

FERGUS FALLS HOCKEY ASSOCIATION



MEMBER HANDBOOK

The information contained in this handbook is for players, parents, coaches, and team managers of the Fergus Falls Hockey Association (FFHA).

Table of Contents

Hockey 101.....	3
Hockey Season	3
Communications.....	3
Questions	3
Parents Meetings	3
Financial Information.....	4
Registration Information	4
Volunteer Policy/ Concessions.....	5
Fundraising	6
Equipment Rental	6
Goalie Refund.....	6
Skate Sharpening	6
Reserving Rooms.....	6
Travel Game Jerseys/ Socks	7
Impact Testing.....	7
Season Outlives & What to Expect.....	7
6U/ Otter Mite/ Gopher Mite	7
8U/ Wild Mite/ Olympic Mite.....	7
10U/ Squirt.....	8
12U/ PeeWee.....	8
14U/ Bantam	8
Arena Schedule.....	8-9
Travel Game Schedule.....	10
Travel Game Schedule Abbreviations.....	10
Tournament Dates.....	11
Rules and Regulations	11
Coaches Code of Ethics.....	12
Officials Code of Ethics	13
Parents Code of Ethics.....	14
Players Code of Ethics.....	15
Disciplinary Policy.....	16
House League Teams.....	18
Traveling Teams.....	19
Squirts/ 10U Girls.....	20
Squirt Travel Map.....	20
PeeWees/ 12U Girls	21
Bantams	21
Travel Coach Expense Policy	21
Season Outline.....	22
Locker Room Policy.....	22
FFHA Board Members & Committees	24
Board Meetings	24
Board of Directors Paid Positions	25
FFHA By-Laws.....	26

Welcome to the Fergus Falls Hockey Association

Fergus Falls Hockey Association
P.O. Box 691
Fergus Falls, MN 56538

THE FERGUS FALLS COMMUNITY ARENA is located at 340 Friberg Avenue, Fergus Falls

Purpose:

The Fergus Falls Hockey Association (FFHA) is committed to providing youth athletes with programs to learn and enjoy the sport of hockey. We promote and support a fun and fair hockey environment that encourages athletes to respect themselves and others, become a better teammate, build self-confidence, and develop leadership skills. We work toward a common goal of developing each athlete's physical, social, and emotional health and personal values that enable life-long success.

HOCKEY 101

I. Hockey Season

- A. Fergus Falls Community Arena has ice the 1st week of October
- B. Mites- Season is November through March
- C. Squirts/10U through Bantams- Season October through February (option skating through March)

II. Communications

- A. All communications for the entire association are sent out via email by the FFHA Website Administrator from the FFHA Sportsengine website, www.fergusfallshockey.org.
- B. You MUST be a "Member" of the FFHA website to receive emails. You can always edit your email address in Sportsengine.
- C. **PLEASE NOTE:** FFHA Members/ Board Members/ Website Admin, etc. **CANNOT** update your email address or have any control over what addresses receive emails. All communications are sent to "Members" of the website, it is up to everyone to keep their information updated.
- D. "Like" Fergus Falls Hockey Association page on Facebook
- E. Website, www.fergusfallshockey.org has up to date information for the association so check it often.
- F. **Questions?:** Here are a few ways to ask questions
 - i. You can always contact the FFHA President if you have questions and he can direct your question to the proper person if needed.
 - ii. All Board & Committee Members' contact information can be found on the website "Board Contacts" page
 - iii. Reply to association emails

III. Parent Meetings

- A. There will be a **MANDATORY PARENT MEETING in October.** At least one parent for each player family MUST attend to get important information regarding the upcoming season, the SafeSport program, and necessary updates from USA and Minnesota Hockey. The time and venue is TBD. Players will not be allowed to continue skating unless a parent/guardian fulfills this requirement.
- B. There could be other parent meetings requested during the season such as travel team parent meetings or other important information meetings. Parents will be notified prior to any meetings.

IV. Financial Information

A. Registration Information 2018-2019

- i. **FFHA REGISTRATION THINGS TO KNOW:** FREE registration for skaters who are new to FFHA! USA Hockey Registration must be completed by the skater's parent/guardian. Costs associated with USA Hockey Registration will be refunded by submitting a USA Confirmation receipt by December 1, 2018 to the Treasurer's folder in the Concession Stand. New skaters will be responsible for concession work, fundraising, and equipment rental costs.

ii. **GETTING SKATERS REGISTERED:**

1. Online Registration- Visit www.fergusfallshockey.org -Click on 2018-2019 Registration Link.
2. Obtain USA Hockey Confirmation # – Follow link to www.usahockey.com – Become a USA Hockey Member
 - a. Choose member type: Ice Player/Coach.
 - b. The information you fill out is how we contact players and their families. Make sure to include accurate information and additional phone numbers and emails if necessary.
 - c. Follow the prompts and fill out all data correctly. Enter your skater's name as it appears on his/her birth certificate.
 - d. Process \$50 payment (\$40 USA Hockey, \$10 MN Hockey) – Visa, Master Card, Discover or American Express (credit, debit or gift cards). Fee reimbursed for first year skaters and waived for kids born 7/1/12 and after.
3. Return to Online Registration – www.fergusfallshockey.org and proceed with the next online step.
 - a. Scholarships are available by request to ffharegistrar@gmail.com. Forms must be turned in by September 18th, 2018 for consideration. You will be notified by email from a board member on how to proceed with registration no later than September 28th, 2018.
 - b. Complete all required Registration Forms online.
4. Attend FFHA "Season Kick-Off Night" – September 17th or 18th, 2018 – 6 to 8pm at Fergus Falls Community Arena, Park & Rec Lobby, 340 Friberg Ave
 - a. All families must attend one of the nights to pick up fundraising materials.
 - b. Fit new 1st year skaters for equipment.
 - c. Turn in state or county issued birth certificates for new skaters or those not on file.
 - d. Get assistance with online registration process if unable to register online.


****Skaters and Coaches cannot be on the ice until Registration is complete****

iii. **REGISTRATION AGES & FEES:**

Level	Age on 7/1/18	DOB Must Be	Fee
Bantam	13 & 14	7/1/03 - 6/30/05	\$710
12U Girls	11 & 12	7/1/05 - 6/30/07	\$660
PeeWee	11 & 12	7/1/05 - 6/30/07	\$660
10U Girls	9 & 10	7/1/07 - 6/30/09	\$410
Squirt	9 & 10	7/1/07 - 6/30/09	\$410
Squirt House	9 & 10	7/1/07 - 6/30/09	\$210
8U Girls	7 & 8	7/1/09 - 6/30/11	\$210

*In-house squirt team only. Skater can move to Travel Squirts before December 15, 2018 by paying the fee difference.

Mite/Termite Program - Otter and Gopher: \$110 Wild and Olympic: \$210

Age on July 1 st of current year in Hockey 	3 years old	4 years old	5 years old	6 years old	7 years old	8 years old
1	Otter	Otter	Otter	Gopher	Wild	Wild
2	N/A	Otter	Gopher	Gopher	Wild	Olympic
3	N/A	N/A	Gopher	Gopher or Wild	Wild	Olympic
4	N/A	N/A	N/A	Gopher or Wild	Wild	Olympic
5	N/A	N/A	N/A	N/A	Wild	Olympic
6	N/A	N/A	N/A	N/A	Wild	Olympic

iv. **LATE FEES:** Any returning skater who registers after 10/15/18 WILL BE ASSESSED \$150 LATE FEE.

v. **PAYMENT:** All fees for FFHA registration are paid online, either in full, or by clicking on the Automatic Withdrawal and submitting all the required information. If registering on or before Sept 18th, and choosing the Automatic Withdrawal option, 20% of registration fees must be paid at the time of registration. Additional payments will be withdrawn on Sept 20th, Oct 20th, Nov 20th, and Dec 20th, 2018. If choosing the Automatic Withdrawal option on or after Sept 20th, 25% of registration fees must be paid at the time of registration. Additional payments will be withdrawn on Oct 20th, Nov 20th, and Dec 20th, 2018. Depending on when you register, the number of payments offered decreases.

vi. **PAST DUE BALANCES:** Any past due balances will need to be paid, in full, prior to the start of the 2018-2019 season. A Board Member will notify you if any balances are due via mail/e-mail.

B. Volunteer Policy/ Concessions: There are many opportunities for volunteering in the association through coaching, team managing, being on a committee, helping with events, etc. Emails periodically are sent out asking for volunteers, please help when you are able. Without parent volunteers, FFHA would not be able to be as successful. If you are interested in volunteering, please speak up.

- i. FFHA expects each family to work 15 hours per skater (with a maximum of 40 hours per family) in our concession stand. The concession stand is open mostly when the arena is open during practices or games. Times vary depending on events at the arena. There is a sign-up sheet on a bulletin board by the concession stand. It is posted at the same time the arena schedule comes out. MN Dept. of Health regulations require any worker to be 14 years of age to work with a parent, 16 years of age to work without a parent, and 18 years of age to work during a High School hockey game (**NO EXCEPTIONS!**). You as a parent or guardian do not have to be the only ones working the hours. You can ask friends, aunts, uncles, cousins, grandparents, or older siblings if they meet the age requirements and are capable of the performing the duties.
- ii. Please remember if you sign-up to work your hours and cannot work your shift, you must find a dependable replacement. We understand that situations arise but missed shifts are not appreciated. Please be considerate to all and don't cross your name off the list at the last minute as finding a replacement can be difficult.
- iii. There is also an option if you prefer not to volunteer the hours, by donating \$150 per skater to FFHA. This money will be used to pay others to work the hours that are not fulfilled by volunteers. The concession manager will take care of hiring workers.
- iv. The Volunteer Coordinator is Pam Muxfeldt. She can be contacted via email at muxy@prtcl.com or via cell at 218-770-7190. Please contact her if you have any questions or concerns regarding the Concession Stand or working your volunteer hours.

- C. **Fundraising:** Each skater will be responsible for selling 10- \$10 raffle tickets for a cash raffle. A total payment of \$100/skater is collected during the online registration and tickets must be picked up on September 17th or 18th 2018. Due to lawful gaming rules the cash raffle stubs **MUST** be turned in by Oct 15th, 2019.
- D. **Equipment Rental Program:**
- i. Rental equipment is available to all Otter, Gopher, Wild, Olympic Mites, 8U and any first-time player as it is available. (1st times skaters at 12U Girls, PeeWee, and Bantam levels could also be eligible if there is equipment available.)
 - ii. Equipment sign up is part of online registration and distribution will be held during Season Kick-Off nights.
 - iii. Equipment rental is \$75 with a refund of \$25 after the equipment is returned by April 1, 2019 (or date TBD if extended ice time is possibility available in the future).
 - iv. **Equipment Provided:** Helmet, Shoulder pads, Gloves, Elbow pads, Breezers, Shin pads, skates, and stick are provided if available. You are responsible for your own mouth guard and socks.
 - v. FFHA will provide Jerseys once teams are selected.
- E. **Goalie Registration Fee Refund:**
- i. Goalie Clinics will be required for all Squirt/ 10U (if they own their own equipment), PeeWee/ 12U and Bantam goalies. They must attend 80% of the clinics throughout the regular season to receive 1/2 registration credit at the end of the season. Attendance will be kept by the Goalie Coordinator.
- F. **Skate Sharpening-**
- i. Arena- \$5 a sharpen
 - ii. Fergus Home & Hardware (Cullen's Home Center)- \$40/ card for 8 sharpening times- Dan Zierden 218-205-7323
 - iii. Team Skate Sharpening
 1. Team Manager or designated parent- Contact Dan to set up night for your team
 2. Get a tote or bag for all the skates- this gets put in the locker room for players to put skates in as they get undressed after a practice
 3. Put a copy of your team's roster and contact information with the skates
 4. skates **MUST** have skate guards and names written on them
- G. **Reserving Rooms**
- i. ALC Lunchroom- must reserve through the school
 1. Jayna Johnson- jaynajohnson@fergusotters.org
 - i. Make sure all garbage cans are emptied, tables cleaned, and all messes are cleaned up in the room. The room should be left the way it was when you entered the room.
 - ii. When using the ALC lunchroom please note the following requests from the school and concession stand:
 1. Parents **MUST** supervise the ALC lunchroom at **ALL** times
 2. There is absolutely **NO** playing allowed in the Hallway
 3. Bring all your own food supplies. Please avoid asking the oncession stand for supplies.

2. Arena Community Room- must reserve through the city- Park and Rec Dept.
 - i. Pam Muxfeldt- pam.muxfeldt@ci.fergus-falls.mn.us
 - ii. Steve Plaza- steve.plaza@ci.fergus-falls.mn.us
3. Hockey Training Room- must reserve through the city for team dryland practice

H. Travel Game Jerseys Instructions

- i. MUST have a garment bag
- ii. No alterations are allowed
- iii. If jerseys are damaged, parents are responsible for replacing
- iv. Jersey washing instructions
 1. Pre-treat puck and tape marks directly with a stain-remover such as Shout
 2. Turn inside out, machine wash cold with mild detergent (NO BLEACH)
 3. Hang dry or machine dry on cool setting for no more than 5 minutes (NO HEAT)
 4. Do not use an iron
 5. Do not let jerseys soak in water for an extended period of time
 6. If you have any additional questions pertaining to washing or jersey maintenance please call: Gemini Athletic Wear Inc. 952-942-9611
- v. Jerseys MUST be turned into Team Managers at the end of the season

I. Travel Game Socks- for sale \$15 at concession stand

- J. Impact Testing- (Concussion Pre-screening)- team managers can set up and Niki Welde will assist if needed. nwelde@fergusotters.org**
- i. Cost \$5 per player- FFHA will cover the cost
 - ii. Athletic Trainer- Todd Groeth does testing in the Kennedy School Media Center
 - iii. Ages 11 and up, team managers will assist setting up times and dates
 - iv. Max 30 kids per session

V. Season Outlines and What to Expect for Each Level

A. 6U/Otter Mite/Gopher Mite

1. 1 practice during the week (Wednesday), 1 practice on Saturday
2. House League scrimmages during on the weekend.
3. Scrimmages will be cross-ice or half-ice.
4. Ice sessions will be 1 hour to 1:15 minutes in length
5. Skaters will be placed in groups with other skaters of like ability
6. Skaters might move to different group(s) throughout the season.
7. Opportunity to be an “Otter Buddy” at the start of a High School hockey game.
8. Opportunity to play between periods of a High School Hockey game.
9. Participate in “Super Sunday” at the end of the season (Televised Scrimmage).

B. 8U/Wild Mite/Gopher Mite

1. 2 practice during the week (Monday-Friday)
2. House League scrimmages during on the weekend.
3. Scrimmages will be cross-ice or half-ice.

4. Ice sessions will be 1 hour to 1:15 minutes in length
5. Some light travel to surrounding communities (After 12/31)
6. No more than 6 full ice games/scrimmages
7. Skaters will be placed in groups with other skaters of like ability
8. Skaters might move to different group(s) throughout the season.
9. Opportunity to be an “Otter Buddy” at the start of a High School hockey game.
10. Opportunity to play between periods of a High School Hockey game.
11. Participate in “Super Sunday” at the end of the season (Televised Scrimmage).

C. 10U Girls/ Squirt

1. 2 practices during the week (Monday-Friday).
2. House League scrimmages during the week (Monday-Friday)- cross ice or half ice
3. Ice sessions will be 1 hour to 1:30 minutes in length.
4. Try-outs for travel teams to be held in October
5. Maximum of 35 travel games (Approx. half will be at home).
6. 1 away invitational tournament and 1 home tournament
7. 1 district tournament at end of the season (February)

D. 12U Girls/ PeeWee

1. 3 practice session during the week (Monday-Friday).
2. Ice sessions will be 1 hour to 1:30 minutes in length.
3. 1-2 off-ice session/week
4. Try-outs for travel teams to be held in October.
5. Maximum of 40 travel games (Approx. half will be at home).
6. 1 home tournament and 1 away invitational tournament
7. 1 District tournament at end of the season (February)
8. Season can extend past District Tournament to Regional Tournament and State Tournament.

E. 14U Girls/ Bantam

1. 3-4 practice sessions during the week (Monday-Friday).
2. Ice sessions will be 1 hour to 1:30 minutes in length.
3. 1-2 Off-ice session/week
4. Try-outs for travel teams to be held in October
5. Maximum of 45 travel games (Approx. half will be at home).
6. 1 home tournament and 1 away invitational tournament
7. 1 District Tournament at end of the season (February)
8. Season can extend past District Tournament to Regional Tournament and State Tournament

VI. **Arena Schedule:** Although we try to keep the specific times for the ice session consistent, it is impossible to do so with multiple levels who also have practices, games, and tournaments. It is helpful to always check the schedule the night before a practice/game to make sure your player gets on the ice at the correct time. There are times when the ice time needs to be changed due to an unforeseen reason. At that time an email will go out to the levels that are impacted by the change and the website calendar page will be updated. The daily schedule is posted on the TV monitors by the concessions lobby and additional copies of the schedule are kept on the bulletin board by the concession stand and on the website.

A. Below is an example of an arena schedule

Monday, January 19, 2015				Wednesday, January 28, 2015			
South Rink		North Rink		South Rink		North Rink	
12:00-1:15	Bantams	5:45-7:45 am	FFFSC			5:45-7:45 am	FFFSC
1:30-3:00	Open Public	12:00-1:15	PW's	1:30-3:00	Open Public		
3:45-5:15	HSB	1:30-3:30	FFHA Open Hockey	3:45-4:45	HSG	3:45-4:45	HSB
5:30-6:30	HSB	3:45-5:00	HSG	5:00-6:00	HSG	5:00-6:00	HSB
6:45-7:15	Rookie Program	5:15-6:15	HSG	6:15-7:15	Otter / Gophers	6:15-7:15	Wild / Olympic
7:15-8:15	Goalie Clinic	6:30-8:00	FFFSC-Basic Skills	7:15-8:15	8U/10U ADM	7:15-8:45	Sqt ADM & HSL
8:30-9:30	12U	8:15-9:15	FFFSC-Basic Private	8:30-9:45	Bantams	9:00-10:00	Men's League
		9:15-9:45	FFFSC-Freeskate Pvt				
Tuesday, January 20, 2015				Thursday, January 29, 2015			
South Rink		North Rink		South Rink		North Rink	
6:30-7:45 am	Bantams	5:45-7:45 am	FFFSC	6:30-7:45 am	PWB	6:30-7:45 am	PWA
1:30-3:00	Open Public			1:30-3:00	Open Public	3:45-5:00	HSG
3:45-5:00	12U	3:45-5:00	8U / 10U HSL	3:45-5:15	HSB	5:15-6:15	HSG
5:30-7:00	HSBJV vs River Lakes	5:00-6:15	All Squirts ADM	5:30-6:45	HSB	6:30-8:00	FFFSC-Basic Skills
		6:30-7:30	Wild / Olympic	7:00-8:00	10U / 12U	8:15-9:15	FFFSC-Basic Private
7:00-9:30	HSB vs River Lakes	7:45-8:45	All PW's	8:15-9:30	Bantams	9:15-9:45	FFFSC-Freeskate Pvt
		9:00-10:00	Oldtime Hockey - 35 & Over				
Wednesday, January 21, 2015				Friday, January 30, 2015			
South Rink		North Rink		South Rink		North Rink	
		5:45-7:45 am	FFFSC			5:45-7:45 am	FFFSC
1:30-3:00	Open Public			11:45-1:15	Lunchtime Hockey		
3:45-4:45	HSG	3:45-4:45	HSB	3:45-5:00	HSBJV	3:45-5:15	HSB
5:00-6:00	HSG	5:00-6:00	HSB	5:30-7:00	HSGJV vs Sartell / SRR	5:30-7:15	BA vs EGF
6:15-7:15	Otter / Gophers	6:15-7:15	Wild / Olympic			7:15-9:00	PWB vs Alex
7:15-8:15	8U/10U ADM	7:15-8:45	Sqt ADM & HSL	7:00-9:30	HSG vs Sartell / SRR		
8:30-9:45	Bantams	9:00-10:00	Men's League				

B. Key for understanding schedule:

- i. Columns are noted for North and South rinks
- ii. HSB is High School Boys practice or Home game
- iii. HSG is High School Girls practice or Home game
- iv. Otter/ Gophers or Wild/ Olympic are practices for different Mite levels
- v. Bantams, PW, Squirts, 8U, 10U, 12U are practices listed for those levels.
- vi. FFFSC are times for the Figure Skating Program
- vii. Open Public- free skating time that is open to the public. **NO HOCKEY GEAR!!**
- viii. Open Hockey- time for playing hockey for all levels, no coaches required, and is open to the public
- ix. FFHA Open Hockey- time for playing hockey for all levels only if you are part of the Fergus Falls Hockey Association, no coaches required
- x. Open Mites or Open PW/ 12U, etc.- time for playing hockey for a specific level within the association. You may only skate if you are in that level.
- xi. Lunchtime Hockey, Oldtime Hockey, & Men's League- programs sponsored by the City of Fergus Falls, Park and Rec

VII. Travel Game Schedule: Schedule will be sent out via email to the association about once a month, so everyone is aware of any schedule changes. Games will also be entered on the website on each team page. This is to be kept updated by team managers throughout the season.

Game Schedule Abbreviations

ALEX: Alexandria

NS: North Star Sports Complex

Brnd: Brainerd

B-W: Breckenridge-Wahpeton

CRKSTN- Crookston

DL: Detroit Lakes

EGF: East Grand Forks

VFW: VFW arena in EGF

Civic: Civic Arena in EGF

BL CL: Blue Line Club Arena

Fgo: Fargo- Freeze (FRZ)

SH: Fargo South High School Arena

SWA: Fargo South West Arena

Scheels: Scheels Arena

HAT- H.A. Thompson & Sons
Arena(formerly Teamsters Arena)

Coll- Colliseum Arena

Angels- Fargo Angels Arena

Farmers- Farmers Union Arena

GR: Grand Rapids

IRA: IRA Civic Center

LF: Little Falls

MAML: Monticello/ Maple Lake

MBA: Morris Benson Area Hockey

Morris: refers to Morris arena

MBA S- Silver

MBA BLU- Blue

Benson- refers to Benson hockey arena

Mhd: Moorhead-

MSC: Moorhead Sports Center

CHC: Cullen's Hockey Center

(formerly Moorhead Youth Arena)

NL- Northern Lakes

Crosby- Hallot Arena

Breezy: Breezy Point Arena

PC- Prairie Centre (Sauk Centre/ Long Prairie)

@SKCNTR- Sauk Center Civic Arena

@LP- Long Prairie Arena

PR- Park Rapids

RLF- Red Lake Falls

RL: River Lakes

Paynesville: Koronis Civic Arena

Richmond: River Lakes Civic Arena

SRR- Sauk Rapids- Rice

St. Cloud

MAC- Municipal Athletic Complex

SRTEL- Sartell

TRF: Thief River Falls

WF- West Fargo

Vets: West Fargo Veterans Arena

Sports: West Fargo Sports Arena

Team Colors Abbrev:

BLK- Black Team

ORNG- orange team

GRN- Green

BLU- Blue

WH- White

GRY- Gray

GLD- Gold

SLVR- Silver

RED- Red

MRN- Maroon

PRPL- Purple

(A), (AA), (B1)- abbreviations for team levels

VIII. Tournaments

A. Home Tournament Dates:

Nov. 17 th -18 th , 2018	Girls 10UA & 10UB
Dec. 1 st -2 nd , 2018	Bantam A
Dec. 8 th -9 th , 2018	Squirt A
Dec. 15 th -16 th , 2018	PeeWee A
Jan. 4 th -5 th , 2019	Squirt B & C
Jan. 12 th -13 th , 2019	Bantam B
Jan. 18 th -20 th , 2019	PeeWee B & B2
Jan. 26 th -27 th , 2019	Girls 12U
Feb. 23 rd -24 th , 2019	Girls 8U

B. Travel Tournament Dates:

Bantam A- Jan. 25-27, 2019 Fargo
PeeWee A- Nov. 23-25, 2018 Duluth
PeeWee B1- Nov. 23-25, 2018 Duluth
PeeWee B2- Feb 1-3, 2019 Bemidji
Squirt A- Feb. 21-24 Squirt International in Fargo
Squirt B- Feb. 14-17 Squirt International in Fargo
Squirt C- Feb. 7-10 Squirt International in Fargo
12U A- Jan. 18- 20 New Hope
10U A- Jan. 11-13 Thief River Falls
10U B- Jan. 18-20 Crookston

C. Other Tournament Dates:

Districts: February 15-17, 2019
Districts: February 7-10, 2019 (Squirt A & B)
VFW District: February 22-24, 2019 (Bantam A)
Regional: March 1-3, 2019
State: March 15-17, 2019

FERGUS FALLS HOCKEY ASSOCIATION **RULES AND REGULATIONS**

Purpose:

The Fergus Falls Hockey Association (FFHA) is committed to providing youth athletes with programs to learn and enjoy the sport of hockey. We promote and support a fun and fair hockey environment that encourages athletes to respect themselves and others, become a better teammate, build self-confidence, and develop leadership skills. We work toward a common goal of developing each athlete's physical, social, and emotional health and personal values that enable life-long success.

(Revised September 2018, approved September 2018 for the 2018-2019 Season)

COACHES CODE OF ETHICS

- A. All coaches will:
1. Keep in mind that the player is the most important part of the program. Also, learning and developing are more important than winning.
 2. Understand the rules of the game and share that understanding with the players.
 3. Treat players fairly.
 4. Be prompt.
 5. Display kindness, consideration, and understanding towards the players.
 6. Share ideas and techniques with other coaches for the betterment of the program.
 7. Be considerate of other teams.
 8. Be well prepared for practices.
 9. Have a positive attitude at all times.
 10. Have knowledge of First Aid.
 11. Teach players to respect officials' decisions.
 12. Attend a USA coach's clinic each fall as required for coaching level and complete all USA coaching requirements by deadline.
 13. Inform players not to shoot pucks at the bleacher area in any arena during a warm up as recommended by USA for insurance purposes.
 14. Each traveling team coach will have a policy of how he/she will determine an unexcused absence to players and parents at their first team meeting. Expectations, consequences, etc., will be laid out at that time.
 15. Hold all team gatherings at a public place (i.e. arena board room, pizza parlor, etc.)
- B. Coaches will not:
1. Offer players rewards for performance.
 2. Use offensive language.
 3. Solicit players for their own team.
- C. Playing Time: FFHA coaches will not sacrifice player development for a win in any case at the Squirt/ 10U/ PeeWee/ 12U/ Bantam levels. Our goal is to develop every player to their fullest potential and we will make short term win/loss sacrifices in order to maximize each player's long-term development. Coaches will do their absolute best to make sure all players are getting equal playing time and an opportunity to play in different positions. Exceptions can be made if a player is not giving full effort, is having behavior problems, or in play off situations.
- D. Any unlawful behavior by a player must be reported to the Player Discipline Committee for consideration of disciplinary action.

- E. Any disciplinary action involving suspension of a player must be reported by the coach to the Discipline/Grievance Committee.
- F. Non-compliance with this code of ethics will result in a review of the coach by the Hockey Director to determine disciplinary action.
- G. Coaches will follow procedure for absenteeism (in all cases) of a player according to the procedure under PLAYERS CODE OF ETHICS.
- H. In the event of questions or concerns, the procedure to follow is:
 1. Wait 24 hours.
 2. Contact the Coach, Parent, or official to arrange a face to face meeting time and place to discuss the issue. A neutral party must be present during the meeting. (Ex. Hockey Director, Board President, or Discipline/ Grievance Committee Chairperson.)
 3. Take the concern to the President of the FFHA by filling out a complaint form.
 4. This concern will be brought to the FFHA Complaint Committee.
 5. The appropriate committee will investigate this issue and make a recommendation for resolution to the Board President for approval. There will also be a written report kept by the Discipline/ Grievance Committee Chairperson. The FFHA Board of Directors will be notified of the resolution.
 6. The Decision of the Discipline/ Grievance Committee and Board President will be final.
- I. Coaching Applications will be posted on the FFYHA Website.

OFFICIALS CODE OF ETHICS

- A. Officials are expected to:
 1. Know the rules of the game.
 2. Be professional.
 3. Be on time.
 4. Be courteous.
 5. Be consistent and impartial.
 6. Refrain from abusive or offensive language.
 7. Refrain from the use of tobacco or alcohol prior to and/or during games.
 8. Be properly attired as governed by the USA rules.
 9. Attend a referee clinic each fall.
- B. In the event of questions or concerns, the procedure to follow is:
 1. Wait 24 hours.
 2. Contact the Coach, Parent, or official to arrange a face to face meeting time and place to discuss the issue. A neutral party must be present during the meeting. (Ex. Hockey Director, Board President, or Discipline/ Grievance Committee Chairperson.)
 3. Take the concern to the President of the FFHA by filling out a complaint form.
 4. This concern will be brought to the FFHA Complaint Committee.
 5. The appropriate committee will investigate this issue and make a recommendation for resolution to the Board President for approval. There will also be a written report kept by the Discipline/ Grievance Committee Chairperson. The FFHA Board of Directors will be notified of the resolution.
 6. The Decision of the Discipline/ Grievance Committee and Board President will be final.

OFFICIALS COMPENSATION

Officials' compensation shall be: Level 3/Youth: \$40.00/game.....Adult: \$50.00/game
Level 2/Youth: \$30.00/game..... Adult: \$45.00/game
Level 1/Youth: \$25.00/game..... Adult: \$40.00/game

PARENTS/SPECTATORS CODE OF ETHICS

A. Parents will:

1. Remember that youth are involved in organized sports for their enjoyment, not yours. (Make this a positive experience for all participants).
2. Encourage players to abide by the rules.
3. Teach their children that honest effort is as important as winning.
4. Try to turn defeat into victory by helping your child work towards skill development and good sportsmanship. Remember that learning and development as a person and a player are more important than winning.
5. Recognize the value and importance of our coaches.
6. Let the coaches' coach.

B. Parents will not:

1. Force an unwilling child to participate in sports.
2. Publicly question an official's judgment or honesty.
3. Ridicule or criticize a player.
4. Condone physical or verbal abuse of players.
5. Criticize coaches.
6. Engage in verbal or physical altercations with players, coaches, officials, or other spectators whether at our arena or that of another community's.

C. Spectators: Using profanity towards a player coach, official or another spectator will be removed from the premises. An official or arena personnel will give the direct removal. Police action will be solicited if necessary. The President or Tournament Director designee will review the situation and inform the party of their decision in writing as to the length of their suspension from the premises.

D. If any parent/guardian verbally or physically threatens a coach, player, other spectator or official, that person may be banned from the arena for the remainder of the season, and/or other action may be taken. This decision will be made by the Board of Director(s) after reviewing the situation. This includes situations that arise at another community's arena.

E. In the event of questions or concerns, the procedure to follow is:

1. Wait 24 hours.
2. Contact the Coach, Parent, or official to arrange a face to face meeting time and place to discuss the issue. A neutral party must be present during the meeting. (Ex. Hockey Director, Board President, or Discipline/ Grievance Committee Chairperson.)
3. Take the concern to the President of the FFHA by filling out a complaint/ incident form.
4. This concern will be brought to the FFHA Complaint Committee.
5. The appropriate committee will investigate this issue and make a recommendation for resolution to the Board President for approval. There will also be a written report kept by the Discipline/ Grievance Committee Chairperson. The FFHA Board of Directors will be notified of the resolution.
6. The Decision of the Discipline/ Grievance Committee and Board President will be final.

PLAYERS CODE OF ETHICS

- A. Realizing that they are representatives of the City of Fergus Falls and the Fergus Falls Youth Hockey Association, all players will:
1. Follow USA Hockey rules.
 2. Follow Fergus Falls Youth Hockey Association Rules and Regulations.
 3. Learn the rules and regulations of the game.
 4. Demonstrate a good work ethic and sportsmanship
 5. Conduct themselves in a positive manner.
 6. Respect other players, coaches, officials, and facilities.
 7. Be a team player.
 8. Recognize that coaches, **not parents**, are the primary source of instruction in the game.
 9. Be prompt at all practices and games. No unexcused absences from team functions will be tolerated. If circumstances arise that make attendance impossible, notify the coach beforehand. There are definitely legitimate reasons for missing a practice, or even a game. Injury, illness, academic situations and religion are a few examples that may be excused at the coach's discretion.
 10. Be properly equipped. The following equipment is required for Mites, 8U, Squirts, 10U, PeeWees, 12U and Bantams. This equipment is strongly suggested for Otter/ Gopher Mites. (As recommended by USA Hockey).
 - a. Shin/Knee pads.
 - b. Helmet with approved mask.
 - c. Colored mouth/teeth guard
 - d. Elbow pads.
 - e. Breezers or girdle.
 - f. Cup supporter.
 - g. Shoulder pads.
 - h. Throat protector collar (required for goalies; recommended for others).
 - i. All standard goalie equipment when practicing or playing in the goal (except Mites).
 11. Wear uniforms for game purposes only. Violators of this will result in loss of these items as stated in the Board of Directors policy.
 12. Jersey instructions-
 - a. Must have a garment bag
 - b. No alterations are allowed
 - c. If jerseys are damaged parents are responsible for replacing
- B. Playing or practicing without proper equipment may result in suspension for that game or practice by the coach.
- C. The use or possession of tobacco, alcohol or illegal drugs will result in an immediate suspension. **USA Hockey rules will be followed**, and additional penalties may be added by the FFHA Board of Directors.
- D. Unlawful behavior by a player may result in immediate suspension of the player and must be reported to the Player Discipline Committee for review and consideration of disciplinary action.
- E. Any player removed from a game for fighting will be suspended. A coach may suspend a player for fighting during practice or travel. Length will be determined between the Player Discipline Committee and the coach. USA rules will be used as guidelines.
- F. Chronic discipline problems will be brought before the Hockey Board of Directors for consideration of suspension for the remainder of the season.
- G. In the event of questions or concerns, the procedure to follow is:

1. Wait 24 hours.
2. Contact the Coach, Parent, or official to arrange a face to face meeting time and place to discuss the issue. A neutral party must be present during the meeting. (Ex. Hockey Director, Board President, or Discipline/ Grievance Committee Chairperson.)
3. Take the concern to the President of the FFHA by filling out a complaint form.
4. This concern will be brought to the FFHA Complaint Committee.
5. The appropriate committee will investigate this issue and make a recommendation for resolution to the Board President for approval. There will also be a written report kept by the Discipline/ Grievance Committee Chairperson. The FFHA Board of Directors will be notified of the resolution.
6. The Decision of the Discipline/ Grievance Committee and Board President will be final.

DISCIPLINARY POLICY

A. **Authority:** Disciplinary Actions- Suspensions

1. The Fergus Falls Hockey Association, along with its' directors, board members, and coaches have the authority to manage their programs and issue discipline to any party within its program. This includes suspension, probation, censure, financial penalty or other forms of discipline, as stated in Minnesota Hockey Bylaw Article 6.
2. In cases where such discipline leads to a suspension of the party, a Hearing as outlined below and in USA Hockey Bylaw 10 is required.
3. Exclusions – Hearings are not required for automatic playing rule suspensions, suspensions of officials per MHOA Bylaws, or situations as outlined in USA Hockey Bylaws Article 10, "Exclusions From Unified Procedure".

B. **Administrative Action:** An action or decision by an Authority having jurisdiction that affects any party's membership or their eligibility to participate.

C. **Disputes:**

1. The Fergus Falls Hockey Association is required to provide for prompt and equitable resolution of disputes (grievances), including notice and opportunity for a Hearing if applicable.
2. A party contesting an Administrative Action shall be afforded a Hearing.

D. **Hearings:** USA Hockey has developed a unified process on how to conduct Hearings (USAH Bylaw 10). When conducting a hearing, the Fergus Falls Hockey Association must closely follow this process to resolve disputes.

1. The Fergus Falls Hockey Association must hear disputes within thirty (30) days, provide a minimum of seven days' notice of the Hearing date and location, and make 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 by the Hearing panel should be included in the notice.
2. The Hearing Panel shall consist of a minimum of three (3) reasonably impartial persons. The Hearing panel shall consist of the FFHA President, Hockey Directors and Safe Sport Coordinator.
3. The panel may in its discretion hold a formal or informal Hearing, in person or by telecom; hear any evidence it feels is 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.
4. Parties may be represented by counsel, but the counsel's role in the Hearing is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the Hearing.
5. 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. 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).

- E. Appeals: Any member, team, league or local association who has standing in the matter may appeal a disciplinary suspension or administrative action, in writing, to the District Director for a period of ten (10) calendar days, after a decision was rendered or a Hearing refused within its own league or association. Such appeal must state that it is an appeal, and provide the rationale, citing the applicable rule or regulation, as to why the disciplinary suspension or administrative action should be overturned or modified. In all appeals, the appealing party is required to establish the merits of the appeal. The District Director shall make a written determination within twelve (12) calendar days of receipt of a valid appeal. The decision of the District Director may be appealed, in writing, for a period of ten (10) calendar days to the cognizant Maroon or Gold Vice President, who will issue a written ruling within twelve (12) calendar days. Any decision of the Divisional Vice President may be appealed for a period of ten (10) calendar days to the MH Grievance Committee which must make a written determination within twelve (12) calendar days of receipt of a written appeal. The decision of the Grievance Committee shall be final except as noted in the paragraph hereinafter titled "USAH Appeal".
- F. Appeal Process:
1. The District Director, Regional Vice President and Grievance Committee may make their determination by holding personal meetings, or communicating through the mail, e-mail or conference call(s).
 2. The "Hearing" format is not typically used for appeals, since the intent is to review the appropriateness of the initial decision, not to provide another forum in which to present the same arguments or evidence. Appeals are generally handled solely on written submissions, and the appealing parties should be notified that no personal appearances can be made.
 3. The appealing party must provide a basis for the appeal by referring to the relevant rules and/or regulations and describing why the previous decisions made were flawed or incorrect. These elements are essential when considering the basis for appeal. Appeal Requests lacking this information may be rejected for cause.
 4. Only the evidence and theories explicitly presented to the initial decision-making body for consideration prior to rendering of its decision shall be presented or considered for appeal. In the event new evidence is discovered, it must be identified as such and included in the Appeal Request. If it is determined by the entity considering the appeal that the new evidence would have likely affected the initial decision, the matter will be referred back to the initial hearing body.
 5. If the entity considering the appeal uses a Hearing format to assist in making its determination, the process in the paragraph titled "Hearings" hereinbefore will be used.
- G. MH Board Appeal: Decisions by MH Committees other than the Grievance Committee or the Screening Committee may be appealed to the MH Board of Directors by providing written notice within fourteen (14) calendar days of a written decision. The appealing party must provide the rationale as to why the disciplinary suspension or administrative action should be overturned or modified.
- H. USAH Appeal: Decisions of the MH Grievance Committee, Screening Committee or the MH Board of Directors may be appealed to USAH according to the provisions of USAH Bylaw 10 - Dispute Resolution, Discipline, and Arbitration.
- I. Dispute Resolution: It is the policy of the Fergus Falls Hockey Association that any individual seeking an appeal regarding an administrative decision must first exhaust the rights and remedies available under the Fergus Falls Hockey Association Rules and Regulations and Bylaws, the MH Articles and Bylaws and USA Hockey Bylaws. To seek recourse through other means outside the jurisdiction of the Hockey Association

shall be deemed conduct detrimental to the best interests of the Fergus Falls Hockey Association, Minnesota Hockey and USA Hockey.

HOUSE LEAGUE TEAMS

- A. Levels determined by age or as of July 1. In the instance where a player is young for their grade in school, that player will have the option to play with their classmates. An example of this would be a 4th grader that turned 9 after the July 1st cut off being allowed to play Squirts.

Age on current year Year in Hockey →	3	4	5	6	7	8
1	Otter	Otter	Otter	Gopher	Wild/8U	Wild/8U
2	N/A	Otter	Gopher	Gopher/ 8U	Wild/8U	Olympic/8U
3	N/A	N/A	Gopher	Gopher or Wild/ 8U	Wild/8U	Olympic/8U
4	N/A	N/A	N/A	Gopher or Wild/ 8U	Wild/8U	Olympic/8U
5	N/A	N/A	N/A	N/A	Wild/8U	Olympic/8U
6	N/A	N/A	N/A	N/A	Wild/8U	Olympic/8U

B. Team Selection

1. All players will be evaluated and placed on a team.
2. All player evaluations shall be confidential and available only to the House League Director and the House League coaches.
3. The House League Director, with the assistance of the coaches, will choose team members.
4. Players will be drawn from pools established according to evaluation.
5. As close as possible, teams will receive the same number of players evaluated equally.
6. The House League Director will have final authority in cases of dispute.

- C. **Early Move-Up:** Requests from parents to move their child up early will not be entertained. The only instance that a player could potentially be moved up to the next level prior to the age or grade of eligibility would be in the instance that there are insufficient numbers of players at the higher level (as determined by the Board of Directors at the recommendation of the Hockey Committee). The procedures for early move-up will be as follows should the Hockey Committee feel that there is a shortage of players at a certain level.

1. Hockey Committee makes a recommendation to the Board of Directors to move a specific number of kids from one level to another level.
2. Board of Directors approves or denies the Hockey Committee’s recommendation for the number of players to be moved.
3. Based on the numbers of players approved by the Board of Directors. A Sub-Committee of the Hockey Committee will observe players during fall clinic, placements, or try-outs. Members of the Sub-Committee should not have conflicts of interest in the decision. The Sub-Committee will make a recommendation for approval to the Hockey Committee on which players will be asked to move-up to the next level.
4. Hockey Director will approach the parents of the player(s) and ask if they would be interested in an early move-up pending Board Approval.
5. If the family(ies) are interested in early move-up the Hockey Director will make a recommendation to the Board of Directors for approval on which players should move-up early.

D. Guidelines for Otter/ Gopher (ages 6 and under)- Under Direction of Mite House League Directo

1. Utilize Learn to Skate/ Learn to Play as a transition program for new participants. The program should be low cost/ low time commitment.
2. 8-10 skaters per team, teams composed of like skill ability
1. Station-based practices should contain multiple teams to maximize ice time; there should be 8-10 skaters of like ability per station

2. No goaltenders in practice or on game days
3. 2 on-ice sessions per week; 50-60-minute sessions
4. All in-house game days should be played cross-ice (3v3 or 4v4 based on number of kids); all game/ jamborees should be cross-ice.
5. 1 off- ice session per week (30 minutes possibly done right after short ice session)
6. Use Blue Pucks

E. Guidelines for Wild/ Olympic (ages 8 and under)- Under Direction of Mite House League Director

1. 10-12 skaters per team, no full-time goaltenders, teams of like skill ability
2. No full-time goal tenders in practice, give all players the opportunity to play goaltender for games
3. 2-3 on-ice sessions per week including practices and games, 50-60-minute ice sessions
4. 12 to 14 cross/ half ice game days and 28-36 practices, no more than 6 full ice games after December 31st
5. Players grouped in practice and in games by like ability
6. 1 off-ice session per week (30-40 minutes possibly done right after short ice session)
7. Use Blue Pucks

TRAVELING TEAMS

Levels determined by age as of July 1. In the instance where a player is young for their grade in school, that player will have the option to play with their classmates. An example of this would be a 6th grader that turned 11 after the July 1st cut off being allowed to play Pee-Wees.

1. Squirt/ 10U ages 9-10 (4th and 5th Grade)
2. PeeWee/12U ages 11-12 (6th and 7th Grade)
3. Bantam/14U ages 13-14 (8th and 9th Grade)

A. Team Selection

1. Numbers permitting, there will be a Squirt A & B teams, 10U A & B teams, 12U A & B teams, PeeWee-A & B teams, Bantam-A & B teams. In the event there are only enough players to form one team at any level, the Hockey Committee will make a recommendation to the board on which level the team should play.
2. If numbers at each level are great enough, additional teams and levels will be recommended by the Hockey Committee and approved by the Board of Directors.
3. Players will be selected by the coaches of that level. The Hockey Director and Hockey Committee or outside evaluators may be consulted as needed.
4. The number of players on traveling teams will be determined by the Hockey Director after consulting with the traveling team coaches.
5. All PeeWee/12U age players who would choose not to play on a traveling team would be welcome to play in the Squirt or 10U House League and may practice with the PeeWee B or 12U B team.

B. Early Move-Up – Requests from parents to move their child up early will not be entertained. The only instance that a player could potentially be moved up to the next level prior to the age or grade of eligibility would be in the instance that there are insufficient numbers of players at the higher level (as determined by the Board of Directors at the recommendation of the Hockey Committee). The procedures for early move-up will be as follows should the Hockey Committee feel that there is a shortage of players at a certain level.

1. Hockey Committee makes a recommendation to the Board of Directors to move a specific number of kids from one level to another level.
2. Board of Directors approves or denies the Hockey Committee’s recommendation for the number of players to be moved.
3. Based on the numbers of players approved by the Board of Directors. A Sub- Committee of the Hockey Committee will observe players during fall clinic, placements, or try-outs. Members of the Sub-Committee should not have conflicts of interest in the decision. The Sub-Committee will make a

recommendation for approval to the Hockey Committee on which players will be asked to move-up to the next level.

4. Hockey Director will approach the parents of the player(s) and ask if they would be interested in an early move-up pending Board Approval.
5. If the family(ies) are interested in early move-up the Hockey Director will make a recommendation to the Board of Directors for approval on which players should move- up early.

C. Guidelines for Squirts/ 10U Girls

1. 11-12 skaters & 1-2 goalies per team (nonplaying goalie should be encouraged to skate out as forward or defense)
2. 4-5 on-ice sessions per week including practices and games
3. Recommend 3 to 1 practice to game-day ratio; no more than 35 game-days
4. Pre-season player development sessions count toward practice to game-day ratios
5. Incorporate tracking, angling and body positioning drills into practice
6. 2 off-ice training sessions per week (30-40 minutes)
7. Minimum 2 teams per on-ice practice session (3 recommended, 30-40 players)
8. Players grouped by like ability in practices and games
9. Rotate positions so that participants experience playing both forward and defense
10. See attached Map for Squirt/ 10U Travel Distance Limits
11. Squirt/ 10U players will take part in House League under direction of the FFHA Squirt House League Director



D. Guidelines for Pee Wee/12U Girls

1. 11-13 skaters and 2 goalies per team (recommended 12 skaters and 1-2 goalies)
2. 5-6 on-ice sessions per week including practices and games
3. Include body-contact/ body-checking drills in every practice or conduct two body-contact/ body checking practices each month
4. Recommend 3 to 1 practice to game-day ratio; recommend 35-40 game days
5. Pre-season player development sessions count toward practice to game ratio
6. 2-3 teams per on-ice practice session
7. 2 off-ice training sessions per week (30-40 minutes)
8. 1 Chalk Talk Video session per week
9. Rotate positions so that participants experience playing both forward and defense

E. Guidelines for Bantams

1. 11-15 skaters and 2 goalies per team (recommended 13 skaters and 1-2 goalies)
2. 5-6 on-ice sessions per week including practices and games
3. Include body-contact/ body-checking drills in every practice or conduct two-body-contact/ body-checking practices each month
4. 90-100 on-ice days; recommended 3 to 1 practice to game-day ratio; recommend 40-45 game days
5. Pre-season player development sessions count toward practice to game ratios
6. 2-3 teams per on-ice practice session
7. 2 off- ice training sessions per week (30-40 minutes)
8. 1 Chalk Talk/ Video session per week

F. Overnight Supervision: On overnight trips, the players are under the supervision of their parents unless different arrangements are made.

G. Squirt/ 10U, PeeWees/12U and Bantams/ 14U are to observe all USA rules for infractions.

H. Travel Team Coach Expense Policy is as follows:

1. Head coaches and assistant coaches will be reimbursed their expenses based on the reimbursement scale set by the FFHA Board of Directors. Amounts paid out are not to exceed the set amounts per level. ***Coaches are required to sign an agreement that they have read the rules and regulations and will abide by them.***
2. FFHA will pay mileage when traveling out of town. Coaches are recommended to car pool whenever possible.
3. FFHA will provide one double occupancy room to be shared by the Head Coach and his assistant (one)when an overnight stay is necessary. EXCEPTION: FFHA will pay for two rooms at the single rate in the same hotel when a spouse accompanies the head or assistant coach. A receipt for this lodging expense must accompany the individual's expense reimbursement form.
4. Team members and parents are discouraged from staying with coaches.
5. The Head Coach and one assistant coach) shall each be allowed a maximum of \$30.00 per day for food (\$8.00, \$8.00, \$14.00 for breakfast, lunch and dinner, respectively) to be substantiated by a properly completed expense reimbursement form. Submission of receipts is optional. More than 2 coaches per team will work out compensation and reimbursement.
6. Expense reports will be submitted on a FFHA Travel Expense Reimbursement Form and will be submitted to the FFHA Treasurer.
7. All claims for reimbursement will be approved by the appropriate FFHA individual before issuance.

SKILL DEVELOPMENT

Use reference in the USA Hockey Handbook Skills Guide. Information can also be found on the USA Hockey website **and www.ADMKIDS.com**

SEASON OUTLINE

- A. All information, such as clinic times, tryout dates, and the FFHA Rules and Regulations will be distributed to its members.
- B. Following a clinic, team selection will begin. Bantam, PeeWee, 12U, Squirt & 10U traveling teams will be informed after tryouts as to what team they are on. All Bantam and PeeWee/12U and Squirt/10U traveling team rosters may be incomplete after the initial tryout period. Player movement up or down may occur sometime before the final roster deadline of December 31
- C. There will be a coaches meeting conducted by the Hockey Director before the season begins.

FERGUS FALLS HOCKEY ASSOCIATION **LOCKER ROOM POLICY**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the Fergus Falls Hockey Association's goals. The Fergus Falls Hockey Association adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, the Fergus Falls Hockey Association has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At the Fergus Falls Community Arena, there are locker rooms available for use. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

The Fergus Falls Hockey Association has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups [Termites and Mites], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room,

coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, the Fergus Falls Hockey Association will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

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. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be permissible to have team manager collect phones.

Prohibited Conduct and Reporting

The Fergus Falls Hockey Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in the Fergus Falls Hockey Association may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email Nikki Richter, SafeSport Coordinator at nikki.r@bngteam.com. You can also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

FFHA BOARD MEMBERS & COMMITTEES
2018-2019 Season

Board Meetings: The Fergus Falls Hockey Association meets monthly on the first Wednesday of each month at 6:30 p.m. (October-March) in the Community Room at the Fergus Falls Community Arena or in the Otter Community room at Kennedy Secondary School (April- September). General Member Open Forum will be at the beginning of each meeting for any FFHA Member who would like to come and talk to the board, state a complaint, offer suggestions, become more involved, etc. The board encourages your participation.

***OFFICERS & OTHER BOARD MEMBERS:**

*President – Cory Reinertson

*Vice President- Darren Krein

*Secretary – Niki Welde

*Treasurer –Jeff Young

Board Members: Mike Donahue, Darren Krein, Tim Lill, Eric Nelson, Curt Proffit, Nikki Richter, Mike Welde, Ryan Welle, Sarah Casey, Scott Samuelson, Rebecca Cederberg
Cyndi Young (Non-Voting Member as Past President)

Hockey Directors: Boys – Mike Donaghue, Girls – Scott DeBrito

Hockey Committee Members: Greg Buckmeier, Scott DeBrito, Mike Donaghue, Eddie Hanson, Devin Johnson, Erik Johnson, Toby Johnson, Tim Lill, Eric Nelson, Mike Pitman, Scott Samuelson, Josh Shol, Laurissa Stigen

Arena Scheduler: City of Fergus Falls (Pam Muxfeldt)

Volunteer Coordinator: Pam Muxfeldt

Treadmill Coordinator: Pam Muxfeldt

Traveling Scheduler: Mike Welde

Home Tournament Director: Darren Krein

Co-Registrars: Curt Proffit & Laurissa Stigen

Safe Sport Coordinator: Nikki Richter

Equipment Manager: Ryan Welle

Promotions Committee Chair: Sarah Casey

Fundraising Committee: Darren Krein, Sarah Casey,
Nikki Richter

HMI Camp Coordinator: Cory Reinertson

Rookie Program Coordinator: Niki Welde

Girlz Rock Coordinator: Carrie Brimhall

Sponsorship: Eric Nelson

Gambling Manager: Jessica Karsnia

Website: Curt Proffit

Legal Advisor: Sarah Duffy

Mite House League Director: TBD

Squirt House League Director – TBD

Goalie Coach: Jason Loftquist

Referee Coordinator: Jason Loftquist

High School Boys Coach: Mike Donaghue

High School Girls Coach: Tim Lill

City Liason: Jim Fish

FFHA Paid Positions (updated Oct. 2017)

1. **FFHA Treasurer-** \$1500/ season (June 2015 minutes)
2. **Arena Scheduler-** \$1500/ season (*Pam Muxfeldt does this as part of her job with the Park and Rec Dept. and is not paid by FFHA at this time*)
3. **Game Scheduler-** \$1500/ season
4. **Gambling Manager-** \$1500/ month (Dec. 2015 minutes)
 - a. ****Must re-evaluate Gambling Manager salary each year in December**
 - b. this includes doing auditing and payrolls
5. **Hockey Director-**
 - a. Boys- \$4,000/ season (June 2017 minutes)
 - b. Girls- \$2,000/ season (June 2017 minutes)
6. **Squirt House League Director-** \$300/ season (July 2012 minutes)
7. **House League Director-** \$300.00/ season
8. **Concessions Manager-** \$8,000 flat fee with adding 10% of net profits at end of season (Aug. 2014 minutes)
9. **Fall Clinic Coaches-** \$25/ hr.
10. **Coaches Coordinator:** \$500/ season (June 2017 minutes)
11. **Coaches:** (Sept. 2014 minutes)
 - a. Bantam A & B- Head Coach- \$1500, 1 assistant \$1,000
 - b. PeeWee A & B- Head Coach- \$1,000, 1 assistant \$750
 - c. 12U- Head coach \$1,000, 1 assistant \$750
 - d. Squirt- Head Coach \$750, 1 assistant \$500 (Sept. 2015 minutes)
 - e. 10U- Head Coach \$750, 1 assistant \$500 (Sept. 2015 minutes)
 - f. ****Note- ONLY 2 coaches per team are allowed to be reimbursed for expenses.**
 - i. They fill out an expense report and give to treasurer
12. **Referee Coordinator-** \$750/ season (Oct. 2014 minutes)
13. **Referees:** (Sept. 2016 minutes)
 - a. Youth- Level 1- \$25 /game
 - i. Level 2- \$30/game
 - ii. Level 3- \$40/game
 - b. Adult- Level 1- \$40/game
 - i. Level 2- \$45/game
 - ii. Level 3- \$50/game
14. **Goalie Coach/ Coordinator-** \$50 per goalie clinic and \$30 per practice (Jan. 2015)
15. **Goalie Refunds at end of the season (July 2012 minutes)-** refunded ½ registration costs if played goalie through the season and had 80% attendance of goalie clinics for season
 - a. PeeWee- 2 goalies from A & B teams
 - b. 12U- 2 goalies
 - c. Bantams- 2 goalies from A & B teams
 - d. Squirts- 2 goalies from A & B teams (refund only if goalie owns their own equipment- Oct. minutes)
16. **Treadmill Coordinator-** \$25/ hr. for scheduling and planning
 - a. Treadmill Trainer- \$25/ hr.

FERGUS FALLS HOCKEY ASSOCIATION- BY-LAWS

ARTICLE I. PURPOSE

Section 1. The Fergus Falls Hockey Association (FFHA) is committed to providing youth athletes with programs to learn and enjoy the sport of hockey. We promote and support a fun and fair hockey environment that encourages athletes to respect themselves and others, become a better teammate, build self-confidence, and develop leadership skills. We work toward a common goal of developing each athlete's physical, social, and emotional health and personal values that enable life-long success.

ARTICLE II. MEMBERS

Section 1. The membership of this organization shall be made up of the following people: parents or legal guardians of youth enrolled in Association sponsored programs during either the current or past calendar year; current members of the Board of Directors; Association employees; members of Association committees; coaches; managers; referees; and all other interested community members, subject, however, to the requirement that all members must be 18 years of age or more. Such membership entitles the member to attend and participate in the annual meeting and vote for new directors. There shall be no limit to number of members.

ARTICLE III. MEMBERS MEETINGS

Section 1. Place of meetings. The meetings of the members shall be held either at its registered office or at any other place designated by the Board of Directors.

Section 2. Annual meetings. Each year the annual meeting shall be held at a time designated by the Board of Directors on the third Monday in March or within 30 calendar days of the third Monday in March.

Section 3. Special meetings. Special meetings of the members may be called at any time upon the request of the President, Vice President or a majority of the members of the Board of Directors, or upon request in writing to the Board of Directors by members holding not less than 50 percent of the voting power of the members.

Section 4. Notice of meetings. A person entitled to call a special meeting may make written request to the President, Vice President or Secretary to call the meeting. Such officer shall give notice of the meeting to be held between ten (10) and sixty (60) days after receiving the request. If the officer fails to give notice of the meeting within seven (7) days from the day on which the request was made, the person who requested the meeting may fix the time and place of the meeting and give notice. Notice shall be a written notification of the meeting, stating the time, place and in the case of a special meeting, purpose, which notification shall be properly addressed according to the last available corporate records and mailed to each member entitled to vote at the meeting. The notice shall be mailed not less than five (5) nor more than thirty (30) days before the meeting, excluding the day of the meeting. In lieu of mailed notice published notice may be given if, at the time of time of giving notice, there are at least a majority of current members of the Association and if the Board of Directors should elect to give such notification by publication in lieu of by mail. The publication shall be in a newspaper of general circulation published in Otter Tail County, Minnesota for three successive weeks previous to the date of the meeting, which published notice shall state the time, place and in the case of a special meeting, purpose of the meeting. Waiver by a member of notice of a members meeting signed by him/her whether before or after the time of such meeting shall be equivalent to the giving of such notice. Any meeting duly called may be adjourned to a specific future time and specific meeting place and in such event, no notice of reconvening of the meeting at such future time and place need be given.

Section 5. Voting rights. Every member of record shall be entitled to one vote in person. Voting can be commenced by electronic means. There shall be no voting by proxy.

Section 6. Quorum. One percent of the membership as registered in official corporate records shall constitute a quorum for the transaction of business.

ARTICLE IV. DIRECTORS

Section 1. Number of Directors. The business of the Association shall be managed by a board of not less than 14 directors. Ten of said directors shall be elected by the membership. The current Fergus Falls High School boys and girls head coaches shall automatically be directors. The elected directors, by a majority vote, shall appoint a Hockey Director (or Directors as the Board deems necessary, to a continuous term, from the date of the annual meeting. The Hockey Director(s) may be removed by greater than a 2/3 majority vote of the Directors. The elected Directors, by a majority vote, shall annually appoint an Association Traveling Scheduler, who shall serve a one-year term from the date of their appointment until the next following annual meeting. The Hockey Director(s), Association Traveling Scheduler, Volunteer Coordinator, and the Treasurer are paid positions as set by the board and they shall serve as Directors in all things, except as to the annual vote necessary to name the appointed directors for the succeeding year. The Board shall act by a simple majority vote of those directors' present and voting at a duly convened meeting.

Section 2. Tenure. Members shall elect nine (9) directors at the 1971 annual meeting, three for a three-year term, three for a two-year term and three for a one-year term. Thereafter, as directors' terms expire, members shall elect the directors to hold office for a term of three years and until their successors are elected and qualified. Any director missing more than three Board of Director's meetings in a given FFHA calendar year shall be asked to vacate their director position.

Section 3. Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors or by election at a meeting of members. A director shall be elected by the unexpired term of his/her predecessor in office.

Section 4. Meetings of the Board: Notice. The Board of Directors annual meeting shall meet each year immediately after the annual meeting of members at the same place. The annual meeting of directors, once convened, may be adjourned to a future time and place and reconvened then and there without further notice. Any other meeting of the Board of Directors duly convened may be similarly adjourned and reconvened without notice. No notice of any kind to the Board of Directors shall be necessary for the annual meeting nor shall any notice be necessary for any periodic regular meetings of the directors fixed by Board of Director resolution of general application. Special meetings of the Board of Directors may be held upon the call of the President or any director upon five (5) day's written notice of the time and place thereof mailed or delivered in person to each director. Notice may be waived before or after the time of such meeting and attendance by a director at a meeting shall constitute waiver of notice thereof. The purpose of the meeting shall be specified in notice given.

Section 5. Quorum. A majority of the elected Directors shall constitute a quorum for the transaction of business, provided however, that if any vacancies exist for any reason; the remaining Directors shall constitute a quorum for the filing of such vacancies.

Section 6. Election of Directors. Candidates for election to the Board of Directors shall be nominated by a nominating committee appointed by the President at least two weeks prior to the annual meeting. Nominations shall also be accepted from the floor. A single ballot shall be cast to fill all the vacancies occurring that year. The candidates receiving the greatest number of votes on that single ballot shall be elected. Members shall vote for no more nor less than the available vacancies when casting their ballots. Any ballot not complying with this provision will not be counted. Notwithstanding the foregoing provisions of this Section 6, in 1971 (only) 18 candidates shall be nominated and the three receiving the greatest number of votes shall be elected for a three-year term, the three next highest shall be elected for a two-year term and the three next highest for a one-year term.

ARTICLE V. NUMBER OF OFFICERS.

Section 1. Number of Officers. The officers of the Association shall consist of a President, one or more Vice Presidents, a Secretary and a Treasurer, and such other officers and assistant officers, counsel and agents as may be chosen by the Board of Directors from time to time. Any two offices may be held by one person, except that the President shall not also hold the office of Vice President or Secretary. All officers shall be directors.

Section 2. Election; Vacancies; Tenure. Officers shall be chosen at the annual meeting of the new Board of Directors, to hold office until the annual director's meeting of the following year and until their successors are chosen and qualified. Any officer may be removed with or without cause by the affirmative vote of a majority of the Board of Directors. Any vacancy shall be filled by the affirmative vote of a majority of the directors, and an

officer so chosen shall serve the unexpired portion of his predecessor's term and until this successor is chosen and qualified.

Section 3. President. The president shall preside at all meetings of the members and directors and shall perform all duties incident to his/her office and such other duties as may be prescribed from time to time by these By-laws or by the Board of Directors. The President shall have the authority to appoint committee chairpersons and create committees not herein provided subject to approval by the Board of Directors. The President will continue to serve as a member of the Board for one year after his/her term in office. He/she will be a non-voting member if the elected three-year term as a director has expired.

Section 4. Vice President. The Vice President shall assume the duties of the President in the absence of the President and shall perform other duties directed to him/her by the President.

Section 5. Secretary. The Secretary shall keep or cause to be kept a record of the proceedings of meetings of the membership, Board of Directors and executive committee. The Secretary shall direct and receive all correspondence and have custody of all books and records of the Association except those of the Treasurer.

Section 6. Treasurer. The Treasurer shall have the custody of all funds of the Association; shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the Association.

Section 7. Contracts. Except as otherwise provided by the Board of Directors from time to time, all formal contracts of this Association shall be executed on its behalf by the Treasurer and attested to by the President or any Vice President with authority from the Board of Directors, which authority may be specific or by resolution of general application.

ARTICLE VI. COMMITTEES.

The President shall appoint chairpersons for the following committees within one month after the annual meeting. Committee chairpersons will be required to give year-end reports at the annual meeting. Committee chairpersons may be selected from the Board of Directors of the members.

Section 1. Finance Committee. The Finance Committee will be responsible to make our program cost efficient. The Finance Committee is responsible for reporting monthly to the FFHA Board of Directors through the Treasurer and keeping the organization solvent. Any expenditure that was not included and approved in the annual budget must be presented by the Board liaison and presented to the FFHA Board of Directors for approval or disapproval. It shall be the responsibility of this committee to propose to the executive committee any projects that can produce funds for the Association. The Treasurer shall be a member of this committee.

Section 2. Hockey Committee. It shall be the responsibility of the committee to assure even distribution of player ability on league teams. Initial team distribution shall be effected following tryouts and redistribution shall be utilized, as appropriate, in order to maintain proper balance. It shall also be their responsibility to work with the coaches of the traveling teams to insure that appropriate opportunity for participation on the traveling teams is provided. They shall also supervise the replacing of players on league teams when traveling rosters are adjusted, and place players on league teams before the start of each season.

It is the responsibility of this committee to provide a quality hockey program for all hockey players in FFHA. The Hockey Committee is responsible for the following:

- a. To review and/or revise FFHA Rules & Regulations on a yearly basis and present the final draft of the Rules & Regulations to the FFHA Board of Directors for final approval.
- b. To provide coaches for the association. It has the responsibility to provide training and oversee that the coaching staff is following the procedures as outlined in the Rules & Regulations.
- c. To continue to review and develop the hockey program as changes are needed with final approval coming from the Board of Directors.
- d. To oversee and regulate that the Rules & Regulations are adhered to as approved by the Board of Directors.
- e. Appoint an in-house director who would establish an in-house committee as deemed necessary to carry out in-house tasks. It is the purpose of the in-house director/committee to provide a quality hockey program for the in-house players specified by FFHA Rules & Regulations.

There will be two liaisons on this committee represented by the FFHA Board of Directors. The hockey director shall chair the hockey committee.

Section 3. Scheduling Committee. It shall be this committee's responsibility to set all games and practices on all rink facilities prior to the start of the season. The chairperson or his/her designate shall have the authority to alter and change that schedule when conflicts arise after the season commences. No changes shall be made in the schedule unless cleared through this committee. It shall also be on this committee's duty to provide for distribution of schedules to all players and coaches and inform those coaches affected by any schedule changes.

Section 4. Rules Committee/Referee Coordinator. This committee will be chaired by the head official. It shall be the responsibility of this committee to provide officiating at all league home games. They shall also adopt any special rules for league play for coach and player conduct at the arena.

Section 5. Public Relations and Membership Committee. Its first major responsibility is to effectively recruit new players and retain those who have previously played. It should be the responsibility of this committee to keep the channels of communications open between the parents, community and the Association. They shall further publicize the activity of the Association through all media available, also to include the functionality of the web site.

Section 6. Equipment Committee. It shall be the responsibility of this committee to dispense, collect, inventory, repair equipment and advise the Association as to the needs new and replacement of equipment.

Section 7. Tournament Committee. The tournament liaison committee, made up of tournament coordinator and team managers, is responsible for the scheduling and hosting of FFHA home tournaments. The board liaison is responsible for the budget as approved by the Board of Directors. The two main objectives of this committee are:

1. To conduct a tournament in accordance with all specifications and regulations set fourth by MAHA/USA hockey, including proper sanctioning and at the same time meet necessary deadlines. To accomplish this, a rigid committee structure must be followed. This committee structure is outlined in detail in the MAHA/AHAUS Tournament guidebook.
2. To hold a superior, quality tournament on the dates specified and agreed on by FFHA.

Section 8. Facilities Committee. The facility committee formulates plans of action in business matters pertaining to the arena with final approval of the Board of Directors. The board liaison would work in conjunction with the Arena Manager/City to ensure the best possible environment to promote youth hockey in Fergus Falls.

Section 9. Registration Committee. This committee/board liaison will handle the registration process for FFHA. The board liaison will attend any MAHA district meetings pertaining to MAHA/USA registration. The board liaison/committee will organize and deliver the proper forms to the In-House and Hockey directors for team sanctioning as required by MAHA/USA hockey. The board liaison/committee will work with the hockey secretary to ensure that all the proper forms as required by MAHA/USA hockey are completed and returned by deadlines.

Section 10. Concession Committee. The Volunteer Coordinator, formerly known as the concession manager, oversees the operations of the stand within the arena facility. In addition to handling the operational, sales and management duties, this position will also help in creating marketing strategies in an effort to increase sales revenue with new items or strategic planning of current items.

Section 11. Gambling Committee. The Gambling Manager oversees the operations of the gambling of the association. The Gambling Manager should be paid by funds raised through gambling.

Section 12. Grievance/Disciplinary Committee: The Grievance/ Discipline Chairperson, which the President will appoint, and additional individuals assigned are responsible for discipline actions and grievances brought forth within the association. The committee shall be comprised of three persons, only one of which will be a board member/representative and both genders must be represented within the committee. In the event of a formally written grievance by a member of the FFHA, this committee will be responsible for arbitrating the grievance between the respect parties. This committee will also establish and utilize a progressive disciplinary approach that the committee deems fit for parties involved in regard to the discipline actions. The discipline and grievance decisions set-forth by the committee will be final.

Section 13. Other Committees. Other committees deemed necessary by the Board of Directors may be established. (The Grievance Committee will be under this heading.) In the event of a grievance by a member of

the Association, a formal grievance will be presented to the FFHA Board of Directors. The President will appoint one or more Board members to establish a committee made up of present and past FFHA members to arbitrate the grievance. The decision of the committee will be final.

ARTICLE VII. MISCELLANEOUS.

Section 1. Fiscal Year. The fiscal year of the Association shall begin May 1 and end April 30 of the following year.

Section 2. Disaster Plan. First step would be an emergency board meeting if need arises. From there FFHA Board would decide on a plan based on the agreed upon terms in the user agreement with the City of Fergus Falls and Fergus Falls Hockey Association.

ARTICLE VIII. AMENDMENTS.

Section 1. These By-Laws may be amended as provided by law. These by-laws shall be reviewed annually.

*The FFHA bylaws were originally adopted on March 16, 1971, amended on May 17, 1982, May 16, 1994, and April 5, 2017.

*This an up-to-date version of the FFHA bylaws prepared on October 25, 1996.

* These bylaws were updated with changes and adopted by the current hockey membership at the annual meeting on March 23, 2006, April 7, 2009, March 30, 2010, March 20, 2012, April 1st, 2015, April 5, 2017, and April 4, 2018.