

NORTH METRO YOUTH HOCKEY ASSOCIATION

Hockey Operations

Operations Manual

Revision History

| Revision Notes | Revision Date | Revised Section | Revision Author | Version |
|--|---------------|-----------------|-----------------|---------|
| Re-write of Ops manual and reformat layout. Multiple section updates as approved by Ops committee members. | 07/26/07 | All | Mark Lange | 1.0 |
| Update policy regarding tryouts. Added "safety net" for skaters who are in the "A" pool during tryouts. Skaters can no longer drop to B2 team. | 01/10/07 | 7 | Mark Lange | 1.1 |
| Update manual to reflect additional members of Hockey Operations. | 02/11/2009 | 3 | Mark Lange | 1.2 |
| Update to manual to include Mite III age rules. | 03/02/2009 | 8 | Mark Lange | 1.3 |
| Updated section on goalie equipment. | 08/09/2010 | 3 | Mark Lange | 1.4 |
| Updated language on Mite petitions to move up. | 09/22/2010 | 5a | Mark Lange | 1.5 |
| Changes positions and titles of Mite Directors | 02/25/2011 | 3 | Mark Lange | 1.6 |
| Added rules regarding girls teams locker rooms | 03/01/2012 | 7 | Mark Lange | 1.7 |
| Added rule regarding 3 rd jerseys and completion of coaching requirements | 01/08/2014 | 3 & 8 | Mark Lange | 1.8 |
| Added rule of meetings and size of teams | 07/10/2017 | 3 & 5 | Brian Hoolihan | 1.9 |
| Added uniform consistency, coaches picks and wave up eligible players, third jersey | 07/23/2018 | 3, 5(a), 7 & 9 | Brian Hoolihan | 1.10 |
| Updated helmet color | 07/15/2019 | 3 | Brian Hoolihan | 1.11 |

Intentionally Left Blank

Values

Hockey is not an end. It is a means to an end. There is nothing inherently good about scoring, fore checking, back checking, or winning. It is only good if it promotes education and learning.

Those that come away with a higher work ethic, honesty, and integrity are the true winners. Hockey does not build character, rather it reveals it. It's these values that do more than anything else we develop that will be the true measure of how successful the NMYHA is.

NOTE: Throughout this document, NMYHA refers to Brooklyn Park Youth Hockey Association d/b/a North Metro Youth Hockey Association

Section One

HOCKEY OPERATIONS MISSION STATEMENT

It shall be the mission of the NMYHA HOCKEY OPERATIONS COMMITTEE to administer, direct, and promote the competitive hockey activities as directed by the NMYHA Executive Committee. The scope of this committee is not limited to administration only, but shall include the ability to design and carry out those programs necessary to ensure the continual development of skills and promotion of sportsmanship for the betterment of the sport of hockey as represented by the NMYHA and the larger community that makes up the membership of the North Metro Youth Hockey Association.

Section Two

PURPOSE & OBJECTIVE OF COMPETITIVE HOCKEY

Inherently, the sport of hockey in itself is highly competitive in nature. The intent of the NMYHA competitive hockey program is to provide a challenging environment, which fosters the development of individual and team skills. The objective of the program is to provide an opportunity for skaters to participate at a level of competition that matches their ability level and gives them the opportunity to be successful.

As administered by USA and Minnesota Hockey (the governing national and state bodies) there are four (4) age classifications at which a skater may participate. They are: Squirt, Pee wee, Bantam, and Jr. Gold for boys and U-10, U-12, U-14, and U-16 for girls. Within each classification there are four competitive levels at which a skater may participate. Those being "AA", "A", "B", and "C", with "AA" representing the highest level of intense skilled competition. It is the objective of NMYHA to offer the opportunity for the youth of the Association's youth hockey community, to participate in the game of ice hockey, regardless of ability level.

Section Three

GENERAL POLICIES

The following are the current policies of the Hockey Operations Committee. They are to be reviewed at a minimum on an annual basis and presented to the NMYHA Board of Directors for review.

1. In accordance with the NMYHA by-laws, the Hockey Operations Committee shall be appointed on an annual basis by the NMYHA Executive Committee.
2. The committee shall consist, at a minimum, of the following: NMYHA President and Vice President, Hockey Ops Director, Hockey Ops Assistant Director, and eight (8) members at large. The eight at-large members are:
 - a. Bantam Liaison
 - b. Pee wee Liaison
 - c. Squirt Liaison
 - d. Girls Liaison
 - e. C-league Liaison
 - f. Goalie Liaison
 - g. Mite Director
 - h. Mite Assistant Director
3. The Director and Assistant Director shall be voting members of the NMYHA Board of Directors.
4. The structure of the committee shall be determined by the Director and , per By-Law 8.3, once the Hockey Operations Director and Hockey Operations Assistant Director are chosen by the Executive Committee, the Executive Committee will consult with the newly chosen Hockey Operations Director and Hockey Operations Assistant Director. The Hockey Operations Director shall then appoint the remaining members of the Hockey Operations Committee from that list, or choose other possible candidates that are not on the list if it is appropriate.
5. At a minimum, the Operations Committee shall meet at least twice throughout the operating year.
6. Equipment requirements are set by District 3, MINNESOTA HOCKEY and USA Hockey and are strictly enforced. Skaters must provide their own equipment. The following is a list of mandatory equipment:
 - a. USA Hockey approved helmet, MUST be black (unless approved by Hockey Ops), and have an approved facemask or shield along with a current, unexpired HECC sticker.
 - b. Shoulder pads, elbow pads, shin pads
 - c. Protective cup/pelvic protector
 - d. Gloves (preferably black or green/gold)
 - e. Black breezers or a black shell

- f. Hockey stick(s)
- g. Neck protection (optional)
- h. Colored, attachable mouth guard
- i. Hockey skates
- j. Third jersey and helmet stickers need to be approved by Operations Committee
- k. Team Apparel is purchased from Association Apparel company unless approved by Operations Committee
- l. Home Jersey/Home socks, Away Jersey/Away socks and Third Jersey (approval by Operations Committee)

Goalie equipment is available for rent from the association should the skater desire to do so. Goalies are responsible for their own protective mask, cup, breezers, skates, and sticks. The association will only provide goalie leg pads up to 30". Goalie leg pads larger than that are the responsibility of the individual player.

- 7. Each head coach shall have the flexibility and freedom to instruct their team within the guidelines established by the Hockey Operations Committee and within the guidelines set by the NMYHA Coaches Manual.
- 8. Each head coach is required to submit to the Operations Director a copy of his/her team rules and team guidelines within ten (10) days of the end of tryouts for that level. Each head coach will submit a signed team guideline verifying that it was submitted to every skater and parent.
- 9. Each Head Coach is required to submit to the Operations Director his or her list of assistant coaches for review and approval prior to placing the assistant coaches on the roster.
- 10. The use of drugs, alcohol or tobacco products by skaters is strictly prohibited, and will be dealt with according to the current Minnesota Hockey policy. Junior Gold skaters will be subject to Minnesota State High School League (MSHSL) rules.
- 11. Serious problems between coaches and parents/skaters will be handled as follows:
 - a. Parent/skater, coaches, team manager meeting
 - b. All of the above meeting with the Operations Committee representative for that level. Results of said meeting and opinion of the representative to be filed with Operations Director and the NMYHA Executive Committee.
 - c. All of the above meet with the Operations Director, Assistant Director, President, and Vice President. Any problem situations that reach this step will result in consequences and/or sanctions against the appropriate parties. All decisions will be final.
 - d. Complete guidelines are further published in the NMYHA Coaches Manual.
- 12. NMYHA has adopted the USA Hockey locker room policy, as follows:
USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of USA Hockey that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

13. All tasks required to be a rostered coach must be completed on or before December 31 of the current year. These tasks are specified by the NMYHA Registrar and include but are not limited to:
 - a. CEP Certification (proper and current, as required)
 - b. Age-specific Module
 - c. Background Check
 - d. Coach Application

Section Four

PLAYER AGE ELIGIBILITY

The age groups for all players participating in the NMYHA hockey program under MINNESOTA HOCKEY sanction will be as follows:

Mites/Girls 8U: 4-8 years old on or before July 1 of the current registration year
Squirts/Girls 10U: 9 or 10 years old on or before July 1 of the current registration year
PeeWees/Girls 12U: 11 or 12 years old on or before July 1 of the current registration year
Bantams/Girls 14U: 13 or 14 years old on or before July 1 of the current registration year
Junior Gold: 15 years old or more on or before July 1 of the current registration year

Section Five

COMPETITIVE HOCKEY POLICIES

The sport of hockey is woven into the social fabric and history of this state. Accordingly, the following policies have been established to allow the NMYHA to continually develop a

competitive program while making sure all skaters are given the opportunity to learn, compete and enjoy the sport of hockey.

1. All teams shall skate all lines on a regular rotation. All skaters will be instructed on specialty unit play. Disproportionate line play will not be allowed except in the case of injuries and/or discipline.

The following exceptions will be allowed at the Pee wee A or B1/U-12 A, Bantam B1/U-14 B, and Bantam A/U-14 A levels only: At the Pee wee A or B1/U-12-A or B1 and Bantam B1/U-14 B levels, power play and penalty kill units will be allowed. However, they must incorporate all skaters over the course of the season.

At the Bantam A/U-14 A level, specialty units will be allowed. Further, at the Bantam A/U14A level, the coaching staff may utilize a “fair play” policy which may include an adjustment in playing time for individual players based on the game situation. However, over the course of the entire season, the coaching staff should strive to equal out the playing time across all of the players. Players are taught the team concept and everyone on the team has a role to play. All decisions are made for the good of the entire team. The coaching staff is highly encouraged to utilize as many skaters as possible in these situations. If there is no Bantam A/ U-14 A team, this rule will apply at the B1 level.

2. The Jr. Gold program shall comply with Minnesota State High School League rules. Playing time and specialty units participation are at the discretion of the coaching staff.
3. Goalies should have an equal amount of ice time through the course of the season. In no case shall a goalie play more that two (2) consecutive complete games with the exception of injury, illness or discipline.
4. The following game limits shall apply. In all cases a minimum practice to game ratio of 1.5:1 shall apply, with every team striving to achieve a 2:1 ratio if possible. Post season play (i.e. District, Regional, State playoffs) is not included in game limits.
 - a. Squirrt/U10: 35 games (Mandated)
 - b. Pee wees/U12: 35-40 games (Suggested)
 - c. Bantam/U14: 45-50 games (Suggested)
 - d. Jr. Gold/U19: 45-50 games (Suggested)
 - e. C-League: 20-25 games (Suggested)

Coaches and managers of teams that abuse the above policy will be subject to sanctions determined by the Executive Committee.

5. The Operations Committee, with approval of the Executive Committee, will determine the size of the team to best fit the talent and number of skaters available. If there are not enough goalies to provide two (2) per team, placement will be determined by the goalie evaluators and the Operations Committee. All decisions will be final.
6. Should it be necessary to move skaters from one level to another within the same division after initial rosters are established, the head coach from the higher-level team will make their pick from the lower level (A from B1, B1 from B2, etc.).

7. Most importantly, the coaches, players and parents will set a good example of sportsmanship and good conduct both on and off the bench and, in general, behave in a manner that will reflect favorably on the NMYHA Program.

Section Five (a)

PLAYER PETITIONS TO PLAY IN A DIFFERENT AGE LEVEL

Under the vast majority of circumstances, players must play at their designated age levels. However, a process has been established for those few individuals who feel there is a unique circumstance that warrants them playing at a non-designated level. Those who wish to play up a level must follow these steps:

For the following cases a player must petition Hockey Operations a minimum of 30 days before the end of registration deadline:

- a) Mites who have played hockey for at least 3 years and who are in their last year of eligibility in Mites desiring to move up to squirts one year early, and who played at the Mite 3 level the previous year.
- b) Returning A skaters desiring to move up an age classification

The Hockey Operations committee will review the petition(s) and a recommendation will be made to the Executive Committee. The Executive Committee shall make the final determination regarding which petitions are accepted. The petition shall specify why the skater and NMYHA will benefit if the player is allowed to play at the requested level. The petition must include: (1) a letter from the parent stating the unique reason(s) for the request to move to a different level, (2) a statement from the player indicating their desire to move AND (3) must include a letter from a prior year's coach indicating that this player would be capable of playing at the requested level. **Petitions received without all required documentation will be returned to the petitioner.**

In the event there are enough skaters of the correct age classification already registering for evaluations for the requested level (15 per traveling team), the petitioning underage skater(s) must attain a final ranking in the top 25% in order to be placed on a traveling team as well as Operations Committee Discretion (see special exception below). Those skater(s) not attaining this ranking will be assigned to the appropriate level if there is room. In the event that there are at least 15 skaters and 2 goalies "of age" on the C teams, underage players may be asked to remain in the program for their age.

It is strongly recommended that players not move into a checking level until they are age eligible. NMYHA will follow MINNESOTA HOCKEY District 3 policies related to moving youth to non-designed levels and checking leagues.

Special Exception: This special exception applies to those players approved by Hockey Operations, through the above outlined petition procedure wishing to play at a higher level according to their school grade level. With the current age regulations these players are born on or after July 1 and are entering the 4th Grade (Squirts), 6th Grade (Pewees) or 8th Grade

(Bantams). Those players who are approved to move-up and who meet the “school grade” rule, will not be required to attain a final ranking in the top 25%, but rather, will be allowed to play “where they land”.

The NMYHA Executive Committee’s decision is final for the current season and cannot be appealed.

Section Six

COACH SELECTION PROCESS

The NMYHA Hockey Operations Committee will design, administer and manage the selection of all Head Coaches subject to final approval from the Executive Committee. The following are the basic guidelines and policies to be followed:

1. Coach candidates must have the appropriate CEP certification level as required by Minnesota Hockey. Candidates in the process of obtaining this certification may be considered based on their background. NMYHA will reimburse all fees for obtaining these certifications upon successful completion.
2. The Operations Committee will strive to select as many non-parent Head Coaches as possible. Selection of non-parent vs. parent coaches will be based solely on the background and experience, not on parental status. The committee will attempt to fill as many head coaching positions as possible by the August general membership meeting.
3. All Head Coaches must be approved by the Executive Committee.
4. Parents who wish to be assistant coaches or managers may only be selected after the team selection process is complete.
5. All Head Coach candidates shall be interviewed by the Operations Committee.

Section Seven

TEAM SELECTION PROCESS

The NMYHA Hockey Operations Committee will design, administer and manage the selection of all NMYHA competitive hockey teams, subject to final approval from the Executive Committee. The following are the basic guidelines and policies to be followed:

1. The tryout process will evaluate a skater's skill level, attitude, knowledge of the game under simulated hockey situations that will incorporate various scrimmage scenarios and skill sets. The process may not be the same at all levels (i.e. Squirt evaluations may be a different format than Bantam evaluations).
2. Parental evaluators may not participate at the level that they have a child or relative participating, except for the head coach.
3. Skaters must participate in the selection process in order to play on an A, B team. Exceptions will be made for the experienced skater who, at the time of the selection process, is under medical care, or in cases of a family emergency. If a skater misses an evaluation session without a pre-approved request, a score of "0" shall be posted for that session. For all skaters injured or ill, a doctor's note must be on file with the Hockey Operations Director before the selection process begins.
4. Skaters shall not wear select team jerseys, past NMYHA (or any other association) jerseys, or any jersey with their name or a nickname visible.
5. The "A" coach has up to 3 discretionary (with Operations Committee Discretion) picks which can be made from within the top 20 ranked players available depending on the number of skaters to be placed on the team. The top 12 ranked players are automatically on the "A" team. If there is to be less than a full roster (15 skaters) the Hockey Operations Committee shall have discretion in determining how many players are "locked" onto a team.
6. Skaters that are placed in and subsequently skate in the "A" pool at any time during the tryouts shall be placed on either the "A" or "B1" team. No "double-drops" shall be allowed (A pool to B2 team).

Section Eight

GIRLS TEAM LOCKER ROOMS

1. Male Coaches and parents are not allowed in girl's locker rooms while the girls are dressing. At no time is a male coach allowed in a closed locker room with an individual player, unless the Locker Room Mom is also present.
2. Locker Room Mom's should be assigned and rotated throughout the season Locker Room Mom's will supervise, control the locker room key, check the locker room for forgotten items and keep the locker room in order. The Locker Room Mom must be present in the room the entire time the players are present.
3. Girls needing skates tied or other equipment adjustment by a male coach or parent must do so outside the locker room.

4. Girls must be dressed and skates tied five (5) minutes before each practice and 15 minutes before each game. Failure to comply will result in the player dressing elsewhere. This time is when a male coach is allowed to be in the locker room to review the practice or game plan.
5. Girls must remain dressed in locker rooms following practices and games until the coach completes his post-practice or game address. He will then dismiss them to change and immediately leave the locker room.
6. Girls must carry their own gear out of the locker room allowing the other players time to change.

Section Nine

MISCELLANEOUS

1. Players not accompanied by a parent, shall not share a room with any other single adult.
2. Players shall not occupy a coach's room, if alone, with the door closed.
3. Players who have received a suspension from their school shall not be allowed to participate in hockey during their suspension. This includes any game, scrimmage, practice or other team event either on or off the ice. Further, suspended players shall not be allowed either in the locker room or on the bench during any game or scrimmage while suspended.
4. The wearing of "3rd" jerseys will be allowed when approved by the Hockey Operations Director. 3rd jerseys will be allowed when the majority is paid for by sponsor dollars. A team who wants to purchase and wear a 3rd jersey must provide proof that the jerseys were purchased by a sponsor.