

# JOHNSON COMO NORTH ST. PAUL HOCKEY ASSOCIATION

## RULES AND GUIDELINES

### Table of Contents

Introduction/Mission .....	2
Guidelines	
Registration and Refunds .....	3
Ice Scheduling .....	3
Disciplinary Action .....	4
Parents' and Fans' Conduct .....	7
Rules	
Eligibility .....	8
Sportsmanship .....	8
Discipline .....	9
Divisions/Tiers and Advancement .....	9
Equipment .....	9
Coaches Selection .....	10
Team Selection .....	11
Game Rules .....	12
Fundraising .....	12
Tournaments .....	14
Insurance.....	14
Bylaws .....	16
JCNSP Coaches Code Book.....	22
Parent Responsibilities .....	23
Parent Code of Conduct .....	25
Player Guidelines and Code of Conduct.....	26

*Rules & Guidelines last updated at the Board of Directors Meeting conducted on August 5, 2015 and via E-Mail vote September 3, 2015.*

## **Johnson Como North St. Paul Hockey Association Mission Statement and Purpose**

The mission of the Johnson Como North St. Paul Hockey Association (hereinafter JCNSPHA) is to empower all players with the knowledge, skills, and attitudes for success through the principles of fair play and good sportsmanship in the game of hockey. This programs goal is to form a competitive hockey association that will host traveling hockey teams.

To accomplish this mission, the coaches will emphasize individual player skills and team skills, in an environment in which youth players can learn the basic skills and rules of ice hockey, master these skills and have fun while developing a life long interest in hockey.

These Rules and Guidelines when combined with our bylaws, are presented and published for our Board, Parents, Coaches, Managers and Players and will serve as information and guidance for all as we together strive to achieve the Mission herein stated.

JCNSPHA is a strictly non-profit association and is affiliated with, and governed by, the rules of Minnesota Hockey (MN HOCKEY) and USA Hockey (USA HOCKEY).

## **Johnson Como North St. Paul Hockey Association (JCNSP)**

The Johnson Como North St. Paul Hockey Association (JCNSP) was formed by a merger between Johnson Como Hockey Association and the North St. Paul Area Hockey Association in 2015 and is registered with the State of Minnesota as a non-profit corporation. It is operated by volunteers and is totally self supporting through registration fees, fundraising events, donations, and team sponsorships from the business community. It is run by several officers and a Board of Directors. The first ten member Board was appointed by the Boards of each of the founding associations. Annually, hereafter, a number of Board members will be elected by the members of JCNSPHA. The monthly Board of Directors meetings are open to all members.

JCNSP is an affiliate member of USA Hockey and Minnesota Hockey. As an affiliate member, JCNSPHA has agreed to abide by USA, Minnesota Hockey, and District 8 guidelines.

These rules and guidelines are effective with the start of the 2015/2016 hockey season

and will remain in effect until they are specifically amended by the JCNSPHA Board of Directors or are superseded, where applicable, by changes in USA Hockey/Minnesota Hockey or District 8 rules and regulations.

## **Guidelines**

JCNSP has developed the following guidelines for all participants.

### **A. Registration and Refunds**

1. Each player shall register with USA Hockey and JCNSPHA.
2. An annual registration fee as determined by the JCNSP Board of Directors shall accompany each registration. All players shall register and pay the basic amount set by JCNSP for their age level, including either contracting for fundraising or paying the Fundraising fee, in order to play.
3. Player registration will include the parent or guardian signature or e-signature of approval, said approval is consent to all terms and conditions as set forth in the contract.
4. Any deliberate falsification of information on a registration form will mean an automatic dismissal from JCNSP.
5. A late fee may be assessed at the discretion of the Registration Director and/or the JCNSP Board for registrations received after the published registration dates.
6. Players who are injured and have to miss more than 50% of the season shall be given a prorated refund. (Note: Refunds exclude fundraising and USA/MN Hockey Registration Fees.)
7. Families who are in need may qualify for a payment plan. Such plans need to be approved in advance by Treasurer and an additional Board Member. Failure to follow an approved payment plan without making advance plans with the Treasurer shall result in a revocation of voting rights and may result in the skater not being allowed to try out for upper level teams or simply dismissal from JCNSP. Such failure will disqualify a family for obtaining a payment plan in future years.

### **B. Ice Scheduling**

The JCNSPHA Board of Directors has adopted a philosophy that places more emphasis on practice and teaching fundamentals than on games. A three (3) to one (1) practice to game ratio is recommended during the regular season. Generally, practice time shall be shared to increase ice time for practice and to keep costs down.

1. The Director for Ice Scheduling will allocate ice to the teams.
2. Ice should be allocated to teams based on level and /or classification, allowing for shared practices, full sheet practices, league games, and playoff games.
3. Coaches may decide to arrange shared ice practices between themselves, in addition to those set by the Ice Director. This will increase ice time for players.
4. No one, other than the Ice Director or the Board of Directors shall contract for ice individually. Any Coach or parent that buys ice shall be solely liable for the total cost.
5. Consideration will be made for age when allocating and assigning or selecting ice times. Note: Mite age players shall be given the best available ice hours on weekends and during the week.
6. Situations will arise where initially scheduled ice time cannot be used due to conflicts such as tournaments or school events; the following guidelines shall be used:
  - a. Exact exchange of hours between coaches is allowed.
  - b. Hours that are not exchanged are lost. The Coach or Manager shall contact the Ice Scheduler as soon as possible. Lost hours will be allocated to a different team and are not cause for obtaining additional hours.
  - c. Coaches are required to submit any game reschedules to the JCNSP Ice Director and the appropriate individuals as designated by District 8.
7. All ice schedules shall be posted by the Ice Director on the JCNSPHA Website and if possible at Phalen and Polar Arenas.
8. There is no guarantee that the number of ice Hours will be allocated exactly equal for each team in any level. The Ice Scheduler and the Association strive for fair distribution of Ice.

### **C. Disciplinary Action**

Any player, coach, manager, parent or guardian, spectator or fan, or any other person or organization that fails to comply with or violates any of the Constitution, Bylaws, Rules, and/or Guidelines of this organization, may be suspended from participation or attendance as is deemed appropriate by the JCNSP Board of Directors.

As an organization, problems should be escalated in the following manner:

1. **Directly within your team.** If you have a problem or Grievance the

Coach is the first person that you should contact. He or She may be able to help you resolve your issue.

**2. ACE Coordinator or SafeSport Coordinator.** The next level of escalation should be to the ACE Coordinator or the Safe Sport Coordinator. If your problem/Grievance can not be solved at that level it will be escalated to the Grievance Committee. This level of complaint needs to be in writing. Email is acceptable as long as it is from a recognized account.

### **3. Grievance Committee**

A Grievance Committee (3-5 members) shall consist of a panel of Board Members and be appointed by the President per grievance. The Grievance Committee shall have the power to suspend. The Chairperson of the Grievance Committee for the first year of operation is the Vice President.

a) *Filing Complaints.* A grievance may only be commenced by a written complaint, email does suffice unless it is from an anonymous source. Any member, person, coach, or volunteer or official may file a complaint regarding any player, member, Board Member, team or incident arising from participation in JCNSP events. Complaints arising out of game situations or other specific occurrences must be presented no less than 24 hours and no more than 72 hours after the game or event.

b) *Grievance Process.* The Grievance Committee shall make every reasonable effort to handle any grievance within seven (7) business days after receipt of complaint. All parties involved in the incident and witnesses shall be given the opportunity to give their version of the facts. The Grievance Committee may limit the time of each party's presentation, as long as each party has substantially equal time to present their case.

Automatic suspensions involving violations of USA Hockey, Minnesota Hockey and District 8 rules do not require a hearing. Email notification of the Grievance Committee's decision shall be sent to all parties concerned.

If a parent/guardian refuses to comply with concession stand shift or tournament shift obligation, or any other volunteer requirement, there will be a requirement that the violating party appear in front of the Grievance Committee. The Grievance Committee may, but is not limited to, impose a financial sanction up to the full cost of the program as articulated in the contract.

Any decisions made by the Grievance Committee may be appealed in writing to the entire JCNSP Board of Directors as long as said appeal is received within ten days after email notification was sent.

## **2. Players' Discipline**

Player discipline problems involving any member of any team in the JCNSP program are subject to the following disciplinary procedures:

1. Responsibility to report discipline problems lies with the following:

- Head coach of the player with discipline problems
- Head coach of any team in the JCNSP program
- Any game official – volunteer or sanctioned
- Any member of the JCNSP Board of Directors

Normally coaches, referees, and other game officials will assess disciplinary action for infractions during play. Game conduct infractions such as kicking, spearing, butt ending, match penalties, etc. as well as non game problems requiring further action will be immediately submitted by email to the Grievance Committee chair.

2. When a player is reported, by email to the JCNSP Grievance Committee, the player is subject to the following minimum disciplinary actions:

Suspension from game play, but not from practice, until a hearing determines action.

First incident: One game suspension at the discretion of the player's head coach or a JCNSP grievance hearing.

Second incident: Mandatory two (2) game suspension imposed by player's head coach and a review by the JCNSP Grievance Committee for further action. This review will involve the player, parents, coaches, and the members of the Grievance Committee. (The two-game suspension will involve the following two league games.)

Third incident: Immediate review by only the JCNSP Grievance Committee with a vote on season suspension mandatory. Failure of a suspension vote will require discipline no less severe than that for a second incident.

### **3. Coaches, Managers, and Game Officials**

1. Coaches, managers, and other game officials are responsible for implementing and enforcing the JCNSP Board of Directors' disciplinary guidelines. The personal conduct of all coaches, managers, and game officials should reflect these guidelines. Failure to do so will be cause for review of their performance by the Grievance Committee.

2) Coaches must exercise their options in disciplining a player or players. These options are:

- Sitting a player for infractions committed on or off the ice
- Discussing a persistent problem with the player's parents
- Contacting the Grievance Committee Chair via email when a major match penalty has occurred and/or with a continuing problem.

If a disciplinary problem involves JCNSP teams or players, Minnesota Hockey and/or District 8 will act on whatever penalties such as misconduct, game misconduct, or gross are involved. Unsportsmanlike conduct, a minor penalty, will also be handled by Minnesota Hockey and/or District 8 if such actions persist.

**Discipline and good sportsmanship are expected of our players, coaches, managers, parents and fans – WIN OR LOSE.**

These procedures and disciplinary actions are at the sole discretion of the JCNSP Grievance Committee and the JCNSP Board of Directors. The stated procedures may be modified and the stated penalties may be increased and may be imposed in addition to any penalties imposed by current Minnesota Hockey and/or District 8 disciplinary guidelines when applicable.

#### **D. Parents/Fans' Conduct**

1. Parents' support and involvement in our program is vital to its success. However, the rights of parents and fans at any given game, scrimmage, or practice is solely restricted to the enjoyment and spectating of that event.
2. Parents and fans must show respect for all players, teams, parents, fans and officials. At games, we must consider the impact of our actions on our youth. If our actions are of support and positive reinforcement, we can be sure that our players will know it and be proud of their team and JCNSP. If we conduct ourselves otherwise, this too will be reflected in players conduct. Abuse of players on any team, coaches, managers, or game officials will not be tolerated.
3. The JCNSP Board of Directors will deal with actions by parents and fans that are not consistent with JCNSP policy.
  - Coaches and Referees, have been instructed to advise the JCNSP Board of Directors of actions by parents/fans which are not conducted within JCNSP rules and guidelines and which are not in the best interest of amateur hockey.
  - Verbal abuse, including offensive and negative criticism, should be eliminated. Any parent or fan conducting themselves in this manner will be asked to leave the ice arena.
  - Similar conduct occurring after an event is completed will result in a ban from future events.

- Continued problems by a parent may result in that parent's player being unable to continue play during the game involved.
- Game officials have the option of penalizing a team for such disturbances as well.
- Repeated incidents of this nature by an individual or group will be reviewed by the JCNSP Grievance Committee for resolution.

4. Parents should first try to resolve any problems arising with their player's team coaches. If the problem cannot be resolved, the next step is to contact the ACE or SafeSport Coordinator as appropriate for resolution. Direct discussion with Game Officials is not permitted.

5. Parents that have problems with Game Officials must submit them in writing to the head coach who may forward it to the appropriate level Director or to Minnesota Hockey District 8.

6. There are rules with Minnesota Hockey that limit the behavior of Spectators standing by the boards. These spectators should not interact with the players, officials or bench nor may they distract the Goalkeeper. Spectators along the boards may be asked to move or be expelled from the arena by the referee for violation of this rule. In an appropriate case, the referee may even declare the game to be forfeited to the team of the Goaltender being distracted. **Coaches should advise parents and other fans of this rule.**

Each team is responsible for the conduct of its fans. Should fan conduct become so abusive that, in the referee's opinion it's distracting to the game or inciting the players, the referees may stop play and ask the appropriate coach to have specified individuals removed from the arena. Failure of the coach to cooperate with the referee's request within two minutes will result in a bench minor penalty and a warning from the referee that after two additional minutes the game will be forfeited. Such a situation will be immediately reported by the referee to the Supervisor of Officials who will then inform the appropriate District 8 representative(s).

## **Rules for all Players/Coaches/Managers/Teams**

### **A. Eligibility**

1. Any youth living within the boundaries set by MN Hockey for JCNSP. (Generally that is: all of the city of Saint Paul except for an area that is both South of 1-94 and West of 35E; and North High School boundaries of District 622) is eligible to play, providing conditions of registration are met. The player must also be within the age limits prescribed for level of play by Minnesota Hockey. Any youth living outside the boundary areas must seek a waiver (Either based upon a school within the boundary described above or based on another reason) from their home association and seek JCNSP approval in order

to be registered in the association.

2. Current Minnesota Hockey rules shall determine the cut off dates for assignment to age level playing groups.

3. A birth certificate and a parent or guardian signed statement will be required to establish eligibility. During the first year of play in the program the copy of a players' birth certificate must be on file or turned into the Registration Director prior to tryouts. This must be done to comply with USA Hockey and Minnesota Hockey sanctioning. Players may not practice or play until this is done.

## **B. Sportsmanship**

1. Poor sportsmanship by players **will not** be tolerated, and will result in immediate discipline by the coach. If further action is needed, the player may be disciplined by the JCNSP Board of Directors as described herein.

2. Coaches should show good sportsmanship at all times. This includes refraining from the use of language that would be offensive, or not age appropriate when considering the level of skater on their team.

## **C. Discipline**

1. Each Player (and coach/manager/parent/fan) must abide by the discipline rules and guidelines stated in this publication.

2. A player receiving a game misconduct penalty will be suspended for the remainder of that game and the next two games.

3. A player receiving a second match penalty in any season must appear before the JCNSP Grievance Committee.

4. The use, consumption or possession of mood altering chemicals by players will not be allowed. Mood altering chemicals include tobacco, beverages containing alcohol, marijuana, or any substance defined by law as a controlled substance. It is not a violation for a player to use, consume or possess a legally defined over-the-counter drug or a drug specifically prescribed for the player and for the player's own use. Any player caught violating this rule will be required to meet with their parents and coaches to discuss the incident and its consequences. The incident will be reported to the JCNSP Board of Directors and the first offence will result in the offending player's season being terminated and all JCNSP equipment shall be returned immediately. No fee or fundraising refunds will be issued to players who are removed due to violation of this rule. NO EXCEPTIONS!

## **D. Divisions/Tiers and Advancement**

1. The divisions and age limitations shall be in accordance with Minnesota Hockey Rules and Regulations. This information can be found on the MN

Hockey website.

2. Advancement of Players to the next Level Age Division. JCNSP is in agreement with Minnesota Hockey, believes that all players should play at the appropriate age level.

## **E. Equipment**

1. From time to time the association may issue equipment and/or jerseys to the players for their use. This equipment remains the sole property of the association and shall promptly be returned to the association if the player terminates his or her relationship with the association for any reason. This includes players that leave by choice, are terminated and those who “graduate” from the program due to age.

2. Regardless of equipment availability Personal equipment for all skaters includes skates, stick, helmet with USA Hockey – H.E.C.C. approved face mask, internal colored mouthguard connected to the helmet with a strap (the mouthguard must cover all upper teeth), protective cup or pelvic protector, jersey, shin pads, elbow pads, shoulder pads, breezers or girdle and hockey gloves. (This includes the Mite level.) All items listed are mandatory.

3. All players must wear all protective equipment during all games and practices.

4. Goalkeeper Equipment – Goalies equipment shall include skates, helmet with face mask with throat protection, shoulder pads, chest protector, shin pads, protective cup or pelvic protector and throat protector. All items listed are mandatory.

5. Failure to wear mandatory equipment can result in a penalty. Players are reminded that this means the mouthguard must be inserted and not left hanging loose.

## **F. Coaches Selection**

1. All head coaches wishing to return for the next season should make their intentions known to the Ace Coordinator by March 1st of the current year. Returning head coaches will be given first opportunity for their current position, barring significant negative feedback from members of the association. Wherever possible head coaches will not be parent coaches if they have a child who is a player on their team.

2. New A-level head coaches will go through an interview process. A Coaches Selection Committee shall interview each candidate and make a

recommendation to the Board of Directors. The Board of Directors reserves the right to approve a returning head coach without the interview process.

3. Head coaches at other levels shall be subject to approval by the Coaches Selection Committee and/or the Player/Coach Development Director.

4. Coaches evaluations will be handed out to all players/parents. Coaches evaluations should be returned to the Player/Coach Development Director for tabulation and review.

5. Each coach shall have at least one assistant coach. Assistant coaches are selected by the head coach of each team.

6. All coaches are required to be certified according to the USA Hockey Coaching Education Program guidelines and complete the age appropriate module and SafeSport. All coaches must pass the required background check.

## **G. Team Selection**

### **1. Purpose**

The purpose of the tryout process is as follows: To provide a fair and equitable environment for all players to compete in free from the distraction of spectators and parents.

### **2. Format**

a.) All players trying out for a JCNPS Team are required to attend try-out sessions. These will involve skill drills and inter-squad scrimmages. The quantity of skaters and quality of abilities will determine the number of skaters in each pool.

b) All players will be furnished with a numbered try-out jersey. No player shall wear any other jersey or otherwise dress in any way that tends to draw special attention (e.g., odd colored or non-matching socks, extraordinary helmet decorations).

c) The Evaluators will select the top 2/3 of the team, and the coaching staff will pick the remaining 1/3 based on input from the evaluators.

d) Coaches should form teams in the best interest of the team and not the individual players.

e) Any level with multiple teams will be organized to divide talent within the age groups as equally as possible. (Example: 2 B teams, or 2 B2 teams)

3. Number of Players: The goal of the Association is to host 17 member teams: 15 skaters, plus 2 goalies. The total number of players registering per level will dictate the exact size of the teams.

#### 4. Player Responsibilities during Tryouts

a) Each player must attend as many sessions as possible. Every player can have a bad day or have a poor performance if over tired or hungry. Having the evaluators observe multiple session will result in a truer image of your skater.

b) Any inappropriate conduct could affect a player's tryout rating. Penalty situations during scrimmages, such as illegal checking, tripping, elbowing, and foul language, may also affect a player's rating.

#### 5. Parents' Responsibilities during Tryouts

a) Parents should not approach or talk to evaluators before, during or after tryout sessions.

b) All communications by a parent regarding his/her child must be done only with the appropriate tryout coordinator.

#### 6. Ill/Injured Skaters

All players must attempt to be on the ice for evaluations and tryouts. When a player is not able to participate due to illness or injury, the parent is responsible for contacting tryout coordinators. Past performance and previous coaches' input can be used to place an ill/injured player at the proper level of play. There is a very small window of time that skaters can be shifted between levels. A player who does not try out may be placed on a C team until such time as the skills can be evaluated.

#### 7. High School Tryout Policy.

Bantams or 14U Girls who are trying out for their high school team need to alert the association of this intention during registration. If a skater try's out for a team on our association, that is considered a commitment to play. Once this level of Commitment has been reached the player would only be entitled to a partial refund of no more than 50% of the registration fee for that level of hockey. If a player fails to alert JCNSP of their intention to try out for High School, but subsequently tries out for the high school team, then no fees will be refunded and that player remains liable to the association for all fees owed for that level and must immediately return all equipment in their possession or pay the full cost of replacement equipment for the association.

### **H. Game Rules**

1. USA Hockey/Minnesota Hockey rules of play and District 8 rules apply.

These Rules are available at <http://www.minnesotahockey.org/> and at <http://www.stickstats.com/>

### **I. Fundraising**

1. All players registered with JCNSP must decide if they are going to pay the full cost of the program or take part in the fundraising to offset their fees.

2. Once a family contracts to take part in the fundraising, then all requirements must be met on-time.

3. Each year the contract/Registration will delineate what the Full cost is versus the fundraising obligations.

4. Program Sponsors – The Fundraising Chairperson is responsible for the recruitment and monitoring of all Program Sponsors. All program sponsorship proceeds stay with the association as a whole and are not to be directed for the benefit of a single team.

a) Program Sponsor may provide the following:

Make cash donations to the JCNPS program.

Make equipment donations to the JCNPS program.

Pay for hockey videotapes and/or other training materials.

Pay for coaching/player development programs.

Pay for ice rental.

Pay for Mite Jerseys.

Pay or donate items for our concession stands or to be used at our tournaments or Jamborees.

5. Mandatory fundraisers – Each year the Board shall set the minimum fundraising requirements by vote and these obligations shall be posted in the minutes prior to registration. For the first year the fundraising shall consist of Bocce/Pig Roast tickets, taco feed tickets, spaghetti dinner tickets. There may be additional fundraising available to help families defray the cost of hockey. These additional opportunities will be determined by the board and published to membership.

6. Any family that does not meet its minimum fundraising obligation will not be eligible to participate in additional association opportunities that become available to our skaters or pay the reduced rate in subsequent years.

7. Phalen and Polar Snack Bar Requirements: A major fundraising opportunity for the JCNPS families is the snack bar at Polar and Phalen Arenas. The families will staff the snack bar. The board shall set the minimum number of shifts for each family each season based upon the number of skaters that register.

8. Out Door Rink Flooding: One way that JCNPS keeps our fees as low as we do is to utilize outdoor ice whenever possible. In order for us to do that, we depend on our families to assist in the flooding of the outdoor rinks. The Board will set the minimum number of shifts for each team. Historically this burden has been carried most heavily by the Mite Families who have used more outdoor ice and have the lowest fee to cost ratio.

9. Invitational hockey tournaments/Jamborees: The association shall host invitational Hockey Tournaments or Jamborees. These events may utilize both indoor and outdoor ice whenever possible. Each family must volunteer for the required number of shifts at the event for the level of each of their player(s). All fundraising activities during these events will be for the benefit of JCNSP.

10. Individual team fundraisers are not allowed without the prior approval of the board and only upon extraordinary circumstances. If approved the Team must work directly with the board and follow all St. Paul, Minnesota and Federal 501(c)(3) requirements. All fundraised funds must be spent in accordance with the stated purpose of our organization and any access funds must remain with the association.

11. ALL FUNDRAISING WILL BE CONDUCTED UNDER, AND SUBJECT TO, ALL APPLICABLE CITY, COUNTY, & STATE STATUTES, RULES AND REGULATIONS!

#### **J. Tournaments**

1. Each year teams will be allotted a specific number of Tournaments that they may participate in at the cost of the association. The Association pays the entrance fee up to a specific dollar amount that is communicated with the Coaches. The Association does not pay gate fees.

2. During this first year after the merger, teams may participate in three invitational tournaments: Ours, one out of town and one in town. If we do not host a tournament for your level, you will be slotted for 3 tournaments: One out of town and two in town. JCNSP requires all coaches to select tournaments that are Minnesota Hockey sanctioned only. All teams traveling outside of Minnesota must have prior approval from the District 8 Director prior to registering for the out of state Tournament.

#### **K. Insurance.**

1. The principal source of insurance to cover a player's injuries is his/her family's medical/hospitalization policy. The principal source of a participant's liability coverage is his/her family's homeowner/renters policy.

2. Payment of the USA Hockey registration fee includes fees for insurance for all players, coaches, assistant coaches, and managers who have registered for USA Hockey. This type of insurance may pay when the insured has exhausted his/her own regular insurance coverage or after a set dollar amount of out of pocket expense. The terms of this insurance are available through USA Hockey. If you have any questions about this coverage, please first review the

USA Hockey website. The Association shall provide proof of insurance to the District 8 league secretary prior to the start of the first league game.

## Bylaws

### ***Article I – Name***

Section 1. This organization shall be known officially as the Johnson Como North St. Paul Hockey Association (JCNSP).

### ***Article II – Purpose***

Section 1. Johnson Como North St. Paul is dedicated to the principles of fair play and good sportsmanship, and to the development of competitive hockey players of all ages. It is the goal of this organization to form a competitive hockey association that will host traveling hockey teams and instill in its players the skills and virtues necessary to achieve success

Section 2. This organization has been granted an affiliate agreement with Minnesota Hockey and it's geographic jurisdiction includes the following two areas: St. Paul: All of the City of St. Paul except and area that is both south of 1-94 and west of 35-E; and North St. Paul as defined by the North St. Paul High School Service (Attendance) Area. The Organization shall operate the Youth Hockey Program in that area.

### ***Article III – Membership***

Section 1. There will be four types of membership as follows:

a) Participant: A participant member shall be a player who is duly registered in accordance with the requirements established by the Board of Directors. Participant members shall have no voting rights.

b) Regular: A regular member shall be registered parents or legal guardians of a duly registered participant. Regular members may participate in all programs and projects of the organization and shall be allowed to vote on the management of the affairs of the organization at a General Membership Meetings and all special membership meetings of the organization. There are currently no dues directly payable for this membership; however all JCNSP fees and fundraising obligations owed by a single family must be paid up-to-date to be considered a member in "good standing". Any family current on an approved payment plan is considered paid up to date. For voting purposes, each Family will be allowed one (1) vote.

c) Associate: An associate member shall be an individual not otherwise a member who supports the objectives of the organization and who meets one of the following requirements:

- Being elected as an officer or director of JCNSP
- Volunteering as a program or event coordinator.
- Is serving as a JCNSP registered USA Hockey coach or team manager.

Associate members are entitled to the same rights and privileges as regular

members.

d) Honorary: Honorary memberships may be awarded at the discretion of the Board of Directors. Honorary members do not have to pay annual dues. Honorary members shall have no voting rights.

Section 2. Termination of Membership: Any member in good standing may resign at any time by providing written notice to the Board. A membership may be terminated by revocation as provided in Article XII of the Bylaws.

Section 3. With the exception of the participants and regular members, all applications for membership must be accepted by a majority vote of the Board of Directors.

#### ***Article IV – Governance***

Section 1. Authority to govern this organization resides in an elected Board of Directors after the initial period served by the first appointed board of directors. Because of the challenges presented by the merger of the two associations, the initial board will be appointed by each of the boards from the predecessor organizations and will consist of an equal number of members from the two predecessor organizations. The composition of the Board of Directors shall consist of ten [10] qualified members as specified in Article III of the Bylaws, who are at least 18 years or older.

Section 2. JCNSP shall hold general membership meetings at least once a year. The general meetings are open to all JCNSP members. The meeting's place will be publicized on the organization's website. The board is granted the authority to operate the association. The board shall hold monthly board meetings to transact business that has arisen and set the agenda for any upcoming general meetings. The time and place of the board meeting shall be posted on the website. When necessary the board meeting time, place, and date may be revised as needed by determination of the board and/or president of the board when time is of the essence.

Section 3. The President and/or executive board member, or committee chairman may conduct operational meetings as needed. No Quorum or meeting minutes shall be required for these informal working sessions.

Section 4. Quorum: In order to transact business at any formal meeting of the Board, a quorum will consist of 6 board members. During the first two years of operation, in order to transact business at least 2 members of the quorum shall originate from each of the predecessor organizations. Failure to abide by this requirement will nullify the transaction.

Section 5. Deadlock Procedure. If at a board meeting there is a vote which results in a tie then the President shall decide the matter.

Section 6. The Board of Directors shall have control and management of both property and organization, subject to the will of the membership.

Section 7. Funds of this organization shall be deposited in a bank by the treasurer or designated agent. Money withdrawn from this organization's checking account shall be by signature of the treasurer. The association has a savings account that is more of a transitional account. The Treasurer may move money from savings to the various accounts to cover expenses. In the event of a sudden incapacity or vacancy of the treasurer, then the president shall have the authority to sign checks, until a new treasurer is appointed.

Section 8. Vacancies in any office of this organization shall be appointed and filled for the duration of the term by vote of the Board of Directors.

Section 9. The non-officer members of the Board of Directors will be assigned titles and duties by the Board as soon as possible after appointments are made. The president shall discuss the experience, qualifications and interests with each incoming Director prior to assignment of titles and duties. Assignments will be approved by a majority vote of the ten elected officers.

Section 10. Each member of the Board of Directors is expected to attend all Board Meetings and special meetings. Three absences may result in review of the member's status on the Board of Directors.

#### ***Article V – Duties of Officers***

Section 1. The President is the chief executive officer of the organization and shall preside at all meetings of the organization and vote only in case of a tie. The President has the power of appointment as elsewhere specified in the Bylaws and shall supervise the organization's affairs and activities.

Section 2. The Vice President shall preside at membership and Board of Director's meetings in the absence of the President and shall also work with the President on internal affairs of this organization.

Section 3. The Secretary shall record the minutes of such meetings of the organization. The Secretary is chief custodian of all books, records, and other property of the organization, except the financial records. The Secretary shall keep a register of the members and perform such other duties as are consistent with and usual to such office. The Secretary shall notify the Web Communications manager of the dates and time of all notices which shall be published on the website. The Secretary shall perform such other duties as may be assigned by the Board of Directors or the President.

Section 5. The Treasurer or designated agent shall keep a book of account showing all receipts and disbursements and report at each membership meeting and Board of Directors meeting of the organization. The Treasurer shall submit an annual proposed itemized budget to the organization for adoption by the Board of Directors by July Board meeting of each year. The Treasurer shall issue notice of dues payable and be

responsible for the collection thereof and perform such other duties as are consistent with and usual to such office.

Section 6. The ACE (Association Coaching and Education Program) Coordinator is a board position and is responsible for recruiting, gathering and organizing all potential coaching candidates at all levels. This position is also known as the Hockey Director. The ACE Coordinator shall work with the Board of Directors to select coaches for each team. Once the coaches are selected the Ace Coordinator shall obtain all background forms and coaches credentials and forward same to the Registrar. The Ace Coordinator shall lead coach development for JCNSP, mentor coaches by evaluating practice sessions and games and providing improvement feedback to the coaches; and lead player skill development through implementation of: Minnesota Hockey HEP (Hockey Education Program) Skill Challenge program, and USA Hockey skill development and cross-ice programs.

Section 7. The SafeSport Coordinator shall be a board position and is responsible for implementing, directing and administering any and all USA and Minnesota SafeSport initiatives. All non-required initiatives shall be submitted to the board for adoption prior to implementation.

Section 7. The board shall have four at large board member. These board members shall perform such duties as may be assigned by the Board of Directors or the President. As this association is operated by the Board, each board member has an obligation to attend events and assist each other as much as possible. As this is an organization that is run solely by unpaid volunteers it is essential that the board fully supports the association's events.

### ***Article VII - Elections***

Section 1. The Board members shall have a three (3) year term, whereby four (4) positions expire the first year and three (3) expire in each of the following 2 years as per the schedule herein. Therefore, not all of the Board positions will be open for election in the same year to avoid too much board turn over in one year. Terms of office shall be from first of the month following the general membership meeting in which they were elected to the end of the month following the general membership meeting three years later. Board members may seek reelection and there is no-limit on the number of years an individual may serve in that capacity. To qualify to be appointed or elected to the board, the member must be in good standing with the association.

2nd Quarter 2016: Vice President. Ace Coordinator , Safe Sport Coordinator and an at-large board member

2nd Quarter 2017: Two at large board members and Secretary

2nd Quarter 2018: President, Treasurer and the other at large board member.

Section 2. Board Members will be elected by any members in good standing who attend the general membership meeting, which is generally held post season in the spring. The one vote per family rule will be enforced on board member elections. Newly elected officers' terms will take effect at the end of the month of said meeting. All officers must come from the membership of JCNSP or consist of individuals seeking membership from the Geographic Area with requisite hockey, business or fundraising experience.

Section 3. Election of each board member will be by a majority of those members who attend the general membership meeting.

Section 4. Mid term vacancies will be filled by the President appointing an interim Board Member. That board position will be permanently filled at the next general membership meeting.

Section 5. Any Board member may be removed for cause during the year and stripped of their position by a three-quarters (3/4) vote of all members in good standing of JCNSP who attend the removal meeting. Such action to seek removal of a board member must be announced and proposed at a quarterly board meeting with the removal voting to be held at the next regularly scheduled general membership meeting. This proposed action providing date and time of the removal vote will be prominently announced by posting on the website or through mail/email to all JCHA members in good standing.

Section 6. When needed or desired an advisory board which consists of past elected board officers shall meet to provide assistance and/or guidance to new board members. This advisory board has no formal powers but may provide input to board members during and outside of normal board meetings.

### ***Article VIII – Meetings***

Section 1. The organization shall hold regular membership meetings at a designated place on such dates as may be set by the Board of Directors.

Section 2. At all Membership meetings, at least three officers must be present.

Section 3. Notice of the date, time and location of annual elections shall be published at least thirty (30) days prior thereto by (a) publishing such notice on the JCNSP web site, and (b) e-mailing such notice to those members that have signed up to receive e-mails from JCNSP.

Section 4. Meetings of the Board of Directors shall be held at prearranged dates or at the call of the president.

### ***Article IX – Committees***

Section 1. The Board of Directors shall determine the committees deemed necessary to fulfill the purpose and to carry out the work of this organization.

Section 2. The president shall appoint, with ratification of the Board of Directors, all committee chairpersons. The Work shall be presented to the board for ratification,

Section 3. The president shall be an ex-officio member of all committees.

### ***Article X – General Business Courtesy***

Section 1. The organization will not require rules such as Robert's Rules of Order to govern meetings so long as all in attendance can comport themselves with respect and courtesy as would a general business person at a business meeting. If such comportment is not shown, then Robert's Rules of Order shall govern the proceedings of all meetings of the organization to which they are applicable, and in which they are not inconsistent with the Bylaws.

### ***Article XI – Amendments***

Section 1. The articles of the Bylaws may be amended by a two-thirds vote of the membership in attendance, provided that written notice of the amendment or amendments has been posted on the website, or emailed to the registered email address of each member at least ten (10) days prior to any action thereon.

### ***Article XII - Revocation of Membership***

Section 1. The membership of any individual in the organization serving as an officer, director, committee member, coach, manager, or any member within the organization may be revoked by the Board of Directors (a three-fourth vote of the entire Board of Directors shall be required to revoke a membership) for conduct deemed detrimental to the organization.

### ***Article XIII - Anti-Discrimination Policy***

Section 1. It is the policy of the JCNSP to provide an equal opportunity to all members, coaches, and officials to participate without discrimination on the basis of race, religion, sex, handicap, or national origin. The JCNSP will take the necessary steps to comply with this policy.

### JCNSP Coaches Code Book

1. All coaches are subject to background checks/screenings as required by Minnesota Hockey Rules. The background checks must be passed.
2. All coaches must have a current USA hockey C.E.P. card or receipt on file with JCNSP. Coaches must keep themselves informed of their personal certification status. All coaches are required to maintain the minimum certification and module completion necessary for the level they coach at and provide the necessary documentation to the Registrar.
3. Coaches shall refrain from tobacco, alcohol use while they are coaching. Further all coaches are role models and must not overuse alcohol while in the presence of their athletes, particularly at any association events or at team events and tournaments.
4. Attendance at try outs is mandatory for the head coach.
5. Each team is required to obtain a team manager. This person cannot be the coach. Manager resources are available on our website under the Information tab.
6. The head coach and the assistant have to attend the mandatory scheduling meeting. It is helpful to have the manager join you so they understand the rules and how to access the district website.
7. A parent meeting is mandatory at the beginning of the season. Ideas to discuss are your goals, philosophy and disciplinary principles, review any additional team expenses, family volunteer requirements, and discuss ways in which parents can assist the team. If you need help, contact one of the board members for further assistance.
8. Please discuss with your parents about the chain of command if there are any problems or concerns. Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc. should be taken to the coach or team manager of the respective team. If the problem cannot be resolved at this level, the ACE Coordinator, currently board director: Brian Hartman ([chevy9585@hotmail.com](mailto:chevy9585@hotmail.com)) should be contacted in writing via email. Problems or concerns that have to do with any other team issue that cannot be resolved by the ACE, or is a broader issue, should be directed to the SafeSport Coordinator who may escalate to the Grievance Committee Chairperson.
9. Be sure to support the association. We do not want you fighting against us and causing turmoil between families and the association. We all have the same goal in mind. We want the experience to be positive for the players and families.

10. Failure to adhere to and enforce JCNSP, District 8 and MN hockey rules and procedures will be addressed by the board of directors. Consequences will in place. Coaches can be removed from their positions.
11. We have blackout dates and these must be followed. Please do not schedule any games, practices or tournaments on these dates. Encourage your families to participate in the fundraising events.
12. If you inform your players to arrive 45 minuetes early then be sure that you are there at that time or before.
13. Provide adequate locker room supervision – either personally or by locker room supervision delegation with a parent who is the same sex as your players. This parent must have passed a background check before they can assume this responsibility.
14. The head coach and other coaches are responsible for the behavior of players, parents and other coaches. Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
15. Please be sure to set rules in place for out of town tournaments. You all are representing JCNSP. These rules should be discussed prior to arriving to the hotel. Be respectful of all hotel staff, tournament staff, facilities, and restaurants when you are away.
16. The head coach is responsible to ensure that all jerseys and equipment is turned back into the association.
17. All boys and girls teams are to follow these rules.

### **Parent Responsibilities**

#### **Responsibilities**

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment, make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.

- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them. Remember, all parents have the opportunity to volunteer, if you choose not to then support those that do.
- If you enjoy the game, learn all you can about hockey – and volunteer.
- Don't compare your child with other players. Be honest with yourself when it comes to your child's capabilities.
- Take care of your financial responsibilities.
- Volunteer

**The Association Strives to:**

- Have the player treated as fairly as possible and with respect.
- Have the player playing and practicing in a safe and healthy environment.
- Have the player coached by an effective and qualified adult leader.
- Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.
- Relay expectations to your player from the coach

## Parent Code of Conduct Form

As a parent of a JCNSP youth hockey player (insert name): \_\_\_\_\_

I understand that:

- It is a privilege, not a right, for my child to play youth hockey.
- Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
- Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents.

Therefore, I agree to the following Parent/Guardian Code of Conduct:

- I will never use abusive behavior towards anyone involved in youth hockey.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- I will not create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, letter, and/or phone calls to the team.
- I agree to the 24 hour cool down rule which states “no parent in a fit of frustration or anger over their player’s playing time, position or coaching will contact the coach in any manner until 24 hours has passed.”
- I will respect and adhere to all rules and Code of Conduct of the JCNSP, District 8, Minnesota Hockey and USA Hockey.
- I will express any concern through proper channels in a respectful manner
- I understand that any parent who cannot abide by these rules or violates them will be subject to disciplinary action as outlined in the JCNSP Rules and Guidelines handbook.

Signed / Date: \_\_\_\_\_ (Parent/Guardian #1)

Signed / Date: \_\_\_\_\_ (Parent/Guardian #2)

### **Player Guidelines**

- Play for FUN.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- To the best of your ability be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, and your parents, opponents and officials.
- Never argue with an official or a coach's decision.

Following these guidelines, all players are required to sign the Player

Code of Conduct at the time of registration for each new season the player is part of JCNSP.

### **Player Code of Conduct Form**

I understand that it is a privilege to play hockey in the Johnson Como North St. Paul Association and as a member of the \_\_\_\_\_ team for the \_\_\_\_\_(year) season, I, \_\_\_\_\_ agree to the following Code of Conduct:

1. I will not use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
2. I will not throw, destroy or vandalize any equipment.
3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
4. I will treat teammates, coaches, opponents, facilities, fans and referees with respect.
5. I will not drink alcohol, smoke, chew tobacco or use any other illegal substance.
6. I will respect and adhere to all rules and Code of Conduct of the JCNSP, District 8, Minnesota Hockey and USA Hockey.
7. I will express any concern through proper channels in a respectful manner.

I understand that any player who cannot abide by these rules or violates them will be subject to disciplinary action as described by the rules and guidelines of JCNSP, District 8 or Minnesota Hockey.

Signed by Player: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_