



The Lakeville Hockey Association

Member Handbook

(Revised June 30, 2023)

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GENERAL AND ADMINISTRATIVE INFORMATION

LAKEVILLE HOCKEY ASSOCIATION PHILOSOPHY STATEMENT

It is the philosophy of the Lakeville Hockey Association (“LHA”) to offer a developmental program in which youth can learn the basic skills of hockey in a healthy, competitive environment. Mastering of the fundamental skills and the fun of playing are essential to the development of a life-long interest in hockey.

LAKEVILLE HOCKEY BOARD OF DIRECTORS FOR 2023-2024

Position	Name	Phone Number	Term Expires	Voting/ Non-Voting
President	Seth Baker	612-209-9159	2024	Voting
Vice President Administration	Alison Fogarty	216-835-7225	2024	Voting
Vice President Operations	Perry Wilkinson	952-240-5322	2024	Voting
Treasurer	David Wolf	952-484-0916	2025	Voting
Secretary	Krissy Krueger	612-210-8808	2025	Voting
Administrator	Missie Kane	612-720-9245	N/A	N/A
Equipment Director	Steve Frey	715-864-1175	2025	Voting
Ice Director	Pat Moran	612-564-9857	N/A	Non-Voting
Communications Director	Bree Schindele	218-289-1232	N/A	Non-Voting
Technology Director	Dion Wickander	952-250-6821	N/A	Non-Voting
Volunteer Coordinator	Krissy Hutchinson Lindsey Fallenstein	612-554-0439 218-310-3182	N/A	Non-Voting
South Player Devel. Coordinator	Shane Trego	612-964-6164	2025	Voting
North Player Devel. Coordinator	Dan Klocke	651-226-4754	2025	Voting
IceCats Player Devel. Coordinator	Jeff Sinkler	651-334-0392	2025	Voting
South Assoc. Head Coach	Mike Nielson	763-370-2740	2024	Voting
North Assoc. Head Coach	Mark Wilcox	715-218-4435	2025	Voting
IceCats Assoc. Head Coach	Michelle Roberts	262-327-2415	2024	Voting
Mite/Mite Prep Player Develop. Dir.	Seth Reda	801-347-6294	2025	Voting
Mite/Mite Prep Director	Willie Radl	608-797-0249	2024	Voting
South Travel Coordinator	Steve Von Schmidt	612-558-8345	2025	Voting
North Travel Coordinator	Ed White	612-810-7661	2025	Voting
IceCats Travel Coordinator	Curt Lockman	651-210-0436	2025	Voting
Junior Gold Director	Jim Condon	612-226-9318	2024	Voting
U15 Director	Mike Hafertepe	612-799-1034	2024	Voting
U8 Director	Nate Kolle	651-829-0681	2025	Voting
Referee-in-Chief	Joe Bystedt	952-994-9157	N/A	Non-Voting
Tournament Director	Bob Smith	651-303-5431	N/A	Non-Voting
Association Team Manager	TBD		N/A	Non-Voting
Gambling Manager	Mark Olsen	952-484-3787	N/A	Non-Voting
Sponsorship Director	Kate Runyan	651-271-0640	N/A	Non-Voting
Fundraising Director	Candee Okeson		N/A	Non-Voting

Board members continued on next page

North Boys Varsity Head Coach	Jake Taylor		N/A	Non-Voting
North Girls Varsity Head Coach	Buck Kochevar		N/A	Non-Voting
South Boys Varsity Head Coach	Josh Storm		N/A	Non-Voting
South Girls Varsity Head Coach	Tim Morris		N/A	Non-Voting

Other Important Names and Numbers

Arena Manager	Joe Bergquist	952-985-2170
District 8 Director	Rich Rakness	651-455-1725
District 8 Supervisor of Officials	Paul Moen	651-451-1459
Team Picture Coordinator	Beth Sheils	612-205-7922

LHA Mailing Address:

P.O. Box 135, Lakeville, MN 55044

LHA Board Email Address: board@lakevillehockey.org

For individual Board member email addresses, visit www.lakevillehockey.org

Follow us on Facebook, Instagram, and Twitter

GENERAL INFORMATION REGARDING THE LHA

THE BOARD OF DIRECTORS

The Board of Directors administers the LHA operations. Each voting director is elected to a two-year term. The LHA board meets on the second Wednesday of each month. These meetings are typically held at the Ames Arena and generally begin at 7 p.m. A member may request placing an item on the agenda by calling or e-mailing the LHA president or secretary at least a week before the meeting.

The election for board members is held during the annual general membership meeting typically in March. Each year approximately half the board positions are due for election. Any general member may request to be placed on the ballot up until the nomination deadline. After the nomination deadline, the LHA president may nominate a person for any vacant Board position. A Board of Directors vote must approve such nominations.

DIRECTOR RESPONSIBILITIES

The administration and management of all LHA programs, procedures and activities is the responsibility of the LHA Board of Directors. If you have accepted one of these volunteer positions, it is important you fulfill your duties with the following considerations:

- Serve the entire LHA membership fairly and without prejudice for your own children or friends.
- Take the initiative to fully understand your responsibilities and the timeframes in which your work needs to be completed.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend all LHA Board meetings
- Be prepared with your committee updates for each Board meeting
- Be supportive of other Board members and Board decisions.

LHA BYLAWS

The LHA has a formal set of Bylaws (included on the LHA website) and is a recognized nonprofit organization registered with the State of Minnesota in accordance with Minnesota Statutes Chapter 317A and IRS 501c3 (the "Non-profit Statutes"). The Bylaws specify the structure of our Board of Directors, monthly meeting requirements, election procedures and non-profit standing. The Board of Directors may enact Bylaws. Such Bylaws and the Articles of Incorporation may be amended from time to time by two-thirds majority vote of the Board of Directors of the Corporation in accordance with Minnesota Statutes Section 317A.133 and Section 317A.181.

E-MAIL PRIVACY POLICY

The LHA strictly prohibits the unauthorized use of members' contact information by LHA members for any means of solicitation. The use of LHA members' contact information is solely for the purposes of communicating LHA business and is treated as confidential. The LHA Board reserves the right to send sponsor advertisements using the internal e-mail notification list. LHA will never rent, sell or distribute member contact information to any sponsors or outside parties.

MEMBER HANDBOOK

This Member Handbook is a guide to inform the membership of necessary communications and serves as a source for LHA's policies and procedures. The Member Handbook and its contents, policies and procedures are developed and approved by the LHA Board of Directors annually. Any changes or modifications require LHA Board of Directors approval.

SUPPORT OUR SPONSORS

The LHA relies on its team sponsors to provide a source of income to our hockey program. These sponsors provide support and income that reduces your registration fee or yearly ice costs. It is imperative that we recognize these sponsors for their contribution to our youth and the LHA program. Please acknowledge them by patronizing their business and let them know that you appreciate their support.

LHA AFFILIATES

The LHA is formally affiliated and holds a franchise agreement with the Minnesota Hockey Association. Minnesota Hockey is the recognized state affiliate of USA Hockey, which governs all amateur hockey in the United States. Many of the rules that we enforce, such as age classifications, playing rules, level classifications, etc. are established by either USA Hockey or Minnesota Hockey.

Minnesota Hockey has assigned the LHA to District 8 for play from the Squirt through Junior Gold levels. This is the district that we have been assigned to since our inception. This district includes other community hockey programs typically south and east of the Minneapolis/St. Paul metropolitan area. Our franchise boundaries are the same as Independent School District 194 (Lakeville, Minn. schools).

INSURANCE

Players, coaches, and volunteers that are registered with USA Hockey, a requirement to participate with LHA, are covered by the USA Hockey insurance policy. For more information, visit www.usahockey.com. This coverage is for injury during hockey activities and starts after a deductible paid by the participant, as prescribed by the USA Hockey insurance policy.

WAIVER POLICY AND PROCEDURE

A. School Attendance Waiver: LHA will accept waivers into LHA from those players that meet the school attendance requirement (attend a Lakeville-based K-12 school but live in another city). Any player waiving into LHA under a school attendance waiver, will be subject to team assignment at the lowest level for their 1st year in LHA, unless special circumstances apply as determined by the Board of Directors. Proof of school attendance will be required prior to registration with LHA.

B. Other Waivers: Any other waiver into LHA may be accepted only to add players to make a complete team at the lowest level of competition as determined by the LHA Board, or under the discretion of the Board.

C. Co-Op Teams: LHA does reserve the right to make Co-op teams in the Traveling levels. Co-ops would be made typically as a last resort based on registration numbers and usually made at the lowest level of traveling. LHA will designate the following levels as Co-op and allow players that waiver in at the Girls 15U or Jr Gold level whose associations of residence does not offer a 15U, 16U or Junior Gold A/16UA team. Such players will be able to play for the highest-level team within LHA based on tryout evaluations.

Please review this information if you think you will be affected. No waivers will be granted to any member not in good standing.

If you have questions regarding how this rule change may impact your family's situation, please contact the LHA President or Administrator.

LHA VOLUNTEER POLICY

The LHA would not exist without its volunteer program. We need assistance throughout the season to provide a positive experience for all members, teams, and skaters at all levels.

All families at the Bantam, Pee-Wee, Squirt, and Girls U10, U12 levels shall perform a minimum of seven (7) hours. All families at the Mite and Girls U8 levels shall perform a minimum of three (3) hours. The total number of hours per family will not exceed seven (7) hours, dictated by the oldest traveling team player (excluding Junior Gold or U15). Any changes or exceptions to the required hours will be communicated by the Board of Directors.

- Volunteer requirements do not apply to Mite Prep, U15, or Jr. Gold only families. Ex: if you ONLY have a Mite Prep skater, you are exempt. If you have a Jr. Gold and a Squirt skater, you are NOT exempt from this policy and are required to perform the hours.
- If you have multiple skaters in LHA, you are assessed a maximum number of hours – seven or three- as determined by the oldest skater in the family. Example: You have one U12 player and one Mite player. Your family responsibility is seven (7) hours for the 2023-2024 season.

Volunteer Opportunities will be posted and tracked on the LHA website thru DIBS by the volunteer coordinators. Opportunities throughout the season include try-outs, association tournaments, and other events throughout the season listed on DIBS.

Volunteering for your own team at regular district games, such as staffing the penalty box, scorekeeping, clock operator or a nouncer, planning team parties, scrapbooking/picture taking does not apply towards your family volunteer requirement.

Families' not meeting their volunteer requirements for the season will be required to pay a penalty fee of \$100 per hour not completed. This penalty fee will be invoiced at the end of the season. If the penalty payment check has not been received prior to the start of the following season:

- a. Your skater(s) will not be allowed on the ice for try-outs
- b. The unpaid invoice will be sent to a debt collection agency

Volunteer Buyout Program: Each family may buyout of their volunteer requirement at the time of registration for \$350. You will be required to pay this amount along with your registration costs. This option is only available online during the registration period.

Qualified volunteers: You must be capable of performing tasks assigned for each duty; descriptions and videos are on the LHA website when you sign up for the shifts. Age requirements are at least sixteen (16) years or older and eighteen (18) or older to operate the clock or keep score. During the try-out season, as a parent or sibling, you are not allowed to volunteer during your skater's try-out sessions. Should you volunteer during a session where your skater is on the ice, you forfeit those hours and they're not counted towards your family requirement.

Volunteer Exemptions: The following volunteer positions are presumed to exceed the seven (7) hours, or as determined by the Board of Directors, required for this policy and are exempt per season:

- Board Members
- Former Board Members that served 5+ years
- One (1) head coach and three (3) certified assistant coaches on the roster per team
- Two (2) team managers per team

VOLUNTEER SAFESPORT TRAINING REQUIREMENTS

Each USA Hockey Affiliate and Member Program must agree to and comply with the USA Hockey Safe Sport Program Policies as a condition of sanctioning by USA Hockey or an Affiliate. In addition, each Member Program must take steps to ensure the Safe Sport Policies are followed at all USA Hockey sanctioned events. All violations of the Safe Sport Program Policies must be properly reported, investigated, and resolved.

The following volunteer participants are requested to have SafeSport training and/or a Background Screen BEFORE the participant is allowed to have regular contact or authority over minor athletes (including all practices and team meetings):

<i>Category of Volunteer Participant</i>	<i>SafeSport Training</i>	<i>Background Screen</i>
Board of Directors	✓	✓
Employees	✓	✓
Coaches Eighteen (18) or Older	✓	✓
Officials Eighteen (18) or Older	✓	✓
Staff or Volunteers Eighteen (18) or Older (Team Managers, Locker Room Monitors, Chaperones, Team Drives, etc)	✓	✓
Coaches, Officials, Staff or Volunteers turning 17 on or before December 31, 2023	✓	
Players turning 17 on or before December 31, 2023	✓	

MEMBERSHIP

According to the LHA Bylaws, membership is granted when a parent or legal guardian registers a child with the LHA for the upcoming hockey season or a non-parent is selected as a coach. Adults without a registered child in the program may be granted membership by applying to and receiving approval from the Board of Directors. Non- member membership approval by the Board of Directors is for no more than 12 months and expires at the end of the fiscal year.

As a member, you have the right to attend monthly Board meetings, speak during open discussion sessions at Board meetings, be elected to a Board position and vote at the Board elections held annually. Members may address the Board and are limited to five minutes. Members are not allowed discussion time during the board meeting.

As a member, you are also expected to stay current with your financial obligation to the LHA and to abide by the rules of the LHA, Minnesota Hockey, and USA Hockey. Any member not in good standing will not be able to register and tryout for the upcoming season. All previous payments must be paid in full. Any registration fees paid will be applied to outstanding amounts owed. All previous payments must be paid in full. Any unpaid balances will be directed to collections.

FINANCIAL INFORMATION

REGISTRATION FEES AND PAYMENT SCHEDULE

The following outlines the 2023-2024 fees required for each participant at the various levels within our program. The fees are due directly to LHA to cover costs for tryouts, administration costs, to purchase ice for your team, LHA pre-paid tournaments, district games, district fees, development and paid coaching, and misc. team fees. Since some teams may decide to spend money in some other manner not included in the initial budget, the actual fees may differ. These expenses will be collected and handled by a team manager separate from the LHA fees as described above. Any player is subject to suspension from all team activity for any non-payment of fees or team expenses until the fees are current. At the discretion of the Treasurer, a money order or certified check may be required for any delinquent fees.

LHA is committed to keeping the cost of hockey manageable for all families. If the cost of hockey or the payment schedule is a burden on your family; please contact the Treasurer to make alternative arrangements.

ONLINE REGISTRATION

All registrations are completed online. Registration starts July 1, 2023, for all levels. Registration ends August 1st, 2023 for Squirt, PeeWee, Bantam, U10, and U12 levels. Registration ends Oct. 15, 2023 for Mite, Mite Prep, and U8 levels.

Junior Gold and U15 registration fees will be due before tryouts (dates announced at a later time) and are not subject to late fees.

LHA will issue a \$150 late fee to all traveling team players who register after August 1st, 2023 (Squirt, PeeWee, Bantam, U10, U12).

Players must first register with USA hockey and Minnesota Hockey for an additional fee before proceeding with LHA registration. You must enter your USA Hockey confirmation number to complete your LHA online registration.

DELINQUENT ACCOUNT PAYMENTS

The LHA Board has the right to declare any account past due. When an account is determined past due, LHA may seek the assistance of a collection agency. Once an account is past due, the member is considered "not in good standing" and ineligible to play for LHA until such time as the Board deems them "in good standing." Any member with a past-due balance is ineligible to participate in any LHA tryouts. They will not be assigned a team until such time as they become paid in full. At this time, any assignment will follow the LHA placement policy. Additionally, any member with a past-due amount will be required to pay all past-due amounts prior to participating in tryouts and/or being assigned to a team.

PAYMENTS

Level	Due at Registration	Due Sep 1, 2023	Due Oct 1, 2023	Due Nov 1, 2023	Due Dec 1, 2023	Due Jan 1, 2024	Due Feb 1, 2024	Total Cost of Hockey
Mite Prep	\$150	--	--	--	--	--	--	\$150
Mite 1/Beginner U8	\$450	--	--	--	--	--	--	\$450
Mite 2/Intermediate U8	\$450	--	--	\$150	--	--	--	\$600
Mite 3/Intermediate U8	\$450	--	--	\$150	--	--	--	\$600
Mite 4/Advanced U8	\$450	--	--	\$280*	--	--	--	\$730
Squirt/U10	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$1750
PeeWee/U12**	\$260	\$265	\$265	\$265	\$265	\$265	\$265	\$1850
Bantam**	\$260	\$340	\$340	\$340	\$340	\$340	\$340	\$2300

*Includes end of season Mite Jamboree costs

**AA/A and B1 teams will be assessed an additional fee for paid coaches.

Level	Due at Registration	Due Dec 1, 2023	Due Jan 1, 2024	Due Feb 1, 2024	Total Cost of Hockey
Jr. Gold/U15	\$500	\$500	\$500	\$500	\$2000

REFUND POLICY

LHA's formal refund policy applies in all cases when a registered participant wishes to withdraw from the program. This policy is applied equitably across all cases of withdrawal from the LHA and at all levels.

This policy was adopted with consideration that the LHA incurs costs almost immediately after a child is registered. Many of these costs are not refundable to the LHA by the district or USA Hockey; therefore, LHA cannot refund them to the participant.

Once a decision to withdraw is made, it is the member's responsibility to immediately notify the Administrator and follow-up with a written request for a refund if necessary. The VP of Administration and Treasurer will review the policy and determine what, if any, refund will be allowed. Traveling team administrative fees of \$500 will not be refunded once tryouts have begun. This administrative fee includes all costs of tryouts and the custom apparel for your player.

Injuries, although rare, are a part of the game of hockey. If your player suffers an injury that keeps them off the ice for more than 25% of the regular season, a prorated amount less the registration fee may be refunded by contacting the Treasurer.

Players that move in/move out or are selected to play on the High School JV or Varsity team may be pro-rated after deducting the administrative fee.

PUBLIC HEALTH POLICY

Lakeville Hockey Association is not anticipating any public health restrictions during the 2023-2024 season. However, if the situation changes, a policy will be created and disseminated to all LHA players and their families.

FINANCIAL ASSISTANCE

The following outlines the LHA Financial Assistance Policy:

- All families seeking Financial Assistance and/or alternative payment arrangements should contact the LHA Treasurer.
- Financial Assistance is designed to help families get through periods of financial stress.
- Financial assistance is provided at the sole discretion of the LHA Board. All information is kept confidential.

TRAVELING TEAM BUDGET FOR 2023-2024

This section is intended to provide an overview of what each team can expect to be included in the cost of a hockey, both at the association level and team level. LHA includes amounts previously collected during the season by the team managers in the total cost collected by LHA to prevent managers from having to collect large amounts of money during the season.

Budget	Squirt/U10	PeeWee/U12	Bantam	Jr. Gold	U15 Girls
Admin/Registration Fee	Included	Included	Included	Included	Included
Evaluations	Included	Included	Included	Included	Included
Development Programs	Included	Included	Included	--	--
Team Apparel	Included	Included	Included	--	--
District Games	16	16	16	~24	16
LHA Assigned Practice Ice Hours	Included	Included	Included	Included	Included
LHA Registered Tournaments	3	4	4	3	3
District and Region Tournaments	District	District Regions (AA, A, B1)	District Regions (AA, B1)	District Regions	District Regions
XHockey Dryland Training	14	--	--	--	--

NON-PARENT COACHING COMPENSATION

Only the HDC has the authority to hire non-parent paid coaches.

Each player on a team with a non-parent paid coach will be assessed an additional fee to cover a portion of the paid coach salary and travel incidentals. This amount will be communicated and collected by the Team Manager after teams are formed.

AGE DEFINITIONS FOR LEVELS OF PLAY

The following are the Minnesota Hockey Association age definitions for levels of play. The LHA follows these age definitions strictly. Players to be eligible must have been born on or between the following dates.

Age Brackets: 2021-2022 Season	
Level	Born Between
Mite Prep	Born after 6/1/16
Mite/U8	Born after 6/1/14 (Typically 1 st , 2 nd , 3 rd grade)
Squirt/U10	June 1, 2012 – May 31, 2014
PeeWee/U12	June 1, 2010 – May 31, 2012
Bantam	June 1, 2008 – May 31, 2010
U15	June 1, 2007 – May 31, 2010
Junior Gold	June 1, 2004 – May 31, 2006
Junior Gold U16	June 1, 2006 – May 31, 2008

Proof of age is required for all levels. A copy of the player’s official birth certificate must be provided to the Registrar prior to the start of the season. These can either be emailed to registrar@lakevillehockey.org .

Note: Exceptions to these age classifications are considered on a very limited basis. Please see the Player Move-up Policy listed later in the handbook for more information.

FUNDRAISING

Fundraising is a topic that generates a great deal of discussion each year. It is, however, a fact of life for almost all youth groups, whether they are athletic associations or educational, service or church related groups. The LHA has been involved in fundraising almost every year of its existence.

CHARITABLE GAMBLING – PULL TABS

The LHA is a licensed gaming operation with the State of Minnesota. The LHA Gambling Board operates pull-tabs and bingo. These operations are managed strictly by the rules and policy established by the State for Charitable Gambling Operations.

HOCKEY OPERATIONS AND DEVELOPMENT INFORMATION

OVERVIEW OF PLAYER EVALUATION & TRYOUT PROCESS

- The Vice President of Operations (vpoperations@lakevillehockey.org) will oversee the process at every tryout session.
- Each session will have at least three assigned non-parent evaluators, one to two goalie evaluators, and an LHA/HDC assigned observer. Evaluators will be determined by the High School coaches.
- Tryouts are closed to all spectators.
- A player’s preferred position will be honored as much as possible; however, the evaluators reserve the right to move players as needed to optimize the tryout process for all.
- Players must declare if they are trying out as a goalie or skater and will remain at the position throughout the tryout process.
 - The only exception is if a level does not have enough goalies for all teams.
 - Goalies must play goalie for the entire season unless they are on the lowest team at their age level. In this case, the coach will decide if the player can skate out when not playing goalie.
- Players may choose to not tryout and be placed at the lowest level of play for their registered age level.
- Players cannot participate in more than one LHA tryout process per season. Once they declare and start the tryout process, they must remain at that level for the season.
- If known, each level’s coach(es) may be invited to observe some sessions.

TYPICAL TRYOUT PROCESS *

**This process is subject to modification at the discretion of the Hockey Development Committee*

- PeeWees and Bantams will have 5 sessions that may include scrimmages, drills, or practice.
- U10, U10, and Squirts will have 4 sessions that may include scrimmages, drills, or practice.
- U15 and Jr. Gold will have up to 3 scored sessions of drills and scrimmage.
- Squirts, PeeWees, and Bantams will receive 4 scored sessions.
- U10 and U12 will receive at least 3 scored sessions. A teams will be named after the 3rd session.
- Goalies will have a scored “goalies only” session and at least 3 additional scored sessions.
- Some tryout sessions may include a scrimmage versus a non-LHA team.
- Scrimmages will be 4 x 4 or 5 x 5 depending on number of players in each session as determined by the evaluators and HDC
- Session 1 players will be assigned alphabetically to achieve numerical balance. For PeeWees and Bantams, Session 1 scores are only used for sorting players for the next session and will not carry over.
- Various statistical methods and several data points will be utilized in determining session and team placement.
- Goalies may be asked to play in multiple sessions so each session can have at least 2 goalies.
- Players may be asked to “stay” and skate additional sessions as determined by the player’s score(s), the evaluators, and/or the HDC. Likewise, as determined by the player’s score(s), the evaluators, and/or the HDC, players may be pulled from sessions in order to optimize the tryout process/sessions for all.
- If/when determined, coaches may be asked by the HDC to participate in the process and the AA/A coaches may run the Top 20/final AA/A tryout sessions. Coaches will not be allowed to evaluate their own child.
- At the completion of each session, once the evaluators and HDC determine the next session’s groups, they will post to the LHA website as soon as possible
- Final teams will not be posted on the LHA website. An email communication will be sent to each player notifying them of their team assignment approximately 24 hours after the final tryout session.

TEAM ASSIGNMENTS AND MISSED TRYOUTS

TRYOUT ABSENCE/INJURY/SICKNESS/MOVE IN

- If a player must miss a session due to sickness, schedule conflict, etc. it will not count against the player’s overall tryout score. Contact the VP Operations (vpopperations@lakevillehockey.org) as far in advance as possible.
- Players who are unable to participate in the entire tryout process (due to sickness, injury, move in, etc.) must contact the VP Operations (vpopperations@lakevillehockey.org) and will be placed on a team by the HDC.

TEAM ASSIGNMENT

- Teams will be determined and an email notification of team placement will be sent approximately 24 hours after the final tryout session.
- Team size within each level will not differ by more than 2 skaters, unless otherwise determined by the HDC
- The goal of the tryout process is to place each player in the best possible situation/team based on hockey ability and all other observable measurements. In the extremely rare occasion that the HDC feels that a player is clearly misplaced, the HDC will review.
- Any player/parent concerns/questions regarding tryouts are to be brought to the VP of Operations (vpopperations@lakevillehockey.org).

PLAYER MOVE-UP

MOVE-UP POLICY

It is LHA policy that players should play on teams as defined by USA Hockey age groups and classifications. While some players may be more advanced at a particular age than others, the LHA agrees with USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through the age levels and team classifications. The LHA does recognize situations could arise beyond the normal scope of this policy. The following are the situations in which a player move-up would be considered.

Note: LHA reserves the right to regulate the number of players and teams at all levels and oversees the movement of players as outlined as follows. HDC will have the discretion to make a final determination on the placement of any player.

The following guidelines will apply:

A. *Players are needed at an older level to fill teams*

1. There must be room at the level to accommodate a player move-up.
2. Players from the lower-level evaluations will be offered the opportunity by the HDC to move-up in order of ranking from evaluations. Only final year players will be chosen. These players will be given the opportunity to play on the "C" team of the next level. If there is no "C" team at that level, then the player will be placed at the lowest team level.
3. The number of players needed to be moved up to fill teams will be determined by the HDC after evaluations are completed.

B. *HDC recommends a player move-up to the next level*

1. Potential Move-up recommendations from the HDC will be infrequent.
2. Potential Move-up recommendations must be initiated by the HDC
 - a. Parent- initiated requests are NOT allowed and will not be considered by the HDC under any circumstances.
3. Potential move-up players as recommended by the HDC will attend the tryout process of the next level and must score as one of the top 5 players at that level in order to be placed at the next level for the season.

Players that are younger than the Minnesota Hockey Age Classifications, listed previously, are allowed to move up to play with his/her grade level without prior approval. To move up based on grade, the player must have the ability to play at the next level. The player will tryout and play where evaluated.

HIGH SCHOOL TRYOUT PROCEDURE

1. Player will go through regular LHA tryout process.
2. Player/Parent/Guardians should inform the Vice President of Operations if they intend to try out for the high school team after they have been placed on a specific LHA team.
3. If the player is unable to make the high school team, that player will remain on the same team they were placed on as determined by their LHA tryout.
4. If the player makes the high school team, the HDC will decide which player, if any, will move up to replace the player moving to the high school team.
5. Any LHA player who is selected for a high school program and accepts that position by participating in a regular season practice may not return to an LHA team for that season.

PARTICIPATION ON MULTIPLE WINTER SEASON TEAMS

The LHA recommends that a player not participate on two hockey teams during the winter season. If a player elects to play on two teams, any missed practices or games due to participation on another team will be considered an unexcused absence per the Player Code of Conduct. The LHA coach will take appropriate disciplinary action against the player consistent with the LHA position.

LHA PLAY POLICY

LHA has adopted a play policy that enables every player to enhance his/her ability through challenging practice and equal opportunity in all game situations. The following expectations will ensure that players will have a positive experience while given every opportunity to develop to his/her full potential.

- Practices are designed to challenge and be instructional for both individual and team skills with all players being involved.
- While coaches are expected to provide as many opportunities for equal playing time as possible, there is an expectation of players to attend all possible practices. Coaches will have discretion to limit game playing time if there are too many unexcused absences from practices.
- Players are to be prepared to play in all game situations and understand concepts and responsibilities of the game.
- If in good health and no disciplinary issues, all players are to be played as equitable as possible and in all situations.
- Coaches do have discretion in the last few mins of tournament and playoff games.
- All players should be treated with respect and dignity and given equal opportunity.

These play policy procedures are the responsibility of the coaching staff of each team. Failure to follow the play policy will invoke disciplinary action by the HDC with possible termination.

In order to closely align the length of the seasons amongst the different levels of hockey, the following dates will be considered “blackout dates” with no practices over the following days:

- All Teams: Wednesday through Sunday of MEA Weekend
- Squirt, U10, PeeWee B2/C, and Bantam B2/C Teams: Between Christmas Eve and New Year’s Day

*All efforts will be made to not have scheduled District games over these periods.

TEAM DESIGNATION

Team Assignments – North vs. South

LHA will assign traveling players to North and South based upon their home registration address. LHA may request proof of your home address. A few exceptions to this rule:

- A. Any 2023-2024 registered player will stay playing North or South based on last season. If a change is requested, this player will be subject to team assignment below the top-level team unless a change in home address occurred from the previous season or under special circumstances.
- B. As designated under our Waiver Policy and Procedure above.

LHA does reserve the right to create Co-op teams in the Traveling levels if needed. Co-ops would be made typically as a last resort based on registration numbers and usually made at the lowest level of traveling.

CODE OF CONDUCT & DISCIPLINE INFORMATION

CONDUCT TOWARDS GAME OFFICIALS

There will be “ZERO TOLERANCE” of abusive behavior from Coaches, Players and Parents. Coaches/Players/Parents will be notified of this policy at the first team/coaches meeting, and this will constitute your verbal warning.

Coaches, Players, or Parents that exhibit any type of harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward referees that results in the ejection from a game will not be tolerated and will follow the District 8 disciplinary rules as stated in the [District 8 Rule Book](#).

LHA’S COACH CODE OF CONDUCT

The following is a copy of the agreement that each LHA coach has with this association.

Expectations for Coaches

1. Coaches must attend all games and practices or arrange for a proper substitute.
2. Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug (except as prescribed by a physician) while in a capacity of coaching.
3. Only registered coaches of participating teams are allowed on the participant’s bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is four.
4. Only rostered team members and coaches are allowed on the ice during games, scrimmages and practices unless other arrangements are made with an appropriate board member.
5. The coach and/or assistant coach is required to be in the locker room at all times with his/her team until the last participant has left the locker room. The only exception is a coach of the opposite gender of the team. In this situation, a locker room monitor must be utilized.
6. In accordance with Minnesota Hockey rules, coaches must wear a certified helmet at all times when on the ice participating in LHA activities.
7. Coaches are required to maintain a minimum USA Hockey coaching certification.
8. Coaches are asked to attend coach development meetings held throughout the season, if possible.
9. Coaches are required to hold at least one parent/player team conference during the season to inform, educate and/or discuss appropriate matters.

Coach Code of Conduct

All Coaches will engage in good sportsmanship and will represent LHA in a positive manner and will focus on the development of all players. As such, I agree:

- To act as a positive role model. I understand that my behavior on and off the ice is important and that I am to hold myself to the same standards that we are teaching our players.
- To act and speak responsibly in front of the players.
- To create a positive atmosphere by encouraging my players to play by the rules with good sportsmanship, and ensuring that my players treat their teammates, other players, coaches, and referees with respect.
- No LHA coach will attempt to intimidate, threaten, or physically harm a player, parent, or official for any reason.
- Be available to discuss any problems with the participants and/or parents/guardians.
- Focus on the main objective of teaching hockey while also working to help develop players socially, psychologically, and physically.
- To provide/designate a coach to work with goalies consistently throughout the season.

- To use discretion to keep practices and games in good proportion.
- To play all players as equitably as possible and in accordance with the LHA's Play Policy.
- To keep lines of communications, open with players and parents.
- To report any violations of the parent and/or player Code of Conduct to the LHA Conduct Committee.

Coach Behavior Discipline Guidelines:

Once information is obtained by the LHA Conduct Committee, the appropriate person/people on the committee will address the concerns with the coach, and will report the steps of action to the coach and the team manager. If consistent violations happen, or a coach maliciously violates the code of conduct, then the following can be applicable:

- meeting with the LHA Conduct Committee
- suspension from the team
- removal from the team
- expulsion from LHA

Any LHA member witnessing or involved in a violation of the LHA Coach Code of Conduct can bring the issue forward to the Conduct Committee by engaging the link on the LHA home page. Information submitted on that link will go directly to the Conduct Committee. Issues can also be brought to the monthly scheduled board meeting.

Consequences and Reporting

1. "Grievance committee" is renamed the "Conduct Committee".
2. The "Conduct Committee" will consist of board members comprised of the President, VP of Operations, VP of Administration, LHA Administrator, Secretary, North Head Coach, North Player Development, North Travel Director, South Head Coach, South Player Development, South Travel Director, Ice Cats Head Coach, Ice Cats Player Development, and Ice Cats Travel Director.
3. Any concerns with parents, players, or coaches that violate the code of conduct will be reported to the LHA Administrator through a form link on sports engine.
4. Email sent from the concerned party will be sent to everyone on the Conduct Committee for awareness.
5. Dependent on the concern, a North, South, or Ice Cat lead will reach out to the families/coaches with a solution to the issue, written/verbal warning, and/or will set up a meeting to meet with the Conduct Committee, depending on the concern/violation shared.
6. Processes and procedures taken will be documented in a confidential manner for each scenario through capabilities through Sports Engine/Outlook.
7. The Player and Parent Codes of Conduct will be posted in a separate PDF document, on the home page of the LHA website. The coaches Code of Conduct shall be listed in a separate PDF document on the Coaches tab.

LHA'S PLAYER CODE OF CONDUCT

The following is a copy of the agreement that each LHA Player has with this association. Players and their parent/guardian are expected to acknowledge acceptance of this code of conduct by electronically signing this form during the registration process.

The intent of the Lakeville Hockey Association (LHA) Player Code of Conduct policy is to adhere to the USA Hockey Zero Tolerance Policy and the SafeSport Handbook and make ice hockey a more desirable and rewarding experience for all participants. As an LHA hockey player, I want to help create a fun and positive environment and become the best player and person that I can be. Therefore, I agree with the following statements:

Rules for Players

1. All players will engage in good sportsmanship and will represent LHA in a positive manner.

2. All Players will take pride in their team and contribute to the team's unity. Players will adhere to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions. Players will be at the rink by the appointed time as set by the coach; participate in all games and practices unless properly excused; and notify the coach or manager in advance when the player will be absent.
3. No player shall criticize another teammate's play, demean, threaten, or harass a teammate. Hockey is recognized as a team sport; as such the interests of the team shall take precedence over individual achievements. LHA has adopted the USA Hockey and SafeSport policies for, among other things, bullying, harassment, and misconduct. There is zero tolerance for abusive behavior including social media intended to demean or harass a teammate.
4. No player shall criticize another LHA member's play or demean, threaten, or harass another LHA member. LHA has adopted the USA Hockey and SafeSport policies for, among other things, bullying, harassment, and misconduct. There is zero tolerance for abusive behavior including social media intended to demean or harass another LHA member. This section also applies to conduct and interactions with players from other associations.
5. No player shall criticize referees. The only individuals who may speak to officials are the coaches and/or designated captains under the instructions of their coaches. Players will not openly dispute or argue any decision by an official and will not use obscene or vulgar language or gestures at any time. There is zero tolerance for disrespectful conduct toward referees and officials.
6. All players are expected to conduct themselves in a respectable manner. All players are expected to be attentive when coaches explain practice drills, game strategies, or pass along other information or instructions; and to be respectful to coaches. Demeaning, divisive and/or disruptive behavior in the locker room and/or before, during, or after a game or practice, will not be tolerated.
7. Behavior identified in paragraphs 1 through 6 is subject to the specifics of the First, Second, and Third offense guidelines listed below under the Player Behavior Discipline Guidelines. LHA Conduct Committee has the authority to escalate any situation to the appropriate level dependent on the severity of the incident.
8. No attempt should be made to deliberately injure another player(s). Any player incurring a MATCH PENALTY for "Attempt to Injure" or other offense deemed equally serious by the coach shall be subject to suspension beyond the USA HOCKEY rules as deemed appropriate by the LHA Board. The Conduct Committee will be notified as soon as possible of the incident.
9. All players will adhere to the LHA policies regarding Alcohol, Substance Use and Weapons.
10. All players will adhere to the LHA and SafeSport policies regarding social media. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms.

Leveled Discipline Guidelines:

LHA was created to promote competition and good sportsmanship for all children wanting to play hockey. The discipline policies contained in this Code of Conduct conform to USA Hockey and Minnesota Hockey Rules. In some cases, stronger rules may exist within LHA. LHA adopts USA Hockey and SafeSport's zero tolerance against physical and emotional misconduct, abusive behavior, bullying, threats, and harassment.

Additionally, obscene language or gestures, and other detrimental behavior directed toward teammates, coaches, other LHA members, referees, opponents, or spectators will not be tolerated and will have the following consequences:

- **First Offense:** The player will be verbally warned by the coach with the parent/guardian present. The appropriate member of the Conduct Committee will document the action with an email sent to the parent/guardian and the LHA Conduct Committee.
- **Second Offense:** The player will be removed from the game, practice or other team event. In the case of a game or practice the player will be required to sit in the stands until a parent/guardian arrives. The Conduct Committee will be notified as soon as possible and will document the incident with an email sent to the parent/guardian and the LHA Board. The player will be suspended from all team activities and functions for a period of 3 games or 2 weeks, whichever is shorter, and cannot return to team activities until a meeting is held with the Conduct Committee, to discuss possible next steps.
- **Third Offense:** The player will be removed from the team following resolution of a Code of Conduct hearing led by the Conduct Committee. Possible consequences range from a 1 month suspension to expulsion from the Lakeville Hockey Association.

Any player misconduct not specifically addressed above will be dealt with on an individual basis by the LHA Conduct Committee.

All conduct deemed to be in violation of the Player Code of Conduct, and resulting sanctions will, to the extent possible, be maintained in confidence by the LHA Conduct Committee and be cumulative throughout the families' participation in LHA. If appropriate, all sanctions will be forwarded to Minnesota Hockey and District 8 for enforcement at any away games and tournaments.

Players agree to abide by all the rules set forth by USA Hockey, Minnesota Hockey, District 8 and the Lakeville Hockey Association. Violations will be sanctioned by the Conduct Committee in accordance with the Layered Discipline Guidelines. The LHA Conduct Committee, or any committee appointed by the LHA Conduct Committee, will enforce all violations and notify the individual(s) in writing, after any applicable disciplinary hearing, outlining the sanction that is being set forth. This will be done in a timely manner.

Any LHA member witnessing or involved in a violation of the LHA Player Code of Conduct can bring the issue forward to the Conduct Committee by engaging the link on the LHA home page. Information submitted on that link will go directly to the Conduct Committee. Issues can also be brought to the monthly scheduled board meeting.

Failure to sign and follow the code of conduct will result in an incomplete registration status for tryouts and the start of the season.

SUBSTANCE ABUSE POLICY

LHA enforces the same policy as Minnesota Hockey and/or USA HOCKEY regarding the use and possession of mood-altering chemicals by players. Mood-altering chemicals include tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug (except prescriptions by a physician).

LHA POLICY CONCERNING MOOD-ALTERING CHEMICALS:

During the hockey season, regardless of the quantity, a LHA player shall not:

1. Use a beverage containing alcohol
2. Use tobacco, marijuana, or vape
3. Use or consume, have in possession any non-prescribed medication, or buy, sell, or give away any other controlled substance.

PLAYER PENALTY:

1. First Violation – After confirmation of the first violation the player shall lose eligibility for the next two consecutive league, playoff or tournament games, or two weeks, whichever is greater.

2. Second Violation – After confirmation of the second violation, the player shall lose eligibility for the next six consecutive league, playoff or tournament games.

3. Third and Subsequent Violations – After the third or subsequent violations, the player shall lose eligibility for the next twelve consecutive league, playoff or tournament games. If after the third or subsequent violations, the player, who becomes a participant in a chemical dependency program or treatment program, may be reinstated to play after a minimum of six weeks. A certification must be provided by the director or counselor of the program and presented to the President of LHA.

These policies also apply to any coach, manager, or Board Member while at any function sponsored by LHA or representing LHA. This includes all games, tournaments, scrimmages, or practices. It includes arenas, locker rooms, or bleachers, occupied by LHA players while representing LHA. It is the responsibility of all LHA coaches, managers, and board members to report any violations of the rule above to the President of the association who must report it to the board for action.

WEAPONS

LHA enforces the same policy as the Minnesota State High School League (MSHSL) regarding the possession of a dangerous weapon with intent to use or intent to conceal.

Consequences and Reporting

1. "Grievance committee" is renamed the "Conduct Committee".
2. The "Conduct Committee" will consist of board members comprised of the President, VP of Operations, VP of Administration, LHA Administrator, Secretary, North Head Coach, North Player Development, North Travel Director, South Head Coach, South Player Development, South Travel Director, Ice Cats Head Coach, Ice Cats Player Development, and Ice Cats Travel Director.
3. Any concerns with parents, players, or coaches that violate the code of conduct will be reported to the LHA Administrator through a form link on sports engine.
4. Email sent from the concerned party will be sent to everyone on the Conduct Committee for awareness.
5. Dependent on the concern, a North, South, or Ice Cat lead will reach out to the families/coaches with a solution to the issue, written/verbal warning, and/or will set up a meeting to meet with the Conduct Committee, depending on the concern/violation shared.
6. Processes and procedures taken will be documented in a confidential manner for each scenario through capabilities through Sports Engine/Outlook.
7. The Player and Parent Codes of Conduct will be posted in a separate PDF document, on the home page of the LHA website. The coaches Code of Conduct shall be listed in a separate PDF document on the Coaches tab.

LHA'S PARENT CODE OF CONDUCT

The following is a copy of the agreement that each LHA parent has with this association. Parents are expected to acknowledge this code of conduct by electronically signing an acknowledgement during the registration process.

As a parent or legal guardian of a Lakeville Hockey Association (LHA) youth hockey player, I agree with the following statements:

- Children are involved in organized sports for their enjoyment and I need to help make it fun; 2. I will support and promote a positive environment by encouraging my child to play by the rules with good sportsmanship, and ensuring that my child treats their teammates, other players, coaches, and referees with respect;
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all;
- That sportsmanship, team work, and fair play are the most important skills that children can gain from youth hockey; and
- That because our children learn from our example, we as parents/guardians need to exemplify the highest level of sportsmanship; support all players, coaches, team managers, referees and parents; and represent LHA in a positive manner.

All LHA parents/guardians will adhere to disciplinary actions as listed below:

1. Parents/Guardians who are ejected from any arena will be sanctioned by the LHA Conduct Committee in accordance with the Leveled Discipline Policy in Section 4.
2. Parents/Guardians who create public displays of anger toward coaches via in-person communication, or via email, phone call, text messages, team chat functions, written/typed letters or other means of social media, including any verbal abuse, profane or disparaging language, threats of physical violence, actual physical violence, or any other conduct determined to be detrimental to LHA will be sanctioned by the LHA Conduct Committee in accordance with the Leveled Discipline Policy in Section 4.
3. Parents/Guardians who create public displays of anger toward referees, or the players, parents, or spectators of LHA teams, or any opposing teams, or arena officials or employees, via in-person communication, or via email, phone call, text messages, written/typed letters or other means of social media, including any verbal abuse, profane or disparaging language, threats of physical violence, actual physical violence, or any other conduct determined to be detrimental to LHA will be sanctioned by the LHA Conduct Committee in accordance with the Leveled Discipline Policy in Section 4.
4. **LEVELED DISCIPLINE POLICY:**
 - If it is determined appropriate by the members of LHA's Conduct Committee, parents that display any occurrence of actions that are detailed above in sections 1-3, will be asked to meet with the Conduct Committee, with probable sanctions being as follows:
 - **FIRST OFFENSE:** will be a MINIMUM two-week suspension from all LHA events, including team events, home and away practices, games and tournaments.

- **SECOND OFFENSE:** will result in a MINIMUM one calendar year suspension from all LHA events, including team events, home and away practices, games and tournaments.
 - **THIRD OFFENSE:** will result in the parent/guardian and/or players being considered “a member not in good standing”, and may result in permanent removal from the Lakeville Hockey Association.
 - At any time, due to the severity of the said offenses, the disciplinary action can be elevated from the leveled discipline matrix in this section. Any suspension will start as quickly as possible after a discussion between the appropriate LHA Board Member(s) and the involved parent(s) or guardian(s) and/or after any applicable hearing process is completed.
5. All conduct determined to be in violation of the Parent Code of Conduct, and resulting sanctions will, to the extent possible, be maintained in confidence by the LHA Conduct Committee and be cumulative throughout the families’ participation in LHA. If appropriate, all sanctions will be forwarded to Minnesota Hockey and District 8 for enforcement at any away games and tournaments.
 6. Parents/Guardians agree to abide by all the rules set forth by USA Hockey, Minnesota Hockey, District 8 and the Lakeville Hockey Association. Violations will be sanctioned by the LHA Conduct Committee in accordance with the Leveled Discipline Policy in section 4.
 7. The LHA Conduct Committee, or any sub-committee appointed by the LHA Conduct Committee, will enforce all violations and notify the individual(s) in writing, after any applicable disciplinary hearing, outlining the sanction that is being set forth. This will be done in a timely manner.
 8. Any LHA member witnessing or involved in a violation of the LHA Parent Code of Conduct can bring the issue forward to the Conduct Committee by engaging the link on the LHA home page. Information submitted on that link will go directly to the Conduct Committee. Issues can also be brought to the monthly scheduled board meeting.

Failure to sign and follow the code of conduct will result in an incomplete registration status for tryouts and the start of the season.

Consequences and Reporting

1. “Grievance committee” is renamed the “Conduct Committee”.
2. The “Conduct Committee” will consist of board members comprised of the President, VP of Operations, VP of Administration, LHA Administrator, Secretary, North Head Coach, North Player Development, North Travel Director, South Head Coach, South Player Development, South Travel Director, Ice Cats Head Coach, Ice Cats Player Development, and Ice Cats Travel Director.
3. Any concerns with parents, players, or coaches that violate the code of conduct will be reported to the LHA Administrator through a form link on sports engine.
4. Email sent from the concerned party will be sent to everyone on the Conduct Committee for awareness.
5. Dependent on the concern, a North, South, or Ice Cat lead will reach out to the families/coaches with a solution to the issue, written/verbal warning, and/or will set up a meeting to meet with the Conduct Committee, depending on the concern/violation shared.
6. Processes and procedures taken will be documented in a confidential manner for each scenario through capabilities through Sports Engine/Outlook.
7. The Player and Parent Codes of Conduct will be posted in a separate PDF document, on the home page of the LHA website. The coaches Code of Conduct shall be listed in a separate PDF document on the Coaches tab.

ABUSIVE LANGUAGE POLICY

LHA has decided to expand upon the current rules set by Minnesota Hockey for Racial Slurs and other Discriminatory actions. Players will follow Minnesota Hockey rules plus will be penalized as follows:

A player will be suspended for one week from all LHA team activities for use of abusive language or gestures that are Racial, Hateful, or Discriminatory in nature anywhere in the rink before, during, or after the game. A second offense of this type will lead to removal from the LHA program for the remainder of the season. All reported incidents will be reviewed by the board upon our being notified by the District Officials, Coaches, and or appropriate sources.

DISCIPLINE, GRIEVANCE, AND APPEALS PROCESS

DISCIPLINE AND GRIEVANCES

The following is applicable to all grievances, complaints, and actions requiring discipline involving hockey operations. This grievance policy will not apply to complaints or grievances pertaining to the tryout process. Those concerns will be handled by the Vice President of Operations and President.

LHA requires a 7-day waiting period after tryouts/evaluations are completed to file a grievance with the Board of Directors.

The Board will address each grievance and disciplinary action in a manner that works to arrive at an acceptable conclusion in the most efficient and effective way possible.

The first and most important step in conflict resolution is at the team level. The manager of each team is the primary contact person and the Board urges all members to make every effort to resolve conflicts through positive communications with the team manager, coach and SafeSport Coordinator, if necessary, after a 24-hour waiting period.

In the case of a reported violation of LHA or USA Hockey policy, reports may be submitted in writing to the LHA Administrator, instead of a team manager or coach.

If resolution is not possible at the team level, the next step in the grievance or violation process is to submit to the Board, via the LHA Administrator, in writing a detailed description of the conflict or violation.

This document shall be directed to the Board of Directors. For purposes of Grievance, the Board of Directors is comprised of the President, VP of Operations, VP of Administration, LHA Administrator, Secretary, North Head Coach, North Player Development Coordinator, North Travel Director, South Head Coach, South Player Development Coordinator, South Travel Director, IceCats Head Coach, IceCats Player Development Coordinator, and IceCats Travel Director.

The appropriate Director (North, South, or IceCats) will contact the families and/or coaches to communicate any written and/or verbal warnings or will set up the necessary meeting with the Board of Directors.

The Grievance Committee will schedule and meet with the member(s) after reviewing the grievance or complaint. The chairperson of the committee reserves the right to schedule the meeting, time and place. The chairperson also reserves the right to CLOSE the meeting to only those involved in the grievance or complaint. Other Board members may be present at the discretion of the Grievance Committee but do not have to vote in the proceedings. Each Grievance Committee member has one vote. Final ruling on each grievance or violation must be held final and be accepted by all parties. The chairperson will then report the findings of the meeting to the full Board at the next scheduled board meeting. The Grievance Committee will notify the member(s) filing the grievance or complaint of the final findings and determination.

Upon making a final determination, the Grievance Committee may take action including suspension, probation, censure, financial penalty or other forms of discipline. A record of Grievance Committee's meetings, findings, and final determination, along with the reported grievance or complaint, shall be kept by the Secretary, and shall be kept confidential, unless otherwise determined by a majority vote of the Board; Minnesota Hockey; or USA Hockey.

APPEALS AND HEARING PROCESS

A party contesting a final determination by the Board of Directors shall be afforded a hearing. Upon written request of a hearing submitted to the LHA Administrator, a hearing shall take place within thirty (30) days, with a minimum of seven days' notice of the hearing date and location, making reasonable efforts to convene the hearing in a location accessible to all parties. The hearing notice must include the process and rules that will be used to conduct the hearing.

In suspension/discipline cases, the grounds for the proposed suspension/ discipline, the consequences of an adverse finding, and issues to be resolved shall be included in the notice. The Board of Directors shall convene a hearing panel consisting of a minimum of three (3) reasonably impartial persons. The panel may hold a formal or informal hearing, closed or public, in person or remotely; hear any evidence it feels relevant; place limitations on time, evidence and documentation; allow witnesses or written statements; and establish other hearing rules. Each party shall be treated equally, and shall have reasonable opportunity to present their case, in accordance with the established rules. Video and/or Audio evidence shall be allowed to be submitted as evidence, provided that proper foundation for the authenticity and chain of custody is established by the proponent. Parties may be represented by legal counsel, but counsel's role is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the hearing. The panel's findings must be supported by a preponderance of the evidence (more likely true than not true) that an applicable rule has been violated. The decision logic must be included in the written findings.

The Panel must endeavor to render its decision within (5) days of the Hearing and mail a written decision within (15) days of the Hearing. The decision must include the parties' right(s) of appeal to Minnesota Hockey. Decisions can affect only parties that were part of the Hearing (cannot be expanded to discipline a party that was not a subject of the Hearing).

The Board of Directors shall report the findings and determination of the panel to the District Director. Any party with standing in the matter may appeal a determination of the panel, in writing, to the District Director for a period of ten (10) calendar days after a decision was rendered.

OTHER INFORMATION

EQUIPMENT

Equipment Rules

Parents are responsible for ordering game jerseys and socks and replacing them as needed. Game jerseys and socks will be included in the registration fees for the 2023-2024 season. All orders must be placed during the registration process.

Minor repairs and upkeep of the game uniforms is also the responsibility of the parents. The game jersey will be worn for league and tournament games as specified by the Head Coach. If replacements need to be purchased during the year, please contact the Equipment Director.

Team equipment will be distributed and collected by the equipment director each season.

REQUIRED PARTICIPANT EQUIPMENT

LHA players must wear the following equipment during all LHA ice times.

- League-approved helmet (black preferred) with face mask, chin and mask straps
- Attached internal mouth guard (colored)
- Shoulder pads, elbow pads and shin guards
- Gloves
- Breezers
- Skates
- Athletic supporter/pelvic protector depending on gender

It is required that everyone wears helmets with face masks that feature fully functional chin and mask straps.

Note: All Jr. Gold and U15 teams will follow the same equipment requirements as the high school programs.

REQUIRED GOALIE EQUIPMENT

All goalies from Mite 2 Level and up are required to wear the following equipment at all LHA ice times.

- League-approved helmet (black preferred) with face mask, chin and mask straps or goalie helmet
- Attached internal mouth guard (colored)

Chest protector

- Catch glove
- Goalie stick
- Blocker glove
- Athletic supporter/pelvic protector depending on gender
- Leg pads

LHA will supply goalie equipment (leg pads/chest protector/catch glove/blocker glove) to all teams/goalies at the Mite 2, 3, and U8 levels.

LHA will assist in providing goalie gear at the Squirt and U10 levels if possible.

TEAM MANAGER RESPONSIBILITIES

The team manager is the liaison between the LHA Board and the team. The manager supports the coaching philosophy of the team in order to foster good communications among all participants and generally manages the business of the team along with other responsibilities the coach may assign. The following outlines typical team manager responsibilities.

- Distribute equipment/jerseys (Co-op Teams only) at the start of the season and collect at the end, if equipment/jerseys have not been purchased individually.
- Compile the team roster.
- Assist the Administrator to ensure all registration forms are complete and signed in the timeframe required by District 8.
- Work with the coach to arrange for scrimmages. This includes arranging for referees for home scrimmages through the LHA referee-in-chief.
- Arrange for timekeepers for all home games and scrimmages, as well as scorekeeper and penalty box attendants.
- Ensure scores are properly recorded with the District following league games.
- Follow up with the host tournament director that you are confirmed for tournaments you were given.
- Arrange for hotel accommodations if needed.
- Publish monthly calendar of team activities on the LHA team page.
- Manage the team's financial matters and checkbook.

Communication is the team manager's principal responsibility. Ensuring coaches, players and parents know what is going on well in advance can make the difference between having an enjoyable winter with hockey and not. When in doubt, communicate.

All team managers are subject to rules outlined in the manager handbook. All managers must provide any information requested by the treasurer or the LHA Board regarding team management of funds, budgets, bank statements, or any information relating to team finances. Any refusal will be subject to immediate suspension of management duties and surrender of any team funds. Suspended managers will not be allowed to manage in subsequent years.