ASSISTANT MANAGER**

Assists the Equipment Manager with equipment related tasks and responsibilities.

### **HOCKEY JERSEY COORDINATOR**

The Jersey Coordinator will maintain jersey inventory, arrange a date for and coordinate with team coordinators the date(s) on which jerseys will be handed out to YAIA players. Jerseys will be inspected for damage and submitted for repair when necessary. The Coordinator will maintain a planned replacement schedule for jerseys and seek approval from the YAIA Board for purchasing/budget when indicated. They will order jerseys, patches, captain's letters, and arrange for sewing, application, and repairs as needed. They will manage practice jerseys for teams requesting uniform practice jerseys. They will also distribute jerseys to be worn for team tryouts when needed. The Jersey Coordinator will also manage the inventory, purchase, and distribution of coaching jackets, as well as any embroidery necessary.

### **SDAHA STATE BOARD DELEGATE**

This YAIA member will serve as the Delegate for YAIA at the Spring and Fall SDAHA meetings, as well as other SDAHA meetings requiring Association representation. This person will present SDAHA meeting topics to the YAIA Board, attend SDAHA meetings and cast votes consistent

with the YAIA Board of Directors delegation. The selection of this position should be in accordance with SDAHA recommendations.

### **REFEREE COORDINATOR**

The Referee Coordinator will contact and schedule certified referees, specific to each age group, for all tournaments and all non-league home games during the hockey season. The Coordinator shall request from the state, and keep a list of certified referees and their contact information. The Referee Coordinator will maintain contact with the South Dakota Referee in Chief. The Coordinator will also promote the training and mentorship of participants wanting to become a certified referee, and coordinate hosting referee training programs when possible.

### **MITE OF THE NIGHT COORDINATOR**

The Mite of the Night Coordinator will perform administrative duties of the program to include obtaining Mite and Mini-Mite biographies and photographs to be publicized/acknowledged on social media and during selected upper-level hockey games, coordinate a schedule for which player is highlighted on a particular date, and distribute any acknowledgments awarded to the participant. The Coordinator will arrange for a contact person to be at each upper-level game to escort and direct the participant and their parents to the game day activities.

### **FANWEAR COORDINATOR**

The Fanwear Coordinator is responsible for arranging a minimum of two time periods during the season for YAIA members to order YAIA apparel and products. They will work with companies to make a design/logo for use on the products and present it to the YAIA Board for approval. They will procure the items, provide order sheets to members, collect payments and transfer collected monies to the Treasurer, submit orders to the vendor, pick up and distribute orders when complete. The Coordinator will answer questions between the member and the vendor. The Coordinator will maintain records of orders which have been placed and work to settle any discrepancies should they occur. They will work with the Webmaster on necessary advertising.

### **OFF-SEASON HOCKEY PROGRAM COORDINATOR**

The Off-Season Hockey Program Coordinator will ensure programs are established to provide opportunities for off-season hockey development. The Off-Season Program Coordinator will propose to the YAIA Board and 4-H Board of Directors the program format and any associated fees required, and facility utilization requirements. The Coordinator will manage the program including assuring that adequate coaching/adult supervision is present for each event; someone is available to unlock and lock the facility each session, set up and tear down any equipment needed for the session. The Coordinator will work with the Webmaster and Marketing Coordinator to advertise the program, and the Treasurer regarding any fees collected or expenses incurred.

### **FIGURE SKATING REGISTRAR**

The Registrar ensures that all registration information, and consent forms are completed and information is properly stored. They may assist the Safety Coordinator to collect any required emergency contact information and required athletics physicals from players. Ensures that all funds are collected for skaters registered in the YAIA Figure Skating program. Registers all Figure Skaters with ISI. Registers and completes all appropriate paperwork for YAIA with ISI. Works with coaches to ensure that all skaters have current test levels documented. Generates

certificates and badges for skaters as they pass levels- Works with FS Director to ensure that all information is sent to parents and coaches as needed.

### **FIGURE SKATING DIRECTOR**

The Figure Skating Director shall direct the YAIA FS program, attend YAIA board meetings, be the liaison with the YAIA Board of Directors. Coordinate the various FS committee chairpersons to verify the duties and responsibilities are being performed and accomplished as scheduled. Conduct the YAIA FS program per ISI Handbook and Manuals. Monthly figure skating reports shall be submitted to the YAIA Board of Director. The FS Director will attend the monthly YAIA board meetings to represent YAIA Figure Skating and provide monthly update on the figure skating program. YAIA FS handbook shall be reviewed annually and updated as necessary.

The Figure Skating Director shall contact the YAIA scheduler in May of each year to assist with the next season schedule. A meeting should be held with the YAIA Hockey Coaching Director to coordinate ice practice schedule. Special requests for ice time beyond the normal schedule, winter, end of season performance, rehearsal, locker room use, etc, shall be approved with the YAIA Scheduler and YAIA Hockey Coaching Director, and YAIA Board of Directors as early in the ice season as possible to prevent conflicts and communication breakdowns.

The FS Director shall appropriately communicate the activities and events of YAIA and YAIA Figure Skating on a regular schedule. YAIA Figure Skating announcements and schedule shall be provided to all members and athletes weekly. Website shall be maintained and updated as the figure skating season progresses. The FS Director shall monitor and address all correspondence via the Yankton Figure Skating email account at [figureskating@yanktonice.org](mailto:figureskating@yanktonice.org) .

See full description online at [yanktonice.org](http://yanktonice.org) under the Figure Skating Guide.

### **FIGURE SKATING SPECIAL EVENTS COORDINATOR**

Oversees and coordinates all aspects of fundraising events for the Yankton Figure Skaters. Coordinates volunteers to assist with fundraising activities. Works with YAIA volunteers for fundraising for overall organization. Works with FS Performance Coordinator and Competition Coordinator for fundraising activities for the end of season performance, Yankton Winter Miracle competition, and any other special events. Collects funds and maintains records for all fundraising. Provides records to the FS Director. Works with FS Director to ensure that all information is sent to parents and coaches as needed.

### **FIGURE SKATING COACHING AND SCHEDULING COORDINATOR**

Meets with the coaches and FS Director on a regular basis. Works with FS Director, FS Competition Coordinator to ensure that coaches have completed appropriate credentials and certifications. Ensures that each group lesson has a coach scheduled. Works with Performance Coordinator and ensures that each coach is assigned groups to choreograph for the performance. Collects and submits timecards from coaches and provides these to the Figure Skating Director to ensure they are paid. Ensures that FS practice times have an ISI parent or coach scheduled to be at the rink. Works with the YAIA Scheduler to ensure that all Figure Skating ice time is on the main calendar. Assists the YAIA Scheduler and DIBs Director to ensure Zamboni drivers are scheduled after the Figure Skaters have used the ice.

**FIGURE SKATING COMPETITION COORDINATOR**

Ensures skaters are aware of competitions that Yankton Figure Skaters are participating in. Works with coaches to register teams for competitions. Will work with Director of Figure Skating to do the following: reserving hotel blocks, updating YAIA Figure Skating website, send emails to skaters to remind of deadlines to register for competitions.

**FIGURE SKATING PERFORMANCE COORDINATOR**

Oversees all aspects of End of Season and Holiday Performances with the assistance of the FS Director and Costume Coordinator. Coordinates promotions with the help of the FS Marketing Coordinator. Coordinates practices, dress rehearsals, event schedules and programs with YAIA FS Director, FS Coaching & Scheduling Coordinator and with the YAIA Figure Skating coaches. Coordinates and ensures that there are volunteers for pictures, dressing areas, music, announcers, rink monitors, ticket sales, programs, back-stage parents, refreshments, Zamboni, ticket sales, videos, flowers, cleanup & setup. Oversees that the programs for the performances are reviewed, proofed, and completed prior to dress rehearsal. Coordinates skaters during rehearsals and performances. Works with FS Director to ensure that all information is sent to parents and coaches as needed. Must attend all performances, dress rehearsals, and picture nights and is expected to assist in set-up and clean-up of all performances.

**FIGURE SKATING COSTUME COORDINATOR**

Coordinates costume measurements, fittings, props, payments, and decorations for End of Season Performance. Acquires costumes, props and decorations as needed for these events within a specified budget. Works with Performance Coordinator & with the coaches to determine appropriate costumes and decorations. Coordinates Costume Assistants to assist with costumes. Works with FS Director ensure that all information is sent to parents and coaches as needed regarding performance costumes and decorations.

**FIGURE SKATING MARKETING COORDINATOR**

Oversees all aspects of marketing and promotions for the Yankton Figure Skaters. Works with FS Performance Coordinator, Competition Coordinator and Special Events Coordinator to coordinate promotions, marketing, and event schedules for the Winter Performance and the End of Season Performance and any other special events that may take place during the season. Submits articles to the local papers for all events that the Yankton Figure Skaters participate in including, but not limited to performance, competitions, open houses, and registrations. Coordinates radio spots for promoting Yankton Figure Skating program and events. Works with FS Director to ensure that all information is sent to parents and coaches as needed.

**FIGURE SKATING EQUIPMENT MANAGER**

Assists FS Director prior to the beginning of the season to determine what equipment needs to be purchased or replaced. Checks in and out equipment rentals including skates, pads, etc. Maintains accurate records and rental agreements. Collects rental equipment and follows up with parents to ensure that all equipment is returned in a timely manner at the end of the season. Works with FS Director to ensure that all information is sent to parents and coaches as needed regarding equipment.

**FIGURE SKATING COACH** – Figure Skating Coach is a paid position. All coaches must be ISI and SafeSport certified. Coaches will work with students at all levels from Pre-alpha through Freestyle 10. Coaches will

keep Figure Skating Director informed with any disciplinary issues, requests for coaching items needed, schedule changes, etc. Coaches over age 18 will test students using ISI guidelines. Coaches will help students learn and master their skills. Coaches that have skaters that participate in competition will accompany them to competition and will need to help with judging hours at competitions. Coaches must follow all guidelines set forth by Director of Figure Skating, YAIA Board of Directors and ISI. Coaches will make sure they know all guidelines and changes with ISI.

**COACHING TRAINEE** – This is a non-paid position. Coach Trainees are current students that are working toward their ISI coaching certification. This position is reserved for a YAIA skater ages 16 – 18. They will work directly with all approved coaches learning the appropriate way to teach skills to students in all levels of skating. Coach Trainee will also help with LTS and Try Skating events. A Coach Trainee must be in this position a minimum of one full season. A decision will be made between Director of Figure Skating and all coaches that have worked with trainee to decide if they are ready to become a coach. Trainee must be in good standings with YAIA, they must possess a strong character and be able to keep control over skaters on the ice. This person must be SafeSport trained.

**COSTUME ASSISTANT** – Three to four Assistants are needed. Assistants will work directly with the Costume Coordinator to choose costumes, organize, and attend measurement dates, fittings, help with alterations, and costume steaming. They will work with Costume Coordinator to ensure timely delivery of costumes, distribute costumes for pictures, dress rehearsals and performances. Costume Coordinator and Assistants will work hard to keep cost of costumes to an appropriate amount. Additional duties as assigned by Costume Coordinator.

**APPAREL COORDINATOR** – Works with the Director of Figure Skating to offer apparel with Figure Skating logo. The Coordinator works with YAIA vendor to provide apparel offerings each season. This will be done and ready to be approved by Director of Figure Skating in September, prior to the start of the season. Work with Director of FS to pick out and order team jackets/pants as needed. The Coordinator will work with the Hockey Apparel Coordinator in the event a dual order is offered. Any special orders must be approved by YAIA Board of Directors. Ex: Car decals, and Christmas ornaments.

### **CONCESSIONS MANAGER**

The Concessions Manager will be responsible for duties related to the operation of the concession stand to include the following:

1. Set up and tear down the concession stand at the beginning and end of the season.
2. Present to the YAIA Board budget/expenditure requests related to the operation of concessions. Make pricing adjustments and menu item selection changes as needed.
3. Work with suppliers to purchase food items needed and submit receipts/invoices to the Treasurer.
4. Follow state regulations related to safe food handling, preparation, and storage.
5. Maintain cleanliness and organization of the concessions area.
6. Work with the DIBs Manager to post concessions shifts and with Team Coordinators to ensure spots are filled.
7. Assure that someone is available at the open and close of the day to assure proper set up, close, and cash counts/deposits.
8. Assure an experienced worker is available for training concessions workers new to the duty and be available if questions arise.
9. Assure money is counted at the beginning and end of each day, and correct change is available for Concessions and Gate tills and stored appropriately.

10. Monitor for equipment safety (temperature standards, frayed cords, etc.). Maintain the credit card reader.
11. Create a concessions worker guide sheet/to do list, including set up & closing, and other game day duties.
12. Order paper products (toilet paper, paper towels, napkins, serving ware, cups, containers, gloves, etc.).
13. Order cleaning supplies necessary for the facility.

### **CONCESSIONS WORKER**

Concession workers are responsible for preparing and serving menu items and for keeping work areas clean and following safe food handling protocols. This includes maintaining an appropriate amount of food that is ready to sell and stocking ready-to-serve items and supplies as needed. Throughout their shift, concessions workers should work to keep the Concessions Area as clean as possible by wiping countertops, sweeping the floor, and washing any dirty dishes. The Concessions Area needs to be cleaned at the end of the last shift each day (dishes washed, food stored in refrigerator or discarded, equipment cleaned and/or emptied, counters and floors cleaned). Concession workers need to clean warming area tables and assist in tidying the area. Concession workers will collect money and provide change and use a credit card reader. The Concession Manager or the YAIA Board Member/Game Day Contact working opening and closing shift will need to count the tills.

### **GAME WORKER - ANNOUNCER/SCOREKEEPER**

The Announcer Game Worker is a minor official who works with on-ice officials to complete the official game score sheet accurately and completely. Using the facility's public address system, they will clearly announce relevant game information to spectators. This is generally limited to pre-game team roster recognition, point scorers (goals and assists), and player/penalty information, but also includes facility announcements as needed.

For league games and tournaments, the Scorekeeper will utilize "GameSheet" digital record keeping program on a scoring device/iPad to accurately load rosters, record game related statistics, obtain signatures from coaches and referees, and finalize the digital scoresheet per protocol.

They shall report to the scorer's area with the scoring device/iPad a minimum of 15 minutes before game time. As a minor official and a visible representative of the YAIA organization, the Announcer must always be professional and impartial.

### **GAME WORKER - SCOREBOARD & MUSIC**

The Scoreboard and Music worker is responsible for operating the scoreboard and clock, including managing game time, penalty minutes, and score. They shall report to the scorer's area a minimum of 15 minutes before game time. The Scoreboard and Music Worker is a minor official and as such, should not be actively cheering during the game. Music chosen must meet copyright regulations as well as not include inappropriate nor lewd lyrics and should be played only during pauses in play.

**GAME WORKER - PENALTY BOX (AWAY) & CLOCK ASSISTANT**

The Away Penalty Box Worker is a minor official and manages the traffic flow in and out of the penalty box. The worker shall report to the penalty box 15 minutes before game time. The Penalty Box Worker shall open the door to let in player(s) serving a penalty, attentively watch the penalty clock, and open the door to release the player(s) at the appropriate time. The Away Team Penalty Box Worker will assist the Scoreboard Worker by communicating shots on goal. They may also be asked to assist the Scoreboard Worker by running the game clock start/stop switch. As a minor official, the Penalty Box Worker should not be actively cheering during the game nor coaching players in the box. If requested, the Penalty box worker may need to assist with moving the nets for ice resurfacing.

**GAME WORKER - PENALTY BOX (HOME)**

The Home Penalty Box Worker is a minor official and manages the traffic flow in and out of the penalty box. The worker shall report to the penalty box 15 minutes before game time. The Penalty Box Worker shall open the door to let in player(s) serving a penalty, attentively watch the penalty clock, and open the door to release the player(s) at the appropriate time. The Home Team Penalty Box Worker will assist the Scoreboard Worker by communicating shots on goal. As a minor official, the Penalty Box Worker should not be actively cheering during the game nor coaching players in the box.

**ADMISSIONS/GATE COLLECTION/TICKET TAKER/LOBBY ATTENDANT**

Gate Workers are the friendly face and attitude that represent our Association and may be a source of information for visitors. They are responsible for collecting gate fees, selling season passes, stamping paid fans' hands for re-entry, making change, counting cash and checks, and making game programs available to fans. They will check out locker room keys in exchange for vehicle key to visiting team coaches. The Gate Worker is responsible for moving the ticket booth to the appropriate spot for the day and putting it back after the last game. They will obtain the cash box at the beginning of the shift from the Concessions Manager and return it there at the end of the day and manage the money throughout the day (if additional change is needed, they need to contact Concessions Worker). The first Admissions shift of the day will post the locker room assignments on the white board, turn on tvs, Livebarn, and turn on lights in the facility (warming area, locker rooms, rink, bathrooms). Subsequent Admissions workers will tidy the warming area, empty warming area trashes, and restock restroom supplies during the second period of the game/during downtime.

**SECURITY WORKER**

Monitors the facility and rink for safety of players, coaches, referees, volunteers, and visitors. Directs movement of players and referees when going onto and off of the ice in the appropriate fashion. If problems develop, the Worker escorts ejected players to the locker room area or escorts a person who has been ejected from the game to vacate the premises.

**EVENT CLEANERS**

Cleans warming area, restroom, locker room, bleachers and player benches as needed. Locker rooms and warming area are to have a deep cleaning including sweeping/vacuuming and mopping following an event (weekend). Replenishes restroom supplies and takes out trashes as needed.

**ZAMBONI DRIVER**

Selected individuals must undergo and satisfactorily complete a monitored training program prior to performing ice cleaning duties.

**GAME DAY PREP**

Game Day Prep includes unlocking the board/conference room and referee room, making sure programs are printed and available for Gate/Admissions Worker, making scoresheets available, assure scoreboard is ready to be used and iPads are charged, pucks are frozen and ready for gameplay. Locker room assignments are to be posted near the entry on the white board.

**VOLUNTEER CREDITS:**

**All volunteer time not listed must be approved by the Board and/or President before credits are awarded.**

<b>VOLUNTEER POSITION</b>	<b>Approved credits</b>
<b>BOARD OF DIRECTORS</b>	
President	Exempt
Vice President	Exempt
Secretary	Exempt
Treasurer	Exempt
Board Member	35
Board Meeting Attendee	1 credit/meeting
<b>DIRECTORS/MANAGERS</b>	
Ice Schedule Coordinator	Exempt
Webmaster	Exempt
Registrar, Hockey	35
Concessions Manager	Exempt
DIBs Director	Exempt
Hockey Development Coordinator	Exempt
Equipment Manager, Hockey	Exempt
SDAHA State Delegate	25
4H Liaison	5
Key Master	10

<b>VOLUNTEER POSITION</b>	<b>Approved credits</b>
<b>COORDINATORS/CHAIRPERSONS</b>	
Team Director, Hockey- squirt & older	35
Team Director, Hockey- mite/mini-mite	10
Team Coordinator, Hockey, squirt & older	15
Disciplinary Committee Chairperson	1 credit/hr
Safety Coordinator	10
SafeSport Coordinator	10
Marketing Coordinator, Hockey/RBD Coordinator	25
Fundraising Coordinator	20
Document Day/Fundraiser Raffle Coordinator	10
Learn To Skate Coordinator	25
Vision Committee Chairperson	10
Tournament Director, Hockey (per event)	15
Referee Coordinator, Hockey	5
Assistant Equipment Manager, Hockey	20
Jersey Coordinator, Hockey	20
FanWear Coordinator, Hockey	15
Facilities Coordinator	15
Technology Coordinator	10
Zamboni Trainer	1 credit/hr
Mite of the Night Coordinator	1 credit/hr
Off-Season Program Coordinator, Hockey	1 credit/hr
<b>COMMITTEE MEMBER</b>	
Coaching, Facilities, Finance, Fundraising, Marketing, Safety, Disciplinary, Vision Committee attendance	1 credit/hr

<b>VOLUNTEER POSITION</b>	<b>Approved credits</b>
<b>HOCKEY COACHING</b>	
Coaching Director, Hockey	Exempt
Head Coach, Hockey	Exempt
Assistant Coach, Hockey	Exempt
Additional Coach, Hockey	1 credit/hr
<b>HOCKEY MINOR OFFICIALS</b>	
Penalty Box Worker, home	1 credit/game
Penalty Box Worker, away & Clock Assistant	1 credit/game
Scorekeeper/Announcer	2 credits/game
Music/Scoreboard Operator	2 credits/game
<b>FIGURE SKATING</b>	
Figure Skating Director	Exempt
Coach, Figure Skating	Paid Position
Coaching Trainee, Figure Skating	1 credit/DAY
Registrar, Figure Skating	35
Equipment Manager, Figure Skating	35
Marketing Coordinator, Figure Skating	35
Special Events Coordinator, Figure Skating	1 credit/hr
Scheduling & Coaching Coordinator, Figure Skating	35
Performance Coordinator, Figure Skating	35
Competition Coordinator, Figure Skating	5
Figure Skating Performance/Competition Help	1 credit/hr
Costume Coordinator, Figure Skating	35
Costume Assistant, Figure Skating	15
Apparel Coordinator, Figure Skating	15

<b>VOLUNTEER POSITION</b>	<b>Approved credits</b>
<b>EVENT DUTIES</b>	
Concessions worker	1 credit/hr
Cleaner, Event	1 credit/hr
Admissions/Ticket Booth Attendant, Raffle Attendant	1 credit/hr
Event Security	1 credit/GAME
Zamboni Driver, Games/Performances	1 credit/GAME
Private Party Help	1 credit/hr
Learn to Skate Attendant	1 credit/hr
Development Event Attendant, Try Hockey/Try Skating	1 credit/hr
Community Outreach Events, Riverboat Days Events	1 credit/hr
<b>GENERAL HELP</b>	
Zamboni Driver, General	1 credit/hr
Locker Room Monitor	1 credit/hr
Facility Maintenance	1 credit/hr
Cleaning, Routine	1 credit/hr
Equipment Check Out	1 credit/hr
Rink Set Up/Tear Down	1 credit/hr
Ice Installation/Removal	1 credit/hr

\* Exempted positions do not record hours and generally have additional responsibilities outside their specified role.

\*\* Any duties not listed within this table require pre-approval from the Board or President before points are awarded. These duties will be evaluated on a case by case basis.

\*\*\* The DIBs Director may alter the credit values associated with volunteer tasks at their discretion based on need and other factors.

### **HOCKEY EQUIPMENT RENTAL**

Hockey gear may be rented from YAIA. Rental fees are \$10 per item, up to \$60 total for the YAIA season. Summer equipment rental requires an additional rental fee up to \$60. Rental is subject to equipment availability. Equipment rental is for Squirt and younger players, and new players. Additional personal equipment such as undergarments, jocks/cups, mouth guards are not available for rent. Loss or damage beyond normal use of equipment is subject to replacement fees (see page 59). Goalie gear may be borrowed from the Association with a

\$150 deposit. It is the player/parent's responsibility to inspect equipment and contact the Equipment Manager for a replacement if needed.

### **JERSEYS MANAGEMENT PROTOCOL (UPDATED 10/2023)**

1. Squirt and higher level jersey sets will include a white home jersey and a red away jersey. Jerseys will be maintained and distributed by the YAIA Jersey Coordinator or designated appointee. YAIA will own jerseys, with the exception of high school players purchasing own jersey.
2. Jerseys for high school boys will have a Yankton Bucks lettering on the front, and numbers on the back and sleeves.
  - a. White jerseys will have black lettering
  - b. Red jerseys will have white lettering
  - c. If a "C" or an "A" is applied to a jersey, it is the player's responsibility to have it removed prior to the start of the next season.
3. Jerseys for high school girls will have a Yankton Gazelles lettering on front, and numbers on the back and sleeves.
  - a. White jerseys will have black lettering
  - b. Red jerseys will have white lettering
  - c. If a "C" or an "A" is applied to a jersey, it is the player's responsibility to have it removed prior to the start of the next season.
4. Jerseys for Squirt- Bantam level will have "Yankton" on the front, numbers on the sleeves and back. Numbers and logo will be applied embroidery. No nameplates will be applied.
  - a. White jerseys will have black lettering.
  - b. Red jerseys will have white lettering.
  - c. If a "C" or an "A" is applied to a jersey, it is the player's responsibility for it to be removed upon jersey check-in.
5. Jerseys will be available for player use. Players are expected to appropriately care for jerseys. If jerseys are returned at the end of the season with excessive damage, the player may be responsible for the replacement cost of the jersey. Unclean, or stained jerseys will not be accepted. It is the players responsibility to return jerseys clean, and free of stains. A cleaning fee may be assessed.
6. Jerseys will be replaced as determined by the YAIA Board under the advisement of the Jersey Coordinator. One type of standard jersey will be purchased for a) High school boys, b) High school girls, and c) squirt - bantam levels. Mite and mini-mite jerseys may be a different style jersey and may include one or two colors of jerseys. Jerseys may be ordered through Ace Bike and Fitness. K1 brand is preferred for league level teams. Mite and/or mini mite levels may utilize a lesser quality jersey.
7. As jersey sets wear out, new sets can be purchased at the discretion of the board. If a particular jersey is damaged, a single jersey or single set of jerseys may be purchased to replace the damaged jersey. Jerseys may be able to last approximately five years if properly cared for. It would be desirable to replace jerseys by sets on a rotating schedule, such that a new set is purchased annually.
8. Jersey number assignment: An individual player cannot expect to have the same number throughout their YAIA playing years. At each level of play, when jerseys are distributed, the second-year returning players will have choice preference of jersey number, starting with the highest level of play (ie: Bantam 2nd year, bantam first year, peewee 2nd year, etc.) All returning players that were squirt level and above the previous year will have first right of

refusal for their previous year jersey number, if available and appropriately sized. In the event that two players at the same level previously had the same number, choice preference goes to second year player; if both are second year players, the selection order will be determined randomly. Any new player to the level will be treated as a first year player to their particular team. Second year mites will be given their jersey from the prior season, if available and appropriately sized. The remaining mites and mini-mites will be assigned jerseys to ensure best fit without consideration given to number selection. Modifications to the distribution order may be made at the Jersey Coordinator's discretion in order to accommodate for proper sizing and limitations of jersey supply, etc. Standard goalie numbers are as follows: 1, 30, 31, 33, 35.

9. The Jersey Coordinator will determine timing of distribution of jerseys (from highest level of play through youngest level of play) and oversee that jersey check out is recorded, and the records are maintained. They will also coordinate collection of jerseys and assess the condition of the jerseys. They will determine if cleaning or repair fees are to be assessed. They will determine whether jerseys need to be replaced and will arrange for jerseys that need repair during the off season. The Coordinator will present suggested replacement jerseys in the upcoming year during the spring board meeting and coordinate placing the new jersey order. Any players receiving fees for cleaning or repair/replacement will be presented to the board for appropriate action.

**YAIA HOCKEY RENTAL EQUIPMENT REPLACEMENT COST**

<b>YAIA Rental Equipment Replacement Cost (10/2023)</b>			
<b>Item</b>	<b>Cost</b>	<b>Replacement Charge</b>	<b>Comments</b>
Helmet, hockey w/cage	\$75		
Helmet, bicycle	\$30		
Stick	\$25		
Bag, large	\$80		
Bag, small	\$55		
Skates	\$65		
Socks, pair	\$17		
Shoulder pads	\$40		
Elbow pads	\$30		
Gloves	\$50		
Breezers/pants	\$45		
Shin guards	\$50		
Goalie mask w/dangler	\$200		
Chest protector, goalie	\$180		
Leg pads, goalie	\$200		
Blocker, goalie	\$120		
Catcher, goalie	\$150		
Stick, goalie	\$80		
Jersey, game – Mini-Mite	\$30 each		
Jersey, game – Mite	\$75 each		
Jersey, game - Sq-Ban	\$120 each		
Jersey, game - HS	\$125 each		

# YAIA EXCESSIVE DAMAGE/LOST EQUIPMENT FORM

Updated 10/2023

Today's Date: \_\_\_\_\_

Player Name (Last, First): \_\_\_\_\_

Contact name, phone #: \_\_\_\_\_

Equipment Issue date: \_\_\_\_\_

~~~~~

Item #1: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

~~~~~

Item #2: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

~~~~~

Item #3: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

~~~~~

Item #4: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

~~~~~

Item #5: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

~~~~~

Item #6: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

~~~~~

Total Fee: \$ \_\_\_\_\_

Paid by: \_\_\_\_\_ Cash  or Check #: \_\_\_\_\_

Received by: \_\_\_\_\_

Submitted to YAIA Board/Equipment Manager for replacement: Y N Date: \_\_\_\_\_

## RECORD RETENTION POLICY

The Yankton Area Ice Association (“Organization”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

| <b>File Category</b>              | <b>Item</b>                                                 | <b>Retention Period</b>   |
|-----------------------------------|-------------------------------------------------------------|---------------------------|
| <b>Corporate Records</b>          | Bylaws and Articles of Incorporation                        | Permanent                 |
|                                   | Corporate resolutions                                       | Permanent                 |
|                                   | Board and Committee meeting agendas and minutes             | Permanent                 |
|                                   | Conflict-of-interest disclosure forms                       | 4 years                   |
| <b>Finance and Administration</b> | Financial statements (audited)                              | 7 years                   |
|                                   | Auditor management letters                                  | 7 years                   |
|                                   | Payroll records                                             | 7 years                   |
|                                   | Check register and checks                                   | 7 years                   |
|                                   | Bank deposits and statements                                | 7 years                   |
|                                   | Chart of accounts                                           | 7 years                   |
|                                   | General ledgers and journals (include bank reconciliations) | 7 years                   |
|                                   | Investment performance reports                              | 7 years                   |
|                                   | Equipment files and maintenance records                     | 7 years after disposition |

|                          |                                                                                                |                                       |
|--------------------------|------------------------------------------------------------------------------------------------|---------------------------------------|
|                          | Contracts and agreements                                                                       | 7 years after all<br>Obligation's end |
|                          | Correspondence — general                                                                       | 3 years                               |
| <b>Insurance Records</b> | Policies — occurrence type                                                                     | Permanent                             |
|                          | Policies — claims-made type                                                                    | Permanent                             |
|                          | Accident reports                                                                               | 7 years                               |
|                          | Safety (OSHA) reports                                                                          | 7 years                               |
|                          | Claims (after settlement)                                                                      | 7 years                               |
|                          | Group disability records                                                                       | 7 years after end of<br>benefits      |
| <b>Real Estate</b>       | Deeds                                                                                          | Permanent                             |
|                          | Leases (expired)                                                                               | 7 years after all<br>Obligation's end |
|                          | Mortgages, security agreements                                                                 | 7 years after all<br>obligations end  |
| <b>Tax</b>               | IRS exemption determination and related<br>correspondence                                      | Permanent                             |
|                          | IRS Form 990s                                                                                  | 7 years                               |
|                          | Charitable Organizations Registration<br>Statements (filed with Minnesota<br>Attorney General) | 7 years                               |
| <b>Human Resources</b>   | Employee personnel files                                                                       | Permanent                             |
|                          | Retirement plan benefits (plan descriptions,<br>plan documents)                                | Permanent                             |
|                          | Employee handbooks                                                                             | Permanent                             |
|                          | Workers comp claims (after<br>settlement)                                                      | 7 years                               |
|                          | Employee orientation and training<br>materials                                                 | 7 years after use ends                |

|                   |                                                   |                                                        |
|-------------------|---------------------------------------------------|--------------------------------------------------------|
|                   | Employment applications                           | 3 years                                                |
|                   | IRS Form I-9 (store separate from Personnel file) | Greater of 1 year after End of service, or three years |
|                   | Withholding tax statements                        | 7 years                                                |
|                   | Timecards                                         | 3 years                                                |
| <b>Technology</b> | Software licenses and support agreements          | 7 years after all Obligation's end                     |

**1. Electronic Documents and Records.**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic file that falls into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

**2. Emergency Planning.**

The Organization's records will be stored in a safe, secure, and accessible manner. Documents and financial files that is essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

**3. Document Destruction.**

The President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**4. Compliance.**

Failure on the part of members to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations

## WHISTLEBLOWER POLICY

### 1. **Purpose.**

An Organization requires board members, committee members and volunteer to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members and employees to comply with all applicable laws and regulatory requirements.

### 2. **Reporting Responsibility.**

Organization seeks to have an "Open Door Policy" and encourages board members and association members to share their questions, concerns, suggestions or complaints regarding the organization and its operations with someone who can address them properly. In most cases, a board member or committee member should present his or her concerns to the President of the Board. A board member or coordinator is generally in the best position to address the member/volunteer's area of concern. However, if a board member is not comfortable speaking with the YAIA President or is not comfortable with the YAIA President's response, the board member, coordinator, committee member, association member, volunteer or person is encouraged to speak with anyone on the Board whom the person is comfortable in approaching, or to directly contact the organizations outside legal counsel, whose contact information can be obtained from the President of the Yankton Area Ice Association.

### 3. **No Retaliation.**

No board member, committee member, or volunteer who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation or adverse consequence. An association member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within Organization prior to seeking resolution outside Organization.

### 4. **Compliance Officer.**

The Association's Board President, working with the YAIA Board officers, will act as Organization's Compliance Officer. The Compliance Officer is responsible for investigating and resolving all member complaints and allegations concerning violations of the principles and/or Code. The Association's Board Vice President or his or her designee will take on the Compliance Officer role if the complaint involves the YAIA Board President. If the complaint involves both the President and Vice President of the YAIA, outside legal counsel will carry out the functions of the Compliance Officer.

### 5. **Accounting and Auditing Matters.**

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the Committee until the matter is resolved.

### 6. **Requirement of Good Faith.**

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not

to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**7. Confidentiality.**

Violations or suspected violations may be submitted on a confidential basis by the Complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

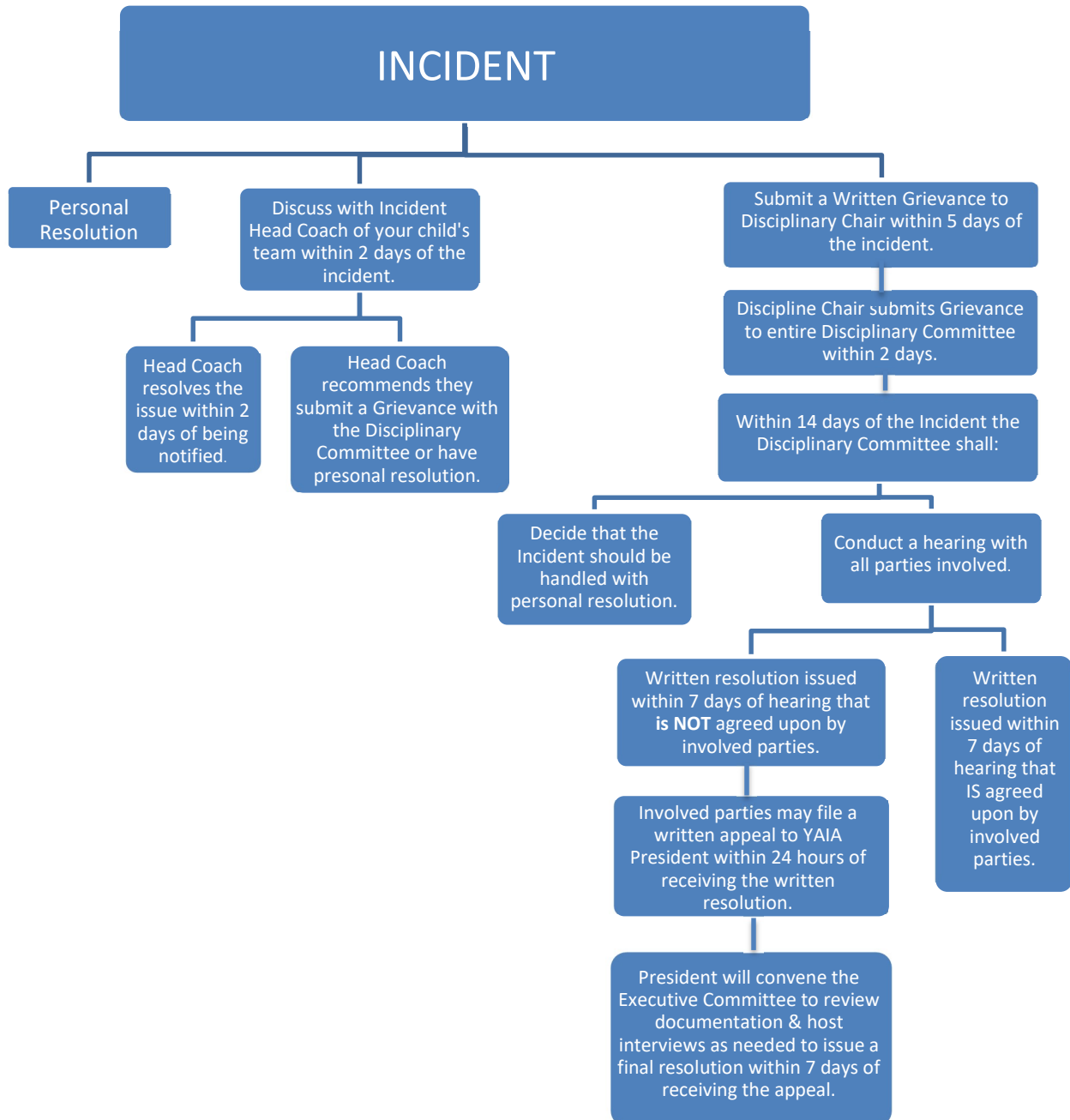
**8. Handling of Reported Violations.**

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

## YAIA DISCIPLINARY GRIEVANCE PROCESS

A written grievance form must be completed. See next page for form.

Email Grievance form to: [discipline@yanktonice.org](mailto:discipline@yanktonice.org) or personal delivery to YAIA President to deliver to Discipline Committee Chairperson.





# YANKTON AREA ICE ASSOCIATION

## BOARD OF DIRECTORS - CODE OF CONDUCT

**PURPOSE** - The purpose of this policy is to establish general standards of conduct required of members of the YAIA Board of Directors. If applicable, board members are required to annually sign a Conflict-of-Interest Policy. Any other applicable federal, state and/or local law, including YAIA Bylaws, shall govern in the event of any conflict between such applicable law and this policy.

**GENERAL STANDARDS OF CONDUCT** - In order to fulfill its responsibility and support the vision, mission, values and goals of the YAIA, the Board functions as a collegial unit. The Board functions well as a unit when the individual members act ethically, are committed to working together, operate in a non-partisan manner and speak with one voice. The Board creates a positive climate when it focuses on the future, acts with integrity and civility, and uses its influence appropriately.

**AUTHORITY TO ACT** - Each board member is strongly encouraged to contribute his or her talents and perspectives to the Board. Although board members are free to respectfully voice their personal opinions, no board member has the authority to act on his or her own to further a personal agenda.

**ACCOUNTABILITY** – Each board member is expected to attend scheduled meetings regularly, to participate in the meetings with opinions and ideas and to recognize and respect the opinions and ideas of other board members as diversity in thought is necessary for a healthy functioning board. It is the responsibility of each board member to hold him/herself accountable in additions to holding each other accountable in accordance with the conduct code.

**INFORMED DECISION-MAKING** - Board members strive to make informed decisions based on sufficient information, thoughtful deliberation, and comprehensive understanding of issues. To achieve that goal, board members gather information by listening, asking questions, analyzing materials, and exploring issues thoroughly in conjunction with members, other board members, employees, volunteers and other constituency groups.

**SUPPORT FOR YAIA RULES AS PRESENTED IN THE YAIA HANDBOOK** - YAIA administrative and participation rules are detailed in the YAIA Handbook. In addition, YAIA, is an affiliate of USA Hockey, SDAHA Hockey and ISI Figure Skating, and follow the USA Hockey, SDAHA Hockey and ISI Figure Skating rules as outlined in their respective handbooks. However, as the YAIA evolves, changes to the rules outlined in these handbooks may be necessary and, to that end, expression of the ideas and opinions are also necessary. Expression of such ideas and opinions should be done with respect for the existing rules, their creators and current board members.

**OFFICIAL SPOKESPERSON** - Board members are the stewards of the organization and advocates of its policies and programs. The official spokesperson for the Board is the President of the

Board or the President's designee. Whenever a Board member issues a written or oral statement to anyone that could conceptually become public information, the statement should be identified as a personal opinion of the Board member and not the official position of the YAIA, unless specific permission to speak officially was granted by the Board.

**ACTIONS** – The following steps need to be followed if the behavior by a board member is not reflecting the Code of Conduct.

- a. Discuss the concern with the board member whose behavior is being perceived inappropriate.
- b. Discuss with the President if self-action has not corrected the concern.
- c. If the behavior is confirmed and continues after meeting with the President or committee/group, a process of removal will be discussed by complete board as directed in the bylaws.

**Removal** If the Board determines that the conduct of a board member has violated the member's professional or fiduciary responsibilities, Board policies or other governing law, the Board may recommend that the member be removed from the Board, for cause, or establish such other discipline as the Board deems appropriate.

**I have read and agree to the terms of the code of conduct as stated above,**

**Name & Board Position:** \_\_\_\_\_

**Board Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# YAIA Bylaws

## ARTICLE I: NAME

This Association shall be known as the Yankton Area Ice Association (hereinafter YAIA).

## ARTICLE II: PURPOSE

The purpose of YAIA shall be:

- To organize and operate as a not-for-profit organization for social welfare, civic improvement, and other similar purposes, and be incorporated within the state/provincial statutes as such.
- To provide the youth of the Yankton area opportunities, both recreational and competitive at the lowest possible cost.
- To provide a recreational facility that will facilitate lifetime lessons in responsibility, physical fitness, discipline, cooperation, sportsmanship, teamwork, leadership, and fun with peers and family.
- To continue to improve the methods used in YAIA efforts and activities.

## ARTICLE III: JURISDICTION

Any member of YAIA automatically comes under the jurisdiction and control of the local, district and state associations affiliated with USA Hockey, SDAHA, ISI and/or USFS. While YAIA shares jurisdiction with those affiliated entities, any final decisions made by YAIA with respect to its members, parents of members, officers, directors or with respect to its finances or property are binding upon all said members, parents of members, officers and directors and are only subject to re-evaluation at the sole discretion of YAIA Board of Directors consistent with these bylaws.

## ARTICLE IV: MEMBERSHIP

There shall be two groups that comprise the membership of YAIA:

- YOUTH MEMBERS shall be comprised of all individuals under the age of 18 who are registered to participate in YAIA activities.
- VOTING MEMBERS shall be comprised of individuals 18 years and older who hold paid and approved membership in YAIA.

## ARTICLE V: DIRECTORS

Authority: The government and authority of YAIA shall be vested in its Board of Directors.

That Board shall:

- Establish the policies for YAIA.
- Organize and supervise all activities within YAIA.
- Have the management and control of the property and affairs of YAIA.
- Elect the officers of YAIA.
- Have all the powers that may be exercised by a Board of Directors pursuant to law, except as otherwise provided in these bylaws.

Composition: The Board of Directors shall be composed of elected members. The Board shall consist of no less than 7 and no more than 17 elected board members.

**Terms of Office:** Each Director shall serve a three-year term beginning with the general meeting immediately following the election. A Director is limited to serve two consecutive terms (six years) but may run for re-election after an absence from the board of at least one year. No more than 1/3 of elected director positions will be up for election in any given year.

**Vacancies:** Vacancies of a Director shall be filled for the unexpired term by a nomination process and election among the remaining Directors.

**Removal of Directors:** Any Director may be removed from office by a two-thirds vote of Directors qualified at a meeting called for that purpose with proper notice to the person involved. A statement drafted by the Executive Committee of the proposed removal of such Director shall be sent by registered or certified mail to the Director at his/her last recorded address at least 15 days before action is taken. The Director shall be given an opportunity to make a presentation at the time and place mentioned in such notice.

#### **ARTICLE VI: OFFICERS**

All officers shall be elected annually within the Board of Directors and will consist of President, Vice President, Secretary and Treasurer. The officers shall have such powers and duties as are prescribed in these bylaws and as delegated by the Board of Directors.

All officers shall hold office for one year or until their successors are duly elected or appointed as provided in these bylaws. In the event that any office becomes vacant for any reason, the remaining term of the vacancy shall be filled by a majority vote by the Board of Directors.

**PRESIDENT:** The President shall:

- Serve as the executive officer of YAIA.
- Preside at all meetings of the membership and of the Board of Directors.
- Be an ex officio member of all committees, generally supervise over YAIA affairs and perform such other duties as are ordinarily incumbent upon a president.
- Shall represent YAIA in supporting organizations (i.e. SDAHA).

**VICE PRESIDENT:** The Vice President shall:

- Perform such duties as are ordinarily incumbent upon the Vice President.
- Perform other duties as may be assigned by the President or Board of Directors.
- Serve as the board representative on the Disciplinary Committee.

**SECRETARY:** The Secretary shall:

- Keep and maintain the minutes of all meetings of the Board of Directors, business meetings and all records of voting membership and attendance in the form and manner prescribed by the Board of Directors.
- Prepare minutes of the Board of Directors meetings and make them accessible to the membership within 10 days of the meeting. The method of distribution and other correspondence will be in the form and manner prescribed annually in the handbook.

**TREASURER:** The Treasurer shall:

- Provide monthly financial reports to the Board of Directors.
- Manage all deposits collected.
- Disburse all payments required for the operation of YAIA.
- Prepare and file all reports required by the Board of Directors.

- Prepare an annual statement for the YAIA annual meeting.
- Perform such duties as are ordinarily incumbent upon a Treasurer.
- Chair the Finance Committee.
- Assist in the formation of the YAIA annual budget.

#### **ARTICLE VII: ELECTION PROCEDURE**

Elections will be overseen by a member selected by the Board of Directors who shall act as the election official. The Board will also select an impartial individual to tally all the submitted ballots.

- Voting members will be notified of expected vacancies on the Board of Directors no later than January 15.
- Nominations will be accepted from any voting member in good standing prior to February 15.
- The slate of candidates will be announced no later than March 1.
- Upon completion of the election, announcement of the successful candidates will be made to the voting members within seven days.

Only voting members in good standing (as outlined in the current member handbook) shall be eligible to hold office or vote.

Each voting member shall be allowed only one vote. Proxies will not be recognized. Additional voting processes will be conducted in compliance with the rules set forth in the current membership handbook.

#### **ARTICLE VIII: MEETINGS**

**REGULAR MEETINGS** of YAIA shall be held at such time and place as may be determined by the Board of Directors with 21 days notice given to the voting membership. The YAIA Board of Directors will meet a minimum of 8 times annually to conduct regular business operations of YAIA.

**SPECIAL MEETINGS** may be called by the President or a majority of the Board of Directors. When possible, membership will be notified of special meetings at least three days in advance of the meeting and advised what business will be considered. No other business may be conducted at the meetings. Meeting minutes will be distributed to the voting membership as stated in the secretarial duties.

The **ANNUAL MEETING** will be conducted in May. This is the month prior to the end of the fiscal year, June 30. The purpose of the annual meeting is to approve a financially responsible budget and announce officers for the upcoming year.

Robert's Rules of Order shall govern all situations not covered in these bylaws.

**Quorum:** The majority of the meetings conducted by the Board of Directors, unless otherwise stated, will require a simple majority present to constitute a quorum. A simple majority would be half the members plus one, or a minimum of 51% of board members present to conduct the meeting.

## ARTICLE IX: COMMITTEES

**Standing Committees:** The Standing Committees of YAIA shall be, but not limited to: Executive, Finance, Disciplinary, Coaching and Facilities. The YAIA board shall approve committee chairs by a majority vote.

Each committee will be approved by the Board of Directors based upon recommendations of the committee chair. All members of a committee, except an ex officio member and as otherwise provided in these bylaws, shall be entitled to vote on any matter before that committee. Advisors will be appointed by the YAIA Board of Directors as needed.

**Executive Committee:** The Executive Committee shall be chaired by the President. The Executive Committee shall consist of all of the sitting officers of YAIA. The Executive Committee shall be empowered to act on behalf of the Board of Directors between regular meetings.

**Finance Committee:** The Finance Committee shall be chaired by the Treasurer. The Finance Committee will be responsible for fiduciary guidance to YAIA. This committee shall meet as needed and make recommendation to the Board of Directors regarding the financial status of YAIA. This committee is expected to perform tasks as may be assigned by the President or Board of Directors.

**Disciplinary Committee:** The Disciplinary Committee meetings shall be attended by the Vice President but chaired by another elected individual. It shall be the duty of this committee to consider the discipline of players, performers, coaches and members as situations warrant.

- This committee shall permit the individual involved, one representative on his/her behalf, and such witnesses as the committee deems necessary the opportunity to present their versions of the incident at a hearing which shall be held within 14 days following the incident.
- This committee shall also consider the reports, oral and written, as prepared by the referee, linesmen, judge or minor officials present during the incident, together with such other evidence as it deems relevant.
- This committee shall issue its written decision within 7 days following the hearing.
- Any decision of this committee may be appealed to YAIA President within 24 hours following receipt of the written notice of the decision. Final resolution of the appeal will be determined by the Executive Committee.
- Additional discipline shall not be imposed by reason of an appeal. This committee and the Board of Directors shall constitute the “proper authorities” and “proper disciplinary authority” within South Dakota under the USA Hockey Playing and Administrative Rules or other appropriate authority.

**Coaching Committee:** The Coaching Committee shall be chaired by the Director of Coaching. The committee will be responsible for all matters involved in the coaching process, including but not limited to certification, selection and assignment of coaches, methods of coaching, player organization and structure. Prior to each season and contact with the players, the Coaching Committee will present a list of coaches assigned at each playing level to the Board of Directors for approval. The Coaching Committee shall also be responsible for elevating concerns to the Disciplinary Committee when warranted.

**Facilities Committee:** The Facilities Committee will be chaired by a Board of Director who will be responsible for care, maintenance, and improvement to the shared YAIA/4-H facilities. The committee will serve as liaison between the two organizations as facility matters are concerned.

#### **ARTICLE X: FINANCES AND PROPERTY**

- All income received shall be for the non-profit purposes of the organization and no part of the income shall benefit any officer or member.
- No officer, director, or member of YAIA shall accept any property, contribution, gift or bequest without authorization of the Board of Directors.
- No officer, director, or member of YAIA shall disburse or accept any funds or moneys without authorization of the Board of Directors.
- The Board of Directors shall decide all matters pertaining to YAIA finances. An annual financial review will be arranged with an independent party to ensure sound financial responsibility.
- YAIA owns the identity of the organization, its teams, and facilities. No person shall use the name, mailing list or official insignia of YAIA without authorization of the Board of Directors, which is to be confirmed in writing by the Secretary.
- The fiscal year of YAIA shall be July 1st to June 30th of each year.
- Annual membership dues for the upcoming season shall be specified by the Board of Directors no later than June 30.
- Any fundraising activity on behalf of YAIA shall be approved by the Board of Directors.

**Indemnity:** YAIA hereby determines to provide for the absence of monetary liability of Officers and Directors of YAIA when the duties of said Officers and Directors are performed in good faith, with the belief that actions taken are in the best interest of YAIA, and when reasonable care is taken. YAIA may, by resolution of the Board of Directors, provide indemnification of any and all of its current or former Officers and/or Directors against expenses, fines, judgments, settlements, and other amounts actually and reasonably incurred in connection with the defense of any actions, suits, or proceedings in which any of them are made parties, or a party, by reason of having been Officers and/or Directors of the Association except in relation to matters as to which said Officer(s) and/or Director(s) shall be adjudged in such action, suit, or proceeding, to have failed those standards set forth in any applicable laws regarding the performance of any duty and to such matters as shall be settled by agreement predicated on the existence of liability pursuant to a failure to meet those standards.

Expenses incurred in defending any proceeding may be advanced by YAIA prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the Officer(s) and/or Director(s) in such capacity or arising out of the Officer's and/or Director's status as such. YAIA has the power to purchase and maintain insurance on behalf of any Officer and/or Director of the Association against any liability asserted against or incurred by the Officer and/or Directors in such capacity or arising out of the Officer's and/or Director's status as such.

**Dissolution or termination:** Upon the dissolution or termination of YAIA, the Board of Directors shall, after resolution of all liabilities, transfer all property and assets to another 501c3 organization(s). No part of the property of the organization or any of the proceeds shall

be distributed for the benefit of any private individual. Any remaining assets shall be disposed of by the Circuit Court of Yankton County, in accordance with the above described purposes.

**Governing law:** The bylaws of YAIA shall be governed by and interpreted according to the laws of the State of South Dakota.

#### **ARTICLE XI: AMENDMENTS**

The bylaws may be altered, amended, or appealed and new bylaws adopted by a super-majority vote of the Board of Directors. For the purposes of Article XI, a super-majority is achieved with 76% approval of the entire voting Board of Directors. A minimum 30 day notice will be given to the voting membership prior to an amendment vote.

**(2004 ByLaws Signed by D. Petersen, Pres. and D. Javrek, Sec.)**

**(Amended bylaws voted on by members September 2011)**