

Mound Westonka Hockey Association
Agenda for Meeting 1/15/2017
6:00 PM Thaler Conference Room

1. **Meeting Called to Order – President Studebaker**
2. **Approve Last Meetings Minutes**
 - a. Discussion/Motion to accept December 2017 minutes as presented via email
3. Attendees: Mark, Dean, Selmer, Robin, Ryan, Jason, Ross, Lawrence, Tim, Shane, CR, Machel
4. **Approve Agenda – Any Additions / Deletions?**

Fire & Ice Update:

Figure out how to handle 12U ice time

Coaches game moved to 1/20/18 due to Vikings making playoff game.

Email Updates / Template creation

- Network Solutions email set up, still TBD – Not yet completed, need to verify email strategy going forward .
- Ngin Templates – Need to create 2-3 additional, will be foundation for newsletter.
- Need to discuss newsletter timing and process for post F&I continuation

Charitable Gambling Follow-up:

Next steps would be:

- Have a serious discussion with Carbones regarding moving us in (tentative date 2019)
 - If this not scheduled, who will own this? This is trigger point for all other activities.
- Meeting has not yet been scheduled with Carbones management

MWHA MINUTES

- Jason to take AI to meet with the leadership team and confirm our placement post acquisition of proper licensing

Website Updates:

- Follow up mtg on the website revisions/improvements - new google drive link to track the work: <https://docs.google.com/spreadsheets/d/15yl0dKCUeigFP0PaMUudJHQh1LVx18q93xBOvJEtSm4/edit#gid=0>
 - Team is planning to make updates in the off-season, CR to set up some time with Ngin

Registration Review

- We had 1 travel player (squirt) and 2 mites register since the December meeting. They have all been approved to rosters.
- With CEP requirements due by Dec 31st, we had 1 mite coach and 1 coach from the Bantam B2 team removed from rosters. We have 1 mite player red lined and not eligible to participate due to not submitting a birth certificate.
- I continue to work with families that have not paid their full bill (credit cards no longer working) as it was due Dec 15th. We may need to take further action if we don't get payment soon as we are now one month late for full payment.

Committee Updates:

2017-18 Board Member Assignments / Reports Follow

- a. President – Mark Studebaker
- b. VP – Open (as of 1.15.18)
- c. D3 Tournaments / D3 rep – Dean Swanson
- d. Treasurer – Joan Pouchnik
- e. Secretary – CR Childers
- f. Registrar – Machel Whitmore
- g. Tournament Director – Selmer Moen
- h. Web Master / Safe Sport – Robin Halonen

MWHA MINUTES

- i. Player Recruitment and Retention – Jason Trost
- j. Sponsorships – Ryan Flom
- k. Marketing / Fundraising – Shane Weltzin
- l. Equipment – Tim Niccum

Ad Hoc Committee Members

- a Volunteer Coordinator – Erik Hanson

5. **Financial Report** – Reports in Appendix

- a. November 30th 2017 Financial Statement

6. **Old Business:**

- a. Dec 2017: Ryan would like to see all minutes posted on WestonkaHockey.org from 2017
- b. Nov 2017: Ryan discussed updating by-laws to amend the number of members of the Board of Directors. We may have other issues with the length of terms of positions. Ryan is going to consult with an attorney to prepare our by-laws to update.

Update bylaws and when complete send an email to the state confirming the changes

7. **New Business**

a. Position Approval - yea / nay vote

i. Dave Peterson – Tryout Coordinator – Motion: Machel 2nd:
Robin

ii. Jack Henningsgard – Squirt Coordinator – Motion: Ryan 2nd:
Robin

b. Mite Waconia Jamboree Update

- i. 6 Boys Teams participating
- ii. 8u TBD
 - 1. TBD on Girls availability. Waiting on Orono coordinators to provide clarity.
 - 2. 4 Mite 2 teams to Waconia - \$250/team
 - 3. Mite 3 and 4 teams to Delano for Jamboree (March) - \$250/team
 - 4. Board approves \$2,000 to send mite skaters to jamboree

- c. MWHA VP Re-alignment
 - i. Dean will be stepping down from his role as VP, but will stay on as D3 rep and voting member of BOD
 - ii. VP role to be considered as a succession position (though BOD would need to confirm at time of transition)

Dean stepping -down to allow for a successful transition to next MWHA president.

Dean looking for someone to step up and shadow him at D3 events / meetings to learn ropes.

Mark confirmed he will hold on to role until comfortable that the association will be in good hands. 2018-19 will be a training year to prepare to assume the leadership mantle.

Need to get clarity on openings coming up in next 12-18mos to be able to identify gaps on BOD.

Tournament Coordinator / Hosting – 2019 season

President – 2019 season

Registrar – 2020 season

Treasurer – 2020 season

Talk to Tim re: meeting minutes and BOD terms remaining.

8. Policy Review and Approval

- a. Policies as put forth by Mark need to be reviewed and approved
 - i. All policies included in appendix
- b. Need yea / nay vote in meeting so we can update website

9. Adjourn

Financial Reports:

Mound Westonka Hockey Association

BALANCE SHEET

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
13078 Crow River Bank (checking)	245,205.13
13078A Ron Roelofs Memorial Fund Reserve	9,460.00
13078B Rookie Camp Money	553.59
Total 13078 Crow River Bank (checking)	255,218.72
917997 Crow River Bank (money market)	48,551.06
Total Bank Accounts	\$303,769.78
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$303,769.78
TOTAL ASSETS	\$303,769.78
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	71,067.75
Retained Earnings	61,789.80
Net Income	170,912.23
Total Equity	\$303,769.78
TOTAL LIABILITIES AND EQUITY	\$303,769.78

MWAH MINUTES

Mound Westonka Hockey Association 2017-2018 Actual vs Budget As of December 31, 2017

REVENUE	2017-18 Budget	YTD Actuals	Difference	2016-17 Actuals	2015-16 Actuals
Discounts Given (Letterman Apparel)	1,500		(1,500)	1,308	
District Tournament Hosting		856	856		
Donations	3,500	221	(3,279)	3,797	3,316
Interest Income	150	99	(51)	169	118
Fundraising-Ap			-	312	
Fundraising-Ap (Checks Cashed)		825	825	19,992	
Fundraising-Restaurant	1,500		(1,500)		
Fire & Ice Event	35,000	1,932	(33,068)		
Golf Tournament Income	34,000	9,756	(24,244)	22,195	35,260
Jamboree Income			-	30,387	31,314
MN Hockey coaches reimbursement	1,500		(1,500)		1,540
NHL Alumni Game Net income			-		3,332
Other		2,966	2,966	1,652	
Player Registration	275,000	257,199	(17,801)	251,274	228,173
Volunteer Buyout	500		(500)	7,576	
Team Sponsorships	4,000	4,115	115	2,800	3,750
District Tournament reimbursement CY	9,680		(9,680)		7,470
District Tournament reimbursement PY			-		9,215
U6/U8 Coop reimbursement - PY jerseys			-		869
Orono Coop Reimbursement			-	6,073	12,448
			-		
TOTAL REVENUE	366,330	277,970	(88,360)	347,534	336,805
EXPENSES					
Accounting	500	415	(85)	465	815
Advertising & Print	1,100	1,192	92	353	1,128
Bank charges	100	4	(96)	74	44
Coach Stipend (includes Mite coord)	3,000		(3,000)	600	2,450
Coaching Certification Reimbursement	150	(500)	(650)		
Coaching Registration Reimbursement	500		(500)		50
Concession Worker Fee	1,000		(1,000)	870	920
Concussion Testing			-		
District Fees	11,000		(11,000)		10,718
Equipment	5,500	993	(4,507)	860	5,332
Fines & Penalties			-		745
Fundraiser Expenses	7,500	628	(6,872)		
Goalie Clinics Instruction	7,000	1,100	(5,900)	10,000	10,199
Golf Tournament Expense	17,000	10,667	(6,333)	12,538	11,237
Ice Rental	216,000	65,026	(150,974)	182,020	193,804
Ice Scheduling	4,300	2,375	(1,925)	4,000	325
Jamboree Expenses			-	4,056	4,824
Jerseys & socks	8,000	8,637	637	6,805	
Misc		15	15	156	
NHL Alumni Game expense			-		1,981
Office Supplies	300	134	(166)	925	59
Parade Expense	150		(150)	59	
Player Registration Refund	5,000	2,655	(2,345)	4,437	5,046
PO Box Rental	80		(80)		58
Postage	400	21	(379)	328	41
Referee Fees	10,000	1,958	(8,042)	7,830	6,581
Rent	2,500	1,573	(927)	2,339	2,458
Rookie Camp	7,000	3,332.23	(3,668)	2,456	
Shirley Hills - Outdoor Ice	1,300	175	(1,125)	1,127	934
Skater Skills Instruction	5,500	4,700	(800)	4,450	2,050
Three Player Discount (10%)			-		
Tournaments (non-district)	40,000	5,679	(34,321)	60,420	32,483
Tournaments (post-season - districts)	3,000	(5,650)	(8,650)	2,850	
Trophies	200		(200)		
Tryouts & Clinics	3,000	71	(2,929)		3,016
U12 Coop Delano	8,000		(8,000)		
U6/U8/U10 Coop Orono	1,400		(1,400)		
Website	2,000	(94)	(2,094)	1,738	1,335
Workshops (Positive Coaching Alliance)		1,950	1,950	1,400	2,100
TOTAL EXPENSES	372,480	107,058	(265,422)	313,156	300,733
PROFIT/(LOSS)	(6,150)	170,912	177,062	34,378	36,072

Money from the sale of Wild Programs

Letterman Check

Pymt from District for D3

Pymt from Orono for 1/2 software

Policies to Review and Approve:

COACHES RESPONSIBILITIES

The coaches' code of conduct shall be consistent with the MWA's mission statement, and the hockey player's personal growth and development should be the focus. Improving coaching skills and having competitive teams should also be the goal.

MWA coaches' responsibilities include the following:

- Demonstrate a positive attitude to players, coaches, and officials. Being a role model, the coach needs to uphold the authority of the officials.
- Be prepared and plan ahead for all practices
- Be present at all practices and games. Make arrangements for assistant coaches to run practices when it's not possible for you to attend.
- Treat players fairly and be a positive reinforcement
- Strive to provide each player with positive and constructive feedback
- Develop each player as much as possible within the limits of their physical and mental abilities.
- Use proper control at all times, because the coach is the model of the player.
- Enforce Rules fairly, without prejudice toward any one player.
- Show enthusiasm and make hockey fun.
- ~~• Equal time for all players. (See Player participation guidelines)~~
- ~~• Strictly enforce the Prohibition on locker room and helmet boxing.~~
- **Enforce common rules regarding care of equipment and facilities which include the following.**
 - a. Restrain the players from damaging the rink, both indoor and outdoor.
 - b. Return any MWA equipment and jerseys to the Equipment Managers immediately following the season.
 - c. Do not damage locker rooms. Be sure your players leave the locker rooms clean and orderly condition both home and away.
- Prepare for practice by developing a written practice plan and by arriving at the rink a minimum of 30 mins or time set by coach before practice and games, so the players are monitored and advised on the details of the upcoming activity. If a Head Coach is going to be late, he/she must appoint as Assistant Coach or Team Manager/Parent (That is qualified) to arrive early to watch the locker room. – **Do we need a provision for non-parent coaches**
- All teams shall have no scheduled ice time without proper on ice supervisor due to the implied liability. Proper on ice supervision includes Head Coach and /or Assistant Coaches.
- Non-rostered players shall not practice with any team.
- Assure all players line up and shake hands after every game.
- Each Team will maintain a minimal medical inventory on hand. If no emergency medical personnel are available, the Coach or his/her Assistants should follow recommended medical procedure. However, in any and all situations, the parent has the ultimate responsibility.
- All Head Coaches will be required to attend a year end exit interview with the HOC (Hockey Operations Committee) to discuss the season just completed and their future coaching plan.

COACHES RIGHTS AND PRIVILEGES

- ~~a. To expect team members to show up at the time instructed by the Head Coach before practices, games and be ready to listen 15 mins before practice.~~
- b. The Right to exercise reasonable discipline over the team and for the team to respond to that discipline without any verbal or physical abuse.
- c. The right to penalize player's shifts or games depending on the severity of the offense.
- d. The right to expect team members to be responsive to his/her instructions.
- e. Expect parents attend the games to provide whatever assistance may be requested of them.
- a. Be treated with respect by players, parents, and the MWA

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- b. Have access to necessary safety and practice equipment
- c. The coaches are accountable to the Coaches Selection Committee and the HOC. All MWHA coaches are required to sign the Coaches Code of Conduct at the beginning of each season

Motion – Ryan, 2nd Mark

Coaching Certifications

- a. All coaches are required by MWHA, District 3 and USA Hockey to obtain appropriate certification(s) through the Coaching Education Program (CEP). Levels include: Level 1, Level 2, Level 3, Level 4 and Level 5. This clinic style program is offered periodically at different sites in the area and consists of both on-ice and off-ice instruction. ALL coaches are also required to complete on line specific age modules for each level they desire to coach (i.e. Squirts/U10...). The course registration fees are refunded by the MWHA upon proof of certification by the participant.

Injuries – Coaches are required to protect the safety of all players on the ice – in the case of injuries coaches shall make sure the following steps are followed:

- a) The referee shall stop play immediately in the event of any injury unless the referee is convinced that the injury is not serious or that it is an attempt to delay the game.
- b) Coaches are advised NOT TO MOVE AN INJURED PLAYER until the extent of the injury has been determined.

Coaches Stipend

- a) Compensation for the non-parent head coach for the following levels:
 - i. Squirt A \$2500.00 / Squirt B1 \$1000.00 / Squirt B2/C \$500.00
 - ii. Pee Wee A \$3500.00 / Pee Wee B1 \$1000.00 / Pee Wee B2/C \$500.00
 - iii. Bantam A \$3500.00 / Bantam B \$1000.00
- b) Non – parent Head Coaches and Non- parent assistant coaches can collect reimbursement for out of town hotel (defined as non-metro city).
- c) ~~The Association covers the first \$500.00 for a non – parent head coach and covers \$250.00 for non – parent assistant coaches. This covers all USA Hockey Registration, Coaching Education Programs, online age appropriate modules, Gas, and any other out of pocket expenses. Any additional fees would be the responsibility of the parents on the rosters.~~
- d) A Parent Head coach or assistant coach will receive a \$ 50 reimbursement for their USA hockey registration fee (\$40.00) plus one age appropriate online module (\$10.00). A parent Head or assistant is NOT eligible for any other payment reimbursement.
- e) Coaches that get redlined or don't fulfill their requirements will not be eligible for any reimbursement.
- f) Coaches need to send all reimbursement of all coaches' registration fees to the register by Jan 31st to qualify for the reimbursement. Coaches are also required to let team manager know by team meeting if they are taking the stipend for coaching that year.

BOD will take up the conversation around the stipend and how it is handled after the 2017-18 season. Board will set the limit on the amount of compensation for each team and the remainder of the fees will be the responsibility of the families of players rostered to that team.

AI: Amend the limit for each team

*Reimbursement Form / Process

JV/VARSITY TRYOUTS

As long as MWHA Tryouts are held prior to Varsity or JV tryouts, any Bantam /14U/12U level player trying out for a JV or Varsity team, who have already made a MWHA travel team, will be declared ineligible for that travel team if or when they appear on the ice for the JV or Varsity tryouts.

The Association strongly recommends that players wishing to try out for JV / Varsity teams inform their teams coach, in writing as early as possible, after placement on an Association team.

All players wishing to try out for JV / Varsity teams must be paid in full.

If the player makes a JV/Varsity team all registration fees paid, are forfeited to the Association.

If the player does not make the JV or Varsity team, for which he or she tried out for, they may return to the Association team they left, subject to penalties imposed by the Bantam/14U/12U coaches and or Level Coordinators as described in the team's policies for missing practices, scrimmages or league games.

REFUND POLICY

Travel Levels

-Refund requests must be in writing to MWHA Registrar BEFORE team placement.

-Refunds WILL NOT be issued once team placement has been made.

Mite Levels

-Refund requests must be in writing to MWHA Registrar and received prior to Dec. 1, and will be processed after Dec. 1.

ALL LEVELS are subject to deductions of: pro-rated ice time, a \$50 administrative fee, and any other applicable fees (e.g., tryout fees, losing the multi-player discount, etc) from each request.

Fees paid to USA/MN Hockey are non-refundable. All requests are processed after Dec 1.- as appears in registration module

Parent Code of Conduct Policy

Rev. 6/2017

As parent(s) of a Mound Westonka Youth Hockey participant, I (we) am/are in agreement:

1. That it is a privilege, not a right, for your child/children to play youth hockey
2. That sportsmanship, team work and fair play are essential to the sport of hockey
3. That sportsmanship, team work and fair play are the most important skills that our child/children can possibly gain from youth hockey
4. That because our child/children learn from our example, we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents

THEREFORE, we agree to the following Code of Conduct Policy:

1. **24 HOUR RULE:** No parent/legal guardian or relative of any MWHA player, in a fit of frustration/anger over their player's ice time/position, coaches play of their players and/or team status per our tryout policy will contact the coach, Level Coordinator or any other member of the MWHA Board of Directors. This includes by email, phone call, text message, written/typed letters or any other social media avenue. After 24 hours has passed from the conclusion of said event the parent/legal guardian is to contact the Level Coordinator with the issue if they so choose. If such event occurs, and the 24 hour rule is NOT followed by the parent/legal guardian, they will be sanctioned by the MWHA Board of Directors in accordance to your sanctioning guidelines.

2. Parents and/or players who are evicted from any rink will be sanctioned by the MWHA Board of Directors in accordance to our sanctioning guidelines

3. Parents and/or players who create public displays of anger towards their coaches in any arena or via email, phone call, text messages, written/typed letters or any other social media site will be sanctioned by the MWHA Board of Directors in accordance with our sanctioning guidelines.

4. Parents and/or players, who create public displays of anger towards referees, parents/players of any MWHA teams or any opposing team, which includes verbal abuse/threats or actual physical abuse/violence or any other conduct detrimental to the MWHA will be sanctioned by the MWHA Board of Directors in accordance to our sanctioning guidelines.

PLAYER PARTICIPATION:

MWHA MINUTES

MWHA

Mission

The members of the MWHA will strive to provide a positive environment that promotes the development of hockey skills, good sportsmanship, competitive play and fun for all players.

Mound Goals

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Our goals as members of Mound are as follows:

- o Fun, fun, fun for all
- o To provide a quality program at a reasonable cost
- o Quality training for all players
- o Consistent skill development
- o Positive community representation
- o Promote personal growth and positive attitudes

In order to reach our stated MWHA Mission and Goals we will ask our coaches to do their best to ensure all players have a positive experience and enjoy the sport of hockey. We have put together the following positional and playing time policies for both our “competitive teams” and “development teams”.

Competitive Teams

For our “competitive teams” it is the MWHA’s philosophy that each player will have an opportunity to learn different positions in practice and in games to become well-rounded hockey players. Position play and rotation for “competitive teams” will be determined solely by the coach. The coach will decide on player positions that they feel will be beneficial to both the player and the team success. For our “competitive teams” playtime may be increased or decreased for certain players during specific games and game situations. Goalie rotation will be determined by the coach and may not warrant equal playing time.

Competitive team coaches will have the ability to adjust ice time as the situation warrants at their sole discretion. Coaches may implement “special team” lines for power play and penalty kill situations. For all teams player ice time may be affected for disciplinary reasons. The discipline should be related to player behavior, not performance of the player on the ice. Discipline should fit the code of conduct violation and/or team rules guidelines.

Competitive teams are as follows:

- Pewees –A
- Girls U12 -A
- Bantam –A/B1
- Girls U14 -A
- Jr. Gold –A

Development Teams

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For our “Squirt development teams’ it is the MWHA’s philosophy that each player will have an opportunity to play various positions in practice and in games to become well-rounded hockey players. Coaches will do their best to have all players rotate between forward and defensive positions (60/40 ratio) throughout the season and provide practice and game time at that position. Pee Wee and Bantam levels the coaches will have the ability to put the players at the best position they feel will help the team. We recommend (but do not enforce) at the SQ and PW level that the goalies can skate out. This will be a coaches and team decision that they feel will best help player development.

Playtime should be close to equal for all players over the course of the season including goalie rotation. All players should have opportunities to play special teams –both power play and penalty kill. The only situations that may warrant ice time adjustments would be at the end of a playoff or tournament game where the team has the opportunity to advance and/or play more games if the team wins or ties.

For all teams player ice time may be affected for disciplinary reasons. The discipline should be related to player behavior, not performance of the player on the ice. Discipline should fit the code of conduct violation and/or team rules guidelines. If a parent has concerns related to playing time or position policy during the season, the parent should follow these steps:

1. Follow the MWHA24 hour policy. Please wait 24 hours after a situation before raising the issue.
2. Ask the coach about the situation. Open communication between the coach and player or parent often will resolve the issue.
3. Contact the Level Director if the situation is not resolved after a conversation with the coach.

Developmental teams are as follows:

- Squirts A, B, C
- Girls U10 A, B, C
- Peewees B1, B2, C
- Girls U12 B, C
- Bantam B2, C
- Girls U14 B, C

MWHA MINUTES

Mound Westonka Youth Hockey is an organization that depends on its volunteers to support a quality hockey program for our youth athletes. Volunteer efforts directly benefit MWHA players and families by setting a great example for our kids and off-setting program costs. The involvement of MWHA members is what makes us a successful organization!

MWHA Volunteer Policy 2016-2017

General

- The volunteer season runs May 1, 2016 through April 30, 2017.
- Every MWHA family is required to complete volunteer hours.
- There are no exemptions to the volunteer requirements. (may want to revise this statement)
- It is each family's responsibility to seek volunteer opportunities to fulfill their requirement.
- No roll-over of volunteer hours will be allowed from year to year.
- No transfer of volunteer hours will be allowed from family to family.
- Any family member age 18 or older may participate as a volunteer.

Volunteer Requirements

- **Standard Volunteer Requirement.** For all association players, the standard volunteer requirement will be 5 hours per player.
 - **Buyout Option.** Families have the option to buy out their standard volunteer requirement only at the time of registration. You must submit your buyout payment with your registration. The buyout fee is \$250 per player. BOD thinks it should be larger amount i.e. greater than or equal to the deposit.
 - **Deposit.** A volunteer security deposit check is due at the time of registration, for each player, in the amount of \$375 Written to the MWHA. This deposit check is cashed ONLY IF required volunteer hours are incomplete and unpaid as specified in "Incomplete Hours". Deposit check is required at time of registration and prior to a player taking the ice. Upon completion of your family's standard volunteer requirement, deposit checks will be destroyed.
 - **Incomplete Hours.** A family account will be charged, at the end of the volunteer season (April 30), for any incomplete volunteer hours. They will be charged at a rate of \$75 per hour. All outstanding balances must be cleared up by July 1, 2017 or your Deposit Check will be cashed in full.
- **Mite Jamboree Volunteer Requirement.** Over and above the Standard Volunteer Requirement, all U6/U8/Mini-Mite/Mite families will all be required to work an additional 6-hours per player during the end of year Mite Jamboree hosted by MWHA. The Mite Jamboree is an important fundraising event for our association and relies on many dedicated volunteers to be successful. You may not buy out your Mite Jamboree volunteer requirement. With the exception of Board of Director and Hockey Operation Committee positions, no families are exempt from the Mite Jamboree Volunteer Requirement.
- **Team-Related Volunteer Requirement.** Over and above the Standard Volunteer Requirement, all families will have Team-Related Volunteer Duties. Families may not buyout Team-Related Volunteer Duties. Duties will vary by team and will be coordinated by the Team Manager. The following are examples of some of the potential team-related volunteer duties: concessions, running the arena timeclock, scoreboard, music, team scorebook, videographer, locker room

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monitor or penalty box attendant. Team-Related volunteering does not satisfy the Standard Volunteer Requirement.

- **Scholarship Volunteer Requirement.** Over and above the Standard Volunteer Requirement, all families receiving scholarship funding will be required to work one additional volunteer hour for each \$25 of aid received.

Volunteer Hours

- **Claiming.** The MWHA DIBS system will be used to claim and track each family's volunteer requirement. Member families must be a registered user of the MWHA (NGIN) website to access the DIBS system. The DIBS system may be accessed through the MWHA website.
- **U6/U8/Mini/Mite.** Opportunities to fulfill the Standard Volunteer Requirement may include: Board of Directors, Hockey Operations Committee, Head Coach, Asst. Coach, Team Manager, Manager of Managers, Concessions, Outdoor Ice, and miscellaneous opportunities as highlighted on DIBS.
- **Travel Teams - Squirt/Peewee/Bantam/Jr. Gold.** Opportunities to fulfill the Standard Volunteer Requirement may include: Board of Directors, Hockey Operations Committee, Asst. Coach, Team Manager, D3 Tournament, Outdoor Ice, and miscellaneous opportunities as highlighted on DIBS.
- **Cancelations.** Volunteer Sign-ups may not be cancelled inside 14-days. Inside 14-days, it is your obligation to find a suitable substitute.
- **No Show.** If a family has signed up for a volunteer opportunity and does not complete that opportunity, for whatever reason, they will either be charged \$75 per hour that was missed or will need to complete double the hours they missed in addition to their standard requirement. The volunteer coordinator will work with the family to determine how they would like to handle the NO SHOW.
- **Select Volunteers.** The MWHA Board has assigned credit hours to the following select volunteers:
 - Board of Directors and Hockey Operations Committee – 20 hours exempt
 - Jamboree exempt.
 - Golf Tournament Coordinator - Exempt
 - Program Coordinators/Chairs– 20 hours
 - Head Coaches – 10 hours exempt
 - Assistant Coaches – 10 hours (3 per team) exempt
 - Scrimmage Coordinator – 5 hours (1 per travel team) agree
 - Team Manager – 5 hours (1 per team/ player)
 - Manager of Managers – 20 hours
 - Team Sponsors – 10 hours

Erik Hanson
Volunteer Coordinator
erik@motorscope.net

General Notes (ts):

BOD felt that it would be better to use the word credit instead of hours. It was felt that hours would be too restrictive. Credits values would be established at the beginning of the Volunteer season based on the anticipated number of volunteer hours required. For example. the Association will be hosting only one D3 Tournament in 2018 (PW A). Anticipated to be 15 – 18 games.

MWHA Player Move up and Placement Policy:

Date:7/25/2017

By Ross Carlson, A.C.E. Coordinator, HOC Chair

- 1) **Age eligibility:** In almost all cases, players will be placed on teams according to **the USA Hockey Annual Guide / Minnesota Hockey Handbook, Age Division Guidelines published in August, prior to the upcoming season.**

These divisions are: Bantam/14U, Pee wee/12U, Squirt/10U, Mite/8U, Mini-Mite/6U

- 2) **Grade Level move up:** Based on the number of eligible players for any given level, the Mound Westonka Hockey Association Coaches Board may allow a child to play up with his/her grade if they wish to do so. **All players requesting a Grade Level move up must be members of the Association in good standing and registered for the current season. Players may not have any unpaid balances from previous seasons.** All grade level move ups will be approved unless team configurations are negatively created at affected levels, as determined by (i) a below.

Players will be allowed to move up, will try out and be fully eligible for consideration on an A, B or C team and may not reverse their decision based upon dissatisfaction with which team the player **is assigned**. If a grade level move up approval is provided, no other request is required to be made by the family for that particular player for the remainder of his/her playing career at Mound Westonka Hockey Association. It is important to note that if a grade level approval is granted, the family waives their ability to request a move-down for that player in future years.

(i) **The Hockey Operations Committee** (HOC) will review the number of grade level move up requests received in relation to the number of registered players at the affected levels. "Grade Level Play" move ups will be allowed using the following criteria and process:

- a. A grade level move up shall not take a team/all teams at such level of play to greater than 15 skaters and 2 goalies nor should it leave the team/all teams at the level below with less than 11 skaters and 1 goalie. However, the Coaches Board may make a recommendation outside these guidelines that the Board may approve based on extraordinary circumstances.
- b. The HOC will determine if an exception exists to this policy for Goaltending Need or Coaching Need (see Section C below).
- c. In the event the number of "Grade Level Play" eligible players exceeds the number of openings, as determined by the HOC, at the next higher level, players will be moved up first to the player in the higher school grade and, second, proceeding in strict order of birth date until the openings have been filled.

(ii) Players who wish to be eligible for "Grade Level Play" move up, must complete the following procedure:

- a. Declare their intention to play at the higher level in writing, based upon "Grade Level Play" policy to the Board **of Directors** President, **Board Secretary** and the Ace Coordinator 10 days prior to the beginning of tryouts of the level which the player seeks to join, assuming the move up is granted.

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b. Present written documentation from their school stating the current grade of the player, to the Board of Directors President, Board Secretary and the Coaches Board Chairman (appropriateness of documentation to be determined by the discretion of the Board President and Coaches Board) 10 days prior to the beginning of tryouts of the level which the player seeks to join, assuming the move up is granted.

(iii) Players meeting all criteria and fulfilling the procedures stated above will be moved up, provided all team roster configurations at the higher level and minimum roster configurations at that players current level meet the guidelines noted in i(a) above, as determined by the Coaches Board and approved by the entire Board of Directors. The Coaches Board may make a recommendation outside these guidelines that the Board may affirm based on extraordinary circumstances. Grade Level move ups will not be final until approval by the entire Board and accepted by the District 3 Director at the appropriate roster certification meeting.

3) Player placement based on association numbers: This policy is designed to optimize personal development by achieving the most beneficial team sizes at each division. The association has determined that the minimum team size will include ten (10) skaters and one (1) goalie, and the maximum team size cannot exceed Minnesota Hockey Policy. The Board will review estimated player numbers at each division annually and determine the number of teams and players per team with input from the HOC. The Board will also decide the necessary number of player move-up(s) from the lower division. Under this policy, move-ups in this situation would be handled as follows:

a) All player move-up(s) based on "Association Number Needs" will be placed at the lowest level within the move-up division.

b) Any open slots will be made available to all last year age eligible (Minnesota Hockey Age Division) players at the next lower division prior to tryouts.

c) Interested eligible players will then notify the Board and HOC, in writing, if they are interested in trying out for open slots. **Players must be registered at their current age division and be a member in good standing. Players may not have any unpaid balances. The Parents / Guardians must pay difference in price due to increased ice time and agree to be responsible for their portion of team expenses and personal travel / lodging to out of town tournaments. Travel team volunteer policies apply.**

d) A separate tryout (during their age appropriate division ice session) will be held between these players for the open slot(s). Players will be ranked based on tryout score to determine which player(s) will be awarded the open slot(s). The player(s) awarded an open slot(s) will then be placed on the lowest level team within the move-up division. These tryouts will be held at Pre-Tryout clinics conducted by the High School Coach.

e) The Board is not obligated to award any or all of the open slots if they believe the move-up player(s) are physically and/or emotionally unprepared to play at the next division. If the player is not awarded an open slot, he/she will try out again at their current Minnesota Hockey Age Division.

f) A move-up player cannot displace an older child that has no other option to play. MOVE-UP TRYOUTS WILL NOT BE APPROVED IF SLOTS ARE NOT REQUIRED AT THE NEXT DIVISION. The Board of Directors and HOC reserves the right to add or subtract open slots as needed.

g) All players moved up a division through this special player placement process will be expected to play three years at move-up division and will move to the next division per Minnesota Hockey **Age Division** guidelines.

4) Skills-based move-up: In extremely rare instances, a player's coach from the current or previous year may petition the HOC, for Board **of Directors** consideration, for a player move-up regardless of the above policies due to overwhelming skill. To be considered by the Board, the move-up must meet the following requirements:

a) **The player must be registered, in good standing, for the current season** and the request is made, **in writing**, prior to try-outs of the given year.

b) At least two current division coaches (non-parent) submit written letters, **to the HOC, Board of Directors and Board Secretary with a recommendation** for the move.

c) The HOC recommends the move-up to the Board **of Directors and by voice vote, approves the recommendation.**

d) If the move up player ranks in the top 5 players after tryouts he or she will be eligible for the top team. If that player does not rank in the top 5 but finishes in the top 10 of total try-out score of all players, he or she will be given the option to play on the team below the top tier team at the tryout level or to be assigned to the A team of the level from which he or she would have been trying out for given his or her age.

e) The coach of the "receiving" team is accepting of the move.

f) The division the player is moving to needs players, and the move-up will not be detrimental to other players at that division.

g) The player will create a significant detriment to other players' skill development at his or her age/grade division.

h) The player and parents agree to the move-up and fully understand the financial, social and interpersonal dynamics of the higher age and grade division teammates.

Players newly eligible to join the association *after* the try-out process has completed.....

Mite Move Up Policy

The Mound Westonka Hockey Association, Board of Directors and Hockey Operations Committee, will determine the need for Mite players, at the Squirt Level, on an annual basis based on team projections and registration. Eligible Mite players, in their last year of eligibility, will be contacted prior to Squirt Tryouts by Squirt Level Coordinator. Prospective player must have completed registration for the current season as a Mite, prior to close of traveling registration **and must be an Association member in good standing**. The Player may register earlier to avoid late fee. The Players trying out for the Squirt level can only make the top team if they are rank in the top 5 after tryouts. If that player does not rank in the top 5 they will be placed on the next team below the top team based on where their final ranking score after tryouts. The Parent / Guardian must pay difference in price due to increased ice time and also agrees to be responsible for their portion of team expenses and personal travel / lodging to out of town tournaments. Travel team volunteer policies apply.

Edits by ts in red.

