

# **MOUNDS VIEW IRONDALE YOUTH HOCKEY ASSOCIATION HANDBOOK**



This Handbook is provided for the players, coaches, managers, and parents of the Mounds View Irondale Youth Hockey Association (MVIYHA) as a reference document for Association rules, regulations, and guidelines. This document is a supplement to the MVIYHA Bylaws, which are posted on the MVIYHA website.

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## Table of Contents

|   |    |
|---|----|
| 1. <a href="#">Mounds View Irondale Youth Hockey Association (MVIYHA)</a> | 4  |
| A. <a href="#">Mission</a>  | 4  |
| B. <a href="#">Membership</a>   | 4  |
| C. <a href="#">Affiliated Organizations</a>                               | 4  |
| D. <a href="#">Solicitation Policy</a>                                    | 4  |
| E. <a href="#">Reimbursement Policy</a>                                   | 4  |
| 2. <a href="#">Participation Guidelines</a>                               | 4  |
| A. <a href="#">Players</a>  | 5  |
| B. <a href="#">Coaches</a>  | 5  |
| 1. <a href="#">Coaches' Rights and Privileges</a>                         | 6  |
| 2. <a href="#">Injuries</a>   | 6  |
| C. <a href="#">Team Managers</a>  | 7  |
| D. <a href="#">Parents</a>  | 7  |
| 3. <a href="#">Rules &amp; Regulations</a>                                | 8  |
| A. <a href="#">Player Eligibility</a>                                     | 8  |
| 1. <a href="#">Mini-Maverick Program</a>                                  | 8  |
| 2. <a href="#">House Hockey Program</a>                                   | 8  |
| 3. <a href="#">Youth Program</a>  | 9  |
| 4. <a href="#">Girls Program</a>  | 9  |
| B. <a href="#">Restrictions</a>   | 10 |
| C. <a href="#">Waiver Policy</a>  | 10 |
| D. <a href="#">Playing Assignments</a>                                    | 10 |
| 1. <a href="#">House Hockey Program - Mini Mavericks, Mite 1, and 6U</a>  | 10 |
| 2. <a href="#">House Hockey Program - Mite 2, 3, 4, and 8U</a>            | 10 |
| 3. <a href="#">Traveling Programs</a>                                     | 11 |

|   |    |
|---|----|
| E. <a href="#">Girls Youth Tryout Eligibility Policy</a>          | 11 |
| F. <a href="#">Traveling Move-up Policy</a>                       | 11 |
| G. <a href="#">Playing Rules</a>                                  | 12 |
| H. <a href="#">Attendance</a>                                     | 12 |
| I. <a href="#">MVIYHA REFUND POLICY</a>                           | 12 |
| 4. <a href="#">Coach Selection and Replacement</a>                | 12 |
| A. <a href="#">Selection Committee</a>                            | 12 |
| B. <a href="#">Coach Selection Process</a>                        | 13 |
| C. <a href="#">Coach Replacement</a>                              | 13 |
| D. <a href="#">Coaches</a>  | 13 |
| 1. <a href="#">Certification Requirements</a>                     | 13 |
| 2. <a href="#">Team Makeup</a>                                    | 13 |
| 3. <a href="#">Compensation &amp; Expenses</a>                    | 14 |
| 5. <a href="#">Equipment</a>                                      | 14 |
| A. <a href="#">MVIYHA Supplied Equipment</a>                      | 14 |
| 1. <a href="#">House Hockey Program</a>                           | 14 |
| 2. <a href="#">Traveling Programs</a>                             | 15 |
| B. <a href="#">Player Supplied Equipment</a>                      | 15 |
| C. <a href="#">Coach Supplied Equipment</a>                       | 16 |
| D. <a href="#">Game Uniforms</a>                                  | 16 |
| 6. <a href="#">Locker Rooms</a>                                   | 16 |
| A. <a href="#">Locker Room Monitoring</a>                         | 16 |
| B. <a href="#">Parents in Locker Rooms</a>                        | 16 |
| C. <a href="#">Mixed Gender Teams</a>                             | 17 |
| D. <a href="#">Cell Phones and Other Mobile Recording Devices</a> | 17 |
| E. <a href="#">Prohibited Conduct and Reporting</a>               | 17 |

|   |    |
|---|----|
| <a href="#">F. <u>Compliance</u></a>  | 17 |
| <a href="#">7. <u>Tournaments &amp; Team Travel</u></a>                                 | 18 |
| <a href="#">A. <u>Tournaments</u></a>   | 18 |
| <a href="#">B. <u>Local Travel</u></a>  | 18 |
| <a href="#">C. <u>Team Travel</u></a>   | 18 |
| <a href="#">D. <u>Prohibited Conduct and Reporting</u></a>                              | 19 |
| <a href="#">8. <u>Social Media</u></a>  | 19 |
| <a href="#">A. <u>Social Media</u></a>  | 19 |
| <a href="#">B. <u>E-mail, Text Messaging, and Similar Electronic Communications</u></a> | 20 |
| <a href="#">C. <u>Request to Discontinue</u></a>  | 20 |
| <a href="#">D. <u>Abuse and Misconduct</u></a>  | 20 |
| <a href="#">E. <u>Reporting</u></a>   | 20 |
| <a href="#">9. <u>Volunteering</u></a>  | 20 |
| <a href="#">10. <u>Grievances</u></a>   | 21 |

# 1. MOUNDS VIEW IRONDALE YOUTH HOCKEY ASSOCIATION (MVIYHA)

## A. MISSION

The mission of MVIYHA is to build the culture of MAVERICK HOCKEY through participation, volunteer support, teamwork, and sportsmanship. We embrace our community-based hockey program that promotes the development of our hockey players and teams in a positive, supportive, and safe environment at all levels.

## B. MEMBERSHIP

Membership in MVIYHA is provided in Article 2 of the MVIYHA Bylaws.

## C. AFFILIATED ORGANIZATIONS

MVIYHA is an affiliate of District 2 of Minnesota Hockey (MN Hockey) and USA Hockey. MVIYHA adheres to mandatory District 2, MN Hockey, and USA Hockey rules on rink features, teams, equipment, penalties, officials, and playing rules.

- District 2 website: [www.d2hockey.org](http://www.d2hockey.org)
- MN Hockey website: [www.minnesotahockey.org](http://www.minnesotahockey.org)
- USA Hockey website: [www.usahockey.com](http://www.usahockey.com)

MVIYHA is a non-profit organization. Association revenue comes from members through registration fees, sponsorships, hosted tournaments, Association fundraising, and donations from the Mounds View Irondale Hockey Foundation charitable gambling operations.

Mounds View Irondale Hockey Foundation website: [www.mvihf.org](http://www.mvihf.org)

## D. SOLICITATION POLICY

Any solicitation must be sanctioned by USA Hockey, Minnesota Hockey, District 2, or MVIYHA; all inquiries and permissions by MVIYHA must be submitted to the Vice President and approved by both the Vice President and President before distribution is granted.

## E. REIMBURSEMENT POLICY

MVIYHA's priority is developing our skaters, and our financial resources will be aligned with this goal. Any expenses that do not further the development of our skaters will not be reimbursable with team or association funds. This includes any alcohol-related expenses associated with board meetings, team parties, coach meetings, coaches' gifts, or otherwise.

# 2. PARTICIPATION GUIDELINES

The guidelines presented on the following pages are included explicitly in this handbook to help develop a successful hockey program and to help players, parents, and coaches receive the most out of their involvement. They are to be used as a reference for the players, coaches, managers, and parents of all MVIYHA hockey teams.

## A. PLAYERS

Players who participate in MVIYHA should consider it an honor and a privilege. With this privilege comes responsibility to teammates, coaches, parents, and to the entire MVIYHA hockey program, which you represent to other teams and communities. Among these responsibilities are:

- Take pride in yourself and your team. Follow the directions of the coaching staff, work hard in practice and games, and be willing to accept constructive criticism.
- Be a competitor. Perform to your ability and contribute to team unity. Compliment teammates and let the coach handle player development.
- Show respect toward referees, coaches, players, parents, and fans of all teams.
- Maintain good conduct on and off the ice. If behavior is not tolerated at home or at school, it will not be tolerated at MVIYHA-sponsored events. This includes, but is not limited to social media content, email, messaging, or postings online.
- Be on time, attend, and participate in all games and practices. Attendance at all games and practices is expected. You should notify coaches of your absence(s) as soon as possible before any planned event.
- Have a responsible attitude toward your health – be aware of and adhere to the USA Hockey and Minnesota Hockey substance policies.

All players are required to sign the MVIYHA Player Code of Conduct before being placed on a rosters. A copy of the MVIYHA Player Code of Conduct is located on MVIYHA website.

## B. COACHES

A coach is responsible for the operation and conduct of their team. They are the teacher of skills and the development for each player- socially, psychologically, and physically. The coach is responsible to the MVIYHA Board of Directors. These responsibilities include, but are not limited to:

- Maintain current training and certifications per Minnesota Hockey and USA Hockey.
- Select a team manager and make sure they understand their responsibilities and carries them out throughout the season.
- Hold a parent-coach meeting no later than three (3) weeks after forming the team. Review with the parents and players the MVIYHA Code of Conduct. Review expectations and cover proposed budget and tournament schedule along with any other pertinent information.
- Respect, encourage, and compliment players. Use constructive criticism only.
- Develop each player as much as possible within the limits of their physical and mental abilities.
- Always use proper control, the coach is the model for the player.
- Enforce rules fairly without prejudice toward any player(s).
- Show enthusiasm and make hockey fun.
- Maintain team discipline.
  - If a player is disciplined, the coach must clearly explain the reason to the player before they leave the arena.
  - The coach must inform the player's parents before the next team event.
  - Discipline should be discussed privately between the coach and player, with a third adult present—ideally, the player's parent.

- A coach may reduce a player's game time for up to one game and must report this to the Level Director and MVIYHA Executive Committee.
- Support the MVIYHA mission.
- Playing time according to the MVIYHA participant expectations (Attachment A).
- Enforce common rules regarding the care of equipment and facilities, which include the following:
  - Preventing any damage to the rink, both indoor and outdoor (i.e. kicking the boards or related equipment with their skates or pounding them with their sticks).
  - Do not remove any practice equipment from the arenas and return all practice equipment to the proper storage areas after each practice.
  - Return any MVIYHA equipment and jerseys to an Equipment Manager immediately following the season.
- Do not damage locker rooms. Be sure your players leave the locker rooms in clean and orderly condition, both home and away.
- Prepare for practice by developing a written practice plan and by arriving at the rink at least 20 minutes before practice so that the players are monitored and advised on the details of the upcoming activity. If a Head Coach is going to be late, they must appoint an Assistant Coach or Team Manager to arrive early.
- No teams shall have scheduled ice time without proper on-ice supervision due to the implied liability. Proper on-ice supervision includes the Head Coach and/or Assistant Coaches.
- Non-rostered players shall not practice with any team, unless they are a student coach approved by USA hockey.
- Assure that all players line up and shake hands after every game and use good sportsmanship throughout the game.

## 1. Coaches' Rights and Privileges

- To expect team members to show up at agreed-upon times before games and be dressed and ready to listen and learn.
- The right to exercise reasonable discipline over the team and for the team to respond to that discipline without any verbal or physical abuse.
- The right to penalize players' shifts or games depending on the severity of the offense.
- The right to expect team members to be responsive to their instructions.
- Expect parents to attend the games and team events to provide whatever assistance may be requested of them.

## 2. Injuries

- Coaches are required to protect the safety of all players on the ice. In the event of an injury, coaches shall make sure the following steps are followed:
  - The referee stops play immediately in the event of any injury unless the referee is convinced that the injury is not serious or that it is an attempt to delay the game.
  - Coaches are advised NOT TO MOVE AN INJURED PLAYER until the extent of the injury has been determined or the player gets up on their own.
  - Any player who is injured or appears to be injured should be evaluated by the coaching staff or a trainer before being placed back into the game.

- Each team will maintain a minimal medical supplies inventory (cost will be included within their team budget). If no emergency medical personnel are available, the Coach or their Assistants should follow recommended medical procedures. However, in all situations, parents have the ultimate responsibility.

### C. TEAM MANAGERS

A team manager is responsible for the day-to-day operation of their team. These responsibilities include, but are not limited to:

- The manager must be a parent of a roster player.
- Solicit volunteers for timekeeping, record keeping, publicity, etc.
- Ensure the team follows the USA Hockey locker room supervision policy, which requires at least one responsible adult be in the locker room at all times when players are present.
- Field and answer all questions regarding the team budget.
- Keep team records, including league standings and overall team records. If desired by the head coach, one or more parents should record team statistics and forward the results to the coach.
- Coordinate team travel arrangements.
  - Assist in securing hotel rooms for out-of-town trips.
  - Furnish the full address of each arena within the team schedule.
- Update team schedules and make team records or other pertinent data at each league game or tournament available.
- Managing team equipment in collaboration with the Head Coach. This includes checking out goalie equipment, pucks, and a first-aid kit.
- Schedule non-league games. Obtain referees for these if they are “home” games.
- Forward scores of all home league games to the Minnesota Hockey District 2 scorekeeper.
- Secure player accident forms from District 2 and distribute when necessary.
- Prepare a team roster with names, addresses, parent or guardian names and phone numbers for each team member.
- Act as liaison between coaches and parents.
- Handle team publicity. Submit team updates and articles to MVIYHA social media coordinator.

### D. PARENTS

Parents are an integral part of the MVIYHA. Parent responsibilities may include, but are not limited to:

- Volunteer for MVIYHA functions, events, and fundraisers. The MVIYHA Volunteer Policy can be found under the “Volunteer” tab on the MVIYHA website.
- Know the MVIYHA hockey team participation requirements and see that your player meets them.
- Get players to practices and games on time. Notify the coach in advance when a player cannot make a game or practice. Fill out availability in the SportsEngine App.
- Be understanding and supportive of the time commitment.
- Keep up to date with all of the information pertinent to the team.
- Assist with the organization of team functions when requested.

- Provide the player with correctly sized and functional equipment.
- All team financial obligations must be fulfilled in a timely manner. Repeated failure to meet these obligations will be reviewed and addressed by the MVIYHA Board of Directors. Players must have settled all outstanding balances from the previous hockey season before they can register for the current season. Please see “Financial Assistance” tab if in need.
- Be encouraging, not critical, of your team and coach.
- Do not discuss or criticize coaches or players in the presence of your child.
- Discuss your problems or the progress of your player with the coach at the proper time. The proper time is never right after a difficult defeat or in the company of other players and/or parents.
- Appreciate that the coach is responsible for an entire team in the locker room and on the ice. Activity and behavior of the player at all other times is the sole responsibility of their parents.
- If you believe there is an issue on your player's team, please reach out to the appropriate level director on the MVIYHA Board of Directors as soon as possible. Addressing concerns early helps prevent them from escalating, and the Board is committed to resolving issues promptly and effectively.
- Ultimately the safety of the player is the responsibility of the parents. If a parent fears injury or witnesses' poor sportsmanship, they have the right and responsibility to remove their child from playing under those conditions.
- Any damages assessed to MVIYHA or an MVIYHA team at any facility used by these teams will be shared evenly by the parents of all players who were at the facility during that time unless responsibility can be established.
- Inappropriate or unreasonable behavior by a parent may be reviewed by the MVIYHA Board of Directors and could result in further action.

### 3. RULES & REGULATIONS

#### A. PLAYER ELIGIBILITY

##### 1. Mini-Maverick Program

The Mini-Maverick Program is MVIYHA's introduction to hockey program dedicated for our youngest skaters and is inclusive of both boys and girls. It is intended for PreK and Kindergarten-aged players with little to no hockey or skating experience. To register, players must be 4 years old on or before October 1<sup>st</sup> of the current registration year.

##### 2. House Hockey Program

The Mite (co-ed) and 6U/8U (girls) programs are focused on the development of skating skills, the love of hockey, and learning the team concepts. This is a large group of skaters that range from players who have never skated to players who have skated for 4-5 years. When registering a for our House Hockey Program MVIYHA recommends that parents follow the “Rule of 3”:

- If a player's grade plus the years of organized hockey experience are equal to or greater than 3, the skater should register for Mite Evaluations (2, 3, or 4) or 8U Evaluations.
  - Pre-K or Kindergarten = 0
  - 1st Grader = 1

- 2nd Grader = 2
- 3rd Grader = 3

Examples of “The Rule of 3”:

| Grade  | Experience | Total | Register For                  |
|--------|------------|-------|-------------------------------|
| Pre-K  | 0 years    | 0     | Mini Mavericks                |
| K      | 1 year     | 1     | Mite 1 or 6U                  |
| 1st    | 1 year     | 2     | Mite 1 or 6U                  |
| 1st    | 2 years    | 3     | Mite or 8U Evaluations        |
| 2nd ** | 0 years    | 2     | Mite 1, 6U, or Mini Mavericks |
| 3rd    | 0 years    | 3     | Mite or 8U Evaluations        |

\*\*For kids who play other sports and are trying hockey for the first year, please reach out to determine leveling.

### 3. Youth Program

The youth age groups for all players participating in the MVIYHA hockey program under Minnesota Hockey sanction will be as follows:

- Squirts (10U): Ages 9 or 10, on or before June 1<sup>st</sup> of the current registration year
- PeeWees (12U): Ages 11 or 12, on or before June 1<sup>st</sup> of the current registration year.
- Bantams (15U): Ages 13 or 14, on or before June 1<sup>st</sup> of the current registration year.
- Jr Gold: Ages 15 - 18, on or before June 1<sup>st</sup> of the current registration year and currently enrolled in high school.

### 4. Girls Program

The girls’ age groups for all players participating in the MVIYHA hockey program under Minnesota Hockey sanction will be as follows:

- 10U: Ages 9 or 10, on or before June 1<sup>st</sup> of the current registration year
- 12U: Ages 11 or 12, on or before June 1<sup>st</sup> of the current registration year.
- 15U: Ages 13 – 15, on or before June 1<sup>st</sup> of the current registration year.
- 19U: Ages 15 – 19, on or before June 1<sup>st</sup> of the current registration year and currently enrolled in high school.

## B. RESTRICTIONS

The following restrictions apply to all players participating in the MVIYHA and will be strictly enforced:

- Resident Requirements
  - Unless modified by a Minnesota Hockey or District 2 rule, eligible players must reside [or go to school] within the boundaries of the Mounds View Irondale or St. Anthony High Schools attendance areas defined by Districts 621 and 282.

- Use of an assumed name or falsification of age will result in expulsion from the MVIYHA for the remainder of the season.
- If minimum roster sizes cannot be met or maintained with eligible players from within the MVIYHA boundaries, then players from outside MVIYHA may be permitted to participate after obtaining MVIYHA permission and other required clearances.
- Any other exceptions or requests to play for MVIYHA, or for a player otherwise eligible to play for MVIYHA to join another hockey Association, must comply with Minnesota Hockey District 2 waiver policies. Any MVIYHA fees assessed at registration will not be refunded.
- Participants in the MVIYHA may not register or play hockey with any other organization or hockey team other than the team they have been assigned by the MVIYHA during the winter hockey season, including playoffs. If a player is found to be registered or playing with another team, the player will be suspended. Failure to follow this rule could result in penalties or sanctions for all MVIYHA teams.
- The use of an ineligible player in a scheduled MVIYHA game results in automatic forfeiture to opponents of all games in which the ineligible player participated. The MVIYHA Board of Directors may impose additional sanctions against the team and its members.
- Individuals and/or teams may not engage in independent fundraising activities without the prior approval of the MVIYHA Board of Directors.

### C. WAIVER POLICY

MVIYHA waiver process follows the procedures of the Minnesota Hockey Handbook and District 2 Rules and Regulations.

### D. PLAYING ASSIGNMENTS

All players must play for the team they are assigned to by MVIYHA.

1. House Hockey Program - Mini Mavericks, Mite 1, and 6U
  - All team assignments will be determined by the Mite Coordinator(s).
  - The Mite Coordinator(s), at their discretion, may consider any friend or family requests when making team assignments.
2. House Hockey Program - Mite 2, 3, 4, and 8U
  - Players will be assigned to teams accordingly through the evaluation process. Information on the evaluation process can be found under the house program tab on the MVIYHA website.
  - The Coordinator(s), at their discretion, may consider any friend or family requests within the same mite/8U level when making team assignments, while keeping competitive balance between the teams.
  - Late registration may be taken through the end of the evaluation process at the discretion of the Coordinator(s). Players will not be eligible for the Mite 4 or Upper 8U teams, but will be placed on the appropriate level team at the direction of the Coordinator(s).
3. Traveling Programs
  - Players for “A, B, and C” teams will be assigned according to the tryout manual. The tryout manual is located under the tryout tab on the MVIYHA website.
  - Roster Changes after tryouts

- Roster openings may be filled up to December 31, when Minnesota Hockey District 2 freezes the rosters of all teams.
- To fill an opening(s) on a team, the head coach for the team needing the player shall choose from among the three highest rated players (during try-outs) from the next level team down (i.e. an A team opening would be filled with B1 players and a B1 opening would be filled with B2 players). Upon the coach making this selection, the player, player's parents, and the Director of Hockey and Boys/Girls Coordinator (as applicable) must all agree to the move. If this player chooses not to move up, the process will be repeated until the opening is filled.
- Players may be demoted due to disciplinary reasons, lack of attendance, or failure to comply with the MVIYHA code of conduct. In the event of a temporary or permanent demotion, the Director of Hockey, Boys/Girls Coordinator and both Head Coaches involved must all agree to the move. If any of these individuals is a parent/guardian of the player involved, that person is not eligible to participate in this decision.
- Late registration may be taken until the end of tryouts, with approval of the Director of Hockey and Boys/Girls Coordinator. Players will not be allowed to participate at traveling team higher than B-level for girls or C-level for boys.

#### E. GIRLS YOUTH TRYOUT ELIGIBILITY POLICY

All girls are strongly encouraged to play in the girls' program. Girls are allowed to play in the boys' program, however once a girl participates in a tryout at any level of the boys' program, she loses her eligibility to play in the girls' program for that season. Likewise, once a girl participates in a tryout at any level of the girls' program she loses her eligibility to play in the boys' program for that season. **No girl may try out for more than one level of hockey within MVIYHA, boys or girls.** Any girl who registers after tryouts or does not participate in tryouts will be placed on the lowest level team of her appropriate age level. Exceptions to this policy may be made with the approval of the MVIYHA executive committee.

#### F. TRAVELING MOVE-UP POLICY

It is the policy of MVIYHA that each registered player will play at their age level as set forth by Minnesota Hockey Rules. MVIYHA does not allow players to move up levels in traveling hockey unless necessary (e.g., because of low registration numbers at a particular level). Any move ups will be approved by the Director of Hockey, Boys/Girls Coordinator, and the President.

#### G. PLAYING RULES

- All traveling teams will play games under the rules dictated by Minnesota Hockey and District 2.
- Additional MVIYHA participant expectations can be found in Appendix A.

#### H. ATTENDANCE

- Players must attend the scheduled practices and games or notify the coach to be excused. Players will be excused without consequence for legitimate reasons, such as sickness, injury, or religious obligations.
- Unexcused absences from scheduled practice sessions and/or games can, at the discretion of the coach, reduce a player's ice time or make the player ineligible for the next game. Any player in this category must be notified of their status by the coach as soon as practical.

- Multiple unexcused absences may result in the demotion of a player from an “A” or “B” level team to a lower team before December 31<sup>st</sup>. The Director of Hockey, Boys/Girls Coordinator and both Head Coaches involved must all agree to the move.

#### I. MVIYHA REFUND POLICY

- Season registration fees will be refunded upon request, in full, up to the first day try-outs are held, minus any costs associated with warm-up ice. After try-outs begin, no portion of the registration fee will be refunded. Registration refunds for special circumstances can be requested through the Treasurer for Board approval.
- Registration fees for MVIYHA-sponsored events such as warm-ups, clinics, and other special events will not be granted once the program begins. Registration refunds for special circumstances can be requested through the treasurer for Board approval.
- Once teams are formed, each family will be responsible for their share of team expenses. If a player leaves the team for any reason, the family will be charged their portion of the team’s expenses through the month that the termination is effective. For example, if a player leaves the team on November 13<sup>th</sup>, the family will be billed for team expenses through the end of November. If a player is injured or suspended and remains on the roster, all team payments are still the family’s responsibility. Full-season team expenses will be levied if a player leaves the team and then rejoins. No exceptions will apply.

### 4. COACH SELECTION AND REPLACEMENT

#### A. SELECTION COMMITTEE

- The MVIYHA Board of Directors shall appoint a Coaches Selection Committee. The Coaches Selection Committee shall comprise at least three (3) members, of which two must be Board members.
- All members of the Coaches Selection Committee will have one vote.
- A person applying to be the head coach of an “A” or highest-level team cannot serve on the Coaches Selection Committee.

#### B. COACH SELECTION PROCESS

- The Committee shall interview each head coach candidate unless both of the following conditions are satisfied: (1) the candidate is the only person who has applied for the position in question; and (2) the candidate has previously coached at the level in question and reviews of the candidate’s performance have been consistently positive.
- When selecting the head coach, the following selection criteria will be used:
  - General coaching philosophy and commitment to perform within MVIYHA guidelines.
  - Willingness to dedicate the hours necessary to prepare for and attend all practices and games.
  - Previous coaching experience in the MVIYHA.
  - Previous coaching experience in other youth hockey programs.
  - Evaluation forms from previous MVIYHA teams.
  - Availability of experienced non-parent coaches for Bantam/U15 and PeeWee/U12 “A” teams.
- Each candidate will submit to a background check for a mandatory statewide criminal record.

- The Coaches Selection Committee will present a recommended slate of candidates to the Executive Committee. The Executive Committee will review and vote on the proposed slate. If any member of the Executive Committee raises concerns about a specific candidate, the Board Members who serve on the Coaches Selection Committee will provide a summary of the candidate's qualifications. The Executive Committee will then hold a separate vote to determine approval of that individual candidate.
- MVIYHA will attempt to select "A" team or highest-level team head coaches prior to opening tryouts.
- At such time as tryouts have been concluded and team rosters have been finalized, in the event that a team does not have a son or daughter of a coach on the approved list, and there is no non-parent coach available for the team, the Director of Hockey and the Boys/Girls coordinator shall appoint a coach.

### C. COACH REPLACEMENT

If during the course of the season, a coach or assistant coach has to be replaced for any reason, the Director of Hockey and the Boys/Girls Coordinator shall appoint a new head coach based on the criteria listed in Section B.

### D. COACHES

#### 1. Certification Requirements

- All coaches are required to maintain current certification requirements per Minnesota Hockey and USA hockey.
- MVIYHA will reimburse any coach for USA Hockey registration, background checks, and any additional expenses related to level certification requirements. Coaches should submit all receipts to the Treasurer and forward all certificates to the Registrar Committee.

#### 2. Team Makeup

- Head coaches may select their assistant coaches.
- Assistant coaches must meet all the certification requirements required by Minnesota Hockey and USA hockey.

#### 3. Compensation & Expenses

- MVIYHA will pay all traveling coaches the following compensation:
  - Non-parent Head Coach: \$3000 - \$5000
  - Non-parent Assistant Coach: \$1,500
  - Parent Head Coach: \$300
- Total team payment will not exceed \$8000, regardless of how many non-parent head coaches are on the staff.
- Additional compensation may be paid with the approval of the Director of Hockey, Girls or Boys Coordinator, and the President.
- Parent Head Coaches will be paid at the conclusion of each season granted that they have fulfilled all the coaching guidelines for the entire season. Non-parent Head Coaches will be paid 50% of the pre-determined amount at mid-season and the other 50% at the conclusion of the season provided that they have fulfilled all coaching guidelines.

- MVIYHA will reimburse hotel rooms for out-of-town tournaments for each non-parent Coach to a maximum of three rooms.
- MVIYHA will reimburse each non-parent Head Coach a per diem of \$55/day. The days of arrival and departure will be reimbursed at a reduced rate of 3/4 of the daily per diem or \$41.
- All traveling coaches will be provided with an apparel budget by MVIYHA each year. Apparel budgets will be approved by the MVIYHA Board Members before each season.
- Coaches should submit receipts for all team expenses to the Treasurer for reimbursement.

## 5. EQUIPMENT

### A. MVIYHA SUPPLIED EQUIPMENT

#### 1. House Hockey Program

- Each House Hockey Team will be supplied with the following equipment:
  - Jerseys and socks
  - Goalie equipment (Mite 2, 3, 4, and 8U only)
  - Pucks and Puck Bucket/Bag (Mite 2, 3, 4, and 8U only)
- The team Head Coach or Manager shall be responsible for assignment, maintenance, and control of all team equipment.
- All team equipment will be returned to the Coordinator(s), Equipment Coordinator, or Goalie Coordinator. Goalie equipment may be used for off-season on-ice use with approval from the Goalie Coordinator.
- Additional equipment may be rented from MVIYHA as needed. To be eligible to use MVIYHA owned equipment, that player must play within the MVIYHA program during whole time of use. Contact the Coordinator(s) for all equipment rentals.
- All equipment rentals must be returned to MVIYHA by April 1<sup>st</sup> or date determined by the Coordinator(s) of the current hockey season. Any player not returning equipment will be prohibited from registering for the following hockey season.

#### 2. Traveling Programs

- Each MVIYHA traveling team will be supplied with the following equipment:
  - Game jerseys and socks
  - Practice jerseys
  - Pucks and Puck Bucket/Bag
  - First Aid Kit
  - Coaches Board
  - Electronic Devices
- The team Head Coach or Manager shall be responsible for assignment, maintenance, and control of all team equipment. Any equipment not returned to the association in good working order will be charged back to the team.
- MVIYHA can provide leg pads, gloves, and chest/arm protection for goalies to use while part of the association. While MVIYHA owns this equipment the family is responsible to return it in good condition, taking into consideration normal wear and tear. Families are responsible for all other equipment that is needed.

- Goalie gear can be used while the player is part of the MVIYHA association, including for off season training. It must be returned by April 1<sup>st</sup> of their final season with MVIYHA. Should a player leave MVI prior to the end of season for any reason, all goalie gear must be returned immediately upon their departure. This includes any players leaving for high school teams.
- To acquire gear the family must contact the Goalie Coordinator or Equipment Coordinator. Families must not purchase gear on behalf of MVIYHA without approval from MVIYHA and guidance regarding reasonable costs. If a family should do so MVIYHA reserves the right to refuse reimbursement.

## B. PLAYER SUPPLIED EQUIPMENT

- All MVIYHA must wear the following ice hockey equipment:
  - Hockey Skates
  - Shin Pads
  - Elbow Pads
  - Black Breezers
  - Shoulder Pads
  - Black HECC approved helmets and face shields
    - Helmets must be equipped with chinstraps
    - Goalies must wear HECC approved masks and head protection. The use of masks without head protection is prohibited.
    - Goaltenders can buy a black or white mask based on availability. Should goaltenders decide to paint or wrap their mask, they should follow the MVI brand and logo standards.
  - Colored Mouthguard
  - Black Hockey Gloves
  - Protective Cup or Pelvic Protector
  - Hockey Sticks (no plastic blades)
  - Neck Protectors

## C. COACH SUPPLIED EQUIPMENT

- All coaches must wear the following ice hockey equipment when on the ice at any MVIYHA event:
  - Hockey Skates
  - Helmet with Chinstrap
  - Hockey Gloves
  - Hockey Stick

## D. GAME UNIFORMS

- All teams must use MVIYHA supplied uniforms (e.g. jerseys and socks) for all league, tournament, and playoff games.
- MVIYHA team colors are green, gold, white, and black. All helmets, gloves, and breezers must be black. Failure to comply with MVIYHA color scheme may result in loss of playing time until the player complies.

## 6. LOCKER ROOMS

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

### A. LOCKER ROOM MONITORING

MVIYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30 - 60 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We sweep of the locker rooms and changing areas before players arrive. If the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors of the same sex (each of which has been screened) will be posted directly inside of the locker rooms and changing areas during periods of use. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### B. PARENTS IN LOCKER ROOMS

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

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

### C. MIXED GENDER TEAMS

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

## D. CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside the locker room. It may be permissible to have the coach/team manager collect phones.

## E. PROHIBITED CONDUCT AND REPORTING

MVIYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in MVIYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations should be directed through the MVIYHA grievance procedure in Section 10 or reported to the appropriate authorities.

## F. COMPLIANCE

For each team, the coach and/or team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team administrator who fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any MVIYHA participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary action per MVIYHA's code of conduct.

MVIYHA's Locker Room Policies will follow policies that may be issued by Minnesota District 2 Hockey, Minnesota Hockey, and USA Hockey.

## **7. TOURNAMENTS & TEAM TRAVEL**

MVIYHA has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments. MVIYHA has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arenas. MVIYHA has established policies to guide our travel, minimize one-on-one interactions, and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the players' experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice, and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### A. TOURNAMENTS

- All tournaments must be USA Hockey and Minnesota Hockey sanctioned.
- Participation in out-of-state tournaments require Minnesota District 2 approval before team entry.
- MVIYHA will contribute the full registration fee and cover all practice ice time expenses for any team that advances to a regional or state-level tournament. The individual team will be responsible for all additional travel costs associated with said tournament (e.g., hotel, food, transportation, etc.).

## B. LOCAL TRAVEL

Local travel occurs when MVIYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers, or administrators should avoid arranging or coordinating local travel. It is the parents/guardians' responsibility to ensure the person transporting the minor player maintains the proper safety and legal requirements.
- The employees, coaches, and/or volunteers of MVIYHA or one of its teams, who are not acting as a parent, should not drive alone with an unrelated minor player and should always drive with at least two players or another adult.
- Where an employee, coach, and/or volunteer are involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach, or volunteer of MVIYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

## C. TEAM TRAVEL

All MVIYHA youth and girls' teams can play out-of-town games and scrimmages outside the seven-county metro area. Team travel is overnight travel that occurs when MVIYHA or one of its teams, coordinates or arranges for travel so that our teams can compete at out-of-town tournaments.

- When possible, MVIYHA will provide reasonable advance notice before team travel. Travel notice will also include a designated team hotel for overnight stays. All other team travel requirements (i.e food, transportation, team events, etc.) will be the responsibility of the individual team. The team manager will be the point of contact to help with any travel details.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a minor player (unless the coach is the player's parent, guardian, or sibling).
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches and parents will also support and/or participate in monitoring the players' adherence to curfew restrictions and other travel rules.

## D. PROHIBITED CONDUCT AND REPORTING

MVIYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in MVIYHA may be subject to disciplinary action for violating these policies or for engaging in any misconduct or abuse or violating the USA Hockey SafeSport Policies. Reports of any actual or suspected violations should be directed through the MVIYHA grievance procedure in section 10 or reported to the appropriate authorities.

## 8. SOCIAL MEDIA

As part of MVIYHA's emphasis on participant safety, communications involving our youth players should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among administrators, coaches, players, and their families is critical. However, using mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings. Also, it provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct. Adherence to a policy for mobile and electronic communication reduces these risks.

All electronic communication between a coach and player must be to communicate information about team activities. Coaches, players, and all team personnel must follow common-sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or the families of the player or coach. If the player is under 18, any e-mail, electronic text, social media, or similar communication must also copy or include the player's parents.

### A. SOCIAL MEDIA

For example, but not limited to: Instagram, Facebook, Blogs, and Similar Sites.

Social media makes it easy to share ideas and experiences. MVIYHA recognizes, however, that social media, mobile, and other electronic communications can be especially concerning where younger participants are involved.

- Coaches are prohibited from having players join their personal social media page or any other similar social media application.
- To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page, and coaches can communicate with players through the site. All electronic communication of any kind between coach and player, including the use of social media, must be non-personal in nature and be to communicate information about team activities or for team-oriented motivational purposes.

### B. E-MAIL, TEXT MESSAGING, AND SIMILAR ELECTRONIC COMMUNICATIONS

Coaches, team managers, and players may communicate via e-mail and text messaging. All e-mail and text message content between coaches/team managers and players must be non-personal in nature and for the purpose of communicating information about team activities. E-mail and text messages from a coach to any youth player must include a copy to parents.

### C. REQUEST TO DISCONTINUE

Following receipt of a written request by the parents or legal guardians of a youth player that their child not be contacted by any form of electronic communication by coaches or other adults, the association, team, and coaches, and administrators shall immediately comply with such request without any repercussions for such request.

## D. ABUSE AND MISCONDUCT

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, team managers, volunteers, administrators, officials, parents, or athletes will not be tolerated and are considered violations of USA Hockey's SafeSport Program, and MVIYHA's Code of Conduct.

## E. REPORTING

Infractions of MVIYHA's Mobile and Electronic Communications Policy should be reported to MVIYHA's Social Media Coordinator or appropriate authorities. See Section IV of the USA Hockey SafeSport Handbook for more information concerning reporting. An MVIYHA participant or parent of a participant who violates this Social Media, Mobile, and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. MVIYHA's social media and other means of Electronic Communications Policies will follow policies that may be issued by Minnesota District 2 Hockey, Minnesota Hockey, and/or USA Hockey.

## **9. VOLUNTEERING**

Mounds View Irondale Youth Hockey Association has been built on those before us who have given their time and energy to provide a positive experience to our players and families. Our Association operates solely on a voluntary basis. To deliver quality programs and to create a positive, fun, and quality environment for our players, we need help from every participating family. MVIYHA's volunteer policy and requirements can be found on the MVIYHA's website under the "Volunteer" tab.

## **10. GRIEVANCES**

It is the belief of the MVIYHA that most differences are minor and the best way to work out a difference of opinion is for the parties involved to meet with one another. This is true whether the discussion is between parents, a coach and a player, a coach and manager, or a coach and parent. It is recommended that MVIYHA members keep in mind that there is a "proper time" to discuss most issues and that the proper time is never right after a difficult defeat or in the company of other players and parents.

If you feel you are not comfortable with a problem, either with a coach and/or manager or other parent, it is your right to contact the MVIYHA board to discuss your situation and problem-solve. This option is always available to association members, whether or not a situation has been discussed between the parties. This is not a grievance, but rather a way to provide open communication between two parties to help see each other's points of view. A five-member Mediation Committee nominated by the President will each individually receive a copy of your emailed concern (link provided on website) and decide how to help with your situation. If the committee feels that meeting with the coach and/or manager or other parent is warranted, they will recommend this solution. If after this meeting, the original party is still disgruntled, then they may wish to move on to the following Grievance process.

If an issue between a parent and a coach cannot be resolved to the satisfaction of both parties through private discussions, the following procedure is available, and the steps shall be followed in the order set forth below:

- Step 1: The guardian(s) shall contact the coach to request a meeting. The meeting (i) must be in-person or over video call; (ii) must include the team manager; and (iii) must take place within five (5) days of the date the coach receives the request. Note: The coach must always be the first contact, except if there is abuse of a player. When abuse is involved, the Board of Directors should be notified immediately. **The authorities should also be notified immediately!**
- Step 2: If the parent is not satisfied with the coach's response, the parent shall have seven (7) days to contact the Director of Hockey or the applicable Boys/Girls Coordinator to request a follow-up meeting with the Mediation committee. The Mediation committee will consist of the Director of Hockey, the applicable Boys/Girls Coordinator, the President, and two (2) non-conflicted board members. If there is a potential conflict of interest with any of the people involved in the grievance process, the Director of Hockey, Boys/Girls Coordinator, or President may be replaced by an additional board member. The follow-up meeting between the guardian(s), coach, the team manager and Mediation Committee must take place within seven (7) days of the date the Director of Hockey and/or Boys/Girls Coordinator receives the request. The Director of Hockey and/or President shall provide the coach and the parent with a written response within seven (7) days of the meeting, and such decision shall be final unless appealed to District 2.

## Attachment A: MVIYHA Participant Expectations

### Traveling Programs

| Youth Level<br>Girls Level                              | JR Gold | Bantam  | PeeWee<br>U12 | Squirt<br>U10 |
|---|---------|---------|---------------|---------------|
| Number of Players per                                   | 15      | 15      | 15            | 13            |
| Min/Max Tournaments<br>(Including District<br>Playoffs) | 3 - 5   | 3 - 5   | 2 - 4         | 2 - 4         |
| Min/Max Out of Town<br>Tournaments                      | 1 - 2   | 1 - 2   | 1 - 2         | 1 - 2         |
| Min/Max Games<br>(Including scrimmage<br>(Pee Wee))     | 40 - 60 | 35 - 70 | 25 - 45       | 20 - 35       |
| Target Practice: Game<br>Ratio                          | 2:1     | 2:1     | 3:1           | 3:1           |
| Min/Max Team Events<br>(Tournaments)                    | 4 - 6   | 4 - 6   | 4 - 6         | 3 - 5         |
| Short Bench<br>(Tournaments/Playoff<br>Games)           | Yes     | Yes     | Yes           | No            |
| Specialty Teams<br>(Power Play/Penalty<br>Kill)         | Yes     | Yes     | Yes           | No            |
| Multiple Positions                                      | No      | No      | No            | Yes           |
| Tryout  | Yes     | Yes     | Yes           | Yes           |

+Additional individual and positional training may be offered per week.

## House Hockey Programs

| Youth Level<br>Girls Level       | Mite 4  | Mite 3<br>8U Upper | Mite 2<br>8U Lower | Mite 1<br>6U         | M i n i<br>Mavericks |
|----------------------------------|---------|--------------------|--------------------|----------------------|----------------------|
| Number of Players                | 12      | 12                 | 12                 | 10 – 14              | NA                   |
| Min/Max External<br>Jamborees    | 1 – 3   | 1 – 3              | 1 – 2              | 1 – 3<br>( B o y s - | 0                    |
| Min/Max Cross-Ice<br>Games       | 10 – 20 | 10 – 20            | 10 – 20            | 8 – 12               | NA                   |
| Min/Max Full Ice                 | 5 – 10  | 2 – 10             | 0                  | 0                    | 0                    |
| Equal Playing Time               | Yes     | Yes                | Yes                | Yes                  | Yes                  |
| Rotating Goalie                  | Yes     | Yes                | Yes                | NA                   | NA                   |
| Target Practice:<br>Coach Ratio  | 3:1     | 3:1                | 3:1                | 5:1                  | NA                   |
| Min/Max Team Events<br>per Week* | 2 - 4   | 2 - 4              | 2 – 4              | 1 - 2                | 1                    |
| Evaluation                       | Yes     | Yes                | Yes                | No                   | No                   |

+Additional individual and positional training may be offered per week.