

Marshall Amateur Hockey Association



POLICY MANUAL

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INTRODUCTION

Welcome to the Marshall Amateur Hockey Association (MAHA)! It is our desire to create a fun and exciting experience for players and family members that will continue for years to come. The purpose of this manual is to give a general outline of the hockey program. Please read it carefully. If you have any questions, feel free to call any of the board members listed on the MAHA website. A set of bylaws governs MAHA, which is governed by USA Hockey, Minnesota Hockey and our local Board of Directors. A copy of the bylaws can be requested from the president. The Board of Directors is elected by the Marshall Amateur Hockey Association members at the annual meeting. Members are elected to the board for a three-year term. Any association member in good standing is eligible to run for the board positions and every member is encouraged to attend the board meetings.

MISSION STATEMENT

To provide a positive hockey experience to the youth of the Marshall area by offering the best programs with the best facilities.

VISION

We strive to provide a hockey program enabling players to participate at appropriate levels of competitiveness for all ages and skill levels.

VALUES

Fair Play: Learn that games and life are played by rules.
Growth: Learn about success and failure through sportsmanship.
Success: Learn that success is earned by hard work and diligence.

MAHA GOALS & OBJECTIVES

GOAL ONE - To develop and maintain programs that recognize and build on the strengths of the individual, the teams, and the Association.

Objectives:

- a. Provide a source of competitive recreation and skill development for Association and community members.
- b. Develop a sense of pride and accomplishment in our members.
- c. Match athletic skill levels while keeping a focus on the social value of playing with peers.
- d. Provide coaching staff and members with clear expectations of programs and goals within the Association.
- e. Create an attitude and understanding that hard work and diligence is rewarded and rewarding.

GOAL TWO - To develop 'Teams of Excellence.'

Objectives:

- a. Develop a sense of team play and sportsmanship.
- b. Develop the playing skills of everyone.
- c. Develop teams fully prepared to compete at the high school level.
- d. Support, compliment, and cooperate with the Marshall High School hockey programs.

GOAL THREE - Keep the barriers for participation as low as possible.

Objectives:

- a. Provide a positive-youth activity that teaches life-long lessons about teamwork, sportsmanship, and competition for young boys and girls.
- b. Help ensure a continued interest in the community and encourage participation in our program.
- c. Provide a source of family entertainment.
- d. Provide equipment to assist in cost containment.
- e. Maintain costs at reasonable levels by being good stewards of the Red Baron Arena and Expo, our volunteers, and our members' financial investments.
- f. Recruit families that have not historically or traditionally been involved in hockey.
- g. Maintain a scholarship program that is available to members to reduce or eliminate MAHA fees.

GOAL FOUR - Utilize a system of volunteerism by working at designated MAHA activities.

Objectives:

- a. Volunteerism helps keep the cost of participation down.
- b. Encourage active participation and a sense of community in our members.
- c. Help ensure an adequate number of volunteers.

GOAL FIVE - Maintain and improve the hockey facilities and hockey environment in our community.

Objectives:

- a. Provide support for the Red Baron Arena and Expo in cooperation with the Arena Staff and City of Marshall.
- b. Work to establish and maintain other facilities such as outdoor rinks, weight rooms, etc., which will help our membership achieve our goals.

TEAMS

Level of play	Age	Year in School
Mine Mite	6 years and under by June 1st	1st grade and younger
Mite	8 years and under by June 1st	2nd and 3rd
Squirt or 10U	10 years and under by June 1st	4th and 5th
Peewee or 12U	12 years and under by June 1st	6th and 7th
Bantam	14 years and under by June 1st	8th and 9th

Mini-mites (4-6yrs) and Mites (7-8yrs) are grouped together based on the number of participants and the player's abilities. Squirts/10U (9-10yrs), Peewee/12U (11-12), and Bantam (13-14) are split into "A", "B" and/or "C" teams. The splits depend upon the number of players at that level. Splits allow players to play at their appropriate skill and age level. (See Tryouts and Team Selection for further details.) MAHA adopts Minnesota Hockey guidelines regarding player eligibility.

MINI-MITES

This program is designed to introduce youth to the fundamentals of skating and hockey, in a non-competitive environment. The emphasis is on encouragement and building confidence. The primary objective is to offer ice time and instruction from coaches. Sessions will be designed to provide the proper balance between skating and hockey skills instruction. Development of the players at this level will follow the American Development Model (ADM). The scrimmages will be low-key with no emphasis on winning with the goal to have fun!! Mini-Mites are not required to travel to away games and can elect to play in house only.

- a. **Practice:** Generally, two sessions per week. Calendar will be updated throughout the season.
- b. **Scrimmages:** Will be determined by coaches, HOC, and direction of MN Hockey.

MITES

At the Mite level, the emphasis is on fun and enjoyment with development of the player's skills and knowledge of the game. The year will be spent working on skating, puck handling, and passing, with work on position play later in the year. After several weeks of practice sessions, the Mites will be taught how to play games in the form of scrimmages. Players will not be assigned positions at this age and the development of the players will follow the American Development Model. Each youth will be given the opportunity to play goalie in practice to determine his/her interest and ability. Everyone gets to play with approximately equal playing time. These games will emphasize participation and development of hockey skills. Mites are not required to travel to away games and can elect to play in house only.

- a. **Practice:** Generally, two-three sessions per week. The calendar will be updated throughout the season.
- b. **Scrimmages:** Will be determined by coaches, HOC, and direction of MN Hockey.
- c. **Team Division:** Determined by coaches and HOC.

SQUIRTS & 10U

The emphasis at this level is skill development including team play. Coaches will provide equal practice and playing time for all members of these teams. The goal is to develop hockey skills and team play in each skater. This is the first level where girls and boys play on separate teams.

- a. **Practice:** Typically, three-four sessions per week. The calendar will be updated through-out the season.
- b. **Games:** MAHA will follow current MN Hockey Guidelines.
- c. **Team Division:** Determined by coaches and HOC.

PEEWEEES & 12U & BANTAMS

At the PeeWee, 12U, and Bantam levels, emphasis is placed on developing the player's hockey knowledge and skill, while maintaining the fun and enjoyment of the sport. At this level a higher level of commitment is required. Each player must be prepared to give their full attention and their best effort.

- a. **Practice:** Typically, four-five sessions per week. The calendar will be updated throughout the season.
- b. **Games:** MAHA will follow current MN Hockey Guidelines.
- c. **Team Division:** Determined by coaches and HOC.

Tryouts and Team Selection

Teams will be rostered at a level determined by HOC; however, when the number of youth enrolled at a given level (Squirt/10U, PeeWee/12U, Bantam) exceeds the acceptable roster size, MAHA will attempt to roster additional teams. Players will not be cut from the MAHA program due to roster restrictions or the number of players at a given level. When additional teams are rostered, players will be selected based on ability. Players of like abilities will be grouped together. The highest rated Squirt/10U, PeeWee/12U, and Bantams will be "A" teams.

Team selections from the tryouts are not an exact science. Many different skills must be judged, in order to decide the placement of the player, for that particular year. It is important to remember that tryouts are merely a placement exercise for that particular year. The purpose of our hockey program is to allow players to improve and have fun while doing it. It is in the best interests of the player to play at a level where he or she will be challenged but will also have some success.

Tryout Procedure (Squirt/10U, PeeWee/12U & Bantam)

- a. **Selection Committee** – Evaluators will be made up of people who have over 10 years of hockey experience as a player, a coach, or an administrator. Hockey Operations will determine the evaluators based on their level of experience, knowledge, and competence. The Hockey Director may or may not be an evaluator. Parents of children at a specific level may not be an evaluator for that specific level. All tryouts are closed to the public and will only be attended by members of HOC (with the exception of a HOC member who has a child trying out), coaches, and evaluators.
- b. **Evaluations** – Selection Committee members will evaluate players over the first few weeks of the season. Objective measurement of the various basic hockey skills (skating skills, puck handling, passing, shooting, etc.) will be taken. Scrimmages with evenly divided teams will be used as an evaluation tool, where team play, game knowledge, effort, and attitude will be evaluated. An evaluation grading scale created by the Marshall Head Varsity Coaches will be used. Coaches from each team will run the on-ice

tryouts, except for parent coaches. In the event coaches of a specific level are parent coaches, HOC will provide non-parent coaches to run on-ice tryouts.

- c. **Selection** – Upon completion of the above evaluations the selection committee shall meet and make the team selections based on their testing and observations with consideration from non-parent coaches.
- d. **Announcement of Teams** – The Selection Committee will set a date prior to tryouts. Teams will be posted on the MAHA website on the predetermined date. The announcement will come within 5 days of all levels completing tryouts.

Mini Mite and Mite Move up Policy

Mini Mites

- 1) Mini Mite aged players must play at their age-appropriate level for a minimum of 2 seasons. A player who registers as a Mini Mite aged player and ages up to Mites the following season, will not be required to play a second season of Mini Mites.
- 2) The only exception to rule 1 would be if it is deemed by a majority of his/her coaches, and approved by HOC, that said player is being held back developmentally because of their advanced development and is not being presented a developmental challenge at the Mini Mite level.
- 3) Mini Mites is a level where we focus on fun while developing the basics of balance and coordination. It is time to move up when the players focus becomes more hockey development.

Mites

- 1) Mite aged players must play at their age-appropriate level for a minimum of 2 seasons. A player who registers as a Mite aged player and ages up to Squirts or 10U the following season, will not be required to play a second season of Mites.

Exemptions

- a) It is deemed by a majority of his/her coaches, and approved by HOC, that said player is being held back developmentally because of their advanced development and is not being presented a developmental challenge at the Mite level. This player may be coined as a “generational talent”.
- b) The player qualifies for the USA Hockey peer up program. The player is in a grade with the next levels age-appropriate players and has a June, July, or August birthdate.
- c) HOC, in agreement with the MAHA BOD, sees an opportunity to balance team numbers at either squirts or 10U. The necessity to move Mites up to the next level and its parameters will be laid out decisively in this body of rules under the Balance of Teams subheading.

Balance of Teams

1. Balance of teams would be creating teams based on the number of players registered at their age specific levels. An ideal balance per team varies from level to level. The minimum team balance at each level, Squirt/10U-Bantams, would consist of 9 skaters and 1 goalie. The maximum would be 18 skaters and 2 goalies. The latter scenario is not ideal and would always strive to be avoided.
2. MAHA's goal is to have each registered player always compete at their age specific level.
3. In cases where we do not have an ideal balance of teams, MAHA would have to evaluate where to pull athletes from to balance them out. This would consist of taking players from a lower level and moving them up a level to create a more ideal balance.
4. MAHA shall never pull more than 3 players up from a lower level to try and create a balance at a higher level. If we need 4 players to create three teams at a level, we will not create 3 teams and proceed with 2 teams. This may create a less than ideal balance at that higher level but could stunt development of athletes that could benefit from another season at their age specific level.

MOVE-UP REQUESTS

MAHA will at no point accept a move up request from a parent or guardian of an athlete. The parent or guardian may request a peer up under Minnesota Hockey's peer up rule. A parent requesting a move up for their athlete outside of the peer up rule will be directed to this ruling and will have no other recourse in the matter. See the table under "teams" section where the peer up policy would take effect.

Member Responsibilities

Going above and beyond is what makes us better. MAHA is a volunteer; nonprofit organization and we depend on our members to make our organization successful. We expect all members to pay fees on time, complete volunteer hours, support your team, and participate where you can help this organization remain successful.

Individuals who have not paid their registration, or who indicate they will not pay registration, participate in fundraising, or volunteer hours will not be considered MAHA members. MAHA reserves the right to revoke membership through review and a board vote.

Benefits of membership will not be extended to non-members (this includes use of ice time provided by MAHA, use of equipment, use of uniforms provided by MAHA, newsletters, mailing listing, etc.).

MAHA also understands that it may be difficult for some to meet the financial requirements of MAHA membership. Options are available that may help some families meet these financial requirements. Please contact the MAHA board President if you would like further information. Anonymity will be maintained for such a request.

Fees

Every effort is made to keep the fees at the lowest level possible, while providing each player the ice time, instruction, and equipment needed to make this a productive, healthy, and fun activity. The MAHA Board sets the fees prior to each season and input is always being sought on ways to keep fees low. Please refer to the current Registration Form for the current fee structure.

- a. MAHA does offer a scholarship program to cover the MAHA registration fee for hockey players. To apply for the scholarship program, contact the current MAHA President.
- b. MAHA will fund all out-of-town tournaments, as well as district, regional, and state tournaments. The Tournament Committee is charged with registering or approving teams for out-of-town tournaments. The Tournament Committee will work in conjunction with HOC to ensure tournaments fit the skill level for each respective level.
- c. Additional expenses may be incurred throughout the season.
- d. Those families enrolled in the Automatic Bank Withdrawal Program can pay their registration fees over a 6-month period with payments starting September 15th and the last payment withdrawn on February 15th.
- e. If a player quits for any reason prior to December 1st, the family will be refunded one half (1/2) of the registration. No refund will be granted after December 1st. All fundraising monies or products, and any association equipment must be returned prior to any refund.
- f. Hardship cases will be considered, and funding may be available for scholarships if there is a demonstrated need. Please contact the MAHA President for more information.

Fundraising

- a. All returning association families (Mini Mite-Bantam) are required to purchase a minimum of twenty five (25) coupon books at \$15.00 each. Families with 2 skaters must purchase forty (40) coupon books and families with more than two skaters must purchase fifty (50) coupon books. First year players or families are required to purchase ten (10) coupon books.

Payment for coupon books must be set at time of registration. If this is not done it will result in the player not being allowed on the ice until arrangements are made. Payment options will be outlined during the registration process.

Volunteer Hours

- a. All current Association member families with 1 skater are required to do a minimum of thirty five (35) hours of volunteer service, at various board approved MAHA activities.
- b. A member family with 2 skaters are required to perform 1.5 times the number of volunteer hours, (52.5 hours). A family with more than 2 skaters is required to perform 1.75 times the number of required hours, (61.25 hours).
- c. For returning members, a minimum of twenty two (22) of these hours are to be worked in the concession stand
- d. New members, who have not previously been MAHA members, are required to a minimum of twenty (20) hours during their first year, seventeen (17) of those being in the concession stand.
- e. All members are expected to volunteer at their teams/level home tournament(s). (Regardless of your completed volunteer hours)
- f. Volunteer hours must be completed prior to registration for the following year.
- g. Members that do not complete the required volunteer hours to MAHA will be noted as delinquent and not allowed to register in the future until such fees are paid in full.
- h. Members will pay a volunteer fee of \$10 an hour for regular volunteer hours and \$50 for Concession hours not worked if they choose to not commit to the minimum volunteer hours required. These hours can be bought out before the season at these rates or will be charged out for hours not worked during the year, per board direction.
- i. In any event, whether volunteer hours completed or not, members are still committed to helping with the home tournament for their level and their teams' home games. This includes all parent coaches (any level), board members, team managers, and their families. To ensure adequate coverage at home tournaments and jamborees team managers and/or tournament directors will determine the number of shifts that each family is required to work.
- j. There may be additional hours available for special board approved activities and fundraisers. Watch for communication from board members to participate in these activities.

- k. Members are responsible for reporting their hours to fulfill this requirement.
- l. Board members, the association ice scheduler, dibs scheduler, reffing coordinator, webmaster, Squirt/10U and above parent coaches, members of HOC, and the gambling manager are exempt from the concession hour requirement but are expected to work during times of need. The board, at any time, can impose the volunteer requirement to any of the members listed by simple majority vote.

Please remember your support is needed to keep costs at a minimum for our hockey programs.

Expectations-Players

- Play for FUN.
- Work hard to improve your skills.
- Be a team player: Get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time for practices and games.
- Learn the rules of the game and play by them. Always be a good sport.
- Respect your coaches, your teammates, your parents, opponents, and officials.
- Respect yourself.

PHYSICALS

All youth eleven or more years of age as of June 1st of the year the season begins, must present evidence they have passed a sports physical within the past two years before they will be allowed to participate in practice or games. The MAHA safety coordinator and Registration Director will be charged with collecting physicals.

TRANSPORTATION POLICY

Only a parent or other designated adult may drive to away games. A parent may designate a licensed driver/player to drive if: The parent remains in the vehicle and parents of other passengers specifically approve. In all cases, follow safe sport policies.

ROOMING AND TRAVEL POLICY

Each player attending an out-of-town event shall have either a parent or other designated adult assume responsibility for the player during the entire trip. Our athletes and parents are expected to comply with hotel policies regarding curfew, quiet hours, and any other policies they have in place for visiting hockey teams.

CONTROLLED SUBSTANCE VIOLATIONS

Regardless of quantity, a player shall not:

- a. Use a beverage containing alcohol.
- b. Use tobacco in any form, including vaping.
- c. Use, consume, possess, buy, sell, or give away any other controlled substance.

Failure to comply will result in the following consequences:

- a. After a violation has been determined, the player shall lose eligibility to participate in any association activities for the period covering the next two (2) consecutive games, or two (2) weeks of the season, whichever is greater. There is no exception permitted for a player who enters a treatment program after a violation has been determined.
- b. 2nd violation: Loss of eligibility for the period covering 6 games or 6 weeks, whichever is greater.
- c. 3rd violation: Loss of eligibility for the period covering 12 games or 12 weeks, whichever is greater.
- d. Summer violations: Treated the same as in-season violations.

- e. More serious violations will warrant indefinite suspension, pending a meeting of the HOC and the player's parents, to determine course of action.

Example Attendance Policy – Coaches will outline their teams’ expectations during parent meeting at the beginning of the season.

- a. Late for a practice or Coaches set time for arriving at a game:
 - At Coaches discretion.
 - If repeated offenses occur-loss of 1 period and Coach will contact parent.
- b. Unexcused absence from practice or game:
 - 1st violation: Loss of 1 period.
 - 2nd violation: Loss of 1 game.
 - 3rd violation: Indefinite suspension pending Coach/parent meeting.
- c. If a player is sick or unable to attend, a parent is to contact the Coach before practice or game, to make the absence "excused".
- d. If no contact is made with Coach, absence is considered "unexcused" with consequences in effect.

Red Baron Arena & Expo Discipline

- a. If any member of the Marshall Amateur Hockey Association, player, parent, or Coach is under disciplinary action from Red Baron Arena & Expo, the Association will honor that action. If a suspension from Red Baron Arena & Expo is in effect, it will be in effect for any Association function occurring at the Arena (game, practice, tournament, etc.) during the period of suspension.
- b. Anytime a player misses a game or practice because of disciplinary action from the Arena staff, the absence(s) will be considered “unexcused” and will then incur any and all consequences related to Association attendance policies.

Damage to Property

- a. “Property” will include, but not be limited to, all property of any arenas, buses, and personal property damaged "intentionally" or accidentally through irresponsible or negligent actions.
 - Offender will pay any damage costs.
 - Offender will receive an indefinite suspension pending a meeting of the Hockey Operations Committee and parents to determine appropriate consequences.
- b. All teams will keep the locker rooms that they are using in a clean, orderly, condition whether home or away. Failure to do so will result in the loss of locker room privileges at Red Baron Arena & Expo. The first offense is the loss of the locker room usage for one week. The responsible parties and/or the team will pay in full any monetary damage to the locker rooms or facilities.

Jewelry

- a. Earrings, necklaces, bracelets, etc., are not to be worn at any time that a player is on the ice and associated with the team.
 - o 1st Violation: Reminder.
 - o 2nd Violation: Player will leave game or practice (unexcused).
 - o 3rd Violation: Indefinite suspension pending Hockey Operations Committee/parent meeting.

Overnight behavior policy

- a. All Association rules will be in effect.
- b. Individual Coaches will set-up specific rules of conduct for hotel, rinks, restaurants, etc., on trips.
- c. Parents are responsible for their child's adherence to rules on a trip.
- d. If rules are violated, player may be sent home.
- e. If a player's parent(s) are not on the trip, the Coach may call the player's parent(s) and have the player taken home.

Severe Unsportsmanlike Conduct

- a. A player, who in the Coach's judgment, commits a severely unsportsmanlike act, on or off the ice, may be indefinitely suspended pending a meeting of the Hockey Operations Committee to evaluate the situation and take appropriate action.
- b. Acts that are considered "unsportsmanlike" include, but are not limited to: certain language – including the use of racial slurs and gestures – throwing objects, refusing to shake hands, instigating problems during a handshake or contest, stealing, etc.

School Behavior and Academic Performance

- a. If a player is suspended from school, he/she will also be suspended from all Association activities, which take place during the suspension. This policy will be in effect on Friday, Saturday and Sunday in the case of a suspension, which spans a weekend.
- b. Based on recommendations of school officials and/or parents, the Association can suspend a player from Association activities for failing to reach minimum academic standards. The Association will seek to establish (with the aid of school officials) a level of improvement to be shown by the player before the academic suspension is lifted.

Possession of Weapons by Players

- a. Players are not to possess any gun, knife, or other weapon on their person or in bags at any time.
- b. "Tools" needed for equipment maintenance must be checked by a Coach for acceptable storage and use.

- c. Any player who is found to possess a dangerous weapon will be subject to immediate, indefinite suspension by the Coach pending a meeting of the Hockey Operations Committee and the player's parent(s).

Adherence by Membership

- a. To play as a member of the Marshall Amateur Hockey Association, every player and parent must demonstrate a willingness to adhere to these rules by signing an "Acceptance of Rules and Regulations" agreement as part of registration, which states that these rules are understood and accepted as such by the player.
- a. Any adult may step forward and inform a MAHA board member, who will inform the other members, about a "violation" (as under section "Marshall Amateur Hockey Association Operating Rules" of this policy manual). This adult will have to "see" or "personally know" of this violation, firsthand. The MAHA board members will only know this adult's name. The board will inform the violator's coach as to what consequence the player will have to follow per the section "Marshall Hockey Association Operating Rules" or the board's decision. The player's coach is to inform the player's parent(s) only.

Locker Room Policy

- a. MAHA teams will utilize a locker room monitor for all practices and games.
- b. The locker room monitor can be the coach, but it might be more practical to add the team manager and/or selected team parents. Coaches have many tasks and are not always in the locker room. It is suggested to choose several parents to be certain every team event is covered.
- c. Locker room monitors should be appropriate maturity.
- d. All locker room monitors must be screened in accordance with the MN Hockey Screening Policy annually. Screening information is to be turned into the Registration Director.
- e. The locker room monitors should be carefully chosen and understand that their role is strictly supervision of the locker room. The non-coach locker room monitors are not coaching and should not attempt to be such.
- f. The locker room monitors must be gender correct.
- g. Team events include both games and practices, and monitoring is required whenever players are in the locker room. The monitor must come early and stay late.
- h. The locker room monitors must be physically in the locker room. One cannot supervise from the hallway. This applies even if other parents are in the locker room to assist a player with his or her equipment.
- i. All recording devices are banned from the locker room, including cell phones and cameras.
 - o Technology – No cell phones permitted in the locker room, unless authorized by coaches for music. MAHA follows all MN Hockey and USA Hockey rules as it relates to the use of phones in the locker rooms.
- j. At a minimum the locker room monitors' specific duties should include:
 - o Responsibility for locker room security, including allowing only team-authorized persons to enter the room and locking the room when the team is on the ice.
 - o Being in the locker room always when a coach is in the room with a single player.

It is the intent of the MAHA to provide a safe place for our youth to change into and out of uniform.

Parents in Locker rooms

- A. Except for players at the younger age groups, mites and younger, parents should not enter the 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 or manager know.
- B. 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. At mites and younger, 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.

- C. At older levels if a player needs assistance with their equipment from a parent, they should come into the hallway or common area to receive assistance.
- D. If a parent needs to speak with their player or provide assistance, they should ask a coach or assigned locker room monitor to get that player from the locker room.

Mixed Gender Teams

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pre-game meeting.
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress separately, if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. The first gender would then leave the locker room, while the other gender dress. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post-game meeting where separate facilities are not available; the second gender group enters the locker room and undresses, while the first gender group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.
- E. Under no circumstances will a member of the opposite sex (adults Included) be in the same room while players are undressing or dressing.

Minnesota Hockey Locker Room Monitoring Policy

Minnesota Hockey acknowledges the Locker Room Monitoring Policy as established by USA Hockey. Monitors must be the same gender as the players and undergo background screening by Minnesota Hockey to serve in this capacity. When coaches are not the same gender as the players, coaches may not be in the locker room while players are changing unless the players have a base layer on or come to the rink in a base layer.

No team or player shall be allowed to enter a locker room prior to a scheduled event until a locker room monitor is present in the locker room and such monitor shall remain in the locker room until the last player leaves the locker room unless coaches are present. When coaches are present in the locker room, they may serve as locker room monitors.

Any coach(es) meeting(s) with an individual, minor player shall be conducted on the ice, on the bench, in the locker room with other team members and/or locker room monitor(s) present, or in an observable and interruptible setting.

When a player is ejected from a game there must be at least two adults consisting either of locker room monitors or coaches in the locker room with the suspended player. If there is a break and players go to the locker room without coaches, a locker room monitor must be inside the locker room.

Alleged violations of these rules shall cause a mandatory hearing to be held in accordance with Minnesota Hockey Bylaw Article 6. If warranted, a suspension penalty may be levied upon the head coach or person in charge of the team if the head coach is not present. The penalty for violations of this rule shall be \$500 for the first offense, \$1,000 for the second offense, and \$2,500 for the third offense. These fines are the responsibility of the offending team and shall be paid to the applicable district.

MAHA follows and stands by MN Safe Sport. Please go to MN Hockey to review MN Safe Sport Policy at <http://www.minnesotahockey.org/safesport>.

Expectations-Parents

Non-Interference Policy

MAHA coaches need to be able to coach without interference from parents. This pertains to all coaching decisions related to games, practices, disciplinary actions, and other items related to the management of the team's unity and performance. Parents who approach a coach to argue/complain about the items in the above paragraph will be risking their child's participation on the team (see below). The appropriate channel for these complaints/concerns is through HOC. If the parent feels the coach must be approached regarding an issue (e.g. safety), the Hockey Director should be contacted.

- a. If a coach feels the "Non-Interference Policy" has been violated by a parent he is to tell that parent (e.g. "This is not appropriate to discuss, direct your concerns to the Hockey Operations Committee.") The coach should then notify the MAHA Hockey Director.
- b. Review: The MAHA Hockey Director will review the incident and notify the parent and coach of the results, which will be either:
 - Valid: penalty imposed.
 - Or
 - Invalid: no action taken.

Penalty: Ranging from a warning up to and including a disciplinary hearing as outlined in this document labeled Player, Parent, or Coach Discipline and Suspension.

- c. If a parent is acting in good faith in the interest of preventing imminent physical/psychological harm the above policy is not applicable.

PLEASE NOTE: PARENTS, MAKE SURE THAT COACHES ARE AWARE OF ANY 'CONDITION' (physical, medical, etc.), THAT MAY AFFECT THEIR CHILD'S PLAYING SKILLS/ABILITY AT ANY TIME. THIS WILL HELP ALL OF THOSE CONCERNED, INCLUDING YOU.

MAHA coaches welcome parent involvement in their child's activities and will be happy to discuss appropriate issues with you and your child. These issues include skills development, (Selection of hockey camps, workouts) schedule conflicts, equipment, medical needs, precautions, and family events, which may affect the player (illness, etc.).

- a. Support your children's desire to play their chosen sport(s). Make it fun.
- b. Encourage your children to play by the rules.
- c. Applaud the good plays of both teams.
- d. Do not embarrass your child by yelling at players, referees, or coaches.
- e. Emphasize skill development and de-emphasize competition in the lower age groups.
- f. Know the rules of the game and support the officials on and off the ice.
- g. Work toward removing physical and verbal abuse in youth sports. Control your emotions, do not yell, demean, or physically abuse your child after a game or practice.
- h. Support your volunteer coaches.
- i. If you enjoy the game, learn all you can about the game and volunteer!

Expectations-Coaches

All coaches are nominated by the MAHA Hockey Operations Committee and approved by the Board of Directors. Head coaches and assistant coaches with no children on the team are paid, depending upon the level. The board of directors determines this after consultation with the Hockey Operations Committee. *The rules and duties established for coaches, have been put together by the MAHA Hockey Operations Committee. The purpose of these rules is to provide the best environment for the players in our Association. It is the goal of the committee that our players have fun playing hockey while being taught, in a positive manner.*

- a. No swearing or offensive language.
- b. No use of tobacco products on the bench or in the arena, during games and practices.
- c. No being under the influence of alcohol or illegal drugs at hockey related activities.
- d. Stay with the team on all road trips.
- e. When on the ice, games AND practices, all team players are to wear all their equipment.
- f. Exception: Any non-playing team player, on the bench, is to have a helmet on.
- g. Help enforce the MAHA rules and policies, especially relating to the violations/consequences.
- h. All MAHA coaches are required to attend a Minnesota Hockey recommended clinic, approved by the coordinator. USA hockey clinics are provided around the state. MAHA will reimburse coaches for the coordinator-approved clinics.
- i. All coaches are required to wear a helmet (fully strapped). Non-compliance can result in 30-day suspension at the discretion of Minnesota Hockey.
- j. Skating fundamentals should be coached and practiced at all levels.
- k. Encourage players to learn different positions, especially at the Squirt and below levels. This creates a well-rounded player and better prepares the child for the next level(s).
- l. No one is allowed on the player's bench, without being listed on the official certified USA Hockey roster.
- m. Each team (Squirts on up to Bantams) can have up to 4 coaches.
- n. Full hockey gear is to be worn by any non-adult helper during ALL practices.
- o. MAHA will reimburse NON Parent coaches for travel expenses. This would include pay for mileage for travel to away games, at the IRS rate, and overnight hotel expenses for away tournaments. Coaches are expected to try and ride with team families first, then together and as a last resort on their own. For rooming, it is expected that two coaches room together as long as they are the same sex. HOC will approve all reasonable coaching expenses.

AGENDA AT 1ST COACH/PARENT MEETINGS

It is the coaches' responsibility to call a parent meeting as soon as possible after the team roster is finalized. The Hockey Operations Committee will assist in this effort if needed. Notify the MAHA president of the time and date to ensure a representative of the board is at the meeting to help conduct the meeting. At this meeting the following items must be covered but not limited to:

- a. Introduction of coaches and parents.
- b. Structure of MAHA.
- c. Philosophy and goals of MAHA program at this level.
- d. Coaches' philosophy and rules.
- e. Proper equipment.

- f. Team member responsibilities.
- g. Parent responsibilities.
- h. Practice Schedule.
- i. Game Schedule (if applicable).
- j. Travel arrangements (if applicable).
- k. The essence of good sportsmanship.
- l. Selection of Team Manager(s).
- m. Selection of Tournament Coordinator(s).
- n. Selection of Media Relations Personnel.
- o. Questions and Answers.

Grievance Policy

Listening to the members and acting when appropriate is important for MAHA to be able to deliver a quality experience. A member committee consisting of the MAHA Board President, the Hockey Director and Vice President will field all grievances.

If a member would like to file a grievance, they should visit the MAHA website and fill out the form titled Grievance/Indecent Reporting Form. Once completed this form should be emailed to the President. Once the form has been received:

1. The Grievance Committee will investigate the complaint or incident.
2. The committee will determine appropriate actions. Based on the case, it may take up to one week to complete.

In the event the grievance complaint leads to the need for a hearing, MAHA will follow the framework laid out in the Minnesota Hockey Handbook that follows Article 6 and USA Hockey Bylaw 10. Framework for that policy can be found at <https://www.minnesotahockey.org/handbook>.

Player, Parent, or Coach Discipline and Suspension

Unsportsmanlike behavior will not be tolerated. This applies to players, coaches, parents, fans, and all others who come to our games whether home or away. Coaches are responsible for the sportsmanship displayed by their teams and have the authority to deal with it in an appropriate fashion. Failure to comply can result in suspension or expulsion from the team. Similarly, infractions by parents, coaches, and others will be dealt with according to the severity of the infractions.

In the event violations of above policies result in disciplinary action needing to be taken outside of what is listed above, MAHA will follow the disciplinary hearing process that is laid out in article 6 of Minnesota Hockey Handbook. This is in accordance with USA Hockey bylaw 10. The Minnesota Hockey Handbook can be found at on Minnesota Hockey website: <https://www.minnesotahockey.org/handbook>.

Equipment

REQUIRED EQUIPMENT

- a. Includes skates, black helmet, black breezes, shin guards, an attachable mouth guard, shoulder pads, elbow pads, and hockey gloves.
- b. Players' helmets and equipment are to be free of stickers that represent other teams, associations, or camps.
- c. For male players, an athletic supporter with a protective cup and for female players, a pelvic protector is recommended.
- d. It is recommended that each player have at least 2 good sticks at all games.
- e. Players are not allowed to wear jerseys from other non-association affiliated teams to practice. Summer teams or off-season team jerseys are not allowed. Jerseys for college teams or pro teams are allowed prior to teams receiving MAHA practice jerseys. If a player needs a practice jersey, contact the Equipment Manager.

EQUIPMENT PROVIDED BY MAHA

- a. MINI-MITE – full protective equipment, stick (first year skaters only).
- b. MITES – full protective equipment, goalie equipment.
- c. SQUIRTS – full protective equipment, goalie equipment
- d. MAHA will make its best effort to provide older skaters with equipment on an as needed basis.
- e. Players are allowed to use equipment provided by MAHA for summer hockey, off season camps, and other hockey related activities.
- f. Game jerseys will be provided for all levels. It is expected that all MAHA provided jerseys are returned at the end of the season. It is understood that normal wear and tear will happen to jerseys. But if a jersey is returned ruined because of neglect, the family will be billed replacement price for that jersey. The Equipment Committee leader will make this determination.

CARE

- a. All equipment shall be cleaned, mended, and in good working order before being returned to the Association. The individual responsible for the equipment must pay the Association for any equipment not returned or any equipment returned in an unacceptable condition, as determined by the Equipment Manager.
- b. Wear and tear will occur and is allowed for, but careless and abusive treatment of Association equipment will not be allowed. If equipment is returned with more than normal wear, parent/guardian will bear responsibility.

GOALIES

- a. The Association will match up to \$500 for purchased goalie equipment for levels squirts/10U and older.
- b. The Association will cover up to \$500 for goalie training. If MAHA hosts a goalie camp, the costs of this camp would apply towards each goalie's training costs. In addition, goalies must regularly attend any MAHA goalie specific practices.

Referees

All those interested in becoming a referee should contact the MAHA Refing Coordinator. Refing is a paid position and rates are set within this document. MAHA will also cover 50% of the certification fees once the referee has their patch from USA Hockey.

Expectations – Team Managers

Each Mite, Squirt, PeeWee, and Bantam team will have a parent manager who will assist the coaches. Mini-mites may have 1 or 2 managers for this level. Read and understand the District 4 operating rules. Contact the Association D4 representative if you have questions. Responsibilities of the Team Manager will include the coordinating of activities for their team including the following, but not limited to:

- Team Managers must attend the team rep meeting, scheduled after the teams are picked.
- Communicate to the MAHA Registration Director, any address/phone number corrections/changes of team player, as required.
- Find a parent willing to submit information to the MAHA social media chair.
- Keep statistics, as required by their coach.
- Make a card for each family with the Roster, Contact info of Parents (cell numbers), and the schedule on it.
- Start a text message/email system between parents to create good communication. Ideally this is done through the Groupme app.
- Ensure that volunteers are signed up to work at each home game.
- Create team rosters on a sticker. Stickers may be needed for games that do not use Gamesheets.
- Ensure that games are loaded into Gamesheets and the device is ready for home games.
- Before each away game, contact the opposing team's manager to ensure that they have the game on their calendar.
- Will receive official USA Hockey Roster from MAHA via online link. This link will need to be available at all home and away games as well as tournaments.
- Update scores on Sports Engine app after each game.
- Before each game, it is helpful to send out an email or a text message with a friendly reminder of the game with directions to the rink and any specific info that the team should be aware of.
- All managers will work with the tournament director to plan the home tournament.
- Ensure that hotel blocks are in place and cover team needs.

Board Member Responsibilities

PARTICIPATION

- a. Board membership in MAHA is a privilege that comes with great responsibility. Board Members are expected to participate and volunteer to ensure MAHA is successful. All members serving on the board of directors are expected to hold a leadership role and and/or lead one of the committees. A brief description is below, and more thorough descriptions can be found on the MAHA website.
- b. Meetings are held the second Wednesday of every month. The monthly meetings are open to all MAHA members.
- c. Board Members are expected to attend the monthly meetings. Any Board Member that misses three consecutive unexcused meetings will forfeit their position.
- d. At times there can be issues that are discussed, and which are related to a Board Member's player. If the issue is directly related to the player of a Board Member and presents a possible conflict of interest to the Board Member, the Board Member must excuse themselves. If another Board Member sees a conflict, they have the right to call for a motion to determine if there is a conflict of interest.

CONDUCT

- a. Board Members have a responsibility to the best interest of MAHA. Board Members should show support for the decision of the Board and help to explain the reasons the decisions were made. The Board Member may have an opinion but should support the Board decisions even if they conflict with opinion.
- b. Board Members should not spread false or malicious rumors concerning any part of the Association or its members.
- c. It is a basic requirement of the Board that its members are honest. Dishonesty could result in action by the Board.

MEETINGS

- a. MAHA board meetings are held monthly and more frequently as needed, typically in the months preceding the season.
- b. Meetings time and date can be changed by the president and updated times will be posted on the MAHA website.
- c. MAHA members are encouraged to check the Marshall Hockey website <http://www.marshallhockey.com> to find out the date, time and location of the next meeting. All members are encouraged to attend and provide input at these meetings.
- d. The President of the Board or any three board members with proper notice to be given to the membership may call special meetings of the Board.

- e. On an annual basis, Board Members will be introduced, cover policy manuals, as well as new parent orientation for new parents.
- f. The Association's goal and objectives, member responsibilities, and expectations will be addressed, and any questions will be answered.
- g. Annual meetings will be held after each season. Election of Board Members, by law changes, and general information will be reviewed at this time.

Board Member Roles

President: The President is the primary leader of MAHA. They will preside over MAHA Board of Directors meetings and provide the agendas for the monthly meetings. In addition will provide the primary "public face" of the Board to the Association through regular communications and interactions with Association members

Vice President: The Vice President supports the President in their role as the primary leader of the MAHA. They will fulfill the responsibilities of the President in the event that the President is unavailable.

Secretary: The Secretary is responsible for the record keeping for the MAHA. Take notes at all board meetings and provide minutes to the Board.

Treasurer: The Treasurer is responsible for the financial viability of MAHA. They will work with the MAHA accountant to ensure all aspects of Association's financial needs are covered.

Equipment Committee: The Equipment Committee is responsible for managing all Association equipment needs.

Fundraising & Advertising Committee: The Fundraising & Advertising Committee is responsible for all aspects of marketing and fundraising within MAHA.

Registration and Team Management Committee: Serve as the Association register and ensure that all teams are correctly rostered. In addition, oversee the team management of each level by assigning team managers.

Tournament Committee/Tournament Director: The Tournament Committee and Tournament Director are responsible for arranging all tournaments in which MAHA teams will participate in or host.

Concession and Volunteer Committee: Work to ensure all aspects of the concession stand are covered. This includes working with the Concession Manager.

Hockey Operations Committee – (HOC)

The Hockey Operations Committee serves as a support committee to the Hockey Director in all matters which pertain to the on-ice aspect of MAHA. This includes tryouts, coaches, ice scheduling, team assignments, etc. The Committee shall consist of 8 individuals. Please see the MAHA website for additional information on the structure of HOC and its interaction with the Board of Directors.

Assigned or hired roles by the Board of Directors

District Representative: The District Representative is the main liaison between the district organization and the MAHA.

Website Coordinator: The Website Coordinator maintains the MAHA website and its functions.

Scheduler: Works at the direction of HOC to set practice and game schedules for all teams.

Refing Coordinator: Schedule referees for all home games and tournaments; notify referees of clinics to be attended; supervise and assist new referees; meet with referees regularly to communicate Minnesota Hockey policies/rules.

Gambling Manager and Assistants: Oversee the Association gambling activities. Work with up to three assistants who assist with the day-to-day management of gambling games.

Concessions Manager: Oversee the Association concession stand food ordering and compliance. Work closely with the Concession Committee to ensure everything is covered as it relates to the concession stand.

Safe sport and Safety Manager: Oversee player safety by overseeing impact testing. Ensure that all the Association activities are following Safe Sport.

Hockey Director: Lead the Hockey Operations Committee (HOC)

MAHA Paid Positions

1. MAHA Concession Manager – Paid \$400 a month.
2. MAHA Gambling Manager – Paid \$500 a month.
3. MAHA Gambling Assistants:
 - 2 people in roll paid a total of \$500 based on number of games pulled.
 - 1 paid role at \$150 /month, to reconcile and audit games.
4. Coaches, non-parent only:
 - Head coaches are paid \$4,000 per season.
 - Assistant coaches are paid \$2,000 per season.
 - Pay is split during the season.
 - Coaches mileage and out of town hotel expense are paid.
5. Hockey Director – Paid \$8,000 per year with pay divided out during season.
6. Refing Coordinator – Paid \$3,000 per season.
7. Referee Pay:
 - Mites: \$40 per crew, 1 Ref on each end.
 - Squirts and 10U: \$70/crew.
 - Pee wee and 12U: \$110/crew.
 - Bantams: \$170/crew. \$80 for head and \$45 for lines when running a 3 person crew.