

# **Morgantown Hockey Association General Policies and Procedures**

Revised December 2013

## **1. General**

- 1.1. The Morgantown Hockey Association (M.H.A.) operates under the rules of USA Hockey, the Mid-American Hockey Association (Mid-Am), and the Pittsburgh Amateur Hockey League (P.A.H.L.), except where otherwise noted in the by-laws or the policies and procedure of the organization.

## **2. Coach Selection**

- 2.1. Coaches will be selected in a way to further the purpose of the M.H.A.: "to educate, support, train, and develop amateur athletes for the sport of hockey."
- 2.2. To achieve this end while developing a team that can play competitively with other P.A.H.L. teams, the coach must have a good knowledge of the sport; must be able to run effective, disciplined practices; must communicate with the players and parents; must treat players with the respect they deserve; and must command respect from the players.
- 2.3. The coaches' selection committee is in place to recommend coaches to the Board of Directors. Head Coaches for each team will be recommended by the standing Coaches Committee, and voted upon by the Board of Directors.
- 2.4. Assistant Coaches will be recommended by the Head Coach of each team and must be approved by the Board.
- 2.5. All coaches must meet the eligibility and conduct requirements of USA Hockey, the Mid American Hockey Association (Mid-Am), and the P.A.H.L. In addition, coaches must agree to a background check upon their selection.
- 2.6. Criteria for recommendation and final selection include the following:
  - 2.6.1. Appropriate knowledge of the rules of hockey, and how the game is played.
  - 2.6.2. Ability to transfer this knowledge to the players in the forms of practices which consist of drills, conditioning, and instruction on proper and effective ways of playing the sport. The ratio between these elements might differ from house teams to travel teams, and by age classification, but emphasis must be placed on developing players so that they have the ability and the will to compete.
  - 2.6.3. Ability to treat players equally and fairly with regard to teaching them the skills necessary to play the sport; to advise all players as to how they can and should develop their individual skills; and to avoid favoritism.
  - 2.6.4. Ability to have and express respect for players. The coach should be able to build the confidence of players while communicating realistic assessments of their abilities.

- 2.7. Repeated use of inappropriate language, unsportsmanlike behavior, belittling of players, and refusal to abide by the rules and policies of M.H.A. and P.A.H.L. are grounds for disqualification.
- 2.8. Although the number of years of coaching experience is expected to improve an individual's ability to coach effectively, this criterion shall not be used exclusively in coach selection. The board may give qualified but less experienced individuals a chance to coach in order to expose players to a diversity of coaching styles, and to increase the pool of experienced coaches.

### **3. Coaches Conduct**

- 3.1. If a member feels that a coach has acted in violation of any of the M.H.A. policies, such an infraction may be reported in the following manner:
  - 3.1.1. The team manager of the coach's team should be notified of the violation. The manager may address the problem, or may refer the problem to the Board of Directors or its designee for rectification.
  - 3.1.2. If the team manager is unable or unwilling to address the problem, the Board of Directors or its designee should be notified.
  - 3.1.3. The Board of Directors may choose to refer a violation to the Disciplinary Committee, or a member may communicate an infraction to the Disciplinary Committee in writing.
- 3.2. If a coach is removed from a game by a referee, the coach's action must be reviewed by the Disciplinary Committee for redress, if necessary.
- 3.3. If a coach has been found by the Disciplinary Committee to be in violation of any policies, rules, or regulations, appropriate action may be taken. This may consist of any or all of the following:
  - 3.3.1. A written or verbal warning.
  - 3.3.2. Suspension from a game or games or other disciplinary action as deemed appropriate.
  - 3.3.3. Disqualification from coaching in M.H.A. for the remainder of the hockey season.
- 3.4. Any decision made by the Disciplinary Committee may be appealed to the full M.H.A. Board of Directors. A disciplinary decision made by the Board of Directors may be brought before the Mid-Am Hockey Association for review.

### **4. Ice Time**

- 4.1. It is expected that players on house teams for all age levels are to have equal playing time on the ice.

- 4.2. Being competitive in nature, travel teams are not required to provide equal ice time to all players. Nevertheless, coaches should strive to place every player on the ice on a regular basis throughout the game. It is customary to play the more proficient players with greater frequency (particularly in a critical game during the regular season or in a playoff game), but less proficient players should be given time to play in less critical moments.
- 4.3. Although a minimum playing time per game or period is not set, the Board of Directors is concerned whenever a serious disparity in ice time among players takes place during a game, or when coaches attempt to avoid working with less proficient players by forming small teams.
- 4.4. Tournaments provide an opportunity for the each to play all members of the team on regular shifts throughout each game.

## **5. Board of Directors Meetings**

- 5.1. All meetings of the Board of Directors will be conducted according to Robert's Rules of Order.

## **6. Discipline**

- 6.1. The Disciplinary Committee is appointed in accordance with the M.H.A. By-laws. Hearings shall be held in accordance with the requirements set forth by USA Hockey.
  - 6.1.1. A discipline issue should initially be addressed at the team level by the coaching staff and team manager with complete documented notification to the parents of the situation. If the issue cannot be resolved at the team level by the coaching staff and parents then the issue is then turned over to the Chairman of the Discipline Committee for a complete investigation.
  - 6.1.2. After a complete investigation of an incident, the Discipline Committee should collate the facts and submit their recommendations to the President and the Board of Directors within 10 days.
  - 6.1.3. The member that is subject of the discipline has the right then to ask for a hearing before the board if they wish. Or they can accept the findings and recommendations of the committee. If a hearing is requested, the board may or may not accept the recommendations of the committee or may decide to alter the recommendations to a greater or lesser degree of punishment.
- 6.2. The Disciplinary Committee shall review officials' reports of all game misconduct, gross misconduct and match penalties issued to players during the games and meet with such players if deemed necessary.
- 6.3. The Committee shall also review reports from parents, coaches, players, spectators, and other Board Members as they are made to the Board or Chairman and consider these for possible disciplinary actions. The Disciplinary Committee should review all available evidence, including videotapes, interviews with other witnesses to any incident, and should request written statements when appropriate.

- 6.4. When a game misconduct penalty is assessed, the offending player's coach or the offending coach shall report the penalty to the M.H.A. Disciplinary Committee.
- 6.5. The Disciplinary Committee shall have the authority to impose additional penalties and/or suspensions beyond those assessed by the referee or mandated by the USA Hockey playing rules.
- 6.6. A player or coach serving a suspension must be present (but not in the players bench area) at the game in which his/her suspension is being served. Both game coaches must initial and date the game score sheet indicating that the suspension was served.
- 6.7. Suspensions not served by the season's end will be applied to the opening date of the following year's schedule.

## **7. Individual Registration and Fees**

- 7.1. Each Player must register with USA Hockey online prior to registering with MHA. Proof of USA Hockey registration must be presented at time of registration with MHA. Each player must register and pay the appropriate fees at registration or according to the payment scheduled specified in the Commitment Contract. All fees must be paid in full by the final payment due date. Confirmation of registration with USA Hockey is required prior to registering with MHA.
- 7.2. Registration fees and dates of registration will be determined by the M.H.A. Board of Directors each year no later than the June Board of Director's meeting.
- 7.3. Fees will not be prorated should the player register late.
- 7.4. If requested, a player or parent must present a birth certificate or other legal document confirming date of birth.
- 7.5. Falsified information will be grounds for expulsion from M.H.A. with forfeiture of all fees paid.
- 7.6. Mite, Squirt, and Peewee Travel players are required to play in the House League and pay the appropriate house fee. Midget and Bantam Travel players that choose to play in the House League must pay the appropriate house fees.
- 7.7. Fees must be paid before the player may take part in House League practice and/or play. If it is necessary to establish a fee plan, such a plan must be approved by the M.H.A. Treasurer prior to implementation. Failure to meet the schedule for the payment of fees will result in suspension.
- 7.8. Prospective players who do not have the financial resources to register may petition the M.H.A. Board of Directors for a waiver of fees. The parent of a player, or the player if 18 years of age or older, must submit a written request to the M.H. A. Board of Directors. The Board of Directors may waive all fees except the USA Hockey membership fee. The Board of Directors may establish conditions of the fee waiver. For example, the player may be assigned M.H.A.-related work in lieu of a fee waiver (i.e. fundraising, sponsorship).

- 7.9. Players wishing to play in the House League who play travel hockey in another organization must pay all appropriate fees. Proof of USA Hockey membership is required. Fees will not be prorated.
- 7.10. Discount Programs - Any MHA player can only take advantage of one (1) discount program.
- 7.10.1. Buddy Program
- 7.10.1.1. Any MHA player who recruits a new player and one who has never played for MHA for the last three (3) seasons is eligible for the Buddy Discount.
- 7.10.1.2. The MHA player and the new player will receive a one-time fee reduction (an amount determined by the Board of Directors) applied to their fees. This reduction can NOT be applied to any other additional fees required as determined by the Board of Directors (i.e. USA Hockey membership fee, fundraising "buy-out" costs, equipment lease program and etc.)
- 7.10.1.3. The newly recruited player must specify the name of the MHA player responsible for their recruitment at the time of registration for the discount to be applied.
- 7.10.1.4. Each MHA player may only receive one (1) Buddy discount per season.
- 7.10.1.5. If the MHA player receiving the Buddy discount has already paid their registration fees, then a credit will be generated on their account.
- 7.10.1.6. Discount applies for all MHA playing levels.
- 7.10.2. Family Program
- 7.10.2.1. A family discount applies to any family with two or more players. The discount is \$20 for each player in a family after the first.
- 7.10.2.2. The family discount should apply to the total ice fees of the younger siblings. If a younger sibling has already registered and paid their fees, the family discount shall be applied to the older sibling

## **8. Assignment of Players to Teams - House League**

- 8.1. The number of teams to be formed must be determined by mutual agreement of the coaches prior to team selection based on the number of players registered. These should have a minimum of eleven players and a maximum of 20 players unless approval for higher or lower numbers is obtained from the Board of Directors or its designee. The number of teams should be based on player numbers, the amount of ice time available, and the optimum number of teams for competition.
- 8.2. Players shall be placed at their appropriate age classification. A player less than minimum age for an age classification may be permitted to move to an older age level if:
- 8.2.1. The coaches at each age-level determine that the player is capable of competing at the higher level.

- 8.2.2. A player moving up must be within 1 birth year of being age-eligible for the higher level.
- 8.2.3. The child's parent must initiate the request by completing and submitting an M.H.A. Play-up Petition to the Board of Directors
- 8.2.4. As per the USA Hockey Summary of Insurance Coverage for Members, the governing body (i.e. Board of Directors) of the organization must give its approval before the player can play in the higher age classification.
- 8.3. The method of player assignment shall be determined by mutual agreement of the coaches of each age division and be subject to approved by the M.H.A. Board or its designee prior to implementation.
- 8.4. The M.H.A. House Leagues should be balanced with respect to playing abilities and all efforts should be directed to the end. The M.H.A. Board of Directors or its designee reserves the right to evaluate all teams and to reassign players if warranted. The M.H.A. Board of Directors or its designee must take any action to establish parity prior to January 1.

## **9. Required Players for a Game - House League**

- 9.1. Each team must have the proper minimum number of players, including goalkeepers dressed on ice before the opening face-off, under penalty of forfeiture. If one shall not be ready to start play within 10 minutes of the scheduled start time, the game shall be forfeited. The minimum number of players for each team shall be six (6), which will consist of five (5) skaters and one (1) goalkeeper.
- 9.2. For any house league game, the team coach may invite players from within the same division or from the division immediately below to supplement his or her team if there are fewer than 11 players available. These invitations are subject to the approval of the opposing coach.

## **10. Required Protective and Dress Equipment- House League**

- 10.1. All players at the Mite, Squirt, Peewee, and Bantam/Midget levels are required to provide and wear the equipment as recommended by USA Hockey for that age level at any time the player is on the ice.
- 10.2. Atom players must wear a protective helmet and face guard but may wear a snowsuit and gloves rather than the other equipment.

## **11. Game rules- House**

- 11.1. Games shall consist of three (3) periods for Bantam/Midget, Peewee, Squirt, Mite, and Atom. Time of periods is to be determined based on available ice and classification.

- 11.2. In the event that one team leads a contest by more than 7 goals, the game shall be played with a running clock from the point of the seven-goal differential. If the difference in the score is reduced to seven or less goals, the game shall revert to stop time.
- 11.3. Before each game begins, the designated curfew time shall be set and will be based on the available ice time.
- 11.4. The timekeeper should strictly enforce curfew times regardless of game situation (score, time left on the game clock, etc.).
- 11.5. Timeouts are not permitted in curfewed games; overtime is not permitted in regular season House League games.

## **12. Shift changes – House**

- 12.1. Pee wee and Bantam/Midget player changes will occur "on the fly." Coaches are strongly encouraged to balance the playing time among the players in an equitable way.
- 12.2. Squirt and younger age classifications, a player rotation system shall be utilized to insure equal playing time among the players:
  - 12.2.1. The horn will sound every two minutes (exact) and play will be stopped for a line change. If the game clock is stopped for other purposes with 5 or less seconds remaining in a shift, then the teams will have the option of changing players at that point, at the timekeeper's discretion.
  - 12.2.2. The above procedure may be modified by mutual consent of the coaches for the level, subject to the approval of the Board of Directors, but at all times a player rotation system should be utilized for equal playing time.
  - 12.2.3. A player should not be on the ice for more than two (2) shifts in a row, unless it is necessary due to a shortage of players.

## **13. Penalties- House**

**(Policy will be reviewed for final approval after completion of the 2005-2006 season)**

- 13.1. For all Mites, Squirts, and Pee wees games, minor penalties shall be two (2) minute in duration. Major penalties shall remain five (5) or ten (10) minutes, as appropriate and specified by the USA Hockey Rules.
  - 13.1.1. Mite teams may play at even strength during the duration of the penalties to allow other players from the penalized team to play. At which time, the player penalized should sit out his complete penalty time in the penalty box.
- 13.2. Any player receiving 3 penalties in one game will be suspended from that game upon the assessment of the third penalty. He must leave the ice.
- 13.3. In the event the same player is assessed 3 penalties in a subsequent game then he will be suspended from that game plus the next scheduled league game.

- 13.4. If the same scenario should happen to a player a third time then he will be immediately removed from that game and will not be allowed to play in another game until his case has been considered by the Discipline Committee.

#### **14. Team Officials, Scorekeeper, Penalty Box helpers, Spectators – House**

- 14.1. USA Hockey Rules limit the number of non-players on the players' bench area to four team officials, all of who must have the proper coaching credentials. The head coach may designate these officials for his or her team.
- 14.2. The scorers' booth should contain one timekeeper and one scorekeeper. The team head coach may designate a timekeeper's assistant for the penalty box. No extra people shall be permitted in the penalty box area or the player's bench area. The scorekeeper shall assist the referee and/or linesman in enforcing these rules.
- 14.3. Spectators shall not enter the players' areas or penalty box areas; they shall stay behind the protected glass areas. Authorized individuals may use the platform above the scorers' booth for viewing, videotaping and photography, unless otherwise directed by the referee or scorekeeper to vacate due to improper behavior.

#### **15. Condition of Participants and Spectators - House/Travel**

- 15.1. Any game participant, coach, or spectator found to be under the influence of alcohol, narcotic drug, or any non-prescription drug of any kind, or in possession of same on the rink premises, shall be ejected for the game and shall face a hearing before the M.H.A. Disciplinary Committee within 30 days of the time of the reported violation. During the period before the hearing, the alleged violator may not participate or be involved in any M.H.A. functions. The same procedures and sanctions apply to the possession of weapons such as knives and guns.

#### **16. Game Postponement or Cancellation – House**

- 16.1. Extreme inclement weather, rink equipment failure, or other adverse unforeseen circumstances may be grounds for postponement or cancellation of a scheduled practice or game. The decision to postpone or cancel a game will be made by the M.H.A. President or designee. Coaches are not authorized to cancel games. Games so postponed or canceled shall not constitute a forfeit.
- 16.2. The decision to cancel a scheduled practice may be made by the team coach.

#### **17. Fundraising**

- 17.1. MHA recognizes that hockey is an expensive sport to play. Ice time, the required USA Hockey and P.A.H.L. association fees, and equipment costs - they all add up very quickly. MHA tries to reduce these costs both to the association and to the individual through a variety of fundraising programs. Fundraising is an important component of the organization's operations and successful fundraising can help reduce expenses for all members. Therefore, participation is mandatory for all registered members.



17.2. Fundraising opportunities are available to both the organization as a whole, and individual teams within MHA.

17.2.1. Organization-wide, mandatory fundraiser: There would be at least one Organization-wide mandatory fundraiser each year, supported and organized by the Fund Raising Committee. Every player at every level has to participate in the Organization-wide mandatory fundraiser or pay the appropriate buy-out fee. If the board approves, a member may sell additional fund raising items above the required amount set by the Fund Raising Committee. The profit from the additional sales can be used to defray their fees for the current hockey season.

17.2.2. Team fundraising: Occasionally teams may wish to do their own fundraising. This is certainly acceptable, however, individual team fundraising requires approval by the chairman of the Fund Raising Committee to ensure that the activity is consistent with the mission and goals of MHA and does not conflict with the Association's other fundraising programs. Each team has to deposit their accumulated funds in their fund raising account with MHA. This will be itemized so each team knows exactly how much they have earned. When a team wants to appropriate their funds, a written request is sent to the treasurer of MHA and they will send a check to the name requested on the Appropriation Form. At the end of season, the team manager must determine where the excess funds should be appropriated and notify the Board of Directors in writing before the June Board of Directors meeting each year. Excess team funds not appropriated by the June Board of Directors meeting will automatically transfer to the MHA general fund.

## 18. Sponsorships

18.1. MHA actively seeks corporate and/or individual sponsors to underwrite any player or team fees and expenses. These sponsorships can be any amount, with MHA providing a wide array of benefits to the sponsor. Clarify to corporate sponsors that underwriting an individual player's fees may not be considered a "charitable contribution" a tax deduction and consult a tax advisor on this matter.

18.1.1. Gold Member Sponsorships: For generous donations of \$500 and more for a player or \$5,000 or more for a team. Player and team may offer the opportunity to place their name on the player jersey or the whole team's jersey if it is a team sponsorship. They may also post their name on the MHA web site, and place a link to their web site.

18.1.2. Silver Member Sponsorship: For generous donations of \$250 and more for a player or \$2,500 or more for a team. Player and team may offer the opportunity to place their name on the MHA web site, and place a link to their web site.

18.1.3. Bronze Member Sponsorship: For generous donations of \$100 or less for a player or \$1,000 or less for a team. Player and team may offer the opportunity to place their name on the MHA web site.

18.2. Once a sponsor has been obtained, complete the Team / Player Sponsorship application and return it to the MHA treasurer along with the appropriate payment from the sponsor.

18.3. If the sponsor wishes to have their name on the player (s) jersey, Please notify the team manager.

18.4. If the sponsor wishes to have their name on the web site, please notify the web master.

## **19. Background Screening**

19.1. Every new adult MHA member 18 and older who has contact with MHA players in any capacity must be screened according to the policy of Mid Am District of USA Hockey.

19.2. All previously screened members must be screened every 3 years.

19.3. All screening must be completed by November 1st of each year or the individual will be removed from their duties immediately.

19.4. Any individual who refuses to be screened shall be removed from their duties immediately by the Chairman of the Discipline Committee.

19.5. All fees required for the screening process must be paid by the individual first. All individuals who are required to be screened are eligible for reimbursement. Reimbursement shall be requested from the MHA treasurer with documentation of completion of the required screening.

## **20. Advancement of Funds**

20.1. Advancement of Funds: Teams may request a check for payment of team activities (i.e. Tournament fees, team fundraising activities and etc.) from the MHA treasurer.

20.2. The following procedures are required for MHA check requests of Advancement of Funds:

20.2.1. The team manager or designate will complete and submit the Request for Reimbursement form in writing or by email no less than 7 days prior to the date needed.

20.2.2. The Request for Reimbursement form must contain the amount in US Dollars, specifically to whom the check is made payable, and the reason for the check request.

20.2.3. The team manager or designate will collect all monies from the team members totaling the amount of the check request. Team members must submit their portion of payment by check made payable to MHA.

20.2.4. The team has 4 weeks from the date printed on the issued check to reimburse MHA the amount in full.

20.2.5. Failure to reimburse MHA the full amount of the issued check within the 4 weeks will result in denial of all future requests to the MHA organization for advancement of funds.

## **21. Reimbursement of Funds**

21.1. Any individual or team representative may request Reimbursement of Funds for MHA related business or activities.

- 21.2. The following procedures are required for MHA check requests for Reimbursement of Funds:
- 21.2.1. Individuals must complete and submit the Request for Reimbursement form in writing accompanied by sales receipts and/or appropriate documentation.
  - 21.2.2. MHA shall reimburse funds to an individual or team only after goods or services have been received, except in the cases specifically stated in section 20.1.
  - 21.2.3. All Reimbursements must be approved by the Board of Directors at a regular meeting prior to payments being dispersed.
  - 21.2.4. All requests for reimbursement of prepaid funds must be submitted no less than 10 days prior to the next scheduled Board of Directors meeting.

These policies and procedures are effective by a majority vote of the M.H.A. Board of Directors at a duly convened meeting on December 18, 2013.