



SKATING & HOCKEY
ASSOCIATION

2023-2024 HANDBOOK



TO OUR PLAYERS, PARENTS, AND COACHES

The Mitchell Skating and Hockey Association (MSHA) welcomes you to the coolest sport in Mitchell!

Whether you are new to the MSHA program, or have long been involved with MSHA, we believe the information contained here will be invaluable. The purpose of this handbook is to familiarize you with the policies, procedures, expectations, and guidelines of MSHA. It is our hope that your child will enjoy their hockey experience. Since you are an integral part of that experience, we want you to enjoy it as well. For that to happen, we want you to have as much information as possible regarding our program. There is also a frequently asked questions page on our website (www.mitchellmarlins.com)

MSHA is proud of the dedication and hard work our Coaching Director, Coaching Staff, Volunteer Coaches, Board Members, Committee Members, and hockey parents provide. We also know that as good as our organization can be, we need input and suggestions. Please feel free to contact any Board Member with your feedback regarding this handbook or any aspect of Mitchell Hockey. Thank you for being an integral part of the MSHA tradition.

- MSHA Board of Directors, Coaching Director, and Programs Committee

Last updated 12/06/2023

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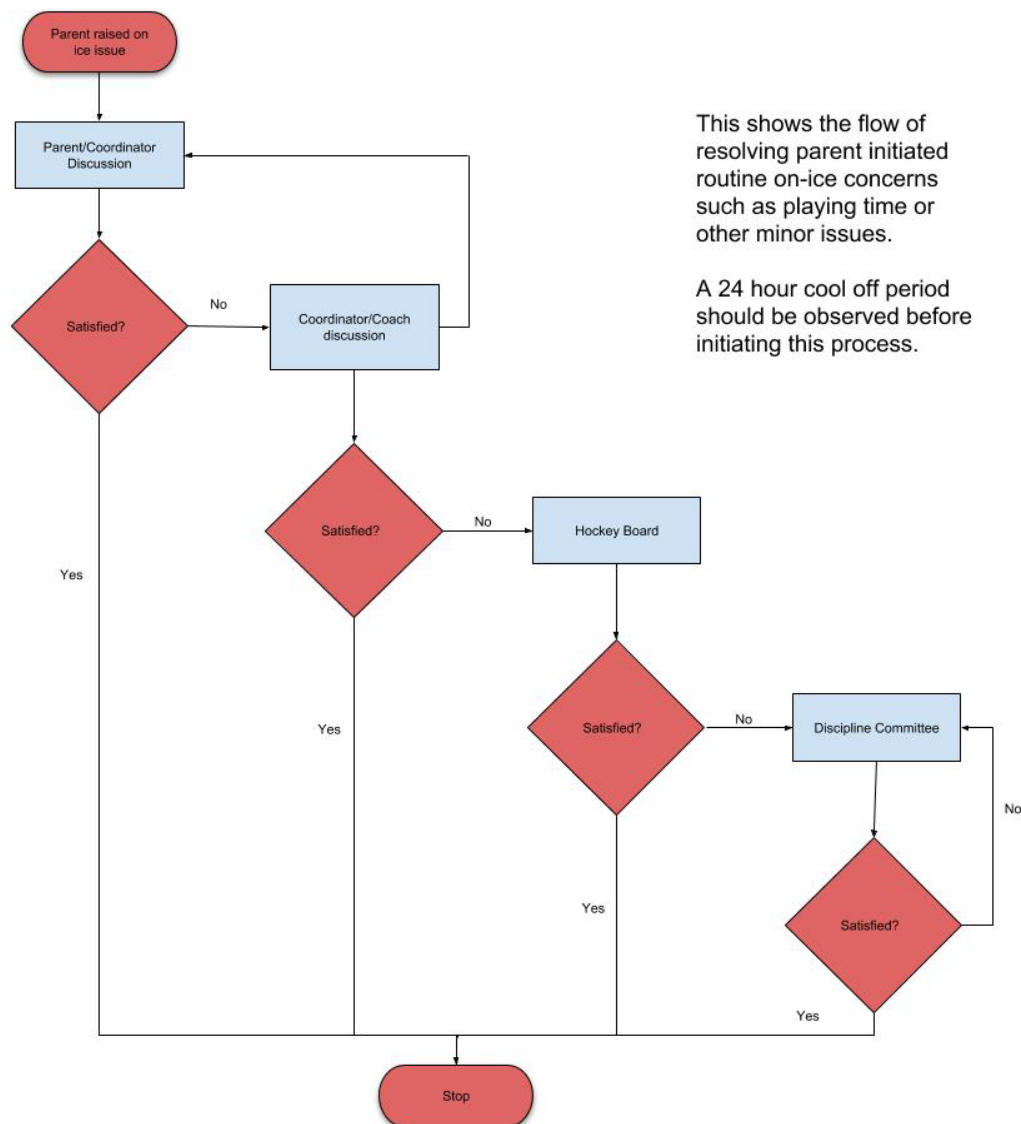
MISSION STATEMENT

The mission of the Mitchell Skating and Hockey Association is to nurture the values of good sportsmanship, respect, hard work, integrity, honesty, and teamwork while emphasizing skills development and a high level of competition.

Our goal is to provide a fun and challenging environment that encourages youth to be the best hockey players they can be, all while fostering a life-long love for the game.

COMMUNICATION TO MSHA PARTICIPANTS

Our website (www.mitchellmarlins.com), Facebook Page (www.facebook.com/MitchellMarlins), and Team Coordinators offer a wealth of information about our Association. Visit our website for policies and committee structures, along with contact information for board members. If a concern arises parents should follow the flowchart below for who to contact.



REGISTRATION POLICY

Returning Players

League Level Skater: Returning league level players (Squirt through Varsity) must register with USA Hockey (www.usahockey.org) prior to registering online at www.mitchellmarlins.com. Registration fees will increase \$50.00 for league level entries that register after August 15th. Payment plan eligibility will only be available for league level registrations. Returning league level players are also required to submit all required paperwork at registration night held at the ice arena in early fall. Players will not be allowed on the ice until all necessary paperwork is on file.

Non-League Level Skater: Non-league level returning players (8U/Mite) must register with USA Hockey (link is available on MSHA website) prior to registering with MSHA online at mitchellmarlins.com. Returning non-league level players are also required to submit all paperwork at registration night held at the ice arena in early fall. Players will not be allowed on the ice until all necessary paperwork is on file.

New Players

All first-year players must register with USA Hockey (link is available on the MSHA website) prior to registering with MSHA online at mitchellmarlins.com. First year players will be required to pay the USA Hockey/SDAHA membership fee, but will not be required to pay an MSHA registration fee. **Transfer players &** players returning after not playing for any number of previous seasons do not receive the new player discount.

New players will also be required to supply a copy of a government issued birth certificate and other necessary paperwork to the registrar before they are allowed on the ice. This can be taken care of at the forms turn in night held at the rink in September, or by contacting the association Registrar, found at www.mitchellmarlins.com.

All Players

All players must have the necessary paperwork, including a copy of a government issued birth certificate (new players only) on file with the Association Registrar. Players that are 17 or older as of December 31, 2022, are required to complete the SafeSport training prior to ANY on-ice or off-ice activities. Players will not be allowed on the ice without the necessary paperwork submitted to MSHA.

<i>Team</i>	<i>Level</i>	<i>Birthdate Ranges</i>
Youth Varsity/Junior Varsity	League	January 1, 2005 – December 31, 2008
Girls Varsity*	League	January 1, 2004 – December 31, 2011
Girls 14U*	League	January 1, 2009 – December 31, 2013
Bantams	League	January 1, 2009 – December 31, 2010
Pewees	League	January 1, 2011 – December 31, 2012
Squirts/10U	Non-League	January 1, 2013 – December 31, 2014
8U	Non-League	January 1, 2015 – December 31, 2019


* If a female player registers for a youth (non-girls only) hockey team, she will be required to declare and commit to play on that team for the season.

NOTE: Parents, please notify your coach and the Team Coordinator of any medical concerns.

REGISTRATION FEES (2023-2024)

USA Hockey/SDAHA Fees

For insurance and program development purposes, all players are required to register with and complete a fee payment to USA Hockey, the governing body of the sport of hockey in the United States. This registration provides insurance and specific rights for all players. When completing the USA Hockey registration, players are also registered with SDAHA, which oversees youth hockey in South Dakota.

	
2023-24 USA HOCKEY MEMBERSHIP FEE STRUCTURE <i>(INCLUDES SDAHA AFFILIATE FEE)</i>	
PLAYERS <i>(by birth year)</i>	COACHES
2017 & Younger _____ \$26.00	All Levels _____ \$57.00
2015-2016 _____ \$61.00	VOLUNTEER ADMINISTRATORS
2011-2014 _____ \$72.00	All _____ \$0.00
2005-2010 _____ \$81.00	OFFICIALS
2004 & Older <i>(Adults)</i> _____ \$57.00	Level 1 _____ \$55.00
	Levels 2/3/4 _____ \$110.00

MSHA Fees

Fees are due at the time of registration. MSHA fees are waived for first-year players at any level. If you have questions regarding registration, please contact the MSHA Registrar through our website www.mitchellmarlins.com.

All registration fees, un-worked volunteer hours' fees, and any other fees from the previous season must be paid prior to the start of the new season or your child/children cannot register for the current season.

<i>TEAM</i>	<i>LEVEL</i>	<i>MSHA REGISTRATION</i>	<i>TOURNAMENT FEES</i>	<i>RAFFLE TICKETS **</i>	<i>JERSEY FEE</i>
New Players	All	\$ 0	N/A	\$100	N/A
Mini-Mites / Mites / 8U	Non-League	\$ 0		\$200	N/A
Squirt / 10U	Non-League	\$225	N/A	\$200	N/A
Pewee / 12U	League	\$385 *	\$143	\$200	N/A
Bantam	League	\$420 *	\$158	\$200	N/A
Girls 14U	League	\$420 *	\$116	\$200	N/A
Girls Varsity	League	\$495 *	\$116	\$200	\$80
Boys JV-Varsity	League	\$495 *	\$137	\$200	\$80

* After August 15th, League-level fees increase by \$50.

** Raffle Ticket Fee = per Family.

Tournament Fees

Beginning at the Mite level, teams will be attending out-of-town tournaments and/or jamborees. Tournaments typically charge a team registration fee that must be reimbursed by each skater who attends the tournament. These fees are minimal for young skaters but increase as they advance and go to larger tournaments to compete. These fees will be collected after the tournaments have been scheduled. Jamborees typically collect a gate fee paid by each attending spectator.

Raffle Tickets – Fundraising Requirements

Each family will be required to participate in the Annual MSHA fundraising campaign. The primary fundraising campaign consists of selling raffle tickets. New families are expected to sell \$100 or 10 tickets. Returning families are expected to sell \$200 or 20 tickets. Families will be expected to pick up their tickets at Forms Turn in Night.

Jersey Fees

Beginning with the 2023-2024 season, Boys JV-Varsity & Girls 14U-Varsity levels will be required to pay a jersey fee to cover the expense of the custom designed jerseys, breezer covers and socks. The players will get to keep these items at the completion of the jersey cycle or their MSHA playing career.

Payment Policy

Registration fees and raffle ticket fees may be paid in full at the time of registration or through an accepted payment plan. Registration fees may be paid online via credit card, or by check offline. Online payments will be subject to processing fees. To pay offline via check, please contact finance@mitchellmarlins.com prior to registering to determine your payment amount, which will need to be submitted prior to registering. The Association reserves the right to remove any player from their team if a payment is submitted with insufficient funds. All returned checks will be charged a returned check fee of \$40.

Refund Policy – League Level Skaters Only

Requests for refunds should be made to the Association Registrar in writing as quickly as possible. Refunds will be given based on the following guideline:

- 100% of registration fees will be reimbursed if a written request is submitted to the Association Registrar prior to the first day of player placement sessions.
- 50% of registration fees will be reimbursed if the written request is submitted to the Association Registrar prior to November 1st.
- 10% of registration fees will be reimbursed if the written request is submitted to the Association Registrar prior to December 1st.

Hardship (Scholarship) Policy

As we would like every child to experience the sport of hockey, the MSHA understands that there are families that experience hardships from time to time and are unable to fulfill their requirements for registration fees and volunteer hours. To request a scholarship, please complete the application located in the Handbook Appendix or online at our website (www.mitchellmarlins.com).

Additional Financial Assistance

Other financial assistance opportunities can be found at the following websites:

SDAHA / Dave Stahl All Star Fund: <https://www.sdaha.org/page/show/6600348-dave-stahl-all-star-fund>

USA Hockey Foundation: <https://www.usahockeyfoundation.com/page/show/5903915-membership-relief-fund>

VOLUNTEER CREDIT SYSTEM (“DIBS”)

MSHA is a nonprofit, parent-run organization. In order to provide the ability for your child to learn to skate and play hockey, we must rely on all of our parent members to help the association run smoothly. The volunteer credit hour system operates on a credit (point) basis, with credits being assigned to various jobs based on difficulty, time involved, and level of responsibility. The association uses “DIBS” and online tool for members to view and sign-up for volunteer opportunities. Site members can browse assigned DIB Sessions and claim responsibility for DIB items. Please visit our website (www.mitchellmarlins.com) in the FAQ section for more information on the DIBS System.

- Families of new skaters are required to earn 15 credits the first year and are encouraged to volunteer to learn more about the association, meet other parents, and support our parent-run organization.
- A single-skater family is required to earn 45 credits.
- A dual-skater family with a new skater is required to earn 55 credits.
- All other multi-skater families are required to earn 65 credits.
- Anyone age 14 and over is eligible to earn credits for their family with approved association jobs.
- Families will be billed for all unworked Dibs hours at \$30 per hour.
- Any hours that are claimed but not worked will be billed at \$50 per hour.
- To cancel previously signed up DIBs, contact the DIBs coordinator at least 2 days in advance of the event, or find a replacement worker & notify the DIBs coordinator of the replacement volunteer.
- The DIBs coordinator can be reached at dibs@mitchellmarlins.com.

MSHA Volunteer Positions

POSITION	CREDITS	POSITION	CREDITS
Board Member	24 credits (2 per meeting)	PROGRAMS COMMITTEE	
- President	35 credits*	Coaching Director	28/21 credits
- Vice President	10 credits*	DIBs Coordinator	30 credits
- Secretary	20 credits*	Equipment Director	28/21 credits
- Treasurer	30 (if unpaid)	Head Coordinator	30 credits
- Risk Manager/SafeSport	20 credits*	Historian	10 credits
- Committee Chair	10 credits	Media Relations	26 credits
SDAHA Representative	16 credits	Player Safety Coordinator	15 credits
SDAHA Discipline Member	1 credit per meeting hour	Minor Officials Coordinator	15 credits
		Referee Coordinator	15 credits
FINANCE COMMITTEE		Registrar	30 credits
Concessions Coordinator	28/21 credits	Scheduler	30 credits
Golf Tourney Coordinator	26 credits	Tournament Director	26 credits
Pink the Rink Coordinator	26 credits	Webmaster	25 credits
Raffle Ticket Coordinator	20 credits	Extra Ice Coordinator	Credits TBD
Gift Card Coordinator	20 Credits		
Spirit Wear Coordinator	15/10 credits	TEAM STAFF	
Sponsorships Coordinator	28/21 credits	Team Coordinator	30 credits
		Head Coach (travel/if unpaid)	Exempt
CULTURE COMMITTEE		Asst Coach (travel/if unpaid)	35 credits
Member (1 per level)	10 credits	Other Coaches	26 credits
		Locker Room Monitor	20 credits
MISC			
Committee Member	1 credit per meeting	MINOR OFFICIALS	
Concessions	1 credit/hour	Announcer/Music	PER GAME CREDITS JV or Varsity = 2 Bantam or 14U = 1.75 Peewee or Squirts = 1.5 Mite/8U = 1
Extra help	1 credit/hour	Game Monitor/Cleanup	
Maintenance	1 credit/hour	Penalty Box	
Tournament Coordinator	8 credits **	Scorekeeper	
Weeds Coordinator	28/21 credits	Tickets	
		Time Clock	
		Live Scoring = +1 credit	

* In addition to Board Member Credits

** Per weekend tournament

LENGTH OF SEASON

MSHA teams will have various lengths, practices, and games, please see below for your level and details. This schedule is tentative and may change at anytime.

<i>Level</i>	<i>Tournaments/Games</i>	<i>Jamborees</i>	<i>Length of Season</i>	<i>Practice Nights</i>
8U Home	None	None	Session 1: October - November 30. Session 2: December 1 - February 28 Session One is skills based. Session Two, skaters will continue skills building, but will not travel.	MT/Th *Can attend 2-3 practices a week
8U Travel	Host 1 home tournament with 8U Home team; attend 1 tournament	Host 1 home Jamboree with 8U Home Team; attend 3-5 Jamborees	Session 1: October - November 30 Session 2: December 1 - February 28 Session One is skills based. Session Two, skaters will continue skills building and will travel to jamborees/tournaments *In order to travel, you must participate session one.	MT/Th *Can attend 2-3 practices a week
Squirt 10U	Host 1 home tournament; attend maximum of 2 away	Host 1 home Jamboree; Attend 2-3 Jamborees- location determined by	First Tuesday in October through last Thursday in February	MT/TH
Pee Wee 12U	2 Away Tournaments Max; League Game Schedule Determined	Can attend 1 Pre-Season Event with Board approval.	First Monday in October through State Tournament (End of February)	MT/TH
Bantam 14U	2 Away Tournaments Max; League Game Schedule Determined	Can attend 1 Pre-Season Event with Board approval.	First Monday in October through State Tournament (Early March)	MT/TH
Girls 14U	2 Away Tournaments Max; League Game Schedule Determined	Can attend 1 Pre-Season Event with Board approval.	First Monday in October through State Tournament (Early March)	MT/TH
Junior Varsity	2 Away Tournaments Max; League Game Schedule Determined	Can attend 1 Pre-Season Event with Board approval.	First Monday in October through State Tournament (Mid-March)	MT/TH/F
Girls Varsity	2 Away Tournaments Max; League Game Schedule Determined	Can attend 1 Pre-Season Event with Board approval.	First Monday in October through State Tournament (Mid-March)	MT/TH/F
Boys Varsity	2 Away Tournaments Max; League Game Schedule Determined	Can attend 1 Pre-Season Event with Board approval.	First Monday in October through State Tournament (Mid-March)	MT/TH/F
*All Tournaments costs will be divided among players attending the tournaments. Your team coordinator will let each family know of the cost prior to each tournament.				

TOURNAMENTS/JAMBOREES

MSHA encourages our teams to participate in invitational tournaments in other cities. The Mite/8U travel team(s) will host an annual jamboree and tournament, and the Squirts will host an SDAHA-assigned Jamboree at the Mitchell Activities Center. This is in addition to away tournaments/jamborees. The Mite/8U non-travel skaters will not participate in tournaments/jamborees unless there is a desire by the coaches and families to do so and it has been approved by the Board.

Each league level team will be allowed to participate in TWO away tournaments at the expense of the team members and will be done only if supported by the majority of the families involved. If the majority of parents/guardians on the team agree to the tournaments, then the cost would be spread out equally amongst ALL the player's attending the respective tournament.

Any questions regarding home tournaments should be directed to the Tournament Coordinator and away tournaments should be directed to the Team Coordinator.

EQUIPMENT

Skaters at all levels must provide their own equipment. Equipment is available to rent through the Equipment Manager on a first come, first served basis (typically through Squirt/10U). A signed equipment rental form/waiver must be signed to obtain your equipment. The equipment rental fee for a single season is \$75.

Squirt and above level goaltenders must provide their own equipment. Quick-change goalie equipment is available for 8U goalies as players at that level are encouraged to try all positions, any other goalie equipment will not be provided by the MSHA.

If you need assistance in finding equipment, please contact the Equipment Manager.

*All coaches and parent volunteers are required to wear a helmet during all on ice activities per South Dakota Amateur Hockey Association.

League-Level Equipment Requirements

- Navy-blue helmet
- Navy-blue breezers
- Navy-blue gloves
- Sublimated hockey socks (issued by MSHA)

Jersey Policy

Each player is responsible for the care and maintenance of the jersey that was issued to them:

- Jerseys may be worn to school on any game day or, if the game is on a weekend, the Friday before the game. GAME JERSEYS ARE NOT TO BE WORN FOR PRACTICES.
- Varsity-Level players will receive custom jerseys and be required to pay an annual jersey fee.
- All other league-level players will not have names on their jerseys.
- Players with letters "C" (Captain) and "A" (Assistant Captain) will be provided by the association.
- The association will assign jersey numbers and will attempt to accommodate requests.
- Replacement of jerseys that are damaged beyond what would be expected from normal wear is the responsibility of the player. Replacement costs vary depending on the style and size of the jersey.

Jersey Care

- Wash in warm water
- DO NOT DRY IN DRYER - hang on plastic hanger or padded hanger (no metal hangers). Keep on hangers when not being used and bring to rink on hanger on game day.
- Please have any holes or tears repaired immediately.
- If numbers, names, etc. come loose, contact your team coordinator or the Equipment Director.
- It is recommended that Jerseys be transported in a jersey bag or suit bag of some type rather than being in hockey bags with other equipment where they could become damaged.

Jersey & Equipment Return Procedure

- Equipment must be returned by April 30th, after the season ends. Do not leave the equipment with the coach or at the arena following the final game. All equipment should be cleaned, mended, or repaired before being returned.
- All equipment rentals will cost \$75. If the equipment is not returned by April 30th, arrangements made with the Equipment Manager, or if the equipment is damaged beyond reasonable wear and tear, additional charges may be applied.
- If the helmet expiration date is tampered with, removed, or covered, additional charges may apply.

EARLY ADVANCEMENT POLICY

MSHA discourages movement of players from their assigned age division. Although a player may be skilled enough to play up a division, there are legitimate concerns the player may not be prepared mentally, physically, or socially. These aspects should be considered by the player and family prior to requesting application to play up. Any move up request is for a single season only.

The procedure to initiate a request to higher level (Originating from 2nd year Squirt and above) will be as follows:

- An application form for Early Advancement can be found in the Appendix or can be downloaded from the MSHA website www.mitchellmarlins.com
- The form must be completed by either parents or guardian; the finished form must be submitted at the time of registration.
- The Programs Director upon receipt of written request will contact the Coaching Director and Head Coaches at both levels involved with each player request. Coaches will be excused if the decision is concerning their own children, and Assistant Coach contacted.
- Both Programs Committee and Coaches must agree to have the Early Advancement Request Review process started and provide an initial acceptance or denial for player to start move up process. Considerations are as follows:
 - Team numbers at both levels.
 - The player's skill level is advanced when compared to others in their age group. Games and practices from past years' performance will be considered.
 - Personal player behavior will be considered of how the player reacts in team, and individual situations.
 - Eight grade players will not be considered for advancement to Youth JV/Varsity levels.
 - Requests that do not meet all criteria above will not be considered.

If initial acceptance is approved, the Advancement Process is as follows:

- Player may begin practice with the upper level team.
- Player may withdraw request to move up prior to Try-outs and move back to age level.
- Prior to try-outs Parent/Player/Coaches/Programs will consult as to viability of move up request and determine final approval or disapproval.
- If approved and player participates in tryouts player may NOT withdraw request, and difference in registrations fees are due to MSHA.
- If denied by the Programs Committee, the decision can be appealed to the MSHA board.
 - The MSHA Board will take player discipline report history into consideration.

Team Need Process

If additional players are needed to make a team at a higher level, those who are entering their last year at the level below will be notified of the opportunity to participate with the older age group. Players who are interested in placement at the higher level must then notify the Programs Committee of their interest to play up a level. Tryout sessions will then be conducted, at which the players who show the most potential and the ability to compete with the higher level will be determined by the Coaching Director. At the conclusion of the tryout sessions, the Coaching Director may identify that it is not in the best interest of moving any players up in which other options may need to be explored for the higher team needing more players.

MEDICAL POLICIES AND PROCEDURES

Introduction

Injuries are inherent in athletics. Even the most efficient program for the prevention of athletic injuries is not fool proof. Injuries must be anticipated in any type of sports activity, especially when it involves physical contact between athletes. Almost without exception, every sport carries with it some degree of risk, the type and nature of the athletic injuries incurred being characteristic of physical activity. Therefore, when an injury or illness does occur to an athlete during participation in hockey through the MSHA, the following medical provisions and procedures are available through the association and its contracted medical providers.

Any reference to the MSHA medical staff includes the MSHA medical director and any contracted athletic trainer or other medical staff.

Concussion Management Plan

Concussion Definition

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth or to rotate within the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

Student-Athlete, Parent, and Coach Education

All student-athletes will be given a Parent / Athlete Concussion Information sheet and a copy of the MSHA Concussion Management Plan at the time of registration, which will both be required to be signed by the athlete, and parent / guardian on an annual basis. Signed copies must be returned to MSHA prior to the athlete being allowed on the ice.

All coaches will receive training regarding concussions on an annual basis.

Pre-Season Baseline Testing

All MSHA league level athletes will be required to take the ImPACT concussion test their first year of league level play and every third (3rd) year after.

Concussion Recognition and Removal from Participation

- Any athlete who displays symptoms consistent with a concussion shall be removed from play immediately.
- MSHA medical staff will utilize the SCAT 5 assessment process along with clinical evaluation for acute concussion assessment.
- After an athlete has displayed symptoms consistent with a concussion and are deemed stable, they will be discharged with concussion follow-up guidelines provided to the guardian/parent.
- An athlete can return to play or practice without being subjected to the Graduated Return to Play Protocol set forth below after being cleared on-site by the MSHA medical staff or by written permission from a health care professional trained in current concussion management indicating the athlete did not suffer a concussion.

An athlete that has displayed symptoms consistent with a concussion will be required to follow up with the MSHA medical staff or with a medical provider that has specialized training in concussion management. After an athlete is diagnosed with a concussion, he/she will be allowed to begin a graduated return to play protocol upon the release by the MSHA medical staff or through the receipt of a release from their treating medical provider. This release should only be given after the concussed athlete demonstrates a normal clinical examination, the resolution of concussion-related symptoms, and a return to preinjury scores on tests of motor control and neurocognitive function. The MSHA utilizes the ImPACT concussion test for baseline and return to play neurocognitive assessment.

Graduated Return to Play Protocol

After the MSHA receives a release to return to play, the MSHA shall implement the following Graduated Return to Play Protocol before the athlete will be returned to game activity.

Table 4. Return-to-Play Progression	
Stage ^a	Physical Activity
1	No activity
2	Light exercise: <70% age-predicted maximal heart rate
3	Sport-specific activities without the threat of contact from others
4	Noncontact training involving others, resistance training
5	Unrestricted training
6	Return to play
^a Stages should be separated by at least 24 hours. ⁷	

From the National Athletic Trainers’ Association Position Statement: Management of Sport Concussion (2014)

If an athlete re-acquires symptoms during their progressive return to play, they will drop back to the previous level and repeat progression. Each concussion will be managed on an individual basis. No two athletes are created equal when it comes to concussion and their abilities to return to play.

After the athlete successfully completes the Graduated Return to Play protocol, he/she will be allowed to return to unrestricted participation. If the athlete was referred to a medical provider outside of the MSHA medical staff, a final return to participation consent must be received in writing by the MSHA and the appropriate SDAHA concussion return document must be filed.

Prevention of Athletic Injuries

Annual Pre-Participation Physical Examinations (PPE)

All those participating in league level hockey through the MSHA will be required to have a physical exam performed by a MD, DO, PA-C, or CNP prior to the season each year. This physical will be submitted during the registration process and must be received PRIOR to any participation in MSHA activities. Participation includes any time that an athlete is taking direction from the coaching staff (on ice or dry land). Failure to submit the signed physical examination will result in an inability to participate.

Annual Medical History Questionnaire

All those participating in league level hockey through the MSHA will complete a medical history questionnaire, which is submitted in conjunction with the pre-participation physical exam. The medical questionnaire is typically included in the physical examination form or on the USA Hockey Consent to Treat form. If it is not included on either of these forms, if additional information is needed, the athlete will be requested to complete an additional form. This questionnaire will serve to establish the health status of individuals who wish to participate in hockey. The medical director and contracted athletic trainer will review the information in confidentiality and reserve the right to question the athlete and/or parents, refer for further evaluation, or medically disqualify an individual from play as necessary.

Pre-Existing Conditions

If, during a review of the physical examinations or the medical history questionnaires, the MSHA medical staff or the documenting physician notes a significant pre-existing condition, the injury will be recorded and referred as necessary for follow-up evaluation.

Medical Disqualifications

A student-athlete may present with a certain condition that would limit or disqualify the athlete from competition. With the long-term health and well-being of the student-athlete in mind, the medical team at MSHA reserves the

right to limit or disqualify an athlete according to his/her condition. If there is a concern, the medical team will confer with the athlete, parents, coach and other members who may be of interest. Confidentiality will remain a priority.

Waivers

An athlete with physical impairment, congenital anomalies, and/or absence or non-function of one of a set of paired organs will be required by the medical team to sign a waiver form before athletic participation will be allowed. This waiver is to increase awareness to the individual and the parent (s) that the athlete is at risk if he/she competes in hockey. It is a statement that will be signed and dated by the athlete, the parents (if under age 18), attending physician, and the MSHA medical director. It will explain that participation in hockey could result in an injury that may cause permanent damage to the individual. Special equipment will also be discussed.

Consent To Treat

All MSHA participants must submit a consent to treat form. Currently the MSHA utilizes the USA Hockey Consent to Treat/Medical History form. This can be found in the Appendix of this Handbook and on our website www.mitchellmarlins.com.

Insurance

MSHA is not responsible for medical costs incurred during participation in hockey, but all registered players will have secondary insurance coverage through their USA Hockey membership. For more information, see: <https://www.usahockey.com/insurancemanagement>.

Prevention Of Athletic Injuries and The Coaching Staff

Prevention of injuries is of prime concern for the sports medicine team. It is of the utmost importance that both the sports medicine staff and the coach communicate constructively in regard to the prevention of injuries. The sports medicine staff will work with the coaches to reveal evidence of injury patterns or situations, which may predispose the player(s) to injury. The acquisition of preventive sports equipment will be the responsibility of the respective athletic teams, with the consultation of the sports medicine staff.

Medical Coverage of Varsity Athletic Practices and Events

Medical coverage for in-season (league-level)

The MSHA has contracted services which provide our league-level participants with access to an athletic trainer as well as strength and conditioning services and physicians. An athletic trainer (or other qualified medical provider) will be present at all league-level home games. The provider will also be available to assess injuries that occur during practices and will be arranged through the coaching staff (if the provider is not on site during the practice). The on-site medical provider will be responsible for assessing any injury that occurs and providing recommendations for return to play during the event/practice as well as any referral that may be necessary. All MSHA coaches will defer to the decision made by the medical staff. Any player that sustains an injury that results in the player being removed from participation will be required to be cleared for return to participation by either the MSHA medical staff or by a licensed medical provider. MSHA reserves the right to restrict return after certain conditions (concussion, communicable diseases).

Medical Coverage for Off- Season (League-Level)

MSHA does not provide medical coverage for off-season training sessions.

Changes in practices, events, etc.

All efforts will be made to provide medical services in the event that a league-level game time is changed. Coverage will ultimately depend on the availability of medical personnel.

Evaluation of Athletic Injuries

Reporting injuries relevant to athletic participation

Athletes requiring medical evaluation or treatment for injuries (including eyes and dental) or other related medical problems that occur while participating in his/her sport should report this injury or problem to the MSHA medical staff or seek attention from their local provider as soon as possible.

Coaches And Evaluation of Injuries

A coach should not attempt to assess or treat injuries. Coaches will contact a member of the MSHA sports medicine staff to evaluate and manage each injured athlete. The common goal of the sports medicine and coaching staffs is to ensure safe participation of each athlete. All league-level coaches will be trained in CPR and use of an AED for emergency response, but all non-emergent situations should be referred to an appropriate medical provider.

Referral After Injury

Commonly, injured athletes need to be referred for medical services. If the MSHA medical staff is not on-site, the coaches will have contact information and should contact the medical staff. The parents also have the right to utilize local medical providers to seek medical advice for their son/daughter. If medical attention is sought beyond the MSHA medical staff, MSHA reserves the right to require written documentation of release by the treating medical provider before the athlete returns to practice/games.

Athletes Injured at Away Sites

The following procedures should be followed if an athlete is injured at an away event:

- The coach should do an initial inspection of the injury to determine if the athlete can get off the ice.
- Once off the ice, the injury should be cared for and a decision should be made as to whether or not the athlete can safely continue participation by the medical staff provided by the host organization. If the host organization does not have medical staff, the parent(s) are responsible for seeking appropriate medical care for their player. The MSHA sports medicine staff or medical director can be contacted for guidance during this process. If a parent is not available, he/she must be contacted in order to get permission to seek medical treatment at the host location.
- Once the injury is evaluated and it is determined that the player can return to Mitchell, the previous process should be followed. The player will need to be released to return to participation by either the MSHA medical staff or an appropriate medical provider.
- If the player sustains a concussion, there is an additional treatment protocol that will be followed. Please refer to the MSHA Concussion Policy.

Infectious Disease Policy

The MSHA recognizes that athletes that compete in team sports and spend time together in the locker room and on the ice may come in contact with infectious disease (influenza, meningitis, mononucleosis, etc). Our goal is to limit the risk of that these diseases will spread throughout the team(s) within our association. Therefore, the following will be followed:

- If an athlete is diagnosed with an infectious disease, he/she should NOT come to any practice/game and should not return until cleared by a medical provider (treating physician or MSHA medical staff).
- Although the MSHA provides team water bottles, it is recommended that all athletes bring their own water bottle to all practices and games. Any athlete that is sick should refrain from using team water bottles.
- It is recommended that all participants regularly clean their mouthguards and helmets to help prevent potential infectious disease.
- If an outbreak of infectious disease occurs within a team or teams within the MSHA, the MSHA medical staff will work with the City of Mitchell to properly clean the associate locker rooms and facilities.
- If an outbreak of infectious disease occurs within a team or teams, the MSHA reserves the right to limit practice/event participation by teams or members of a team.

Medical Services for Visiting Teams

The MSHA medical staff will provide on-site injury evaluation and acute treatment for visiting teams. Any recommendations for treatment or removal from play will be made according to the current standard of care and will

be given to the coaching staff and/or parents of the visiting athlete. Any reporting required by the SDAHA will also be completed.

Emergency Medical Evaluation and Transportation Procedures:

Situations may arise which require emergency medical attention. The cooperation of the sports medicine team, coaching staff, and emergency medical services is essential.

- Emergency Action Plans are posted throughout the Mitchell Activities Center. During an emergency, the EAP should be activated.
- The on-site athletic trainer or covering medical provider will lead the EAP activation process.
- All parents and fans must stay in the stands during an emergency in order to not interfere with the necessary medical protocol. Parents will be updated on the status of the athlete as soon as the situation is under control and the athlete is stabilized and treated appropriately.

Documentation Of Emergency Procedures or Injuries

The attending athletic trainer or medical provider will document any injury evaluated by the MSHA medical staff. This documentation will be kept confidentially by the MSHA medical staff.

Over The Counter Medication

Certain over the counter medications (acetaminophen and ibuprofen for example) may be offered through the MSHA sports medicine staff. In order for an athlete to be given OTC medications by the MSHA sports medicine staff an OTC medicine form must be signed by the parent (s) and submitted to the MSHA staff.

Release of Medical Information

The MSHA sports medicine staff will not release any information concerning our participants medical conditions to anyone besides the coaching staff, parents or participant, unless required by law or other mandatory reporting requirements, or if the participant has provided a written release of medical records.

Medical Training Required of MSHA Coaches

The following will be required of the MSHA coaches:

- All league level coaches will be CPR/AED certified.
- All coaches will complete the USA hockey concussion recognition program.

On-Ice Safety Requirements of Players

- All players will be required to have a HECC certified helmet that is not expired on at all times when they are on the ice.
- All players will be required to utilize a colored mouthguard when on the ice.
- All players will be required to have the appropriate gender specific protective equipment while on the ice.
- MSHA coaches or game officials may remove a player from practice or games if appropriate equipment is not worn.

EMERGENCY ACTION PLAN (PROTOCOL)

Call 911 on cell phone (if you are providing care, assign someone to call 911)

Instruct Emergency Medical Services(EMS) to report to:

Mitchell Activities Center
1001 N Minnesota Ave
Mitchell SD 57301

If the injury occurs on the ice:

- Toshiba (North) Rink notify EMS to come to Door #4
- Innovative (South) Rink notify EMS to come to Door #1

If the injured/ill person is in a locker room, warming room, or the stands:

- Notify EMS come to the front door on Minnesota Ave

Assign an individual to meet EMS, have that individual:

- Provide necessary information to EMS personnel
- Name, Address, & Telephone number of the caller
- Number & condition of the injured
- Treatment being initiated
- Any other information requested by dispatch

MSHA Event

- If an athlete needs to be transported to the hospital a parent should accompany the athlete
- If a parent is unavailable, an assistant coach should accompany the athlete
- If the athlete is under 18 the parents/guardian should be contacted by the head coach or coordinator
- MSHA may need to provide medical history/insurance information to the hospital
- Following the incident, the level coordinator & risk manager should be notified
- An incident form should be completed and filed with the head coordinator

Emergency Equipment Available

- Spine Board – Athletic Training Room
- AED – West Wall of Warming Room
- Vacuum Splints – Athletic Training Room
- First Aid Kits – Athletic Training Room, Coaches Locker Room, Referees Room, Concessions

Emergency Signals

- If on-ice care provider needs assistance in calling EMS, phone should be given to the either the head coach or scorekeeper.

Emergency Telephone Numbers

- Avera Queen of Peace.....605-995-2000
- Avera Now605-995-7000
- Mitchell Police Department605-995-8400
- Mitchell Fire Department.....605-995-8455

LOCKER ROOM POLICY

It is the policy of USA Hockey that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants, (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults (USA Hockey Safe Sport Training required) must personally monitor the locker room environment at all times while participants are present and make sure the locker room is appropriately secured during times when minor participants are on the ice.

- It is the intent of MSHA to provide a place for our youth to change into and out of their hockey equipment.
- The following policy will be enacted to provide our youth with the opportunity to change into and out of their hockey equipment in a safe environment.
- MSHA will follow the guidelines as set forth by USA Hockey which states:
 - Where possible, have the male and female players undress / dress in separate locker rooms; then convene in a single dressing room to hold coach's pre-game meeting.
 - 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.
 - In those cases, where separate facilities are not available, the minority gender will enter the locker room and change into their uniforms. The minority gender would then leave the locker room, while the majority gender dresses. Both genders would then assemble in the locker room and hold the coach's pregame meeting.
 - Following the game and the coach's post-game meeting where separate facilities are not available, the majority gender group enters the locker room and undresses, while the minority gender waits outside until they have undressed and left the locker room. Once the majority gender leaves, the minority gender will enter the locker room and undress.
 - Under no circumstances will a member of the opposite sex (adults included) be in the same room while players are undressing or dressing for teams below the Squirt Level

Locker Room Monitoring

MSHA will make available the locker rooms and changing areas 60 minutes prior to a game time and at least 30 minutes prior to practice and skill sessions. This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of 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.

- The arena staff, coaches or locker room monitor will conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitor (each of which has been screened) will be posted outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel or arena staff will secure the locker room appropriately during times when the team is on the ice.

Parents In Locker Rooms

Except for players at the younger age groups (Mini-Mite/6U, Mites/8U, Squirts/10U), 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 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 getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room,

coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

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 of the locker room.

Prohibited Conduct and Reporting

MSHA 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 MSHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies.

ASSOCIATION MANAGEMENT

The Board of Directors

Management and control of the property and affairs of Mitchell Skating and Hockey Association, Inc. shall be vested in the Board of Directors.

The Board typically meets the second Thursday of each month at 7pm. Please reference the MSHA website calendar (www.mitchellmarlins.com) for confirmed meeting time and place each month. Agendas and minutes for each meeting will be posted to the MSHA website.

An Annual Meeting of the membership takes place in the spring of each year for electing directors and for summarizing the prior season. MSHA is governed by a set of bylaws established by USA Hockey and our Board of Directors and can be found on the MSHA website. Please email any Board member with any questions.

For board member information, please visit the MSHA website for the Board of Directors list and contact information. The following are the Board of Director Officers:

- President (Non-voting)
- Vice President
- Secretary/Risk Manager
- Treasurer

Board Member Terms

Per MSHA Bylaws Article IV; Section 2: The number of Directors shall not be less than nine (9) nor more than thirteen (13) as shall from time to time be determined by resolution of the Board of Directors. Terms of Board of Director Members shall be three (3) years each and shall be staggered such that an approximately equal number of positions on the Board shall become vacant each year. With the exception of the president, no one may serve more than two three-year terms without a one-year absence from the Board. Honorary members may be voted on to the Board of Directors by current Board members and shall serve a three-year term at which time they will be required to take a one-year absence.

Election Of Board Members

Per MSHA Bylaws Article IV; Section 4: Sixty (60) days prior to the annual meeting of the members, the Governance committee will select a slate of nominees for filling vacant or to be vacant positions on the Board of Directors for presentation at the annual meeting of members. The said slate of nominees may, but need not be equal to the number of positions to be filled and shall be approved by the Board 28 days prior to the annual meeting. The positions shall consist of term level representative, Mini-Mite excluded, in addition to the positions listed in Section 3. If not nominated by a member of the Governance committee, any regular member in good standing, having been a current active committee member for at least one year desiring to run for a vacant position on the Board of Directors shall submit his or her name for nomination with the endorsement of twenty (20) regular members in good standing, to the Secretary of the Association at least twenty (20) days prior to the date scheduled for the annual meeting. In the event that the number of names in nomination, including the slate proposed by the Board through its Governance committee, and including nominations made by petition, exceed the number of Board positions to be filled at the annual meeting, then an election shall be held at the annual meeting of members.

Programs Committee

The Programs Committee is made up of individuals with significant hockey backgrounds or experience and makes recommendations to the Board of Directors. The Program Committee's role is to provide guidance to various aspects of the management of the Association so that the board may concentrate on the larger administrative aspects of running the Association. The Programs Committee shall consist of the following:

Chairperson	SafeSport Director	Minor Officials Coordinator
Registrar	Head Team Coordinator	Medical/Health Coordinator
Webmaster	Coaching Director	Scheduler
Equipment Director	Tournament Director	DIBs Coordinator
Media Relations/Social Media	Referee Coordinator	Extra Ice Coordinator

The Programs Committee typically meets on the first Tuesday of each month at 7pm. Recommendations will not be made without research and a thorough consideration of potential results. The following are some of the duties of the programs committee:

- **SELECTION OF COACHES:** responsible for the placement of coaches at the youth levels. Part of this process will include the recruiting of non-parent coaches.
- **PLAYER PLACEMENT WITHIN THE VARIOUS LEVELS:** evaluation of player requests for "early advancement" and make decisions about placement of those players.
- **COORDINATING OF ICE TIME:** determine game to practice ratios, length of practices, number of games (including tournament games), optimal number of skaters on the ice at a given time, etc.
- **'A' TEAMS, 'B' TEAMS, ETC.:** Based on skater registration by age, and prevailing rules in mind the Programs Committee will determine what classifications will be most beneficial for the Association.

Guidelines For Playing and Ice Time

Hockey by nature is an exciting, fast-paced and highly athletic sport. As in every sport and in life, not everyone on the team will have an equal amount of speed, strength, intelligence and ability on the ice. While coaches should make every effort to develop each player to his or her fullest potential, this development will not happen equally. Therefore, the MSHA playing policies are as such:

Playing time for non-league development levels should be as fair as possible to allow all players to develop in game situations, however factors such as effort, behavior, listening to coaches, attitude and attendance at games and practices can affect the privileges of equal playing time and are at the coaches' discretion.

Playing time for all players at the league level will be at the coach's discretion and is part of the coach's responsibility as a coach. Playing time will not be dictated by parents or skaters. Factors the coach may consider when determining playing time include, but are not limited to, effort, skill and ability to contribute in specific situations, supporting teammates, behavior on and off the ice, listening to coaches, attitude, enthusiasm and attendance at games and practices.

If a player is unhappy with the amount of playing time he/she is receiving, that is a discussion between the athlete and the coach. It is recommended that the athlete request a private meeting with the coach to address the situation. Sulking, complaining, or creating an uncomfortable environment for teammates and coaches will lead to less playing time, not more. Screaming or swearing at the coach is grounds for disciplinary action and will not be tolerated by MSHA.

Parents who approach coaches to petition for more playing time on behalf of their player will not be tolerated. Parents should not speak negatively in the stands or about the coaches in public. Parents who are upset or disagree with coaching decisions should wait 24 hours and then approach the Coaching Director/Committee, as is the protocol. Approaching coaches outside the appropriate protocol in a negative manner will result in bench time for the player and other possible disciplinary action.

Coaching Director/Committee

The MSHA Coaching Director is a key position in our association. Fundamentally, the job of the coaching director can be summarized in one basic proposition: to develop and improve coaches so that players maximize their potential at all ages. The coaching director position is open to anyone with a passion for youth hockey. The coaching director shall sit on the Programs Committee and report directly to the board on occasion, where they will make regular reports on the status of coaching in the association. The coaching director will work as a member of that committee to further and improve the programs offered by MSHA.

Compensation

The position is granted 28 volunteer hours. If the coaching director does not have children playing hockey, the director may be compensated at the discretion of the board.

Coach Recruitment and Assignment

The coaching director is responsible for coach recruitment and will work with the association board on coach assignment. The coaching director should always be looking to attract great coaches, and individuals with the potential to become great coaches. Just as important, the coaching director needs to provide the recommendation to assign the right coach to the right age group based on the strengths of the coach and the demands of the age group. We want our coaches to succeed! The coaching director should help find a position where each coach can be successful.

The coaching director will foster a culture of continuous improvement among the coaches and implement a program for coach development -- both formally (coaching seminars, etc.), and informally (regular feedback and observation, mentoring, etc.). The coaching director will be responsible to ensure all coaching certifications, SafeSport training and background checks are met each year. The coaching director will work to identify coaches with special talents, or coaches who can help our association in specific areas, such as goalie development, and will work with the programs committee to identify staff for off-season programs or in-season extra training sessions.

Player Development

MSHA values long term success over short term wins and the coaching director will be the key person in creating a culture that values and rewards player development rather than a culture that focuses solely on winning. The coaching director shall work with the coaches of various levels to ensure that practice time is used efficiently and effectively. The coaching director shall encourage the use of established USA Hockey ADM practice plans and best practice guidelines. The coaching director shall work with the head coach of each level to ensure there are enough coaches or volunteers on the ice at practices to keep waiting in line to a minimum. The coaching director shall gather survey results and conduct exit interviews with the coaches at the end of each year.

Playing Philosophy

The coaching director will work with the coaches to develop and implement a MSHA hockey system and philosophy that is consistent from one age group to the next and from one coach to another. We want our teams, from Varsity to 8U, to attempt to play with a similar style and philosophy.

Team Tryouts / Splits

The MSHA Coaching Director will be responsible for managing the league level try-outs at the beginning of the season and shall recruit a committee to make an impartial determination on team assignments. The coaching director shall implement a best practices method for determining splits for non-league teams.

Behavior Standards

MSHA has in place a zero-tolerance code of conduct that promotes and expects high standards of behavior from our members. Therefore, the MSHA Coaching Director should model exemplary conduct and behavior for our coaches and players. The coaching director shall work with the coaches to implement guidelines for dealing with minor player violations of the MSHA code of conduct.

Team Coordinators

Team Coordinators are the main line of communication between the coach and players/parents. They are also responsible for all administrative, non-coaching aspects of their teams. Team Coordinators need to complete a background check through USA Hockey Safe Sport. Contact Scheduler if any changes of practice and/or games. DO NOT change anything unless you get confirmation from the scheduler!

HAVE A TEAM MEETING EARLY IN THE YEAR (SEE BELOW)

- Need to contact the Scheduler before letting parents know
- Make sure that each player has a RESPONSIBLE person at these meetings – as there is lots of important information to be covered and discussed.
- Send emails, phone calls and/ or texts out to team members, parents, and coaches to keep everyone on the same page. REMIND is a free app that other coordinators have used successfully.

ROSTERS

There will be a copy of team rosters available for download on the Coordinator page. You will need to print a copy to take to tournaments.

AWAY GAMES/TOURNAMENTS & JAMBOREES

- Block any hotel rooms that may be needed
- Get/provide directions if needed
- Answer any questions that may arise or point people in the right direction
- Deliver roster stickers to the games/tournaments/jamborees. The registrar will print these for you.
- Take Consent to Treat Forms to all games/tournaments/jamborees. These will be collected at Forms Turn-In Night. You will need to put them in a binder/folder.
- Let Coaching Director know of any issues that have been made by parents/players about a coach. Revisit with the person raising the issue to ensure the matter was taken care of.

DIBS/CONCESSION WEEKENDS/HOME TOURNAMENTS AND JAMBOREES

- Make sure that all slots are filled on game day and concession weekend
- Parents should be signing up through DIBS
- Make sure all parents know how to sign up through DIBS
- Get any information that is needed (i.e. birth certificates, phone numbers)
- Help with Pictures (Head Coordinator will give you the date and time)
- Remind families of turning in Raffle Tickets (Raffle Ticket Coordinator will send a list if they do not have them in)
- Get jersey at the end of the year and hand into Equipment Director. *Remind parents to wash jersey prior to turning in.*

TEAM MEETINGS (COACHES WILL USUALLY WANT TO TALK AT THIS MEETING ALSO)

- Introduce yourselves and coaches
- Verify that contact information given to you by Registrar is correct. Registrar will get this information from our website and most of the time another parent/email/phone number will need to be added.
- Go over game schedules and tournaments/jamborees, if they have been set. If you do not have this information by the team meeting, please let the head coordinator know.
- Go over expectations of parents (they need to HELP without asking to do so). Make sure ALL parents have individually signed the Code of Ethics.
- Get any additional paperwork done and handed in. Check with Registrar prior to team meeting to see what forms are missing. *NO PLAYER CAN BE ON THE ICE UNTIL ALL FORMS HAVE BEEN COLLECTED! * You will need to help enforce this rule.
- Go over Credit Hours/DIBS: how to sign up for DIBS, concession weekend dates, minor official duties, minor official training dates.
- Remind families to get their raffle tickets. *The raffle ticket coordinator will more than likely attend this meeting. Please let them know then you have set your meeting date.*

Game Day Duties

Home Games - Pre-Game Duties

- Open Coordinators room for Ticket Takers 1 hour before game time
 - Remind Ticket Takers that they are to stay through the second period before closing the window and counting out money. After accounting for the money that stays in the money bag (counted by Ticket Taker and one other person), the gate money should be put in one envelope (counted by Ticket Taker and confirmed by one other person) and placed in the Treasurer's drop box near the concession stand). Any season pass money should be placed in a separate envelope and placed in the box between the coordinators room and the warming room.
- Get game sheets ready (they are located in the coordinator's room first set of short cabinets)
- Get game pucks & warm up pucks out (they are located in the coordinators room in the freezer -- 20 pucks per team for warmups – min 5 game pucks)
- Make sure that all slots are filled for minor officials (announcer, scorekeeper, penalty boxes & ticket takers) if they are not, you need to find someone to do it.
- Make sure there is a concession coordinator if it is your concession weekend. (If nobody signs up you will need to do it or find someone)
- Make sure concessions slots are filled. (This is the weekend coordinators job, if there is one.)
- Make sure locker room assignments are up so teams know which locker room to go to (contact Eric Sabers if needed).
- Make sure clock is on and ready to go.
- Make sure computer is up and running for LEAGUE GAMES. *Will need to have Star Spangled Banner ready to play at the start of the game or at the start of the Tournament Day.*
- Make sure the officials have the nets out and ready to go.

Home Games - Game Duties

- Assist coaches if needed. (This may include taking players to locker room if ejected)
- If team(s) have questions about players, be available to answer.
- Be available if something goes wrong in the rink

Home Games - Post-Game Duties

- Make sure score sheets are signed by refs (score keeper should do this at the end of the game.)
- Give one to Visiting Team and one to Our Team. (Hand out according to colors on the bottom of sheets)
- Put game sheets in head coordinator's box if a patch is earned for PeeWees (all others are online). Fill out spread sheet as well with this information.
 - Hat Trick (3 goals by 1 player),
 - Play Maker (3 assists by one player)
 - Zero Patch (shut out by goalie)
- Put a COPY of the game sheet in the registrar's box. There is a copy machine in the coordinator's room that you can use.
- Put game sheets in the silver lock box outside the concessions area so referees can get paid (Yellow & White)
- Put game & warm up pucks back in freezer in coordinator's room.
- Make sure Ticket money is counted and put in silver lock box outside the concessions area (ticket taker should be doing this; you will need to verify and sign the money envelope).
- Make sure Concession Money is put in the silver lock box outside the concessions area (concession weekend coordinator should count and/or verify money).
- Make sure Coordinators Room is locked.

Away Games - Pre-Game Duties

- Give stickers to Home Team Coordinator/Score Keeper
- Make sure game sheets are correct – any suspension that may need to be served or kids are gone.
- Answer any question that may arise about our players or teams.

Away Games - Game Duties

- Assist Coaches if needed. This may include taking players to locker room if ejected until parent/guardian is available.

Away Games - Post-Game Duties

- Make sure someone (you or the coaches) have a scoresheet.
- Put Scoresheet in head coordinator's box if a patch is earned for league level. Fill out spread sheet with this information as well.
 - Hat Trick (3 goals by 1 player)
 - Play Maker (3 assists by one player)
 - Zero Patch (shut out by goalie)
- Put a COPY of the game sheet in the registrar's box. There is a copy machine in the coordinator's room that you can use.

Away Tournament Duties

- Get tournament fees to the Treasure so a check may be written; there is a form on the website/coaches may do this already—talk to them.
- Send any tournament fees to correct place.
- Send team rosters into tournament.
- Block any hotel rooms that may be needed.
- Check into tournament when you get there and give roster stickers to the Home Team Coordinator or Score Keeper.
- Keep players and parents informed of game times and location.
- Be available to answer any question that may arise.
- Assist Coaches as needed.
- Follow Game Day Duties.

Weekend Tournament Coordinators

Tournament Coordinators are in charge of organizing Home Tournaments/Jamborees. The Tournament Coordinator will receive 8 DIB credits. The duties of the Tournament Coordinator is as follows:

Prior To Tournament

TOURNAMENT SCHEDULE:

- Create the tournament schedule with the Tournament Director.
- Send out to the visiting teams at least 1 week in advance.

TOURNAMENT PROGRAMS:

- Make programs for the home tournament/jamboree.
 - Collect team rosters from teams coming to tournament/jamboree. The Tournament Director will be able to help get you team contact information.
 - Make around 100 copies of the program. This number may change depending on number of teams coming and if it is a single day or multiple day tournament.
- Programs should include:
 - Tournament Schedule
 - Team Rosters
 - Sponsors (ie. Mitchell Sports Authority)

TOURNAMENT T-SHIRTS :

- Finalize T-shirt layout with local T-shirt vendor of choice and Tournament Director. Make sure to double check dates/year of tournament.
 - Set final order date at least 1 week prior to the tournament.
- Send out/email order forms to the visiting Team Coordinators
 - Collect orders and collect money.
 - Have each visiting team send in ONE big order and ONE check made out to MSHA.

SCORE SHEETS:

- Write the game schedules on the score sheets.
- Visiting teams should bring stickers for the score sheets. DO NOT fill in the team roster section prior to teams checking in.

BRACKETS:

- Make large brackets to be hung in the ice arena based off of the schedule.

DECORATING:

- Decorate the Ice Arena
- Decide as a team if you will be giving out goodie bags. If so, put goodie bags together on the night you decorate.

RULES:

- Locate a copy of the Tournament Rules. (The Tournament Director will have a copy for you).
- Place a copy of the Tournament Rules in the lobby of the ice arena during the tournament.

Day Of Tournament

IN ICE ARENA:

- Make sure Brackets are hung up.
- Make sure Tournament Rules are hung up and visible to all parents and players.
- Hang up locker room assignments.

CHECK IN TEAMS

- Collect team stickers from visiting team for the score sheets.
- Hand out Tournament T-shirts that were pre-ordered to the visiting team coordinators.

- Give goodie bags to the visiting team coordinators.
- Make sure each team has a final schedule of the tournament/jamboree.

UPDATE BRACKETS, BOARDS & SCORE SHEETS:

- Make sure to give the correct color of score sheet to each visiting team.
- Turn in the Yellow and White copies of the score sheet in the silver lock box outside of the concessions area at the end of the tournament.
 - Need to keep score sheets throughout the tourney in case of ties, head-to-head, shots, etc.
- Put copy of game sheets in head coordinator's box if a patch is earned for League level. Fill out spread sheet with this information as well.
 - Hat Trick (3 goals by 1 player),
 - Play Maker (3 assists by one player)
 - Zero Patch (shut out by goalie)
- Put a COPY of the game sheet in the registrar's box. There is a copy machine in the coordinator's room that you can use.

TICKETS:

- Make sure the money/change for ticket sales is ready to go. *Check to make sure a gate fee is being charged. Some tournaments have gates fees included in the registration fee.*
- Have tournament programs available at ticket counter.
- Have gate fee sign out and visible to all guests coming to the tournament/jamboree (if collecting gate fees).
- At the end of each day, make sure Ticket Money is counted and put in silver lock box outside the concessions area (ticket taker should be doing this; you will need to verify and sign the money envelope.)

Be available to answer any questions that may come up during the game/tournament/jamboree.

Minor Officials

Off-ice officials are considered an extension of the on-ice officiating team. For the game to run smoothly, a good group of off-ice officials are necessary to assist the on-ice crew. This document will explain the responsibilities of each to better prepare you as an off-ice (minor) official.

On-Ice Officials

The REFEREE shall have general supervision of the game, and shall have full control of all game officials, team officials and players before, during and after the game, including stoppages; and in case of any dispute, his decision shall be final.

On-Ice Officials should enter the ice surface prior to warm-ups. Players cannot enter the ice without direction from On-Ice Officials. Penalties may also be assessed during the warm-up period.

Role Of Off-Ice Officials

One of the roles of the off-ice officials is to serve as a liaison between the officials and the teams both before and after the game. The off-ice officials will be responsible for securing the game rosters from each team prior to the start of the game. After the game, they will ensure the scoresheet is properly completed and signed by the referee and will distribute a copy to each team. Any questions that may arise concerning game, or variations to the rules should also be addressed by the off-ice officials. Of course, the on-ice officials will be willing and available to offer assistance or answer questions, when necessary.

As part of the game officiating team, it is important for the off-ice officials to remain impartial at all times. This is difficult to do, especially since a family member may be participating in the game. However, impartiality must be maintained at all times.

Another important role of the off-ice official is to monitor behavior in and around the area known as the penalty benches and scorer's bench. Players must sit with their helmets on and behave in a sportsmanlike manner. Any player who behaves in an unsportsmanlike manner, uses obscene or vulgar language or is disrespectful to the off-ice officials shall be reported to the on-ice officials during the next stoppage of play. The on-ice officials are then charged to take the appropriate action, including possible assessment of additional penalties.

Off-ice officials work together with the on-ice officials as a team and communication between the two groups is vital. Successful communication will play an important role in developing a positive hockey environment for all participants.

Off-Ice officials shall arrive ½ hour prior to game time to commence their duties.

Timekeeper

The timekeeper is responsible for operating the game clock and keep track of penalty times on the official game clock. The duties of the game timekeeper are as follows:

- Prior to the start of the game, check the game clock to ensure it is operating properly. Start on time; do not start warmups that carry over into start time.
- Prior to the teams entering the ice, the game timekeeper should place the appropriate warm-up time on the clock and start this time immediately once the teams have entered the ice. It is the responsibility of the on-ice officials to call the teams onto the ice. At the conclusion of the warm-up period, the horn should be sounded and the appropriate time for the first period should be placed on the clock.
- The clock should be started upon the face-off and should be stopped each time the whistle is blown. Prior to the start of each period, the referee will check with the game timekeeper to ensure they are ready to start. The timekeeper shall cause to be announced one-minute remaining in each period.
- Upon a team leading by six goals, the referee will instruct the timekeeper to go to running time. During running time, the clock will stop only for goals, penalties and injuries. Should the gap be narrowed to 4 goals or less, the referee will instruct the timekeeper to return to stop time.
- If for some reason the clock is not stopped or started at the appropriate time, the game timekeeper should immediately do so when it has been brought to his/her attention. An estimate of how much time elapsed

should be relayed to the on-ice officials for the proper determination as to what adjustments need to be made to the time.

- All penalties which require a team to play shorthanded should be placed on the penalty clocks for the appropriate length of time immediately upon being assessed. This excludes coincident penalties and misconduct penalties. The game timekeeper should be familiar with the rules pertaining to coincident penalties, misconduct penalties, delayed penalties, and penalty termination.
- When a goal is scored which results in the termination of a penalty appearing on the clock, the game timekeeper shall remove this time prior to play commencing.

Below is a listing of the time periods for each level of play. Note that for some tournaments at Squirt and below, times may be dictated by individual tournament rules.

2023-2024 SDAHA Game Times

Level	Warm Up	Period	Between Periods	Resurface	Minor Penalty	Major Penalty	Misconduct
Mite	4 mins	12 mins w/ horn every 2	1 min	Every 2 sessions	--	--	--

SDAHA Game Clock Information								
Level	Warm Up	Resurface	Starters	Period 1	Break	Period 2	Break	Period 3
Squirts	5 mins	N/A	5 mins	12 mins	5 mins	12 mins	5 mins	12 mins
Pee Wees & Girls U14	5 mins	N/A	5 mins	15 mins	5 mins	15 mins	5 mins	15 mins
Bantams	5 mins	N/A	5 mins	15 mins	5 mins	15 mins	Resurface	15 mins
Girls & Boys JV	5 mins	N/A	5 mins	17 mins	5 mins	17 mins	Resurface	17 mins
Girls & Boys Varsity	8 mins	Resurface	5 mins	17 mins	Resurface	17 mins	Resurface	17 mins

National Anthem should be played at 1 game per day in the spirit of keeping the games on time.

Resurface – 15 minutes max

Game Start Time on SDAHA Schedule is the time the puck should drop. Warm ups and announcements should be completed prior to this time.

SDAHA Penalty Time Lengths

Level	Team	Period Length	Minor	Misconduct	Major	Match
U10	Squirts	12:00	1:00	6:00	3:00	3:00
U12 & U14	Pee Wees, Girls U14 & Bantams	15:00	1:30	8:00	4:00	4:00
High School	JV and Varsity	17:00	2:00	10:00	5:00	5:00

Misconduct penalties DO NOT go on the score clock. These are only recorded on the scoresheet. Misconduct penalties begin AFTER the minor penalty has been terminated either by a goal or time expiring.

Game Misconduct penalties DO NOT go on the score clock. No players serve in the penalty box.

Resurfacing – As a standard, when the players leave the ice, the clock should be set at 15 minutes for resurfacing. Play is to resume at the end of the 15 minutes. Varsity ice is resurfaced after warmups but not for overtime.

Overtime (Peewee and above) – Consists of a 5-minute rest period followed by a 10-minute sudden death overtime.

Run-Time - Any time there is a 6-goal differential, running time shall be implemented and continue until the goal differential drops to 4, at which time stop time will resume. When running time is in effect, the clock shall not stop except for a stoppage in play due to rink problems, injury, the scoring of a goal, a penalty or for any other cause as directed by the referee. In the event of a rink problem, injury, or for any other cause as directed by the referee, the clock shall resume running as soon as the cause of the stoppage has been corrected or removed from the ice. In the case of a goal or a penalty, the clock shall stop only long enough to record the goal or penalty. In the event of any question, the referee's direction shall be final. EXCEPTION: Per SDAHA playing rules, Running Time shall not be used at the Squirt/10U Development Level.

Official Scorer

The individual who is responsible for the completion of the game scoresheet. In some cases, may also serve as the PA announcer. The game scoresheet is the official record of that game and will be sent to the league office upon completion while copies are distributed to each team. The duties of the Official Scorer are as follows:

- Approximately one-half hour prior to the start of the game, obtain the game roster from the visiting and home teams and transfer that information to the appropriate areas on the scoresheet. Only players who are dressed and ready to participate in the game should be listed on the scoresheet. Any player sitting a game due to misconduct must be recorded BEFORE the game starts. Coaches must sign BEFORE the game starts.
- The scoresheet roster should include the player's number, last name and at least their first initial. USA Hockey rules do not require a team to designate a starting line-up, although space is provided on the scoresheet to do so for situations where the starting line-ups will be announced. In addition, the manager of the team and the Coaches should be listed.
- During the game, record information on the game scoresheet, such as goals and assists and penalties, as reported to him/her by the on-ice officials. Also, responsible for recording shots on goal. The penalty bench attendants will assist in this duty as each is responsible for each team's shots.
- Record the time of entry into the game of any substitute or temporary goalkeeper. Record on the Official Score Sheet a notation where a goal is scored when the goalkeeper has been removed from the ice.
- The awards of points for goals and assists shall be announced over the public-address system and all changes in such awards shall also be announced in the same manner.
- Prepare the Official Score Sheet for signature by the Referee, at the conclusion, of the game and forward it to the proper authorities.
- All league games MUST be scored online during the game through SportsEngine. The rink computer is located on the bottom shelf of the tall cabinet in the coordinators room. There are complete instructions on how to score a league game located in the computer bag and if followed, scoring online should not be an issue. Always make sure the paper scoring is done first as that is the most important record of the game.

Penalty Bench Attendant

The penalty bench attendants are responsible for operating the penalty bench area. Their duties include the following:

- Make sure warm up pucks are available for each team.
- Make sure game pucks are available. The Association keeps the pucks in the freezer in the coordinator's office/ticket window room. Make sure frozen pucks [in the little cooler packed with snow/ ice] are at the scorer's table to give to the referee and to give new pucks when the puck goes out of play.
- Opening and closing the door for penalized players.
- Work closely with the game timekeeper and the official scorer to ensure penalty situations are handled correctly.
- Report to the referee, at the next stoppage of play, any violation of the rules or misbehavior by a penalized player.
- When penalized players are entitled to be released from the penalty bench during a stoppage of play, after coincident penalties, these players should not be released until the on-ice officials are aware that they are going to be released. This practice will help prevent any additional altercations from occurring.
- Assist the official scorer by keeping track of shots on goal for each team. To determine shots on goal: If the puck would have gone in without the Goalie there, it is a shot on goal; goalie catches the puck above the cross bar – no shot on goal; goalie catches the puck wide of the net, not shot on goal; puck hits the pipe or cross bar and bounces out – no shot on goal; defenseman or other player stops or deflects the puck and it misses the net and or goalie never touches the puck, not shot on goal. Team pulls the goalie – empty net goal and no shot on goal-recorded as empty net goal.

PA Announcer

The Public-Address Announcer serves as the verbal communication link between the game officials and the spectators. They will announce, over the public-address system, information as it pertains to the game. Although his/her responsibilities are usually limited to verbal communication, his/her role is oftentimes the most visible of the off-ice officials. Obviously, the announcer must work closely with the official scorer to obtain the necessary information. Here are some important things to consider when serving as an announcer.

- Responsible for announcing goals, assists, penalties and other pertinent information as it pertains to the game. These announcements are generally made during a stoppage of play to minimize distractions for the game.
- A good announcer will oftentimes check with representatives of each team prior to the start of the game to go over any difficult names to pronounce or clarifications regarding enunciation. This will allow the announcing to occur during the game with minimal confusion and mistakes.
- Prior to the start of the game, check for batteries for the microphone. Check volume and discs for music. Verify the National anthem is ready to go (this is supposed to be in disc 1). The announcer may be required to make some special announcements pertaining to sportsmanship or other information regarding the league or the teams in addition to announcing the line-ups for each team. When doing so, it is generally accepted to announce the visiting team line-up first, followed by the home team. The national anthem may be played after the line-ups are announced and upon its conclusion, the game is ready to begin.
- When announcing goals and assists, it is important to only announce the players who are being credited with the goal and assist(s) as reported by the referee. The general information that needs to be announced is the time of the goal, the number and name of the goal scorer and the number(s) and name(s) of the player(s) being credited with the assist(s). If the goal was unassisted, the announcer would specify that during the announcement.
- When announcing penalties, DO NOT announce the name of offending player. Announce time, period, player number, offense and length of penalty.
- At the end of each period, announce the score and the shots on goal and/or saves for each team. This is done to keep the spectators up-to-date with interesting information.
- Responsible for playing music during stoppages and intermissions. When doing so, it is important to stop the music prior to play resuming.

Listed below are some script ideas to use during the game. Remember to speak slowly and clearly.

- **ANNOUNCING STARTING LINE UP**
 - Good (morning/afternoon/evening) hockey fans!
 - Welcome to the (1st, 2nd, final) game of the (name of the tournament) between
 - (Name of the visiting team) and the Mitchell marlins. and now let's meet the starting lineup for the visitors from (name of team)
 - Announce the starting line up
 - Announce the coaches
 - And now let's meet the starting lineup for the Mitchell Marlins
 - Announce the starting line up
 - Announce the coaches
 - Good luck to both teams. Let's play hockey!
- **ANNOUNCING GOALS**
 - Scoring for (name of team), was number (jersey number), (player name) unassisted
 - Scoring for (name of team), was number (jersey number), (player name) assisted by number (jersey number), (player name)
- **ANNOUNCING PENALTIES**
 - A minor penalty has been assessed to (name of team), number (jersey number), 2 minutes for (name of penalty).
 - Coincidental minor penalties have been assessed to (name of team), number (jersey number), and (name of team), number (jersey number), 2 minutes each for (name of penalty).
 - A 5-minute penalty and a game misconduct has been assessed to (name of team), number (jersey number), for fighting (or checking from behind).
 - (Name of team) full strength.

- **SHOTS ON GOAL**
 - Shots on goal in the first period for (name of team) (number of shots), for (name of team) (number of shots).
 - Shots on goal in the second period for (name of team) (number of shots), for (name of team) (number of shots). Total shots on goal for (name of team) (total shots), for (name of team) (total shots).
 - Shots on goal in the third period for (name of team) (number of shots), for (name of team) (number of shots). Total shots on goal for (name of team) (total shots), for (name of team) (total shots).
- **OTHER**
 - One minute remaining the period.

APPENDIX

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SCHOLARSHIP APPLICATION

Instructions: This application is designed for you to fill out to apply for a scholarship from MSHA.

NOTE: ALL INFORMATION ON THIS APPLICATION WILL BE KEPT CONFIDENTIAL

APPLICATION DATA:

Name: _____

<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
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Address: _____

Street Address	City	State	Zip Code
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Telephone: _____

What is the projected cost for registration fees for you to participate in hockey for MSHA?

What is the projected amount of this fee you feel you can pay (if any)?

Special Consideration:

Please describe any family or personal circumstances you feel warrant special attention (for example: financial status, illness, or handicap in the family, etc.). Please attach additional pages if necessary.

I/We attest all information in this application is true and complete to the best of my/our knowledge.

APPLICANT SIGNATURE: _____ **DATE:** _____

PARENT OR GUARDIAN SIGNATURE(S): _____ **DATE:** _____

PARENT OR GUARDIAN SIGNATURE(S): _____ **DATE:** _____

Please note that MSHA requires that any unpaid portion of the registration fees be worked off in credits. The number of credits will be commensurate with the scholarship amount awarded.

APPLICATION APPROVED: ☐ **YES** ☐ **NO**

PRESIDENT: _____ **DATE:** _____

TREASURER: _____ **DATE:** _____



EARLY ADVANCEMENT REQUEST FORM

Name of player: _____

Address: _____

Home phone number: _____

Email address: _____

Current division according to age: _____

Age: _____

Birthdate: _____

Grade level: _____

Reason for play up request (please be specific): _____

Signature of player: _____ **Date:** _____

Signature of Mother/Guardian: _____ **Date:** _____

Signature of Father/Guardian: _____ **Date:** _____

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PARTICIPATION/GRADE RELEASE FORM

_____ *School District*

Participant Name: _____

Grade for School Year 2018-2019: _____

Date of Birth: _____

Parent / Guardian Name(s): _____

Address: _____

City: _____

Daytime Phone Number: _____

I hereby acknowledge that we have read and agree to the Academic Requirements policy in the MSHA Code of Conduct Policy as listed on the Mitchell Marlins Web Site(www.mitchellmarlins.com). I understand that in signing this document I agree to allow the School District to release Failing List information to the MSHA. I also understand that this information is whether I am on the failing list or not and that no other information regarding my grades will be released by the School District.

Participant Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

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SEASON PASS

Type of Pass:

_____ **\$30.00 Single Pass**

_____ **\$20.00 Senior (60+) Pass**

Family Name: _____

Family Members:

-
- *Please leave attached until passes are picked up*
 - *Please return this portion and money to the head coordinator when passes are given out.*

Paid by: Check # _____ Amount _____ Cash Amount _____

Received by: _____ **Date:** _____

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EXPENSE REIMBURSEMENT FORM

<i>Coach's Name:</i>			
<i>Team:</i>			
<i>Date</i>	<i>Travel to: \$.40 per mile reimbursed</i>	<i>Miles</i>	<i>Amount</i>
	<i>Total Mileage</i>		<i>\$</i>
<i>Date</i>	<i>Meals: Restaurant name/name of coach</i>		<i>Amount</i>



TOURNAMENT FEE REQUEST

Name of Tournament: _____

Date of Tournament: _____

Cost of Tournament: _____

Team Level: _____

Requested By: _____

Date Requested: _____

Check # Issued: _____

Amount: _____

ONE (1) TEAM PER REQUEST

***** THIS FORM IS TO BE TURNED IN TO THE TREASURER*****
THE TREASURER BOX IS LOCATED BY THE CONCESSION STAND

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COACHING APPLICATION

Position: _____

Name: _____

Street Address: _____

State: _____

Zip: _____

Phone: _____

E-Mail Address: _____

Date of Birth: _____

Social Security Number: _____

USA Hockey Coaching Number: _____

Current certification level: ☐ **Level (1)** ☐ **Level (2)** ☐ **Level (3)** ☐ **Level (4)**

Completed USA Hockey Age Specific Modules: _____

Provide a detailed explanation of your coaching experience, i.e. location, division, level and number of years coached.

What is your availability to coach, i.e. games, practices, tournaments, evenings, weekends and availability to travel?

Explain what your expectations are of players, parents, and supporting coaching staff, i.e. attendance, conduct, dedication.

What aspects do you consider important in coaching minor hockey?

Identify any additional training you may have received, such as first aid, CPR, etc. Other credentials or volunteer interests:

By your signature you are acknowledging & authorizing the MSHA/South Dakota Amateur Hockey Association to complete a Criminal background check in accordance with USA Hockey Rules & Regulations along with adherence to the MHSA Codes of conduct, in addition to USA Hockey coaching code of conduct.

Signature: _____

Signature Date: