

ANDOVER HUSKIES YOUTH HOCKEY ASSOCIATION

15200 Hanson Boulevard NW • Andover, MN 55304

**POLICIES AND
PROCEDURES MANUAL**

Revised and Approved by AHYHA Board Effective September, 2022

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AHYHA MISSION STATEMENT

It is Andover Huskies Youth Hockey Association's (herein known as AHYHA) mission to create a safe, positive, and challenging environment firmly rooted in player and skill development for all levels. AHYHA promotes healthy competition where sportsmanship and team play are fostered, developed and role modeled.

AHYHA PURPOSE STATEMENT

The purpose of AHYHA is to promote ice hockey for youth following the MN Hockey Participation rules. It is further the purpose of AHYHA to aid youth in the development of hockey skills, and promotes physical and mental development. The Association will independently provide a formal means of organizing, financing and directing said youth hockey program exclusively for charitable and educational purposes.

AFFILIATIONS AND REPRESENTATIONS

USA Hockey is the national governing body for amateur hockey in the United States. AHYHA is represented at USA Hockey by its membership in the Minnesota Hockey Association. AHYHA is a voting member in Minnesota Hockey District 10, and an AHYHA board member represents the Association at all District 10 meetings.

AHYHA does not recognize, nor support and is NOT connected with, any hockey program (i.e., spring, summer or fall leagues) except those endorsed by the AHYHA Board of Directors. Individual play on such teams can occur only during the off-season.

AHYHA BOARD OF DIRECTORS

Board Structure

Refer to the AHYHA.COM Board Page for the current approved AHYHA Board Structure.

Membership Initiated Request for an Agenda Item:

Any Member may bring forward a request for an agenda item at a regularly scheduled board meeting. The process to bring forward such a request will be as follows:

- Requests must be in writing and sent to AHYHA's Secretary or President three (3) days prior to the next scheduled meeting.
- All background information must accompany this request to give the AHYHA Board of Directors time to review the agenda item.
- Requested items will receive up to 15 minutes for consideration.
- If there is an opposing argument to this item they will in turn receive the same consideration from the AHYHA Board of Directors.
- In **ALL** cases the AHYHA Board of Directors will try and come to a resolution to the issue that night, but it may not. In some cases more background work might be warranted and the issue will be carried forward to the next monthly meeting. If the item is tabled it will automatically be placed on the next month's agenda for resolution. If the issue is a time sensitive issue, a special Board meeting/or Board approved Executive Board Meeting could be called for a resolution.

Conflict of Interest

It is in the best interest of AHYHA to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of AHYHA identify situations that present potential conflicts of interest and to provide AHYHA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in AHYHA operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
 - a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with AHYHA for goods or services.
 - b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between AHYHA and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with AHYHA.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the AHYHA Board of Directors or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of AHYHA.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of AHYHA or a major donor to AHYHA or anyone else who is in a position of control over AHYHA who has a personal interest that is in conflict with the interests of AHYHA.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.

- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to AHYHA is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- d. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be counted in determining the presence of a quorum for purposes of the vote. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- e. Interested Persons who are not members of the Board of Directors of AHYHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect AHYHA's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of AHYHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of AHYHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

PLAYER, COACH, & TEAM POLICIES & PROCEDURES

Player Eligibility

A player is eligible to participate in AHYHA sponsored programs if they reside within the boundaries of Andover Huskies Youth Hockey Association¹ and if they are a member in good standing **in the Andover High School District**. The age groups for all players participating in the AHYHA Youth hockey program under Minnesota Hockey sanction will be as follows:

Mite:	8 years old or younger on or after June 1 of the current year
Squirts:	10 years old or younger on or after June 1 of the current year
Peewee:	12 years old or younger on or after June 1 of the current year
Bantam:	14 years old or younger on or after June 1 of the current year
Junior Gold:	19 years old or younger on or after June 1 of the current year
U15:	15 years old or younger on or after June 1 of the current year

The age groups for all girls participating in the AHYHA hockey program under Minnesota Girls and Women's Hockey sanction will be as follows:

8U:	8 years old or younger on or after June 1 of the current year
10U:	10 years old or younger on or after June 1 of the current year
12U:	12 years old or younger on or after June 1 of the current year
15U:	15 years old or younger on or after June 1 of the current year

Eligibility Waivers

Eligibility waiver request forms may be submitted to the AHYHA President prior to tryouts. Waiver requests will be reviewed by the eligibility committee. Acceptance will be based on two of the following criteria:

- The waiver allows AHYHA to complete teams that may not have enough players to field a complete team at that level.
- The waiver request is in the best interest of the AHYHA.
- The waiver request is in the best interest of members within association boundaries.

Player Move Up

A process has been established for those individuals who feel there is a unique circumstance that would warrant them playing at a non-designated division. Those who wish to play at a nondesignated division must follow these steps:

- The player/parent must petition the AHYHA Board of Directors at a regularly scheduled meeting during registration.
- In order to petition, the player must have played at the highest classification of his/her designated division the previous year. For girls desiring to move up to the U10 level of play they must have participated at the U8, B-Mite or A-Mite level in the previous year.
- A player cannot petition into a checking division until they are age eligible.

¹ Player Eligibility is defined by the affiliation agreement between Andover Huskies Youth Hockey Association and MN Hockey.

- The petition must include a letter from the parent stating the unique reasons for the request to move to a different division and must include a letter from a prior year's coach indicating that this player would be capable of playing at the requested division.
- The Board will discuss the petition and determine if the player will be allowed to try- out at the non-designated division by taking a vote, which has to be 2/3rds majority vote.
- If a player is allowed to move, the player and the parents or guardian must be prepared to sign a waiver.
- Players approved to move-up may not return to a lower division.

AHYHA will follow Minnesota Hockey & District 10 policies related to moving youth to non-designated divisions and checking leagues. The move-up process may be initiated by the AHYHA Board of Directors acting in the best interest of the association at the discretion of the AHYHA Board of Directors.

Mite Move-Up Policy:

The move-up offer will be extended to **any** 3rd grader who played Mites last year regardless of the team they played on prior. Prior to registration the estimated number of open spots will be communicated with the final number of spots determined once registration is closed. Parents will have the opportunity to withdraw once the final number is communicated up to a week prior to tryouts.

If we have more players wanting to move up than available spots, we will stack rank the players using the independent judges scores. Those that fall below the move up number set after registration will be sent back to Mites. There will be no refund of the tryout fee for anyone that wants to attempt the move-up.

Under this policy all players will be subject to the following:

- All move-ups will pay the **non-refundable** tryout fee and **must tryout.**
- No waving of tryout fees for those who simply want to be placed on the lowest level team.
- Move-ups will not be allowed to play the top team of the level moving up to. (Squirt A or U10A)
- Any player that participates in the Mite Move Up will not be allowed to go back to Mites if he/she doesn't make the team desired after tryouts.

Grade Appropriate Move Up

A player may register to participate in the next highest division if it is "grade appropriate". Grade appropriate is defined as a player who is attending a grade that is typical of the playing division. For example, Bantams/14Us are grades 8 and 9; Peewees/12Us are grades 6 and 7; Squirts/10Us are grades 4 and 5. The player may follow this "grade appropriate" by-law for the remainder of their years of AHYHA participation, but in accordance with Minnesota Hockey. The player may choose to stay and participate for a third season at a particular division if it is age appropriate.

Eligibility Restrictions

Eligibility restrictions apply to ALL persons participating in the AHYHA program as specified by the current Minnesota Hockey Handbook.

Team Declarations

AHYHA will strive to field competitive teams at all levels throughout the Association. AHYHA will honor the guidance provided by District 10 and will maintain AHYHA's competitive philosophy.

If deemed appropriate to have two teams at the same level, the teams will be selected to be as equal as possible.

Team Definitions

AHYHA honors the guidance provided by District 10 and Minnesota Hockey in defining levels of play.

- "Divisions" means Mite, 8&Under, Squirt, Peewee, 10&Under, 12&Under, 14&Under, Bantam, Junior Gold.
- "Classifications" means AA, A, B, C.
 - **"AA"** (If applicable) or **"A"**- The highest competitive classification, essentially a development program designed to enhance team and individual skills. Minnesota Hockey will provide for district, regional and state competition at this classification.
 - **"B"**- The intermediate competitive classification, also essentially a development classification, but primarily intended to provide a uniform competitive experience for players or teams that are not able to compete effectively at the A (or AA if applicable) classification. Minnesota Hockey will designate and provide for district, regional and state competition at this classification. There shall be no regional/state tournament at the B classification unless designated by Minnesota Hockey.
 - **"C"**- The C classification is intended as a competitive level for programs to provide a good experience until players are ready to advance to a higher level. Teams compete primarily between District 10 approved hockey communities.

TRYOUT POLICIES & PROCEDURES

Mission Statement

The goal of the tryout process is to ensure accurate and fair assessment of each player in the Andover Huskies Youth Hockey Association (AHYHA) and to place each and every player on a team with similar skill level.

Roles and Responsibilities

The AHYHA Board of Directors

The AHYHA Board of Directors has overall responsibility for approving the Tryout Policy and Procedures. The Tryout Policy and Procedures will be documented and approved by the AHYHA Board of Directors prior to implementation.

The AHYHA Tryout Policy and Procedures will be reviewed on an annual basis by the AHYHA Board of Directors prior to tryouts.

Tryout Director

The Tryout Director will coordinate all activities associated with the tryout process. Specific responsibilities include:

1. Maintain and update the AHYHA Tryout Policy and Procedures.
2. Chair the Team Selection and Tryout Committees.
3. Contact evaluators to participate in the tryout process.
4. Ensure all administrative functions as outlined in this document are completed.
5. Point of contact for all issues pertaining to the tryout process.

The Tryout Director may delegate responsibilities to other board members in the event they are unable to perform the task, or to avoid a conflict of interest.

AHYHA Tryout Committee

An AHYHA Tryout Committee may be formed to assist in developing the tryout process and recommending proposed changes to the AHYHA Board of Directors.

Team Selection Committee

A Team Selection Committee will approve all team roster selections. The role of the Team Selection Committee is to ensure all players are placed and roster selections are in compliance with the team selection policy. Each approval must be made by three Team Selection Committee members.

The primary Team Selection Committee members may delegate their approval to a secondary approver in the event they are unable to perform the task, or to avoid a conflict of interest.

1. Tryout Director
2. Vice President or President
3. Youth Director or Girls' Director

Volunteers

Volunteers will be asked to assist in coordinating and carrying out tryouts. Volunteer duties may include sign-in/equipment, locker room attendant, and bench/line coordination.

On Ice Coordinators will facilitate each session by ensuring the required drills are completed per the AHYHA Tryouts Standard Drills and supervising players on the ice.

TRYOUT INFORMATION

The following tryout process for AHYHA authorized teams will be used for team selection. The AHYHA Board of Directors may add/subtract additional teams if deemed necessary after an accurate accounting of players are obtained during player registration.

Attendance

You must check in at least **30** minutes prior to your tryout time (Parents – this is your responsibility). Failure to do so will result in at least one skipped shift. If you are unable to make your tryout time for any reason, you must notify the Tryout Director as soon as possible prior to tryout session. Failing to attend a tryout session will result in zero points for the session missed.

Equipment

When you arrive, you will be assigned two tryout jerseys that they will keep for the entire tryout process (You will keep the jerseys for the season) Players need to bring both jerseys to all tryout sessions. Previous year's AHYHA White or Black matching socks can be worn. Mouth guards must be worn. If a player is out of uniform, they will be asked to leave the tryout process.

Eligibility

Only those players who are age eligible in accordance with the AHYHA Policies & Procedures Manual, who have paid the tryout fees and have turned in all required forms will be allowed to tryout.

Players must register and participate in the tryout process to be placed on a traveling team, unless a medical waiver has been approved.

Placement Requests

If siblings wish to play together on the same team, they **must** designate this to the Tryout Director prior to the first tryout session. They will then be placed together on the lower scoring siblings' assigned team. Failure to notify will result in both siblings placed at the appropriate classifications.

At the time of registration, eligible players may request placement on the team at the lowest available classification and forgo tryouts and the tryout fee. This request must be made via email to the Tryout Director and approved by the Team Selection Committee.

Absentee Policy

If the player is absent for medical reasons including COVID-19 or circumstance beyond their control (not vacation) for their scheduled evaluation session, the player will receive a score for the missed session equal to the average of the sessions completed. The parent must notify the Tryout Director prior to the scheduled evaluation.

Injured Player Policy

- 1) If the player is absent for medical reasons for their scheduled evaluation session, the parent must notify the Tryout Director. This notification must be via email and include a written doctor's statement and be given prior to the first day of actual tryouts.

- 2) If the injury or illness occurs during tryouts, a written statement from the doctor or clinic must be given to the Tryout Director. If the player misses his/ her assigned session, they will receive a score averaged from the sessions attended.
- 3) A position in the tryout pool **may** be held open, at the discretion of the coach and with approval of the AHYHA Board of Directors, for the injured player based on the following:
 - a) If the injured player is not moving up to the next division, a position **may** be held open at one higher classification than the player played last season. The player will be guaranteed a spot at the same classification the player played in the previous season.
 - b) If the injured player played on a traveling team the previous season, and is **moving up** to the next division, a position **may** be held open at the next highest competitive classification.
 - c) Decisions on the first year Squirt, 10&Under, or "C" player moving to Traveling will be reviewed by the Team Selection Committee and approved by the AHYHA Board of Directors.
 - d) All COVID-19 related situations will be reviewed by the Team Selection Committee individually to ensure all players are placed in the appropriate tryout pool.

Tryout Results

Tryout rankings will not be available to parents or coaches. Tryout results will be maintained by the Tryout Director and destroyed after January 1 following the tryouts unless there is an open action regarding team selection.

Parents/Spectators

Tryouts are closed to parents and spectators. Tryouts are an evaluation process, not a competitive event. Parents and spectators are **NOT** allowed in the arena during tryout events, with the exception of an outside scrimmage. AHYHA wishes to provide the best environment possible to enable players to perform at their best. Anyone not following this policy will be removed from the premises.

Ice Times

A schedule of ice times for each group will be posted on the AHYHA website. Please review and ensure that you have marked your calendar with the appropriate times as revisions can be made. Please see the website for the times and groups.

YOUTH TEAM SELECTION PROCESS

Coach selection and declaration will follow the Coaches Selection portion of the AHYHA Policies and Procedures Manual.

PHASE 1: EVALUATION AND SCORING

Independent and non-parent evaluators are selected for tryouts. Scores from these evaluators will create the numerical rankings of players. There will be independent evaluators for each session and all scoring by the judges is final. Each session will have at least three evaluators. At least one evaluator will be designated for the goaltenders.

In some cases it may be necessary to compensate evaluators with AHYHA Board of Directors approval. A good faith effort will be made to recruit evaluators that are experienced in the evaluation process and have no affiliation with any player they are evaluating.

Tryout - Scrimmages

The ranking evaluations will be all Scrimmages. Scrimmages will be 5 on 5 plus a goaltender or 4 on 4 plus a goaltender. The players will be divided into groups (depending on the number of athletes trying out) by a preset random schedule for each scrimmage session. The groups will be broken down into lines and teams of skaters for each session. The lines will be selected by a preset scrambling process and will change with each shift. Skaters will be moved from offense to defense numerous times to facilitate a valid evaluation of each player's skills.

Scoring for the scrimmages will be done by the evaluators with each skater receiving numerous scores from each judge. Scrimmage scores will be based on skating skills, stick handling, shooting ability, passing, position play (offensive and defensive), playing without the puck, back checking and overall team play.

Goaltenders

Depending on the number of goaltenders at each division, the process will be as follows:

The goaltenders will be graded and judged by evaluators with experience with regards to goaltending. There will be at least 1 skills session in addition to scrimmage sessions. The skills evaluated will include the following:

1. **Physical Skills:** basic stance, movement in stance, stick positioning.
2. **Skating Skills:** forward, backwards, lateral movement.
3. **Technical Characteristics:** use of stick, skates, catch glove, blocker, and butterfly.
4. **Mental Skills:** positioning, angles, concentration, challenging shooters

With the completion of the evaluation portion of tryouts, the "AA", "A" and "B" pools will be determined and posted on the AHYHA website.

PHASE 2: POOL PLAY AND TEAM SELECTION

Pool Play

The coach for each team will receive a list of the top ranked skaters and goaltenders. The quantity of skaters on the list will consist of 1.5 times the estimated roster size. The quantity of goaltenders on the list will consist of 1.5 times the estimated goaltender roster size.. The list will specify the mandatory players. The coach may request one additional call-up player for the pool. This request will be reviewed and must be approved by the team selection committee. After the completion of the player assessments through scrimmages, drills, etc., which is led by the coaching staff, the coach will submit a list of his/her proposed team to the Team Selection Committee for approval. **The coach's list must include the mandatory players.** The mandatory players are the top scoring players based upon the independent evaluators' assessments and are automatically assigned to the team.

The mandatory players for each team are as follows:

- At least 50% of the declared roster size
- The top ranked goaltender only if his/her score is the highest score by a 15% margin.

Smaller teams may be selected to achieve a more competitive team or place players at the most appropriate level at the approval of the team selection committee. Estimated teams and roster sizes will be available at tryouts.

The pools will include the players transferred from pools at the next higher classification.

Pool sizes may be modified based on registration numbers and team declarations. The intention is to provide coaches a pool approximately 50% larger than the amount of players to be selected.

After the completion of player assessments through scrimmage, drills, etc., led by the coaching staff, the rosters will be selected.

If only one team is declared at a level, the head coach will submit their proposed roster to the Team Selection Committee for approval.

If AHYHA chooses to field multiple teams at the same level, the head coaches will select their teams in a draft process from the players in the pool for that level. The draft will be conducted by the Tryout Director and approved by the Team Selection Committee.

The goal is to have roster(s) posted within 24 hours after the final tryout session. Rosters will be posted on the AHYHA website.

Girls

In order to build a strong, sustainable and competitive girls program, and given the fact that girls' participation rates are lower than youth levels at this time, the 15U, 12U and 10U teams for the girls' program will be chosen as follows:

1. If there are fewer than 15 skaters and one goaltender at one division, the AHYHA Board of Directors will decide how to achieve a full roster. Options include moving girls from a younger age group from within AHYHA or waiving girls in from another association.
2. If there are more than 15 skaters, the evaluation process will be handled the same way as the Youth evaluations as outlined above.

Special Sessions

Additional tryout sessions may be required to accommodate unique or unanticipated circumstances. Special sessions may be scheduled and posted at the discretion of the Team Selection Committee.

TOURNAMENTS

AHYHA will schedule up to two (2) to three (3) tournaments, outside District 10 league play and District 10 playoffs, for Squirt and U10 traveling teams depending on Minnesota Hockey game limits. Additional tournaments may be scheduled by each team provided they do not exceed their division level maximum allotment of games/scrimmages for the entire season. Higher divisions (12U and Pee wee and up) will have three (3) to four (4) tournaments scheduled outside of District 10 league play and District 10 playoffs and may schedule additional scrimmages and tournaments on an individual team basis.

AHYHA will cover the entry fees for the tournaments they schedule and will bill the teams accordingly, providing that the entry fee is reasonable in comparison to the average entry fee in the metropolitan area. In order to receive the checks for the tournament entry fees, the team coach or manager must submit AHYHA Request for Payment Form to the Treasurer of AHYHA

In order to participate in additional tournaments, the team must have a parent meeting to discuss the number of tournaments and the resulting cost per player. The team must agree by 75% in order to attend additional tournaments. A series of two or more scrimmages requiring out of town hotel accommodations will be considered the same as a tournament. All tournaments, whether held in an indoor arena or played outside on natural ice, must be sanctioned by Minnesota Hockey, Rule XI, Paragraph A.

Teams participating in unsanctioned tournaments may be suspended from Minnesota Hockey activities for the balance of that season and the following season. This is not a negotiable penalty. This is a rule from the Minnesota Hockey rulebook, Rule XI, Paragraph B, Item 7. This could result in the entire association being suspended from league play. Any coach or manager who permits this to happen will be immediately removed from his/her position and expelled from the Association.

Teams must have their team credentials and registration with them at all times during tournament participation. It is a Minnesota Hockey rule that any team that does not have a properly completed credential package is not allowed to participate in the tournament.

Home Tournaments

If AHYHA is hosting a tournament for the level of an individual team, it is mandatory for the Andover teams to participate, and that tournament will count as one of the number of tournaments listed above.

All AHYHA parents and spectators must pay entry fees to all Andover sponsored events, unless working tournament for AHYHA.

Definitions: Game or Scrimmage

Controlled Scrimmage: When two (2) teams utilize the same ice time for instructional competition, utilizing all coaches on the ice for instructional purposes.

Game: When two (2) teams are on the ice in any other fashion than defined as a "controlled scrimmage" it will be considered a game. **Games include league, scrimmage and tournament play.**

Regional and State Tournaments

As part of the recognition for team excellence, AHYHA will pay regional and state entry fees for any AHYHA Traveling Team that proceeds passed District play and moves into regional and state play.

MITES/ GIRL 8U HOCKEY

AHYHA agrees with the MN District 10 Hockey definition that the purpose of Mite and Girls 8U hockey should be that of entry-level development with emphasis placed on fun and skills. The initiation program is for the very beginning skater, regardless of age or gender. AHYHA Hockey will abide by the guidelines of MN Hockey and MN District 10 Hockey as they relate to Mite and Girl 8U Hockey.

MITE TEAM SELECTION COMMITTEE

A Mite Team Selection Committee will approve all Mite team roster selections. The role of the Mite Team Selection Committee is to ensure all players are placed and roster selections are in compliance with the Mite team selection policy.

Mite Selection Committee Members

The primary Mite Team Selection Committee members may delegate their approval to a secondary approver in the event they are unable to perform the task, or to avoid a conflict of interest.

1. Mite Director
2. Vice President or President
3. Mite Team Head Coach

MITE TEAM SELECTION PROCESS

Coach selection and declaration will follow the Coaches Selection portion of the AHYHA Policies and Procedures Manual.

PHASE 1: HEP SKILL EVALUATION

What is HEP Testing? HEP stands for Hockey Education Program. Every fall and spring, AHYHA test the skaters on certain skills and record their times so that AHYHA can see the progress that they make between the beginning and end of the season. HEP is a USA Hockey sanctioned way to evaluate Mite players. The HEP test scores will help determine which pools the skaters will skate in at the start of the season. The rink is split into several stations where skaters are all testing at the same time, making it a comfortable environment for the skaters. The top 10 skaters based on their HEP scores will be locked in for the top Mite team.

PHASE 2: POOL PLAY AND TEAM SELECTION

Pool Play

The coach for top Mite teams (boys and girls) team will receive a list of the top top ranked skaters that consist of 1.5 times the estimated roster size. The list will specify the mandatory players based on HEP scores. The coach may request one additional call-up player for the pool. This request will be reviewed and must be approved by the Mite Team Selection Committee.

After the completion of the player assessments through scrimmages, drills, etc., which is led by the coaching staff, the coach will submit a list of his/her proposed team to the Mite Team Selection Committee for approval. The coach's list must include the mandatory players.

The mandatory selections for each team are as follows:

- The top 50% of the declared roster size (Based on HEP scores)

Smaller teams may be selected to achieve a more competitive team or place players at the most appropriate level at the approval of the team selection committee. Estimated team and roster sizes will be available at tryouts.

The goal is to have roster(s) posted within 24 hours after the final tryout session. Rosters will be posted on the AHYHA website.

All other Mite teams B-D will be divided up per HEP scores and be as even skill-wise as possible. Teams will be divided up by the head coaches and approved by the Mite Selection Committee.

SPECIAL SESSIONS

Additional tryout sessions may be required to accommodate unique or unanticipated circumstances. Special sessions may be scheduled and posted at the discretion of the Mite Team Selection Committee.

²District 10 Minnesota 2019-2020 Hockey Handbook. (2019). Retrieved August, 2019 from <https://district10hockey.org/wp-content/uploads/2019/09/D10-Handbook-2019-2020-1.pdf>

COACHES SELECTION

Traveling Coaches Selection Process

All coaches for AHYHA will be selected through the use of a Coach Selection Committee which serves as the interview panel for all travelling coaches.

The AHYHA Board is committed to ensure a positive experience for not only our players and members but coaches as well. The time and preparation commitment each coach dedicates to their team is what creates a stronger and better association. The AHYHA Board has created a rule to help with this commitment.

Below is the coaching rule structure:

Head Coach- 1 team only and cannot hold the position of Head Coach or Assistant Head Coach of another team.

Assistant Head Coach- 1 team only and cannot hold the position of Head Coach or Assistant Head Coach of another team.

Assistant Coach 1- Can hold this position with multiple teams.

Assistant Coach 2- Can hold this position with multiple teams.

Assistant Coach 1 or 2 must be defined as the goalie coach.

If a person is appointed and accepts the position of Head Coach or Assistant Head Coach (Assistant Head Coach will be appointed by Head Coach but will be approved and possibly interviewed by the Coach Selection Committee), your time priority will be dedicated to that team. The expectation is that you and/or your Assistant Head Coach is committed to attend all of that team's functions (i.e. practices, dryland, games etc.). This teams schedule would supersede other teams you may be associated with as an Assistant Coach.

As the Head Coach, it is your responsibility to delegate responsibilities to your Assistant Head Coach in the event you are not able to attend a team function. Both the Head Coach and Assistant Head Coach will work together to ensure the philosophy of USA Hockey, Minnesota Hockey, District 10 and AHYHA Board are followed by your team throughout the hockey season.

The Coach Selection Committee shall be chaired by the Coach Development Director and will consist of the following members:

1. Vice President
2. Coach Development Director
3. Youth Director or Girls' Director

The Vice President, Coach Development Director and Youth Director or Girls' Director will make every attempt to present at all interviews for each division. If one is not present, the interviewing committee member(s) participating in the interviews will provide feedback to the committee members not present in the interviews.

Applications shall be posted in early spring for prospective coaches to apply for designated positions by a certain date.

Any applicant interested in the Head Coaching position will be required to go through the interview process with the Coach Selection Committee.

Mite Coaches Selection Process

All Mite coaches will be selected by the Mite Director and will be approved by the Coach Selection Committee. Decisions will be based on application, previous experience, parent evaluations and personal interviews.

Interview Process

During the interview process all head coach applicants (parent and non-parent) will be interviewed and ranked by the Coach Selection Committee according to abilities and hockey background. Evaluations received on past coaches will also be taken into consideration.

The AHYHA Coach Selection Committee will ask a non-parent coach for at least a two-year commitment in his/her position. The Coach Development Director will maintain the contract.

All coaches will be ranked during the interview process. Parent coaches for the highest classification team offered, positions may be selected prior to tryouts *if their player is a returning highest classification team player*. All other traveling parent coaches will be selected during the tryout process; after it is determined which pool their child is placed. A non-parent coach may be announced at any time.

Coaching Certifications

All coaches shall earn and maintain a valid USA Hockey Coaching Education Program (CEP) certification required for the respective division in which they expect to coach. AHYHA shall refund the registration fee(s) for the minimum CEP level required upon proof of certification and participation. All Coaches shall register with USA Hockey as a coach before they can be on the ice at <http://www.usahockey.org>.

Assistant Coaches

Assistant Coaches must submit an application to the Coach Development Director. Assistant Coaching positions will be nominated by the Head Coach and approved by the Coach Selection Committee. All coaches must hold the proper USA Hockey Coaching Certification. Assistant Coaches may be named prior to team selection under the following circumstances:

- Parent assistant coach with player who is a mandatory selection in their pool
- Non-parent assistant coach

All other parent assistant coaches shall be selected after the team selection is approved by the team selection committee. Parents who are not approved assistant coaches shall not participate in conducting or evaluating pool play.

Coaching Staff Size

A maximum of 4 coaches are allowed on a coaching staff with a minimum of 2 coaches. If a team requests more than four coaches it must be approved by the Coach Selection Committee. A maximum of four coaches will be given volunteer credit.

TEAM OFFICIALS

Coaches

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players; socially, psychologically and physically.

Team Managers

The team manager is the liaison between the coaches and the parents. The manager will support the coaching philosophy of the team in order to foster good communications among all participants and will generally manage the business of the team along with any responsibilities the coach may assign. If at any time the team manager witnesses any breach of the Coaches, Player's and/or Parent/Spectators Code of Conduct, it is their responsibility to address the issue on-site if possible and/or report the incident to the AHYHA level representative. The manager also has a responsibility to manage team funds and is accountable to the AHYHA treasurer.

A Team Manager Selection committee will approve all team managers.

The primary Team Manager Selection Committee may delegate their approval to a secondary approver in the event they are unable to perform the task, or to avoid a conflict of interest. Each team manager must be approved by three (3) Team Selection Committee members.

1. Registration Director
2. Vice President or President
3. Treasurer
4. Level Representative

EQUIPMENT

Uniform

The official colors of AHYHA are black, Vegas gold and white. An official uniform will be selected incorporating these colors for all traveling teams with one (1) jersey identified for home games and one (1) for away games. The official uniforms must be worn at all league games, scrimmages, tournaments and Association pictures. Official uniforms are only to be worn for events requiring the official team uniform. Exceptions may be requested by the Head Coach and approved by the Equipment Director.

Equipment

Equipment requirements are set by Minnesota Hockey District 10, Minnesota Hockey and USA Hockey and are strictly enforced.

AHYHA supplies goalie equipment through the Squirt/10U division as described in the next section. Minor repairs of AHYHA's owned equipment is the responsibility of the player or parent and will be reimbursed by AHYHA with the submission of a receipt. The Equipment Director should be contacted if major repairs or replacement become necessary.

State Tournament Package

For traveling teams who qualify for State Tournament (limit 1/ season)

State Tournament Team:

AHYHA will contribute up to \$3,000 towards state tournament expenses for the team & staff (not families); including but not limited to State Jerseys/socks, hired transportation resources, team events, team apparel related to the State Tournament. The money cannot be used for family events, lodging, alcohol, player equipment, personal transportation/fuel, etc. A formal quote/estimate will need to be submitted to AHYHA President or Vice President for approval prior to any purchase. All the payments will be paid directly from AHYHA Treasurer to the vendors, not the team checking account. AHYHA reserves the right to deny requests for any reason.

State Jerseys:

All State Jerseys & socks are to be designed and ordered by the team from an AHYHA approved vendor. All artwork, logos, patches, colors, and styles are required to be approved by the AHYHA Equipment Director to make sure they align with the Association brand prior to ordering. Each team is allotted 1 State Jersey/sock set paid for by the association. The jersey must meet Minnesota Hockey, District 10, and USA Hockey rules for uniform. The team is required to notify the tournament of their jersey color prior to the event.

Approved Jersey & Sock Vendors as of 2022: Hat Trick Hockey, Dave's Sport Shop, Letterman's Sports, K1 Sportswear, Gemini, Flow, Pure Hockey, and Athletic Knit. Other vendors would have to be approved by AHYHA.

Required equipment is outlined by the governing authorities named herein include, but may not be limited to the following

Goalie Equipment

Mites: Goalie equipment consisting of leg pads, chest and arm pads, blocker glove, catcher glove and stick is provided by AHYHA for Mite classifications C and above.

Squirts: Goalie equipment consisting of leg pads, chest and arm pads, blocker glove, and catcher glove is provided by AHYHA. Goalies are responsible for providing their own helmet and stick

Peewees, Bantams, Jr. Gold, U-14: No goalie equipment provided.

Girls: Goalie equipment consisting of leg pads, chest and arm pads, blocker glove, and catcher glove is provided by AHYHA until the goalie reaches the 12U classification. Goalies are responsible for providing their own helmet and sticks.

Player Equipment

Mites: Helmet with approved facemask and colored mouth guard; elbow pads, shin pads and shoulder pads; supporter with cup; breezers; hockey socks, hockey skates, hockey gloves, hockey stick, and throat protection devices are recommended at the mite division.

Squirts, Pee wee, Bantam, Junior Gold, U-16: Black helmet with approved face mask and colored mouth guard; elbow pads, shin pads and shoulder pads; supporter with cup; black hockey breezers; hockey skates, and hockey gloves and hockey socks; hockey stick.

Girls U10-U12-U14: Black helmet with approved face mask and colored mouth guard; elbow pads, shin pads and shoulder pads; black hockey breezers; hockey skates, and hockey gloves and hockey socks; hockey stick.

Traveling Team Equipment Policy

(Please read this document in its entirety and understand how you are required to handle all AHYHA team equipment borrowed during your hockey season. These guidelines are set to achieve uniformity of all our teams throughout our Association. If you have any additional questions about these policies, please let the Equipment Director know and they will do their best to help.)

Team Jerseys

The Team Manager should manage the handling of the team's jerseys and socks and will be required to return the complete set to AHYHA at the conclusion of the team's season. Your team was given a complete set of home/away team jerseys to use during your hockey season. The jerseys sizes are pre-selected by the Association. The numbers you have been given are #1-#22, #33, & #39. You will have to use the size run you were given and fit each player on the team, this may result in someone not getting a number that they requested. We ask that NO jerseys will be traded between teams to get a particular size. In the event of an issue, please reach out to the Equipment Director. These jerseys are used year after year by AHYHA so there will be signs of wear. If a jersey is severely damaged during the season, please notify the Equipment Director about steps to get it repaired or replaced immediately. AHYHA does not allow the use of iron-on and permanent sewn patches to any traveling jerseys. AHYHA does not allow the alteration of any Traveling and A mite/ 8U jerseys. Any alterations or permanent patches on jerseys will be billed directly to the team for a full jersey set replacement. Jerseys should only be used for Games (not practices). In the event a player loses their jersey(s), they will be charged for the full replacement cost of the unit. Any missing, lost or severely damaged jerseys are the sole responsibility of the individual player & team and will be charged to the team, so please keep good inventory of them. The head coach or Team manager should hold onto the jersey bin they were issued at the beginning of the season and follow the steps in the Jersey return policy at the conclusion of the hockey season. Any jersey that needs to be replaced due to an on ice injury is the responsibility of AHYHA.

Jersey Alterations

There should be no alterations of AHYHA Traveling jerseys including sewing, hemming, iron on patches, glue, coverings, state/ tournament patches, etc. Any alterations to AHYHA jerseys will be billed to the team directly for replacements.

Team Socks

Each player should be issued a black & white set of game socks. The socks come in different sizes.

The sizes are pre-selected and put in your team bin and should be handed out according to height of players. Sizes are limited due to availability so please do your best to read the label on the inside of the sock prior to distribution to the player. In the event you need a replacement pair of socks during the season for a player, please contact the Equipment Director. There are not enough socks on hand to replace whole teams during the season, AHYHA has limited inventory and to only be made available for socks that are deemed unusable. Players will keep their socks at the end of the season.

Helmet Stickers

One set of helmet stickers is provided for each player on the roster. They should be placed on each side of the helmet. Player number stickers should be installed on the back part of the player's helmet. AHYHA asks that players remove all AAA and other teams helmet decals prior to Tryouts. This allows our teams to look uniform throughout the Association. In the event a player gets a new helmet during the season please reach out to the Equipment Director for a new set of decals.

Goalie Equipment

If your team is borrowing AHYHA goalie equipment, you will only be able to use it for ice hockey during the AHYHA hockey season. It is not to be used for off-ice events unless it's on an approved training floor surface. Any damage above normal wear and tear will be charged to the team. Goalie equipment will be made available to borrow through Squirt/U10 level. Standard goalie equipment includes, but not limited to leg pads, glove, blocker, chest protector & stick. AHYHA would like goalies to purchase their own helmets. All goalie equipment borrowed throughout the hockey season should be returned with team jerseys at the conclusion of the hockey season.

Off Season Goalie Equipment Request

If a goalie is interested in using the equipment over the off-season they should reach out to the Equipment Director directly to make arrangements. All goalie borrowed during the off-season should be returned back to AHYHA prior to tryouts.

Jersey & Return (Conclusion of the season)

At the conclusion of the hockey season; every jersey (home/away) numbers #1-22, #33, #39 must be returned in the team bin washed and laid flat. It is the team responsibility to make sure every piece is accounted for prior to returning the jersey bin. AHYHA uses these jerseys year after year, so it is imperative that every unit is returned. Please segregate any damaged jerseys so AHYHA can get them repaired during our off season. If there was any exchange of jerseys with another team for any reason, please work with that Team Manager to get them back to complete your bin. The players will keep their socks but any NEW (unused) socks can be returned with the jersey bin.

Dryland Room

AHYHA has outfitted the dryland room (located upstairs in the sports complex) with shooting aids, pucks, dryland equipment. Teams/ players who use the facility are required to pick up and restore the room back to an organized state upon completion of your time. Please notify the Equipment Director of any damaged equipment. The space is managed by the Andover Community Center and they reserve the right to deny access to the space for any reason. AHYHA board members have the authority to remove teams/players if they are not respecting the room and space. To reserve the room for teams/players; please visit the dubs tab on www.AHYHA.com

Pucks & Puck Bag

Each coach is issued a bag of pucks at the beginning of the season. The pucks need to be returned to AHYHA at the conclusion of the season. In the event a coach needs additional pucks during the season please reach out to the Equipment Director. Each team is responsible for their bag of pucks. A bucket of pucks will be provided in the penalty box of each Andover rink for teams to use for practices/ warm-ups. Please return all the pucks back in the bucket after use.

First Aid kits

Every team is issued a portable first aid kit at the beginning of the season. If your team needs a replacement pack during the season, please reach out to the Equipment Director.

Equipment Voucher

AHYHA has a program designed for any 'NEW TO HOCKEY' player to receive a one-time offer for free equipment. This program is for the Mite/8U level first year players. You must be a registered & verified Andover player. After you register, email equipment@ahyha.com and request an equipment voucher. Once you receive the voucher, the player can bring it with them to Hat Trick Hockey in Anoka, MN and they will assist in fitting the player with their protective equipment. The voucher does not include skates, player stick, mouth guard, supporter with cup, neck guard or base layers.

Tryout Jerseys

Each player will receive a new tryout jersey with assigned number & color each season on their first tryout day. The player is responsible to wear the appropriate jersey for the entire tryout process unless directed differently by the tryout director. If the tryout jersey is missing, the player will not be able to try out for their session. The sizes are pre-determined for ordering purposes and if the jersey is not the player's normal size, we ask that they are tucked in with the number still being visible for evaluators to see.

Property Rights

No Association member shall have any rights, title, or interest in or to any property of the Association.

HEALTH & SAFETY POLICIES & PROCEDURES

SafeSport/ Locker Room

AHYHA officials, members, and programs will be conducted in compliance with the SafeSport policies as defined by Minnesota Hockey. SafeSport policies relate to the areas of abuse, harassment, hazing, locker room safety, social media, and travel.

AHYHA will designate an individual as the SafeSport coordinator, who will lead SafeSport administration for the association.

Each team at the U10/Squirt level and above, will designate at least one individual as the SafeSport representative who will obtain the proper qualifications and fulfill the responsibilities for every team event, including locker room monitoring. Each team can offer a full season of volunteer hour requirements to fulfill the SafeSport representative role.

AHYHA honors the guidance set forth by District 10 regarding the gender of players on our teams. For any AHYHA team comprised of players of both sexes, it is the responsibility of the coaching team to negotiate the most comfortable environment for their players.

It is important for all players, coaches, parents and spectators to behave appropriately in the locker rooms and arena areas. AHYHA and our teams will honor USA Hockey policies and take efforts to ensure a safe environment.

Substance Abuse

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

- First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next twelve (12) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own becomes a participant in chemical dependency or treatment program; the player may be certified for reinstatement in AHYHA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- Penalties shall be cumulative throughout the player's participation on AHYHA teams.

Sexual Harassment

AHYHA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. AHYHA prohibits any form of sexual harassment or sexual abuse.

It shall be a violation of this policy for any player or member of AHYHA to sexually harass, through conduct or communication of sexual nature, any child or member of AHYHA. It shall be a violation of this policy for any player or member of AHYHA to sexually abuse any child or member of AHYHA.

The Board of Directors of AHYHA will investigate concerns raised and turn over findings to the local law enforcement to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

Physical Abuse

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

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

Reporting Procedures for Victims of Sexual or Physical Abuse

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of AHYHA, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of AHYHA or any other board member they would be more comfortable reporting to.

The AHYHA Board of Directors shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the AHYHA Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of AHYHA pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately turn over to local law enforcement all complaints of abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from all AHYHA programs, per Minnesota Hockey, Article 13.

Injuries

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

Infectious Diseases

A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-striped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

Ice Injury credits

When an AHYHA player has been injured while participating in an AHYHA sponsored event and is out for 30 consecutive days of play, it is the responsibility of the team manager or coach to

inform the AHYHA Treasurer. Once the player is back on the ice, this includes games, practices and dry-land training, the consecutive days will stop and the player's ice billing will be reactivated.

If the player has been out for 30 consecutive days, the following information must be given to the AHYHA Treasurer: date of injury, type of injury, a copy of a medical notice and a date when the player may return to the ice. If this information is not given to the AHYHA Treasurer, the family account will not be adjusted until it is received.

Weapons

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) {weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten} will result in immediate suspension from all team activities. The suspension must be immediately reported to the appropriate AHYHA Board Director and the AHYHA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the AHYHA program.

WEATHER RELATED CANCELLATIONS

Game Cancellation

In the event the weather is such that it might be hazardous to the health of the participants, the game may be officially postponed. The Head Coach wishing to postpone the game must contact the opposing Head Coach and the League Coordinator at least two and one half (2½) hours prior to game time. In the event the League Coordinator cannot be reached in a reasonable amount of time, the Head Coach wishing to postpone the game should contact the Referee Scheduler and inform him of the postponement and then continue to try to contact the League Coordinator. The Referee Scheduler should be contacted by the coaches **only in the case of an emergency**, such as a late postponement due to bad weather. The League Coordinator must notify the referee scheduler of postponement. Any disputes regarding postponement of league games must be discussed with the D10 League Coordinator. The ice time lost will be shared by both teams. The home team Head Coach is responsible to reschedule the postponed game. The District 10 Rescheduling Procedure will be used, with the exception that the \$100.00 penalty does not apply in this situation.

Canceling Indoor Practice

The Executive Board will make the final determination on the cancelation of any indoor ice practices. If the Executive Board chooses to cancel an indoor practice the team or teams will not incur any cost for canceled ice. If a Coach chooses to cancel a practice on his own, the cost will be incurred by that team.

Canceling Outdoor Practice

The Head Coach of any team with scheduled outside ice will be responsible for the cancelation of outdoor practice. Any temperature below 10 degrees and/or with a wind chill below zero, it is recommended that the outdoor practice is canceled.

All non-weather related D10 game cancellations are subject to the approval of the Competition Director. D10 game rescheduling guidelines must be followed precisely and all related costs associated will be borne by the team.

OPERATIONAL POLICIES & PROCEDURES

Criminal Background Checks

Each year, in accordance with Minnesota Hockey, all individuals involved with AHYHA shall authorize Minnesota Hockey or its designee to perform a background screening. Every individual must pass the criteria set forth by Minnesota Hockey and AHYHA required for eligibility. Persons in the role of Board Member, Coach, Safe Sport Representative, and volunteer roles as determined by the board will be required to pass the screening.

Coaches and Team officials

A signed background consent form for each coach and team official listed on the Official Team Roster shall be submitted with that roster when it is presented to the Minnesota Hockey District Director, or Minnesota Hockey designee for roster approval. Any coach or team official whose name appears on the roster for which there is not a signed background consent form shall be stricken from the roster before the roster is approved. The signed background consent forms shall be collected by, or delivered to the AHYHA Registration Director who shall promptly forward them to the Minnesota Hockey Screening Committee. A member who refuses to sign such a consent form shall not be registered, and shall not be allowed to participate in any activity of AHYHA, Minnesota Hockey or any of its associated organizations. (Taken from Minnesota Hockey Handbook, Section 5)

Whistle Blower

AHYHA has a Whistleblowers Policy in compliance with the Sarbanes-Oxley Act of 2002.

If any associate, officer or director of AHYHA reasonably believes that some policy, practice, or activity of AHYHA is in violation of law, a written complaint may be filed by that associate, officer or director with the President of AHYHA.

It is the intent of AHYHA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all associates, officers or directors is necessary to achieving compliance with various laws and regulations. An associate, officer or director is protected from retaliation only if the associate, officer or director brings the alleged unlawful activity, policy, or practice to the attention of AHYHA and provides AHYHA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

AHYHA will not retaliate against an associate, officer or director who, in good faith, has made a protest or raised a complaint against some practice of AHYHA, or of another individual or entity with whom AHYHA had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

AHYHA will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of AHYHA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Enforcement

The elected board members of AHYHA will uphold and enforce all policies, procedures and guidelines that are contained in this manual. Elected board members are granted the voting right to make decisions that are in the best interest of the Association and its members. Working with the President or Vice President, elected Director(s) may make decisions based on directorships descriptions or present their recommendations to the AHYHA Board of Directors for final approval. All monetary decisions affecting AHYHA's budget must be presented to full board for approval. Look for official directorships and descriptions on the web site www.ahyha.com under the board tab.

If a situation occurs, AHYHA will follow the appropriate procedures and take the necessary disciplinary actions abiding by the AHYHA Policy & Procedure Manual, and in accordance with the Minnesota Hockey Handbook.

It is the responsibility of elected board members to report any type of situation, good or bad, that has occurred within our Association. Each month a regular board meeting is held and each Director is required to provide a report to the members of the Board. All board meetings are open to the membership.

Registration

AHYHA, represented by the Registration Director will participate in all mandatory District 10 registration meetings which serve to inform the Association of District 10, Minnesota Hockey and USA Hockey registration requirements. The Registration Director will be responsible for the Association processes to properly register teams with USA Hockey.

AHYHA registration will be in July, August and/or September of each hockey year. Notice of player registration timing and availability will be posted primarily to the AHYHA web site at www.ahyha.com with further marketing publications posted in local publications, school distributed collateral or local signage as appropriate. The AHYHA Registration Director will conduct registration with the help of the Board of Directors. At the time of registration, players and parents will be informed of the fundraising opportunities and the mandatory volunteer time commitment for the upcoming season if any.

All players will be preregistered with USA Hockey using prescribed procedures via USAHockey.com. No player will be allowed to participate in AHYHA activities until registration is complete.

Any player that wishes to participate shall complete the AHYHA player registration online at www.ahyha.com. Each player upon initial enrollment, shall give the AHYHA Registration Director a copy of a certified birth certificate. Birth Certificates per Minnesota Hockey Rule III, Paragraph N, must be government issued. You will not be allowed to try out if you do not have the proper birth certificate on file with AHYHA.

Birth certificates will be retained according to Minnesota Hockey requirements (question out to D10 to understand what retention requirements are). No registered player will be rostered without a proper birth certificate on file. Birth certificates are reviewed and authorized with USA Hockey according to USA Hockey procedures.

No coach is allowed on the ice until they are registered with USA Hockey, a background check is completed, and consent to treat and code of conduct form is completed. All coaches will be rostered.

The Registration Director shall be responsible for compiling lists of registered players for secure distribution to the Youth Director, Girls' Director, Tryout Director and Mite Director as appropriate for their level responsibilities.

After teams are formed according to the Team Selection Policy, each travel team Head Coach or Team Manager will be responsible for completing a Coaches Information Form as supplied by the Registration Director. Teams will comply in aiding the Registration Director in collecting any team registration information as required by Minnesota Hockey. If a Head Coach or Team Manager is not defined it will be the responsibility of the appropriate level director to complete the Coaches Information Form.

Upon completion of this form, the Registration Director shall prepare player rosters according to District 10 and Minnesota Hockey procedures. Any teams that do not fully comply with team registration procedures as represented by the Registration Director may not be registered and games will be forfeited until proper registration is completed.

Late traveling team registration is only by special arrangements made with the President or Vice President and at the Registration Director's convenience.

Billing Process

A tryout fee may be assessed at the time of player registration in addition to the first estimated player fee for the players level. Additional fees may be assessed for players achieving higher level teams within the level. These fees may result in adjustment to the billing schedule or incremental invoices generated to the player registration account holder.

Three bills for traveling teams and other expenses will be generated during the winter season. These bills will be estimated by the board prior to try outs and will be payable by the following dates:

- Two weeks after being placed on a Traveling team, on or around December 1st.
- Second billing cycle will be around January 15th.
- Any final balance due will be billed just prior to District Tournament play and must be paid before player will be allowed to participate in District Tournament play. Team members will be billed for additional District, Regional or State tournament entry fees equally, whether or not a player plays in the tournament. The only exception will be if a player is injured.

Fundraising

AHYHA may have at least one mandatory fundraiser, which requires the parents to pay in full during registration. The Fundraising Coordinators will work closely with a Fundraising Committee made up of representatives from the general membership. This group will decide what other optional fundraising opportunities may be presented for the purposes of applying a percentage of the profits to the Association itself or directly to cover the costs of their individual fees.

Volunteer Requirements

AHYHA depends on the volunteerism of our members and it is critical that everyone shares in the commitment to the success of our association. Each family is required to fulfill 12 volunteer hours throughout the Season. First year hockey families who have never had a child play hockey (Mites on up) are exempt from this requirement (Please note, if you are transferring from another association you are still required to fulfill your volunteer hours even if you are new to AHYHA)). Volunteer opportunities will include tournaments (Association sponsored, districts, and regions), tryouts, Certified Coaches (a total of 4 per traveling team and one team manager), committee work beyond meeting attendance (to be determined by committee chair), Managers as well as

other service opportunities specified by the AHYHA Board of Directors. AHYHA reserves the right to charge a \$250 deposit during registration which will be refunded once a family fulfills the required 12 volunteer hours.

In addition, if a volunteer shift commitment is not fulfilled in its entirety due to the member cancelling less than 72 hours prior to the event or without suitable arrangements for a replacement arranged by the volunteer, the member will be charged \$50 per shift hour. Members will not be able to complete registration without accepting these terms. A member volunteerism buyout policy may be extended to allow members to waive their volunteer commitment. The cost of this waiver shall be \$250.00. Members will only be allowed to buyout their volunteer hours at the time of player registration with AHYHA.

DISCIPLINARY POLICIES

Violation of Code of Conduct or Zero Tolerance Rule

ZERO TOLERANCE

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain good sportsmanship and an educational atmosphere before, during and after all USA Hockey-sanctioned games.

Players, Parents & Team Officials should never:

1. Openly dispute or argue any decision by an official
2. Use obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrate any sign of dissatisfaction with any official's decision.

Violation of the Zero Tolerance Policy will result in immediate disciplinary action. The AHYHA Executive Board will follow due process to investigate any alleged violations and will determine the proper action to be taken if allegations are found to be true.

Code of Conduct

See AHYHA Appendix B

Member Eligibility

The AHYHA Board may suspend or revoke membership of any individual whose behavior has violated the AHYHA Code of Conduct, or been determined by the AHYHA Board of Directors to have the intention or potential to harm the interests of the association or well-being of its members. The board may also suspend or revoke membership of individuals who have a status of "member not in good standing" and have not made a reasonable attempt to remedy the conditions required to restore their good standing.

The Board may suspend or revoke membership eligibility for a specified or indefinite period of time through a private hearing of the board by a super majority vote (2/3 of the voting board). Membership rights may be reinstated by the board with a super majority vote (2/3 of the voting board).

Appeals

If a team official or player is suspended, an appeal may be made to the Hockey Operations Board and if the circumstances are warranted, the Hockey Operations Board may reinstate the individual. All decisions made during the appeal meeting by the AHYHA Hockey Operations Board are final.

The coach and level director are the individuals responsible for informing the player of the violation and penalty. The level director is responsible for informing the team official of the violation and/or penalty. All AHYHA players and coaches, traveling or in-house, will be governed by Minnesota Hockey District 10 as well as AHYHA rules. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or team officials, the penalties can be compounded. If an incident is determined by the meeting to be too severe, it will be brought directly to the full AHYHA Board of Directors and a member of the District 10

Board of Directors, more severe penalties may be administered up to and possibly including removal from AHYHA.

GRIEVANCE PROCEDURES

Between team or association members

Concerns, problems, or disputes by a player, parent, or team official who believes he/she has been infringed upon according to AHYHA, Minnesota Hockey, District 10 and/or USA Hockey Policies may be resolved using the following grievance procedure.

1. All disputes should first be addressed with a calm discussion between the affected parties. It is best to wait 24 hours after the incident has occurred to allow a cooling off period to prevent action solely out of anger.
2. If the issue cannot be resolved directly, present a signed and dated letter to the AHYHA Vice President detailing the incident and outstanding issues. The proper Director shall schedule a meeting with the effected parties. The proper Director shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues letter and notes from this meeting to the AHYHA President.
3. In the event that a resolution is not achieved in the meeting indicated in step 2, the proper Director shall request the AHYHA President appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Head Coach, Team Manager, proper Director and the individual initiating the grievance. The mediator shall keep detailed notes as a record of this meeting.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. The grievance process will be handled as quickly as possible and every effort will be made to reach a resolution within 15 days. Documentation of the grievance and actions taken will be kept on file with AHYHA.

Regarding the Board or Board Members

Concerns, problems, or disputes by a player, parent, or team official who believes he/she has been infringed upon according to AHYHA, Minnesota Hockey, District 10 and/or USA Hockey Policies may be resolved using the following grievance procedure.

1. All disputes should first be addressed with a calm discussion between the affected parties. It is best to wait 24 hours after the incident has occurred to allow a cooling off period to prevent action solely out of anger.
2. If the issue cannot be resolved directly, present a signed and dated letter detailing the incident and outstanding issues to the AHYHA President. The President will schedule a meeting with the effected parties and AHYHA Vice President. The VP shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues letter, and notes from this meeting to the AHYHA President.
3. In the event that a resolution is not achieved in the meeting indicated in step 2, the VP shall request the AHYHA President appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The High School coach or non-voting

member-at-large may be selected as the mediator. The mediator shall schedule a meeting with the affected parties. The mediator shall keep detailed notes as a record of this meeting and submit a copy to the AHYHA President.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. The grievance process will be handled as quickly as possible and every effort will be made to reach a resolution within 15 days. Documentation of the grievance and actions taken will be kept on file with AHYHA.

Team Official

In the event a person, as a team official, has a complaint regarding an incident or believe he/she has been infringed on according to AHYHA, Minnesota Hockey, District 10 and/or USA Hockey policies, the Official may file a formal grievance. Please be advised that all parties should wait 24 hours after an incident has occurred to allow for a cooling off period to prevent action solely out of anger. In the event a formal grievance is filed, please use the following guidelines:

1. Any Team Official with a grievance not previously resolved in a personal conversation with the individuals shall present a signed and dated letter to the AHYHA Vice President, detailing the incident to the Player and their Legal Guardian. The Player and Parents shall respond within two days of the receipt of the grievance. The Head Coach will schedule a meeting, which will include the Player, their Legal Guardian, and the Team Manager, within 2 days of the response. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The Head Coach shall keep and submit a copy of the original grievance and notes from the meeting to the Proper Director.
2. In the event that a resolution is not achieved at the meeting indicated in step 1, the grievance will be forwarded to the proper Director. A signed and dated letter detailing the outstanding issues within 2 days of the meeting with the Head Coach and Team Manager will be provided. The proper Director shall schedule a meeting with the Head Coach, Team Manager, the player and their Legal Guardian within 2 days of the receipt of the grievance. The proper Director shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues letter and notes from this meeting to the AHYHA President.
3. In the event that a resolution is not achieved in the meeting indicated in step 2, the proper Director shall request the AHYHA President appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Head Coach, Team Manager, proper Director, the player and their Legal Guardian within 2 days of receipt of the grievance. The mediator shall keep detailed notes as a record of this meeting until the end of the season.

Discipline

PLAYER

AHYHA will follow Minnesota Hockey guidelines regarding mood-altering chemicals and misconduct. This information can be found on their website at www.minnesotahockey.org under "Form", "Youth Rules and Regulations." Also, Refer to **Substance abuse under Health & Safety Policies & Procedures**. Any player who during the season engages in fighting, violence, or any form of intimidation or abusive language or who received a major or misconduct penalty for

fighting, spearing, butt-ending or two unsportsmanlike penalties in one game or violates the AHYHA Code of Conduct will be governed by the following:

First Offense:

Player must attend a mandatory meeting held between the offending player, parents/guardian, the Player Disciplinary Committee and the meeting must take place within 5 days. Based on the circumstances of the incident, the Player Disciplinary Committee will determine the discipline. If it occurs at the end of the season, the decision/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level rep or competition director. The mandatory meeting will be held upon return and the Player Disciplinary Committee will determine the discipline.

Second Offense:

The Player is suspended from all games until a mandatory meeting is held with the offending player, parents/guardian, the Player Disciplinary Committee and the meeting must take place within 5 days. Based on the circumstances of the incident, the Player Disciplinary Committee will determine the discipline. If it occurs at the end of the season, the decision/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level rep or competition director. The mandatory meeting will be held upon return and the Player Disciplinary Committee will determine the discipline.

Third Offense:

The Player is suspended from all team activities until a mandatory meeting is held with the offending player, parents/guardian, the Player Disciplinary Committee and the meeting must take place within 5 days. Based on the circumstances of the incident, the Player Disciplinary Committee will determine the discipline. If it occurs at the end of the season, the decision/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level rep or competition director. The mandatory meeting will be held upon return and the Player Disciplinary Committee will determine the discipline.

The Player Disciplinary Committee will consist of:

- Vice President
- Youth Director or Girls' Director
- Applicable Level Representative
- Applicable Head Coach

TEAM OFFICIAL

If any team official, during the season engages in any of the items below will be governed by the following discipline:

- Fighting
- Violence,
- Any form of intimidation
- Abusive language
- Receives two (2) unsportsmanlike penalties in one game
- Is ejected during the game
- Violates the AHYHA Code of Conduct

First Offense:

A team official is required to attend a mandatory meeting with the Player Disciplinary Committee and the Coach Development Director within 5 days of the reported incident/event. The incident/event must be reported within 48 hours. The Player Disciplinary Committee and the Coach Development Director will review the findings and deliver the appropriate discipline. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the Level Representative or Competition Director. The mandatory meeting will be held upon return and the Player Disciplinary Committee and Coaching Development Director will determine the discipline.

Second Offense:

A team official is suspended from all games until the team official attends a mandatory meeting with the Player Disciplinary Committee and the Coach Development Director within 5 days of the reported incident/event. The incident/event must be reported within 48 hours. The Player Disciplinary Committee and the Coach Development Director will review the findings and deliver the appropriate discipline. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the Level Representative or Competition Director. The mandatory meeting will be held upon return and the Player Disciplinary Committee and Coaching Development Director will determine the discipline.

Third Offense:

A team official is suspended from all team events until the team official attends a mandatory meeting with the Player Disciplinary Committee and the Coach Development Director within 5 days of the reported incident/event. The incident/event must be reported within 48 hours. The Player Disciplinary Committee and the Coach Development Director will review the findings and deliver the appropriate discipline. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the Level Representative or Competition Director. The mandatory meeting will be held upon return and the Player Disciplinary Committee and Coaching Development Director will determine the discipline.

PARENTS/SPECTATORS:

On-ice officials are instructed to stop play when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game (Zero Tolerance.) The onice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

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

AHYHA Board of Director members, team managers and/or coaches will enforce the AHYHA Code of Conduct for players, coaches and parents/spectators. It is within their rights to pursue disciplinary action on any incident they feel breeches the AHYHA Code of Conduct. Action may be taken onsite to remove the offending party from the viewing and/or game area. A follow up written report must be submitted to the AHYHA VP of Operations or President explaining the incident.

A written grievance may be submitted by anyone witnessing a violation of a code of conduct by following the AHYHA Grievance Policy highlighted in this manual. The violation should be reported to the VP of Operations.

If merited, disciplinary action for violating the codes of conduct will be taken as follows:

First offense

14-day suspension or two (2) District 10 or playoff games whichever is greater and from attending any team or AHYHA functions. This suspension will continue into the next season if requirements of mandated suspension are not fulfilled in the season in which offense occurred. If the offending parent only has a Mite in AHYHA, the mandated suspension will be fourteen (14) days.

Second offense

30-day suspension or four (4) District 10 or playoff games whichever is greater and from attending any team or AHYHA functions. This suspension will continue into the next season if requirements of mandated suspension are not fulfilled in the season in which offense occurred. If the offending parent only has a Mite in AHYHA, the mandated suspension will be thirty (30) days.

Third Offense

Suspension from attending team functions as well as attending any AHYHA sponsored functions for the balance of child's participation in AHYHA.

All suspensions are considered continuous from season to season and from level to level until suspension requirements are fulfilled.

After reviewing offense, the AHYHA Executive Board will determine the commencement and completion date of the suspension based on family variables.

The decision of the Executive Board is final. If unsatisfied with the decision of the Executive Board, it can be appealed to the District 10 Director in accordance with district policy.

FINANCIAL POLICIES & PROCEDURES

AHYHA will maintain individual accounts for each family.

Registration

At the time of registration, all outstanding balances in family accounts must be paid in full before registration or registrations for any player in that family will be accepted. Fees for registration are set each year according to budget. Fees may increase or decrease according to the cost of ice or as deemed necessary by the Board to maintain a financially sound association.

Late Fees

AHYHA will assess a late fee: the tryout fee will increase by \$50 for anyone registering after the published registration close date for the season. Exceptions will be made only for players who have moved into the Andover area more recently than one month prior to the last registration or for players waived in from another association.

Ice Payments

Bills for traveling teams ice payments will be generated on the first of each month, based on the scheduled ice for the following month. Players will be billed for tournament entry fees equally, whether or not the player plays in the tournament.

Suspension of Play

Any member after a 30-day notification of paying their bill, not current with their AHYHA account will not be allowed to participate in any AHYHA activities until their account is made current. The team Head Coach and the family will be notified of the suspension. Players suspended due to behavior or violation of AHYHA policies, they will still be responsible for ice payments accrued during the suspension.

Miscellaneous Charges

Charges can and will be assessed to ice bills for damaged equipment, equipment not returned, or damage to any AHYHA property, the property of another association, or hotel damages charged to the association. AHYHA assumes no financial responsibility for property damage incurred by any player, parent, or coach.

Injury Ice Credits

When an AHYHA player has been injured while participating in an AHYHA sponsored event, it is the responsibility of the team manager or coach to inform the AHYHA Treasurer of the player's injury when the player is out for 30 consecutive days of play. Once the player is back on the ice, this includes games, practices and dry land training, the consecutive days will stop and your ice billing will be reactivated.

If a player has been out for 30 consecutive days, the following information must be given to the AHYHA Treasurer: date of injury, type of injury, a copy of a medical notice and a date when the player may return to the ice. If this information is not given to the AHYHA Treasurer, the family account will not be adjusted until it is received.

Refunds

Refunds will be given to AHYHA family members under the following conditions:

- **Registration Fees:** Will be refunded in full if the player has not participated in ANY AHYHA activities for the season. Fundraising fees will be refunded in full if all fund-raising items are returned in original condition.
- If a player has participated in tryouts or initiation skate and have not participated in any practices or games, their registration fees will be refunded under the following conditions:
 - ALL AHYHA equipment has been returned to AHYHA in good condition.
 - Any outstanding money to AHYHA will be subtracted.
 - Any fund-raising monies will be subtracted.
 - Tryout fees will be subtracted.
- If a player has participated in any practices or games, their registration fee will be refunded under the following conditions:
 - USA hockey fees and MH fees will be subtracted.
 - ALL AHYHA equipment has been returned to AHYHA in good condition.
 - Any outstanding money to AHYHA will be subtracted.
 - All ice time utilized by the team for that player will be subtracted.
 - Any fund-raising monies will be subtracted.
 - Tryout fees will be subtracted.
- **High School:** If a current AHYHA player is selected for the high school team, refunds will be given under the following conditions:
 - USA hockey fees and Minnesota Hockey fees will be subtracted.
 - ALL AHYHA equipment has been returned to AHYHA in good condition.
 - Any outstanding money to AHYHA will be subtracted.
 - All ice time (including tournaments) allocated to the player up to the high school team selection date will be subtracted.
 - Any fund-raising monies will be subtracted.
 - Tryout fees will be subtracted.
 - An amount of \$400.00 will be subtracted.

No refunds will be given on any account 21 days into the traveling or in-house season. NO refunds of any type will be given to ANY family until the AHYHA Treasurer has approval from the Administrative Board.

Financial Procedures

The Executive Board is authorized to grant fee discounts within a pre-approved amount, in cases determined to be hardship or in the best interest of the association.

DATA MANAGEMENT/DATA PRIVACY

Although there are no data privacy laws that would interfere with the AHYHA Board or the Association distributing membership information/data collected through registration and other related mediums, it is the policy of the AHYHA Board of Directors that all data collected is for the sole use of the Association and is not to be disseminated to any outside entity or individual. Should any entity or individual request data; the request must be brought before the full Board for discussion and approval. If approved, the Board will designate the scope and frequency of the data's use (i.e., one-time use, yearly, etc.) A Confidentiality/ Nondisclosure Agreement between AHYHA and the individual/entity allowed to access AHYHA data shall be executed before AHYHA disclosed the information.

It is further the policy of the AHYHA Board that all data should be managed in such a way that does not jeopardize the safety of our members. As such, no data will be placed on the AHYHA website that would make it easy to identify a specific player.

Member data will be collected and stored using recognized registration and member data software services. Any data stored outside of the AHYHA registration software will be stored using secured storage solutions.

TEAM BANNERS

In recognition for a successful season, AHYHA will purchase and hang a commemorative banner for display at the Andover Community Center. An individual team may only hang one banner per team, per year. The only exception would be a team that wins a State Tournament that would qualify them for two. To qualify a team has to meet the following for this recognition:

- Win District League Championship (All Divisions except Mites)
- Win District Tournament (All Divisions except Mites)
- Win Regional Tournament
- State Participant

AHYHA CHARITABLE GAMBLING PROCEEDS GIFTING COMMITTEE CHARTER

Charter

Effective February 1, 2007

Purpose

The AHYHA Charitable Gambling Proceeds Gifting Committee (the Committee) exists to present recommendations to the AHYHA Board of Directors (the Board) on the lawful and effective use of proceeds from AHYHA charitable gambling operations. All recommendations made will further, directly or indirectly, the purpose of AHYHA or will benefit the Andover community and its residents.

Organization

The Gifting Committee will be comprised of the Executive Board.

Operations

The Committee will meet quarterly in the months of February, May, August, and November. Meetings will be held by the 15th of these months but prior to the regularly scheduled AHYHA Board of Directors meeting for that month. A quorum of at least three members is required to hold each meeting. Attendance at the meetings will be limited to only Committee members and any who receive an express invitation to attend.

The Committee will develop, maintain, and make available an application for requesting AHYHA charitable gambling funds. The application will be the means for establishing and publishing guidelines for eligible entities, applicable uses, and terms for the use of any funds delivered to the applying entity. The application will be made available through the AHYHA website. The Committee will not consider any request for funds that does not include a properly executed application.

ANDOVER HUSKIES YOUTH HOCKEY ASSOCIATION APPLICATION FOR CHARITABLE GAMBLING FUNDS

PURPOSE STATEMENT

The Andover Huskies Youth Hockey Association (AHYHA) Charitable Gambling Proceeds Gifting Committee exists to present recommendations to the AHYHA Board of Directors on the lawful and effective use of proceeds from AHYHA charitable gambling operations. All recommendations made will further, directly or indirectly, the purpose of AHYHA or will benefit the Andover community and its residents.

WHO MAY APPLY

Applicant organizations must be classified as a not-for-profit organization and be acceptable under the MN Gambling Control Board guidelines. The AHYHA Gambling Committee will not consider funds or loans to individuals or any group excluded by the State of Minnesota for distribution of funds.

APPLICATION DEADLINES

There are four application deadlines in a calendar year when applications may be submitted. Deadlines are: January 15th, April 15th, September 15th and October 15th of each calendar year.

APPLICATION SUBMISSION

All applications must be submitted in writing to: AHYHA Charitable Gambling Committee, 15200 Hanson Blvd NW, Andover, MN 55304

CONDITIONS OF FUNDING

Applications must meet the distribution criteria as defined by the State of Minnesota's Lawful Purpose Expenditures (LPE).

Applications need to be within one of the following generic donation distribution groups:

- A community/welfare group/organization
- Education (including pre-school, kindergarten, playgroups, etc.)
- Public safety
- Health and health related purposes
- Youth
- Sport recreation, leisure

Generally, funds paid shall be used to provide some enduring or demonstrable community benefit. Examples include athletic equipment, youth facilities, community events, and community or sports program development projects.

Applications will not be considered where the applicant operates their own charitable gambling program.

All funds must be used for the purpose approved within three months of the funds being granted (or any later date agreed by the AHYHA Gambling Committee in writing).

Applications must be for the benefit of the applicant organization (not another organization, i.e., for no third party),

Copies of invoices, receipts and/or bank statements must be provided to the AHYHA Gambling Committee within three months of the funds being distributed and received to verify that the funds have been used in accordance with the purpose approved.

Any funds that are not spent on the purpose approved must be returned to AHYHA within three months of the funds being distributed unless otherwise agreed upon in writing.

WHAT HAPPENS IF MY APPLICATION IS...

Approved

You will be notified in writing by the end of the month in which your grant was considered. Monies will be paid to your organization by check provided all criteria have been met. The AHYHA Gambling Committee considers applications four times during the calendar year, generally in February, May, August, and November.

If your application is successful, you may wish to acknowledge AHYHA's support. For example: recognition in newsletter, website or magazine, placement of logo on equipment and/or signage, etc.) AHYHA will provide any information needed upon request.

Declined

You will be notified in writing by the end of the month in which your application was considered. Your application form with all information provided will be returned to you.

AHYHA APPENDIX A

Basic Conflict of Interest Disclosure Form [insert date]

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between AHYHA and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and forprofit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of AHYHA.

Signature: _____

Date: _____

AHYHA APPENDIX B

Code of Conduct

Player

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.
4. I will recognize hockey as a team sport and will put the interests of the team over my own individual interests.
5. I will not criticize another teammate's play.
6. I will not criticize referees, coaches or opposing players.
7. I will conduct myself in a respectable manner. (Destructive or delinquent behavior, during or after a game or practice, will not be tolerated.)
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.
10. I promise to abide by the Zero Tolerance Rule.

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanship like and educational atmosphere before, during and after all USA Hockey sanctioned games.

Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis: A minor penalty for unsportsmanlike conduct (Zero Tolerance) may be assessed whenever a player:

1. Openly disputes or argues any decision by an official
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with any official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Code of Conduct Parent/Guardian

1. I will enforce and support the Code of Conduct for players.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
3. I will refrain from publicly ridiculing or verbally abusing any coach or official. (Protests may be filed through the coordinators responsible for the team.)
4. I will set a positive example and encourage good sportsmanship at all games; loud, positive cheering, clapping and noise making are encouraged.
5. I will place the emotional and physical well-being of my child and the team ahead of any personal desire to win.
6. I will insist that my child play in a safe and healthy environment.
7. I will help her/him be on time for team events.

8. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
9. I will do my very best to make youth sports fun for my child.
10. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
11. I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach agrees to the Coaches' Pledge.
12. I will read the AHYHA Policies and do everything in my power to assist the AHYHA organization to implement and enforce them.
13. I will attend all parent meetings and watch the presented videos and adhere to the information contained in both.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Ethics.

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a good sportsmanship and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis: PARENTS/SPECTATORS On-ice officials may stop play when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game (Zero Tolerance.) The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

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