

Hastings Hockey Boosters, Inc. Membership Handbook

Updated 10-8-2023



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MISSION STATEMENT

The Hastings Hockey Association (Hastings Hockey Boosters, Inc.) seeks to provide a community-driven program to promote the growth and development of our hockey players while instilling Hastings Hockey Core Values of Gratitude, Respect, Integrity, and Teamwork--G.R.I.T.

CORE VALUES – G. R. I. T.

GratITUDE

- Being thankful with the readiness to return kindness and appreciation both on and off the ice.

Respect

- Having/showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.

Integrity

- Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.

Teamwork

- Togetherness in working towards a common goal with your peers, your team, and your association.

INTRODUCTION

Welcome to the Hastings Hockey Boosters (HHB), also known as the Hastings Hockey Association. Operating as a 501 (c)(3) tax-exempt, non-profit, organization HHB has been in existence since 1958. Over the years Hastings Hockey has developed an organization that is well respected throughout the hockey community and has a proud tradition that continues today.

The HHB is formally affiliated with Minnesota Hockey. Minnesota Hockey is the designated state affiliate of USA Hockey. Minnesota Hockey has assigned the HHB to District Eight (D8). This district includes the communities of Apple Valley, Cottage Grove, Eagan, Eastview, Farmington, Hastings, Inver Grove Heights, Johnson/Como, Lakeville, Rosemount, Sibley Area, South St. Paul, Red Wing and Woodbury. Although HHB must abide by rules set by both Minnesota Hockey and USA Hockey, HHB reserves the right to set rules and policies that are more restrictive than those of its affiliates.

HHB Website:	www.HastingsHockey.com
District 8 Website:	www.minnesotahockeydistrict8.com/home
MN Hockey Website:	www.Minnesotahockey.org
USA Hockey Website:	www.USAHockey.com

This handbook is produced for all HHB members to provide as a reference to various aspects of the Association and its operation. Members with questions should direct them to the appropriate Board Member listed in the Board of Directors section of this handbook. As a volunteer organization it is important that our members support our association and become involved to assist in making Hastings Hockey as successful as possible.

BOARD OF DIRECTORS

The Hastings Hockey Boosters hold membership meetings on the 2nd Sunday of each month throughout the year. The location and meeting agenda shall be communicated by the HHB Secretary prior to each meeting. Based on availability and specific needs, the location of the monthly board meeting may differ. In addition, in the event the date of the meeting is to be changed the HHB Secretary shall communicate to the members the updated date and time. All members are encouraged to attend these meetings and get involved in the decision-making process. Any member that has a question regarding an issue, or would like more information about an issue, should contact a board member.

Below is a list of the current Board of Director positions (Officers, Directors, and Coordinators). Please feel free to contact these people if you have any questions or would like to volunteer your help.

Position	Email	Election Year
Officers - Voting Members		
President	president@hastingshockey.com	Odd
Vice President	VicePresident@hastingshockey.com	Even
Treasurer	Treasurer@hastingshockey.com	Even
Directors - Voting Members		
Learn Hockey	MiniMites@hastingshockey.com	Even
Youth In-House	Boys-inhouse@hastingshockey.com	Odd
Girls In-House	Girls-inhouse@hastingshockey.com	Even
Squirts	Squirts@hastingshockey.com	Even
Girls 10U	U10s@hastingshockey.com	Even
Girls Traveling 12U/15U	Girls-traveling@hastingshockey.com	Odd
Peewees	Peewees@hastingshockey.com	Even
Bantams/Jr. Gold	Bantams@hastingshockey.com	Odd
Operations (Equipment)	Operations@hastingshockey.com	Odd
Director of Hockey	Coaching@hastingshockey.com	Even
Travel Hockey Commissioner	TBD	Odd
Volunteers	Volunteers@hastingshockey.com	Odd
Revenue	Fundraising@hastingshockey.com	Odd
Charitable Gambling Manager	gambling@hastingshockey.com	Even
Secretary	Secretary@hastingshockey.com	Even
Coordinators – Non-Voting Members		
Referees	Referees@hastingshockey.com	NA
Registrar	Registrar@hastingshockey.com	NA
Tournaments	Tournaments@hastingshockey.com	NA
Recruitment	Recruiting@hastingshockey.com	NA
Web Admin/IT	Webadmin@hastingshockey.com	NA
Goalies	Goalies@hastingshockey.com	NA
Ice Scheduler	Scheduling@hastingshockey.com	NA
Sponsorship	Sponsors@hastingshockey.com	NA
Apparel	apparel@hastingshockey.com	NA
Dryland	TBD	NA

BOARD OF DIRECTORS AND COORDINATORS – ROLES AND RESPONSIBILITIES

The administration and management of all Hastings Hockey Boosters programs, procedures and activities is the responsibility of the Hastings Hockey Board of Directors. All elected officers, directors and appointed coordinators are expected to fulfil their respective roles and responsibilities. These responsibilities include but are not limited to:

- Serve the entire Hastings Hockey Boosters membership fairly without prejudice for any one participant, group, or gender.
- Take the initiative when accepting a director position to fully understand your responsibilities and the time frames in which your tasks need to be done.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend all HHB Membership and Board Meetings.
- Be prepared for all meetings. Review the agenda, meeting minutes, financial statements, and any other information before the meeting.
- Be supportive of other Board members and Board decisions.
- Communicate policies and procedures to all Hastings Hockey Boosters participants.
- Encourage members to get involved in the decision-making process.
- Solicit volunteers to help you complete the tasks assigned to you.

PRESIDENT

The president shall preside at all general membership meetings and meetings of the Board. He/she shall take direct charge and assume responsibility in the supervision of the business and the direction of the organization. He/she shall have the power to form new committees that may from time to time be authorized by the Board and become necessary in the execution of his/her duty as president (see Committee Guideline for procedure). He/she shall be ex-officio member of all standing committees unless otherwise noted by the Standard Operating Guideline for Committees. In the event of a deadlock in the voting by any committee or the Board, he/she shall have the power to cast the deciding vote. In general, the president shall perform all duties usually incident to the office of president. The president of the HHB shall also have the power of signature on all checking and savings accounts in the name of HHB. The President shall also assist in the oversight of the Charitable Gambling arm of Hastings Hockey having the appropriate training and certifications as required by the MN Charitable Gambling Control Board. In addition, the President shall act as the District 8 representative and oversee the general guidelines of SafeSport.

VICE PRESIDENT

The vice president shall have such power and perform such duties as may be specified by the president. He/she should become familiar with the various standing committees and offices of this organization. He/she should become familiar with the rules and regulations of HHB, USA Hockey, Roberts Rules of Order, District 8, and Minnesota Hockey. If for any reason the President cannot fulfill his/her duties, the vice president shall succeed to and perform the duties of the president. The vice president shall oversee the administrative portions of the board including Volunteers, Tournaments, Web Admin/IT, Registrar, Apparel, Recruitment, and Ice Scheduling.

TREASURER

The treasurer shall keep all financial records as they pertain to HHB. Accurate monthly financials such as bank statements, profit & loss statements, balance sheets, accounts receivable and payable shall be reported to the board at each monthly meeting. The Treasurer shall deposit all checks and drafts in a timely manner and endorse checks for payments for any invoices received, disburse funds and issue checks and drafts in the name of the corporation, as authorized by the Board. The treasurer is also responsible for the overall compilation of the annual budget. The treasurer will cooperate with and provide documentation and records for the annual tax return and financial review as necessary. The treasurer shall oversee the financial portions of the board including the Revenue Director, Sponsorship Coordinator, and Gambling Manager.

SECRETARY

The secretary shall attend all board meetings. He/she will prepare and distribute agendas and minutes and upload them to the Hastings Hockey website. He/she will be responsible for posting miscellaneous announcements/pictures to the website/Facebook page and/or send emails to membership. He/she will be responsible for the maintenance of the handbook for annual revision. He/she will also be responsible for coordination of letters of intent and ballots for elections.

LEVEL DIRECTORS (IN-HOUSE AND TRAVEL)

Level Directors responsibilities include but are not limited to: (i) budget preparation; (ii) assisting with coach selections; (iii) coordinating registration; (iv) tournament registration; (v) finalization of team sizes; (vi) coordinating tryouts; (vii) oversee coaching certifications; (viii) conduct coach/manager policy meeting; (ix) resolution of player/parent/coach conflicts; and (x) overseeing all level activity. Level Directors shall attend all board meetings.

DIRECTOR OF HOCKEY

The Director of Hockey responsibilities include but are not limited to: (i) budget preparations; (ii) leading coach recruitment and selection; (iii) creation and maintenance of the skills development plan; (iv) creation and maintenance of the coach development plan; (v) oversee coaching certifications of all levels; (vi) evaluation of coaches' practice plans; (vii) coordinating skill development for all levels; and (viii) coordinating preseason coach meeting. The Director of Hockey will oversee the Hastings Hockey Development Committee.

TRAVEL HOCKEY COMMISSIONER

The Travel Commissioner is responsible for the oversight and general management of the Hastings Hockey Travel Programs. Responsibilities include but are not limited to: (i) preparation of the travel level budgets; (ii) assist in the management and oversight of the travel level coaches; (iii) assist in tryout coordination; (iv) be available for practices and games for travel teams to assist with proper development and missions of Hastings Hockey; and (v) be a trusted resource for all travel teams, coaches, players and level directors in the promotion of on ice hockey development.

DIRECTOR OF OPERATIONS

The Director of Operations responsibilities include but are not limited to: (i) preparation of the operations budget; (ii) inventory management and purchase of all HHB rental equipment and jerseys for travel and in-house teams as needed; (iii) set up and coordinate in-house equipment distribution; (iv) purchase items for upcoming season (i.e. – practice/game pucks, puck bags, practice jerseys, travel and in-house team game socks); (v) coordinate and oversee dryland facility equipment; (vi) coordinate and oversee outdoor ice schedule.

DIRECTOR OF REVENUE

The Director of Revenue shall have responsibility for all organizational fundraising within the program. It shall be the duty of this director to investigate and research new ideas around fundraising and to organize, promote and maintain the fundraising events that have already proven to be successful. The Revenue Director shall; (i) establish strategic fundraising programs for the hockey season; (ii) develop plans per fundraising program; (iii) direct and assure the execution of each fundraising program; (iv); and (v) assures all compliant steps are followed in development of any fundraising program(s).

DIRECTOR OF VOLUNTEERS

The Director of Volunteers responsibilities include but are not limited to: (i) assisting with board level budgeting; (ii) identifying/documenting volunteer opportunities; (iii) communication of volunteer opportunities; (iv) creation and maintenance of volunteer documents; (v) training of volunteers; (vi) aiding team managers; (vii) creation and maintenance of team manager book; and (viii) coordination of the team manager meeting.

GAMBLING MANAGER

This is a paid position in the amount approved by the HHB Board of Directors (currently \$1,000/month). The Gambling Manager is the person who oversees the day-to-day activities of the organization's charitable gambling operation. The Gambling Manager must: (i) be licensed by the Minnesota Gambling Control Board; (ii) have a \$10,000 bond; (iii) have

attended a Gambling Manager seminar and passed a written test; and (iv) attend a continuing education class every calendar year. Other duties include but are not limited to:

1. Attending and presenting the current and budgeted income/expense figures at the monthly Hasting Hockey Association board meeting.
2. Completing and filing monthly charitable gambling tax returns.
3. Assuring that the organization is following all statutes and rules related to lawful gambling.
4. Reviewing and monitoring the conduct of games
5. Supervising charitable gambling employees.
6. Ensuring all receipts and disbursements have been properly accounted for in compliance with statute and rule requirements.
7. Processing payroll and filing monthly, quarterly, and annual taxes.
8. Ensuring that all inventory records have been reconciled each month.
9. Supervising all licensing and reporting requirements.

REGISTRAR

The Registrar's responsibilities include but are not limited to: (i) coordination of team registration and team registration with USA Hockey (ii) preparation of the online Hastings Hockey registration portal prior to the start of the season (iii) monitoring compliance of board members, skaters and coaches for all required certifications and participation parameters and aiding the Volunteer Director as needed.

IT/WEB ADMINISTRATOR

The web administrator will be responsible for: (i) website maintenance; (ii) registration page setup; (iii) website security privileges; (iv) hastingshockey.com email maintenance and set-up; (v) SportsEngine set-up, maintenance, and permissions; (vi) maintaining logins and passwords; and additional website needs as requested.

APPAREL COORDINATOR

The apparel coordinator will be responsible for the coordination, planning, and delivery of the Hastings Hockey apparel orders. In addition, the apparel coordinator will assist in the design and selection of the apparel through the HHB approved apparel vendor.

RECRUITING COORDINATOR

The recruiting coordinator's responsibilities include but are not limited to: (i) assisting with budget planning for all recruitment activities and initiatives; (ii) work with secretary and IT/Web Administrator on updating social media posts and implementing emails for updates and promotions surrounding recruitment and the Hastings Hockey Association; (iii) advise the HHB board on recruitment initiatives, activities, and events to assist in the overall growth of Hastings Hockey players at all age levels; (iv) work with level directors in recruiting activities within each director's respective level.

GOALIE COORDINATOR

The goalie coordinator's responsibilities include but are not limited to: (i) scheduling the goalie clinics; (ii) communicating with the on-ice goalie coach; (iii) maintaining and keeping inventory of the HHB owned goalie equipment; (iv) distributing goalie equipment to the respective in-house teams and travel goalies who will be using the HHB owned goalie equipment; and working with the Director of Operations on purchasing new equipment.

DRYLAND COORDINATOR

The dryland coordinator's responsibilities include but are not limited to: (i) updating the dryland schedule; (ii) maintaining the dryland facility and the dryland equipment; (iii) setting up the dryland equipment and stations; (iv) working with the landlord/owner of the facilities where the dryland room is located; and working with the Director of Hockey with all dryland activities and opportunities.

REFEREE COORDINATOR

The referee coordinator will be responsible for: (i) the scheduling of referees for D8 scrimmages, games and tournament games; (ii) retention and recruitment of on ice officials; and (iii) the training and supervision of officials.

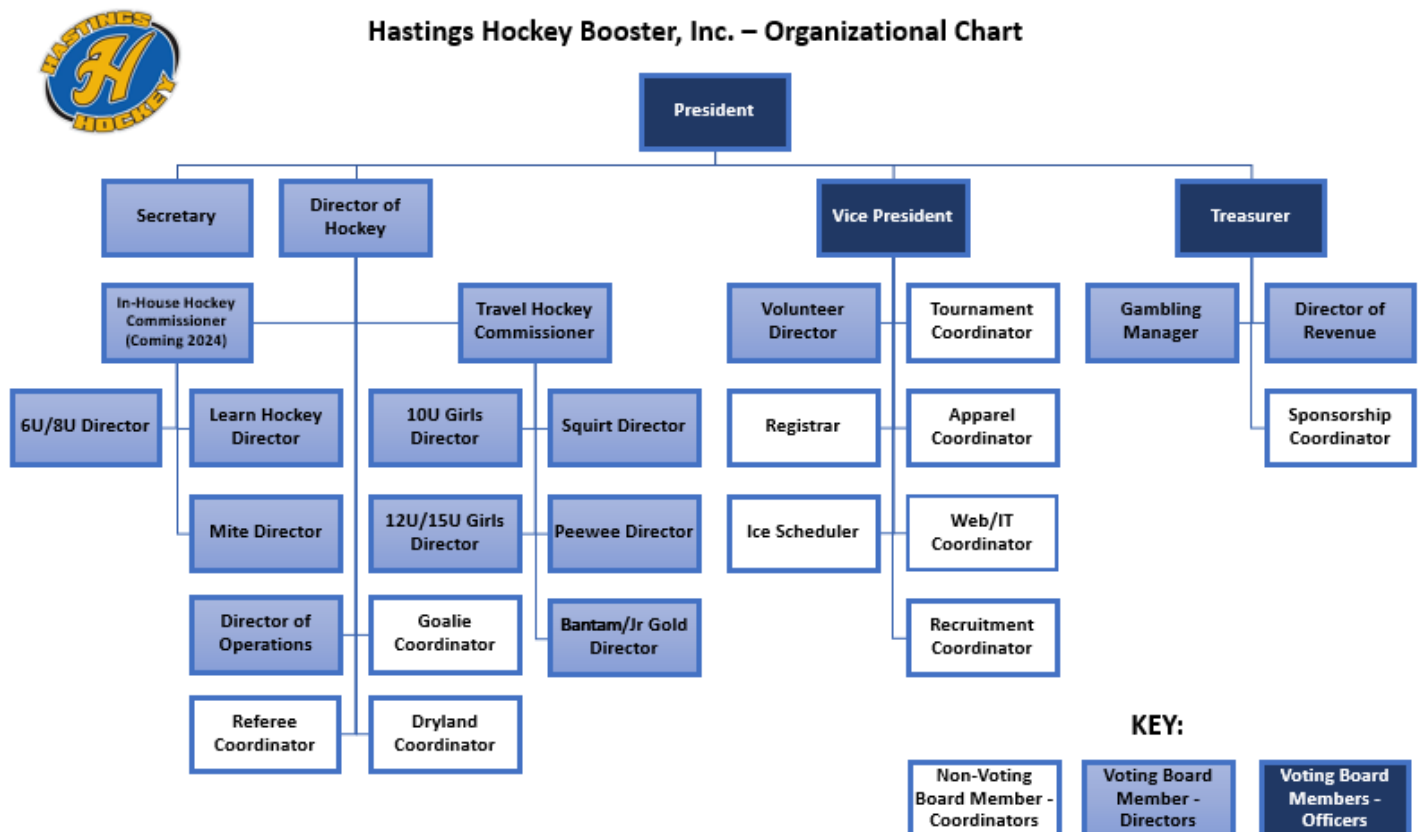
SPONSORSHIP COORDINATOR

The sponsorship coordinator will be responsible for: (i) writing the sponsorship letter and updating the sponsorship tracking form; (ii) soliciting quotes for printing; (ii) preparing the letter and form for mass mailing(s); (iv) distributing the sponsorship request letter and form; (v) monitoring the P.O. Box for sponsorships; (vi) depositing checks and recording sponsorship information; (vii) communication with treasurer; (viii) maintaining the sponsorship website page; (x) sponsor ads management (tournament program); and (xi) sponsorship sign management.

TOURNAMENT COORDINATOR

This is a paid position in the amount approved by the HHB Board of Directors (currently \$500/tournament). The tournament coordinator's responsibilities include but are not limited to: (i) leading the Hastings hosted tournaments, districts, and regions; (ii) communicating with outside teams playing in Hastings hosted tournaments; (iii) acquiring all supplies, awards, gifts and tournament programs for each respective tournament; (iv) supplying the volunteer director with all necessary dibs requirements for the tournaments; (v) and will also be responsible for the coordination of the golf tournament fundraiser.

HASTINGS HOCKEY BOARD OF DIRECTORS ORGANIZATIONAL CHART:



COMMITTEES – STANDARD OPERATING GUIDELINE:

PURPOSE

- The purpose of this guideline is to provide for the structure and the operation of committees or subcommittees of the Hastings Hockey Boosters.

GENERAL STATEMENT OF POLICY

1. It is the guideline of the Hastings Hockey Boosters board of directors to designate committees or subcommittees when it is determined that a committee process facilitates the mission of Hastings Hockey Boosters.
2. The Hastings Hockey Boosters has determined that certain permanent standing committees, as described in this guideline, do facilitate the operation of the Hastings Hockey Boosters.
3. A Hastings Hockey Boosters committee or subcommittee will be formed by the Hastings Hockey Boosters board of directors which shall outline the duties and purpose of the committee or subcommittee.
4. A committee or subcommittee is advisory in nature and has only such authority as specified by the Hastings Hockey Boosters.
5. The Hastings Hockey Boosters board of directors will receive reports or recommendations from a committee or subcommittee for consideration. The Hastings Hockey Boosters board of directors, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
6. The Hastings Hockey Boosters board of directors also may establish such ad hoc committees for specific purposes as it deems appropriate.
7. The Hastings Hockey Boosters board of directors reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
8. A committee of the Hastings Hockey Boosters board of directors shall not appoint a subcommittee of that committee without approval of the Hastings Hockey Boosters board of directors.

APPOINTMENT OF COMMITTEES

1. The Hastings Hockey Boosters board of directors will establish, by resolution, for each standing or ad hoc committee the number of members, the term, DIBS awarded, and the charge or mission of each such committee.
2. Hastings Hockey Boosters board shall appoint a committee chair from the board of directors to provide direction and to facilitate the mission of Hastings Hockey Boosters.
3. The Hastings Hockey Boosters chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

PROCEDURES FOR HASTINGS HOCKEY BOOSTERS COMMITTEES

1. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the Hastings Hockey Boosters board of directors.
2. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of Hastings Hockey Boosters board of directors.
3. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the Hastings Hockey Boosters committee.
4. The power of a committee or subcommittee of the Hastings Hockey Boosters board of directors is advisory only and is limited to making recommendations to the Hastings Hockey Boosters board of directors.
5. A committee or subcommittee of the Hastings Hockey Boosters board of directors shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the Hastings Hockey Boosters board of directors.
6. Any recommendations for approval made to the Hastings Hockey Boosters board of directors by an approved HHB Committee will require a 2/3's majority vote by the present voting board members if, and only, a quorum has been established.

HOCKEY DEVELOPMENT COMMITTEE

The Hockey Development Committee ("HDC") is charged with designing and promoting hockey initiatives that advance the development of all players and coaches in the Hastings Hockey Association ("HHA"). The development over the course of a single season includes improved individual hockey skills, positional play, hockey theory, and team concepts/systems. The focus of the HDC is the enhancement of everyone's individual skills and abilities to contribute to team play through:

- On ice training and skill development
- Effective dryland training
- Skill session curriculum
- Cost-effective clinic opportunities
- Coach training and development
- Goalie development and training

AREAS OF RESPONSIBILITY: The HDC will be responsible for key hockey development functions that fall into the following four categories:

- **Skill Development** - Serve as a resource and assist coaches at all HHA levels in establishing development goals for all ages and assist with implementing proper practice/skill development plans.
- **Assist in Tryout Process** - Establish, with the assistance of the respective level director, the selection processes for each level of hockey in which tryouts are required and engage impartial evaluators to participate in these processes.
- **Coaching Selection** - Participate with the travel coaching selection process and work with level directors in appointing coaches to non-traveling teams; and
- **Coaches Education** - Supporting and developing coaches throughout the season with coaching education sessions and on a year-over-year basis.

Throughout the year, an HDC member is aligned with each of the playing levels (both boys and girls) to work with the level directors and coaches to ensure the annual development goals established for each age level are understood and implemented through on-ice/off-ice programs.

Additionally, HDC members may be assigned to a key functional area of hockey development (e.g., skating instruction, goalie development) to maximize impact across the membership. It is also to be noted that while members of the HDCs may be consulted, they are not responsible for handling matters of discipline or member grievances, both of which are reserved to the Board and any other committee to which the Board may delegate such responsibility.

COMMITTEE MEMBERS: The HDC is chaired by the Director of Hockey and the committee is made up of the following members:

- Hastings High School Varsity Boys and Girls Hockey Head Coaches or representative
- Experienced hockey players that played beyond the level of High School
- Experienced coaches representing a variety of experience including multiple level divisions; all age groups; both boys' and girls' programs.
- HHA Travel Commissioner (Advisor)
- HHA In House Commissioner (Advisor)

Committee Members are seated by appointment of the Director of Hockey and approved by a majority vote by the HHB Board of Directors. These committee members would be outside of those appointed to the Board of Directors. The Hockey Development Committee will meet periodically as projects, and significant events approach that are related to

the HDC. The HDC will report to the HHA Board. The HDC welcomes questions and comments about player development. HDC's contact information is available on the HHB website.

CHARITABLE GAMBLING COMMITTEE

The HHB Charitable Gambling Committee will be responsible for the execution, implementation, and oversight of any and all charitable gambling activities as it pertains to the Hastings Hockey Boosters, Inc.

CHARITABLE GAMBLING MISSION: Charitable Gambling for HHB will provide an avenue of funds to assist with the overall cost structure of running the Hastings Hockey Association. Goals for the funds raised and donated by the Charitable Gambling arm of HHB will be to keep hockey costs affordable for HHB members, assist with the purchase of special equipment/capital purchases, and be a source of funding for approved special projects.

AREAS OF RESPONSIBILITY: The HHB Charitable Gambling Committee responsibilities include but are not limited to:

- Assisting the Charitable Gambling Manager with day-to-day tasks.
- Maintaining inventory at all sites that host pull tabs and/or charitable gambling games.
- The handling, counting, inventorying, and documentation of all un-opened pull tabs and pull-tab winners.
- Assuring the representation of HHB at the charitable gambling sites is clean, appropriate, and demonstrates the core values of HHB.
- Solicit sellers, callers, and any necessary volunteers to assist with charitable gambling activities.

MEMBERS OF THE CHARITABLE GAMBLING COMMITTEE: Members of the Charitable Gambling Committee are the responsibility of the Charitable Gambling Manager. All Charitable Gambling Committee members will first be recommended for participation by the Charitable Gambling Manager to the HHB Board of Directors and then approved by a majority vote of the HHB Board of Directors. The following Charitable Gambling Committee Members will partake in the ongoing activities and responsibilities of HHB's Charitable Gambling arm:

- Charitable Gambling Manager:
 - Voting Member of HHB Board of Directors
 - Acting Manager of Charitable Gambling
 - Paid position with approved compensation of the HHB Board of Directors
 - Must be bonded per MN Gambling Control Board Guidelines
 - Must be registered with MN Gambling Control Board
 - Must have all approved and completed training and licenses per the MN Gambling Control Board
- Assistant Charitable Gambling Manager:
 - Acting Assistant Manager of Charitable Gambling
 - Paid position with approved compensation of the HHB Board of Directors
- HHB President
 - Must be registered with MN Gambling Control Board
 - Must have all approved and completed training and licenses per the MN Gambling Control Board
- HHB Vice President
- HHB Treasurer
- Other committee members per the discretion of the HHB Charitable Gambling Manager

EMPLOYEES FOR CHARITABLE GAMBLING: all employees with HHB Charitable Gambling will be managed by both the Charitable Gambling and Assistant Charitable Gambling Managers. All employees will follow/adhere to all guidelines set forth by the MN Gambling Control Board.

REQUIREMENTS OF HHB CHARITABLE GAMBLING: **HHB** Charitable Gambling shall on a regular basis complete the following:

- Provide monthly completed charitable gambling financials to the HHB Board of Directors for review and approval.
- Provide monthly charitable gambling financials projections to the HHB Board of Directors for review and approval.
- Complete all necessary financial reviews, reporting, and taxes on an annual basis.
- Complete, submit, and file all necessary city and state charitable gambling applications and permits.
- Maintain secured inventory of all charitable gambling products per the requirements of the MN Gambling Control Board

ANNUAL ELECTIONS

BOARD MEMBER CANDIDACY: Any person seeking election for a Hastings Hockey Board position must declare their intent no later than January 31st to the Board secretary. Each candidate will provide a written letter of interest, including a background of themselves and their qualifications, as well as why they are seeking a Board position. The written information will then be posted to the official association website for member review prior to the election date. Candidate information will also be handed out at the annual election. Election Day for open Board positions will be held in the Hastings Civic Ice Arena Lobby on the second Monday in February.

WRITE-IN CANDIDATES: In the event there is not a declared candidate for an open position, write-in votes will be allowed. A write-in candidate must receive the majority of the total votes to be declared the winner. If more than one person receives write in votes, the write-in candidate with the most votes will be declared the winner. A write-in candidate reserves the right to decline the position. If the winning write-in candidate declines the position, the position will be offered to the write-in candidate having the next highest number of votes, until the position is accepted. If there are no write-in candidates or if none of the write-in candidates receiving votes accept the position, any member/candidate shall be considered for appointment by the President. Upon appointment, the candidate will then be voted into position by a majority vote of the Hastings Hockey Board of Directors.

ANNUAL ELECTION VOTES ENDING IN A TIE: After elections are conducted and there is a tie in votes for any 1 position up for election a candidate will be selected through the following process:

- Each candidate that has votes resulting in a tie will be interviewed by the Hastings Hockey Officers (President, Vice President, and Treasurer) prior to the April 1st of the given year.
- After interviews are conducted the Hastings Hockey Officers will recommend to the Hastings Board of Directors the individual to fulfill the role of the given position.
- The Hastings Board of Directors will then vote to approve the individual for the given position.

OPERATING PROCEDURES

PLAYING LEVELS

The Board establishes playing levels each year based on the number of participants in the program. Hastings Hockey currently offers the following levels of hockey:

- In-House:
 - Learn Hockey
 - Mite 1 and 6U
 - Mite 2 and 8U
- Traveling:
 - Squirrels and 10U
 - Peewees and 12U
 - Bantams and 15U
 - Jr. Gold/16U

The number of teams at each division is based on the estimated number of participants. Each traveling division may have an AA, A, B, B2, and C levels (C level is excluded from Girls Traveling). The number of teams at each level is also established annually by the Hastings Hockey Board of Directors with the guidance from the Hastings Hockey Development Committee based on level director's recommendations according to the overall talent level of the division and feedback from coaches.

AGE LEVELS

The HHB must follow the age levels that Minnesota Hockey and USA Hockey establish for all traveling teams. Once a player has registered for a specific level within HHB and they elect to try out for the high school team (and doesn't make one of the high school teams), a player must play at the level they originally registered for within HHB and is not able to move around to a different level. The board sets participation ages for all levels according to the current Minnesota Hockey/USA hockey age guidelines. Participants are not allowed to play out of these age guidelines without formal approval from the Board. *See the "Move Up Policy" for guidelines.

PLAYER LEVEL MOVE UP POLICY

In-House Levels:

- All players will skate at the appropriate age level and grade levels set forth by Minnesota Hockey and USA Hockey.
- In the event a player's grade aligns with a higher level, although their age does not, the player can choose to participate at the higher level. Proper information may be requested of the Board of Directors documenting the grade in school of the player (such as a school transcript).
- In the event a player's age is eligible to play at a higher level but their grade does not, the player **must** play in the appropriate age level and cannot move down with their grade.
- In the event a player requests to move to a higher level of play and is not age or grade eligible it will be at the discretion of the level director/s to approve that skater to move to the higher level.
- NOTE: The Hastings Hockey Board of Directors highly recommends that players participate in the appropriate age and grade levels set forth by Minnesota Hockey and USA Hockey as to best suit the long-term development of the player.

Travel Levels:

- All players will skate at the appropriate age level and grade levels set forth by Minnesota Hockey and USA Hockey.

- In the event a player's grade aligns with a higher level, although their age does not, the player can choose to participate at the higher level. Proper information may be requested of the Board of Directors documenting the grade in school of the player (such as a school transcript).
- In the event a player's age is eligible to play at a higher level but their grade does not, the player must play in the appropriate age level and cannot move down with their grade.
- In the event a player requests to move to a higher travel team level of play and is not age or grade eligible it will first be evaluated based on predicted numbers of skaters at that desired level by the level director and Director of Hockey. Upon a recommendation of the level Director and Director of Hockey, approval will be granted upon a majority vote of the HHB Board Members.
- Following an "in-favor" vote, that skater will then be placed on the lowest level of play offered at that given level regardless of skill level. The player will be allowed to participate in tryouts but will not be evaluated. Once approved to skate at the higher age level, that skater no longer has the option to move back down to their designated level by grade and/or age.
- NOTE: The Hastings Hockey Board of Directors highly recommends that players participate in the appropriate age and grade levels set forth by Minnesota Hockey and USA Hockey as to best suit the long-term development of the player.

Hastings Hockey Move-Up Requests:

- On occasion there may be a need to move players to a higher level based on team sizes, number of goalies, and/or age range of players.
- Selection of players to move up will first be recommended by the appropriate level director/s and Director of Hockey.
- Upon the recommendation by the level director/s and Director of Hockey a motion must be made to the Hastings Hockey Board of Directors, followed by a second and then moved to a vote. Approval will be granted upon a majority vote of the HHB Board Members.
- Final decisioning for the move-up will be made collectively by the player and their parents and/or legal guardians.

REGISTRATION AND FEES

Each year, as part of the budgeting process, the Board establishes registration fees based on the cost to operate each division and the association as a whole. The revenues and expenses for each division are calculated and fees are set during the annual budgeting process. General operating revenues and expenses are divided equally amongst the participants at each given level.

All participants, (including Jr. Gold) are required to pay the registration and optional fundraiser fees in full or use the payment plan option. All fees must be paid in full by the designated date established at sign up, or the player is ineligible to play. Any participant that has not paid fees owed for a prior season will be allowed to register but will not be allowed to participate in tryouts (travelling) or practices (in-house) until all past due fees are made current. A player wishing to register for a traveling team, after registration has been held, will be subject to a late fee of \$100. A player wishing to sign up for an in-house team, after registration has been held, will be able to do so as long as total registration numbers for that level allows.

Registration for the upcoming season will open anywhere between July 1st and August 31st and is at the discretion of the Hastings Hockey Boosters Board of Directors.

FINANCIAL ASSISTANCE GUIDELINES

The goal of the Hastings Hockey Boosters (HHB) is to provide reasonable opportunities for all interested kids to play the game of hockey. HHB recognizes that due to various kinds of hardships, it may be difficult in a given year for individuals to pay all or part of their registration fees within the timetables stated. Therefore, HHB will provide the following financial assistance opportunities:

PAYMENT PLANS

HHB will consider a written request for payment of registration fees in more than the installments as offered during registration. These arrangements will be approved in writing by the HHB President and Treasurer. If installment payments are not received as agreed, the Treasurer will notify the HHB President to begin proceedings of disciplinary action, which may include player suspension.

SCHOLARSHIPS

As part of its annual budget process, the HHB Board of Directors will allocate a portion of its budget for the purpose of aiding families with hardships. This fund does have limited resources and the total amount of assistance awarded to all families will not exceed the amount budgeted for the year. A player's scholarship award can be up to 50% of the respective season's registration fees. HHB does not issue 100% scholarships. Initial registration deposit must be paid in full as disclosed/stated upon registration. Any fees associated with the respective player and their respective team beyond that of the cost of registration is the sole responsibility of the given player and their parents/guardians. Scholarship recipients may not opt out of the volunteer program and will be required to provide additional volunteer hours beyond the initial association-required hours for the player's level. Additional hours will be up to one-half of the initial association-required hours for the player's level. For example, if the player's level requires 8 DIBS, a player awarded a 50% scholarship at that level will be required to provide 12 DIBS. The family maximum volunteer hours do not apply to families receiving scholarship funds. Families accepting a scholarship award that do not complete all their required DIBS hours, including the additional hours, will be invoiced the fee associated with incomplete DIBS for that given season at the end of that respective hockey season.

To ensure we maximize the opportunities for all families in need, we have established a base set of criteria for selecting eligibility for HHB Financial Assistance.

SELECTION CRITERIA

Financial assistance is open to all players that meet the selection criteria. To be eligible for the payment plan or a scholarship, the player's family must be in good standing with HHB and must exhibit financial need. Primary consideration will be given to players in the following circumstances: financial change in family status, death of a parent/guardian, parent/guardian activated for military duty in the National Guard/Reserves, and families that receive school lunch subsidies or medical assistance. Meeting the selection criteria does not guarantee that an award will be made.

APPLICATION PROCESS

All applicants must register and pay initial registration fees in full. All applicants must submit a confidential Financial Assistance form (next page) to the HHB Treasurer and/or HHB President. All applicants must register with USA Hockey (www.usahockeyregistration.com) prior to submitting their Financial Assistance form. Incomplete applications will be returned. An application is valid for the current season only. All applications must be submitted by the registration deadline unless previous arrangements have been made with the HHB Treasurer. Late applications will only be accepted if an unforeseeable event occurs which drastically changes the financial conditions of a child's family. All applications are confidential and reviewed by the HHB President and Treasurer. Applicants will be informed of the status of their application no later than the start of the season. If an application for a scholarship is accepted, the scholarship award amount will be deducted from the registration fees owed.

Exceptions to this policy are at the sole discretion of the Hastings Hockey Booster's Officers.

SCHOLARSHIP ACCEPTANCE

Applicants will be notified in writing no later than the start of the season. Scholarship recipients must sign and return the Scholarship Award letter agreeing to the terms. Failure to return the signed form by the date indicated will result in the forfeiture of scholarship and total registration amount will be payable per original registration agreement. Scholarship applicants must remain in good standing with HHB and current on payments.

CONFIDENTIALITY

Applying for a scholarship can be uncomfortable for some. To minimize the level of discomfort, only the President and Treasurer have access to the applications. Recipients of scholarships are only known to the President, Treasurer and Director of Volunteers (to ensure completion of additional volunteer hours). Financial reviews only show number of scholarships and amounts at each level. Every effort is made to keep scholarship applicants/recipients anonymous.

COACHES

SELECTION

In-House Coaches Selection:

- All new and returning head coaches for in-house teams will be approved by the respective level director and Director of Hockey prior to the start of each season.

Travel Coaches Selection:

- Individuals interested in an open travel team coaching position must apply for the respective coaching position.
- All head coaching vacancies at the travel level will then require an interview process with an interview panel consisting of at least 3 of the following: a member of the Hockey Development Committee, Director of Hockey, appropriate Level Director, High School coach, and a member of the association. If any of these individuals are unable or unwilling to serve on the interview panel, the President shall select alternates, as necessary.
 - NOTE: in the event an individual from the interview panel has a child playing at the level or has a direct family connection to an individual applying for a coaching position, they are not to participate on the interview panel
 - NOTE: in the event an individual from the interview panel is applying for a traveling head coaches position they are not to participate on the interview panel.
- Upon completion of the interviews the interview panel will recommend to the Hastings Hockey Board of Directors a candidate for each open head coach position.
- The Hastings Hockey Board of Directors will then vote to approve each recommended head coach.
- Head coaches that will be retained at the same level for following season will be approved by the Board prior to the start of the following season for planning purposes.

TRAINING & REIMBURSEMENT

All coaches are required to register annually with USA Hockey. In addition, coaches must complete USA Hockey-required level certifications and age-specific modules. Coaches must be registered, and all certifications must be current by December 31st of each year (including SafeSport which must be renewed annually per the individual coach's renewal date). Per USA Hockey requirements, coaches not having current certifications on January 1st of the current playing season will not be allowed to coach for the remainder of the season. All coaches must have up-to-date SafeSport training and background check verification.

HHB will reimburse coaches for their required training expenses at the following levels:

- Squirt/10U level and higher teams are allowed three reimbursed coaches per team.
- Mite 1 & 2 and 6U/8U teams have unlimited coach reimbursements.

The following fees will be reimbursed by HHB:

- USA Hockey/MN Hockey Registration Fee
- Level 1-4 clinics (CEP)
- Age-specific modules
- Background check

A coach must complete all requirements from USA Hockey and MN Hockey to be reimbursed at the conclusion of the season. This training must be completed as per the requirements of USA Hockey and their respective timelines and expirations. All coaches must register with Hastings Hockey prior to team activities.

To receive reimbursement, the coach should provide all certificates, showing completion of each course, including the SafeSport training certificate, to the level director by the end of the current season. Traveling coaches should indicate which team they are coaching. To help ensure there are no overpayments or missed payments, all coaching reimbursements for the given season and qualified coaches will be paid by the treasurer no later than April 15th of the given season. In addition, any coach seeking reimbursement must have completed the entire season as a coach for their respective team.

IN-HOUSE HOCKEY PROGRAMS

LEARN HOCKEY

Practices will follow the station-based concepts from the USA Hockey American Development Model (ADM). Learn Hockey will focus on basic skating fundamentals with the goal of having fun and skating development. This level will play different station-based games to get the children to move on the ice, starting to use edges, and working on different skating techniques all while having fun (and not realizing they're working on skating skills). Learn Hockey will consist of one 50-minute practice per week.

MITE I /6U GIRLS

Practices will follow USA Hockey's American Development Model (ADM) training program with full ice skating and station-based drills. Ice times will consist of 2 hours per week, which will generally be 1 practice and 1 game. Games will be half or cross ice. These players will compete in the year end in-house tournament. No score or league standings shall be posted.

Teams will be created based on number of skaters to create appropriately sized teams. The level director/s and coaches will make team selection based on age and skillset to evenly divide teams to make games as even possible. It is the discretion of level director/s and coaches to adjust teams as needed throughout the season if there happens to be an unfair balance of team skill.

MITE II /8U GIRLS

Practices will follow USA Hockey's American Development Model (ADM) training program with full ice skating and station-based drills. Ice times will consist of 2-3 hours per week on a rotating schedule. 2 hours one week, and then 3 hours the next week. Games will be half ice. No more than 2-games shall be played on full ice. The end of year tournament games will be full ice unless modified by the level director or direction from USA/MN Hockey. No score or league standing shall be posted. The emphasis of this level is skating and fun and player retention. It is a goal to have each player play goalie in a practice or game.

Teams will be created based on number of skaters to create appropriately sized teams. The level director/s and coaches will make team selection based on age and skillset to evenly divide teams to make games as even possible. It is the discretion of level director/s and coaches to adjust teams as needed throughout the season if there happens to be an unfair balance of team skill.

NOTE: any and all full ice games MUST be approved by the District 8 Director prior to the date of the respective game/s. Failure to receive approval may result in a league fine from District 8.

NUMBER OF IN-HOUSE TEAMS

The HHB board budgets a certain number of teams at each level. This must be done as part of the budgeting process before registration. It is an educated guess based on prior year participation levels. After registration, the Director of each level, will recommend to the Board, the number of teams to budget for the upcoming season. The levels of play must be approved no later than the September board meeting. The Director shall solicit input from the Board of Directors, HHB Advisors, and Coaching staff.

IN-HOUSE TEAM SIZE

Each year the number of players participating on each team varies due to the number of participants. The number of players on the in-house teams will be determined by the Director of each in-house level, along with guidance from the Hockey Development Committee, and will be approved by the board. The board wants to ensure that the number of players on each team is fair and gives all participants the best opportunity to have fun and improve their skills.

TRAVEL HOCKEY PROGRAMS

SQUIRTS/10U GIRLS

At the Squirrel/10U Level Hastings Hockey will focus on the transition of "in-house" hockey to that of "travel" hockey. Hastings Hockey is committed to the development and hockey skill building during this transition phase and will adhere to a Developmental Hockey Model for the Squirrel and 10U Levels.

Hockey Development Phase:

- Initial evaluations will be held to best determine team placement for the Hockey Development Phase for the Squirts and 10U's.
- Teams will be formed to include a spectrum of skill sets that are deemed equal on each team.
- Practices during the Development Phase will consist of small area contests, skating/edgework, and full-ice introductory concepts.
- Teams will compete against one-another weekly (may be cross-ice, 3 on 3, half-ice)
- The Development Phase will conclude with a Squirrel/10U Hastings Only Tournament.

Travel Hockey Phase:

- Players will participate in tryouts/evaluations to determine the level of play in which they will compete.
- The number and level of teams will be dictated by the HHB Board of Directors prior to the start of the season.
- Squirts and 10U's will play a full district schedule that will start no later than 2 weeks into the official District 8 approved season start for Squirts/10U.
- Travel teams will participate in a full district schedule, tournaments, and the district playoff tournament.

In the event registration numbers are such as to not allow for a full Hockey Development Phase, travel teams, based on tryouts, will be formed at the beginning of the season while still adhering to small area practices, cross-ice/3-on-3/half ice games, and skill building practices. The number of registrations at these levels must be that as to create 4 Developmental Phase Hockey Teams.

GIRLS TRAVELING (12U AND 15U)

The Director of each division, along with guidance from the Hockey Development Committee, will decide the number of teams and the number of players on each team. The Director of Girls-Traveling, along with guidance from the Hockey Development Committee, will decide at which level, A, B1 or B2 (as applicable), the teams will participate in during the upcoming season. The levels of play will then be approved by the HHB Board of Directors.

For tryouts and evaluations, the 12U and 15U's will follow the Girls Traveling Tryout Guidelines.

U12 and U15's will play a full district schedule, participate in tournaments, and participate in the district tournament. Based on the budget established by the Hastings Hockey Board of directors the respective teams may have shared ice practices throughout the season.

PEEWEEES & BANTAMS

The Director of each division, along with guidance from the Hockey Development Committee will decide the number of teams and the number of players on each team. The respective Directors, along with guidance from the Hockey Development, will decide at which level, AA, A, B1, B2 or C (as applicable), the teams will participate in during the upcoming season. The levels of play will then be approved by the HHB Board of Directors.

For tryouts and evaluations, the Peewees and Bantams will follow the Boys Traveling Tryout Guidelines.

Peewees and Bantams will play a full district schedule, participate in tournaments, and participate in the district tournament. Based on the budget established by the Hastings Hockey Board of directors the respective teams may have shared ice practices throughout the season.

JR. GOLD/16U

Each year tryouts will be held after the Varsity team has been selected. Players are evaluated on skating, puck handling, shooting, passing, hockey savvy, and attitude. The Jr. Gold/16U coach is responsible for all player selections. Any player not selected to the Jr. Gold/16U team would be granted the right to participate in another program. In the event there are only enough players for 1 team, or not enough players to create at least 1 team, there will be no tryouts/evaluations.

Jr. Gold/U16 will play a full district schedule, participate in tournaments, and participate in the district tournament. Based on the budget established by the Hastings Hockey Board of directors the respective teams may have shared ice practices throughout the season

TRYOUT GUIDELINES & PROCEDURES FOR TRAVEL TEAMS

For Tryout Guidelines and Procedures please see **the respective Tryout Guidelines**. The Hastings Hockey Board of Directors, under the guidance and direction of the Director of Hockey and respective level directors, will review, update, and approve the Tryout Guidelines each year prior to the start of each season. The Tryout Guidelines are designed to give clear and organized direction on the procedures and expectations of the Hastings Hockey Tryout Process.

NUMBER OF TRAVEL TEAMS

The HHB board budgets a certain number of teams at each level. This must be done as part of the budgeting process before registration. It is an educated guess based on prior year participation levels. After registration, the Director of each level, will recommend to the Board, the number of teams to budget for the upcoming season. The levels of play must be approved no later than the September board meeting. The Level Directors shall solicit input from the Board of Directors, HHB Advisors, and Coaching staff.

TRAVEL TEAM SIZE

Traveling Directors will meet with the Head Coaches of each level during tryouts. The Director and the head coaches will determine the number of players on each team based on the total number of participants, their skill level, and the level in which the player will best develop their abilities. The Director will recommend to the Board, the number of players on each team. Any vote will be by majority of the Board.

TRAVEL TEAM GOALIES

Each year the number of teams and available goalies varies. Because of this variation the program needs to be flexible and apply some general rules of thumb. The overall concept is to have at least one goalie per team and no more than two per team. Through the tryout process the coaches will rate the goalies. Coaches may select one or two goalies for their team.

TEAM INCURRED FEES/DUES:

Hastings Hockey, as of the 2023-2024 season, has moved to an “all-in” registration fee/cost structure. The registration fee will cover allocated games, scrimmages, practices, tournaments, and referee fees approved by the HHB Board of Directors during the budgeting period/process. Any additional fees/costs incurred by the team will be the responsibility of the respective team and not handled by the Hastings Hockey Boosters and/or the HHB Treasurer.

TRAVEL COACH STIPENDS

To avoid the need for detailed expense reports from each traveling coach, HHB has established a stipend to cover miscellaneous expenses the head coach, assistant coaches and team manager have during the season. The following teams are allocated a \$2,000 stipend (Peewees, Bantam, 12U, 15U, Jr. Gold, 16U). This stipend is to offset travel, lodging and other miscellaneous expenses the coach incurred as volunteer to our program and were not reimbursed by other means. Squirt and 10U levels will receive a \$1,500 stipend per team.

There will be NO stipend for any in-house teams.

TRAVEL TEAM DISTRICT 8 PLAYOFF TOURNAMENTS

All Hastings Hockey travel teams are encouraged, but not required to, participate in the District 8 Playoff Tournament. Each respective team may elect to “opt out” of the district playoff tournament with approval of the level director/s. In the event a team elects to “opt out” of Districts HHB will not cover the cost of an additional invitational tournament (this would be at the cost of that respective team).

GUIDELINES FOR PARTICIPATION WITH HASTINGS HOCKEY

The guidelines presented in the following pages are specifically included in this handbook to help develop a successful hockey program. They are to be used by all players, parents, and coaches as a guide to follow.

PLAYERS

Players who participate in the HHB should consider it an honor and a privilege. With this privilege comes responsibility to teammates, coaches, parents, and to the entire HHB hockey program, which you represent to other teams and communities. These responsibilities include but are not limited to:

- Follow and adhere to HHB Core Values of:
 - **Gratitude:**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect:**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity:**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork:**
 - Togetherness in working towards a common goal with your peers, your team, and your association.
- School is more important than hockey! Please do your very best to finish all homework or studying for a test prior to your hockey practice or game. Should you need to miss a practice or game for anything that has to do with school, please call one of your coaches at least 1 hour prior to that hockey activity.
- Show respect to your teammates, coaches, parents, opponents, and game officials at all times.
- The use of profanity or obscene language, gestures or behavior will not be tolerated. Players who chose to do so will be subject to disciplinary action by the coach and/or HHB.
- Discipline can include, but is not limited to, a verbal warning, volunteer work, excused from practice, sitting a shift, period, or game. The coach will apply set discipline policies equitably and enforcement of the rules set forth, must be consistent for all players, regardless of player ability, relation to coach, etc.
 - Players agree to abide by the Discipline Policy set in place by HHB to include suspension or removal from the program for violations.
- Referees are there to ensure the game is played in accordance with USA Hockey and Minnesota Hockey rules. They are not there to “pick on” you or our team. As with all of us, they will make mistakes. Yelling at a referee does nothing to change their mind on a call or positively affect future calls in a game and could cost your team their HEP point and an unsportsmanlike penalty.
- Players should be dressed and ready to go out onto the ice a minimum of 15 minutes ahead of the scheduled time or earlier if directed by the coach.
- Players will practice and play to the best of their ability, each time they step on to the ice. Work as hard as physically possible every shift, every practice, and every drill.
- At all away events players will respect the facilities, leaving each looking better than the way they found it!
- Parents, Players, and Coaches all represent their team, HHB and Hastings in general. Please be a good representation of your team and our association whether at home or away. Our program will be judged by all who represent it.
- Coaches may impose curfews for overnight trips; curfew will be established by the coach for each overnight trip. Curfews mean you must be in your own room by the designated time.
- If you are sick and can’t make it to a practice or game, you or your parents must contact the coach by phone a minimum of 1 hour prior to the activity. This also applies for any other excused absences such as band, choir, family and/or church.
- Have a blast playing the greatest game in the world!!

COACHES

A coach is responsible for the general operation and conduct of their team. He or she is the teacher of skills and a developer of players socially, psychologically, and physically. The coach is responsible to the HHB Board of Directors. These responsibilities include but are not limited to:

- Follow and adhere to HHB Core Values of:
 - **Gratitude:**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect:**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity:**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork:**
 - Togetherness in working towards a common goal with your peers, your team, and your association.
- School is more important than hockey!
- Show respect toward opposing coaches, players, and to game officials always. Know the rules of the game. Understand the spirit of discipline and adhere to it. The use of profanity and/or obscene gestures will not be tolerated.
- Conduct a parent/player meeting within the first two weeks after the team has been formed. Goals, objectives, schedules, and rules should all be discussed.
- Communicate clearly with parents and players so that all know what to expect.
- Respect, encourage, and compliment players. Use only constructive criticism.
- Develop each player as much as possible within the limits of his or her physical and mental ability.
- Always use proper control. A coach is a model for the players and parents. Alcohol, drugs and tobacco should never be used during games, practices, scrimmages or team meetings. During social activities coaches should use good judgment in the consumption of alcohol.
- Enforce rules fairly without prejudice toward any player.
- Be enthusiastic and make hockey fun!
- Maintain team discipline. When a player is disciplined, the coach should fully inform the player of the reasons for the discipline before leaving the arena. The coach should also contact the player's parents as soon as possible to inform them of the reasons for the discipline. Matters of discipline should be discussed privately between the player, parent and the coach.
- Know and support the HHB philosophy and guidelines for equal play.
- Your behavior and the model you set for the kids assigned to your team are more important than your win - loss record.

PARENTS/GUARDIANS

Being involved in the HHB demands time and effort on the part of the players and parents. Parents, in no small part, help determine the success of the hockey program by understanding the responsibility of team participation. These responsibilities include but are not limited to:

- Follow and adhere to HHB Core Values of:
 - **Gratitude:**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect:**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity:**

- Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork:**
 - Togetherness in working towards a common goal with your peers, your team, and your association.
- We will not tolerate offensive, obscene, or profane behavior from our coaches, parents, or players. We expect each parent to behave accordingly and set positive examples for the players. Maintain self-control and exemplify good sportsmanship. Agree to abide by the ZERO TOLERANCE and DISCIPLINE Policies set in place by HHB. Remember, that you, as well as your team represent HHB.
- MN Hockey and District 8 have established guidelines for referees to follow for disciplinary action towards players, coaches, and spectators. In the event Hastings Hockey is issued a fine from district 8 due to spectator misconduct, those fines may be passed on to the individual/s involved in the incident at the discretion of the Hastings Hockey Board of Directors.
- If a parent/guardian's conduct results in the evictions from any rink, HHB will impose additional sanctions on the parents/guardians. Suspension from HHB events for a period of 14 days for the first offense. Any additional offense will result in a suspension from all HHB events for the remainder of the year.
- Make sure that your child knows that win or lose you appreciate the effort made. Give praise or good constructive criticism. Focus on the play of your player.
- Discuss your concerns or the progress of your player with the coach at the proper time. The proper time is not during a game or practice, in the company of other players or parents. It is the policy of HHB for player/team concerns to be addressed first with the head coach. If you continue to have a concern after the meeting with the coach, please contact the level director. We believe that direct, open, and civil communication is the best way to handle these situations and prevent ill will and rumors. It is preferred that these types of concerns be addressed in person or via the phone to allow for a dialog to occur that cannot always be achieved via email.
- If a parent becomes frustrated and/or angry with a coach or others on the team, they should adhere to a 24 hour "cooling down" period before addressing the issue.
- Appreciate the fact that the coaches have the responsibility of an entire team in the locker room and on the ice. Activity and behavior of the players at all other times is the sole responsibility of the parents. Should a situation arise that you feel your player should miss a practice or a game because of a behavior reason the coach will wholeheartedly support that decision.
- Parents, Players, and Coaches all represent their team, HHB and Hastings in general. Please be a good representation of your team and our association whether at home or away. Our program will be judged by all who represent it.
- Referees are there to ensure the game is played in accordance with USA Hockey and Minnesota Hockey rules. They are not there to "pick on" your child or our team. As with all of us, they will make mistakes. Yelling at a referee does nothing to change their mind on a call or positively affect future calls in a game and could cost your team their HEP point and an unsportsmanlike penalty.
- Each parent is responsible for volunteer time: timekeeper, scorebook keeper, penalty box for home games and scrimmages. The manager will have a sign-up sheet for the home tournament for the same duties, as well as additional jobs that have yet to be determined.
- The Locker Room is for players and coaches. Starting at levels U10/Squirt due to privacy of the minor athlete, adults are not to be in the locker room to assist their skater. If your skater requires assistance, they must meet you outside the locker room or come dressed prior to the event. It is the policy of USA Hockey that all USA Hockey Member Programs must have at least one responsible screened and trained adult (which may include coaches, managers, or other volunteers) present at all times and monitoring the locker room during all team events.
- Have fun cheering your player and the team on!!

TEAM MANAGERS

Communications is the team manager's principal responsibility. They need to ensure that the coaches, players, and parents know the team schedule well in advance. The manager will support the coaching philosophy of the team to foster good communications among all participants. The manager will generally manage the business of the team along

with other responsibilities the coach may assign. No individual is allowed to serve as team manager of multiple travel teams. These responsibilities include but are not limited to:

- Follow and adhere to HHB Core Values of:
 - **Gratitude:**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect:**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity:**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork:**
 - Togetherness in working towards a common goal with your peers, your team, and your association.
- Distribute team jerseys at the start of the season and collect them at the end.
- Attend the mandatory managers meeting at the start of the season.
- Compile the team roster. Include the players and parent's names, addresses and phone numbers. Distribute only to coaches, players, and parents.
- Assist the Level Director to ensure all registration forms are completed and signed in the time frame required by District 8.
- Working with the coach, arrange for scrimmages and rescheduling of practices. Arrange for referees for all home scrimmages through the HHB Referee Coordinator.
- Schedule: timekeepers, score keepers, penalty box attendants, registration table workers, and locker room monitors for all home games and scrimmages.
- Report locker room monitors names and USA Hockey Volunteer Number to HHB's Registrar to verify background screening and SafeSport training has been completed prior to fulfilling this role.
- Make arrangements for all away tournaments. Send in registration forms and entry fees. Ensure that information regarding tournament dates, location, playing times, and lodging (if required) is communicated to parents in advance.
- Publish monthly calendar of the team activities.
- The team manager, coaches, and team parents work together to approve any additional fees/costs incurred by the team in which will be the responsibility of the respective team and not handled by the Hastings Hockey Boosters and/or the HHB Treasurer.

OFFICERS AND DIRECTORS

The administration and management of all HHB programs, procedures and activities is the responsibility of the Hastings Hockey Boosters (HHB) Board of Directors. If you have been elected to one of these volunteer positions, it is important that you fulfill your duties and responsibilities. These responsibilities include but are not limited to:

Responsibilities:

- Follow and adhere to HHB Core Values of:
 - **Gratitude:**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect:**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity:**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork:**

- Togetherness in working towards a common goal with your peers, your team, and your association.
- Serve the entire HHB membership fairly without prejudice for any one participant, team, level, or any other grouping that would be favored against the entire association.
- Take the initiative when accepting a director or coordinator position to fully understand your responsibilities and the time frames in which your tasks need to be completed.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Make best efforts to attend all HHB Membership and Board Meetings.
- Be prepared for all meetings. Review the agenda, meeting minutes, financial statements and any other information found in your information packet before the meeting.
- Be supportive of other Board members and Board decisions.
- Communicate policies and procedures to all HHB participants.
- Encourage members to get involved in the decision-making process.
- Solicit volunteers to help you complete the tasks assigned to you.
- Complete and fulfill all mandatory certifications and screenings such as SafeSport training and background screening by the date established each year by the registrar.

Accountability:

- Faithfully abide by the Hastings Hockey Boosters, Inc. Handbook, By-laws, and policies set forth by the HHB Board of Directors.
- Exercise reasonable care, good faith, and due diligence in organizational affairs.
- Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
- Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence:

- Maintain a professional level of courtesy, respect, and objectivity in all Hastings Hockey activities.
- Strive to uphold those practices and assist other Hastings Hockey Association members of the board in upholding the highest standards of conduct.

Personal Gain:

- Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the age group, segment, or team they represent.

Equal Opportunity:

- Ensure the right of all association members to appropriate and effective services without discrimination based on geography, political, religious, or socio-economical characteristics of the age group, segment or team represented.
- Ensure the right of all association members to appropriate and effective services without discrimination based on the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

Confidentiality and Confidential Information:

- Keep confidential any and all information pertaining to membership financials, health, or any other personal information that is deemed confidential. Any information of this matter that may need attention must be directed to the Hastings Hockey President and/or Hastings Hockey officer in the event the President is absent.

Collaboration and Cooperation:

- Respect the diversity of opinions as expressed or acted upon by the Hastings Hockey Boosters Board of Directors, committees, membership, and formally register dissent as appropriate.
- Promote collaboration, cooperation, and partnership among association members, staff & volunteers.

PLAYER SAFETY

Hastings Hockey Boosters is committed to creating the safest possible environment for those participating in our program. With that in mind, all board members, coaches, team managers, and locker room monitors are required to complete a background check through Minnesota Hockey. This check must be completed based on MN hockey frequency requirements. In addition, anyone in contact with the players must complete USA Hockey's SafeSport program. This training must also be completed per USA Hockey's requirements.

POLICIES

REFUND POLICY

Any in-house or traveling participant that decides to quit before the season starts will be given a full refund of HHB registration fees paid to date. HHB is unable to refund the registration fees paid to USA/MN Hockey. For traveling players electing to participate in the pre-tryout clinic at registration, the pre-tryout clinic fee is fully refundable only if a participant is medically unable to participate and the level director is notified prior to the start of the clinic. Traveling players who drop out during or after tryouts will be assessed a \$100 processing fee prior to receiving their refund. Prorated refunds will be given up to January 1st of the current season for any in-house or traveling player that decides to quit after the season starts, for reasons other than those mentioned above, or for any player receiving a season-ending injury based on the months of the current hockey season and months participated. Absolutely no refunds will be given after January 1st.

MAILING (EMAIL) LIST POLICY

The Board of Directors is responsible for the Membership mailing and email list. The list is not to be used for profit or financial gain of any organization unless it benefits the HHB and its members. Any special uses, beyond normal HHB business (i.e., invoicing, newsletter, general information, etc.), must be pre-approved by the Board of Directors. These lists will not be given out to anyone not affiliated with the HHB. If the Board approves the special use of the list the Board must ensure that the list will not be used for any other purpose.

BANNER POLICY

At the conclusion of each hockey season, HHB will place a banner in the Hastings Civic Arena recognizing teams that meet the following criteria (pending approval by the Hastings Civic Arena Management):

- For Boys Squirts and above and Girls 10U and above
- Team finishes district league play in 1st place, OR
- Team wins District Tournament or is runner up or advances to Regional Tournament, OR
- Team places 1st or is runner up in the Regional Tournament, OR
- Team places 1st or is runner up in the State Tournament

Banner will display season, team, and level and District/Regional/State Tournament achievement as applicable.

It is the responsibility of the respective level Director/s to communicate to the Director of Hockey of qualified teams earning a banner for each given season.

PURCHASE AND EXPENSES POLICY

HHB is committed to obtain the best value for the total acquisition cost of all goods and services purchased without sacrificing quality, flexibility, delivery time, or the association's public reputation. To facilitate and encourage the timely purchase of goods and services, HHB has adopted the following procurement policy:

- Expenditures and purchases outside of the approved budget and are less than \$3,000 will require the approval of two officers and the board member requesting the expenditure/purchase. The approval will then be shared with the HHB Secretary to be included in the following month's meeting minutes.

FINES, FEES, AND CONSEQUENCES POLICY

In the event HHB is issued Fines, Fees or Consequences from other outside governing bodies such as USA Hockey, MN Hockey and/or District 8, HHB's Board of Directors has the authority to (with majority vote) to pass the given Fine, Fee or Consequence on to a team, member, parent, coach or other Hastings Hockey participant in the event the incident was the sole responsibility of one or any of the previously listed.

INJURED PLAYER REFUND POLICY

If a player is injured for any reason during the season, he/she may be eligible for a registration fee refund.

- The board uses the 1st day of the month as the “marking” day.
- The parents must notify the manager of the team that he/she is on within 48 hours of the injury and the manager will notify the level director of the injury. The parents/player must provide the level director with a written notice from the player’s medical doctor as to the injury and the length of time the player will be “out of commission.”
- Once a player is out of commission for 28 consecutive days (not being on the ice for any reason at all) the board will cover the child’s registration payment for the next month (the month following the month of injury).
- The child’s next monthly registration payment would be covered after missing ANOTHER 28 consecutive days.
- The registration payment is determined as the amount of the registration fee for each player that is being paid on a monthly bill as determined at the beginning of the year.
- If your child was injured in November and is out for the season, that would mean that the board would cover your December, January, February, and March registration fees. If your child is injured and the board is paying your ice bills, you are still responsible for your volunteer hours. Refusal/failure to complete your volunteer hours voids your eligibility for coverage under the policy. It is the parent’s responsibility to provide written documentation from the player’s treating physician to the team manager. Please also note that HHB will need updated medical slips every 28 days.
- Failure to provide written documentation each month voids your eligibility for coverage under the policy.

HASTINGS HOCKEY BOOSTERS COVID 19 AND HEALTH POLICY

The Hastings Hockey Boosters (HHB) remains committed to the safety and well-being of our community and our hockey families. HHB will follow any COVID and/or health and safety guidelines set forth by MN Hockey and/or the MN Department of Health.

DRYLAND FACILITIES POLICIES AND PROCEDURES

Compliance with posted rules and safety guidelines (outlined below) is required for athletes to use the dryland facility space. The use of this space is a privilege and any athlete, coach or member not complying with these rules and safety guidelines will be required to leave the facility, per the request of the supervising adult. Please ask adult supervisor that is present if you have any questions or need assistance.

Dryland space participants should report all equipment malfunctions, personal injuries, and specific concerns immediately to the Dryland Coordinator.

Safety:

- Facility use is for HHB registered participants only.
- All athletes must use provided equipment properly and respect the equipment. Athletes will be held responsible for damaged equipment.
- All equipment must stay in designated areas and MAY NOT be removed from the facility.
- Safe practices are always required. Unsafe training, behavior, or horseplay is unacceptable.
- An adult must always be present and watching when youth are working out (this includes high school athletes).
- Helmets must be worn in the shooting and stick handling area at all times by players using that designated area.

Attire:

- Closed-toe, athletic shoes required at all times. No cleats (metal or plastic) are allowed. No sandals.
- Athletic attire must be worn while using the facility.
- Chest, abdomen, and hip to pant seam must be covered at all times.

Food and Beverage:

- No food allowed in the facility. No gum. No sunflower seeds.
- Closed beverage containers are allowed. No glass containers.
- Athletes may not share water bottles.

Personal Belongings:

- All personal belongings should be left in back packs and placed on hooks by benches.
- Athletes are responsible for their belongings. HHB will not be held responsible for lost or stolen items.

ZERO TOLERANCE POLICY

THE HASTINGS HOCKEY BOOSTERS FULLY ENDORSES USA HOCKEY'S ZERO TOLERANCE POLICY REGARDING PARENTS & SPECTATORS:

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior that interfere with other spectators or participants of the game. The on-ice officials will identify violators to the coaches for the purpose of removing parent/spectators from the spectators viewing and game area. Once removed, play will resume. Lost time will not be released, and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Using obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting players, coaches, officials, or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.
3. Throwing any object in the spectators viewing area, players bench, penalty box or the on-ice surface that in any manner creates a safety hazard.

Any violators will be escorted from the facility and not allowed to return until the next day. Please enjoy the game and support all players, coaches, and officials.

RESIDENCY POLICY

Minnesota Hockey is a community-based amateur hockey program. Players are to participate on teams from the community of their parent(s) or legal guardian(s) residence. In some cases, a "natural hockey community" exists which may be a combination of nearby communities based on high school attendance area or other demographics; however, this is not to allow all-star or recruited teams to be formed.

1. Youth hockey players must play within the natural hockey community as defined by Minnesota Hockey. If a player desires to play on a team outside of the player's natural hockey community, the player must obtain written permission (waiver) from the president of the governing body of both the releasing and receiving organization and receive the approval of the cognizant District Director(s). Any waiver for participation within HHB must be brought to the Board at a monthly meeting to be voted on by the Board as whether to accept the waiver or not by a majority vote.
2. A transfer student is eligible for competition under any one of the following conditions: If a death, divorce, separation or change in the economic status in a family unit forces a transfer from one school to another without a corresponding change of residence of the student's parent(s) or guardian(s). These facts must be verified by the District Directors from both the releasing and receiving districts. The player will not be eligible for competition until these facts are determined and verified. DEATH: death of parent, which forces the transfer. DIVORCE: a dissolution of marriage of the parents which forces the transfer. SEPARATION: separation of the parents under a court order, which forces the transfer. CHANGE OF ECONOMIC: beyond the control of the student's family, which forces the transfer. The intent of the economic change is similar to conditions such as: foreclosure; bankruptcy; parent's loss of job which would require documentation by the parent.
3. A player may appeal the case in writing to the cognizant District Director who, after investigation, will issue a ruling. Any appeals regarding the Director's decision must be made in writing through the grievance process within ten days after receiving notification of the Director's decision.
4. A player having "dual citizenship" one being the United States, must also conform to the residency rule.

WAIVER POLICY

Minnesota Hockey is a community-based amateur hockey program. Per MN Hockey's Participation Policy: Members in good standing are to participate in teams from their local association (local affiliate) based on the residence of their parent(s) or legal guardian(s). Hastings Hockey supports and concurs with the Participation Policy in that players are to play where they live and/or where they go to school. In addition, Hastings Hockey will comply with the following waiver policies:

Waiver-In Policy: Hastings Hockey may accept waivers to play for Hastings Hockey if the following apply:

1. The player provides a school attendance waiver in that the player is actively enrolled in a public or private school located within the boundaries of Hastings Hockey determined by MN Hockey.
2. In the event a one-year discretionary waiver is presented to HHB for a player to participate with Hastings Hockey the waiver must first be signed by the releasing association and respective district director (if outside of District 8) prior to Hastings Hockey considering the waiver. The waiver then will be considered by HHB if:
 - a. The player is in good standings with MN Hockey and their respective releasing association.
 - b. The player does not have an opportunity to participate on a team at their respective releasing association.
 - c. The waiver is received prior to the start of Hastings Hockey Tryouts
 - d. There is a need for additional players for the given level of play being requested at Hastings Hockey.

Waiver-Out Policy: Hastings Hockey Boosters (HHB), in accordance with MN Hockey and District 8, will continue to follow a community-based hockey association model. HHB believes that despite skill set, number of players, number of teams, or beliefs on development philosophies that players are to embrace the HHB core value of Teamwork and participate respectively with Hastings Hockey. It is important to adhere to this policy as to create a program that is inclusive and developmental for all players, coaches, and members as to generate success and cohesiveness for current and future years. Hastings Hockey may consider a one-year discretionary waiver out if: (a) the player is in good standings with MN Hockey and with HHB. (b) HHB does not have any team, or teams, at the player's age level, or unusual circumstances make it impossible for the player to participate in HHB.

MOOD-ALTERING CHEMICAL POLICY

The use of mood-altering chemicals, i.e., alcohol, tobacco, drugs, and marijuana, is expressly prohibited. During the playing season, regardless of quantity, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco (including chewing tobaccos or vaping) or, (3) use or consume, have in possession, buy, sell or giveaway any other controlled substance defined by law as a drug. This rule applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician. Enforcement will follow MN Hockey policy.

A. PENALTIES

1. **First Violation - Penalty:** after confirmation of the first violation, the player shall lose eligibility for the next four weeks of a season. No exception is permitted for a player who becomes a participant in a treatment program.
2. **Second Violation - Penalty:** after confirmation of the second violation, the player shall lose eligibility for the next six weeks. No exception is permitted for a player who becomes a participant in a treatment program.
3. **Third Violation - Penalty:** after confirmation of the third or subsequent violations, the player shall lose eligibility for the entire season.
 - a. If after the third or subsequent violations, the player on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota Hockey activities after a minimum period of six weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

- B. INTERPRETATION:** Individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of the Rule

NOTE: The HHB must abide by the rules set by USA Hockey, Minnesota Hockey, and District 8 regarding suspensions and removals.

DISCIPLINE POLICY

Each team may have different rules and disciplinary policies for minor incidences. Minor incidences are defined as, but not limited to; missing practices or games, late to practices or games, not following coach's instructions, swearing, being disrespectful, and poor sportsmanship. The coach of each team sets the rules and policies. Violations to the rules set are subject to discipline. Discipline can include, but is not limited to, a verbal warning, extra work, excused from practice, sitting a shift, period, or game.

Coaches must also abide by the rules set by the Level Director/s and the Board of Directors. Violations to these rules are subject to discipline. Discipline can include, but is not limited to, a verbal warning, suspension, or removal from the program.

Any player or coach that violates the rules set can be suspended or removed from the program, by the appropriate Director, or President. The coach or level director must submit, in writing, the violation to the President. The President will form an ad hoc committee to investigate the charges. The committee will review the charges and make a recommendation to the Board of Directors. The Board of Directors has the full authority to suspend or remove a player or coach. Although there is no timeframe established for processing the violation, all persons involved should move as quickly as possible to resolve the situation.

Any necessary hearings must be communicated to the appropriate parties (player, parents/guardians, coaches, etc...) and given a 7-day notice of the hearing. **No suspension from play/games can occur prior to the hearing.** The parties pertaining to the hearing have the right to waive the notice and the hearing can then commence prior to the 7-day notice.

NOTE: The HHB Board, Coaches, and Managers must abide by the rules set by USA Hockey, Minnesota Hockey, and District 8 regarding suspensions and removals.

GRIEVANCE POLICY

A. Overview:

- The Hastings Hockey Boosters (HHB) recognizes that, on occasion, incidents may occur that result in a dispute, disagreement, or misunderstanding (referred to as "grievances") among members.
- It is the intent of the Hastings Hockey Board (HHB) to provide an opportunity for our members (coaches, parents, and players) to express their concerns and receive a timely and appropriate response. To ensure a respectful and professional experience, the Board insists that players, parents, coaches, volunteers, and Board members follow the grievance procedures as presented. The procedures are as follows:

B. General Concerns:

1. Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc. should be taken to the coach or team manager of the respective team. If the problem cannot be resolved at this level, the level director for your player should be contacted. Contact information for level directors can be found at www.hastingshockey.com under our Board tab.

C. Code of Conduct Violations:

1. If a player, parent, coach, or volunteer is in violation of the Code of Conduct you should contact the HHB President and/or Vice-President.

D. The Grievance Process:

1. **24 Hour Cooling Off Period.** There are to be no spontaneous grievance-related conversations immediately following a game or practice. Players and parents agree to wait at least 24 hours after a

game or practice prior to initiating a conversation with a coach, coordinator, or Board member. Coaches, coordinators, and Board members agree to not participate in any conversations where the grievance procedure has not been followed. The exception to this would be any situation where there is a threat or intended harm to a player.

- a. **NOTE:** For Tryout/Evaluation grievances/complaints will not be discussed on the phone. All contact regarding grievances/complaints will not be accepted until one week (7 Days) after the completion of your level's final tryout session. Every player/parent who wishes to file a grievance, will need to contact their respective Level Director to get a copy of the Grievance Form. A meeting will be set up, once the form is completed, as HHB values your feedback.
2. **Amicable Resolution.** It is the belief of HHB that most differences are minor. The best way to work out a difference of opinion is face-to-face discussion. This is true whether the discussion is between parents, a coach and player, a coach and manager, a coach and parent, or members and Board members.
3. **Grievance Form.** Prior to any conversations being held between a parent, coach, manager, or Board member, the HHB Grievance form must be completed by the parent/guardian and emailed to the Director specific to your level of play. The email addresses can be found on the Board page of the HHB website.
 - a. The appropriate Director will be responsible for delivering the form to the party (or parties) involved in the grievance. This will allow the other party (or parties) the opportunity to be prepared to discuss the issue.
 - b. The appropriate Director is responsible to confirm the receipt of the grievance submission form by email in a timely manner.
 - c. The appropriate Director will be responsible for notifying the HHB members that a grievance has been filed and also submit a resolution report at the conclusion of the process.
4. **Initial Meeting.** A member of the HHB (if it is a team situation, this is typically the Player Representative and/ or Level Director) will contact the petitioner and arrange a time to meet with all parties to resolve the issue. All parties will need to agree to always conduct themselves professionally and respectfully.
5. **Hastings Hockey Board Hearing.** In the event of disciplinary action, an issue unresolved in the process steps above, or the grievance is specific to procedures or actions directed by the HHB, any member or party may request the grievance be brought to the Hastings Hockey Board.
 - a. The complainant is to resubmit the grievance form by email to the HHB President. No other forms of communication will be accepted. The complainant is to specifically request a hearing for resolution of this grievance by the Hastings Hockey Board.
 - b. The Board will hear the grievance within 30 days of the request and will provide a minimum seven days' notice of the hearing date, time, and location.
 - c. If any member of the Board has a conflict of interest, that member will not participate in the grievance process. If the Board President has a conflict of interest, a new chair will be selected. A minimum of three Board Members will be part of the hearing.
 - d. The Board will review the grievance submission form and conduct an investigation of the grievance to fully understand the issue.
 - e. Once the Board is satisfied and feels they have enough information on the situation that occurred, they will then meet privately without the parties involved to determine what type of resolution will be given.
 - f. The chair will then notify each of the parties individually to discuss the Board's final determination of the grievance. This will take place within 5 days of the hearing. A written determination will follow within 15 days of the hearing.
6. **Outside Appeals.** After following the above procedures, in accordance to our affiliation agreement with Minnesota Hockey, any member of HHB may appeal any disciplinary or administrative action of our association in accordance to Article 6 of the Minnesota Hockey handbook. Appeals must be made to the District 8 Director within 10 calendar days of any decision made by the HHB process for consideration.

SAFESPORT VIOLATIONS/POLICY:

In the event that any HHB member observes any of the violations outlined on the SafeSport website, it is the member's personal responsibility to immediately report their observations to USA Hockey and follow SafeSport reporting. In addition, the member must also consider reporting suspected child physical or sexual abuse to appropriate law

enforcement authorities. HHB has ZERO TOLERANCE for abuse and misconduct. Additional information regarding SafeSport can be found at <https://www.usahockey.com/safesportprogram> and information on how to make a report can be found at <https://www.usahockey.com/makingareport>.

All HHB Board Members, Coaches, Managers, and any adult who intend to interact with Hastings Hockey players must complete SafeSport training and also have a clear background check prior to any interaction. Any adult who does not comply with the above statement will be asked to be removed from any interaction with Hastings Hockey youth athletes until their respective SafeSport and Background screening are completed.

EQUIPMENT POLICY

It is important that all players, coaches, and parents ensure the safety of all participants in the HHB program. All players are expected to use equipment that is approved by Minnesota Hockey. Equipment is defined as, but not limited, to jerseys, helmets, colored mouth guard that attaches to helmet, shoulder pads or fly pads, elbow pads, gloves, sticks, breezers, protective cup (boys), pelvic protector (girls), shin pads, and skates. Royal blue breezers, gloves and helmets are recommended for boys at travel levels. Royal blue breezers, gloves and gold helmets are recommended for girls at travel levels.

The HHB will provide Learn Hockey players with skates, helmets, elbow pads, shin pads, along with shoulder pads and breezers (if available) free of charge if needed to the extent possible. Any other player that would need to rent skates, shin pads, elbow pads, helmets, along with shoulder pads and breezers (if available) will be charged a \$75 rental fee for the hockey season. This program is to be used as a temporary solution to equipment needs. Parents must make an effort to purchase their own equipment as soon as possible. Equipment will be issued at the beginning of the season and must be turned in on the last day of play. A \$250 deposit check for Learn Hockey players and a \$175 deposit check for all others renting equipment is required to receive the equipment. The deposit check will be shredded or returned upon request when the equipment is returned to HHB in good condition, less normal wear and tear. Failure to return the equipment within 1 week upon request from the Director of Operations, or within 3 weeks of the last team game, scrimmage, or practice will result in the cashing of the deposit check.

The HHB will provide goalie equipment i.e., fly pads (chest protector), glove, blocker, and leg pads for all Mites, Squirts, 10U girls, 8U girls, and others to the extent possible. The Goalie Coordinator will issue goalie equipment as the season starts and receive the equipment as the season ends. This equipment is only to be used for HHB games during the season and is not intended for street hockey use or any tournaments, games, or events outside of Hastings Hockey. Bantam, 16U and Jr. Gold goalies are responsible for their own equipment. A \$150 deposit check is required to receive the equipment and it will be shredded or returned upon request when the equipment is returned to the HHB in good condition, less normal wear and tear. Failure to return the equipment within 1 week upon request from the Goalie Coordinator, or within 3 weeks of the last team game, scrimmage, or practice will result in the cashing of the deposit check.

The HHB will provide game jerseys and pucks, and puck bags for all levels. Practice jerseys will be provided to all traveling teams which is covered with the cost of registration. The Director of Operations is responsible for issuing and receiving all equipment.

Players and Parents are responsible for the general condition of all equipment issued to them. Any misuse or unusual wear or damage to the equipment is the responsibility of the player or parent. Equipment, including jerseys, that is not approved by Minnesota Hockey and the HHB Board of Directors cannot be worn.

PARENT RESPONSIBILITY/SECURITY

The Hastings Hockey Boosters try to provide players with a safe and secure environment. The following rules, along with common sense, are in place to assist with that goal:

- Parents are responsible for the safety of their children during non-ice times. All in-house players are to be escorted both to and from their assigned locker room at the designated times. In-house players are not to be dropped off at the front door of the arena.
- A coach, manager and/or parent needs to be in the locker room both before and after any assigned ice time.
- A coach, manager, and/or parent needs to secure the locker room during any ice times.
- Note: Refer to the locker room policy for locker room monitor requirements

VOLUNTEER AGREEMENT

The Hastings Hockey Boosters rely on dedicated parents volunteering to help make our program a success and to offset registration fees for players. Volunteering for HHB is not meant to be a fundraiser, rather an opportunity to continue to make our program a success and to get more people involved. The philosophy is that the more you and your child get involved and have fun, the more likely you will be encouraged and continue through the program. All parents will be required to read, sign, and turn in the “Hastings Hockey Volunteer Agreement” at the start of each season before jerseys will be handed out. The current Hastings Hockey Volunteer Agreement can be found on the HHB website.

OTHER POLICIES

Other policies may be created and implemented from time to time with the approval of the Hastings Hockey Board of Directors. Copies (both digital or paper) can be requested by any member and then provided by the HHB Board of Director. It is also the responsibility of the HHB membership to follow and adhere to any and all policies that were issued and agreed upon at the time of registration for the respective hockey season year. Other policies may include:

- Locker Room Policy
- HHB Travel Policy
- Tryout Guidelines

END OF HASTINGS HOCKEY BOOSTERS, INC. HANDBOOK