

NEW PRAGUE  
HOCKEY ASSOCIATION HANDBOOK



2025 - 2026

As Approved by NPHA Board on 06/30/2025

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## I. INTRODUCTION

This parent's guide to New Prague hockey was developed by the NPHA Board of Directors and Hockey Development Committee and is reviewed each year. Its intent is to provide the goals, organization, policies, procedures, and duties to all NPHA members. All association members, parents, and players are to be familiar with the information contained in this document and adhere to the policies and procedures outlined herein. While we have made every attempt to provide members with a complete set of policies and procedures, if at any time a parent or player has a question that is not addressed in this guide, we ask that you take responsibility to find an answer to your question by approaching a Board member. A list of NPHA Board of Directors can be found in Appendix A.

To be a successful hockey program, the members of the association, players, coaches, and parents must define what success means and then manage their program accordingly. The New Prague Hockey Association defines success as:

- Uncompromising sportsmanship displayed by all association members.
- Rigorous development of individual hockey skills.
- Promotion of team play concepts.
- Fairness to players, coaches and parents.
- An environment that will develop positive and competitive teams in the upper levels.

Our program measures success not on the scoreboard, but by the following yardsticks:

- Does each player play each shift as if it is their last, giving it their best effort at all times?
- Did they execute what they practiced as a team?
- Did they have fun?
- Are the players' hockey skills improving?

We believe that by achieving these goals we will be successful. Winning will be a by-product of attaining and sustaining this attitude. We will succeed on the basis of choosing good coaches, developing good skills, playing team-oriented hockey, and making sure we have fun.

Every player, parent, and coach have a role on successful teams. In our association, this means that the players play, the coaches coach, and the parents parent.

Our player goals for the NPHA program are based on developing the following:

- Hockey skills - skating, stick handling, passing, shooting, checking, and position play.
- Team play - Everyone must put the team ahead of personal accomplishment.
- Sportsmanship - hockey is an intense game but we expect fair play at all times.
- Love of the game - players who have fun always contribute more to the team.

In addition, we want the NPHA program to provide a positive and challenging learning experience. Win or lose, on or off the ice, on an A, B, or C team - this is an opportunity for players, parents and coaches to grow in their understanding of teamwork, sportsmanship, and themselves.

The objective of this Handbook is to make clear to the parents in our organization what we expect from players, coaches, and parents in the hope and belief that by having established policies and common goals we can be successful on the ice.

NPHA WEB SITE Link <http://www.newpraguehockey.com>

## II. POLICIES FOR TEAM PLAY

1. **TEAM SIZES:** NPHA believes that optimum team size is no larger than fifteen skaters and two goalies, and no smaller than eleven skaters and one goalie. Therefore, we will do our best to divide teams within this guideline, except at the Mite level. NPHA adheres to the District 6 guidelines for team limit of 20 players on a team (18 skaters, 2 goalies). The NPHA Board of Directors reserves the right to move players up or down to roster more or less than 15 skaters and 2 goalies and eliminate or add teams in order to create a positive and competitive environment for all skaters.

2. **PLAYING UP:** (Refer to Appendix C for more information) NPHA believes it is in a player's best interest to skate at the level recommended by MN Hockey age guidelines, therefore; the only circumstances where petitions will be considered are:
- 1) A player whose birthday falls in the three-month period following the cut-off date (June 1-August 31) may elect to move up one level in order to play with their peers in their grade at school.
  - 2) The parents or legal guardians of the player must petition the HDC Coordinator and the Board President for the change prior to April 15<sup>th</sup> of that calendar year.
  - 3) All goalie petitions shall be considered on a case-by-case basis, with emphasis on what is in the best interest of the NPHA, and the player involved.
  - 4) All petitions will be reviewed by the HDC and the Board. Both committees reserve the right to review the petitions in the best interest of the Association.
  - 5) The HDC and the Board has the right to move players based on team numbers on an as needed basis.
  - 6) Players must participate in the full season at the level that the player went through in tryouts.

3. **BANTAMS/GIRLS TRYING OUT FOR HIGH SCHOOL HOCKEY:** For any Bantam, 12U or 15U player that registers with the NPHA, but also intends to tryout at the high school level, these families are required to notify the HDC Coordinator and the NPHA President of their intent in writing on or before youth association tryouts of the current skating season. If the level of play does not have a tryout, then written notification shall be prior to their team's first ice time. If this letter of intent is not received by said date, and the skater later withdraws from the association to play at the High School level, **NO REFUND OF ANY FEES PAID WILL BE ISSUED.** If the letter of intent is received, and the skater later withdraws to play at the high school level, the Board will determine what refund will be allowed. Many costs (i.e., tryout or placement fees, player insurance, district and USA hockey fees) are not refundable to the NPHA by the district or USA Hockey. As such, we cannot refund them to the player. The Board will subtract these non-refundable fees from the initial registration fee paid and divide the remaining fee by the five-month skating season. Any month in which the player skated will not be refunded. Fundraiser "buy outs" will not be refunded and fundraising commitments must be fulfilled.

**4. TRYOUTS:** The NPHA Board and HDC Committee have developed tryout procedures which can be found in Appendix B. These procedures are reviewed and approved annually and will also be available at tryouts. Please note that in order for a player to be eligible to participate in tryouts, the player registration must be completed prior to the September 20th tryout interest deadline. All outstanding fees from the previous season must be paid in full in order to participate in tryouts. Parents and players should keep in mind that tryouts are a competitive process. A player who chooses not to participate in tryouts will be placed on the lowest level team in their age division. Mite teams are set up by ability during a placement process. The placement process is described in Appendix B.

The Hockey Development Committee (HDC) and New Prague Hockey Association (NPHA) reserve the right to require on-ice evaluations for any player to ensure safe and appropriate participation. If a player is unable to fully participate due to injury or medical reasons, placement may be deferred, and the HDC will assess eligibility and determine appropriate placement using any available information, which may include outside feedback or past season information.

In addition, the HDC reserves the right to restrict participation for any player at any time if concerns arise regarding the safety of the player, teammates, coaches, opponents, or officials. Families with players who have special physical, mental, or behavioral needs should contact the HDC prior to registration to explore potential accommodations, resources, or restrictions that may apply to the player's situation. In determining the best placement, the HDC will take into account program limitations, overall participant safety, and available specialized hockey organizations. When appropriate, referrals may be made to external programs such as the Hendrickson Foundation, Minnesota Special Hockey, or Special Olympics Minnesota to ensure the best fit for the player.

5. **PLAYERS FEES:** Each year, NPHA establishes a specific fee for that year's program. In the event that a coach wants to add elements to the program that will add costs to the above basic rate, the coach must bring those costs to the parents for discussion and consensus agreement with the parents. The basic fee covers ice time for practice and games, plus a determined amount of tournaments. All fees must be paid in full by January 15<sup>th</sup>, 2026, or player(s)'s participation, along with any other skaters in the same family, will cease immediately until paid in full with cash or check has cleared the bank. Any modifications to a payment plan or failure to pay must be presented to the Board. NPHA does not pro-rate skater fees for those who register late in the season, said players will pay the full skater fee, complete all fundraising obligations (fundraiser buyout if registration occurs after fundraising is complete), and complete all required volunteer hours. Players who are placed on a team with a non-parent paid coach will be assessed a non-parent coach fee for the season that will be applied to the non-parent coach's stipend. This fee will be \$150 for a paid Head Coach, and \$50 per paid Assistant Coach that is assigned to the team. This fee will need to be paid before December 1<sup>st</sup>.

6. **PLAYING GUIDELINES:** NPHA has adopted the Minnesota Hockey Player Development Standards as our association's philosophy. These standards will be used by all association coaches as guidelines for planning practices and running games.
- **MITES AND GIRLS 8 & UNDER:** All players play equally at all levels and play all positions including goalie. Level 1 Mite teams may play in up to, but not exceeding one jamboree, Level 2 Mite teams may play in up to two jamborees, and Level 3/4 Mite teams may play in up to three jamborees. The Mite jamborees must be played within District 6 or within a bordering district (with approval by D6). NPHA selects one paid jamboree; all other jamborees must be approved by Mite Coordinator in advance of registration and paid for by participants. The association practice to game ratio guideline for mites is 4:1. Further game restrictions may be placed on the Mite teams depending upon the ability level. We will adhere to the D6 rules for total games allowed for each team.
  - **SQUIRTS AND GIRLS 10 & UNDER:** All players play as equally as possible at all levels at the coaches' discretion and should play both forward and defense during the season. Players are encouraged to try goaltending at this level to determine their interest. Squirts and Girls 10U can play a maximum of 35 games including tournaments and scrimmages, not including the year end District 6 tournament. The association practice to game ratio guideline for Squirts and Girls 10U is 3:1.
  - **PEEWEEES, BANTAMS, GIRLS 12U and GIRLS 15U:** All players play as equally as possible and can play both forward and defense during the season under the coach's discretion at all levels with the following exception: a coach is entitled to try to win the game by adjusting the lineup. The association practice to game ratio guideline for Peewees, Girls 12U, Bantams, and Girls 15U is 3:1.
  - **GOALKEEPERS:** The association policy will be to have two goalkeepers, if possible, on each team. Below the Peewee level, NPHA believes that players should be given as equal playing time as possible at the coach's discretion. The general guideline is that coaches will have more discretion on equal play issues the higher the level of hockey. In either case, deviation from equal playing time shall be subject to review by the HDC.
  - **JUNIOR GOLD:** All players play as equally as possible under the coach's discretion at all levels with the following exception: a coach is entitled to try to win the game by adjusting the lineup.
7. **DISCIPLINE:** NPHA believes that all members of its association should be subject to discipline by the association: players, parents, and coaches. Therefore, a discipline policy for each of these groups has been established by the NPHA Board of Directors who is responsible for its implementation.
8. **QUESTIONS & CONCERNS:** If at any time a parent or player has a question or concern regarding their child's team play or coaching, the association mandates that the parent attempts to get their questions or concerns answered by talking directly with the head coach. If the coach chooses, the team manager can help act as a liaison between the parents and head coach. If the parent, manager, and coach cannot resolve the question or concerns, the parent is required to either drop the issue, or to follow the grievance procedure listed under parent roles and responsibilities.

### III. REFUND POLICY

Any player that wishes to withdraw from the program for any reason (including, but not limited to: illness, injury, moving, etc.) shall immediately notify the Registrar **and** President in writing. The Board, in turn, will determine what refund will be allowed. Some costs such as USA hockey registration, the NPACC user fee, and jerseys are not refundable. As we cannot provide any refunds of monies raised by families who completed the required fundraising, fundraiser "buy outs" will also not be refunded (excluding cases in which a family *only* has a Junior Gold player). Regarding volunteer hours, if the family selected the volunteer "buy out" at registration, a refund will be provided for the portion of the season that the player did not participate. For example, if the player participated in hockey during the months of October and November, then the family will receive a refund of 3/5<sup>th</sup> of the "buy out" rate. For a family who opted to complete their 22 volunteer hours for the season, any incomplete hours for the months the player participated in hockey will be deducted from the total refund. Regarding the example of the player who participated in hockey during the months of October and November, or 2/5<sup>th</sup> of the season, they would have been expected to complete 2/5<sup>th</sup> of the 22 hours – which would be a total of 9 volunteer hours. If said family only completed 5 of their 9 expected volunteer hours, then a total of 4 hours billed at the volunteer hour buy out rate of \$25/hour will be deducted from their total refund. Regarding player skater fees, this amount will be divided by the five-month skating season and any month in which the player skated will not be refunded. Absolutely no refunds will be granted after December 31<sup>st</sup> of the current season. For Junior Gold, Bantams, and Girls trying out

for High School, the above refund policy applies, if proper notification is given to the Board. See “Policies for Team Play- Bantams/Girls Trying Out for High School Hockey” for more information (see Section II C).

#### **IV. INSURANCE**

NPHA is required to provide each player and coach with USA Hockey supplied insurance. This type of insurance will begin when the insured has exhausted his/her regular insurance coverage. Every NPHA player MUST be covered by an individual or family policy. Each player and coach must be registered with MN Hockey and USA Hockey before they get on the ice. Anyone who is on the ice without being registered through USA Hockey, risks the validity of the insurance of all participants. **NO ONE IS ALLOWED ON THE ICE OR BENCH WITHOUT OFFICIAL MINNESOTA HOCKEY REGISTRATION!!** All registration is done online. Contact the NPHA Registrar if you have questions.

#### **V. HOCKEY DEVELOPMENT COMMITTEE (HDC)**

**OVERVIEW:** The purpose of the HDC is to be responsible for all player development, head coach selection, education, development of coaches and players and reviewing and implementing the association tryout and placement processes and procedures annually. The Hockey Development Committee will meet regularly and provide a monthly report of their activities to the Board of Directors at the monthly Board meeting.

**A. HOCKEY DEVELOPMENT COMMITTEE COORDINATOR:** The Coordinator is selected by the Board of Directors at the recommendation of the HDC . The one-year term is from April-March. The Coordinator must be currently on the HDC or previously been an HDC member, unless there are no applicants.

B. Hockey Development Committee Member structure:

- i. Boys HDC members consist of; Boys HDC Coordinator, NPHA Vice President, Mite Coordinator, Boys H.S. Coach, Junior Gold Head Coach, and up to twelve other volunteers. Interested volunteers can sign up for consideration by completing an application and submitting to the HDC Coordinator and Board Vice President. Volunteers should have a strong hockey background and are required to participate each month. The committee members will be selected by the HDCs, with Board approval. The term is two years for up to twelve volunteer positions, alternating half (up to 6) of members each season. HDC members who are absent from three full regular meetings of the HDC or tryout sessions within a calendar year may be removed from membership unless their absence is due to illness or another reason approved by a majority vote of the other HDC members present. Additionally, HDC members may be removed by a 2/3 majority vote of the HDC members present, or unanimous vote by the Board, for any disciplinary violation as outlined in our handbook or for breaching the confidentiality of topics discussed. Members should represent as equally as possible the different levels of mites, squirts, peewee, and bantam.
- ii. Girls HDC members consist of; Girls HDC Coordinator, NPHA Vice President, 8u Coordinator, Girls H.S. Coach, and up to five other volunteers. Interested volunteers can sign up for consideration by completing an application and submitting to the HDC Coordinator and Board Vice President. Volunteers should have a strong hockey background and are required to participate each month. The committee members will be selected by the HDCs, with Board approval. The term is two years for up to five volunteer positions, alternating half (up to 3) of members each season. HDC members who are absent from three full regular meetings of the HDC or tryout sessions within a calendar year may be removed from membership unless their absence is due to illness or another reason approved by a majority vote of the other HDC members present. Additionally, HDC members may be removed by a 2/3 majority vote of the HDC members present, or unanimous vote by the Board, for any disciplinary violation as outlined in our handbook or for breaching the confidentiality of topics discussed. Members should represent as equally as possible the different levels of 8u, 10u, 12u, and 15u.
- iii. The girls HDC will work collaboratively and in coordination with the boys HDC during the 2025-2026 season. After 2025-2026 it will operate independently in the same way as the boys HDC, but with a focus on operating the girls side of the association.

**C. COACHES:** All coaches will be recommended by the HDC for each year and approved by the NPHA Board of Directors. Coaches will be required to adhere to specific coaching and developmental philosophies. Coaches must meet all USA Hockey/Minnesota Hockey guidelines for coaching certification. NPHA provides reimbursement, upon request, for coaches' USA Hockey Membership, certification clinics, and background screening fees, however, such requests must be submitted by a deadline of March 31<sup>st</sup> of the current season. No reimbursements will be granted if a request is received after this deadline. Reimbursement requests are to be submitted in writing to the NPHA Treasurer. The HDC will provide coaches with handbook. During your first year of coaching for NPHA, you will be provided with one NPHA coaches' jacket for your tenure as coach. The Board recommends that each team has one Head Coach and three Assistant Coaches, and that any other coaches assigned to the team serve as Practice Coaches. It is recommended that anyone assigned to a Head Coach role does not also fill the Head or Assistant Coach position on another team, they can however serve as a Practice Coach on an additional team. Exceptions can be granted on a case by case basis.

i. Coaches are described as follows: Head coach duties: Provide overall team goals; prepare practice plans; assign game positions; and Lead on the bench during games. Assistant coach duties: Assist with conducting practices; On bench help during games; Motivate players and instruct techniques; and Perform responsibilities as assigned by Head coach. Practice coach duties: Assist with implementing practices; set up drills/stations as needed; Motivate players and instruct techniques; and Perform responsibilities as assigned by head coach during practices. **Practice coaches should not sit on the bench during games, unless an assistant coach isn't available.**

#### **D. NON-PARENT COACHES:**

- NPHA believes that non-parent coaches are important. Any interested individual(s) should contact the HDC Coordinator and complete a coaching application and the necessary coaching requirements as required by USA Hockey, MN Hockey, and District 6.
- Non-parent coaches will demonstrate good character and uphold the rules and responsibilities in the same manner as any coach in the Association.
- Non-parent coaches are paid a stipend from the Association, based on experience and qualifications, and that covers their practice time on/off the ice and during games, team meetings, etc.

- A portion of this stipend will be funded by players on these teams. Players that are placed on a team with a non-parent Head Coach will be assessed an additional \$150 non-parent coach fee, a \$50 fee per paid Assistant Coach will also be assessed. This fee needs to be paid before December 1<sup>st</sup>.

- The association will cover the hotel stay (within the hotel block that is arranged for the team) for any tournament that is out-of-town. Reimbursement for additional expenses is optional and will be up to each respective team. Reimbursement requests for these fees must be submitted in writing to the NPHA Treasurer by March 31<sup>st</sup> of the current season.

- *An out-of-town tournament is one that is 75 miles or more away from the New Prague Community Center. All tournaments within a 75-mile radius from the New Prague Community Center are NOT considered "out-of-town" and NPHA will not provide reimbursement for hotel stays that are booked by our non-parent coaches for these tournaments.*

**E. COACH SELECTION:** Each year, coaching candidates will be asked to submit an application and will agree to an interview if requested.

**F. PLAYER DEVELOPMENT:** Each year, prior to the start of the season, the HDC will review established Player Development philosophies and youth hockey skill development rubric for each level of play. After review, the HDC will make recommendations to the Board of Directors for any suggested changes to these philosophies. These philosophies will be used by all association coaches as guidelines for planning practices and running games. The youth hockey skill development rubric is utilized by the HDC, Level Leads and coaches to inform player development, practice plans, and season goals. Additionally, the youth hockey skill development rubric will be utilized by the HDC and tryout/placement evaluators to assess specific skill proficiency during tryout and placement sessions. See appendix E

**G. TRYOUT PROCESS:** The information provided in the Tryout guide is designed to communicate what will take place through the tryout process. This will include the tryout schedule, registration process, skills and scrimmages, scoring by evaluators, team selections, tryouts for absent or injured players, and grievances regarding team selection. Each year the HDC establishes the rules and procedures for the tryout process. This process is approved by the NPHA Board of Directors. A copy of the tryout process can be found in Appendix B.

- Players moving into the association after tryouts are complete will be placed on the lowest level of play for that age division for the upcoming season, with possible recommended movement by the HDC, if deemed necessary and numbers allow. The movement will be recommended by the HDC to the NPHA Board of Directors for final approval.

## **VI. COACH ROLES & RESPONSIBILITIES**

**A. INCENTIVES:** Each team may have up to four parent coaches eligible to have their volunteer hours waived: one head coach and up to three assistant coaches. If a team includes additional coaching support beyond this—such as practice-only coaches—those individuals

will be designated as practice coaches and will receive credit for half of the required volunteer hours. This does not include teams at the Mite level. The Hockey Development Committee (HDC) with Board Approval shall have the authority to revoke the coaching designation of any individual whose conduct, participation, or compliance is deemed inconsistent with the expectations and standards set forth by the association. In the event a coaching designation is removed, the individual may also be required to fulfill the standard volunteer (DIBS) hours assigned to non-coaching members. The NPHA Board reserves the right to determine whether full, partial, or no DIBS credit will be issued based on the circumstances of the revocation on a case by case basis.

#### Coaching Staff Limitations

Each team is permitted to have a maximum of four (4) coaches on the official roster. This includes all bench and on-ice coaches. Any requests to exceed this number must receive prior approval from the New Prague Hockey Association (NPHA) Board. Exceptions may be granted on a case-by-case basis in alignment with the developmental and operational needs of the team.

**B. COMMITMENT:** Working with young people is both a responsibility and a privilege; the importance of this position of authority and leadership cannot be underestimated. Coaches are expected to recognize that they are not independent agents who are only concerned with their team. Each coach is a part of our organization and is responsible for the welfare of the entire organization and is expected to support the coaching philosophy of NPHA. The following is a list of examples of a coach's responsibilities:

- All coaches will attend all coaches meetings held by the HDC.
- Coaches must have current CEP Level appropriate or higher for the level at which they intend to coach, and complete Background Screening, Safe Sport training, etc., as required by District 6, MN Hockey, and/or USA Hockey.
- Conduct an organizational meeting for parents and players prior to the first game of the season.
- 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 play as a team.
- Encourage participation of every player in practices and games.
- Emphasize good sportsmanship on and off the ice.
- Stress the importance of teamwork.
- Treat all players equally.
- Stress FUN and skill development over winning.
- Provide each player with fair and equitable ice time at Squirt/10U, Mite/8U levels.
- 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 them the basics.
- Help players develop physically by learning skills, improving conditioning, develop good health habits, and avoiding injuries.
- Help players develop psychologically by learning to control their emotions and develop feelings of self-worth.
- Refrain from use of tobacco products while in the presence of players.
- Refrain from use of alcoholic beverages prior to practices and/or games.
- Lead by example - maintain a positive attitude towards referees, parent, players, and other coaches.
- 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; do not yell at players.
- Coaches should never teach their players tactics or skills designed to circumvent the intent of the rulebook and the standards of fair play. The rules exist to protect players and provide a common standard by which final results will be determined.
- Coaches should be sensitive to the impropriety of private meetings with on-ice officials before, during, or after the contest, without the presence of a representative of the opposing team.
- Coaches wishing to express displeasure with an official's conduct must follow the proper procedure, as established by NPHA, and at no time will the media be used to criticize an official.

**C. ROLE MODELS:** Each coach or administrator is expected to be familiar with these values and their place in the organization. NPHA is dedicated to introducing the game of hockey to young men and women and their families. We expect the pursuit of hockey excellence will be accompanied by appropriate sports behavior and respect for every individual as described in the various USA Hockey codes of conduct.

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child playing 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.
- Coaches are responsible for knowing, understanding, and following all rules of the game.

- Coaches are responsible for the conduct of their players. Whenever a player exhibits unsportsmanlike behavior on their own, it is the responsibility of the coach to address the behavior and put an end to it.
- Game officials (on and off ice) shall always be treated in a professional and courteous manner.
- It is the responsibility of the host coach to ensure the safety and well-being of these officials in the host facility.
- Maintain an open line of communication with your player's parents. Explain the goals and objectives of the association and the team.
- NPHA, consistent with USA Hockey's Zero Tolerance Policy, requires all coaches maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all USA Hockey sanctioned games and NPHA events (practices, meetings, etc.).
- All coaches will abide by the standards contained in the Coaches Policy on Sports Conduct and Responsibilities. If the standards are violated, the coach may be subject to immediate suspension or dismissal as a coach. Coaching is a privilege and not a right.
- All coaches must have a valid USA Hockey coaching education card as defined by MN Hockey and USA Hockey. Coaches will be reimbursed their coaching fees completed within deadline; there will not be reimbursement if certification was obtained late or a higher rate if late. Coaches are redlined from the team if all coaches training by the district deadline.

#### **D. PENALTIES AND DISCIPLINE FOR BEHAVIOR VIOLATIONS:**

Level I violations carry a penalty of suspension from a total of five consecutive team activities (this includes ice practices, dryland practices, scrimmages, games, and/or any other team activity scheduled). The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Level I violations include, but are not limited to:

- Use of obscene or vulgar language or gestures to anyone at any time.
- Abusive language (toward players, parents, officials, other players, and spectators).
- Taunting of players, officials, or spectators by means of baiting, or ridiculing.
- Addressing an official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner.
- Questioning the referees during or after games.
- Approaching a referee immediately following a game to voice a complaint.
- Property destruction will automatically result in a Level 1 violation; however, the violation level may be increased in light of the extent of damages caused.

Level II violations carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Level II violations include, but are not limited to:

- Threats of physical violence towards any player, parent, official, NPHA volunteer, or spectator.
- Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard.
- Intentionally shoving or striking a player or official during any NPHA function, whether in the locker room, on the ice, or at any time the team is getting together.
- Public disparagement of other members (allegations found to be false).
- Second class I violation of the same offense or third or subsequent class I violations.

Level III violations carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the NPHA organization. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. For Level III violations penalties will require ratification by a 2/3 majority of the Board, at a meeting where there is a quorum of the Board.

Level III violations include, but are not limited to:

- Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices).
- Physical abuse of a player, parent, official, NPHA volunteer, or spectator.
- Activities that violate State or Federal Laws which create a safety risk to any member of the organization.
- Second level II violation of the same offense or third or subsequent level II violations.

Level I or Level II violations that occur at the end of the season, but do not result in an actual consequence due to the timing of the violation will require that the individual meet with the Board prior to the following season's tryouts to discuss the coach's plan for positive team involvement moving forward. Upon request, a hearing before the Board will be granted prior to discipline starting for any level violation. That request must be made within 48 hours of disciplinary notification and be accompanied by a written basis for said appeal the President and Vice President. Only the coach will be permitted to attend the appeal meeting with the Board, any others who may wish to attend the appeal meeting must gain preapproval from the Board.

## **VII. PLAYER ROLES & RESPONSIBILITIES**

**A. DEVELOPMENT:** The focus of NPHA is to develop a strong concept of team play, a solid base of individual skill development, a high degree of sportsmanship, while creating a positive competitive environment at all levels, and an essential enjoyment of the game. Our goal is to have skaters who play together as a team not only during games but practices. Players must recognize that everyone on the team is important and that everyone's contributions are needed to succeed; everyone brings different abilities, talents, and skills to the game; people develop skills at different times. It is the mixing of the talents and skills on a team and using them all to the fullest; players play their best when they encourage their teammates.

**B. CHARACTER DEVELOPMENT:** It is the goal of the NPHA to help individuals not only develop their knowledge of hockey, but also to develop life skills. All players are expected to display the following life skills both on and off the ice:

- Respect for teammates, coaches, opponents, officials and parents.
- Self-control.
- Always try your best.
- Be on time for games and practices.
- Balance school with sports and other extracurricular activities and family life.

**C. ATTENDANCE:** Policies for notifying coaches when a player cannot attend a practice, scrimmage, or game, will be established by each team's head coach at the team's first parent meeting. Players are expected to participate in ALL practices, scrimmages, games, and tournaments. It is important for all players to notify their coach about an absence as soon as possible. Repeated unexcused absences will be grounds for consequences. The following is the NPHA attendance guidelines for upper-level players (SQ/10U and older):

- 1-5 unexcused absences: Coach discretion on consequences
- 6-7 unexcused absences: Player cannot start the following game
- 8-9 unexcused absences: Player is suspended for one game
- 10<sup>th</sup> unexcused absence: Player is suspended indefinitely, pending an appeal to the NPHA Board.

Absences due to illness, injury, family emergency, religion classes or services, or required school events/activities do not count as unexcused absences. The Head Coach is allowed some discretion for extenuating circumstances not listed above resulting in absences that are of no fault of the player.

**D. SPORTSMANSHIP:** NPHA prides itself on playing with the highest possible level of sportsmanship. Sportsmanship at New Prague means treating your teammates, coaches, on and off ice officials, and opponents with respect. Fighting, negative comments, insults, intent to injure actions, the use of alcohol, tobacco products or drugs, and abusive language or gestures will not be tolerated and are subject to discipline.

**E. PENALTIES AND DISCIPLINE FOR BEHAVIOR VIOLATIONS:** At their discretion, a coach may take immediate action against a player for Level I violations of this policy. A coach may bench the offending player during a game, or even ask them to leave the ice for the remaining duration of a practice or game. After the practice or game ends, the coach will discuss the incident with the player and the parents. The coach will be required to document the incident and provide a copy to the Board within 5 days of the occurrence.

Level I violations carry a penalty of a one (1) game suspension. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Level I violations include, but are not limited to:

- Use of obscene or vulgar language or gestures in a boisterous manner to anyone at any time.

- Use of abusive or disrespectful language (teammates, coaches, parents, officials, other players, and spectators).
- Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing.
- Addressing a coach, official, or volunteer in an unsportsmanlike, discourteous, or threatening manner.
- Active or passive refusal of a player to follow a direct, reasonable instruction from the coach with regard to games and practices.
- Property destruction will automatically result in a Level 1 violation; however, the violation level may be increased in light of the extent of damages caused.

Players, Parents, and Coaches Responsibilities and Conduct: Responsibilities and conduct for players, parents, and coaches extend to social content, including cell phone use and social media activity. Disciplinary actions may be taken for inappropriate behavior, bullying, sharing of digital content, or any use of social media that violates the player, coach, and parent code of conduct.

Level II violations carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Level II violations include, but are not limited to:

- Threats of physical violence towards any player, coach, parent, official, NPHA volunteer, or spectator.
- Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard.
- Intentional shoving or striking another player, coach, or official during any NPHA functions, whether in the locker room, on the ice, or at any time the team is getting together.
- Public disparagement of other members (allegations found to be false).
- Second class I violation of the same offense or third or subsequent class I violations.

Level III violations carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the NPHA organization. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period. For Level III violations penalties will require ratification by a 2/3 majority of the Board, at a meeting where there is a quorum of the Board.

Level III violations include, but are not limited to:

- Use of alcohol, tobacco, or drugs at the arena or official team function is not permitted.
- Physical abuse of a player, coach, parent, on or off ice official, NPHA volunteer, or spectator.
- Activities that violate State or Federal Laws which create a safety risk to any member of the organization.
- Second Level II violation of the same offense or third or subsequent level II violations.

Level I or Level II violations that occur at the end of the season, but do not result in an actual consequence due to the timing of the violation will require that the individual meet with the Board prior to the following season's tryouts to discuss the player's plan for positive team involvement moving forward. Upon request, a hearing before the Board will be granted prior to discipline starting for any level violation. That request must be made within 48 hours of disciplinary notification and be accompanied by a written basis for said appeal to the President and Vice President. Only the player and the player's parents will be permitted to attend the appeal meeting with the Board, any others who may wish to attend the appeal meeting must gain preapproval from the Board.

## **VIII. PARENT ROLES & RESPONSIBILITIES**

### **A. GENERAL DUTIES:**

- Assure that all registration forms, birth certificates, and payments are complete and submitted as required.
- All players' fees, including fundraising, must be paid in full by January 15<sup>th</sup>, 2026, or player's participation will cease until paid in full.
- Keep abreast of all information pertinent to the association and your child's team.
- All parents are strongly encouraged to attend the Season Kick-Off meeting.
- Equip players properly.
- Ensure that player is at the rink for practices and games at prescribed times.
- Ensure that players notify the coach in advance when they cannot make a game or practice.

- See that players get proper sleep, rest, and diet.
- Be understanding and supportive of the ice-time schedule. It is a simple fact that ice arenas throughout the state are hard-pressed to meet those demands for prime ice times. Early morning and late evening ice times are unavoidable.
- Encourage players to take pride in their teams.
- Parents are ultimately responsible for their child's behavior regardless of the child's age.
- Take responsibility for asking questions and obtaining the facts before you start complaining about something you don't fully understand.
- Support coaches and team development.
- Parents are required to learn how to work all Off-Ice Official positions. District 6 requires each team to provide Two Off-Ice officials per league or scrimmage game. These Adult off-ice officials are the only officials allowed in the scorekeeper's box during the play of the game (max number of 4 persons allowed). Off-ice officials are: Visiting team scorekeeper, Visiting team penalty box, Home team timekeeper, Home team penalty box.

## **B. EXPECTATION OF PARENTS**

Each parent is expected to be familiar with these values and their place in the organization. The New Prague Hockey Association is dedicated to introducing the game of hockey to young men and women and their families. We expect the pursuit of hockey excellence will be accompanied by appropriate sports behavior and respect for every individual as described in the various USA Hockey codes of conduct.

- Children participate in organized sports for their enjoyment. Make it fun and support them.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud good plays of both teams.
- Emphasize skill development and practices and how they benefit your young athlete.
- De-emphasize games and competition in the lower age groups.
- Understand and respect the rules of the game, and support officials both on and off the ice. A positive attitude toward officiating contributes to the growth and integrity of the sport. Criticizing officials undermines the game and sets a poor example for players
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- **Remember the game is for the children, not the adults.**
- NPHA, consistent with USA Hockey's Zero Tolerance Policy, requires all parents/spectators to maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all USA Hockey sanctioned games and NPHA events (practices, meetings, etc.).

**C. MEMBERSHIP DUTIES:** Since all parents are members of the NPHA, and because the NPHA is run by a collection of volunteers, it is expected that parents will fulfill their membership duties by volunteering their time and effort during the season and off-season to help build our program. The absolute minimum number of volunteer hours required by each family is **22** (this requirement applies to NEW families as well). All families are also obligated to fulfill all requirements of any given fundraiser and to help at any district or regional tournament that we host. Please see below for specific information on how to fulfill your membership duties.

**VOLUNTEER HOURS:** The base volunteer hours are a combination of **22** concession stand and/or other support hours (**11 of these hours MUST be completed within the concession stand for those who are not serving in a Coordinator or Board position**). The concession stand contributes a significant amount of income to the NPHA. To ensure that the concession stand is open during practices, games and tournaments, all concession hours will be posted on DIBS signup located on the NPHA website. If at any time you are unable to work the hours you are signed up for, it is your responsibility to find a replacement. If you are a "no show" for a scheduled shift, you will be fined at a rate of \$50.00 per hour that you were scheduled to work. UNDER NO CIRCUMSTANCES CAN THE CONCESSION STAND BE CLOSED WHEN IT IS SCHEDULED TO BE OPEN. \*Note: Volunteer hours can be docked for a completed shift if the concession stand is not cleaned thoroughly. If a family intends to "buy out" of their volunteer hours, the current "buy out" rate is \$25.00 per hour and is due at registration. If a family elects at the time of registration to work their volunteer hours, but then does not complete those hours during the season, that family will be assessed a fee of \$50.00 per hour for every hour not worked. Some off-season events are hosted at the NPACC, in which the concession stand will be open. Up until April 15<sup>th</sup>, these events may be worked to fulfill volunteer hour requirements for the PRIOR season. If families have not fulfilled their hours by that date, they will be billed accordingly. Working the clock/scoreboard, penalty box, or running music does NOT count toward the required DIBS hours. Those duties are the shared responsibility of the team.

A family who has signed up to complete their full 22 DIBS hours also has the option to pay an approved student worker (the list of approved individuals can be found in the concession stand) to complete their concession stand hours for them. The rate for each hour worked at the stand is \$15/hour and the family needs to make scheduling and compensation arrangements.

The NPHA runs on the dedication and hard work of volunteers. The more volunteers we have, the more evenly spread the work will be among association members. While we have designated a minimum number of hours, the NPHA would like to see each family donating much more than this. Do not wait until the end of the year to fulfill these hours. Some volunteer opportunities will be posted on DIBS as they become available. Please consider volunteering for a coordinator position. A list of suggested support hours can be found in Appendix D. In the event that a Board member/Coordinator/Coach/Team Manager does not fulfill their entire term (season), they will forfeit all waived DIBS hours and will be required to complete or pay for 22 DIBS hours by the end of the season.

**JUNIOR GOLD:** Junior Gold families are **not** required to complete the 22 volunteer DIBS hours (unless the family also has younger players within the association). Junior Gold families **will** be required to cover all support hours for the team for games and practices (i.e., locker room monitors, scoreboard, etc.). If during the course of the season, NPHA hosts a Junior Gold tournament, the parents are required to cover ALL support hours of the tournament. Since DIBS hours are not a requirement of JG families, any parents who take on a coaching or team manager role for the team will receive a credit of \$550 (DIBS buyout rate) after fulfilling all of their duties at the end of the season.

**HOME TOURNAMENT ASSISTANCE:** When the NPHA hosts a home tournament, it is to the benefit of all association families. All teams that participate in such tournaments are expected to help with the following duties: registration, decorating, score box, locker room supervision, crowd control, or as assigned. Team managers will work with the Tournament Coordinator to fill all positions. As the tournament date approaches, signup sheets for specific volunteer work will be given to the teams by the Tournament Coordinator. *All parents from each participating team are required to volunteer.*

**BINGO NIGHT AT DESIGNATED SITES:** NPHA may host Bingo at designated sites to be determined. Bingo Coordinators will organize and operate nightly activities & responsibilities. Volunteer hours will be available on DIBS.

**FUNDRAISING:** The NPHA has two major fundraisers and each of them generates a significant amount of income for NPHA, which is used to keep registration fees as low as possible.

**CHRISTMAS WREATH & PIZZA/MEAT/COOKIE DOUGH FUNDRAISER:** Each family is required to sell a total \$700.00 per player or \$900.00 per family. For those that choose to “buy out” of this fundraiser, the current “buy out” is \$350.00 per player or \$450.00 per family, payable at the time of registration. If the fundraiser forms and money are not submitted by the deadline, your family will be assessed the “buy out” fees or remaining balance as listed above, and payment will be due immediately. Players will not be allowed to participate until they have fulfilled this obligation.

\*This fundraiser is waived for families new to NPHA and to the sport of hockey.

\*This does NOT exempt families from the basic 22 volunteer hours.

Below is an example of what happens if you do not meet the required amounts. If you agreed to participate in fundraising, the target amount was either \$700 for a single player or \$900 for multiple players (respectively double the buyout price). If you did not reach this amount fundraising, you were issued an invoice *for the balance equivalent to the buyout* (\$350 single/\$450 family). See example below:

The Slapshot family has 2 kids in hockey. They opted to fundraise, a \$900 commitment. They sold:

\$250 in Wreaths

\$350 in Cookie Dough

Total: \$600

The Slapshot's are \$300 short of their fundraising commitment. Since NPHA profits 50% of fundraising sales and the buyout for a family is \$450, their invoice would be \$150. This amount fulfills the \$450 profit for the Association.

**FUNDRAISING INCENTIVE:** Families that sell more than their required amount will receive monetary payback from the association, so long as the amount is over \$10.00. The amount that families can receive back from the association will be ¼ of the amount over the requirement, but no greater than the amount of skater fees and tournament fees that the family has.

**RAFFLE CALENDAR FUNDRAISER:** The NPHA Raffle Calendar is a major fundraiser for our association. It is mandatory for all members. Each family is required to sell a minimum of 15 calendars, except for Mite/8U only families who are brand new to the association as they will only be required to sell a minimum of 5 calendars. You are responsible for ALL calendars sold & unsold.

In order to simplify the process of receiving, selling, collecting money, and turning in raffle calendars, the NPHA requires pre-purchase of the raffle calendars at registration. You are initially financially responsible for all calendars. Upon selling a calendar,

all money collected is to be retained by the seller. All raffle ticket stubs must be turned in. By not turning in the unsold raffle calendar stubs, you choose not to participate. You also waive your right to win.

\*This fundraiser is mandatory for ALL members, INCLUDING Junior Gold families AND Mite/8U families who are new to the association.

All gambling rules are set forth by the state of Minnesota and the Minnesota Gambling Control Board. All the rules and regulations MUST be followed. A complete list of rules along with additional information about this fundraiser can be found on the NPHA website under Raffle Calendar.

**NEW PRAGUE AREA COMMUNITY CENTER USER FEE:** When the New Prague Area Community Center (NPACC) was built, the NPHA committed to requiring a \$50 annual user fee from all of its members, to be given to the NPACC to help with operating costs. The user fee is NOT a voluntary donation; it is a required fee. Once each family has reached \$500, they are no longer required to pay the annual user fee. This fee is not refundable.

**D. WORKING THE SCOREKEEPER'S AND PENALTY BOX:** During the season families must volunteer by working the scorekeeper's or penalty box (individuals filling these roles must be 18 or older). These positions can be worked by a parent and/or a coach's spouse. If an individual agrees to manage the Game Sheet app for the entire season, they will get credit for 11 hours toward their volunteer hours. Please remember these areas are designated as neutral zones. This means that parents should refrain from coaching from these areas and refrain from engaging in conversation with (or yelling at) the referees.

**E. PENALTIES AND DISCIPLINE FOR BEHAVIOR VIOLATIONS:** Parents will be informed of this Policy on Sports Conduct before the beginning of the season.

Parents/guardians are required to acknowledge that they received a copy of the policy before their child may participate in USA Hockey sanctioned games. Right to Appeal--Any parent has the right to appeal a decision of the Board. The appeal is to be made in writing to the NPHA Board within 10 days of the decision rendered by the Board. The NPHA Board will render a decision regarding the appeal, and once rendered, is final. Reporting--The President of the NPHA organization will deliver an annual report to the organization at the Annual Meeting stating such particulars as number of Policy incidents, sanctions levied, and policies pursued.

Level I violations carry a penalty of a one (1) game suspension. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Level I violations include, but are not limited to:

- Use of obscene or vulgar language or gestures to anyone at any time.
- Abusive language (toward players, coaches, parents, officials, other players, and spectators).
- Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing.
- Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner.
- Questioning the coach(s) coaching during or after practices or games.
- Questioning the referees during or after games.
- Approaching a coach or referee immediately following a game to voice a complaint.
- Property destruction will automatically result in a Level 1 violation; however, the violation level may be increased in light of the extent of damages caused.

Level II violations carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Level II violations include, but are not limited to:

- Threats of physical violence towards any player, coach, parent, official, NPHA volunteer, or spectator.
- Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard.

- Intentionally shoving or striking a player, coach, or official during any NPHA function, whether in the locker room, on the ice, or at any time the team is getting together.
- Public disparagement of other members (allegations found to be false).
- Second class I violation of the same offense or third or subsequent class I violations.

Level III violations carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the NPHA organization. The suspension begins when the Board has reached a decision on the issue; however, the Board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period. For Level III violations penalties will require ratification by a 2/3 majority of the Board, at a meeting where there is a quorum of the Board.

Level III violations include, but are not limited to:

- Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices).
- Physical abuse of a player, coach, parent, official, NPHA volunteer, or spectator.
- Activities that violate State or Federal Laws which create a safety risk to any member of the organization.
- Second level II violation of the same offense or third or subsequent level II violations.

Level I or Level II violations that occur at the end of the season, but do not result in an actual consequence due to the timing of the violation will require that the individual meet with the Board prior to the following season's tryouts to discuss the parent's plan for positive team involvement moving forward. Upon request, a hearing before the Board will be granted prior to discipline starting for any level violation. That request must be made within 48 hours of disciplinary notification and be accompanied by a written basis for said appeal to the President and Vice President. Only the parent will be permitted to attend the appeal meeting with the Board, any others who may wish to attend the appeal meeting must gain preapproval from the Board.

**F. PAYMENTS:** Parents are responsible for the timely payment of all related hockey fees. At registration, if there are delinquent fees, membership for the upcoming season cannot be processed and all skater(s) within a family will not be allowed on the ice until payment is made in full. Registration dues are due by January 15<sup>th</sup>, 2026. For association members who opt for a payment plan, but become delinquent in fees, a late fee of \$50.00 will be assessed and added to the monthly payment plan. If the association receives any NSF checks, you will be assessed a returned check fee of no more than \$30.00. Families whose accounts are delinquent after January 15<sup>th</sup>, 2026, their player(s) will be suspended and/or terminated immediately, players will not be allowed on the ice, and the family will be assessed a monthly late fee of \$100.00 until their account balance is paid in full.

**G. GRIEVANCES:** The NPHA is run strictly on the generosity of our volunteers. Most of the volunteers, including Board members, coaches, and team managers are parents themselves. It is assumed that when a parent or non-parent steps forward to volunteer their time, that he/she has the best interests of the association in mind. It is also assumed that because our association is so heavily driven by parent volunteers, that a certain level of "human error" will be inherently tolerated by all association members. We expect that if parents have questions or concerns that they first address them directly with the team's head coach. If the parent and coach cannot resolve the questions, the parent should then contact the Association President and/or the HDC Coordinator. If the parent feels the issue is still unresolved and it necessary to file a formal grievance relating to administrative or coaching matters, including but not limited to, policies, procedures, tryouts, registration requirements, membership duties, Board decisions, and the like, he/she must adhere to the procedure listed below. If the parent does not adhere to said procedure, the grievance will be dismissed, and no further action will be taken.

- 1) A signed and dated letter containing the specific nature of the grievance and a suggested resolution to the problem must be submitted to a Board member (unsigned letters will be discarded).
- 2) The entire Board will review the grievance and determine the gravity of the grievance. For minor grievances, the Board will develop a proposed resolution, and the Board member that received the initial grievance will deliver the proposed resolution to the parent. If the suggested resolution is insufficient for the parent, the parent will be required to attend the next scheduled Board meeting for further discussion and proposed resolution. For major grievances, the parent filing the grievance will automatically be required to attend the next scheduled Board meeting for discussion.
- 3) If after receipt of a proposed resolution for a minor grievance, or after attending a Board meeting for a major grievance, the parent is still unsatisfied with the proposed resolution, the parent must comply with a mandatory 30 day "cooling off" period.
- 4) Once the cooling off period has expired, and the parent still wishes to pursue the grievance, he/she must submit a letter containing the specific nature of the grievance, and the specific reasons as to why the association Board's proposed resolution is insufficient to the District 6 president.

- 5) Once the grievance has gone through the district process, the parent must comply with a second mandatory 30 day “cooling off” period, if he/she is still unsatisfied with the district resolution.
- 6) Once the second “cooling off” period has expired, and the parent still wishes to pursue the grievance, he/she must submit a letter containing the specific nature of the grievance, specific reasons as to why the association and district Board’s proposed resolutions are insufficient to the MN Hockey president.
- 7) Once the grievance has gone through the MN HOCKEY process, the parent must comply with a third mandatory 30 day “cooling off” period, if he/she is still unsatisfied with the MN HOCKEY resolution.
- 8) Once the third “cooling off” period has expired, and the parent still wishes to pursue the grievance, he/she is required to adhere to a mandatory arbitration process as outlined by NPHA, District 6 or MN HOCKEY legal counsel.

## IX. SAFE SPORT PROGRAM

### GENERAL OVERVIEW:

The safety of its participants is of paramount importance to USA Hockey, Minnesota Hockey and NPHA. This includes not only on-ice safety, but also off-ice safety in any part of our hockey programs. The Safe Sport [Program](#) is intended to protect all participants, not just players, from any type of misconduct or abuse.

Safe Sport is a comprehensive [program](#) focused on creating an environment that will deter abusers and assist those in the hockey community in recognizing, reducing and responding to allegations or suspected abuse. USA Hockey, Minnesota Hockey and NPHA have a **ZERO TOLERANCE** policy for abuse and misconduct. No forms of bullying, harassment, hazing, or abuse of power will be accepted.

#### A. NPHA RESPONSIBILITIES:

- Appoint a Safe Sport coordinator.
- Ensure the Safe Sport coordinator’s identity is reported to Minnesota Hockey.
- Disseminate Safe Sport training dates/times/locations to any participants who have direct contact with players.
- Record and verify that training has been completed for all those who are required to have Safe Sport training.
- Communicate the Safe Sport components to all participants within NPHA.
- Provide same gender locker room supervisor/monitor and guidelines for conduct.

#### B. MEMBERSHIP RESPONSIBILITIES:

- Understand the Safe Sport program and its components.
- Participate in any identified training session/opportunity.
- Respect that media devices are NOT ALLOWED in the locker room.
- Report incidents of abuse or misconduct to the Safe Sport coordinator immediately.
- Watch for abuse or misconduct among players and ensure that participants are being safe and respectful of one another at all times (ice, dryland, lobby, etc.).
- Interrupt any signs of misconduct immediately--do not allow it to continue.
- Apply the Safe Sport guidelines to all participants within the association, even those who are not directly involved in the coaching or playing of the game: referees, fans, parents, opposing team members, etc.
- A Locker Room Monitor must be present, INSIDE the locker room, at all times when a team is using the locker room.
- It is the team’s responsibility to supply the Locker Room Monitor for each practice or game.
- The Locker Room Monitor must be a member of the association that has completed the annual SafeSport training, has passed the required background screening, and must be the same gender as the players on the team.
- No players should be in the locker rooms without adequate supervision – that is, no player should enter a locker room without a Locker Room Monitor and at least one other player present (this is to ensure that Locker Room Monitors are **never** alone in the locker room with one player). If there is no Locker Room Monitor present, players will need to wait in the lobby until the Locker Room Monitor has arrived.
- Parents who are not serving as a Coach, Team Manager, or Locker Room Monitor are not allowed in the locker room, except for with teams at the youngest age group (i.e., Mites/8U). If an upper-level player (i.e., Squirt/10U or older) needs assistance with his or her uniform or gear due to injury or disability, then we ask that parents assist their child with these items before arriving at the arena or assist with the tying of skates in the lobby.

## **C. REPORTING PROCEDURES:**

- Notify the Safe Sport Coordinator if suspected or documented abuse or misconduct has occurred.
- A Safe Sport compliance report will be filed with MN Hockey/USA Hockey by the Safe Sport Coordinator and/or the participant reporting the abuse/misconduct.
- The Safe Sport coordinator, along with MN Hockey, will investigate the allegations, ensuring confidentiality is observed at all times.
- Investigative results are shared with the alleged offender, NPHA Board, MN Hockey and/or USA Hockey representatives. The NPHA Board reviews the information and makes a determination of the discipline, which may include game suspension, player suspension, termination, etc.
- Any person involved in a complaint will be allowed to issue a formal response as part of USA Hockey Safe Sport procedure, Section V.

Please Note: Any allegation which has potential legal/criminal consequences will be immediately reported to the appropriate law enforcement agency and will be investigated by those authorities, not by NPHA.

## **X. TEAM MANAGER ROLES & RESPONSIBILITIES**

### **OBJECTIVE**

The Team Manager assists the head coach by communicating team news and information to the parents of the players, organizing team events, scheduling parent participation at the monthly Board meeting, and managing the rotation of locker room monitor, home game assignments including clock, time, and penalty boxes. The Team Manager relieves the head coach of the administrative tasks and allows them to focus on player development. We would like to thank all of you who volunteer for this important assignment.

### **POSSIBLE DUTIES**

- Scheduling and coordinating games, home and away tournaments
- Produce monthly practice/game calendars for families via email
- Call to verify upcoming games with the visiting team at least 1 week prior to each game both Home and Away
- Contact District 6 Referee Coordinator to secure referees for scrimmages, also verifies referees are on the schedule for upcoming games and scrimmages, 3-4 days prior. Make payments to referees prior to scrimmages
- Stay current with postings and schedules on the District website
- Handle all credentials for players for tournaments, including roster stickers, etc.
- Ensure that our ice time scheduling service (Avario) is informed of any ice time changes
- Educate parents on their roles and responsibilities as association members

### **COMMUNICATION**

- Have a Parent Meeting at the beginning of the season. Have coaches discuss expectations, discipline, and rules for players
  - Educate Parents on how to work all Off-Ice Official positions and schedule them for games. District 6 requires each team to provide two off-ice officials per league or scrimmage game. These Adult off-ice officials are the only officials allowed in the scorekeeper's box during the play of the game (maximum number of 4 persons allowed). Off-ice officials are: Visiting team scorekeeper, Visiting team penalty box, Home team timekeeper, Home team penalty box
- Follow the chain of command for grievances within association as outlined in the policy manual.

## **XI. BOARD OF DIRECTORS ROLES & RESPONSIBILITIES**

### **GENERAL DUTIES**

- Attend monthly Board meetings
- Act and vote in the best interests of the association as a whole
- Be available to answer questions from association members
- Set a good example for all association members
- Respond to grievances according to the procedure listed below

*As an incentive to increase interest in filling vacant Board positions, all Board members who serve 2 consecutive two-year terms will have their DIBS hours waived for the lifetime of their program membership.*

### **Procedure for Responding to Verbal Grievances:**

- 1) If a parent approaches a board member and verbally expresses a grievance, the Board member is obligated to listen, but prohibited from immediately responding to the grievance.
- 2) After hearing the grievance, the Board member is required to suggest that the parent follow the appropriate procedure for filing a grievance.
- 3) If the parent is unwilling to do so, the Board member will dismiss the grievance, and not engage in any further discussion regarding the grievance.
- 4) If the parent is willing to follow the required grievance procedure, the Board member follows the procedure listed below.

### **Procedure for Responding to Written Grievances:**

- 1) If a parent submits a written grievance to a Board member by e-mail or mail, the Board member is obligated to notify the rest of the Board with the details and nature of the grievance. A subcommittee appointed by the Board will then determine if it is a “minor” or “major” grievance and follow the according procedures outlined in the parent grievance procedures.

## **BOARD OF DIRECTOR POSITIONAL DUTIES**

### **DUTIES OF THE PRESIDENT**

- Have general active management & oversight of the business of the association.
- When present, preside at all meetings of the members and at all meetings of the Board of Directors.
- See that all orders and resolutions of the Board are carried into effect.
- Sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation, except in cases where the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or these by-laws or by the Board to some other officer agent of the association.
- Receive and manage complaints.
- Work as a liaison between the NPHA and the NPACC.
- Coordinate pre-season association member orientation meeting.
- Attend district/MN Hockey meetings as needed.
- Oversee Coordinator positions reporting to them: Gambling Manager, Safe Sport Coordinator.
- Perform other duties prescribed by the Board.

### **DUTIES OF VICE PRESIDENT**

- In the absence or incapacity of the president, perform the duties of that office and such other duties as the Board may from time to time prescribe.
- Oversee Hockey Development Committee (HDC).
- Attend all meetings relating to our district.
- Oversee Coordinator positions reporting to them: HDC Coordinator, Mite/8U Coordinator, and Ice Time Coordinator.
- Perform other duties prescribed by the Board.

### **DUTIES OF THE TREASURER**

- Attend Board meetings and report significant issues concerning the “bookkeeper” to the bookkeeper.
- Oversight of and coordination with the individual/business providing bookkeeping services for NPHA.
- Render to the President and the Board, on a monthly basis and/or whenever requested, an account of all transactions by the treasurer and the financial statements summarizing the condition of the association.
- Retrieve all Association mail received at PO Box 131 and distribute as needed.
- Provide annual summaries to the Association’s Accounting firm to complete & file non-profit tax returns and report & pay concession stand sales tax on a quarterly basis.
- Oversight of and coordination with the individual/business providing bookkeeping services for NPHA. Provide ongoing communication between the bookkeeper and the Board.
- Writing checks for various purposes. The majority of checks will be cut by the bookkeeper.
- Some work in Quickbooks throughout the year.

- Work closely with our Secretary/Registrar regarding member registrations and payments. Refunds will need to be issued to or monies may need to be collected from members as necessary throughout the season.
- Work within Sport Engine to manage and obtain various pieces of data
- Assist with the fundraising role in October, namely through the collection and depositing of checks collected by members during fundraising.
- Oversee Coordinator positions reporting to them: Concession Stand Coordinator, Bookkeeper, and Fundraising Coordinator.
- Perform other duties prescribed by the Board.

#### **DUTIES OF THE SECRETARY**

- The Secretary shall compose & distribute monthly Board meeting notes and agendas.
- Maintain bylaws and association handbook.
  - Maintain and update all association and player records.
- Assist in organizing and executing annual Board elections.
  - Oversee Coordinator positions reporting to them: Registrar and Volunteer Coordinator
    - In the absence of an association Registrar, the Secretary shall: attend the annual District registration meeting, maintain and update all association team rosters, provide the Board with registration summaries for budgeting and other requests as needed, work with the District Registration Coordinator on all issues pertinent to player registration and USA Hockey Player registration, and coordinate and track coach and volunteer training requirements.
- Maintain website access and privileges for coordinators, managers, etc.
  - Organize and execute annual Board elections and coordinator sign up.
- Perform other duties prescribed by the Board.

#### **DUTIES OF THE DIRECTOR OF OPERATIONS**

- The Director of Operations shall oversee the coordination of the annual preseason hockey clinics and spring hockey camps.
- Oversee Coordinator positions reporting to them: Equipment Coordinator, Outdoor Rink Coordinator, and Tournament Coordinator.
- Perform other duties as prescribed by the Board.

#### **DUTIES OF THE COMMUNICATIONS DIRECTOR**

- The communications director will be in charge of all publicity for the association.
- Responsible for publicity within the association & externally to member communities.
- Coordinate implementation of annual surveys with association members.
- Handle all website news updates and maintenance by posting all current and relevant association information.
- Create and maintain social media communication, i.e., Facebook, Twitter, etc.
- Organize annual team/player photos & record/update team championship banners.
  - Serve on the Disciplinary Committee within the Board and investigate any written grievances that are reported to the Board.
  - Oversee Coordinator positions reporting to them: Sponsorship Coordinator & Clothing and Apparel Coordinator
- Perform other duties prescribed by the Board.

#### **DUTIES OF THE BOARD MEMBER AT LARGE**

- The Board member at large will perform duties as prescribed by the Board. The individual eligible for this position is any member of the communities of New Prague area.
  - Serve on the Disciplinary Committee within the Board and investigate any written grievances that are reported to the Board.
  - Oversee Coordinator positions reporting to them: Recruitment and Retention Coordinator.
- Perform other duties prescribed by the Board.

#### **DUTIES OF THE PAST BOARD MEMBER**

- The Past Board member will perform duties as prescribed by the Board. The individual eligible for this position is any Board member that has served the last year of their term within the past four (4) years of the current election year. If no such Board member submits their name as a candidate for this position, this position will transition into a second position at large for one term.
- Serve on the Disciplinary Committee within the Board and investigate any written grievances that are reported to the Board.
- Perform other duties prescribed by the Board.

#### **DUTIES OF THE MANAGER DIRECTOR**

- Coordinate annual managers’ training/information session with Team Managers.
- Responsible for updating and maintaining the association’s manager’s handbook.
- Perform other duties prescribed by the Board.

## **XII. ADMINISTRATIVE COORDINATOR POSITIONS**

### **GENERAL DUTIES:**

- Act in the best interests of the association as a whole.
- Be available to answer questions from association members.
- Communicate regularly with your supervising Board members and provide monthly updates on your position prior to Board meetings.
- Set a good example for all association members.

**ICE TIME COORDINATOR** – The Ice Time Coordinator (ITC) will work with the association Board, HDC and ice scheduling service company to plan and plan out the scheduling needs per level for the season. The ITC will be the liaison between the scheduling service company and the Board and HDC. The ITC will attend D6 meetings to schedule league play games and may perform other duties as prescribed by the Board if necessary. The ITC will attend monthly Board meetings on an “as needed” basis. The ITC shall have all required hours waived in exchange for performing these duties. (Reports to Vice President)

**REGISTRAR** – The association Registrar will work with the Board and HDC regarding all issues pertinent to player, coach, and volunteer registration. The registrar shall attend the District registration meeting, is responsible for the creation and maintenance of Player/Coach/Volunteer registration & USA Hockey registration, maintain and update association team birth certificate records and official team rosters, maintain and update team page structures on the website, provide the Board with registration summaries for budgeting and other requests as needed, coordinate and track all coach and volunteer training requirements. (Reports to Secretary)

**FUNDRAISING COORDINATOR** – The Fundraising Coordinator (FC) shall be in charge of all fundraising activities of the association and shall have such other duties as may be prescribed by the Board. This shall include researching and implementing fundraisers that best fit the needs of the association; Coordinate site, dates and times, volunteers, and materials necessary for fundraisers; Communication with representatives from fundraising company; Collect and organize monies for deposit. The FC shall work closely with the association Treasurer on the financial matters of the fundraising program. (Reports to Treasurer)

**RAFFLE CALENDAR COORDINATOR** - The Raffle Calendar Coordinator (RCC) works closely with the Gambling Manager to coordinate the raffle calendar fundraiser for the association. The RCC assists with the printing and distribution of the raffles to association members, collection and tracking of the raffles, and distribution of prizes.

**CLOTHING & APPAREL COORDINATOR** – The Clothing Coordinator will work with vendor(s) to obtain high quality and affordable NPHA clothing and apparel. The Clothing Coordinator will present an annual clothing proposal to the Board prior to the start of each season. With the Clothing Coordinator’s suggestions, the Board will have final approval on logo, clothing choices, vendor, etc. They will coordinate and manage sizing events and order fulfillment. The Clothing Coordinator will attend monthly Board meetings on an “as needed” basis. The Clothing Coordinator shall have all required hours waived in exchange for performing these duties. (Reports to Past Board Member)

**RECRUITMENT AND RETENTION COORDINATOR** – The Recruitment & Retention Coordinator RRC is a volunteer member of the NPHA and is appointed by the Board annually. Their objective is to develop and coordinate programs and/or events for recruiting new players and retaining existing players through communication, education, and the promotion of the game of hockey. Examples of such programs/events are the Great Skate, Skate with the Trojans, coordination of parade participation, flyers at the schools, etc. The RRC will attend monthly Board meetings on an “as needed” basis. The RRC shall have all required hours waived in exchange for performing these duties. (Reports to Board Member at Large)

**EQUIPMENT COORDINATOR** - The Equipment Coordinator (EC) is a volunteer member of the NPHA and is appointed by the Board annually. The EC is responsible for keeping and accurate and current inventory of all association owned equipment including but not limited to: game jerseys, practice jerseys, pucks, water bottles, first aid kits, clipboards, mite rental equipment, and all goalie equipment. Inventory should include sizes, quantities, and a status of the current condition of the equipment. The EC is responsible for tracking game jersey numbers for each level, and coordinating with jersey suppliers to order, track, and receive game day jerseys and socks. The EC is responsible for reporting inventory to the Board annually for budgeting purposes and on an ongoing basis throughout the season to make requests for purchases and replacements. The EC shall make every effort to obtain new equipment at the lowest possible cost to the association. The EC will set dates and communicate with the volunteer coordinator for families to rent out and return rental equipment, while documenting and collecting payment for said gear. The EC will attend monthly Board meetings on an “as needed” basis. The EC shall have all required work hours waived in exchange for performing these duties. (Reports to Director of Operations)

**OUTDOOR RINK COORDINATOR** – The Outdoor Rink Coordinator (ORC) is a volunteer member of the NPHA and is appointed by the Board annually. The ORC is responsible for maintenance of the outdoor ice rink during both the on and off season. The ORC shall make recommendations to the Board for rink maintenance and improvements annually for budgeting and throughout the year for unforeseen circumstances. The ORC shall attend monthly Board meetings on an “as needed” basis. The ORC shall have a committee of people designated to assist w/placing and taking down boards and for flooding the rink. The ORC shall have all required work hours waived in exchange for performing these duties. (Reports to Director of Operations)

**SPONSORSHIP COORDINATOR** – The Sponsorship Coordinator (SC) is a volunteer member of the NPHA and is appointed by the Board annually. The SC will handle all aspects of the team sponsorship program including but not limited to: identifying and securing team sponsorships for each team, invoicing and collecting team sponsorship dues, working w/the EC to ensure sponsor names appear on jerseys, delivering team sponsorship photo plaques. The SC will make recommendations annually to the Board on any proposed changes to the team sponsorship program. The SC will attend monthly Board meetings on an “as needed” basis. The SC shall have all required work hours waived in exchange for performance of these duties. (Reports to Communications Director)

**GAMBLING MANAGER** – The Gambling Manager (GM) is a volunteer member of the NPHA and is appointed by the Board annually. The GM will handle all aspects of the association’s charitable gambling account including but not limited to, communication with hosting establishments, management of gambling fund checking accounts, creation of monthly gambling reports. The GM will attend Board meetings on a monthly basis for reporting purposes. The GM will remain updated and knowledgeable regarding all current MN State charitable gambling rules & regulations. The GM shall have a committee of people designated to assist. The GM shall have all required work hours waived in exchange for performance of these duties. (Reports to President)

**MITE/8U COORDINATOR** – The Mite Coordinator (MC) is a volunteer member of the NPHA and is appointed by the Board annually, with the recommendation of the HDC. The MC will manage all aspects of Mite program including but not limited to a Mite parent introduction letter, scheduling/coordinating/executing mite placements, Mite player placement calculations and division of teams, Mite team coach assignments. The MC will work w/the HDC to ensure all mite teams have appropriate numbers and sizes of team jerseys, water bottles, pucks, etc. The MC will attend monthly Board meetings on an “as needed” basis. The MC shall have all required hours waived in exchange for performing these duties. (Reports to Vice President)

**CONCESSION STAND COORDINATORS/MANAGERS** – Each year the Board will appoint up to eight concession stand managers. Collectively, the managers will handle operations of the concession stand including but not limited to: posting/tracking of available/worked hours, ordering/stocking of food items and supplies, managing the concession stand check book, and cleaning/organizing the concession stand and rotating the opening/closing of the concession stand on weekdays and weekends. The concession stand managers will make annual recommendations to the Board for the purchase of new food appliances for budgeting purposes and on a monthly basis as needed. The concession stand managers shall have all required work hours waived in exchange for performance of these duties. (Reports to Treasurer)

**VOLUNTEER COORDINATOR-** The Volunteer Coordinator (VC) is a volunteer member of the NPHA and is appointed by the Board annually. The VC will manage all aspects of our Dibs Program. The VC will work with the various coordinators to post volunteer hours to the members of the association for upcoming openings. The VC will report to the Board updates about member’s volunteer hours. The VC will recommend and present changes to the Board. The VC will attend monthly Board meetings on an “as needed” basis. The VC shall have all required work hours waived in exchange for performance of these duties. (Reports to Secretary)

**TOURNAMENT COORDINATOR** – The Tournament Coordinator (TC) is a volunteer member of the NPHA and is appointed by the Board annually. The TC will manage all aspects of home tournaments sponsored by the NPHA. The TC will attend all District, Regional, and State Tournament meetings. The TC will work with the volunteer parents assisting with the tournament, to ensure the home tournament is run smoothly. The TC will report to the Board updates about the tournament. The TC will work with the Treasurer to ensure all bills for the tournament are paid and all income from the tournament is reported. The TC will recommend and present changes to the Board. The TC will attend monthly Board meetings on an “as needed” basis. The TC shall have all required work hours waived in exchange for performance of these duties. The TC shall have a committee of people designated to assist with tournament operations. (Reports to Director of Operations)

**SAFE SPORT COORDINATOR** – Safe Sport Coordinator (SSC) administers the USA Hockey program at the local level. The SSC coordinates training courses for local association volunteers, coaches, players and parents and shall maintain a record of Safe Sport certifications for all volunteers each season. The SSC monitors compliance of the program by instituting and enforcing compliance within the following policies: Locker Room Policy, Social Media, Mobile and Electronic Communications Policy, and Travel Policy. The SSC completes reviews and evaluations of local association programs and serves as the initial contact for persons reporting abuse and violations of the policies outlined in the program. The SCC will attend monthly Board meetings on an “as needed” basis. The SCC shall have all required hours waived in exchange for performing these duties. (Reports to President)

**HOCKEY DEVELOPMENT COORDINATOR** -- Please see Hockey Development Committee Section (Reports to Vice President)

\* The NPHA Board will determine the duties for any new coordinator or subcommittee positions that may arise during the course of the season (e.g., Hockey Fest, Raffle Calendars, New Prague Hockey social events, Bingo, etc.).

## **APPENDIX A**

**2025-26 NPHA Board of Directors  
and Administrative Coordinators**

	First Name	Last Name	Title	Email
<b>NPHA Board Members</b>	Daniel	Sacco	President	president@newpraguehockey.com
	Luke	Witt	Vice-President	vicepresident@newpraguehockey.com
	Kristi	Nelson	Secretary	Secretary@newpraguehockey.com
	Erica	Denzer	Treasurer	treasurer@newpraguehockey.com
	Ashley	Lindholm	Communications Director*	communicationsdirector@newpraguehockey.com
	Brandy	Rife	Interim Manager Director	managerdirector@newpraguehockey.com
	Steven	Malecha	Director of Operations	directorofoperations@newpraguehockey.com
	Matt	Kaehler	Board Member at Large*	boardmember@newpraguehockey.com
	Kirk	Crabb	Past Board Member*	pastboardmember@newpraguehockey.com
	Joe	Birkholz	Boys HDC Coordinator	hdclead@newpraguehockey.com
	Elsa	Shorey	Girls HDC Coordinator	hdcleadgirls@newpraguehockey.com
	Anthony	Anderson	Mite/8U Coordinator	mitecoordinator.npha@gmail.com
	Erin	Becka	Registrar	registrar@newpraguehockey.com
	Aimee	Bombardo	Volunteer Coordinator	nphavolunteer@gmail.com
	Chelsea	Casey	SafeSport Coordinator	NPHASSC@gmail.com
	Kristina	Dillon	Fundraising Coordinator	eakdillon@gmail.com
	Kristi	Nelson	Equipment Coordinator	equipmentcoordinatornpha@gmail.com

Kaula	Ryks	Clothing Coordinator	npha.apparel@outlook.com
Marty	Sticha	Outdoor Rink Coordinator	marty.sticha@gmail.com
Nate	Borwege	Gambling Manager	nborwege@hotmail.com
Meghan	Blonigen	Concession Stand Coordinator	nphaconcessionstand@gmail.com
		Tournament Coordinator	
		Sponsorship Coordinator	Sponsorship.npha@gmail.com
Lainey Schwartz	Stephanie Hebzinsky	Recruitment & Retention Coordinator	recruitment@newpraguehockey.com
Abby	Hosking	Raffle Calendar Coordinator	ahoski3@gmail.com

\* Denotes Board positions that currently serve on the Disciplinary Committee.

## APPENDIX B

### NPHA TRYOUT PROCESS 2025-26

Welcome to the start of the 2025-26 hockey season. The information provided is designed to communicate what will take place throughout the tryout process. This will include the tryout schedule, registration process, skills and scrimmages, scoring by evaluators, team selections, and tryouts for missing or injured players, and grievances regarding team selections.

*Please note that in order to participate in player tryouts, player registration must be completed by the tryout deadline of September 20th.*

The purpose of hockey tryouts is to group players by ability. The objective is to provide an appropriate level of competition for each player that will challenge their skills and increase their knowledge and enjoyment of the game.

Due to the competitive nature of tryouts, players should make sure they are well rested and arrive at the tryout session at least 30 minutes early. Attendance at a pre-season clinic and dry land training is recommended but not required.

Parents, guardians, and grandparents, please be advised that you will not be allowed in the arena area.

If you have any questions before or during the tryout process, please direct them to the Vice President or any member of the HDC.

Pewees/Bantams/Squirrels/10U/12U – Sept 27-28 and Oct 4-5

Extended evaluations as needed up until 12/31 as determined by the HDC

*\*These dates are subject to change as needed*

## **Tryout Registration**

On the first day, players are to check in at the tryout registration table where they will be issued a numbered tryout jersey. These jerseys are to remain with the player throughout the tryout process. Players should only wear their assigned jerseys for the tryout session. Players who forget their jersey or switch jerseys will not be allowed to step onto the ice until the situation has been corrected. All players must wear a black helmet, black breezers, and NPHA colored socks; any deviation from this must be approved by the tryout committee. Tryout jerseys must be returned to the association upon completion of the tryout process, or a \$30 fine will be assessed.

## **SQUIRTS/10U, PEEWEES/12U, & BANTAMS TRYOUT SCHEDULE**

### **Girls Trying Out for Boys' Team**

It is acceptable if a girl decides to tryout for a boys' team. However, they cannot move back to a girls' team once tryouts have started. This applies to all levels of players.

### **Scoring Process**

The basis for the team selection uses a scoring system to rate individual player skills and game play utilizing a scoring methodology whereas a player's score is based on the percentage of points accumulated over three days of assessment. Each evaluator utilizes a 0 – 5 scale to assess each player's ability across twelve categories over the first three days of tryouts. Those individual evaluator scores are averaged across all evaluators resulting in the player's aggregate score. The twelve categories assessed by each evaluator are: Basic Skating, Edges and Balance, Basic Puck Skills, Transitions, Crossovers, Basic Shooting, Passing & Puck Control, Offensive Play, Defensive Play, Player Engagement, Physical Engagement, and Scoring Ability. The skills and situations used in the tryout scoring process have been derived from a variety of credible hockey organizations. This process provides for training of evaluators in the use of the scoring system so that competent, reliable, and consistent scoring is achieved at all levels. Evaluators will be given ample opportunity to see how each player performs in specific on-ice skills.

Tryouts may consist of both skills and game play evaluations designed by the HDC. Day 1 and 2 of tryouts are primarily assessments of individual skating, edgework, puck handling and shooting skills through standard drills and cross ice games. Day 3 of tryouts "Scrimmage Day" is a combination of cross ice and full ice games evaluating team play, player engagement and offensive and defensive play. Day 4 of tryouts are full ice games. After day 2 of tryouts, players will be split into 2 pools based on evaluator scoring from day one and two. Schedules may change based on potential outside scrimmages if utilized.

At the end of the tryout session all evaluation sheets will be tabulated. Scores will be confidential and not released to anyone outside the HDC or the Board of Directors. Scores will be held until completion of tryouts and certification/approval of teams by the NPHA Board of Directors.

[Tryout Rubric - All Levels](#)

### **Evaluators**

Non-parent, independent evaluators will be selected for each level based on their hockey coaching and/or playing background. They will also be asked to commit to all tryout sessions if possible. In addition, coaches are expected to participate in evaluating players and making team selections. Parents and players are asked to avoid discussing the tryout process with the evaluators and coaches.

### **Team Selections**

Upon completion of the initial tryouts process, the HDC will review the resulting scores and averages to determine a preliminary list for team selection. The NPHA Board may request visibility into this review process, including access to scoring data and evaluation summaries, to support transparency and alignment. As a part of the tryout process, adjustments in team size and player placement may be made after receiving input and advice from past and current coaches at each level. The scoring is to be used as a guide but not the ultimate determining factor. Head coaches, past coaches, and the tryout committee can be consulted on final player placement, and the board may request

dispositions of these communications for final approvals. The ultimate player placement lies with the HDC and its recommendations to the Board. At the conclusion of the 4-day tryout process, proposed teams and coaches will be presented to the Board for approval. There may be a need for extended tryouts which would be based upon the coaches' evaluation of players at up to 5 consecutive practices at each level. After completion of these adjustments (herein referred to as extended evaluations), the HDC would present any proposed team adjustments to the NPHA Board of Directors for final approval. The extended evaluations and adjustments may be implemented if the HDC and coaching staff at that level determine that there is a need for them. The extended evaluations will be used on an as needed basis and will not be used unless there are extenuating circumstances. Because high school hockey starts AFTER youth tryouts, adjustments in player placement may have to be made if players that made a Bantam team during tryouts move to the high school level. Possible adjustments may include, but are not limited to, moving players between teams, placing injured players that were unable to tryout on the correct skill level team, moving PeeWee's up to Bantams, and looking for Bantams from other associations to help make a complete New Prague team. Generally, the HDC and NPHA's philosophy is to not move players "down" a level and to only move players "up" which periodically can result in the number of players on a team being skewed within a level (e.g. more players on PeeWee B versus PeeWee A), however following extended evaluations the number of players on each team will align with District 6 and Minnesota hockey guidelines. In the case of injured players, a spot may be left open on the highest team for the injured player or the next most qualified player to move up to the highest team.

## **MITES/8U PLACEMENTS SCHEDULE**

Mite/8U – November 1st & 2nd, 2025

*\*These dates are subject to change as needed*

During the first weekend of the Mite/8U's regular season, all players will be skating as a group. You will be notified as to when your son/daughter will skate that first weekend. These two days will be used for establishing Mite/8U teams, otherwise known as Mite/8U placements.

First-year Mites are not required to attend placements. This policy is designed to ensure that our youngest players can focus on developing their fundamental hockey skills and enjoying the game without the pressure of placement evaluations.

You will be notified of the exact times your player(s) will skate. The goal of the first weekend is to start the year off for all kids with a good foundation of skill-based training while evaluations are going on at the same time. A similar scoring system will be used as is used for our upper-level tryouts.

2

On the first day, players are to check in at the registration table where they will be issued a numbered pullover. These pullovers are to remain with the player throughout the placement process. Players should only wear their assigned pullovers and either a black or white jersey for the tryout session. Players who forget their jersey or switch jerseys will not be allowed to step onto the ice until the situation has been corrected. It is recommended that all players wear a black helmet, black breezers, and NPHA colored socks.

### **Tryout FAQ**

#### **So why does the HDC and the Board review and approve the teams and not just take the numbers as they come in?**

There are several scenarios that require discussion such as:

- Players missing sessions: did we see enough of that player to place?
- Scores are very, very close. Did something happen one of the days that wasn't reflective of that player's skills the other 3 days?
- Team size and level requirements from District 6, Minnesota Hockey and NPHA
- Do the scores indicate that we may need to change the level of a team?

#### **Can't the group just override scores and "make" things say what they really want?**

- No names or jersey numbers are shown until needed. The scores drive the conversation.
- System has an audit log that tracks all score changes. Shared by system admins to HDC members as a safeguard.
- HDC members with player at the level being reviewed are not in the room, not on the ice during tryouts, not in the conversation about team size, level or anything else until names are

revealed and coaches need to be chosen.

- Evaluators do not see each others scores; they also don't stick around to review the team selection process.
- There are 12 voting HDC members and many additional board members representing all levels of NPHA. Every season creates healthy discussion on this process and outcome.

### **What about goalies, girls and mites?**

- We hire a third-party company (MEGA) to provide expertise and detailed feedback on goalie evaluations as well as invite an additional independent evaluator to offer yet another perspective.
- Mites and girls all can go through a placement process with scoring in Team Genius.

### **How does the Day 4 "Bubble" process work?**

- Day 4 of the tryout process is reserved for specific identification and evaluation of players above and below the approximate team sizes. The number of players evaluated is based on the prior 3 days of average scores
- All evaluators are asked to assess: 1) Relative rank of the players being evaluated and 2) Their thoughts on level designation in the event a B1 / B2 recommendation needs to be made
- Final player determination is made prioritized by: 1) Team Genius scoring, 2) Day 4 evaluation, 3) Evaluator input about level designation, and 3) Feedback from New Prague coaching staff
- NOTE: If a Board or HDC member's player is being discussed they are asked to leave the coaches room while a determination is being made.

### **What about Coaches, will my kid get placed on a team based on the need for an awesome Coach like me?**

- No.
- There are times when HDC or Board members will call on parents who didn't sign up to coach if there is a gap
- Coaching determination is made after player determination and based on member/parent feedback and the coach's survey.
- NOTE: If a Board or HDC member is being considered as a coach they are asked to leave the coaches room while a determination is being made

## **TRYOUTS/PLACEMENTS FOR ALL LEVELS**

### **Injured Players**

PARENTS OF ANY PLAYER WHO WILL NOT BE ABLE TO ATTEND A TRYOUT OR PLACEMENT SESSION DUE TO ILLNESS OR INJURY MUST REPORT THE ABSENCE TO THE HDC COORDINATOR AND VICE PRESIDENT PRIOR TO THEIR CHILD'S SCHEDULED TRYOUT/PLACEMENT SESSION. The player will be given an additional opportunity to try out at the extended evaluations if needed. The player will be scored using a similar system. However, only coaches will be used to evaluate the player.

If a player participates in tryouts while sick or injured, it will be considered their official tryout. Sick or injured players cannot use the tryout for "extra ice time." If you are on the ice during tryouts, that counts as your tryout. If a player is too sick or injured to participate, they must wait until they are cleared to participate, at which point an extended evaluation will be conducted.

After the completion of the extended evaluation, players who were unable to compete during tryouts or unable to attend the extended evaluations due to illness or injury will be placed on the lowest level team for that age group. These players will be given an opportunity to move up to their appropriate level prior to December 31<sup>st</sup>.

### **Grievances**

The Grievance Process is described in Section VIII (F).

## **Coaching Selections**

Coach assignments for each team will be recommended by the HDC to the Board of Directors. Coaching recommendations will be made based on previous coaching experiences, end of the year parent and coaching surveys, as well as the applicant's team preference.

# **APPENDIX C**

## **PETITIONING POLICY/PROCEDURE**

In the case of a player who by virtue of their age would be classified as a Mite player according to the rules and regulations of USA Hockey, any petition to move that player to the Squirt level must be considered on a case-by-case basis, including those listed in a) below. Those requests, or petitions, must be initiated by the parent or legal guardian of the player and must be in writing. The written request must be submitted to the New Prague Hockey Association Hockey Development Committee (NPHA HDC) for initial approval and recommendation to the New Prague Hockey Association (NPHA) Board of Directors. The request must contain the reasons why the player is requesting to move to the Squirt level and how the player may benefit from the move. The request must also indicate that the player and parent or legal guardian agree to accept the final decision of the NPHA Board of Directors.

Upon the recommendation of the NPHA HDC and approval of the NPHA Board of Directors, the player will be invited to attend the Squirt level tryouts at the times appointed by the NPHA HDC. Upon completion of the tryout process, a recommendation regarding the petition will be submitted to the NPHA Board of Directors. The NPHA HDC will consider all information received from the parent or player in the initial request to petition and the results of the tryout process before making a recommendation to the NPHA Board of Directors. The NPHA Board of Directors will make the final decision regarding the acceptance or denial of ALL petitions and/or requests from the HDC concerning a player(s) level of play.

If the petition is approved, a Mite player moving to the Squirt level may be placed on any team at the Squirt level based upon the recommendations of the HDC and the results of the tryouts.

In the case of a player who by virtue of their age would be classified as a Squirt/10U or Pee wee/12U player, according to the rules and regulations of USA Hockey, may petition to move to the next highest level and will be considered on the following basis:

- a) A player whose birthday falls in the three-month period following the cut-off date (June 1 – Aug 31) may elect to move up one level in order to play with their peers in their grade at school, hereafter called “peer group eligible”. This will be a decision made by the parents and the player. The letter of intent should be received from the parents before April 15<sup>th</sup>. This rule applies to fourth graders whose birthday falls within this two-month period and who would by age be assigned to Mites, allowing them to move to Squirts/10U; sixth graders whose birthday falls within this two-month period and who would by age be assigned to Squirts/10U, allowing them to go up to Pee wees/12U; and to eighth graders in the same situation who would by age would be a Pee wee, allowing them to move up to Bantams. The decision regarding petitions will be approved by the Board at the June Board meeting and cannot be reversed. All others, except Mites, who wish to move up a level may still tryout under the current petitioning by-law.
- b) A petition submitted in writing to the NPHA HDC stating the reasons why the player requesting to move to the next higher level and how the player may benefit from the move. Those requests, or petitions, must be initiated by the parent or legal guardian of the player. The request must also indicate that the player and parent or legal guardian agree to accept the final decision of the NPHA Board of Directors. After a review of the request the NPHA HDC will make a recommendation to the NPHA Board of Directors as to whether or not the player should be invited to participate in tryouts at the next higher level. Upon the recommendation of the NPHA

HDC and approval of the NPHA Board of Directors, the player may be invited to attend the requested level tryouts at the times appointed by the NPHA HDC. Upon completion of the tryout process, a recommendation regarding the petition will be submitted to the NPHA Board of Directors. The NPHA HDC will consider all information received from the parent or player in the initial request to petition, whether or not the player is socially, physically and mentally able to compete at the level they are petitioning to before making a recommendation to the NPHA Board of Directors. The NPHA Board of Directors will make the final decision regarding the acceptance or denial of the petition.

c) The NPHA HDC also has the right to request that a player move to a level above their USA Hockey regulated level for the benefit of the Association at the time that the petition is presented.

## **APPENDIX D**

### **NPHA LOCKER ROOM POLICY**

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 the goals of the New Prague Area Hockey Association (NPHA). NPHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, NPHA 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.

It is expected that the following guidelines will be respected and implemented fully as defined below.

#### **Locker Room Monitoring**

A Locker Room Monitor must be present, **inside** the locker room, at all times when a team is using the locker room. This applies to practices as well as home and away games/scrimmages. It is the team's responsibility to supply the Locker Room Monitor for each practice or game. The Locker Room Monitor must be a member of the association that has completed the SafeSport training and has passed the required background screening.

NPHA has predictable and limited use of locker rooms and changing areas (generally 20-30 minutes before practices, 45-60 minutes before games, and 30 minutes after practices and games). This allows for direct and regular monitoring of locker room areas. Players should not enter the locker room any earlier than these agreed upon times. A sweep of the locker rooms and changing areas shall be conducted before players arrive. No players should be in the locker rooms without adequate supervision – that is, no player should enter a locker room without a Locker Room Monitor and at least one other player present. If there is not a Locker Room Monitor present, players will need to wait in the lobby until the Locker Room Monitor has arrived.

#### **Parents in Locker Rooms**

Parents who are not serving as a coach, team manager, or Locker Room Monitor are not allowed in the locker room, except for with teams at the Mite/8U level. If an upper-level player (i.e., Squirt/10U or older) needs assistance with his or her uniform or gear due to injury or disability, then we ask that parents assist their child with these items before arriving at the arena or assist with tying skates inside the lobby.

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 in their hockey gear 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.

## Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all our players are given consideration and appropriate arrangements made. NPHA 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 change. 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 we believe that this is the most reasonable way to accommodate and respect all our players.

## Cell Phones and Other Mobile Recording Devices

Cell phones and any other mobile devices with recording capabilities (including voice recording, still cameras, and video cameras) **are not permitted to be used in the locker rooms, by anyone, under any circumstances**. Use of cell phones or other mobile devices in the locker room is a violation of the above player, parent, and coach responsibilities. Each instance is subject to disciplinary actions. Players, Parents, and Coaches responsibilities and Conduct may extend to the following social content such as cell phones, and or social media. A player, parent, or coach may be eligible for disciplinary actions based on inappropriate use, bullying, digital content sharing, and or use of social media that does not abide by the player, coach, and parent code of conduct. If phones or other mobile devices must be used, they should be taken **outside** of the locker room. If a team is having repeated problems with cell phone use in locker rooms, NPHA supports Team Managers/Coaches collecting all mobile devices prior to the players entering the locker room. Devices will be returned at the conclusion of the practice or game time.

## Prohibited Conduct and Reporting

NPHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey Safe Sport Handbook. Participants, employees, or volunteers in NPHA 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 Safe Sport Policies. To report any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or call 1-800-888-4656.

## APPENDIX E

### Tryout Rubric

Level A player at this level will be able to...	Puck Control	Passing	Shooting	Individual Offensive Tactics	Individual Defensive Tactics	Team Play	Other
Mite/6U Level 1 & 2	Stationary Stickhandle	Stationary Forehand & Backhand Pass	Forehand Wrist Shot				
	Weave with the Puck	Moving Forehand & Backhand Pass	Backhand Wrist Shot				
Mite/8U Level 3 & 4	Attack Triangle	Stationary Bankpass	Forehand Flip Shot	Body Fakes	Angling	Basic Positions	
	Open Ice Carry Fwd & Bwd	Pass & Follow	Backhand Flip Shot	Stick Fakes	Basic 1 on 1	Forecheck (Hawk, Cheetah)	
	Weave with the Puck			Net Drive	Escape "Turn Away from Pressure"	Defensive Zone (House)	

					Puck Retrieval		
Squirt/10U	Attack Triangle	Moving Fhand & Bhand Pass	Forehand Wristshot	Body Fakes	Angling	Basic Dzone	
	Side-Front-Side Stickhandling	Cross & Drop	Backhand Wristshot	Stick Fakes	Basic 1 on 1	Basic Breakouts	
	Open Ice Cary		Tips/Deflections	Net Drives	Escape "Turn Away from Pressure"	Basic Entries	
					Puck Retrieval	Basic Forecheck 1-2-2 Cheetah, Hawk, Bloodhound	
					Gap Control	Basic Penalty Kill	
					Stick Pressure "Stick on Puck"		
Peewee/12U	Sitckhandle with eyes up	Moving Fhand & Bhand Pass	Forehand Wristshot	Angling	Angling	Execute all positions in the Dzone with and without the puck	Beginning of Strength Training
	Attack Triangle	Cross & Drop	Backhand Wristshot	Shoulder Check	Shoulder Check	Exectue all positions in the Ozone with and without the puck	F.A.S.T Mentality
	Quick Hands	Indirect Board Pass	Tips/Deflections	Deception	Escape "Turn Away from Pressure"	Basic Forecheck 1-2-2 Cheetah, Hawk, Bloodhound	1% Better each day
		Pick up Bad Passing	Beginning Slapshot		Puck Retrieval	Box PK	
			Quick Release		Gap Control	Overload PP	
					Stick Pressure "Stick on Puck"	Breakout Strategy	
					Beginnings of Body Contact		
Bantam/15U	Sitckhandle with eyes up	Cross & Drop	Quick Release	Angling	Angling	Execute all positions in the Dzone	Importance of Strength Training
	Attack Triangle	Indirect Board Pass	Slapshot	Shoulder Check	Stick Pressure "Stick on Puck"	Exectue all positions in the Ozone	Importance of Hydration
	Quick Hands	Pick up Bad Passing	1 Timer	Puck Support	Shot Blocking	1-2-2 Forecheck	Importance of Sleep
		Find Seams	Tips/Deflections	Change Puck Angle	Box Out	Box PK	Compete, 1% better each day
		Moving Fhand & Bhand Pass	Get to the front of the net	Deception	Front	Overload & Umbrella PP	
					Shoulder Check	Breakout Strategy	
					Deception		

Level A player at this level will be able to...	Edge Control	Starting & Stopping	Forward Skating	Backward Skating	Turning & Crossovers
Mite/6U Level 1 & 2	Balance	Front V-Start	Gliding Forward	Gliding Backward	Glide Turns
		Backward C-Cut Start	C-Cuts	C-Cuts	Beginning Transitions
		Two-Foot Parallel Stop	Forward Stride	Backward Stride	
			Quick Start	Quick Start	
Mite/8U Level 3 & 4	Inside & Outside Edge Glide	Outside Leg Stop	Crossover	1 Crossover/Reach	
	Slalom	One-leg bwd stop			
	Heel to Heel	Two-leg bwd stop			
Squirt/10U	1 Leg Weaving	Outside Leg Stop	Acceleration	1 Crossover/Reach	Pivots
	Evasive Turns	One-leg bwd stop	Quick Feet	Backward Scissor Skate	Tight Turns
	Escapes	Two-leg bwd stop		Backward Striding	Crossovers Fwd & Bwd
Peewee/12U	Evasive Turns		Acceleration	Backward Skating	No strong side for cross over
	Escapes		Quick Feet	1 Crossover/Reach	Transitions both side
	Deception				
Bantam/15U	Evasive Turns		Acceleration	Backward Skating	No strong side for cross over
	Escapes		Quick Feet	1 Crossover/Reach	Transitions both side
	Deception		Evasive Skating		