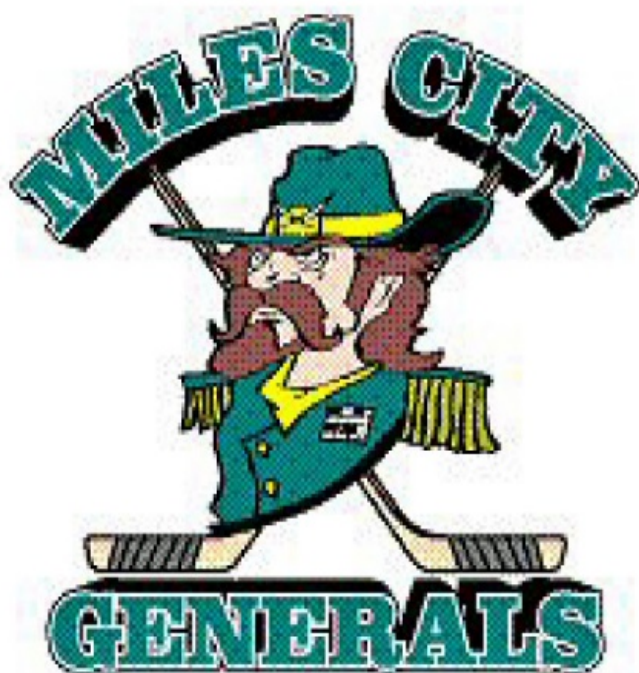


2018-2019

**Miles City Youth Hockey Association
Annual Guide - Policies and
Procedures
Manual**

Effective October 2018



Dear Parents and Players:

Whether you are new to the Miles City Youth Hockey Association (MCYHA) program, or have long been involved with MCYHA, we believe the information contained here will be invaluable.

The purpose of this handbook is to familiarize you with the policies, procedures, expectations and guidelines of MCYHA. It is our hope that your daughter or son will enjoy their hockey experience, and since you are an integral part of that experience, we want you to enjoy it as well. In order for that to happen, we want you to have as much information as possible regarding the working of our program.

The Miles City Youth Hockey Association was formed to promote hockey and the fundamentals of the game for the youth of Miles City. We want to help each child improve his/her skating skills and hockey ability, and help each child emerge from their hockey experience with other values such as respect, cooperation, sportsmanship, and leadership. In order to accomplish these goals, a cooperative effort is necessary between parent, coach and player. For as much as players emulate adults, we must be good role models to all players. We need to be cognizant and aware of our behavior before, during and after games while setting good examples. We must all respect our opponents, both on and off the ice; win with humility and graciousness and lose with dignity.

MCYHA is proud of the dedication and hard work that our volunteer coaches, board members and hockey parents provide. We also know that as good as our organization can be, we continually need input and suggestions. Please feel free to contact any Board Member with your feedback regarding this handbook or any aspect of Miles City Youth Hockey.

Let's have a great season!

2018-2019 MCYHA Board

President – Rick Lang
Vice President – Wacy Arndt
Treasurer – Amy Lancaster
Secretary – Anna Matthews

Board Members:

Tyler Chapmon
Mike Cummins
Dina Kuchynka
Dena Lang
Seth Lockie
John Moorehead
Bob Wagner
Richard Waterman

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Appendix P – Insurance Information (passcode needed) ***Coming Soon***

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Miles City Youth Hockey Association

Introduction

About MCYHA

Miles City Youth Hockey Association (MCYHA) is a 501(c) (3) non-profit organization dedicated to promoting the sport of hockey in Miles City and the surrounding area. MCYHA seeks to provide players of all ages and skill level the opportunity to learn, play and enjoy the game of hockey.

The MCYHA website, www.milescitygenerals.com, and Facebook page (Miles City Generals Hockey Association) are the Association's primary methods of communicating with its members. Meeting agendas and minutes of all MCYHA Board meetings are posted on the web site. Further, the web site is used to disseminate information regarding registration, schedules, clinics, camps, team news, elections, and other related items of interest to MCYHA players and parents.

There are multiple divisions within MCYHA: Learn to Play/Termite (LTP & U6), Mites (U8), Squirts (U10), Pee wee (U12), Girls (U14), Bantam (U14), High School and Adult Leagues. Level of play within each division may include a recreational (House) program or a Montana Amateur Hockey League (MAHA) team. The amount of participants in each division will dictate the number of teams and at what level they will play.

MCYHA Mission Statement

The mission of the Miles City Youth Hockey Association (MCYHA) is to provide the youth of the Miles City area the opportunity to develop hockey skills, team play, and good sportsmanship. MCYHA is committed to maximizing skill development of young hockey players in a positive atmosphere of fun competition, sportsmanship, and equitable participation consistent with the rules and regulations of USA Hockey.

USA Hockey's mission statement: The mission of USA Hockey is to promote a safe and fun learning experience supporting the growth of the sport and all its participants and enthusiasts by encouraging, educating, developing, and administering all aspects of the sport. The USA Hockey mission statement for its youth programs is as follows: to provide an innovative grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey.

Core Values

MCYHA members are guided by the following core values of USA Hockey:

- **Sportsmanship**
Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. Foster friendship with teammates and opponents alike.
- **Respect for the individual**
Treat all others as you expect to be treated.

- **Integrity**
Seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- **Pursuit of excellence at the individual, team and organizational levels**
Each MCYHA member, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **Enjoyment**
It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
- **Loyalty**
We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- **Teamwork**
We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by a successful hockey experience.

The American Development Model (ADM) is the basis for youth hockey in the United States. It provides:

- A safe and healthy environment for all.
- An opportunity for all new players who wish to play hockey.
- Fair and equal opportunity for all to participate in our sport.
- An opportunity to learn the basic skills without an over-emphasis on winning.
- A philosophy which attempts to reduce the number who become disenchanted and drop out.
- An opportunity for those who wish to advance in a more competitive environment to do so.
- Qualified adult leadership

USA Hockey Recommendations:

- Scoring records should be de-emphasized at the age of 11 and under
- Awards should be inexpensive and based on significant achievement. The most gratifying award any player can receive is the joy that comes from skill development that contributes to team success.
- The recruitment of players on a widespread geographical basis for the establishment of Youth Division Select Teams may be pursued under the guidelines established by USA Hockey's Model Program.
- It is recommended that adult volunteers place a primary emphasis on the formal education of players, and a de-emphasis on excessive competition and a win-at-all-costs attitude in the youth age classifications.
- Sportsmanship at all times should be emphasized.

Miles City Youth Hockey Association
Governance

MCYHA is governed by the rules and regulations of USA Hockey, the Montana Amateur Hockey Association (MAHA) and the Articles of Incorporation, Bylaws and policies of the Miles City Youth Hockey Association. Copies of the MCYHA Bylaws and Policies are available on the MCYHA website at www.milescitygenerals.com. A copy of the Montana Amateur Hockey

Association (MAHA) Annual Guide can be found at https://cdn2.sportngin.com/attachments/document/0135/9570/17-18_Annual_Guide_final.pdf. A copy of the USA Hockey's annual guide can be found at https://cdn4.sportngin.com/attachments/document/0039/8240/Annual_Guide_1819_web.pdf, this guide details the organization's administrative structure, programs and philosophy, bylaws, rules and regulations and much more.

As with most non-profit organizations, MCYHA depends on the time and talent of many volunteers. There are a number of key positions that are needed for the organization to run. These key positions are either off-ice or on-ice, and fall under that of the Board's jurisdiction.

Board of Directors

The MCYHA Board of Directors (the Board) is responsible for the business and affairs of the association and is charged with carrying out the purpose and aims of the association according to the Articles of Incorporation, Bylaws and the Rules and Regulations.

Board members must be fully committed to their responsibilities as MCYHA leaders. The success of the association depends on the shared commitment of time and resources of all Board members. Each Board member should attend to his/her duties, as directed, in a timely manner. A Board member using his or her position as a means to further a personal agenda is not supporting MCYHA's mission and such conduct is prohibited.

Number/Tenure: The Board is comprised of nine (9) volunteers who are elected by a majority vote at the annual MCYHA Annual Meeting to serve staggered three (3) year terms. Board positions may serve consecutive terms. If a director/position fails to attend three consecutive meetings, or five meetings within the fiscal year, he/she may be terminated by a majority vote of the Board. The Board shall appoint a new Director to complete the term of a terminated Director.

Meetings: The Board meets every month to conduct the business of the MCYHA. All members of the MCYHA are welcome and encouraged to attend the monthly meetings. The annual meeting of the Board shall be held without other notice than this Bylaw, each calendar year immediately following the annual meeting of the members. The Board may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution. The President or a majority of the Board of Directors may call a special meeting. Unless an emergency or other good cause exists, notice of special meeting of the Board shall be given at least three (3) days previously thereto by written notice delivered personally, electronically mailed, and/or sent by U.S. mail to each Director at the address as shown by the records of the corporation and shall state the time, place, an purpose of the meeting.

Board members shall acquaint themselves with the rules and proper conduct of meetings so that MCYHA Board meetings may be conducted efficiently and expeditiously. Board meetings are conducted consistent with Roberts Rules of Order. Board members are expected to attend and come prepared to all MCYHA-sanctioned Board of Directors' meetings and events. Board members should take an active role in participating in all MCYHA functions and initiating

activities that benefit the Association. Board members must notify the MCYHA Board President, or another Executive Board member, when he or she is unable to attend a meeting or event. Each Board member has a duty to provide full disclosure and report to the Board in the event that he or she becomes aware of any breach by a Board member, hockey official, parent, player, team official, or volunteer of any of the provisions in the various MCYHA Codes of Conduct or MCYHA policies. Lastly, each Board member shall follow the rules of USA Hockey, and the MCYHA to ensure that the Association's philosophy and objectives are advanced for the benefit of the MCYHA.

Officers: Officers and their duties shall be outlined and held according to MCYHA By-laws as outlined in Article VI. The Board members elect a President, Vice President, Treasurer and Secretary prior to the beginning of the new fiscal year. These officers constitute the Executive Committee of the MCYHA. Other Board members will be considered part of the Association Directors and will be assigned roles and responsibilities within the organization that best fits their skills and/or abilities.

Roles and Responsibilities:

Executive Committee (consists of the President, Vice President, Treasurer and Secretary):

President - Responsible for day-to-day operations of the organization. This includes but is not limited to:

- Presides over MCYHA Board of Director's meetings including agendas, time and place, etc.
- Provides the primary "public face" of the Board to the Association through communication and interactions with members
- Provides direction to Board members
- Sets the priorities and primary goals for the Board of Directors on an annual basis
- Ensures that day to day operations of the Association are carried out in an effective manner
- Present at appropriate Association events
- Acts as the primary intermediary between MCYHA and MAHA, as well as USA Hockey, the City of Miles City and other youth hockey organizations
- Acts as the MAHA representative unless otherwise noted

Vice President - Responsible to act in all capacities for the president when he or she is not available to carry out their required duties.

- Supports the Presidents in his/her role as the primary leader
- Present at appropriate association events
- Responsible for oversight and assistance of adult league
- Responsible for oversight and assistance in coordination of tryout evaluation process, if needed

- Responsible for oversight of preparation, delivery, and processing results of year-end coaches survey
- Works with President and Coach-in-Chief to effectively design programs that will benefit teams at each of their levels

Treasurer - In general, the Treasurer shall be responsible for the financial operations of MCYHA

- Collect and deposit various monies throughout the year. Monies are generated by the following:
 - Registration
 - In-season additional skating sessions
 - Individual Fundraising
 - Tournaments
 - Other MCYHA sanctioned events that generate checks/funds to the association.
- Write checks for items including, but not limited to, tournament payments and referee payments, paying bills, to vendor payments, coach reimbursement, reimbursement for purchasing MCYHA needed materials, etc.
- Attend Board Meetings, and report financial status of the association at each monthly board meeting.
- Reconcile the bank statements.
- Do yearly taxes
- Be available via e-mail, telephone or at the rink, to discuss ice costs, invoices, and other topics deemed necessary by membership.
- Collection of all funds

Secretary - In general, the Secretary will be the source of communications between the board and membership and outside interests. This will include:

- Board Meeting minutes
- Regularly distributes e-mails to all members on upcoming subjects
- Update of the handbook and/or policies and procedures manual annually, unless otherwise completed by another member
- Coordinates Annual Board of Directors elections.
- Manage/oversees the annual player and team registration process
- Keeps corporate documents (Articles of Organization, Bylaws, Policy Manual)

Association Directors – responsible for other duties as assigned and will chair or direct committee's as assigned. Please see MCYHA Bylaws for voting roles on board.

*****Note: the following positions may not be voting members on the MCYHA Board of Directors**

SafeSport Coordinator:

The Board will also designate a SafeSport Coordinator from within the Board or Association. This has to be completed before October 1st and the name given to MAHA by that date. The

SafeSport coordinator also reports to the SafeSport Director at the MAHA level. Duties of the SafeSport coordinator include:

- Report any suspected misconduct or abuse.
- Follow appropriate steps for reporting and responding to allegations.
- Report to the MAHA SafeSport Director all received reports as they come in or on a monthly basis, whatever is decided.
- Ensures all SafeSport Training and background screening requirements are met.
- Communicate effectively and efficiently with members and volunteers, or all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions.
- Track and maintain a filing system for the program's SafeSport reports, investigations and outcomes.
- Communicate effectively and efficiently with members and volunteers via telephone and email.
- Coordinate, oversee and monitor status of background screening for coaches, officials, and volunteers within your association and league.
- Work to educate participants and parents about the program and be a resource for how to create and foster a positive SafeSport culture.
- Understand the complaint reporting procedures and structure within USA Hockey
- Successfully pass background screen annually and complete SafeSport Training annually.
- Understanding and ability to maintain confidentiality on sensitive membership information and complaint details.
- Provides guidance on how to handle disciplinary matters.
- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct.
- Positive attitude and work ethic, must be objective and compassionate.
- Excellent organizational, communication (oral and written), problem solving, listening, and interpersonal skills.
- Will maintain list of locker room monitors for all MCYHA teams. Will forward list to MAHA SafeSport Director. See MAHA guide for more information.
- For additional duties of the local Safesport coordinator please see <https://www.mthockey.com/page/show/1947883-montana-local-coordinator-list>

Fairgrounds Liaison:

This person will report to a designated Board contact, if not a current Board member.

- Attends all fair board meetings and reports back to MCYHA, or Board member if appropriate.
- Attends all MCYHA meetings and reports to Eastern Montana Fairgrounds board.
- Maintains positive working relationship with both boards.

Ice Scheduling Director/Special Events Coordinator

This person will be responsible for collecting and distributing all ice time for MCYHA. They will report to a designated Board contact. His/her responsibilities include:

- Securing and coordinating ice times for special events at the rink

- Monitoring the desired ice team for each team and ensuring each that all the teams are receiving the appropriate times
- Inform Treasurer of any ice billing and payment arrangements
- Set and distribute all ice schedules at least one month in advance, coordinate with appropriate Board contact to include on web page and Facebook
- Will be responsible for finding assistance during all events to hand out skates or any other necessary items
- Input volunteer events/items into DIBS to be claimed as needed

Committees

Equipment Committee:

The Equipment Committee will be comprised of a Board Member chair that will oversee the Equipment Committee and/or act as the Equipment Manager.

Equipment Director/Manager: Summary: Responsible for operations of team equipment for MCYHA

Reports to: MCYHA Board Chair

Responsibilities:

- Attend meetings when requested, providing written inventory reports of all equipment
- Prepare and present yearly report at annual MCYHA Board of Directors' meeting
- Before season begins, ensure that equipment room is stocked, cleaned and organized
- Maintain inventory control system
- Contact two vendors minimum to obtain bids for additional equipment and request board approval for purchases
- Order pucks for all teams when needed
- Order yearly socks for all traveling/In-house teams when needed
- Order traveling jerseys when needed
- Order house and mite jerseys when needed
- Order yearly medical supplies when needed
- Establish times to coordinate the distribution of jerseys and supplies to all team managers
- Establish time to fit goalies with equipment
- Attend yearly team managers meeting informing them of team responsibilities, proper check-in and check-out process, and manager's responsibility to collect and return jerseys and equipment
- At year-end, establish dates for equipment return, collect all team jerseys and supplies, sort and organize equipment room, and update inventory
- Reissue goalie equipment for summer use and collect appropriate deposit and fees
- Repair or identify equipment that needs to be repaired or replaced needed
- Use old jerseys for team practice jerseys
- Dispose of obsolete and worn out equipment as needed
- Organize your own delegates for your committee
- Report on the condition of jerseys and estimated replacement dates
- Assist in applying for equipment grant money.

Fundraising Committee:

The Fundraising Committee will be comprised of a Board Member chair that will oversee the Fundraising Committee.

Fundraiser Director/Manager: Summary: Responsible for administration of mandatory fundraising for MCYHA, additional fundraising opportunities, sponsorship, and capital campaign.

Reports to: MCYHA Chair

Responsibilities:

- Attend monthly Board of Directors' meetings as requested and give report of previous month's activities
- Establish fund-raising committee
- Recruit team lead for each fundraising responsibility
- Lead meetings generating ideas for fundraising
- Capture ideas for future use
- Implement fundraising program
- Report progress and issues related to fundraising programs to the Board of Directors
- Manage mailings, notices, or other fundraising communication to members
- Seek new fundraising programs that may benefit MCYHA
- Seek sponsors for the web page
- Document fundraising campaign goals
- Solicit local businesses and members for charitable donations including billboard sales
- Coordinate with Treasurer on the creation of the budget (Revenue)
- Prepare and present yearly report at annual MCYHA Board of Directors' meeting

Player Development/Coaching:

Coach in Chief: Summary: Responsible for administration of player and coach development and education programs for MCYHA, both on and off the ice.

Reports to: MCYHA Board of Directors

Responsibilities:

- Attend monthly Board of Directors' meetings; give report of previous month's activities
- Chair the Player Development Committee and provide input on coaching/player development needs and training
- Make recommendations for all coaches at each level
- Track proper certification of coaches and review qualifications
- Establish a MCYHA coach development process to include additional instruction, etc.
- Provide tools to coaches at each level to ensure quality hockey programs are being run at each level
- Plan, develop and organize clinics, which will help meet the needs of MCYHA, including Skills Sessions, Checking Clinic (first year Peewee's), Power Skating, Stick Handling, Shooting Sessions, and Goalie Training.
- Take ownership of the Hockey Development Program
- Ensure consistency with the USA Hockey philosophy and teaching
- Ensure MCYHA is fulfilling its mission statement
- Organize and develop workshops for all coaches, including proper teaching techniques
- Maintain resource center for coaches, players and parents
- Assigned duty to make sure every coach has the proper level of coaching education for kids coaching and proper screening prior to contact with under age players; has access to all coaching cards and State screening data and authority to prevent coaches from contact with underage players until verification established *** MAHA rule***

Tournament Committee:

The Tournament Committee will be comprised of a Board Member chair that will oversee the Tournament Committee.

Tournament Director: Summary: Responsible for arranging all tournaments in which the MCYHA teams will participate in or host.

Reports to: MCYHA Board Chair as assigned

Responsibilities:

- Track all tournament-hosting commitments for MCYHA, ensuring we have sufficient ice time
- Serve as primary point of contact with the Board for these team managers
- Assist coaches in the identification of tournaments for their teams and ensure that the team managers have adequate plans in place for registration, payment and accommodations
- Provide approval for tournament participation
- Coordinate all activities involved in planning and executing MCYHA Tournaments
- Select tournament dates, levels of play, number of teams and tournament fees with the approval of the Board Chair
- Prepare all forms, letters and documents required to run a successful tournament (interface with North Plains District and the Montana Youth Hockey Association Tournament Director)
- Advertise or send invites to ensure tournaments are filled
- Serve as primary contact for all teams involved in tournaments
- Attend Board of Directors meetings as requested and communicate tournament information and updates
- Prepare and present yearly report at annual Board of Directors' meeting
- Assist in tournament budget preparation
- Appoint Tournament Account Treasurer
- Coordinate with Treasurer to establish tournament cash controls and reporting
- Prepare Tournament reports for directors monthly or as needed
- Coordinate with all other positions as needed
- Work with outside vendors that are providing services for tournaments
- Per MAHA required to inspect and verify every team roster prior to letting that team play any games in any local tournament
- Verify received official sanction from Montana State Registrar for local tournament
- Attend yearly MCYHA managers' meeting to explain tournament activities and team responsibilities

Registrar:

The Registrar is responsible for gathering all the USA Hockey registration confirmation numbers so that the players, managers and coaches can be registered on a team. His or her responsibility will include but are not limited to the following items:

- Process waivers
- Work with MCYHA, Receiving Association, Parents and Team Managers as needed
- Process Team Selections
- Build Rosters – Players and Coaches

- Register Players in USA Hockey System using the USA Hockey Portal to enter all required data for players, coaches and team managers; and assign to their associated teams
- Send all data to Montana State Registrar
- Make sure each team manager has a copy of approved roster (and available in Team binder)
- Follow up with parents for players that have errors in their registration data
- Performs initial outreach to coaches regarding coaching credentials
- Assigned duty of to make sure all players, coaches, and teams are properly registered prior to any games being played (make sure Registrar is properly trained and has the authority to prevent player from participation – Board Member) *** MAHA rule***

If the Registrar is not a member of the Board of Directors, a contact on the Board for this key volunteer position will be assigned.

Resolution Committee: (see code of conduct below) discipline

The Resolution Committee will be comprised of the Coach in Chief, President, SafeSport Coordinator, and the Referee Coordinator. In the event of an absence in any of these positions a Board Member will be appointed to the committee. The Resolution Committee's role is to oversee any violations of the MCYHA Policy and Procedure manual. This includes all the association - parents, players, coaches, referees, etc.

Concessions Director:

Coming soon

Communications Committee:

The Communications Committee will be comprised of a Board Member chair that will oversee the Communications Committee.

Communications Director and/or Board Chair: Summary: The Communications Director is responsible for ensuring timely communication to the MCYHA membership and to the community of relevant information. The responsibilities for the committee will include:

- Create a comprehensive communications plan to provide regular updates to the Association. Aspects of the plan may include: newsletters, website updates, social media, e-mail updates, community presentations
- Coordinate advertising activity on behalf of the organization. Fundraising activities will be done in conjunction with the Fundraising Director
- Management of the MCYHA website to include administration, posting of information, ongoing improvements and updates
- Team rostering and team page set up
- Assist with annual registration from set-up to trouble shooting support
- Work with the Volunteer Coordinator and Dibs or other Volunteer system
- Provide timely reports as requested
- Serves as a frontline liaison to support association members in connecting to the people or answers they need

Volunteer Committee:

The Volunteer Committee will be comprised of a Board Member chair that will oversee the Volunteer Committee.

Volunteer Coordinator and/or Board Chair: Summary:

The Volunteer Coordinator is responsible for the coordination and development of Volunteer related activities and execution of the MCYHA dib platform on the website. His/her responsibilities include:

- Administer the volunteer (DIBS) portion of the MCYHA website
- Coordinate with the MCYHA Secretary to develop an outline of volunteer events, hours and issues for the coming year
- Work with event leaders to create and post volunteer hours for each event
- Audit volunteer hours of each family in the association
- Be available to answer questions or help with issues with dibs that arise during the season
- Determine and ensure there are adequate volunteers at each MCYHA event
- Help develop best practices with regard to DIBS and data entry

Coaches

The Association will have a Coach for each team. Coaches are also volunteers. The Coaches will be expected to:

- Teach hockey skills
- Teach fundamentals of the game
- Promote sportsmanship
- Maintain discipline

Coaches have the authority to expel a player from the game or practice for disciplinary reasons. Fighting, profanity, obscenity or failure of the player to conduct him/her in a sportsmanlike manner will be reasons for such action. These standards apply to the locker room as well as the ice.

The coaches are responsible to the Coach-in-Chief. If no Coach-in-Chief is available or designated they are responsible to the MCYHA Board President. If an occasion arises after the game or practice when a parent is dissatisfied with the results of the coaching, remember "24 Hour Cooling Off Period". Wait 24 hours before contacting the coach about any situation. If the problem is not resolved contact the Coach-in-Chief or President.

Coaching Staff Expectations

The coaching staff at MCYHA is made up of a group of great volunteers that are considered role models for the players that they have been selected to coach. Coaching staff members are also ambassadors for MCYHA, the City of Miles City, the State of Montana, and their teams. The MCYHA encourages all staff to be competitive as possible, but play within the rules of the game. The primary focus of any team staff is to ensure all their players have fun and all players learn during the game.

Staff must encourage and foster safety and respect during all hockey activities. Coaches must understand that they are coaching children and to treat all participants with respect including the opponent and their officials.

Duties and Responsibilities of the Coach

1. Study the Policy Manual, USA and Montana Hockey rules and understand and implement MCYHA coaching philosophies as presented by the MCYHA Board.
2. Expect to spend many hours on the program during the season.
3. Conduct a parent-coach meeting at the start of the season and at mid-season to familiarize all parties with the Manual, prepare the groundwork for the season, and review all team rules.
4. Coaches can expect visits from the Board of Directors or designees from time to time to evaluate coaching techniques.
5. Coaches shall make every effort to attend MCYHA-sponsored coaching clinics and USA Hockey coaching clinics at least once per year, which may be reimbursed by MCYHA. All coaches must have the proper level coaching certification as required by USA Hockey.
6. All coaches are expected to proudly represent MCYHA and are encouraged (but not required) to wear MCYHA attire at all games, tournaments, scrimmages, practices, and team pictures.

Coaching Education Program

The Coaching Education Program establishes levels of achievement for each individual. The objective of the program is to improve the caliber and quality of coaching in amateur hockey. Five levels of achievement and six online age-specific modules have been established to educate and train each coach, from beginner to the highly skilled expert. All registered coaches are required to complete clinics in accordance with USA Hockey standards.

1. **Purpose:** Educating coaches in pursuit of excellence in hockey.
2. **Mission:** The Coaching Education Program is committed to developing coaches who will be effective instructors and role models through a comprehensive education program at all levels. The Coaching Education Program shall emphasize the teaching of fundamental skills, conceptual development, sportsmanship, and respect for the dignity of the individual athlete.
3. **Values:** The Coaching Education Program embraces the following values to establish the moral and ethical priorities that serve to guide the coaching program:

Character	Integrity	Sportsmanship	Commitment
Knowledge	Vision	Enjoyment	Leadership

For youth only, it is mandated by USA Hockey that all coaches and instructors wear hockey helmets during on-ice sessions, including practices, controlled scrimmages and coaching clinics. The responsibility for the enforcement of this USA Hockey policy falls to local associations in Montana. In the case of the coach/instructor helmet requirement we recommend that the association ACE coordinator and coaching director instruct all coaches and instructors on the policy, explaining the origin and purpose of the policy. The association must then enact and enforce the policy. The following enforcement procedure has been approved by USA Hockey:

1. **First Offense** – a verbal reminder of the policy and the penalty for non-compliance.
2. **Second Offense** – a written warning of the policy and sanctions that could

- occur if the policy is not followed.
3. **Third Offense** – two game suspension. At the option of the local suspending authority, the offending coach may be allowed to practice with the team during this suspension as long as he/she wears a helmet.
 4. **Fourth Offense** – As per bylaw 10. (C) Annual Guide. Notification on Helmet Policy violation pending a hearing by the affiliate or suspending authority – disciplinary hearing must be held within 7 days of notification of the violation. Suspension should not be for less than 30 days.

Please be advised that MCYHA may get sanctioned by MAHA for not properly enforcing the USA Hockey and affiliate policies!

MAHA will conduct background screening on all coaches rostered in Montana. All coaches on the ice and/or bench with players during games must have appropriate coaching credentials for the age division they are coaching and be registered with USA Hockey and rostered with the team they are coaching. All parents and/or volunteers participating on ice during ice hockey practices are required to carry the appropriate coaching credentials for the age divisions they are coaching. Associations will be fined \$15.00 per coach, per game for any coaches participating in game play that do not have the appropriate credentials after December 31st of the calendar year.

All MCYHA Coaches must have the proper and required certification levels before December 31st of the current season according to MAHA policy. It is the responsibility of MCYHA to identify those coaches who do not meet the certification requirements. Prior to the start of all games throughout the season, all coaches are required to indicate their current certification status on the scoresheet, regardless of their certification level.

Beginning January 1st of the current season, prior to the start of each game, all coaches present are required to sign the designated area of the score sheet in order to verify the accuracy of the playing roster, as it appears on the score sheet, for that game.

Additional coaching certification requirement are found in the annual MAHA guide as well as information for Under-Age Coaches for players at the 13-17 age level.

Coaches Guidelines

1. Inspire in your players a love of the game and the desire to compete. Teach them that it is better to lose fairly than to win unfairly. Lead players and spectators to respect officials by setting a good example. **BE THE TYPE OF PERSON YOU WANT YOUR PLAYERS TO BE!** As you are considered a **ROLE MODEL**.
2. Every coach should recognize that players continue to participate in hockey because they are having **FUN**.
3. **THEY WILL HAVE FUN IF THEY PLAY.** Strive to compete while using **ALL** of your players, not just the best one. **THEY WILL HAVE FUN IF YOU ENCOURAGE THEM.**
4. **THEY WILL HAVE FUN IF YOU ARE UNDERSTANDING.** There will times when your players perform to the very best of their ability, but the other team is simply better.
5. Maintain team discipline and take reasonable measures to punish violations of the team rules.
6. Develop each player as much as possible.

7. Be reasonably accessible to players & parents to discuss player progress or any other issues.

Parent Education

Per MAHA, all Montana associations will hold mandatory Parent Education Seminars. Each association will set their own curriculum and monitor parent participation. Parents must attend a parent education seminar at least every two years.

Parent Guidelines

Lloyd Percival, fitness expert, once wrote **ten rules** for the **parents of athletic children**. Maybe your child will be a great hockey player someday, and maybe he/she will just enjoy hockey through High School, but he/she **will** be a better hockey player if you follow these rules. And if you follow these guidelines, your child will have a lot more fun.

1. Make sure **your child knows that win or lose, you still love them**. Let them know that you appreciate their effort and that you won't be disappointed in them if they fail. Be the person they can always look to for support.
2. Try to **be completely honest with yourself** about your child's athletic capability, competitive attitude, sportsmanship, and level of skill.
3. Be helpful, but **don't coach your child** on the way to the game or at the breakfast table. Think how tough it must be to be continually inundated with advice, pep talks and criticism.
4. Teach your child to enjoy the thrill of competition, to be out there trying, to be constantly working to improve their skill, to take the physical bumps and come back for more. Help them develop a **healthy competitive attitude**, a "feel" for competing, for trying hard, for having a good time.
5. **Try not to live your life through your child**. You've lost as well as won, you've been frightened, you've backed off at times, and you've been the villain. Don't expect any better of your child. Don't push them in the direction that will give you the most satisfaction.
6. **Don't compete with your child's coach**. A coach may become a hero to him/her for a while, someone who can do no wrong, and you may find that hard to take. Or your child may become disenchanted with the coach. Don't side with your child against the coach. Talk to them about the importance of learning how to handle problems and how to react to criticism. Try to help them understand the necessity of discipline, rules and regulations.
7. **Don't compare your child** with the other players on the team.
8. **Get to know your child's coach**. Make sure that you approve of their attitudes and ethics. A coach can be very influential, and you should know what their values are so that you can decide whether or not you want them passed on to your child.
9. Remember that children tend to exaggerate when they are praised and when they are criticized. **Temper your reactions to the stories** your child brings home from the rink.
10. **Teach your child the meaning of courage**. Some of us can climb mountains but are frightened to get into a fight. Some of us can fight without fear but turn to jelly at the sight of a bee. Everyone is frightened of something. Courage isn't the absence of fear. Courage is the learning to perform in spite of fear.....it's overcoming it.

Officiating Education Program

The objective of the Officiating Education Program is to supply each official with the knowledge and skills of the game that will equip them to do the best job possible. There are four levels of achievement and each summer development camps are conducted. A full complement of instructional materials, including on-line modules, manuals and videos, have been developed for

educational purposes. MCYHA is trying very hard to increase the number of officials available within region, if you are interested please contact a Board member for more information.

Team Managers

The Team Manager is a great way to volunteer and help keep everything organized for the players and their parents on these teams. Team managers serve as a liaison between the team, the Board, and the parents and coaches. It is a great time to encourage the meaning of being a team and instilling memories. We will need a Team Manager for each team within MCYHA and each MAHA and/or travel team.

Duties and Responsibilities

1. Prepare a team roster with names, email addresses, and phone numbers for each team member.
2. Submit to the Local MCYHA Registrar a list of all players on the team (work with registration to get the list of players), their USA Hockey bar coded registration, birth certificate (if Registrar requests this) proof of Safesport training/screening (only if you have received this from volunteers) for every player and coach for each individual team, respectively.
3. Create a Team Binder with each of these items (mentioned above) as well as a copy of each coach's coaching card. Take this binder with you to all games and tournaments.
4. Complete the MAHA Screening (Background) Process.
5. Complete the SafeSport Certification.
6. Forward a list of interested locker room monitors to your respective SafeSport Coordinator. This list is now online and easy to find, a list is not required in your team binder.
7. Create a team calendar as soon as possible with all necessary dates for team. Update as necessary and coordinate any website or Facebook changes with appropriate members.
8. Communicate any important dates, information, etc. from coaches to the parents as well as any schedule changes.
9. Schedule any necessary activities and coordinate tournament participation with tournament coordinator.
10. It will be the responsibility of the individual team managers to notify the Ice Scheduling Coordinator of ice time their team will NOT be using. It is also up to team managers to ADD to the MCYHA calendar any extra ice time scheduled, that was not previously on the calendar.
11. Managers should arrange for parents to assist with misc. game operations where necessary.
12. Making hotel arrangements for your teams' parents and coaches (blocks of rooms with special rates). Refer to MAHA website for specials deals or rates available.
13. Communicate tournament and game travel details to parents/coaches.
14. Checking your team in to tournaments with all necessary information.
15. Notify Equipment Director or committee member of necessary repairs or equipment that is outdated.
16. Coordinate with Treasurer on any team finance needs (i.e. open/public skate).
17. Attend the MAHA fall scheduling meeting and schedule all league games, if requested my coach.

18. Communicate with age level appropriate MAHA commissioner, and other team managers within the MAHA league.
19. Track attendance of all players in league games and assure paper copies of all score sheets are mailed to age appropriate league commissioners in a timely manner.

Team Managers - *Where to Begin*

- Start by getting a list of the MCYHA Travel/MAHA team players and parents' names. This can be easily done by talking to the Secretary on the Board of Directors or whoever is in charge of Registration (refer to #1 above).
- Compile a list of email, cell numbers for texting, and phone numbers for each player's parent. Find out what mode of communication your team is using or your coach would like to use (i.e. GroupMe, SportsEngine, etc.).
- Get with your Equipment Manager and coordinate a date to get all jerseys – keep a list of all jersey numbers assigned. Include the jersey numbers with your roster, sizing of the jerseys with all players may be needed.
- Find a team mom to be the “Jersey Keeper” for the year, to wash and hand out jerseys after and before each game.
- Make a calendar of all your MAHA game dates as soon as you know them and confirm all dates and times; check and see if your association is using an association calendar as well (see #7 above).
- Make sure you have parents for your penalty box at both home and away games, as well as certified Safesport locker room monitors.
- Don't forget to apply for any tournaments ahead of time as they fill up quickly, unless your local Tournament Director is in charge of this role, check with your coach and/or coordinate with your Tournament Director.
- Provide parents the **block information** along with any group rate you received and send reminders of any cut-off dates.
- Prior to arrival of any out of town games to check in your team and get locker room assignments, communicate this information to parents prior to their game arrival.
- Keep your team binder with you at all times.
- Make sure to get all paper copies of score sheets at all home and away games. Send all home game paper copies to your age appropriate commissioner.

Miles City Youth Hockey Association **Codes of Conduct**

General

MCYHA players, parents, coaches, and Board members are expected to follow their respective Codes of Conduct. These Codes are not intended to be an all-inclusive list of Association rules concerning conduct. Everyone affiliated with the Association is expected to conduct themselves in a manner that is respectful of others and reflects positively on MCYHA and within the Miles City area community. Players are expected to use good judgment and common sense in their behavior, consistent with social standards of conduct normally expected in youth athletic settings and core values of hockey associations affiliated with USA Hockey and the Montana Amateur Hockey Association (MAHA).

Rules of Conduct

The USA Hockey and the MAHA rules of conduct apply to all coaches, players, parents, Board members and legal guardians of the participating player for association and related activities. USA Hockey and MAHA rules govern all games and conduct. There is a ZERO TOLERANCE POLICY in place for USA Hockey, MAHA and MCYHA, please see the Zero Tolerance section in this manual for more information.

Purpose of the Rules of Conduct

These guidelines are designed to prevent unacceptable behavior pro-actively and should not be viewed simply as a method of punishment. It is the view of the board that our intent is prevention and not punishment.

Board of Directors' Code of Conduct

Board members play a critical role in MCYHA's operations and activities. Through their responsibilities, Board members receive rewards such as personal development, recognition, feedback, ties to family and community, and the personal satisfaction of helping others in the community. In return, Board members are expected to conduct themselves in a manner that will allow the Association's values and goals to be realized.

Players' Code of Conduct

Consistent with the Association's core values, each and every player registered with the Association should:

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player--get along with your teammates. Learn teamwork, sportsmanship, and discipline. Be on time for all practices and games. Give support and show respect.
4. Learn the rules and play by them. Always be a good sport.
5. Respect your coach, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.
7. MCYHA enforces no tolerance substance abuse, physical abuse, and sexual abuse policies.
8. Come prepared.
9. Practice good sportsmanship at all times.
10. Express yourself appropriately.
11. Work hard at practice and games.

Player expectations:

All MCYHA players are ambassadors of the organization and the City of Miles City which they represent, especially when playing games outside of the Miles City area. The MCYHA encourages all players to be competitive as possible, but to play within the rules of the game, with respect to the officials and their decisions, with respect to the rules of the game, and maintaining your self-control on the ice at all times.

Parents'/Legal Guardians' Code of Conduct

1. Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.

3. Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Do not make derogatory comments to players, parents, visiting team parents, officials, or coaches either on or off the ice.
5. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in lower age groups.
6. Parents have the obligation to remain seated in the spectator area during the game and should refrain from entering the locker room area immediately after a game.
7. Inform coaches of any injuries to players.
8. Follow the proper grievance procedure. If you are convinced that something is wrong on your player's team, contact the team manager, who will then contact the appropriate Board member, if necessary, or submit a formal written grievance to the Board of Directors.
9. Know and study the rules of the game, and support the officials and coaches on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials or coaches only hurts the game for your child.
10. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice--it is destructive. Work towards removing the physical and verbal abuse in youth sports.
11. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
12. If you enjoy the game, learn all you can about the game, and volunteer!
13. MCYHA enforces no tolerance policies, substance abuse, physical abuse, and sexual abuse policies.
14. Read and know the MCYHA Manual.
15. Volunteer.
16. Get your player to rink on time.
17. Make sure your player is prepared (skates, sticks, equipment, etc.).
18. Help your player learn to use the locker rooms appropriately (for changing).
19. Be positive and supportive to all players.

Parent Expectations:

Parents are role models for all players on the ice. Respect visiting players and their parents. Be supportive and positive! Let the officials look after the game. Games are to be enjoyed by everyone.

Coaches' Code of Conduct

1. Place the emotional and physical wellbeing of players ahead of any personal desire to win.
2. Remember to treat each player as an individual, give them fair treatment and respect, remembering the large spread of emotional and physical development for the same age group.
3. Provide a safe playing situation for players.
4. Review and practice the necessary first-aid principles needed to treat injuries to players.
5. Develop each player as much as possible within the limits of your physical and mental abilities.
6. Organize practices that are fun and challenging for players.
7. Lead by example in demonstrating fair play and sportsmanship to all players. Cursing has no place in MCYHA's hockey programs. MCYHA will not tolerate verbal or physical abuse by any coach of a player, parent, or official.
8. Know the rules of ice hockey, and teach these rules to players.
9. Use coaching techniques appropriate for each of the skills you teach.

10. Maintain team discipline and take reasonable measures to enforce violations of team rules. Follow the discipline and abuse policies as set forth in the MCYHA Manual.
11. Praise players and offer constructive criticism.
12. Communicate with players and parents the player's progress or lack of it, or to clear up misunderstandings.
13. Keep post-game meetings with players short, constructive, and in a general nature.
14. Provide adequate locker room supervision.
15. Abstain from drugs, alcohol and tobacco before or during games and practices, and make every effort to avoid their use while in the presence of players.
16. Remember you are a youth coach and the game is for the children, not for parents or coaches.
17. Encourage, foster, and maintain safety.
18. Communicate with a player's parents if you are having problems with the player.

Violations of the Code of Conduct

Identifying and addressing a problem or concern is not always easy. Therefore, we have established an avenue to address association disciplinary events as follows:

- Violations of the Code of Conduct may be reported to the Association President by any member of MCYHA by completion of the "MCYHA Code of Conduct Violation Report" contained in the Appendix. The President will provide the report to the Resolution Committee to determine the appropriate course of action. The Resolution Committee will review the complaint within 24-72 hours after notification and will contact the individual(s) filing the complaint to further assess and review the problem.
- The Resolution Committee is comprised of the MCYHA Board President, Coach-in-Chief, Referee Coordinator and SafeSport Representative. If there is a vacancy of any of the positions, another MCYHA Board Member will fill the spot for the matter.
- The individual(s) against whom the complaint has been filed shall appear before the Resolution Committee and asked to respond to the complaint.
- The Resolution Committee, acting in the best interest of MCYHA, will further investigate the complaint as deemed appropriate and is authorized to enforce disciplinary actions as appropriate. These actions may include written warnings and/or temporary and/or permanent suspension from the program.
- All actions taken by the Resolution Committee will be communicated only to the individuals involved and to the MCYHA Board of Directors during a closed session.

Miles City Youth Hockey Association **Policies**

General

MCYHA follows all USA Hockey and Montana Amateur Hockey Associations policies regarding substance abuse, gender equity, sexual harassment, and physical and sexual abuse.

Statement of Responsibility Policy

As a player, coach, parent, and Board member in MCYHA's programs, you have voluntarily obligated yourself to certain team commitments including: 100% participation in practices, scrimmages, league and tournament games, and team meetings. As a player, with the exception of religion, illness, school function, family obligation, or permission from your coach, there is no excuse for being absent. Any player unable to attend a team function should notify the coach. Players not meeting team commitments for unexcused reasons may be subject to disciplinary action.

Ice Time Policy

It is MCYHA's goal to secure ice time for all teams such that each team will be allotted enough ice time to provide a quality hockey experience for all players. It must be recognized that there will be times when there may not be enough ice time available to provide an optimal schedule. Scheduling of ice time will be done by the Ice Scheduling Coordinator. Guidelines to maximize the use of available ice and help to reduce ice costs, teams may share part of their practice ice hours with another team. It is the Ice Scheduling Committee's intent to have compatible teams share ice; compatible meaning teams of like skills. These guidelines are intended to be used to establish home ice hours only, and do not reflect away scrimmages, games or tournaments, or home tournaments.

Anti-Discrimination Policy

It is the policy of MCYHA to provide an opportunity to all amateur athletes, coaches and officials to participate in competition without discrimination on the basis of race, color, religion, sex, handicap or national origin. MCYHA will take all the necessary steps to strictly enforce this policy.

Substance Abuse (Drugs and Alcohol) Policy

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco; 3) use or consume, have in possession, buy, sell, or give away any other controlled substance (including steroids). The rule applies to any portion of the hockey season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's use by a licensed medical professional. If a player is found breaking this policy, the following penalties will be addressed:

- First Violation: After confirmation of the first violation, the player will lose eligibility for the next two consecutive games or two weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next twelve consecutive games on the team in which the player is a participant. If after the subsequent violation, the player voluntarily becomes a participant in a chemical dependency or treatment program, the player must be certified for reinstatement in MCYHA activities after a minimum six-week period. The director or counselor of the chemical dependency treatment attended by the player must issue the certification.
- Penalties shall be cumulative throughout the player's participation on MCYHA teams.

Sexual Harassment Policy

MCYHA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist comfortably. MCYHA prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any MCYHA player, member, parent or coach to sexually harass, through conduct or communication of

sexual nature, any MCYHA child or member. Further, it shall be a violation of this policy for any MCYHA player, member, parent, or coach to sexually abuse any MCYHA child or member. The MCYHA Board of Directors will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and discipline any player, member, parent, or coach who sexually harasses or sexually abuses a child or member.

Definition of Sexual Harassment and Sexual Abuse: Sexual abuse consists of any sexual physical contact with a minor. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct shall be considered harassment.

Written contact: constitutes sexually suggestive or obscene notes, drawings, letters, or electronic communications.

Verbal contact: constitutes sexually suggestive or obscene comments, jokes, or comments about a player's or member's body or sexual characteristics.

Physical contact: constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts. Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

For reporting sexual harassment and sexual abuse, see reporting procedures under Physical Abuse Policy.

Physical Abuse Policy

Physical abuse is the physical contact with a player or member that intentionally causes the player or member to sustain bodily harm or personal injury. This also includes physical contact with a player or member that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

Reporting Procedures for Victims of Sexual or Physical Abuse:

Any person who believes that he or she has been the victim of sexual, physical, or verbal abuse by any MCYHA member or coach, or any person with knowledge or belief of conduct that may constitute sexual, physical, or verbal abuse, should report the alleged act(s) immediately to the MCYHA President or any other MCYHA Board member. The MCYHA Board of Directors shall discipline any member or coach who fails to immediately report to the MCYHA President or another Board member any act(s) brought to their attention.

Further, the Board of Directors shall take immediate steps, at its discretion, to protect the claimant, child, or member(s) pending the completion of an investigation of an alleged sexual, physical, or verbal abuse. Upon receipt of a report of a sexual, physical, or verbal abuse, the President or a Board member acting on the President's behalf, shall immediately authorize investigation of the incident. MCYHA Board members or a third party designated by Board members may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten days to the MCYHA Executive Board of Directors. Upon

proof of violation of the sexual, physical, or verbal abuse policies, the violator will be permanently banned or suspended from all MCYHA programs.

Injury Policy

Injuries are not to be taken lightly. If there is a question as to the seriousness of an injury, immediate arrangements for medical attention must be made by the team representatives or the parents. In the case where an injury requires admission to a hospital, the MCYHA President must be notified as soon as possible.

Infectious Disease Policy

MCYHA subscribes to the Montana Hockey policy on this issue, which provides:
A player who is bleeding or has an open wound or who has any blood on his or her uniform shall be considered an injured player and must immediately leave the game or practice for appropriate treatment. After bleeding is under control (clean and steri-stripped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

Vandalism Policy

Players found to have been responsible for, or a party to property damage or vandalism at the Miles City Ice Arena or at any team activity under the auspices of MCYHA (including out of town games and tournaments) will be subject to suspension and/or reimbursement for damages based on the determination from the Resolution Committee .

Grievance Policy

MCYHA provides an orderly procedure for the hearing and resolution of all problems, concerns, and formal grievances. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all.

The criteria in resolving any issue is to find a solution that is best for: the respective player, the player's team, and MCYHA. Problems or concerns that have to do with the coaching of a team, such as playing time, positions, practices, etc., should be taken to the coach or team manager of the respective team. It is suggested that before any complaint is presented to a coach or team manager, a one-day cooling off period be observed. If the issue is not settled by the coach and/or manager and the immediate parties concerned or the issue falls outside of the normal scope of duties, the issue must be presented in writing by the Claimant to the MCYHA Board of Directors by mailing the grievance to PO Box 493, Miles City, MT.

A sample Grievance Form can be found at the back of this Manual. All grievances must be postmarked **within 10 days** of the claimant becoming aware of the problem. The Resolution Committee will handle all grievances. For purposes of this decision, the Resolution Committee may be polled by telephone or e-mail.

The Resolution Committee shall review the issue and may interview the individual parties concerned **within 14 days** from the date the written grievance was presented to the Board of Directors. In extreme cases a special MCYHA Board of Directors' meeting may be called by any member of the Resolution Committee. Any grievance involving a member of the Executive Board may be brought by any Board member for consideration by the full Board of Directors. If

the involved parties are not satisfied with the Resolution Committee's ruling, they may appeal the decision in writing to the Montana Youth Hockey Association.

The Resolution Committee has the authority to invoke appropriate disciplinary action resulting from a grievance. Disciplinary action will be based on the severity of the infraction. This could range from a warning to dismissal from the MCYHA. Any disciplinary action taken by the Resolution Committee must be taken within ten days of the Committee's review of the grievance. The MCYHA will fully support all rules and regulations of The Northern Plains District, Montana Hockey and USA Hockey and all policies stated herein. Appeals of disciplinary action must be made to the MCYHA Board of Directors prior to bringing it to the Montana Youth Hockey Association. The Board of Directors must act on any appeal within thirty days of receipt of the appeal.

If the grievance involves accusations outside the normal scope of the Association or are of a criminal nature, the proper authorities shall be contacted before any grievance process begins.

Skate Sharpener Policy

If there are home teams playing the skate sharpener will remain at the rink for use. The sharpener must be operated by trained personnel only. Option exists to take the sharpener to State tournaments with board approval. Sharpening fees will be set yearly by the executive board.

Locker Room Policy

USA Hockey requires that all local programs publish their locker room policies to the parents of all minor participants. The policies should be specific to the facilities they regularly use. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Hockey; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities.

Locker Room Monitors

MCYHA policy is there will be one screened and verified adult present directly monitoring the locker room during all team(s) events. This includes practices, games, sanctioned tournaments, etc. to assure that only participants (coaches and players), and approved team personnel are permitted in the locker room and to supervise the conduct of participants in the locker room. The monitor is required to be Screened and Verified (a background check).

Any individual meeting with a minor participant and a coach in a locker room, office or any enclosed space, shall require a responsible adult be present (no 1:1 meetings allowed). Further, responsible (and SafeSport certified) adults must personally monitor the locker room environment at all times while participants are present.

Further, responsible adults must also secure the locker room appropriately during times when minor participants are on the ice.

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker

rooms is not permitted at any MCYHA event or any USA Hockey sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

For every USA Hockey sanctioned team: the coach, team managers and/or Association administrators shall be responsible for compliance with the locker room supervision requirements set out in the USA Hockey SafeSport Policy. Failure by a coach or administrator to take appropriate steps to ensure adherence to the Locker Room Policy, or violation thereof by any participant or parent of a participant is subject to appropriate disciplinary action. It should also be noted that a local program may at its discretion adopt stricter policies than those defined by USA Hockey or MAHA, but in no case may said policy be less strict. Associations found in violations of this policy may be sanctioned in the following manner:

- 1st offense: \$200.00 fine to the team and one game suspension to the head coach.
- 2nd offense: \$400.00 to the club and two game suspension to the head coach.
- 3rd offense: the head coach and an Association representative shall attend a MAHA disciplinary hearing which may result in further sanctions up to and including fines, suspensions and/or post season sanctions

Co-Ed Locker Rooms

As a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of both male and female players, both female and male privacy rights must be given consideration and appropriate arrangements made. It is not acceptable under USA Hockey's Sexual Abuse Policy for persons to be observing the opposite gender while they dress or undress. Where possible, the male and female players should undress/dress in separate locker rooms and then convene in a single dressing room prior to the game or team meeting. Once the game is finished, the players may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the genders may take turns using the locker room to change and then leave while the other gender changes. Where possible, when both male and female players are together in the locker room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Hockey Screening Policy. Please also refer to USA Hockey's Co-Ed Locker Room Policy set forth in the USA Hockey Annual Guide.

Parents in Locker Rooms

Except for players at the younger age groups [6U, 8U], MCYHA, USA Hockey and MAHA discourages parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know **beforehand** that he or she will be helping the player. It is required that these parents also be screened and verified.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players *as young as possible* how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, **coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game** so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Tournament Policy

All MCYHA teams are expected to host an age appropriate tournament. The dates should be set and formally approved prior to the MAHA scheduling meeting. Each team is allotted registration fees for one tournament. Any additional tournaments other than state is the responsibility of the team. Coordinate with the tournament director for all tournament commitments and fees.

Coach Selections

Coaches will be selected on willingness to commit to the teams schedule and must complete the required training that USA Hockey requires.

Tryouts and Team Size

Team size will be no larger than 18 skaters and 2 goalies. If team size exceeds 20 players the option exists to split the roster into multiple teams.

Equal Participation

The goal is to develop all players at every level. In competitive situations coaches have the discretion to do what is best for the team.

Practice and Game Guideline Policy

Players should arrive no sooner than 45 minutes before practice. If they arrive early they must be accompanied by an adult. Unexcused absences at practice may result in loss of playing time at coach's discretion.

Players' arrival prior to game time will be determined by the coach. If a player misses any league games they may not be eligible for the State Tournament. See MAHA eligibility rules for further information.

Weather Policy

If the outside temperature is 10 degrees below zero Fahrenheit it is at the coach's discretion to have practice. At fifteen below zero there will be no practice.

Travel Policy

See MAHA handbook for further information. For families choosing not to travel, coaches and/or managers must be notified prior to scheduled departure.

Concussion Policy

Per MAHA guidelines, a sports concussion management program must be incorporated within each affiliate. USA Hockey's program is available at usahockey.com/safetyconcussion. This is the minimum concussion protocol to be followed by all USA Hockey programs. The following protocol is the concussion policy taken from the 2017-2018 MAHA Annual Guide.

2017 USA Hockey Concussion Management Program Michael Stuart, MD; Alan Ashare, MD; Kevin Margarucci, ATC

The standard of care for current medical practice and the law in most states requires that any athlete with a suspected Sports Related Concussion (SRC) is **immediately removed from play**.

- A Sports Related Concussion is a traumatic brain injury- ***there is no such thing as a minor brain injury***.
- A player does not have to be “knocked-out” to have a SRC- ***less than 10% of players actually lose consciousness***.
- A SRC can result from a blow to head, neck ***or body***.
- SRCs often occur to players who don't have or just released the puck, from open-ice hits, unanticipated hits and illegal collisions.
- The **youth** hockey player's brain is ***more susceptible*** to SRC.
- In addition, the SRC in a young athlete may be *harder* to diagnosis, takes *longer* to recover, is *more likely* to have a recurrence, which can be associated with serious long-term effects.
- The strongest predictor of slower recovery from a concussion is the severity of a person's **initial symptoms** *in the first day or 2* after the injury.
- Treatment is individualized and it is impossible to predict when the athlete will be allowed to return to play- ***there is no standard timetable***.
- Baseline or pre-season **neuropsychological testing** is not mandatory, but may be helpful for return- to-plan decision making when an athlete feels normal.
- The use of helmet-based or other **sensor systems** to diagnose or assess SRC cannot be supported at this time.

A player with **any symptoms/signs** or a **worrisome mechanism of injury** has a SRC until proven otherwise: “When in doubt, sit them out”

Remember these steps:

1. Remove immediately from play (training, practice or game)
2. Inform the player's coach/parents
3. Refer the athlete to a qualified health-care professional
4. Initial treatment requires physical and cognitive rest
5. The athlete begins a graded exertion and schoolwork protocol.
6. Medical clearance is required for return to play

Diagnosis: Players, coaches, officials, parents and health care providers should be able to recognize the symptoms and signs of a sport related concussion.

Symptoms:

- Headache
- Nausea
- Poor balance
- Dizziness
- Double vision
- Blurred vision
- Poor concentration
- Impaired memory
- Light Sensitivity
- Noise Sensitivity
- Sluggish
- Foggy
- Groggy
- Confusion

Signs

- Appears dazed or stunned
- Confused about assignment
- Moves clumsily
- Answers slowly
- Behavior or personality changes
- Unsure of score or opponent
- Can't recall events after the injury
- Can't recall events before the injury

Management Protocol

1. If the player is unresponsive- call for help & dial 911
2. If the athlete is *not breathing*: start CPR
 - DO NOT move the athlete
 - DO NOT remove the helmet
 - DO NOT rush the evaluation
3. Assume a neck injury *until proven otherwise*
 - DO NOT have the athlete sit up or skate off until you have determined:
 - no neck pain
 - no pain, numbness or tingling
 - no midline neck tenderness
 - normal muscle strength
 - normal sensation to light touch
4. If the athlete is conscious & responsive without symptoms or signs of a neck injury...
 - help the player off the ice to the locker room
 - perform an evaluation
 - do not leave them alone
5. Evaluate the player in the locker room: **SCAT5** or other sideline assessment tools
 - Ask about concussion **symptoms** (How do you feel?)
 - Examine for **signs**

- Verify **orientation** (What day is it?, What is the score?, Who are we playing?)
- Check **immediate memory** (Repeat a list of 5 words)
- Test **concentration** (List the months in reverse order)
- Test **balance** (have the players stand on both legs, one leg and one foot in front of the other with their eyes closed for 20 seconds)
- Check **delayed recall** (repeat the previous 5 words after 5-10 minutes)

If a healthcare provider is not available, the player should be safely removed from practice or play and urgent referral to a physician arranged.

6. A player with any symptoms or signs, disorientation, impaired memory, concentration, balance or recall has a SRC and should not be allowed to return to play on the day of injury.
7. The player should not be left alone after the injury, and serial monitoring for deterioration is essential over the initial few hours after injury. If any of the signs or symptoms listed below develop or worsen: go to the **hospital emergency department** or dial **911**.

- Severe throbbing headache
- Dizziness or loss of coordination
- Ringing in the ears (tinnitus)
- Blurred or double vision
- Unequal pupil size
- No pupil reaction to light
- Nausea and/or vomiting
- Slurred speech
- Convulsions or tremors
- Sleepiness or grogginess
- Clear fluid running from the nose and/or ears
- Numbness or paralysis (partial or complete)
- Difficulty in being aroused

8. An athlete who is *symptomatic* after a concussion initially requires **physical** and **cognitive rest**.

- A concussed athlete **should not** participate in physical activity, return to school, play video games or text message if he or she is having symptoms at rest.
- Concussion symptoms & signs *evolve over time*- the severity of the injury and estimated time to return to play are unpredictable.

9. A qualified health care provider guides the athlete through **Graduated Return-to-School** and

Graduated Return-to-Sport strategies.

STAGE	AIM	ACTIVITY	GOAL OF EACH STEP
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport Specific exercise	Running or skating drills. NO head impact activities	Add movement
4	Noncontact training drills	Harder training drills, passing drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

After a brief period of rest (24–48 hours after injury), patients can be encouraged to become gradually and progressively more active as long as these activities do not bring on or worsen their symptoms.

There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest). For each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest).

If symptoms are persistent (more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

Montana has state law regarding concussions, MCYHA will follow all state laws regarding concussions.

Background Checks/Child Protection Policy

As stated in the USA Hockey SafeSport handbook, each coach, volunteer, parent or employee who has regular, routine or frequent access to youth participants must have a background screening completed. **ALL persons needing the Background Screening are required to register with USA Hockey.** To register on USA Hockey please go to:

https://www.usahockeyregistration.com/login_input.action

USA Hockey fees for the 2018-2019 season for Ice Players and/or Coaches are \$40. Registration fees for Ice Managers and/or Volunteers (no on-ice participation is allowed) is FREE, but you still have to register. USA Hockey registration is required *before* you can complete the background screening, which is required for SafeSport.

The intent of these rules are to reduce the risk of all players from physical abuse and misconduct.

All personnel of MCYHA, are subject to this screening standard. This includes but not limited to: coaches, referees, parents, Local Association personnel (Board members, appointed personnel), Team Managers, Locker Room monitors; any person that comes in contact with minors within MCYHA programs and those persons who billet on a continuing basis.

Screening will take place once per year, absent special circumstances requiring more frequent screening. A member who does not consent to be subject to the application of these screening rules shall not be allowed to participate in screened activities. Screening is done through the mthockey.com website and personal information is not physically stored by the MAHA screening committee. The screening committee consists of the MAHA Risk Manager and the MAHA President. Additional information is found within the MAHA Annual Guide.

Safety/SafeSport Policy

The safety of its youth participants is of paramount importance to MCYHA, USA Hockey and MAHA. This includes not only on-ice safety, but also off-ice safety in any part of MCYHA, USA Hockey and MAHA's programs. MCYHA has ZERO TOLERANCE for abuse and misconduct.

MCYHA has long had safety systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players. USA Hockey has now created a Safe Sport Program that includes USA Hockey's various policies aimed at protecting its youth participants from all types of misconduct and abuse.

The USA Hockey SafeSport Handbook includes the Policies that apply to all USA Hockey Member Programs, including MCYHA. Those Policies address:

- Sexual abuse
- Physical abuse
- Emotional abuse
- Bullying, threats and harassment
- Hazing

Other policies included address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- Locker room policy
- Electronic communications policy
- Travel policy
- Billeting policy
- Education and awareness training policy

In addition to these Policies, the USA Hockey SafeSport Handbook includes information about the training for MCYHA members, employees, volunteers, board members, coaches, parents and players are required to take. This training includes recognizing and reducing circumstances

for potential abuse to occur; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey, MAHA and MCYHA should respond to allegations of abuse and misconduct; and how USA Hockey, MAHA and MCYHA will Monitor and Supervise the SafeSport Program to help ensure its effectiveness.

By combining all of these elements into a comprehensive SafeSport Program, USA Hockey, along with MCYHA, intend to create the safest possible environment for youth and adults that are participating in hockey.

A MCYHA member or parent of any member who (1) violates any of the SafeSport policies or (2) fails to consent to, and pass a screening and background check in compliance with the USA Hockey/MAHA Screening and Background Check Program, may be declined eligibility within any USA Hockey, MAHA or MCYHA program and is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

The Policy Handbook in its entirety is available for download on the MAHA website at <https://www.mthockey.com> or the <https://www.usahockey.com/safesportprogram> website.

For instructions and website links on completing background screening requirements and training, as well as the Safesport training please visit the MAHA website at <https://www.mthockey.com>.

Privacy Policy

Your family's privacy is important to MCYHA. To better protect your family's privacy, MCYHA provides this notice to explain its online information practices and the choices your family can make about the way MCYHA collects and uses your information. To ensure this notice is easy to find, it is available on MCYHA's home web site page and every subsequent MCYHA web site page.

The Information We Collect

This notice applies to all information collected and/or submitted on SportsEngine.

- Name
- Birth date
- E-mail address
- Phone number
- Birth Certificates (in some situations)

The Way MCYHA Uses Information

MCYHA uses the information you provide only in the context of your family's involvement with MCYHA. MCYHA uses the information only to the extent necessary to complete your registration or respond to your request. MCYHA does not share your family's information with outside parties. The web site is MCYHA's primary communication medium with its members. Team managers, coaches, and/or authorized personnel are the only individuals with access to upload information and pictures about participants, teams, activities, games, and tournament results.

Any content MCYHA's Board of Directors deems offensive, demeaning, or derogatory will be removed and the offending party's access will be suspended. Please notify the communications

director, or other noted board member for MCYHA, whose name and number can be found at www.milescitygenerals.com if you believe any information falls into that category.

Email Use

MCYHA uses return e-mail addresses to answer e-mail MCYHA or its Board members receive and for future contact with you. Addresses are not shared with outside parties without your permission, unless MCYHA is required to produce the information by state or federal law or by USA Hockey, Montana Hockey, or Northern Plains District Hockey. If you would like your e-mail address removed from the MCYHA list, please reply to any message you receive from anyone representing MCYHA, type "remove" in the body of the e-mail and enter your e-mail address. Removal requests made any other way may not be processed.

Phone Number Use

MCYHA uses phone numbers to send/receive text messages and for any contact with you regarding your player. Numbers are not shared with outside parties without your permission, unless MCYHA is required to produce the information by state or federal law or by USA Hockey, Montana Hockey, or Northern Plains District Hockey. If you would like your phone number removed from the MCYHA list, please reply to any message.

Other personal information will not be shared with outside parties and is strictly used for MCYHA business.

Birth Certificates

Birth certificates are required by the MAHA Registrar for verification of players' birth date and registration with USA Hockey. For past USA Hockey and MCYHA players, birth certificates should be verified. For first time players, birth certificates will need to be submitted. A copy of your birth certificate will be submitted to your team manager who will then gather and give to the MCYHA Registrar. After verification from the MAHA Registrar and within USA Hockey, all birth certificates will be destroyed by the MAHA Registrar. Team managers and coaches will not keep copies of any birth certificates.

Miles City Youth Hockey Association **Playing for MCYHA**

Registration and Family Discount

MCYHA holds registration during late summer / early fall. All players must register on-line. In addition, USA hockey registration must be done on-line prior to MCYHA registration for an additional USA hockey fee. If you are registering multiple players you qualify for a family discount for MCYHA. If you register 3 family members you will receive 20% off, every additional player registered after that is an additional 10% off, which will be capped at a total of 50% off per family.

Fees

Hockey fees are due at registration in full for the entire season. Fees for the 2018-2019 year include: Learn to Play/Termmites (6U and under) – FREE; Mites (8U) - \$50.00; Squirts (10U) - \$50.00; PeeWees (12U) - \$100.00, Girls and Bantams (14U) - \$100.00; Midgets (16U) - \$150.00; and High School - \$150.00. As noted above, you will also need to register under USA Hockey which is not included in registration fees. Unless approved by the MCYHA Board, a skater shall not be allowed on the ice until all fees are paid. Payment of the fees in full shall restore all the skater's rights, subject to Board approval. No adjustments shall be made to the fee for games or practices missed during the period of unpaid fees.

Any service fee charged to MCYHA because of a returned check will be due from the responsible party. The Board of Directors reserves the right to collect monies owed by any legal measures it deems necessary.

In addition to the charges assessed by MCYHA, individual teams may add tournament entry fees, extra ice buys or additional team funds as deemed appropriate by that team. All members of that team are expected to pay the additional fees assessed by the Team Manager/Coach. Non-payment of additional team charges will be considered non-payment of fees and the skater will not be allowed to play for the team until the issue is settled. Managers and coaches are strongly encouraged to solicit the input of a majority of the parents as to the appropriateness of these additional fees to avoid conflicts. If a member feels that the additional charges are inappropriate, they must follow the grievance procedures defined in this document.

2018-2019	Registration Fee (SportsEngine)	USA Hockey Fee***	Total Hockey Fee	Volunteer Hours Required
Learn To Play/Termmites (6U & under)	FREE	FREE	FREE	20
Mite (8U)	\$50	\$53	\$103	20
Squirt (10U)	\$50	\$53	\$103	20
Pee Wee (12U)	\$100	\$53	\$153	20
U14 Girls	\$100	\$53	\$153	20
Bantam (14U)	\$100	\$53	\$153	20
Adult	\$200 Deposit*** / \$10 Drop In Fee	NA	***See below	20 Volunteer Hours
***USA Hockey Fee is a separate fee at a separate registration site.				
***Volunteer hours are required unless you choose to buyout at a cost of \$200; Volunteer hours DO NOT include mandatory 1 shift each at BHS and FAIR.				
***Adult Deposit of \$200 will BE RETURNED if 20 hours of VOLUNTEER TIME is achieved.				

Items Needed for Registration Process:

USA Hockey current player registration bar coded form

Certified Birth certificate (usually for new players only)

\$200 Deposit for Equipment Rental (check will not be cashed & returned or destroyed upon rental return)

Adult deposit of \$200 will be returned if 20 hours of Volunteer time is achieved.

Failure to Pay Fees

Failure to pay fees may result in removal of the player from the team roster. All previous year's fees must be paid in full, or have a payment arrangement agreed to by the MCYHA Treasurer, before a player will be allowed to participate in the current year's program.

Financial Scholarships

MCYHA offers scholarships to those families facing financial difficulties. Our program requires the prospective member to fill out an application and participate in additional volunteer hours.

The number of hardship scholarships given each season varies and previous recipients are not automatically granted approval. An application must be filled out for each season. Please ask a board member for the hardship scholarship application. The deadline for submitting the scholarship is prior to registration.

Registration Refunds

Many factors play into the decision for refund approval to association members.

Circumstances such as Injury or Family relocation are considerations that will be reviewed by the MCYHA Board. All requests for prorating due to move out etc. must be made in writing and submitted to the Treasurer for approval or rejection by the Board of Directors prior to December 31.

Equipment – General

Protective hockey equipment is important to the safety and wellbeing of all skaters participating in the sport of hockey. It is therefore the policy of MCYHA that all skaters must wear properly fitted and well- maintained protective equipment. The following USA Hockey approved equipment must be worn by all MCYHA skaters for all regularly scheduled games and practices:

- ✓ Helmet with facemask and securing straps
- ✓ Mouth guard
- ✓ Shoulder pads
- ✓ Elbow pads
- ✓ Gloves
- ✓ Breezers
- ✓ Protective cup for boys
- ✓ Knee and shin pads
- ✓ Hockey skates
- ✓ MCYHA Board of Directors strongly recommends the use of a neck guard

The official uniform colors of MCYHA are teal, black and white. Unless purchased by the family, MCYHA owns all uniforms and they must be returned at the completion of a season. In some cases, arrangements may be made so that you receive the same uniform the following year but in no instances can you keep the jersey over the summer. As stated earlier, all jerseys must be kept clean and well repaired. Jerseys can be worn at other times as designated by the Board.

Equipment Use and Maintenance

1. Players will wear equipment as required by USA Hockey.
2. Team equipment is selected for protection, appearance, and durability.
3. Players are encouraged to try out for goalie. Individuals should discuss this with their team coach.

MCYHA does provide some goalie equipment through the Pee Wee level, including:

- Chest protector
- Arm and leg pads
- Glove and blocker
- Stick (Mites only) supplied by MCYHA.

4. All traveling players (with the exception of goalies) who compete in any MCYHA sanctioned game must wear complimentary colored equipment.

Summer Equipment Rental

MCYHA is committed to support the youth of our association in their equipment needs during summer hockey camps or tournaments. This comes with some limitation as there is a need for the association to replace equipment over time from normal wear and tear. If a player or Goalie is in need of equipment for summer skating opportunities, Check Out and Rental is offered.

Communications must be made to the Equipment Manager via a request form contained in the Appendix requesting this equipment. Enough time should be given for this to be arranged, prior to summer season.

Summer Rental Rates are as follows:

Gear (Helmets, Breezers, Elbow Pads, Shoulder Pads): \$25.00 per piece, \$50 for skates, or \$100.00 per set **(NO SOCKS OR JERSEYS WILL BE RENTED)**.

Goalie Equipment: (Leg Pads, Chest Protectors, Glove and Blocker, Helmet, Stick): \$25.00 per piece, if goalie skates are available \$50 or \$100.00 per goalie equipment set.

Concessions Availability for Games

Concessions will be available at all MAHA sanctioned games, Tournaments, Jamborees, Open/Public Skates, and other events the Board of Directors and concession director vote upon.

Participation

Applies to all levels except High School:

The philosophy of the Association is that the development of each and every player is of prime importance and that a player should not go for any extended period without skating a regular

shift. **The goal is to provide equitable time, not equal.** It is important to know that the coach has the right to juggle personnel in certain crucial situations. Examples: Power plays and win-lose situations.

Practice and Games

1. All games and tournament schedules will be posted as soon as possible.
2. All practice schedules will be posted on the MCYHA calendar as soon as possible.
3. Two to three practices per team per week is the goal.
4. Practices are mandatory. The coach must approve excused absences. **PLEASE CALL THE COACH.**
5. Unexcused absences from practices or games may result in exclusion from play in one or more periods of the next game at the coach's discretion.
6. Players will report one half hour before practices or games unless otherwise directed by coach.
7. To participate in State Tournament each player must participate in 75% of games as per MAHA rules.
8. The player will be expected to remain in good academic standing, demonstrate dedication through consistent attendance at team practices and games, and exhibit positive sportsmanship.
9. Players are expected to be dressed clean and neat. Coaches may impose additional standards.
10. When traveling, players represent themselves, parents, MCYHA and their community and should use appropriate behavior.
11. Coaches may set their own rules and players are expected to abide by them.

Skating up:

- Acceptable if first agreed upon by current level and next level head coaches, the players' parents and final approval from the Board of Directors. The parents requesting that their player skate up must submit a letter to the board requesting their skating up move. "Skating Up" will be understood to all parties that the player must practice and play with the higher division.
- The current MCYHA Coach-in-Chief must approve all player "Play-Up's".
- All player Play-Up requests must be sent to the MCYHA board by the team that is requesting the player, and the player's parents must sign this request as well.
- Criteria for allowing Play-Up players will be based on the evaluation of the player's skill level and ability to contribute to the older team as well as the player's maturity level compared to the older team's players.
- The Play-Up player should be projected to be among the top 50% of all players in the next age division. If the player is not projected to be in this percentage, then it is highly likely the move is not in the best interest of they player.
- All Play-Up decision are subject to review by the MCYHA Board at any time. If at any time it is determined that the player who is playing up is experiencing difficulty, as determined by the Board and/or the player's coach, the decision may be reversed or the Play-Up may be nullified.

***Participation in select-team tournaments must be approved by the Board.**

Playing Down:

All petitions to play down will have to go through the MCYHA Board of Directors first and then will go to MAHA, after this point, for approvals.

Cross-rostering:

Acceptable if first agreed upon by current level and next level head coaches, and the players' parents.

The purpose of cross-rostering is to ensure that any one team in a division has an adequate number of players rostered for games. **The purpose is not to load a team.** Or to give any one player more playing time. Cross-rostering is a necessary tool in relatively small hockey programs (like MCYHA) to provide enough players for a team.

USA Hockey rules stipulate that a maximum of twenty players can be rostered, per team. The Montana Amateur Hockey Association (MAHA), and, therefore, MCYHA are governed by USA Hockey rules. Thus, if a given age level has, for example, twenty-three kids registered, two teams must be rostered in order that all of the kids will be on a team. However, if the twenty-three kids are split into two core teams; neither core team will have enough players. A general consensus among coaches is a minimum of fourteen players per game. Taking into account illness, injuries, vacations, etc., it is usually desirable to have sixteen to twenty kids rostered for each team in order to then have enough kids for any given game. Therefore, players from lower aged teams will be cross-rostered to the older teams. Similarly, there are times when coaches must also be cross-rostered depending on the number of certified coaches available for any given age level. USA Hockey and/or MAHA regulations stipulate having certified coaches for practices and games.

The MCYHA Board of Directors believes that cross-rostering is a necessary tool to supplement teams. MCYHA policy is that cross-rostering shall not be used to displace kids from their core teams. Players that are cross-rostered must support their core team. Should both divisions be scheduled to play at the same time/weekend, that player will play for their age specific core team first. Practice times of cross-rostered players will also give preference to their core team. The decision on whether to cross-roster and who to cross-roster will necessarily vary year to year and within age groups.

The "Cross-Roster/Play-Up" process will include the following items:

- For an individual to cross roster, there must be an organizational need.
- It is recommended that the player should be in the second year of participation of current age bracket.
- The player and family must understand that his/her current age bracket will take precedence.
- Player must be registered in their current age bracket and be properly registered by the MCYHA registration deadline.

Player Development

The MAHA Player Development Camp (MT PDC) is held each year following the conclusion of the MAHA hockey season. The camp is open to all players, boys and girls, ages 12 to 16. The objective of the Player Development Camp is to provide players across the state an affordable post-season hockey camp with the best available coaches both on and off the ice. The camp will focus on building and continuing to develop the fundamental hockey skills (skating, passing, shooting, etc...) There are no limitations on skill ability and all players registered with USA Hockey are encouraged to attend.

At the conclusion of the camp, some players may be chosen to advance to a Northern Plains Player Development Camp. If this is the case, players will be selected at the MT PDC and

notified post-camp by a representative of the district camp. There may also be other opportunities available such as Multi-District and Regional Player Development Camps and players MUST attend the MT PDC in order to be eligible for these additional opportunities.

For more information about the Montana Player Development Camps, please visit www.mthockey.com.

Open/Public Skate

The open/public skate schedules will be determined by the MCYHA board by October 31st of each year. The dates will be posted on MCYHAs website as well as Facebook. Open skate will generally be from 2:00 PM to 5:00 PM on a Sunday throughout the hockey season on pre-determined dates. Other dates may be decided upon by the MCYHA Board. The teams will be on a rotational basis to staff open skate.

Private Skate Events

MCYHA does allow for private events as the schedule allows. Rates will be decided upon by the Board of Directors and listed on our website. Please call our Ice Scheduling Director/Special Events Coordinator to book a private event, birthday party, school event, etc.

Tournaments

Any tournaments held during the season are a great opportunity to raise funds for our youth hockey program and a huge benefit to our community. Parents and players are asked to help and volunteer to assist in the planning and operation of the tournaments in order to make them successful.

Non MAHA Games, Tournaments & Jamborees

1. Each team will be allotted \$400 or each team will need board approval for tournament registration, ice fees, and/or for hosting a tournament or Jamboree on home ice. Receipts must be turned in prior to the annual March meeting/Banquet. Unused monies will remain in the general fund.
2. Any team representing MCYHA in non-MAHA competition must seek Board approval prior to committing to the event.
3. The MCYHA Registrar needs at least 14 days' notice to create a roster for non-MAHA games and/or tournaments.
4. Teams must get Board approval before starting fundraisers.
5. All games and tournament schedules will be posted as soon as possible.

Adult Hockey Leagues

1. The point of contact/person in charge will be the Vice President.
2. That person will be responsible for each member of the adult league being registered on USA Hockey for liability and insurance purposes.
3. Each member of the adult hockey league will need to pay fees set by MCYHA for their league.
4. Each member will be required to volunteer 20 hours per year or the \$200 deposit will be cashed at the end of the season.
5. Each player will need to have a USA Hockey registration completed and MCYHA fees BEFORE they will be allowed to be on the ice.

Alumni Games

Alumni games are fully supported by the MCYHA Board.

The MCYHA board will need:

1. A date of scheduled alumni game at least 14 days in advance, (schedule has to be clear as MCYHA events will be first priority)
2. The Vice President is in charge (or delegated board member) for entire duration of event, who will also be responsible for clean-up and any damages.
3. The MCYHA Board may provide liability insurance for the event.

Non-Sanctioned Tournaments

Any non-sanctioned, tournament scheduled to be held will need the following:

1. A name of the Tournament Director who is in charge of the event
2. A contract agreed upon by both parties

For USA Hockey information on non-sanctioned play please see:

<http://files.leagueathletics.com/Text/Documents/6462/46484.pdf>

*** Sample contract coming soon ***

Miles City Youth Hockey Association **Volunteerism**

General

Volunteer hours are an integral part of MCYHA and are greatly needed to run our organization. We appreciate the work that everyone does to help make our children's hockey experience a positive and enjoyable one. Your team manager, coach or Board member can offer a variety of volunteer opportunities for families to choose from. These opportunities will be made available in "Dibs". Dibs is MCYHA's online "sign up" feature that allows an easy way to not only sign up but to track your volunteer hours!

Volunteer Requirement & Opportunities

Families have the option to volunteer at least 20 hours / adult within the association during each season or donate \$200 to MCYHA. There are volunteer opportunities available year round.

Association hours will include volunteering at MCYHA events such as registration; tryouts; tournaments; set-up and tear down of the rink; working the penalty box, clock or running music at games; concession events throughout the year or other duties assisting MCYHA directors. Time will be scheduled, validated, and accounted for by the Volunteer Director and/or by using DIBS located at www.milescitygenerals.com .

Adult players must provide a \$200 refundable deposit, which will be cashed at the end of the season if 20 volunteer hours are not met.

Every family has the right to "buy out" at registration and not volunteer by donating \$200 **at the time of registration.**

Players are strongly encouraged to participate in volunteering for the program as well. There are duties throughout the season and year that every age can participate in. Volunteering for the program is also a good way for players to feel that they are a part of the program overall and offers a way for players of different age brackets to get to know one another off the ice. It offers a chance for older players to lead younger players.

One head coach per team, up to two assistant coaches per team, one team manager per team, and all Board of Directors are exempted from the volunteer requirement.

Volunteer hours DO NOT INCLUDE one MANDATORY SHIFT at Bucking Horse Sale and at the Eastern Montana Fair each year.

Tracking Hours

It is the responsibility of individual volunteers to email the Volunteer Coordinator each time they volunteer in order to count their volunteer hours if those hours have NOT been claimed in DIBS. This is the only way to insure that your hours will be credited. Volunteer hours will be tabulated by using our DIBS system throughout the season by the Volunteer Coordinator. If you volunteered hours that were not populated in DIBS please email those hours to the volunteer coordinator or MCYHA Secretary for board approval as soon as possible.

Fundraising

MCYHA depends heavily on the generosity of local businesses to make up the difference in costs to run the program. There are many ways families can help support our fundraising efforts, specifically selling a rink sponsorship (in-ice logo or board advertising).

If any parent owns or works for a company or business that makes charitable contributions, and would like to donate, please make a Board member aware of this.

Currently, our 2018-2019 sign advertising costs include:

Sign "Name"	Description of Sign	Cost
Dasher Board	Sign on boards of rink	\$275/year (returning \$225)
Wall Board	2x8 sign (large signs in middle of rink)	\$300/year (returning \$275)
In-Ice Sign (w/ Wall Board)	Sign painted in the ice	
Small		\$500/year
Large		\$1500/year

Any amount is accepted with many thanks!!! An investment in our youth is an investment in the future of our community!!!

Tournament Fundraising

Tournament fundraising profits benefit the entire association. Any tournaments during the regular season or during state championships are a great opportunity to raise funds for our

youth hockey program and our community. Parents are asked to help and volunteer to assist in the planning and operation of the tournaments run by MCYHA. Parents and tournament fundraising teams are to understand that monies received over and above the tournament costs will be deposited to the general fund, again to benefit the entire association.

See Tournament Section for more information on Tournaments.

Miles City Youth Hockey Association **Reimbursement for Coaches Expenses**

General

MCYHA will reimburse travel expenses incurred as described below by head coaches upon request and submission of the appropriate receipts to the Treasurer.

Head Coaches/Non-Parent Coaches (one per team)

MCYHA will reimburse all coaches for:

- Coaches Certification, Classes, Modules, and Registration associated with coaching certification through USA Hockey.
- Mileage – Mileage to/from tournament games outside a 50-mile radius of Agri-Sport Complex will be reimbursed at the current State reimbursement rate.
- Lodging - Any tournament or series of games which require an overnight stay will be reimbursed up to \$120/ night including tax, receipts required

Miles City Youth Hockey Association **Zero Tolerance**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey has a zero tolerance policy that requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games.

Thus, the following points of emphasis must be implemented by all referees and linesman and supported by local governing bodies and leagues, including MCYHA:

PLAYERS

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Taunts or incites an opponent.
3. Visually creates a disturbance during the game.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

A misconduct penalty shall be assessed to any player who uses obscene, profane or abusive

language anywhere in the rink to anyone before, during or after the game.

A game misconduct penalty shall be assessed to any player or team official who uses language that is offensive, hateful or discriminatory in nature anywhere in the rink before, during or after the game.

COACHES

A bench minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene, profane or abusive language to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

OFFICIALS

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

PARENTS/SPECTATORS

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

This inappropriate and disruptive behavior shall include:

1. Use of obscene, profane or abusive language to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

HAZING

It is the policy of USA Hockey and USA Hockey In-Line that there shall be no hazing of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey or USA Hockey In-Line events by any employee, volunteer, participant or independent contractor.

Definition: Conduct which is insulting, intimidating, humiliating, offensive, or physically harmful. Any player, team official, executive member of a team, club or association having been party to or having had knowledge of any degrading hazing, or initiation rite, without reporting it or taking action, shall be subject to suspension from playing or holding office with any team, club or association affiliated with USA Hockey.

USA Hockey is concerned with USA activity known as Locker Boxing (aka Helmet & Gloves)

which produces head trauma in children and young adults. USA Hockey is opposed to that activity and recommends that our local associations take action to prevent this activity through awareness, education and supervision.

Miles City Youth Hockey Association **Bylaws**

The Bylaws of the Miles City Youth Hockey Association are contained by the association Secretary along with being on display on the Miles City Generals Hockey Website at www.mcgenerals.com.

Miles City Youth Hockey Association **Handbook Changes**

Association members may submit requests to changes to the Policy Manual anytime throughout the year. The Board reserves the right to amend, correct or alter the Manual at any time through the manner of monthly Board Meetings. It should be noted that each January will be the official review of the Manual by the Board.

Appendix **Table of Contents**

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Appendix O	Sports Engine Instructions (Coming Soon) ***Passcode Needed
Appendix P	Insurance Information (Coming Soon) ***Passcode Needed



Volunteer Hours Reporting Form

<i>Skaters First & Last Name</i>	
<i>Parents First & Last Name</i>	
<i>Parents Phone Number</i>	
<i>Parents Email</i>	
<i>Volunteer Work Performed (Event)</i>	
<i>Date & Hours Worked</i>	
<i>Signature of Person Performing Work</i>	
<i>Signature of Person Observing Work</i>	

Following completion of volunteer hours, please complete and turn in via:

Hand In: Submit to MCYHA Volunteer Coordinator or drop in Volunteer Box in Skate Room

Email form to: mcyhasecretary@gmail.com

Volunteer Hours must be completed by the following years registration. If not, the required \$200 deposit due at registration will be cashed and a deposit will be made.

Check your Volunteer Hours by getting on the MCYHA website and looking at your DIBS personal dashboard. It is your responsibility to verify accuracy.

Appendix B



MONTANA COACHING ETHICS FORM

All head coaches, assistant coaches, and coaching instructors must complete this agreement every hockey season, as follows:

1. Study the Coaching Ethics Code.
2. Submit this form with other registration materials to your local USA Hockey Associate Registrar.

AGREEMENT

This form is effective for the hockey season beginning April 1, 2018 through March 31, 2019.

I, the undersigned coach, have read and agree to abide by, the USA Hockey Coaches Ethics Code.

I understand that violations of the Coaches Ethics Code may result in full or partial forfeiture of my coaching privileges in programs sanctioned by USA Hockey and/or its affiliate, the Montana Amateur Hockey Association.

I further understand that lack of awareness or a misunderstanding of an ethical standard on my part is not a defense to a charge of unethical conduct.

Signature: _____ Print Name: _____

Address: _____

Date: _____

Appendix C

SAFESPORT INCIDENT REPORTING FORM

INFORMATION ON THE PERSON YOU ARE REPORTING:

Name: _____

Age or Approximate Age: _____ Gender: _____ Male _____ Female

City: _____ State: _____

Hockey Program where individual works: _____

Position(s) this individual holds or held:

_____ Head Coach	_____ Official/Referee
_____ Assistant Coach	_____ Player
_____ Employee for local program	_____ Other _____
_____ Volunteer/Team Manager	_____ Not sure

Type of Offense (check all that apply):

_____ Sexual Abuse	_____ Sexual Harassment
_____ Physical Abuse	_____ Bullying
_____ Emotional Abuse	_____ Threats
_____ Harassment	_____ Hazing

Where did the incident take place (City, State, Rink, Other Information)? _____

Describe what happened (Who, What, When, Where): _____

INFORMATION ON THE VICTIM:

Victim First and Last Name: _____

Age: _____

Gender: _____ Male _____ Female

City: _____

State: _____

Program Affiliation: _____

Phone Number: _____

Email address: _____

NOTE: If victim is under 18, please provide contact information for his/her parent or guardian.

INFORMATION ON PERSON REPORTING INCIDENT:

You may remain anonymous if you wish. However, providing information is very helpful for a swift and effective investigation. Upon your request, USA Hockey will keep your identity confidential and will only disclose if required to do so by law or with your permission. A person reporting alleged misconduct should not fear retribution and/or consequence when filing a report he/she believes to be true.

First and Last Name of Reporter: _____

Phone Number: _____

Email address: _____

Program Affiliation (if any): _____

Relationship to Victim (if any): _____

Please provide any other information you feel would be helpful to an investigation of the alleged offense you are reporting: _____

APPENDIX D

CODE OF CONDUCT VIOLATION REPORT

This form must be completed in its entirety and presented to the MCYHA President.

Date: _____

Person Filing the Report: _____

Contact Info: **PHONE:** _____

EMAIL: _____

Violation Matter: _____

MCYHA President: _____

Brief Description of the event:

For MCYHA Resolution Committee USE

Committee Members: _____

Review Date: _____

Findings/Action Taken:

APPENDIX E

Miles City Youth Hockey Player "Move-Up" Petition

Please review and fully understand the Miles City Youth Hockey (MCYHA) Player "Move-Up" Criteria & Policies before submitting your "Move-Up" Petition for review.

Player Information (Team) _____

Name: _____

Date of Birth: _____

Phone number(s): _____

E-mail address: _____

Last year's registered association **and** last year's registered level: _____

Level at which you are required to register for this season: _____

Please give a brief reason for your move-up request: _____

Player Requirements:

Are you registered for this coming season and paid in full? Yes or No

Have you read and fully understand the MCYHA Player "Move-Up" Criteria and Policies? Yes or No

Do you have any outstanding financial or volunteer commitments from past seasons? Yes or No

If yes, please explain:

If you are requesting to move-up to a Bantam level team do you understand that Bantam hockey is a full check age division? Yes or No With this comes more body contact and the possibility of injury. Do you fully understand? Yes or No

Signature Requirements:

I/we understand the MCYHA "Move-Up" Criteria & Policies and agree to follow them. I/we also understand that by submitting this petition we are not guaranteed the right to move-up or even tryout at a higher level. I/we understand that all "move-up" petitions will be accepted or denied by the MCYHA Board of Directors. I/we understand all move-ups will be based on notations in the MCYHA policy and procedure manual. I/we understand all decisions are final and CANNOT be appealed.

*** Please note both Parents and/or Guardians must sign this petition*** (e-mail verbiage will be accepted if needed)

Player: _____ Date: _____

Parent/Guardian: _____ Parent/Guardian: _____

Hockey Operations Committee Use Only

Date petition was received: _____

Criteria has been met: _____

If No, please explain: _____

Accepted: _____ Denied: _____

Brief explanation: _____

Appendix F

SUMMER EQUIPMENT CHECKOUT FORM

Date: _____

Player's Name: _____

Player's Team/Level: _____

Parent/Guardian Name: _____

Email Address: _____

Street Address: _____

Phone Numbers: _____

Fee Paid: _____

Equipment to be returned on or before: _____

Following is the equipment that has been lent from MCYHA inventory for the player's use.

Description of equipment:



I, _____, acknowledge the receipt of the equipment described above, in usable and acceptable condition. I agree to return the equipment on or before the date indicated. In the event of damage or wear, through normal course of use, I agree to notify the Equipment Manager for repair or replacement at the discretion of MCYHA. In the event of equipment destruction or loss, I agree I will be liable for the cost to replace the equipment with those of like kind and quality.

Parent /Guardian Signature: _____ Date: _____

Equipment Returned Date: _____

MCYHA Equipment Manager Signature: _____

APPENDIX G


MCYHA REIMBURSEMENT FORM


All expenditures must have approval from an MCYHA Board member prior to purchase. This form and receipt(s) must be provided for reimbursement to the MCYHA Treasurer via P.O. Box 493 or alancaster0710@gmail.com.

Date _____

Approver Name _____

Submitted by _____

Phone _____

Email _____

Send Check to (name) _____

Address _____

City/State/Zip _____

Description of Purchase	Amount
Total	

Treasurer Use Only		
Check Number _____	Amount _____	Date _____
Budget Category _____		

Reimbursement should occur within 5-10 days of receipt.

APPENDIX H

MCHYA Suggestions, Issues and Concerns Form

The MCYHA Board of Directors welcomes suggestions and constructive criticism, and encourages you to express your concerns so that these issues can be addressed.

This form is a collaborative effort to make our youth hockey program the best that it can be. Without input from concerned and responsible individuals, collective points of view may never be discussed or acknowledged.

If you feel that you would like the MCYHA Board of Directors to address a concern of yours, please fill out this form in its entirety, including your name and phone number, (in case we need to contact you for further clarity.)

Please feel free to use the back of this form if you need additional space. Please mail this form to the address listed below.

1. Please describe in detail your concern(s) or suggestion(s):
2. In your opinion, what would a possible solution(s) to your concern(s) or suggestion(s) be and how would these solutions improve our program:
3. Please discuss how you would plan to contribute towards the effort of solving this concern(s) or suggestion(s):

Please print your name: _____ Date: _____

Phone number: _____ E-mail _____

Please sign your name: _____ Date _____

PLEASE NOTE: THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE DISREGARDED.

MILES CITY YOUTH HOCKEY ASSOCIATION
P.O. Box 493
Miles City, MT 59301

Suggestion:

Appendix I

MCYHA Grievance Form

Part I: Completed by MCYHA Member:

Name of Claimant _____
Team (if applicable) _____
Coach (if applicable) _____ Date of Occurrence _____

A. Nature of the Alleged Violation:

1. Please provide a brief description of the events or activities which are the basis for this grievance. _____

2. Claimant alleges that actions constitute violations of (Check one or more of the following):
 MCYHA Policies and Procedures Manual or Bylaws, USA Hockey, Other

B. Remedy sought by Claimant: _____

Part II: President to complete after discussion by the MCYHA Resolution Committee:

Grievance remains unresolved
 Grievance Resolved (describe settlement) _____

Date of Resolution: _____

When Filing a Grievance, please send a copy to:

MCYHA President
P.O. Box 493
Miles City, MT 59301

Signed _____
MCYHA Board Member, Title Claimant,

Signed _____
MCYHA Member

Date _____

Date _____

APPENDIX J

TEAM MANAGER CHECKLIST

STARTING OUT

Get With Coach

- Discuss Coaches expectations for team manager
- Discuss roles and responsibilities
- Plan parent meeting and set date
- Get official hockey rules (and/or any changes) for team

First Parent Meeting

- Communication of team and coach philosophy
- With team, go over team rules and policies
- Identify and delegate roles (Jersey mom, Public Skate days, Penalty Box @ Home AND Away games, etc.)
- Communicate dates of games, tournaments, etc. Provide calendar if possible.
- Review safety and risk management issues
- Get contact information for each family (phone, email, etc.)
- Provide players and parents with information and handouts (Player Code of Conduct rules, Team Contact list)
- Provide SafeSport, Background Check, and Locker room monitoring information
- Collect any signed forms already completed (Birth Certificates needed, USA Hockey registration)
- Provide information on what to do with gear if broken or needs repair
- Provide information on volunteer requirements for the season along with dates on opportunities for volunteering (Dibs info)
- Provide Fundraising requirements to families (Gun raffle, etc.)
- Provide resource info to families (handout of this info would be great)
- FOLLOW UP that you have all necessary forms listed above for BINDER and turned in to REGISTRAR

Registration/Financial

- Review all team members have registered with USA Hockey, have paid MCYHA fees, have deposited equipment rental check or provided buyout funds

Throughout SEASON/EVENTS

Record Keeping

- Keep binder of team registrations, rosters, player medical forms (if required)
- Have a contact list
- Coordinate schedule and communicate to team, coach and appropriate MAHA commissioner
- Have accident and insurance reports/forms available if necessary & required
- Have game score sheets available
- Request certified roster from Registrar
- Review any rules necessary within the MAHA manual
- Mail official scoresheets to age specific league commissioner in timely manner

Game Preparation

- Assist in finding volunteers for Penalty Box and Score Board as well as any other volunteers needed
- Compare League game schedule to SportsEngine entered league games (once the games are entered by MAHA league commissioner). If there are discrepancies, contact the league age appropriate commissioner.
- Schedule any training sessions for SportsEngine and Clock with SportsEngine Administrator to train volunteers for your team
- Confirm the game was sent in SportsEngine as verified

Rink Cleaning

- Assist in finding volunteers to help clean up rink when team is allotted clean up

Tournament Preparation

Away Tournaments

- Call and book travel blocks WAY AHEAD of time for team; check on MAHA site for possible motels and rates already secured in specific towns
- Coordinate with Tournament coordinator to make sure all applications and fees have been paid
- Communicate with parents on dates, times, and hotel block
- Assist in coordination of team meals
- Assist with area maps and things to do and communicate to parents

Home Tournaments

- Coordinate with Coach and Tournament Coordinator to host a Home tournament
- Communicate to parents and team members
- Coordinate with Tournament coordinator that application to host is sent to MAHA and other necessary parties and is approved
- Assist in coordination of format

Team Activities

- Help to set up team fundraising opportunities
- Assist with team photos

End of Season

- Assist with year-end celebration
- Coordinate equipment turn in date with team and Equipment Manager

APPENDIX K

MCYHA 2018 - 2019 TEAM PRACTICE SCHEDULES													
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
5:00 PM	PEEWEEES	5:00 PM	SQUIRTS/PEEWEEES	5:30 PM	MITES	5:00 PM	PEEWEE/BANTAM	5:30 PM	LTP	OPEN		6:00 PM	ADULT C
6:00 PM	SQUIRTS	6:15 PM	BANTAMS	6:30 PM	LTP	6:15 PM	U14 GIRLS	6:30 PM	MITES			7:30 PM	ADULT B
7:15 PM	BANTAMS	7:30 PM	U14 GIRLS	7:15 PM	U14 GIRLS	7:30 PM	SQUIRTS						
				8:30 PM	ADULT LEAGUE								