

**NORTHFIELD
HOCKEY ASSOCIATION**



**P.O. Box 111
Northfield, MN 55057
Handbook
2023-2024
www.NorthfieldHockey.net**

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INTRODUCTION

This handbook serves as a guide for Northfield Hockey Association board members, parents, parent representatives, team managers and coaches. If we refer to the handbook regularly, we can achieve consistency and continuity throughout the entire hockey program. Changes in bylaws and guidelines may take place from time to time. The Northfield Hockey Association will make every effort to keep this handbook up to date. If you have questions, please ask any board member.

The Northfield Hockey Association (NHA), is a non-profit organization governed by the State of Minnesota Non-Profit Regulations. Scheduled board meetings are held on the third Wednesday of each month but are subject to change. Meetings will be posted on the website and are open to the public. If you have an issue that you want placed on the agenda, please contact the NHA president at least five days before the board meeting.

Communication is a vital aspect of a healthy association. For this reason, minutes of the board meetings will be posted on the NHA website as soon as they are approved, usually at the following board meeting. To pass on information to the NHA, you can submit feedback, comments, and suggestions through the NHA website or by contacting a board member directly.

Generally, the board recommends that concerns regarding team play be discussed at team meetings held at the beginning of the season, and directly with each team manager or coach during the season, following the rules set forth in this handbook.

MISSION STATEMENT

The Northfield Hockey Association will provide a positive, competitive and learning environment for all players and teach the virtues of athletics such as discipline, hard work, teamwork and individual sacrifice.

COACHES are responsible to teach the skills and concepts at each level and adhere to the Mission Statement, instructional methods, and progression guidelines of the Association.

PARENTS can greatly influence their children's hockey experience in a positive manner by supporting and understanding the Mission Statement and providing encouragement.

PLAYERS will take pride in being a Northfield hockey player. They will put forth their best effort at all times, representing themselves, their families and the NHA in a positive manner. They will demonstrate the virtues of athletics such as hard work, discipline, teamwork and individual sacrifice for the betterment of the team.

PROGRAM POLICIES

These policy statements address past issues that have caused disruptions among players and parents. Situations likely will arise that are not covered here, but these statements will provide direction for the program.

Team Size

The NHA intends to provide each player with the maximum level of participation balanced with the team's ability to keep playing through illnesses, vacations, disciplinary actions or other player absences. The difficulty in predicting the number of players each season forces final decisions on team size to wait until after registration. In support of this, the Board will use these registration levels as guidelines for forming teams. Final team sizes are determined by the Hockey Operations Committee based on number of players.

Level of Play, Individual and Move-ups

All participants will be required to register at the appropriate age level as outlined by Minnesota Hockey birthdate guidelines.

Generally, NHA discourages move-ups and supports USA Hockey and Minnesota Hockey development program encouraging players to play with their peers. NHA's move-up policy is designed to support this belief.

Minnesota Hockey policy states that any player with a summer birthday (June 1 – August 31) that request to move-up so that they will play with their school grade level must be approved by the association. NHA will honor all such requests that are grade-based move-ups for summer birthdays.

All other move-up requests are to be handled on a case-by-case basis based on the criteria in this section of the handbook. A move-up request will be submitted during registration along with payment for the difference between the skater's registered level and proposed move-up level.

After registration, the move-up request will be reviewed by the Hockey Operations Committee and determined if the player will be allowed to tryout at the requested level. The decision will be communicated to the family and if allowed the player will skate with the move-up level through the initial start of the season practices through the try-outs. The move-up request player must also participate in try-outs at their appropriate level during the process.

The move-up request player will be evaluated against the players at the move-up level through the initial practices and try-out session and will include observations of the maturity level of the player. The final determination for move-up will be made by the Hockey Operations Committee. If the move-up candidate is the child of a person on the Hockey Operations Committee – they will not be able to vote or decide on the move-up and will be removed from the process.

The criteria used to determine whether the player move-up is approved will be:

- the player must possess the social and emotional maturity to integrate into the move-up level
- the player must be able to safely compete at the move-up level – physical size and type of play will be considered
- the player must be evaluated as a top 3 forward or top 2 defensemen at the highest-level team at the move-up level (i.e. a top line player on the "A" team)

If a player receives a move-up during one NHA season that does not set a precedent for that player moving up in future seasons. A player must demonstrate the above criteria in order to the next level.

Exceptions to these guidelines can be made when a move will be beneficial to both the NHA and the player as determined by the Hockey Operations Committee. Circumstances considered for exceptions will include player numbers at both the move-up level and the level the player would be leaving. The Hockey Operations Committee may also make special considerations for move-up requests from Sr. Mites to Squirts as there is not as large of discrepancy in player ability and physicality between those levels.

High School Move-Ups

If a player moves up from the association to the High School program after the start of the season, the player would be charged 1/3 of the total cost of that level for their participation in NHA.

Level of Play, Teams

1. The Hockey Operations Committee is charged with evaluating the skills and competition level of all skaters registered. Based on that evaluation, the Hockey Operations Committee will determine the level of play for each team for the season. The evaluation will consider the following:
 - Past program evaluations and recommendations, building on successes;
 - Coach input;
 - Parent input; and
 - All practices prior to tryout and the tryout session.

A decision on the level of skill for each team is to be made no later than 5 days after the completion of tryouts and is final.

2. Number of games / scrimmages:
 - a. The program intends to develop skills. Games and scrimmages provide an opportunity to evaluate and measure that development. Therefore, greater emphasis is given to practice time. Registration fees include the following:

Level	Target hours	Game / scrimmage limit
Bantam/15U	145	Follows USA Hockey Guidelines / Up to 24 total home games**
Peewee/12U	110	Follows USA Hockey Guidelines / Up to 17 total home games**
Squirt/10U	85	Follows USA Hockey Guidelines / *Up to 13 total home games
Senior Mites/8U	60	16, controlled scrimmages plus jamborees
Mites/6U	30	Jamboree
**Additional home games permitted if ice is available to purchase at the expense of team requesting additional ice – including cost of officials and scorekeeper/clock operators		

- b. Ice will be scheduled at the Northfield Arena and other nearby arenas due to the limited hours available in Northfield.
- c. A “controlled scrimmage” is a tool for teaching position play and for addressing game situations. The NHA intends that such scrimmages be conducted as practices. Scrimmages not meeting the criteria below are “scrimmage games” and must use USA Hockey certified officials:
 - i. One coach from each team must be on the ice.
 - ii. No scorekeeper, timekeeper or game clock can be used.
 - iii. Teams can switch ends at some point, if desired.
 - iv. The event is conducted as a practice, with the coaches stopping play from time to time for instruction on player positioning or other factors.

All the above must be met for the event to be considered a “controlled scrimmage.” If any of the above cannot be met, the teams must conduct separate half-ice practices.

- 3. Referees will be provided for all games at the Squirt/10U level and above.
- 4. Tournament participation, traveling teams for Squirt/10U and older:
 - a. Level Coordinators, in coordination with Tournament Director and Program Director will be responsible for scheduling the away tournaments and should make every effort to commit to tournaments during the prior summer or, at the latest, by September 1.
 - b. The Coach/Manager will be responsible for informing the Ice Chair and Webmaster about what tournaments and the dates the teams will be traveling to as soon as they get confirmation from the hosting tournament association.
 - c. Each team, Squirt/10U and above, will have a tournament budget of \$2,800 for the season. If the team spends more than this amount on tournament fees, the team will be responsible to cover the additional cost. If the team spends less than \$2,800, the balance will remain with NHA. The \$2,800 does not include district or regional tournament entry fees. If NHA is hosting a tournament for your team, your team will be charged ½ of the entry fee toward the team tournament budget. Senior Mite/8U teams have \$500 per team for jamborees. Mite/6U teams are allowed one away jamboree.
 - d. If you decide as a team (coaches, manager & skaters / parents) to play in a tournament above the budgeted \$2,800, you are required to have 80% approval for participation and the families are responsible to pay for the tournament.
 - e. Since tournaments often fill early, if a Coach/Manager (in consultation with the Level Coordinator) wishes to register for a third tournament before teams are selected, a vote may be taken of all players eligible for that age level by birthdate. If 80% approval is received for the level, then the tournament can be registered. If 80% approval is not received, the vote may be taken again after teams are selected, assuming the tournament still has openings. Once teams are selected, the cost of the third tournament is the responsibility of the families of the team participating.
 - f. The Coach/Manager will be responsible to work with the NHA Treasurer (please email: treasurer@northfieldhockey.net) to have a tournament fee check cut for any tournament fee the NHA will be paying.

5. Tryouts

- a. The tryout process provides an objective evaluation of players based on a wide range of skills and development. The primary objective of the tryout process is to evaluate skaters fairly and place them at the appropriate level. Players will be evaluated on:
 - i. Hockey skills
 - ii. Performance
 - iii. Player maturity and coachability

- b. The Team Selection Committee will be composed of the Hockey Operations Committee, Coach Coordinator, Program Director, and evaluators that each identifies. Parents of players at the level of the tryout cannot be part of the Team Selection Committee.

Players will be evaluated by their performance in pre-tryout sessions and tryout. Tryouts are weighted more heavily than pre-tryout practices and players should plan to participate in all tryout sessions. However, if a player participates in only part of the tryout sessions, the Team Selection Committee will complete a review. This review will include:

- i. Evaluations of the sessions completed
 - ii. Comparison of those evaluations to the rest of the candidates
 - iii. Previous seasons experience and practices before tryouts
 - iv. Coaches' input
 - v. Reason for missing tryouts and any extenuating circumstances
- c. All absences must be communicated in advance to the Coach Coordinator or Hockey Operations Committee.
- d. The decisions of the Team Selection Committee are final.

6. Playing Time

- a. The following policy is provided to help parents, coaches and players understand the expectations of NHA:
 - i. All players participating at the Squirt/10U, Peewee/12U levels will be provided their fair share of playing time per normal shift rotation. Late-game strategies, penalties or disciplinary action may prevent the coaches from following a strict shift rotation. Therefore, players are expected to attend practice and games, follow disciplinary guidelines, and master special team aspects of the game. This will help ensure fair distribution of playing time.
 - ii. At the top levels in Bantam/15U and Peewee/12U level, the competition is stronger and game strategies become more important. The same expectations regarding attending practices and games, following disciplinary guidelines and mastering special teams apply at this level as well. For these reasons, the coaches have greater latitude in distributing playing time to the players.
 - iii. For team at Bantam/15U or Peewee/12U level with a new skater on the team, the coaches, the Coach Coordinator, Program Director, and the President shall have the discretion to authorize alternative play time rules for those new skaters, depending on the situation. Participants new to hockey must demonstrate the

necessary skill to participate in games. This will be determined by Coach Coordinator, Program Director and Team Head Coach on a case-by-case basis.

7. Ice Schedule

- a. The Ice Chair will have the sole authority to manage the NHA ice schedule, and will implement the schedule according to the following guidelines:
 - i. Notification of schedule changes must be provided to the Ice Chair as soon as possible. Any schedule changes submitted with less than four days' notice where the ice cannot be reallocated will be charged to the requesting team.
 - ii. Any scheduled hours missed, without proper notification to Ice Chair, will be charged against a team's targeted hours.
 - iii. The ice schedule can change at any time without notice up to 3 days in advance of an event. If within three days, changes within NHA control must be approved by the team manager or coach.
 - iv. Non-solo NHA purchased ice is distributed, not requested, at a pace matching the NHA target hours. Requests for a particular rink or time can be made but they are unlikely to be accommodated.
 - v. Minimal front-loading and back-loading of a team's schedule will occur when the in-season ice available to the NHA is insufficient to distribute to all teams evenly.
 - vi. Ice is scheduled youngest to oldest on weekdays and youngest to oldest radiating out from midmorning on weekends.
 - vii. All teams will skate Sunday mornings, when necessary, on a rotating basis proportional to the number of hours the team receives.
 - viii. Teams are limited to sharing the ice with other teams that are one age level above or below themselves when possible.
 - ix. All teams at the same age level receive the same amount, type, and frequency of ice hours regardless of A/B/C letter designation during the NHA season up to and including the district tournament. Teams reaching the regional or state tournament in their level will receive the following additional ice hours:
 1. Bantam/15U: up to 6 hours per week with 1 hour being solo ice
 2. Peewee/12U: up to 6 hours per week with 1 hour being solo ice
 - x. A team may be scheduled for a second on ice event in the same day at the Squirt/10U level and up.
 - xi. A team's Game Slots can be scheduled at the earliest date the district allows for that level.
 - xii. Teams may purchase their own ice or hold a team event if it does not conflict with an already scheduled NHA ice event. If this is not followed, the ice may be charged to the team's target hours.
 - xiii. Resurfaces may not be requested and are at the discretion of the Ice Chair and Arena.

- xiv. A resurface will occur before all Squirt/10U level games and up unless the team agrees to forgo the resurface. Mites/8U games will prefer, but not require, a resurface.
- xv. Solo Ice for a team:
 - 1. Can be requested on NHA-controlled ice
 - 2. Will be fulfilled using slots that do not increase ice costs, or significantly worsen the time of day of other NHA events
 - 3. Home scrimmages require the use of a team's solo ice
 - 4. Solo ice due to another team's cancellation is not counted against a team's solo ice allowance
 - 5. The amount of solo ice allowed for request is distributed by level

<i>Level</i>	<i>Hours</i>
Bantam/15U	10
Peewee/12U	5
Squirt/10U	3
Senior Mite/8U	1
Mites/6U	0

- 8. Player Membership: All NHA registered hockey players are members of USA Hockey and the Minnesota Amateur Hockey Association (MAHA). Benefits include:
 - a. Official membership card
 - b. One-year subscription to USA Hockey's American Hockey magazine
 - c. Insurance coverage as explained in registration materials

9. Waiver Policy

- a. The Northfield Hockey Association waiver policy is intended to align with Minnesota Hockey's philosophy of a community-based amateur hockey program where players are to participate on teams from the community where their parent(s) or legal guardian(s) reside. The NHA strongly supports this philosophy and will strictly follow Minnesota Hockey's Rules Concerning Waivers.
- b. Requests for a waiver must be submitted in writing to the NHA President before the beginning of tryouts. The NHA Board, after consulting with Program, Level, and Coaching Coordinators, will decide all waivers.

PROGRAMS

Mites/6U - Senior Mite/8U

1. **Age:** Senior Mite/8U – Youth ages 7 or 8 as of June 1 of registration year. Mites/6U - Youth ages 6 and under as of July 1 of registration year.
2. **General:** Mites/6U and Senior Mite/8U is the introductory level of hockey and is coed. The emphasis at the Mite level is to establish basic skating skills, introduce puck control, introduce basic movements, follow coaching direction, and start to learn sportsmanship. Coaches will focus on encouraging the children at all phases. Equal participation is stressed. Players will be encouraged to try all positions, and playing time for games will be equal for all players. Regular attendance at practice is encouraged. Coaches should be notified if a player will miss practice. Players should be dressed and ready to skate at the scheduled time.
3. **Teams / Format / Coaches:** Mites/6U/8U display a wide range of skill, experience and interest. The NHA has two Mite levels: Mites and Senior Mites.
 - a. **Mites/6U:** Players at the Mites level will be grouped by ability level and will work with certified coaches in the basic skills of hockey. There are no formal tryouts at either the Mites or Senior Mite level. Mites will play in-house, using a cross-ice format for practices and scrimmages. Mites will not travel.
 - b. **Senior Mites/8U:** Second and third grade students who are the older, more skilled and experienced players will focus on basic hockey skills, but will also be introduced to game situations in some full-ice “controlled scrimmages” against nearby towns. A “controlled scrimmage” is a teaching and learning experience. Coaches must be on the ice, and no score is kept. For the most part, the ice time is allocated heavily to practice time and skill development.
4. **Equipment:** The function of equipment is player protection. If the equipment fits well, it will protect players without restricting their movement. Below are general requirements and guidelines. If you have doubts about equipment, do not hesitate to ask the coaches.
 - a. **Equipment Program for First-Year Mites/6U/8U:** The Association offers rental of the following equipment for first-year mites: helmet, facemask, gloves, shin pads, and elbow pads. A \$50 non-refundable rental fee will be required at registration. Summer hockey rental is \$30. In addition, a check for \$200 will be collected at the equipment fitting as a deposit. This check will be destroyed when the equipment has been returned and is in good condition. If the equipment is not returned or has been damaged (beyond normal wear and tear) the check will be deposited. Players will be fitted at registration and receive their equipment before their first practice. Players are responsible for the care of the equipment during the season and must return the equipment at the end of the year. Players will be charged for missing or damaged (beyond normal wear and tear) equipment.
 - b. **Jerseys:** All Mites/6U/8U are supplied with a jersey when assigned to teams. The jerseys are for the players to keep. The jersey is to be worn to all practices and games. Please alter the jersey as necessary if it is too large for the player or if it restricts movement. Jerseys should not be washed in bleach or dry-cleaned.
 - c. **Skates:** They need to fit the player, with a half-inch extra room for growth. A good fit is required for proper support and skating balance. The skates should be tied snugly to

ensure proper support. Mites will require your help to tighten and tie their skates. Coaches will not have time to tighten and tie. If you need help the first time, please ask. Skates should be kept sharp. The Northfield Arena provides this service for a fee. Generally, the more the player skates outside, the more often the skates need to be sharpened. Many people have found that with the crowded locker rooms, it works well to put on all equipment and skates at home, then wear skate guards to the arena.

- d. **Helmets:** All players are required to wear a certified helmet. The helmet must have a full facemask and the chinstrap that is snapped on at all times when the player is on the ice. The helmets should fit snugly and be adjustable. Periodically check screws and straps to make sure they are in place and in good repair.
 - e. **Sticks:** Mites should use a stick blade that is straight or has a minimal curve. Stick handles should be cut off to a height equal to the chin when the player is wearing skates. The stick blade should be taped, and the end of the handle should be taped, with a knob at the end of the handle to help in picking up the stick when the player is wearing hockey gloves. Please ask the coaches for help in how to tape sticks if you are uncertain.
 - f. **Shin pads:** Required. The pad should cover the knee when the leg is straight and when it is flexed but should not drop below the top of the skate.
 - g. **Elbow pads:** Required. The straps should be snug to prevent sliding down the arm.
 - h. **Gloves:** All players must wear hockey gloves to protect hands and fingers.
 - i. **Breezers and socks:** Breezers are required, as some players are able to lift the puck and the protection is needed.
 - j. **Shoulder pads:** These are optional. They will restrict movement unless they fit properly.
 - k. **Mouth guards:** For the Mites/6U and Senior Mites/8U, this is optional but strongly encouraged. Mouth guards are required for Squirt/10U and above.
 - l. **Throat guards:** This is optional equipment. Use is up to the discretion of the parents.
 - m. **Protective Cup:** This is optional for the Mites. It is recommended for Senior Mites because some of the players can lift the puck.
5. **Jamboree** will be the first or second weekend in March.

Squirt/10U

1. **Age:** Youth ages 9 or 10 as of June 1 of registration year.
2. **General:** At the Squirt/10U level the emphasis is on the formation of skating, puck handling and passing skills and ensuring correct execution of these skills
3. Body checking is not allowed. Coaches will work on proper angling and positioning on the ice, so that when checking is allowed, players will progress naturally. New rules regarding player and team penalties are introduced.
4. Most important of all, parents need to have patience and support their skater. The players are still young and going through rapid growth and development. Positive words through the ups and downs go a long way towards a player developing the right attitude and a strong desire to keep coming to the rink. We are all part of the team to make sure this happens.

5. Players will be instructed in all the positions so they can learn and understand team and individual tactics of all positions. The coaches believe this will produce a more rounded, skilled hockey player.
6. **Teams:** Squirt/10U teams will begin the season focusing on skill development through practices. The Association will hold formal tryouts, depending upon the number of players in any given year. From November until the end of the season, all teams will play an independent travel schedule. The number of teams and the level of play (A, B, C) will be determined each year based on the number of players, past program evaluations and input from coaches. Teams at this level will play about 24 games per season, plus tournaments.
7. **Coaches:** Coaches for this level attend USA Hockey coaching clinics and are required to be certified pursuant to USA Hockey Rules. The coaches we select will be fully capable of demonstrating and communicating skills and motivating players to execute the skills properly. This is the key point at the Squirt/10U level: to teach the basic skills properly before incorrect methods and habits develop. The coaches will work hard to deliver the best program possible. Please give the coaches encouragement and support.
8. At this level, the Association needs volunteers for help with phone calls, to run the scoreboard for games, do administrative work and other tasks. Please contact the coaches if you can lend a hand.
9. **Skill development:** At the Squirt/10U level, the instruction and practices will be more heavily weighted to developing the fundamental skills of skating, puck handling, passing and shooting. Team and individual tactics on offense, defense and special teams will be introduced and kept relatively simple. The drills in each practice will build on skills learned at previous practice sessions. Each practice will follow a similar format to maintain consistency and make it easier for the players to follow the instruction. The coaches will work to ensure correct execution of all skills during practices. Coaches will start to focus on developing player attitude, self-control and team-building skills as the season progresses.
10. **Equipment:** See the section on required personal equipment. If you have any questions about what you need, please contact the coaches. Players will purchase jerseys for their use at this level.

Peewee/12U

1. **Age:** Youth ages 11 or 12 as of June 1 of registration year.
2. **General:** At this level, players will continue developing their hockey skills, with the goal of additional development in team and individual tactics. The tempo and intensity in practices and games will increase noticeably. This will require the players to commit themselves to come into the season with better physical fitness than was needed at the Squirt/10U level. The coaches recommend that skaters play other sports, participate in a conditioning program, or participate in pre-season clinics to prepare their bodies for the season. Player self-control and team building concepts continue to be worked on.
3. **Teams:** All players will be placed on a traveling team. NHA has a formal tryout system for Peewee and Bantam (see team selection procedure). The level (A, B, C) and schedule (district or independent) for each team will be based on past program evaluations, and input from coaches and parents.

4. **Coaches:** Coaches for this level attend USA Hockey clinics and are required to be Level certified. All coaches must be capable of demonstrating the proper skills and have effective skills in communicating and motivating players.
5. **Skill Development:** At this level, players continue to refine skills introduced at previous levels. More time in practice will be allocated to working on team and individual tactics. Coaches will expect more in the areas of discipline and player attitude. More player commitment will be needed at this level to handle the increase in intensity of the game. Practices will be run at a higher tempo, and drills will be run at 100-percent speed.
6. **Equipment:** See the section on required personal equipment. If you have questions about what you need, please contact the coaches. Players will purchase jerseys for their use at this level.

Bantam/15U

1. **Age:** Youth ages 13 or 14 as of June 1 of registration year.
2. **General:** The Bantam/15U player has been taught the basics in technical skills, and team and individual tactics in previous levels. Practice will consist of perfecting what has been learned, almost to the point of over learning. Hockey is a game of “read and react.” By this time, execution should be much more instinctive. The intensity and tempo of play will take a major step up as many of the players are physically maturing during this time.
3. **Teams:** All players will be placed on a traveling team. NHA has a formal tryout system for Peewee/12U and Bantam/15U (see team selection procedure). The level (A, B, C) and schedule (district or independent) for each team will be based on past program evaluations, and input from coaches.
4. **Coaches:** Coaches for this level must attend USA Hockey clinics and are required to be Level certified. All coaches must be capable of demonstrating the proper skills and must have effective skills in communication and in motivating players.
5. **Skill Development:** At the Bantam level, more of the practice will be allocated to team and individual tactics. Most practices will be run at a high tempo, with drills run at 100-percent speed. As the players have matured physically, their bodies should be capable of handling a more rigorous pace.
6. **Equipment:** See the section on required personal equipment. Jerseys will be supplied by NHA for Bantams/U15.

GENERAL INFORMATION

Uniforms and Equipment

For the upcoming season, the NHA will continue with player-owned jerseys at the Squirt/10U and Pee wee/12U. The NHA will supply jerseys for the Mites/6U, Senior Mite/8U, and Bantam/15U levels. Goalie equipment is available or will be made available through the Squirt/10U levels. Each player is responsible for the proper maintenance of any NHA-issued uniforms and equipment. Jerseys and goalie equipment must be returned clean and in good repair at the end of each season. Players will be charged the Association's cost for replacement of any lost or damaged equipment.

Care of uniforms

All NHA-supplied jerseys will become the players' responsibility at the beginning of the season. Mites/6U and Senior Mites/8U will receive one jersey that may be kept after the season is over. Bantams/15U teams will receive two jerseys. Jerseys should only be worn for games. The traveling teams use jerseys for more than one year. No captain's patches or permanent names can be applied directly on the jersey. Jerseys can be machine washed at low temperature and **MUST NOT BE DRIED** in a dryer – only line dried. Breezers and other pads can also be machine washed and line dried. NHA-issued equipment should be cleaned and repaired so that it can be returned at the end of the year.

Required personal equipment

Hockey Skates	Hockey Socks*
Stick	Elbow Pads
Helmet with Facemask & Chinstrap	Protective Cup*
Breezers**	Shoulder Pads*
Shin Pads	Gloves
Mouth Guard**	

- All players **MUST** wear a helmet with facemask and a chinstrap at all NHA practices and games (both indoor and outdoor).
- A mouth guard **MUST** be worn by Senior Mites, 10U, 12U, 15U, Squirt, Pee wee and Bantam at **ALL TIMES ON THE ICE**. A player who does not have the required equipment will **NOT** be allowed to participate in the given activity.

*Optional equipment for Mites

Optional for Mites but **REQUIRED for Senior Mites.

Registration Fees

1. All families (including Mites) will be required to meet their volunteer requirements and pay USA Hockey fees.

2. All registration fees are due at registration. Registration fees can be paid in three installments: $\frac{1}{3}$ due at registration, $\frac{1}{3}$ due on 11/15 and the last $\frac{1}{3}$ due on 01/15.
3. Any player with an outstanding balance after January 1st will not be allowed to participate until the balance is paid in full. A player with a balance from a previous year will not be allowed to register until the outstanding balance is paid in full. No skater will be allowed on the Ice without registering (and completing all paperwork) and paying the first installment (if on an installment plan), providing a DIBS check, and a fundraising check. If the second or third installments are not received by the dates above, the player will also not be allowed to skate. Except for extremely unusual circumstances, there will be no exceptions to this rule.

Request for Player Refunds

All requests for player refunds because of injury must be made in writing to the President and are considered individually by the Board. The deadline to request a player refund is March 15 of the current season. The player must have been unable to participate for 30 days, and a doctor statement must accompany the written request, stating the injury date and the date the player can return to hockey.

Any player that wishes to withdraw from the program for non-injury related reasons including but not limited to illness, moving, etc. must notify the President in writing, if requesting consideration for a refund. The President will consider these requests on a case-by-case basis with the Board. Many costs (player insurance, District and USA hockey dues, ice costs) are not refundable to the NHA, thus not refundable to the player.

Coach Payment Guidelines:

- Must be USA Hockey certified for coaching level
- Coaches must meet expectations of NHA and fulfill the full season as coach. Teams are encouraged to pitch in and create a team account for rostered non-parent coaches to reimburse them for reasonable lodging and meal expenses for away tournaments.
- Non-parent paid Head coaches will receive staggered 2 payments through the year - By December 31 for the first payment, and end of the Hockey Season for the second.

Sponsors

Many local businesses and individuals donate money, materials and special services to the NHA. Please thank our sponsors and let them know their help is appreciated.

Picture Day

A professional photographer will take team pictures early in the season. Additional information will be handed out to players as the date gets closer.

Calendars

Master schedules will be posted on the NHA website. As changes to the ice schedule are necessary, these changes will be reflected on the master ice schedule on a timely basis. Please refer to the master schedules for the most current activity. Team Managers/Team Coaches are responsible for ensuring that players are aware of requested schedule changes made with less than seven days' notice.

NHA Volunteer Requirements

NHA members operate the concession stands at the Northfield Arena and participate in fundraising events. Concession and fundraising revenue benefit all NHA members, so everyone is expected to work some hours during the calendar year.

1. Each family in the Association is required to work a minimum of twenty (20) dibs hours between May 1 of registration year and April 30 of the current season end.
2. Each family in the Association will write a separate volunteer check to the NHA for \$1,000 at registration. Checks will be destroyed for all families who complete the 20-hour requirement. The entire 20-hour minimum must be met for the check to be destroyed. If the 20-hour minimum is not met by April 30 of the current season, the \$1,000 will be deposited by the NHA.
 - a. If you do not plan to fulfill your volunteer hours, you can buy out through registration or provide a check for \$1,000 to be cashed by the NHA immediately, and you will be exempt from volunteer requirements.
 - b. If you claim volunteer hours but do not fulfill them, your family's volunteer requirement will be increased in the amount of two times the claim amount.
 - c. Volunteer credits cannot be carried over and are not transferable to any other families or members of the NHA.
 - d. NHA rostered coaches who are USA Hockey certified and serve the entire season may be exempt from working the required volunteer hours, up to a total of three exemptions per team, to be decided by the Level Coordinator and the Coaching Coordinator. Their checks will be destroyed at the end of the season providing the requirements are met.
 - e. One team manager per team is exempt from working the required volunteer hours, if the Head Coach from each team certifies to the Board president at the end of the season that the manager fulfilled his/her duties through the season. Their checks will be destroyed at the end of the season providing the requirements are met.
 - f. Board members and certain committee members approved by the board in advance are exempt from working the required volunteer hours, provided the board, at the board meeting just prior to the annual meeting, agrees that the board member otherwise fulfilled his/her responsibilities for the season. Their checks will be destroyed at the end of the season providing the requirements are met.

PROGRAM POSITION DESCRIPTIONS

The program provides the framework for the operations of the Northfield Hockey Association during the skating season.

President

The President has a responsibility to the program as a whole, to make sure that all areas of the program work as intended. Duties will include:

- Prepare, schedule and run monthly NHA Board meetings
- Chair grievance committee
- Solicit volunteers to fill all committee positions
- Serve as ex-officio member of all NHA committees
- Coordinate Strategy and Planning for Arena Needs with the City

Vice President

The Vice President shall, in the absence of or disability of the President, perform the duties and exercise the powers of the President and such other duties as the Board shall prescribe.

- Prepare Agenda for monthly board meetings
- Serve as member on NHA committees

Secretary

The Secretary will handle the record keeping for the Association and be responsible for all forms of positive communication about our program to Northfield area residents. The Secretary duties include, but are not limited to:

- Prepare minutes of Board meetings
- Send minutes and upcoming Board agenda to Board members before Board meetings
- Assist with registration
- Update and post Handbook on the NHA website

Treasurer

The Treasurer will handle and keep record of the Association's funds. Other duties include:

- Report transactions at each monthly Board meeting
- Work with team sponsors, donations, scholarships, tournaments, and special requests on money matters
- Prepare an annual written report and submit to the NHA Board

- Collect deposit checks from every family in the association
- Prepare the annual tax return for the Association
- Prepare, file and pay the estimated quarterly MN sales taxes
- Prepare, present to the Board for approval, and submit the Attorney General's report to maintain the non-profit status of the NHA
- Chair the Finance Committee and establish the NHA fiscal year operating budget

Program Director

The Program Director has the primary function of serving as liaison between the NHA Board, the Coach Coordinator, the Referee Coordinator and all the Level Coordinators. He or she is to be a member of the NHA Board and will report to and receive direction from the NHA Board. Duties will include:

- Leader of Hockey Operations and programming for NHA
- Ensure and oversee Level Coordinators
- Directs and oversees tryouts and the tryout process
- Assist Coach Coordinator on selection of coaches
- Serve on grievance committee
- Assist Ice Chair as needed
- Prepare an annual written report and submit to the NHA Board
- Leads Hockey Operations Committee, and reports to the board on Hockey Operations Committee decisions

Girl's Program Director

The Program Director has the primary function of serving as liaison between the NHA Board, the Coach Coordinator, the Referee Coordinator and all the Level Coordinators. He or she is to be a member of the NHA Board and will report to and receive direction from the NHA Board. Duties will include:

- Leader of Hockey Operations and programming for NHA
- Ensure and oversee Girls Level Coordinators
- Directs and oversees Girls tryouts and the tryout process
- Assist Coach Coordinator on selection of Girls coaches
- Ensures Girls coached meet certification requirement
- Serve on grievance committee for Girls teams
- Assist Ice Chair as needed
- Prepare an annual written report and submit to the NHA Board
- Leads Girls Hockey Operations Committee, and reports to the board on decisions

Ice Chair

The Ice Chair has the primary responsibilities of purchasing the Association's ice time and anything to do with the outdoor rink. Duties include:

- Purchase ice per Board guidelines
- Find and secure ice times at Northfield and surrounding areas enough to cover NHA needs
- Schedule teams' NHA controlled ice time (indoor and outdoor) with the help of the Program Director
- Ensure all hours are used. If problems arise, work with the involved parties to come to an agreement. If the Association is unable to use hours, the hours are to be turned back to the arena with at least 72 hours' notice so we will not be billed.
- Authorized to purchase hours of ice time at the Association's expense
- Prepare an annual written report and submit to the NHA Board
- Communicate schedule to Northfield rink manager and referee Coordinator

Coach Coordinator

The Coach Coordinator is responsible for obtaining coaches at all levels and seeing to their training at in-house or independent clinics. Duties will include:

- Secure qualified coaches for all levels
- Ensure all Coaches meet certification requirements before official roster deadline
- Notify coaches of available independent clinics
- Establish developmental goals for all levels
- Monitor coaches & deal with complaints
- Update the coaching manual as needed
- Purchase and distribute coaching supplies
- Hold regular coaching meetings
- Provide a written standard team rule procedure
- Prepare an annual written report and submit to the NHA Board
- Attends and Participates in Hockey Operations Committee

Registrar

The Registrar is responsible for the NHA season and clinic registrations. The duties include:

- Online registration setup and management
- Team rosters approved by USA Hockey
- Birth Certificate collection
- Bad payment follow-up

- Concession/dibs check collection
- Move-up request management and payment
- Prepare deposits to give to Treasurer of offline payments
- Equipment rental payments/list management
- Refund calculations and follow-up
- Coach approval coordination (online modules completed, background checks approved, USA Hockey registration, USA Hockey certification class complete)
- Attend district registrar meetings twice a year
- Attend CAC Scholarship meetings twice a year
- Prepare an annual written report and submit to the NHA Board

Concessions Coordinator

This position is responsible for overseeing the concession stand located in the Northfield Ice Arena. Duties include, but are not limited to:

- Enter volunteer hours into the DIBS session. This includes all NHA games, tournaments, jamborees, and high school games.
- Check hours to make sure volunteers are claiming and announce all upcoming open hours
- Order product from vendors to make sure correct amounts are stocked and available
- Ensure all equipment is in working order
- Gather, prepare and make deposits
- Gather report that states who did not complete their required hours so those family's' checks should be deposited at the end of the season
- Prepare an annual written report and submit to the NHA Board

Fundraising Director

The person oversees getting sponsors and fundraising dollars. Duties include:

- Contact businesses
- Assist Tournament Director with sponsors for tournaments
- Lead fundraising efforts
- Report monthly at NHA Board meetings
- Prepare an annual written report and submit to the NHA Board

Recruiting and Marketing Director

The Recruitment and Marketing Director has the primary responsibility to facilitate the recruitment of new players and retention of existing players. This person works in cooperation with Board Members on both the Executive and Hockey Operations sides to increase recruitment and retention for the organization. The duties of the Recruitment and Marketing Director include:

- Initiate, develop, and coordinate recruitment and retention programming
- Cooperate with other Board members and solicit Association volunteers to carry out programming
- Develop and coordinate communications to aid in recruitment and retention
- Locate recruiting and retention funds available through USA Hockey and others, apply for as warranted
- Maintain communication with NHA families to be aware of any retention concerns
- Work with PR Director to conduct an End of Season Survey to gather feedback on NHA activities for the season
- Work with other Board members and Association volunteers to coordinate an NHA presence at community events, such as Youth Activities Fair, Healthy Kids Day, Winter Walk, DJJD, Crazy Daze
- Organize and lead NHA efforts for USA Hockey Try Hockey for Free Day
- Report monthly at NHA Board meetings
- Prepare an annual written report and submit to the NHA Board
- Organize picture day for team and individual photos for all NHA teams

Equipment Coordinator

The Equipment Coordinator, this position is responsible for maintaining the Association's uniforms and goalie equipment. Duties will include:

- Purchase of equipment as needed
- See to upkeep and repair of equipment as needed
- Distribute all equipment properly and fairly
- Make needed equipment available at all clinics
- Keep records on location of all equipment
- Prepare an annual written report and submit to the NHA Board

Non-Board Positions

Referee Coordinator (Non-board position)

The Referee Coordinator has the primary responsibility of everything involving referees at all levels of play. Duties include:

- Schedule referees for district games, scrimmages, tournaments
- Coordinate referee clinic
- Monitor referees
- Handle complaints about referees

Level Coordinators

The Level Coordinators will have the primary function of serving as a liaison between the coaches of their respective levels and the Program Director. They will handle a variety of administrative duties, including:

- Assist with registration
- Assist the Tournament Director in registering for away tournaments before September 1
- Secure team managers
- Serve on the Grievance Committee as needed
- Represent the level for all NHA functions
- Assist at team meetings as needed
- Oversee program at level involved
- Oversee skill development for their level
- Prepare a written annual report and submit to NHA Board
- Attends and participates in Hockey Operations Committee

Tournament Director

The Tournament Director is responsible for the NHA sponsored home tournament schedule. The duties include:

- Prepare an annual written report and submit to the NHA Board
- Work with Program Director, Team Coaches and Ice Chair to define the home tournament formats on or before June 15
- Work with the Program Director and Level Coordinators to schedule away tournaments prior to September 1
- Work with the Ice Chair to schedule the home tournament dates
- Register home tournaments with Minnesota Hockey and USA Hockey as necessary
- Advertise the home tournaments in a timely manner
- Work with the Referee Coordinator to secure tournament officials
- Contract appropriate emergency medical personnel for attendance at the tournament
- Order all awards, programs, and other collateral for home tournaments
- Recognize and coordinate any tournament sponsor activity

- Maintains primary responsibility for all tournament activity, ensuring a quality outcome
- Ensure that tournament income equals or exceed expenses
- Work with host team manager to schedule parent volunteers to staff the various tournament roles such as tickets, hospitality suite, announcer
- Complete the team check-in process
- Oversee the operation of the tournament, being readily available to answer questions and to resolve issues
- Monitor the tournament schedule, adjusting as appropriate
- Assure games are conducted per the tournament rules, making judgment decisions as necessary

District 9 Representative

The District 9 Representative will attend all district meetings and keep the Board informed of all issues related to MAHA and District 9 rules or changes.

Coaches

All coaches have the primary function of teaching hockey skills to the players. All coaches are also expected to provide leadership and a good example to the members of their teams. All coaches (including assistants) must be certified per USA Hockey guidelines. Other duties include:

- Abide by the USA Hockey coach's manual, and the NHA Handbook
- Attend independent or scheduled coaching clinics

Webmaster

Duties of the webmaster include:

- Update website on regular basis for:
 - Upcoming events
 - News articles
 - Contact information
- Email address management
- Social Media updates
- Grant member permissions
- Coordinate with PR and Recruiting Chairs to communicate all marketing through website

Team Managers

The Team Managers will relieve the coaches of some of the administrative burden of managing a hockey team. Team manager duties will include:

- Assist coach with scheduling
- Schedule team meetings
- Update team webpage in a timely manner
- Assist with reporting scores and results to District 9
- Keep copies of team registration forms, birth certificates and team rosters at all district games
- Register teams at tournaments using that data and return copies to the registrar at year's end
- Make sure proper notification is done for game or practice changes
- Work with Ice Chair and other managers to address schedule changes
- Request exemption of away tournament games from Game/Scrimmage/Tournament (GST) limit (section 3 and 4) if team wishes to play more than one away tournament
- Track team's GST and ensure team remains within limit
- Ensure that 80 percent of parents agree to additional costs before committing to extra tournaments; submit extra-tournament worksheets to Ice Chair once completed
- Notify Ice Chair of any schedule changes as soon as possible but no later than four days before
- Obtain approval from NHA President before spending any funds that are to be reimbursed or paid by the Association
- Assist Tournament Director if hosting a home tournament

COMMITTEES

Hockey Operations Committee. The Hockey Operations Committee will be comprised of the Program Director, Coach Coordinator, President, and Level Coordinators for Squirrels, Peewees, and Bantams. Other members may be added by the appointment of the Program Director. The Hockey Operations Committee is responsible for hockey programming, tryouts, level determination, and general operations of hockey teams, coaches, and practices. Their role includes those tasks and decision making items defined in this Handbook.

Tournament Committee. The Tournament Committee is responsible for scheduling and running NHA home tournaments and ensuring travelling tournaments are scheduled for NHA teams. The Tournament Committee will be comprised of the Tournaments Director and other members that will be nominated by the Tournament Director and approved by the Board.

The NHA Board may form other committees for each season to assist carrying out the functions of the association. Committees will be recommend and approved by board along with any committee members for such committee. Committee members may receive DIBS credits for their work on the committees and must complete the requirement of the committee in order to receive credits.

CODES OF CONDUCT

The Northfield Hockey Association abides by the Youth Rules and Regulations, adopted and approved by the MN Hockey Board for the current season. To the extent that any provision of this handbook is not consistent with these rules, the Youth Rules and Regulations override this Handbook.

In Addition, the following codes of conduct apply to all members of the NHA:

Administrator's Code of Conduct

- Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced
- Support programs that train and educate players, coaches, parents, officials and volunteers
- Promote and publicize your programs; seek out financial support when possible
- Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport
- Encourage coaches and officials to attend USA Hockey clinics and advise your board members of the necessity for their training sessions
- Make every possible attempt to provide everyone, at all skill levels, with a place to play
- Read and be familiar with the contents of the *USA Hockey Annual Guide* and USA Hockey's official playing rules
- Develop other administrators to advance to positions in your association, perhaps even your own

Coach's Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one; care more about the child than winning the game
- Remember, players are involved in hockey for fun and enjoyment
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics
- Organize practices that are fun and challenging for your players

- Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players
- Maintain an open line of communication with your players' parents
- Explain the goals and objectives of your association; be concerned with the overall development of your players; stress good health habits and clean living

On-Ice Official's Code of Conduct

- Act in a professional and businesslike manner always and take your role seriously
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills
- Know all playing rules, their interpretations, and their proper application
- Remember that officials are teachers; set a good example
- Make your calls with quiet confidence; never with arrogance
- Manage and help to control games in cooperation with the coaches to provide a positive and safe experience for all participants
- Violence must never be tolerated
- Be fair and impartial always
- Answer all reasonable questions and requests
- Adopt a "zero tolerance" attitude toward verbal or physical abuse
- Never use foul or vulgar language when speaking with a player, coach or parent
- Use honesty and integrity when answering questions
- Admit your mistakes when you make them
- Never openly criticize a coach, player or fellow official
- Keep your emotions under control
- Use only USA Hockey-approved officiating techniques and policies
- Maintain your health through a physical conditioning program
- Dedicate yourself to personal improvement and maintenance of officiating skills
- Respect your supervisor and his/her critique of your performance

Parent's Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sports; children are involved in organized sports for their enjoyment -make it fun
- Encourage your child to play by the rules; remember, children learn best by example, so applaud the good plays of both teams
- Do not embarrass your child by yelling at players, coaches or officials; showing a positive attitude toward the game and all its participants, your child will benefit

- Emphasize skill development and practices and how they benefit your young athlete; de-emphasize games and competition in the lower age groups
- Know and study the rules of the game and support the officials on and off the ice as this approach will help in the development and support of the game; any criticism of the officials only hurts the game
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches since they are important to the development of your child and the sport; communicate with them and support them
- If you enjoy the game, learn all you can about hockey – and volunteer
- Do not leave your children at the arena unattended, and be sure to arrange for the prompt pick up of your child after all practices and games
- All complaints regarding coaching staff are to be directed only to the Coaching Coordinator; no emails, texts, or etc. are to be sent directly between coaches and parents involving a complaint

Player's Code of Conduct

- Play for fun
- Work hard to improve your skills
- Be a team player – get along with your teammates
- Learn teamwork, sportsmanship and discipline
- Be on time
- Learn the rules and play by them; always be a good sport
- Respect your coach, your teammates, your parents, opponents and officials
- Never argue with an official's decision

Spectator's Code of Conduct

- Display good sportsmanship; always respect players, coaches and officials
- Act appropriately; do not taunt or disturb other fans; enjoy the game together
- Cheer good plays of all participants; avoid booing opponents
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area
- Support the referees and coaches by trusting their judgment and integrity

- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations
- Respect locker rooms as private areas for players, coaches and officials
- Be supportive after the game – win or lose
- Recognize good effort, teamwork and sportsmanship

Unacceptable Behaviors

NHA will not tolerate any of the following behaviors, and anyone exhibiting any of these behaviors should be reported to the appropriate Official, Coach, Team Manager or Level Coordinator, or to any NHA Board Member:

- Swearing at anyone
- Violating NHA, MHA, or USA Hockey rules
- Fighting or dangerous horseplay
- Damage to property of others.
- Any threatening or physical behavior towards a coach, another player, parent, or official will result in immediate suspension for player or parent. The offending individual will not be able to return to any event until that individual (and parent if a minor) appears before the disciplinary committee at which time the consequences will be determined.

Officials, Coaches, Team Managers and NHA Board Members have the responsibility and authority to ask that a player, coach, spectator or other individual be removed or be asked to leave an activity because of unacceptable behavior.

POLICIES

Discipline Policy

When an individual is disciplined by removal from an activity, it is the responsibility of the person enforcing the discipline to contact the Program Director, President, or the appropriate Level Coordinator. When an individual is disciplined in the above manner, that individual (and guardian if a minor) will be required to meet with the Discipline Committee (enforcing person, Level Coordinator, and Program Director) to resolve the issue or determine disciplinary consequences before the individual returns to NHA activities.

To ensure a timely resolution, the NHA President, Vice President and Coach Coordinator can be asked to represent a member of the Discipline Committee who is not available for the meeting. A written description of the incident, minutes from the discipline meeting and all decisions by the Disciplinary Committee will be documented in writing and submitted to the NHA Board.

If the above procedure does not resolve the problem, the Level Coordinator will submit a report from the Discipline Committee to the NHA President, and the following steps will be taken:

1. The individual may return to activities with an understanding that any similar incident will not be tolerated and that resolution of the incident will take place at a later date.
2. On receiving a report from the Level Coordinator, the NHA President will investigate the incident. After the investigation, the President will promptly call a meeting of the Grievance Committee.

3. The Grievance Committee will consist of the Program Director, the Level Coordinator, and the NHA President.
4. The Grievance Committee will make a final ruling on the matter unless, at its discretion, the committee believes it necessary to bring the matter before the NHA Board. All rulings of the Grievance Committee will be reported in writing to the parties involved, and a written report will be submitted at the next NHA Board meeting.

Discipline Consequences

These will be the basic disciplinary consequences applied for behavior not tolerated by NHA. These consequences will be applied as seen appropriate to the level of offense and can be modified at the discretion of the President:

- Level 1 Offense (first time or non-physically threatening to persons or property): suspension from three NHA activities with one of the activities being a game.
- Level 2 Offense (second offense or physically threatening people or property): suspension from 5 NHA activities with two of the activities being games.
- Level 3 Offense (third offense or determined to be severely detrimental to the safety of individuals or the NHA): expulsion from all NHA activities.

NHA activities include practices, scrimmages and games. A scrimmage does not qualify as a missed game. Suspension of adults and non-players will require that the individual not attend the activities. Failure of non-playing individuals to comply can result in stoppage of a game. The individual's associated player may not be allowed to participate, with possible forfeiture of the game as a result.

No refunds of fees paid or fees due will be granted for lack of participation as a result of either suspension or an expulsion.

Drug, Alcohol and Tobacco Policy

The NHA has adopted the Northfield School District policy on drug, alcohol and tobacco use of minors. It includes the following:

- Any minor caught using alcohol, drugs, or tobacco(including vape) will be suspended for two games or two weeks, whichever is longer.
- A second offense carries a six-week or six-game suspensions.
- A third offense carries a 12-week or 12- game suspensions. Admittance to an appropriate rehabilitation program will be required to be readmitted to the NHA.

Screening, Sexual Abuse and Physical Abuse Policies

The Northfield Hockey Association abides by the USA Hockey screening policy as well as USA Hockey's SafeSport guidelines. Highlights of the USA Hockey and SafeSport program are below. For more information, please see the USA Hockey website.

USA Hockey Zero Tolerance Policies

USA Hockey has **ZERO TOLERANCE** for abuse and misconduct.

This Safe Sport Handbook includes the various Policies that apply to all USA Hockey Member Programs. Those Policies address

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats and Harassment
- Hazing

The Policies also address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- Locker Room Policy
- Electronic Communications Policy
- Travel Policy
- Billeting Policy

In addition to Policies, the Safe Sport Handbook includes information about the available and required Training of USA Hockey and its Member Programs' employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey's Screening and Background Check Program; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and its Member Programs should Respond to allegations of abuse and misconduct; and how USA Hockey and its Member Programs will Monitor and Supervise the Safe Sport Program to help ensure its effectiveness.

By combining all of these elements into a comprehensive Safe Sport Program, USA Hockey intends to create the safest possible environment for participation in hockey.

Screening Policy

It is the policy of USA Hockey that it will not authorize or sanction in programs it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he / she is allowed to have routine access to children in USA Hockey's programs. Further, it is the policy of USA Hockey that it will require the affiliates to adopt this policy as a condition of its affiliation with USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has:

- been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
- been adjudged liable for civil penalties or damages involving sexual or physical abuse of children; been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection;
- had their parental rights terminated;

- has a history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
- resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
- has a history of other behavior that indicates they may be a danger to children in USA Hockey.

Sexual Abuse Policy

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaching clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer or independent contractor.

Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of a violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and / or the programs of its affiliate associations.

Physical Abuse Policy

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

Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant 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 participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

Scholarship Policy

NHA strives to provide an opportunity for every child who wants to play hockey. The NHA Scholarship Fund is used to provide financial assistance to participants that demonstrate a financial need under the provisions of this program.

Scholarship Fund

The NHA coordinates with the CAC to facilitate access to its programs. In addition, if a family does not qualify for Scholarships through the CAC, Scholarships are available directly from the NHA, as described and administered below:

1. Scholarships are granted on a per season basis. Applicants must reapply each season.
2. Amounts granted will be from **\$0 to \$500 per player**. The total amount granted will not exceed **50%** of the total NHA registration fees except in extreme hardship situations.
3. Scholarships are awarded in the form of reduced NHA registration fees.
4. Criteria for Scholarship
 - a. All players that meet the eligibility requirements to play in The NHA are eligible to apply for financial assistance.
 - b. The applicant must be in good standing with NHA and exhibit a general financial need. Preference will be given to those applicants whose families qualify for public assistance programs such as school lunch subsidies, medical assistance and unemployment insurance. Additional consideration will be given to applicants experiencing long-term hardship circumstances.
 - c. Families receiving scholarships are generally **not permitted to "buy out" their volunteer hours**. Families receiving scholarships that elect to "buy out" of their volunteer hours will have their scholarships reduced by the buyout dollar amount.
5. Application Process
 - a. Applicants must submit a confidential financial assistance application to the attention of the NHA Vice President. Applications must be submitted at the time of registration.

Applications submitted after team rosters are finalized may not be able to be considered.

- b. The NHA President, VP, and Treasurer will review all applications and determine the grants based on eligibility, the total number of applicants, the amount of available funds, and other factors considered relevant by the committee.
- c. The Scholarship committee reserves the right to request additional information at the time the scholarship is being considered.
- d. Applicant's names and all information provided will be kept strictly confidential. Only the scholarship committee will review the applications.
- e. All decisions of the scholarship committee are final; there is no appeal process.

Locker Room Policy

It is the policy of USA Hockey and the Northfield Hockey Association to have at least one responsible adult to directly monitor the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

Full Locker Room Policy as Posted

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

At Northfield Ice Arena there are nine locker rooms available for our program's use. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. NHA team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

NHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective

way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly in the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

Parents in Locker Rooms

Except for players at the younger age groups [Mite levels, U8, Squirt, U10], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

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

Mixed Gender Teams

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

Cell Phones and Other Mobile Recording Devices

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

Prohibited Conduct and Reporting

NHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in NHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any

actual or suspected violations, you may email the NHA Vice President at vicepresident@northfieldhockey.net

BOARD OF DIRECTORS & NON-VOTING NHA POSTIONS

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<p>At Large Board Member</p>	
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