

# FERGUS FALLS HOCKEY ASSOCIATION



2021-2022

## MEMBER HANDBOOK

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

Welcome Fergus Falls Youth Hockey!

We are excited to be starting another fun-filled hockey season and we hope you are too!

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 better teammates, 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.

For all you first-time parents and players, we understand that the first few weeks can be a bit overwhelming as we were all NEW to hockey once too. Fergus Falls Hockey wants to be sure you and your child have a great hockey experience and please know we are here to help with any questions you may have.

For all you returning parents and players, we hope you have a great year and look forward to seeing the success on the ice!

Importantly, please be sure to read all emails from the hockey association. This is the preferred method of communication for the association to keeping everyone informed.

If you are looking to get more involved, we have many committees that are always looking for more volunteers to help. Please contact a board member if you are interested.

Good Luck this season!

*Fergus Falls Hockey Board*

### 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 better teammates, 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 on or around the 1<sup>st</sup> week of October
- B. Length of Regular Season
  - Mites/8U: November through March
  - All other teams: October through February (not including post season play)

#### **II. Communication**

- A. **Website:** The website for the FFHA is [www.fergusfallshockey.org](http://www.fergusfallshockey.org). The website contains information on FFHA, including the monthly arena schedule.
- B. **Email:** All communication for the association is sent via email by the FFHA Website Administrator from the FFHA website, [www.fergusfallshockey.org](http://www.fergusfallshockey.org). You MUST be a "Member" of the FFHA website to receive emails. It is the responsibility of each Member to edit and keep contact information, including email, current on the FFHA SportsEngine website. FFHA will not modify a Member's information on the website.
- C. **Social Media:** For additional information on FFHA, "Like and Follow" the Fergus Falls Hockey Association page on Facebook.
- D. **Questions:** Questions can be directed to:
  - i. FFHA President
  - ii. FFHA Hockey Directors
  - iii. FFHA Board Members
  - iv. FFHA Coach or Volunteer
  - v. FFHA Website Administrator by replying to email communication.

#### **III. Parent Meetings**

- A. **Annual Meeting:** There will be an annual ***PARENT MEETING in October***. At least one parent for each player family should attend to get important information regarding the upcoming season, the SafeSport program, and necessary updates from USA and Minnesota Hockey. The time and venue will be communicated to Members on an annual basis.
- B. **Other Meetings:** FFHA and individual teams reserve the right to call additional meetings throughout the season.

#### **IV. Registration Information**

- i. **First Year Players:** Registration is free for Mite/8U player's first season with FFHA.
- ii. **Fundraising:** All players registered with FFHA are responsible to complete the required fundraising and concession hours, as determined by FFHA on an annual basis. At a minimum, each skater is responsible for selling 15 raffle tickets at \$10/each for a cash raffle. A total payment of \$150/skater is collected during the online registration and tickets must be picked up on one of the "Season Kick Off" nights. Due to lawful gaming rules the raffle stubs MUST be turned in by the November 15<sup>th</sup>, 2021.

- iii. **Equipment Rental: First Come, First Serve Basis:** Rental equipment is available to all Otter, Gopher, Wild, Olympic Mites, 8U and any first-time player as it is available at a higher level.
- **Registration/Distribution:** Equipment sign-up is part of online registration and will be distributed during Season Kick-Off nights.
  - **Cost:** Equipment rental is \$50. Please return by April 1<sup>st</sup>, (or date TBD if extended ice time possible). If rented equipment is not returned you will be billed an additional \$50.00 to help cover the cost of replacing the equipment.
  - **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. Anyone not returning their 8U/Mite house league jersey at the end of the season will be billed \$25.00 as a replacement cost.
  - FFHA provides jerseys to players once teams are selected.
- iv. **Registration Procedure: Online Registration** – Visit [www.fergusfallshockey.org](http://www.fergusfallshockey.org). Click on the current season's registration link.
1. **USA Hockey Registration:** – Obtain USA Hockey Confirmation # - Go to [www.usahockeyregistration.com](http://www.usahockeyregistration.com)
    - a. Step 1: Choose member type: Ice Player/Coach.
    - b. Step 2: Complete all information requested to register. The name of player should be completed as it appears on the individual's birth certificate. **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. Step 3: Complete Payment (\$56 payment (\$46 USA Hockey, \$10 MN Hockey). **Note:** First Year Players OR Players under the age of 6 (as of June 1) - *costs associated with USA Hockey Registration will be refunded by submitting a USA Confirmation receipt to the Treasurer's folder in the concession stand located in the Community Arena by December 1 of the current season.*
  2. **Return to Online Registration** – [www.fergusfallshockey.org](http://www.fergusfallshockey.org) and proceed with the next online step.
    - a. Scholarships are available by request to [ffharegistrar@gmail.com](mailto:ffharegistrar@gmail.com) Forms must be turned in by Wednesday, September 22<sup>nd</sup> for consideration. You will be notified by email from a board member on how to proceed with registration no later than September 30<sup>th</sup>, 2021.
    - b. Complete all required Registration Forms online. Paper copies are no longer collected.
  3. **Attend FFHA "Season Kick-Off Nights"- September 22<sup>nd</sup>, or 23<sup>rd</sup>, 2021 6:00pm-8:00pm.** Fergus Falls Community Arena, Park & Rec Lobby, 340 Friberg Ave (drive through event).
    - a. All families MUST attend one of the nights to pick up fundraising materials.
    - b. Fit new 1<sup>st</sup> 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\*\***

**v. REGISTRATION AGES & FEES:**

Level	Age on 6/1/21	DOB Must Be	Fee
Bantam	13 - 15	6/1/06 - 5/30/08	\$760
12U Girls	11 - 13	6/1/08 - 5/30/10	\$710
PeeWee	11 - 13	6/1/08 - 5/30/10	\$710
10U Girls	9 - 11	6/1/10 - 5/30/12	\$460
Squirt	9 - 11	6/1/10 - 5/30/12	\$460
8U Girls	7 - 9	6/1/12 - 5/30/14	\$260

\*1<sup>st</sup> year Squirts not comfortable with travel hockey can skate with the Wild/Olympic group. Contact Registrar for more information.

**Mite/Termite Program - Otter and Gopher: \$160      Wild and Olympic/8U \$260**

Because mite players start hockey at various ages this table is only a guide. We have found that new skaters who are 6, 7 & 8 may benefit from starting with the Otter/ Gopher mites. Once skaters are on the ice, there are times that coaches may request that a Wild switch to Gopher or vice versa. This is done for the benefit of the individual player so that he/she will have the most successful season of skill development and increased confidence.

Age on 6/1/21 →	3	4	5	6	7	8 or 9
Year in Hockey ↓						
	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

**vi. LATE FEES: Any returning skater who registers after Oct 15th WILL BE ASSESSED AN \$150 LATE FEE.**

**vii. 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. When registering prior to Sept 15th and choosing the Automatic Withdrawal option, 50% of registration fees must be paid at the time of registration. Additional payments will be withdrawn on Sept 15th, Oct 15th and Nov 15th, 2020. When registering on or after Sept 15th and choosing the Automatic Withdrawal option, 50% of registration fees must be paid at the time of registration. Additional payments will be withdrawn on Oct 15th and Nov 15th. Depending on when you register, the number of payments offered decreases and the amount withdrawn increases

**viii. PAST DUE BALANCES:** Any past due balances will need to be paid, in full, prior to the start of the current season. If you had a balance due, you have received a notification of the amount due via email.

- B. **Volunteers:** Volunteering with FFHA is encouraged, but not required. There are many volunteer opportunities such as coaching, team managing, board members, committee members, assisting with events, etc. If you are interested in volunteering with FFHA, contact the FFHA President, FFHA Board Member, or other applicable person seeking volunteers.
- C. **Concession Stand Hours:** FFHA asks each family to work 15 hours per skater (with a maximum of 30 hours per family) in our concession stand per season. There is a sign-up sheet on a bulletin board by the concession stand. It is posted monthly at the same time the arena schedule comes out. MN Dept. of Health regulations require any worker to be 15 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 can be made. Other individuals can assist you with completing this requirement if they meet the age requirements and are capable of the performing the duties.
- i. **Shift Responsibility:** In the event you need to cancel a shift you signed up for, you must remove yourself from the sign-up sheet no later than 7 days prior to your scheduled shift. In the event you need to cancel a scheduled shift less than 7 days prior, **it is your responsibility to fill the shift by finding a replacement.**
  - ii. **Payment in Lieu of Concession Hours:** In the event you do not want to complete your required concession hours, you may pay FFHA \$180 per skater if paid on or before October 31. If payment is made to FFHA in lieu of completing concession hours after October 31, the fee is increased to \$225.
  - iii. **Concession Stand Coordinator/Contact:** The Volunteer Coordinator is Pam Muxfeldt. She can be contacted via email at [muxy@prtcl.com](mailto: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.
- D. **Goalie Registration Fee Refund:**
- i. Goalies will receive 1/2 of their registration fee back at the end of the season if they own their own equipment and attend 80% of all traveling goalie clinics. Goalies who use association provided equipment will not be eligible for the refund.
- E. **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
- F. **Travel Game Jersey Instructions**
- i. MUST have a garment bag
  - ii. No alterations are allowed
  - iii. If jerseys are lost or damaged, parents are responsible for replacing in full
  - 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
6. Before turning jerseys in for the season please remove and "A" or "C" letters, which can be kept by the skater
7. 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

G. **Travel Game Socks (Part of Game Uniform)**- Players MUST wear official FFHA socks anytime the travel team game jerseys are worn. They are for sale at the concession stand

H. **Impact Testing**- (Concussion Pre-screening)- team managers can set up and Niki Welde will assist if needed. [nwelde@fergusotters.org](mailto:nwelde@fergusotters.org)

- i. Cost \$5 per player- FFHA will cover the cost
- ii. Athletic Trainer- Todd Grothe 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. **Arena Schedule: Schedules for teams will vary from time to time depending on ice availability. Schedules are posted monthly online and near the concession area. In the event of an unforeseen change in the ice schedules, FFHA will notify individuals via email.** The daily schedule and locker room assignments are posted on the TV monitors.

VI. **Travel Game Schedule:** Schedule will be available through the website, which is updated regularly, 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

VII. **Tournaments:** Tournament information is posted and updated periodically on the website Calendar and Tournament page.

IX. **FFHA Logo Usage**

The association asks that all clothing/signage and other branded materials use either the official "Hockey Stick Otter, or Otter "O" logos.

**SEASON OUTLINE**

- All information, such as clinic times, tryout dates, and the FFHA Rules and Regulations will be distributed to its members.
- 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
- There will be a coaches meeting conducted by the Hockey Director before the season begins.

# 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 better teammates, 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 2019, approved October 2019)

### 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. Always have a positive attitude
  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 warmup 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
  15. Hold all team gatherings at a public place (i.e., arena board room, pizza parlor, etc.)
  16. Follow MN and USA Hockey Coaching Ethics Code
- 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 at the Squirt/10U/PeeWee B, B2 or C/ 12UB, B2 or C / Bantam B, B2 or C levels. Exceptions can be made if a player is not giving full effort, is not abiding by the coaches' team policies, in regular season district games, or in play-off games. At "A" Levels for 12U, PW, 14U, 15U and Bantams, it is to be expected by players and parents that the coaches will make efforts to field a competitive team.**
- 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 SafeSport 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.
- I. Coaching Applications will be posted on the FFHA 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

**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. Let the coaches' coach
  2. Remember that youth are involved in organized sports for their enjoyment, not yours. This is not the NHL. (Make this a positive experience for all participants)
  3. Encourage players to abide by the rules
  4. Teach their children that honest effort is as important as winning
  5. 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
  6. Recognize the value and importance of our coaches
- 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 communities
- 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 with any portion of the code of ethics, the procedure to follow is:
1. Wait 24 hours
  2. Contact the Coach, or their hockey director 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, or Safe Sport Committee Member)
  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 Safe Sport Committee
  5. FFHA will following all MN hockey and USA hockey rules and guidance

#### **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 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 Squirts, 10U, PeeWees, 12U and Bantams. This equipment is strongly suggested for Otter/ Gopher/8U/ 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 protection (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.
- 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 with any portion of the code of ethics, the procedure to follow is:
  1. Wait 24 hours
  2. Contact the Coach, or their hockey director 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, or Safe Sport Committee Member)
  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 Safe Sport Committee
  5. FFHA will following all MN hockey and USA hockey rules and guidance

#### **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. Hearing: USA Hockey has developed a Unified Process to conduct Hearings (USAH Bylaw 10). When conducting a hearing, the Fergus Falls Hockey Association (FFHA) must closely follow this process to resolve disputes:

1. Hearing Procedure and Timing: A party subject to discipline by FFHA is entitled to a hearing pursuant to this Section. The party subject to discipline shall be informed of this right in writing and may either demand or waive a hearing pursuant to this Section. In the event a party waives a hearing under this Section, discipline will be imposed as determined by FFHA and it may not be appealed under Section B below. If a party requests or demands a hearing, FFHA shall not impose discipline until after a hearing. A hearing must be held under this Section within thirty (30) calendar days of a decision to impose discipline. FFHA will provide at least seven days' notice of the hearing. Such notice of hearing shall include time and place of the hearing, the manner in which the hearing will be conducted, the grounds for any proposed suspension, discipline or Administrative Action, the possible consequences of an adverse finding, and the issues to be resolved by the panel. FFHA shall make reasonable efforts to convene the hearing in a location accessible to all parties.
2. Hearing Panel: The Hearing Panel shall consist of a minimum of three (3) reasonably impartial persons.
3. Conduct of Hearing: The panel may in its discretion hold a formal or informal Hearing, in person or by telephonic conference call or video conference; hear any evidence it believes is relevant to the issue(s) before it; place limitations on time, evidence and documentation; have witnesses or written statements; and establish other hearing rules so long as the Parties are informed of the established procedures. Each Party shall be treated in a substantially equal manner, and shall have reasonable opportunity to present their case, in accordance with the established rules. The Rules of Evidence in judicial proceedings shall not apply in the hearing.
4. Counsel: 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. Burden of Proof/Decision: Findings must be supported by a preponderance of the evidence (i.e. more likely true than not true) that an applicable rule has been violated. The Hearing Panel shall make reasonable efforts to render its decision within (5) business days of the Hearing and mail a written decision within (15) business days of the Hearing. The written decision must contain findings of material facts, conclusions, the order of the hearing panel and a written statement of any right of appeal a Party may have as a result of the decision. Delivery of the decision to the Parties may be made by first class mail or other delivery service or electronic mail in the discretion of the hearing panel.
6. Scope of Hearing Panel Decision: The Scope of the Hearing Panel decision is limited as provided for in USA Hockey Bylaws, including but not limited to the USAH Bylaw 10(C)(3)(h).
7. Exclusions: As provided by USAH Bylaw 10, the following are excluded from the Unified Hearing Procedure under this Section and either initially do not or should not be subject to the Unified Hearing Procedure:
  - i. Summary Suspensions: A Summary Suspension shall mean a suspension issued by FFHA prior to a hearing being conducted. A Summary Suspension may be imposed by FFHA where a Party has been arrested for a crime alleged to have been committed, has assaulted another, or violated USA Hockey SafeSport Policy, including such abuse between adults, or other violations of USA Hockey Policies set forth in the Annual Guide or comparable Policies of FFHA that are in writing and have been approved by USA Hockey. Any such Summary Suspension must be in writing and given to the suspended Party and the writing shall inform

the Party of his or her right to request a hearing. The suspended Party must submit a request for a hearing of a Summary Suspension within seven (7) calendar days of the Party being notified of the suspension. Any hearing following the Summary Suspension shall be conducted according to the provisions of the Unified Procedure. *See USAH Bylaw 10(D)(3)(a).*

- ii. Playing Rules Suspensions: A Playing Rules Suspension shall mean suspensions expressly permitted or mandated by the USA Hockey Playing Rules. A Playing Rules Suspension does not require a hearing except that, in the event of the imposition of a match penalty as defined in the Playing Rules, a hearing must be offered to be held as set forth in the Playing Rules, and the terms and length of the Party's suspension shall be as set forth in the Playing Rules unless modified or revoked by the hearing panel. *See USAH Bylaw 10(D)(3)(b).*
- iii. Officiating Suspensions: *See USAH Bylaw 10(D)(3)(c).*
- iv. Assault on Game Official: Assaults on Game Officials are violations of USA Hockey Playing Rules and as such are subject to the provisions for Play Rules Suspensions. *See USAH Bylaw 10(D)(3)(d).*
- v. Other: *See USAH Bylaw 10(D)(3) for other applicable exclusions.*

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 has the burden of proof 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 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 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 may 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 and summarily dismissed.
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 after the initial decision-making body rendered its decision, 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 for reconsideration.

5. If the entity considering the appeal uses a Hearing format to assist in making its determination, the Unified Hearing Process in the paragraph titled "Hearings" provided in USAH Bylaw 10 and Section A above 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 June 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 4<sup>th</sup> grader that turned 9 after the June 1<sup>st</sup> cut off being allowed to play Squirts.
- 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 Director**

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
3. Station-based practices should contain multiple teams to maximize ice time; there should be 8-10 skaters of like ability per station
4. No goaltenders in practice or on game days for Otter level
5. 2 on-ice sessions per week; 50-60-minute sessions
6. 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
7. 1 off- ice session per week (30 minutes possibly done right after short ice session)
8. Use Blue Pucks
9. Gophers may be offered the opportunity to attend an optional jamboree

**E. Guidelines for Wild/ Olympic/8U (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 games (in house) and 28-36 practices, 2-3 optional jamborees, and up to 6 additional games with other associations
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 June 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 6<sup>th</sup> grader that turned 11 after the June 1<sup>st</sup> cut off being allowed to play Pee-Wees.

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

**A. Team Selection**

1. the Hockey Committee will make a recommendation for all team levels 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: 30- 35 games per season, not including post season play
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. 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: 35-40 games, not including post season play
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. 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/ bodychecking practices each month
4. 90-100 on-ice days; recommended 3 to 1 practice to game-day ratio; 40-45 games, not including post season play
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)

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

**G. 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](http://www.ADMKIDS.com)

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

**I. 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 carpool whenever possible.
3. FFHA will provide rooms for up to two coaches/team. 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. If there are 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.

## **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 [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 Kelly Johnson, SafeSport Coordinator at [kelly\\_almquist@hotmail.com](mailto:kelly_almquist@hotmail.com). You can also email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## **FFHA BOARD MEMBERS & COMMITTEES**

**Board Meetings:** The Fergus Falls Hockey Association meets monthly on the first Wednesday of each month at 5:30 p.m. in the Community Room at the Fergus Falls Community Arena or at the Eagles. 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 – Sarah Casey

\*Vice President- Curt Proffit

\*Secretary – Jess Sem

\*Treasurer –Matt McGovern

Other board Members: Rebecca Cederberg, Matt Skjeret, Sarah Shol, Kelly Johnson, Drew Luning, Bill Nelson, Ben Wolden, Darren Krein (Non-Voting Member as Past President)

### **Hockey Directors:**

Girls – Josh Shol

Boys – Greg Buckmeier

**Hockey Committee Members:** Greg Buckmeier, Josh Shol, Mike Alt, Mike Donaghue, Erik Johnson, Toby Johnson, Matt Cederberg, Jessica Sem

**Arena Scheduler:** City of Fergus Falls (Pam Muxfeldt)

**Volunteer Coordinator:** Pam Muxfeldt\*

**Traveling Scheduler:** Mike Welde\*

**Home Tournament Director:** Jessica Sem

**Registrar:** Curt Proffit

**Safe Sport Coordinator:** Kelly Johnson

**Equipment Manager:** Ben Wolden

**Promotions Committee Chair:** Sarah Casey

**Fundraising Chair:** Sarah Shol

**HMI Camp Coordinator:** Cory Reinertson

**Youth Recruitment Coordinator:** Rebecca Cederberg

**Sponsorship:** Eric Nelson

**Gambling Manager:** Jessica Karsnia

**Website:** Curt Proffit

**Legal Advisor:**

**Mite House League Director:** Sarah Duffy

**Squirt House League Director –** Toby Johnson

**Goalie Coach:** Drew Luning

**Referee Coordinator:** Jason Loftquist

**High School Boys Coach:** Mike Donaghue

**High School Girls Coach:** Tim Lill

**City Liason:** Karoline Gustafson

\*appointed member with voting rights

### **FFHA Paid Positions (updated Oct. 2017)**

1. **FFHA Treasurer-** \$1500/ season (June 2015 minutes)
2. **FFHA Registrar-** \$1500/ season (November 2019 minutes)
3. **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*)
4. **Game Scheduler-** \$1500/ season
5. **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**
6. **Hockey Director-**
  - a. **Boys-** \$4,000/ season (June 2017 minutes)
  - b. **Girls-** \$2,000/ season (June 2017 minutes)
7. **Squirt House League Director-** \$300/ season (July 2012 minutes)
8. **House League Director-** \$300.00/ season
9. **Concessions Manager-** \$8,000 flat fee with adding 10% of net profits at end of season (Aug. 2014 minutes)
10. **Fall Clinic Coaches-** \$25/ hr.
11. **Coaches:** (Sept. 2014, 2021 minutes)
  - a. **Bantam A & B- Head Coach-** \$1800, 1 assistant \$1,150
  - b. **PeeWee A & B- Head Coach-** \$1,300, 1 assistant \$900
  - c. **12U- Head coach** \$1,300, 1 assistant \$900
  - d. **Squirt- Head Coach** \$1,050, 1 assistant \$650 (Sept. 2015,2021 minutes)
  - e. **10U- Head Coach** \$1,050, 1 assistant \$650 (Sept. 2015,2021 minutes)
  - f. **\*\*Note- ONLY 2 coaches per team can be reimbursed for expenses.**
    - i. **They fill out an expense report and give to treasurer**
    - ii. **There will be an additional \$500 paid to all non-parent/guardian coaches (Sept. 2021 Minutes)**
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. **COVID Plan Director -** \$1,500