



# **Sauk Rapids Youth Hockey Association**

**\*Approved by SRYHA Board on 9/11/23**

**Handbook**

**2023-2024**

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### Statement from the President/Executive Board

Welcome to the 2023-2024 hockey season.

The Sauk Rapids Youth Hockey Board members take great pride volunteering inside of the Sauk Rapids Youth Hockey Association. Our organization is run on the hard work and time commitments of our members. Families donate countless hours to ensure the youth in our community can play the great game of hockey. Remember, we are all volunteers, so don't be quick to criticize. You have the choice to become involved. Please, take the time to get to know how your association operates, get involved and enjoy the time with your player(s)!

Hockey programs face new challenges every year. SRYHA has embraced the challenges of recruitment and retention, skill development, financial constraints, and quality programs, by looking at past successes along with new and innovative ideas. Our registration numbers have been growing over the years. We are focusing on creating a solid program based on player development first and foremost. We strive to provide affordable costs to families and our partnership with Sartell and St. Cloud Youth Hockey for a girl's co-op program that is in its 3<sup>rd</sup> year with all three cities.

The goal of building a long standing successful hockey program, instilling good sportsmanship, teaching responsibility and creating pride within the association is at our hands. I encourage everyone to look at how you can be a part of that goal. Inspire your children to work hard, set a good example by thanking the coaches and respecting officials of the game, commit to volunteering your time and speak POSITIVELY about our program and what has been accomplished thus far.

This handbook is a guide for the operation of the Sauk Rapids Youth Hockey Association. We also must follow rules of District 5, MN Hockey and USA Hockey. The Executive Board takes into consideration all rules and guidelines when making decisions. Please make yourself informed about the rules and never hesitate to contact a board member with your questions or concerns.

Thank you to everyone for all that you do in whatever ways you can. Best wishes for a fun, safe and successful season.

Sincerely,

John Prelvitz  
President  
Sauk Rapids Youth Hockey Association

## Mission Statement

Sauk Rapids Youth Hockey Association (SRYHA) seeks to provide a community and volunteer-driven hockey program to foster the growth and development of all youth hockey players. The association works to promote a fun, fair, and safe environment that maximizes participation and improves players' skills and knowledge while developing sportsmanship, teamwork, and self-confidence.

## Affiliations

**USA Hockey** is the national governing body for amateur hockey in the United States. Any team joining USA Hockey automatically comes under the jurisdiction and control of the local, district and state associations affiliated with USA Hockey (USA Hockey By-Law No. 3).

**Minnesota Hockey (MH)**, an Affiliate Association of USA Hockey, Inc. (USAH), shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the USAH Board of Directors, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of MH

MH shall have jurisdiction over all member-team activities, including but not limited to, registration of teams, formation of leagues, sanctioning of tournaments, and conducting playoffs and region and state tournaments. Activities involving MH teams must be sanctioned by MH. Further, MH shall assist USAH in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USAH, within and upon its members and/or within its jurisdiction, and agrees to be guided by the following USAH core values:

- **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
- **INTEGRITY** - Foster honesty and fair play beyond mere strict interpretation of the rules and regulations.
- **PURSUIT OF EXCELLENCE** - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **ENJOYMENT** - The hockey experience must be fun, satisfying and rewarding for the participants.
- **LOYALTY** - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- **TEAMWORK** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

USAH acknowledges that MH is and shall remain a separate entity with complete authority to conduct subject only to the express obligations and restrictions contained in this By-law and in its affiliate agreement with USAH.

MH is separated into Districts which are comprised of various hockey communities. SRYHA is within **District 5**. A Board of Directors is established from within each District to organize and govern all hockey within that District. Each Association within the district has a representative, who is responsible for voting on behalf of the Association and for communications between District 5 and the Association. As per MN Hockey By-Laws, all District Boards shall operate as an adjunct part of MN Hockey.

## Local Association

The Sauk Rapids Youth Hockey Association is a non-profit corporation under section 501c (3) of the Internal Revenue Code. SRYHA operates according to the Minnesota Hockey 2023-2024 Handbook and all its articles, by-laws, rules, and regulations, and under the Policies and By-Laws of SRYHA. If any matter arises that is not covered in the handbook, the Executive Board shall make the final ruling.

The primary means of communication with SRYHA members will be via the website at [www.saukrapidshockey.org](http://www.saukrapidshockey.org) and mass emails. Members are encouraged to read the information contained on the website and in the emails sent. Association meeting minutes and the SRYHA handbook will be located on the website. Printed copies will be available upon request. The content on the website and in mass association wide emails will be approved by the SRYHA President or Webmaster prior to posting.

## Association Structure

**Association Membership:** Membership to the association is required for all families of any player. A membership fee is included with the season registration payment. Membership entitles you to one vote per family at the annual association meeting for elected officers, privilege of holding an elected position and to receive all association mailings. The member must be in good standing in order to maintain these privileges.

**Executive Board:** The SRYHA executive board is comprised of the President, President Elect or Past President, Secretary, Treasurer, District 5 Representative, Fundraising Coordinator, ACE Coordinator, Hockey Development Coordinator, Gambling Manager, Concession Stand Manager, and one Coordinator from each playing level for the season. The Executive Board meets to review, act upon matters and make decisions relevant to the operations of the Association.

Monthly meetings are held on the 2<sup>nd</sup> Monday of every month starting at 7:00 pm unless published otherwise. The President shall have published on the website the date, time and location of the meeting. All members are invited to attend the meetings. The monthly meetings are used to make decisions about SRYHA issues. The Executive Board welcomes comments and suggestions from the general membership during the open floor portion of the meeting.

**Non-Profit Gambling Operation:** The SRYHA has a Gambling Manager and an Assistant Gambling Manager. These two positions are supervised and report to the President. These three positions individuals also serve on the gambling committee.

**Appointed Positions:** The SRYHA President will appoint individuals to run the non-elected positions of the association. These are positions essential to the operations of the association. The Executive Board needs to approve the appointment of the Tryout Coordinator(s). The appointed positions shall be determined by June 1 of each year. The individuals appointed to positions are accountable to the Executive Board and are responsible to carry out the job duties as described. These appointed positions serve the executive board and report to the President during their 1-year term.

## Appointed Positions

Check the website for names and phone numbers of people holding the appointed positions.

### Officials Coordinator

- Recruitment of new and old officials
- Assist in registration and curriculum completion
- Support in training and mentorship throughout season
- Manage the association owned equipment lot and disbursement/rental
- Oversee the official's room at SAE, ensuring stock of amenities, etc.

### Sponsorship Coordinator

- Solicit local businesses for monetary donations to SRYHA
- Responsible for updating sponsorship board at Arena East
- Sending thank you notes to sponsors
- Submitting end of the season thank you in the Sauk Rapids Herald
- Serve on SRYHA Finance Committee

### Director of Player Development

- Implement USA Hockey development plans to ensure athletes' needs are addressed and met as they relate to team and personal goals.
- Implement and monitor the conditioning and training programs to enhance individual and team potential.
- Communicate with executive board on development needs prior to season

### Equipment Coordinator

- Maintains organization of the equipment room
- Assesses need for team jerseys annually and obtains bids for jerseys costs.
- Presents bids to Executive board for approval and completes ordering of jerseys
- Responsible for distributing and collecting all SRYHA equipment (jerseys, pucks, first-aid kits, goalie equipment, etc.)
- Maintains record of assigned jerseys
- Orders and distributes coaches' coats
- Serve on SRYHA Special Projects Committee

### Ice Scheduler

- Coordinate all ice activities for Association
- Point of contact for all area arena managers
- Schedule district games, scrimmages and practices
- Secure ice time for home tournaments
- Post schedule in a timely manner
- Communicate ice schedule changes to appropriate team/level personnel
- Verify ice bills to ensure accuracy

### Registration Coordinator

- Postdates of registration on website
- Determine necessary registration fees and present to Executive board for approval
- Record all player registration materials necessary for SRYHA
- Record all player registration materials necessary for District 5
- Record all player registration materials necessary for USA Hockey
- Collect registration fees for current season
- Complete rosters for district approval
- Prepare team books for season

**Coaches Registrar**

- Record all coaches' registration materials necessary for SRYHA
- Record all coaches' registration materials necessary for District 5
- Record all coaches' registration materials necessary for USA Hockey

**Tournament Coordinator**

- Coordinate all association hosted tournament
- Determine dates for association hosted tournaments
- Advertise association hosted tournament
- Record all tournament registrations and collect payments

**Recruitment and Retention Coordinator**

- Develop strategies for recruiting new players
- Review reasons players do not return to hockey and identify retention needs
- Identify grants available to assist in promotion of hockey
- Serve on SRYHA Communication Committee

**Concession Stand Manager**

- Maintains operation and organization of concession stand
- Responsible for the ordering, purchasing and pricing of all concession stand items
- Organize training sessions for workers
- Identify criteria for and approve workers for concession stand
- Works with SAE manager to ensure stand has necessary equipment
- Serve on SRYHA Finance Committee

**Volunteer Coordinator**

- Work with ice scheduler to determine hours that concession stand needs to be staffed
- Work with tournament coordinator to determines volunteer needs for hosted tournaments
- Identify volunteer staffing needs at other association events
- Ensure volunteer shifts have been filled by members
- Tracks and records volunteer hours worked per player
- Review annual volunteer hours to meet association needs

**Picture Coordinator**

- Obtains bids from vendors for pictures and presents bids to Executive board for approval
- Secures written contracts as needed
- Coordinates scheduling of team picture nights
- Coordinates all association picture
- Distributes picture orders to players/teams
- Serve on SRYHA Special Projects Committee

**Sports Arena East Representative**

- Attend arena board meetings and report back to the Association
- Advocate for Sauk Rapids Youth Hockey Association at the arena meetings

**Web Site Coordinator**

- Maintain operation of Association web site
- Post announcements and information on website
- Send out mass communication via website/email to members
- Serve on SRYHA Communications Committee

**Summer Event Coordinator(s)**

- Coordinate dates, products sold and workers for summer fundraising events, i.e. Sauk Rapids Food Fest, Car Show, Benton County Fair, parades, etc.
- Ensure appropriate licensure is obtained
- Enforce operating policies among volunteers
- Serve on SRYHA Finance Committee

**Apparel Coordinator**

- Obtain bids from vendors and presents to Executive board for approval
- Reviews products available and identifies needs/request from association for products
- Coordinates ordering time frames and timely delivery of product
- Distributes products to members
- Ensures that there is a consistent look and logo for the association.

**Boys/Girls Tryout Coordinator(s)**

- Establishes tryout procedures and implements tryout process
- Obtains volunteers to assist with tryouts
- Arranges for judges to evaluate players
- Computes scoring and verifies player rankings
- Initiates Exception Review Committee as needed
- Serves on Hockey Advisory Committee and Exception Review Committee

**SafeSport Coordinator**

- Oversight of mandated training of SafeSport
- Establish, monitor and enforce safety policies
- Coordinate with teams/coaches SafeSport information and policies
- Receive and address SafeSport complaints
- Work with MN Hockey SafeSport coordinator to investigate and respond to complaints

**Committee Decision-Making Authority for SRYHA Policy Statement:**

This policy establishes guidelines for committees to make decisions on behalf of the non-profit board, ensuring efficient and effective governance while maintaining transparency and accountability.

**1. Purpose:**

- a. The purpose of this policy is to delegate decision-making authority to committees within the non-profit organization's board structure, empowering them to make informed decisions on specific matters within their respective areas of responsibility.

**2. Committee Formation:**

- a. The non-profit board shall establish committees as necessary to address specific areas of focus, such as finance, fundraising, governance, programs, and any other relevant areas.
- b. Each committee shall consist of board members and may include external experts or stakeholders as deemed necessary by the board.

**3. Committee Responsibilities:**

- a. Each committee shall have clearly defined responsibilities and objectives, as outlined in their respective charters or terms of reference.
- b. Committees shall conduct thorough research, analysis, and deliberation on matters within their purview, ensuring they are well-informed before making decisions.



c. Committees shall provide regular updates and reports to the board, ensuring transparency and accountability.

**4. Decision-Making Authority:**

a. Committees shall have the authority to make decisions within their designated areas of responsibility, as outlined in their charters or terms of reference.

b. Decisions made by committees shall be consistent with the non-profit organization's mission, vision, values, and strategic goals.

c. Committees shall adhere to all applicable laws, regulations, and ethical standards when making decisions.

**5. Reporting and Documentation:**

a. Committees shall maintain accurate records of their meetings, decisions, and supporting documentation.

b. Committee decisions shall be documented and promptly shared with the board.

c. Committees shall provide regular reports to the board, summarizing their activities, decisions, and any recommendations for board consideration.

**6. Board Oversight:**

a. The non-profit board shall retain ultimate oversight and decision-making authority over all matters within the organization.

b. The board shall review and approve committee terms of reference, ensuring alignment with the organization's strategic objectives.

c. The board may review committee decisions and request additional information or clarification when necessary.

**7. Review and Evaluation:**

a. The effectiveness and efficiency of committees' decision-making processes shall be periodically evaluated by the board.

b. Committee terms of reference shall be reviewed and updated as needed to reflect changing organizational needs and priorities.

**8. Conflict of Interest:**

a. Committee members shall disclose any potential conflicts of interest related to matters under consideration.

b. In case of a conflict of interest, committee members shall recuse themselves from decision-making and abstain from voting on the matter.

**9. Amendments:**

a. This policy may be amended by a majority vote of the non-profit board, following proper notice and discussion.

**10. Policy Dissemination:**

a. This policy shall be communicated to all board members, committee members, and relevant stakeholders.

b. The policy shall be made readily accessible to all concerned parties through the non-profit organization's official communication channels. This policy shall be effective upon approval by the non-profit board and shall remain in effect until amended or revoked.

## Committees

**Finance Committee**

Duties: fundraising, sponsorship, concession stand, summer events, dues/registration costs, scholarships.

Members: treasurer, president (co-chairs), fundraising coordinator, sponsorship coordinator, concession stand manager, 2 at large members.

**Gambling Committee**

Duties: oversee and manage the gambling activities, policy development, licensing and compliance, financial oversight, risk management, responsible gambling practices, fund allocation, reporting and transparency

Members: President, GM, AGM, 2 other executive board members

**Communications Committee**

Duties: web site, events calendar, registration materials, recruitment, and retention.

Members: secretary (chair), president elect or president, web site coordinator, registration coordinator, recruitment and retention coordinator, 2 at large members.

**Hockey Advisory Committee**

Duties: tryouts, coaches' selection, level of play, coaches' education, on ice programs, team composition.

Members: president (chair), Director of Player Development, D5 representative, official's coordinator, tryout coordinator, ACE coordinator, boys high school coach, girls high school coach, 2 at large members.

**Special Projects Committee**

Duties: association social functions, year-end party, equipment.

Members: past president or president elect(chair), equipment coordinator, picture coordinator, tournament coordinator, 2 at large members.

**Nominating Committee**

Duties: Submit candidates' names and qualifications to the membership at the February meeting for the general election of the positions of president-elect, secretary (2 yr.), treasurer (2 yr.), District 5 representative (2 yr.), and level coordinators for each level.

Members: past president or president, 3-5 at large members who are approved by Executive Board.

**Coaches Selection Committee**

Duties: Complete interview and selection process for coaching positions.

Members: president, president-elect or past president, gender appropriate high school coach, ACE coordinator (a replacement may be appointment if a candidate for a coaching position is a member of the selection committee).

**Girls Co-op Committee**

Duties: Ensure the girl's co-op is operating with the guidelines set forth in the co-op agreement.

Members: 9 total members with 3 members being from each of the associations. One member from each association must be a board member. A chairperson of the committee will be appointed by the committee. That chairperson will be from the non-host association for the respective year. Members from each association are appointed by their respective President.

**Handbook Committee**

Duties: Review and recommend handbook changes.

Members: president-elect or past president, president, secretary, 2 at large members.

**Exceptions Committee**

Duties: Review all petitions and make recommendations on player placement.

Members: President, tryout coordinator, appropriate level coaches.

**Grievance Committee**

Duties: Review formal grievances submitted, investigate complaints, and act to resolve issues or recommend consequences.

Members: President, Secretary, Treasurer, 1 at large member.

**Ad-hoc Committee(s)**

Duties: problem solving, project management outside the scope of what we have covered, policy development

Members: President, Treasurer, ACE, D5 Rep and 2 at large members

**Note:** The at large members of these committees are recommended by the chairperson of the committee and approved by the Executive Board.

## Player Registration

Registration timelines for the current season will be determined by the Executive Board. This information will be provided to the membership and general public. Each player is required to complete the necessary forms and payment prior to being allowed to participate. Registrations completed after the deadlines may be subject to late fees. Registrations are not complete until all required paperwork and payment is received by the association.

**Participation Rule:** Youth Hockey players must register and participate with the association whose boundaries incorporate the player's residence. To participate on any other association's team, the player must obtain a waiver. All waiver requests must be submitted on a current Waiver Form provided by MH. A waiver shall be granted to any player who wishes to participate in the MH association whose boundaries incorporate the school in which the player is enrolled and is attending. Other waivers are subject to approval by the local association President, the receiving association President and the District Director. Please refer to MN Hockey Handbook for official policies as they may change after publication of the handbook.

**Registration fee:** Registration fees are set on an annual basis. They include membership fee, administrative costs, dynamics sessions, player evaluations and team ice until monthly dues start. Registration fees are non-refundable after the 1<sup>st</sup> day of ice. If circumstances change and a registered player will not be playing, the registration fee minus \$25 for administrative purposes will be refunded if it is prior to the 1<sup>st</sup> day of ice. If a player starts and then cannot play, there is no refund. All requests for a refund must be submitted in writing to the President before the date of the 1<sup>st</sup> ice event.

**Birth Certificates:** Each new player must provide a copy of their Certificate of Live Birth with their registration.

## Age Classifications

2023-2024 season age classifications

Level	Born on or After/and Before	Typical Player Ages
U6	June 1, 2016, and younger	4 to 7
U8	June 1, 2014, and May 31, 2016	7 to 9
Squirts	June 1, 2012, and May 31, 2014	9 to 11
Peewees	June 1, 2010, and May 31, 2012	11 to 13
Bantams	June 1, 2008, and May 31, 2010	13 to 15
Girls U8	June 1, 2014, and younger	4 to 9
Girls U10	June 1, 2012, and May 31, 2014	9 to 11
Girls U12	June 1, 2010, and May 31, 2012	11 to 13
Girls U15	June 1, 2007, and May 31, 20010	13 to 15

## Program Structure

**Jr. Storm:** The introduction to hockey program is for new players in the mini mite/mite/U8 age range. Ages 4-9. This will run from October to mid-December, with the option of continuing for the remainder of the season (through the beginning of March) Jr. Storm focuses on introducing new players to the game of hockey, developing basic hockey skills, and making players feel comfortable on the ice. The program attempts to offer a set schedule in order to assist parents in planning. At the end of the introductory period, the player has the option to end the season in mid-December or continue with the 6U/8U or their appropriate age program. Players participating in the Jr. Storm program for the first time will pay zero monthly dues, a reduced SRYHA registration fee of \$30, but are required to participate in fundraisers as determined and must complete  $\frac{1}{2}$  of the volunteer time requirements. Once they choose to continue playing with the 6U or 8U program, they will then be required to fulfill the remaining volunteer time requirements. Players under age 4 must have approval by the SRYHA Executive Board to participate in the program.

**6U/8U:** Through a combination of practice and some competition, the 6U and 8U program focuses on basic hockey skills. Players will progressively develop basic skills in skating, stick handling, passing and shooting. Very basic positional play may be introduced. A great deal of focus will be placed on sportsmanship and having fun. 6U and 8U practices and scrimmages/competitions will be designed to meet these objectives. To best match players with their most appropriate instructional level within the program, intermittent evaluation periods will take place to determine appropriate level adjustments. Further, parents of 4-year olds who wish to begin the program should be sure that the skater has the attention span and social/emotional development that will allow them to fully participate in the program. Players under age 4 must have approval by the SRYHA Executive Board to participate in the program.

**Travel Teams:** Teams will compete in District play as designated by MN Hockey. The teams will be placed at levels designated by the Executive Board after reviewing recommendations made by the Hockey Advisory Committee. The District may or may not field teams at certain levels within their own district, which could result in playing in another district, playing across districts or changing team classifications. Teams may also participate in invitational tournaments that fall within guidelines set forth by USA Hockey, MN Hockey, District 5 and SRYHA. Players will be placed on specific teams through the player evaluation process at the end of the dynamics sessions.

## Travel Team Playing Time Guidelines

SRYHA's philosophy is to promote the growth and development of all players. In doing so, we hope to put forth competitive teams. A player's skills, attitude, work ethic and practice attendance can affect their playing time. The following policies should guide playing time:

**Girls 10U/Squirt:** Skill development of all players is strongly encouraged. Coaches will strive for equal amounts of playing time for all players. The use of distinct power play and penalty killing units is strongly discouraged. Players will also have the opportunity to play a reasonable amount of time in both forward and defensive positions. When multiple goalies are on a team, they shall have equal playing time over the course of the season. Keeping of league standings and/or individual statistics will follow guidelines set forth by MN Hockey. Game limits are set by MN Hockey and SRYHA may choose to further limit the amount of games. A 3:1 ratio of practice to games should be maintained. The squirt program has been revamped to focus on a player first model. This has led to in-house, half ice games for the first half of the season for all our Squirt teams. They will learn the basics of off-sides and icing during these in-house games, as well as playing in odd man situations. (4 on 3, 5 on 5, etc.) This is meant to shrink the rink allowing them more puck touches and are forced to make skilled moves and decisions with and without the puck quicker. They will play a shortened travel schedule that will begin in December, including travel tournament(s).

**Girls 12U/Peewee:** The focus on skill development should continue, but team play, and strategy also become a focus. Game play should be equal throughout the season, but coaches will have discretion during the last half of the 3<sup>rd</sup> period during closely contested league games, playoff games and tournament medal games. Scrimmages and non-medal tournament games will be equal playing time. All players should experience power play and penalty killing play throughout the season. When multiple goalies are on a team, they shall have equal playing time over the course of the season, but the coach may use discretion to pull a goalie in a game situation when warranted. The coach may also have discretion on which goalie to play in a rotation, as long as the amount of starts for each goalie is equal.

**Girls 15UA/Bantam A level:** Coaches shall have FULL discretion on all aspects of ice time.

**Girls 15UB/Bantam B level:** The emphasis on team play and strategy is key, while still addressing individual skill needs. Equal ice time should be provided for the first 2 periods during 5 on 5 play. Coaches will have discretion to use power play and penalty kill units during those periods. Coaches shall have discretion during the entire 3<sup>rd</sup> period for amount of play in closely contested league games, playoff games and tournament medal games. Scrimmages and non-medal tournament games will be equal playing time and provide all players with the opportunity to experience power play and penalty killing play. When multiple goalies are on a team, their play may be based on game performance, work ethic, attitude and practice attendance, but every attempt should be made to provide equal playing time.

**PARENTS:** As you are aware, finding coaches is an extremely difficult job in youth sports. Unfortunately, parents across all youth sports are making this increasingly difficult. This inappropriate behavior will not be tolerated in our association, the above paragraphs list out these violations and guidelines. To reiterate, you DO NOT have the right to attack or chastise a coach, at ANY TIME. If you have an issue, the first and best course of action is to have your player talk to their coach. If that doesn't resolve the situation, you must then direct the issue to the team manager, and only AFTER 24 HOURS HAS EXPIRED. If the team manager cannot resolve the issue for you, the team manager will inform the coaches of the issue and set up a time for you to discuss together. DO NOT EVER approach a coach right after the game with a complaint or negative comments, as that would violate the 24-hour rule and be in direct violation of our Code of Conduct. You MUST ALWAYS be respectful to the coach, talk to the coaches in a calm manner and ask questions, without accusing. The coaches will listen to parents concerns and explain their decisions. If you don't like their decisions and feel like the coaches are violating our coaches codes of conduct, please reach out to a board member and report this asap.

### **Player Evaluations/Team Selection**

SRYHA will conduct player evaluations (tryouts) at any travel level that will have more than one team per level. Tryout dates and times will be determined by the Executive Board. All eligible players must be registered prior to the evaluations in order to be considered for placement on any team higher than the lowest level of play offered during that season. All players are expected to participate in the player evaluations to ensure they are playing at the most appropriate skill level. If a player is absent for a District 5 Tier 1 game they are excused from the Try-out and will be placed on the associations top team. This was a rule adopted by the District 5 board.

The purpose of the evaluations is to provide an objective evaluation of a players ability to determine skill appropriate based teams. SRYHA will use judges who are not coaches or parents of current players, some non-parent coaches may be used. The evaluation process will consist a small set of skills drills and a larger set of scrimmages in which the players will be scored by judges. Goalies will have goalie only tryout times on top of the scrimmages. They MUST also participate in their own level tryout times where further judging may occur. The players will be placed on teams based on their final overall tryout scoring. The SRYHA Executive Board has determined these try-outs are closed to the public.

Any player placement exceptions must be reviewed by the Exceptions Committee and approved by the Executive Board. Team placements may not be fully completed until a review and determination can be made. Any player who becomes ill or injured during or prior to tryouts, must present a doctor's note indicating that they cannot participate in the tryouts. If the injury occurs before tryouts, the note must be provided prior to the first night of tryouts and if the injury occurs during the tryouts, the note must be provided before the final tryout session. If a note is not provided, the player is not excused from tryouts and their tryout scoring will reflect that.

The player must predictably be able to return by the start of league play in order to be considered eligible for an Exceptions Committee review on placement. If the player can predictably return by the start of league play, the Exceptions Committee will review the player's past placements and any current observations of the player. They will make a recommendation to the Executive Board for team placement or another plan for a further observation period should time allow. If the player cannot return by the start of league play, they will be placed on the lowest level team.

If a level does not have enough players to field at least one team, consideration may be given to moving underage players up one level. In this case, the SRYHA Exceptions Committee may set up observations of the players and/or have discussion with current and past coaches.

\*No parent may approach the association (president or any level or try-out coordinator) to complain about their players placement on a team. These are independently judged try-outs by our try-out coordinator and nonaffiliated volunteer judges. The handbook will be enforced if parents cross the line with their behavior towards anyone in our association due to tryout results.

### **Tryout Above Age Level**

SRYHA understands that a few players may be capable of effectively contributing to the top-level team of the level above their age appropriate level. SRYHA will allow a player currently in a travel level classification to try out for one level above, under the following circumstances:

- The potential move up will not create a situation where the team at the age-appropriate level will not have enough players to field a team.
- The potential move up will not create a situation where the team at the level above will have over the SRYHA limit of 15 skaters and 2 goalies.
- The player has submitted a written request to tryout at a level above to the SRYHA President by the registration deadline. The letter must indicate the reason the player/parent feels the player should be allowed to tryout above their level.
- The player must be serious about their intention to play at the older level should they make the team.

The SRYHA Executive Board will review the request and make a determination of whether the tryout can be allowed or not.

Should the tryout of a player at the level above their age appropriate level be allowed the following guidelines will be followed:

- The player must also participate in player evaluations at their age-appropriate level in order to be considered for the top-level team at that classification. If they do not, they will be placed on the lowest level team should they not make the top team at the older level.
- The player must be ranked in the top 5 skater of the older level at the end of the evaluations to be placed on the top team. If the player does not make the top 5, they must return to their age appropriate level of play.

- Goaltenders will need to be the top goalie of the group in order to be placed on top team in the older group.
- A player or goalie being moved up to fill in roster spots, is not considered a tryout above age level, therefore the Executive Board can determine that the player will be placed at the lowest team.
- A player may be required to go on the ice 2 times in one day, but the MN Hockey guidelines for rest between events will be followed.
- Players must attend all the tryout sessions.
- Judges will not know that a player is “underage” for the group they are trying out with.
- Should the player make the top team at the level above, they must decide immediately upon notification that they have made the team, whether they are choosing to play at the level above or not.
- If after team selection are announced, the player decides that they wish to return to their age appropriate level, they will be placed on the lowest team offered.

8U players are not allowed to “tryout” for the level above. Movement from 8U to Squirrels/10U is not encouraged. A parent/player of an 8U age player may submit in writing to the SRYHA President, at the time of registration, a request to be considered to move up a level to play on the lowest level team offered. A move-up may be considered if there is a need for player at the level above and the Executive Board will make decision on criteria for move up given the current circumstances.

### Tryout for High School Team

SRYHA does not encourage youth eligible players to play High School Hockey. For any Girls 15U/Bantam player wishing to try out for the High School team, but maintain their eligibility to play youth hockey, the following policies apply:

- The player must register with SRYHA and pay the registration fee.
- They must declare in writing his/her intent to try out for the High School team at the time of registration.
- Any dues or fundraising occurring while they are with the youth league, must be paid.
- The player must participate in the SRYHA tryouts. If they do not and choose to return to the youth league following the High School tryouts, they will be placed on the lowest team offered in their age level.
- A meeting with the player, parents, travel team coaching staff, high school coaching staff and SRYHA President will occur at least 5 days before the youth hockey tryouts to discuss whether the player is a legitimate candidate to play on the high school team. The level coordinator is responsible for planning for the meeting.
- Following the meeting, the player needs to notify the SRYHA President of their final decision to try out for high school team at least one day prior to youth tryouts.
- The player can skate with the team they made during youth tryouts, until the high school practices start. The player has 7 days from the time the high school practice starts to notify SRYHA President whether they will be returning to the youth team. If the player returns within the 7 days, they will return to the team they made during tryouts. If they return after 7 days, they will be placed on the lowest team at their level.
- Games or scrimmages may occur during the time the player is practicing with the high school team. The player cannot participate in these unless they have declared they are returning to the youth team. Attempts will be made to avoid games or scrimmages during the high school tryout week but may not be avoidable due to scheduling needs.
- Team rosters may be adjusted to accommodate the loss of a player(s) due to movement to high school after review by the SRYHA Executive Board.



**Financial Policies**

An annual operating budget will be approved by the SRYHA Executive Board at the August meeting of each year.

SRYHA will attempt to keep expenses at a minimum while still meeting the operating needs of the association.

Income will come from a variety of sources including but not limited to: Registration fees, monthly dues, fundraising, gambling proceeds, sponsorships, donations, and grants. Any non-budgeted expenses or expenses above the budgeted amount will need Executive Board approval prior to purchase.

**Monthly dues**

Mandatory dues for each season will be determined during the budget setting process. Dues must be paid in full to keep a player’s spot on the team regardless of injury, grades, discipline, etc. Dues can be paid in full at the time the first payment is due or broken into monthly payments as outlined by the Executive Board. Monthly payments are to be paid by the 1<sup>st</sup> of each month. Players will not be allowed on the ice if payments are not made by the due date.

**2023-2024 Season**

	8U/6U \$340	8U Girls Only \$375	10U \$705	Squirt \$705	12U \$840	Peewee \$840	U15 \$1,000	Bantam \$1,000	Goalies* \$0.00
10/1	\$68	\$75	\$141	\$141	\$168	\$168	\$200	\$200	\$0
11/1	\$68	\$75	\$141	\$141	\$168	\$168	\$200	\$200	\$0
12/1	\$68	\$75	\$141	\$141	\$168	\$168	\$200	\$200	\$0
1/1	\$68	\$75	\$141	\$141	\$168	\$168	\$200	\$200	\$0
2/1	\$68	\$75	\$141	\$141	\$168	\$168	\$200	\$200	\$0
3/1	\$0	\$0	TBD	TBD	TBD	TBD	TBD	TBD	TBD

\*Includes goalies at Squirt/Peewee/U12 and Bantam/15U. 8U and under goalies pay same rate as skater.

TBD: Rates are figured to cover costs through the district playoffs. Any team advancing to Regions, State or choosing to skate beyond the district playoffs for another reason may be assessed additional dues.

Dues include: Entry fee up to 3-4 away tournaments for Bantams/U15, 2-3 away tournaments for Peewees/U12 and 2 away tournaments for Squirts/U10, pre-paid team gates fees for tournaments, ice costs for practices, games and scrimmages, referee costs, district playoff costs, non-parent coach expenses, 8U end of season awards and 8U party. They do not include tournament gate fees paid at the door, bus trips, travel level team parties or awards, apparel or other expenses not listed above.

Monthly dues are not prorated if a player does not skate the entire month for any reason. A player must continue to pay monthly dues while not skating if they plan to return to the team during the season.

**Fundraising**

SRYHA may establish mandatory association fundraisers. The purpose of fundraisers is to give families the opportunity to raise money rather than having out of pocket expenses themselves. The mandatory fundraisers will be established during the budget planning process. Additional fundraisers may be approved during the season depending on need.



Families are required to participate in the mandatory association fundraisers or “buy-out” their required fundraising amount as determined by the Executive Board. Families can no longer sell additional fundraisers to off-set dues per IRS rules.

All fundraisers need approval by the SRYHA Executive board to ensure they fall within guidelines of a non-profit organization and to avoid conflicts with other organizations fundraising efforts.

### **Sponsorships/Donations/Grants**

SRYHA will attempt to maintain a sponsorship program to seek businesses to provide financial support to the Association and may accept donations from individuals and/or businesses wishing to contribute in the form of money, goods, or services. SRYHA will periodically evaluate grants available and apply accordingly.

### **Financial Assistance**

Beginning in the fall of 2021, SRYHA will received a donation from Scheels that will be budgeted each year to have available for scholarships for families in financial need. Parents who have paid for dues before the scholarship being granted will be reimbursed at the appropriate amount. The intention of the Scheels scholarship is to provide financial assistance to families who qualify financially. It is not intended to be the sole source of funding for families, but it is meant to provide access to the great game of hockey to those who otherwise cannot afford to do so. There are limited funds available for this and it will be on a first come first serve basis.

Scholarship assistance does not apply to the cost of the mandatory fundraising, ISF fees, hockey equipment, travel costs, hotels, food, coach’s gifts, or any other team expenses outside of monthly dues.

#### **Requirements:**

- Must be in good standing with the association and not have any outstanding debt to association.
- Any outstanding debt must be paid in full before consideration will be given to scholarship.
- Families must fully participate in required fundraisers.
- Families must complete their volunteer requirements. They cannot buy out volunteer hours.
- Monthly payments must be made on time. Failure to comply could result in forfeiture of scholarship assistance.
- An application must be submitted for each player being considered.
- Applicants who participate in summer hockey activities such as AAA, spring or fall leagues, are not eligible for scholarships.

Following approval of the budget in August, a window of 15 days will be opened for families to complete and submit their scholarship applications. The President and Treasurer will then review and determine a scholarship amount for each applicant within one week of the closing of the window of the application. Determinations may be extended at the discretion of the President and the treasurer should further information need to be obtained from an applicant. Scholarships given need to remain within the total budgeted amount and follow the guidelines below. A specified amount within the total budgeted amount may be placed in reserve to deal with unforeseen hardships that may occur during the season.

The maximum scholarship awarded can be up to 75% of the monthly dues per player, this is dependent on the number of requests until budget is used. For the 2023-2024 season the maximum scholarship amount per player would equal:

8U and under: \$255 out of the \$340  
8U Girls Only: \$281 out of the \$375  
Squirt/U10: \$529 out of the \$705  
Peewee/U12: \$630 out of the \$840  
Bantam/U15: \$750 out of the \$1,000

Families have the opportunity to obtain additional assistance by:

- Sign up to work concession hours for families seeking to hire individuals to work their hours. These hours are separate from their own required volunteer hours and they must have completed their own volunteer requirements before they can work for someone else.
- Making arrangements for an alternative payment plan to assist them in maintaining their monthly dues payments.
- Reduced registration cost for new players.
- Free loaner equipment to new players and 8U players, as available.

The President and Treasurer have the right to ask families for further information than what is required on the application form should it be needed to make a decision. Denial of scholarship can be appealed in writing to the Executive board within 10 days of notice of denial.

Families who need long-term scholarship assistance need to evaluate their situation and determine whether playing hockey and the expenses that are associated with it is in their best interest, given their situation. The other members of association will not have raised costs to support funding of scholarships.

#### **Debt Policy**

Any player who has an outstanding debt for dues, fundraising or volunteer requirements, bank fees for returned checks or any other reason will not be allowed to participate in association events until all debts are made good. SRYHA is willing to work out payment plans if needed, but it is the responsibility of the family to make such a request.

#### **Returned Check Policy**

The procedure for any check returned for insufficient funds is as follows: The Association Treasurer will attempt to contact the family to discuss the situation. The family will be required to submit cash or a money order for the amount owed, plus \$25 service charge.

If the Treasurer is unable to reach the family after two attempts, a certified letter will be sent. If the outstanding amount is not paid or a plan for payment established with the Treasurer within 5 days, the level coordinator will be notified and the player will not be allowed to participate in Association events until the debt is paid.

After two returned checks to the Association, the family will no longer have check writing privileges and will be required to pay by cash or money order until the President or Treasurer determines that check writing privileges can be reinstated. The President or Treasurer have the right to revoke check writing privileges after just one returned check if they feel it is warranted. Anyone who has check writing privileges revoked will also be prohibited from writing checks to the concession stand.

#### **CCM HP Program**

The SRYHA Board has authorized reimbursement to players who make the CCM HP program phase 2,3 and 4. Players must have youth hockey eligibility and must pay for and not be reimbursed for the tryout phase.

### Coach Payments/Reimbursements

Non-Parent Head Coaches will receive the following payment for the season. The season is defined as the start of dynamics sessions to the final game of the season. The payment may be split into multiple payments during the season. These prices INCLUDE funds for hotel stays and travel.

Bantam/Girls 15U Head:	\$2,650-3,650
Bantam/Girls 15U Assist:	\$1,900-2,200
Peewee/Girls 12U Head:	\$2,400-2,900
Peewee/Girls 12U Assist:	\$1,700-2,000
Squirt/Girls 10U Head:	\$2,100-2,300
Squirt/Girls 10U Assist:	\$1,500-1,700
8U Assistants:	\$600-800

All parent coaches will be reimbursed for their USA Hockey Registration, Coaching Certification Seminars for levels 1-3 and required Level Module after submitting a receipt for their expense. Non-parent coaches will NOT be reimbursed for any expenses. Reimbursement for level 4 coaching certification seminar will be determined on an individual basis. Reimbursement for hotel stays for certification seminars will need prior approval from the SRYHA Executive Board.

### Volunteer Policies

Volunteers are essential to meeting the needs of the Association and help keep costs down for families. Every family will be required to complete a specific amount of volunteer hours each season as determined by the Executive Board. There will be a variety of volunteer opportunities offered year-round. It is each family's responsibility to complete their mandatory hours before the end of the season. Second year Bantam/U15 families will need to complete their hours by January 31 of each season. Volunteer hours for the current season run from June 1 to March 31. There may also be jobs that need to be done that do not count for volunteer hours but are still essential to the operations of our teams and association.

The following policies apply for all volunteer opportunities:

- All available hours for the concession stand, tournament workers, summer events and any other opportunities where volunteer credits are given, will be posted on the website and available on a first-come, first-serve basis by signing up through the Dibs page.
- Elected positions, appointed positions and parent coaches will receive a credit of hours determined by the Executive Board.
- Families will be charged \$75/hour for all hours not completed. **Payment for unworked hours is due immediately at the end of the volunteer season. This will be auto drafted from your account by April 1<sup>st</sup>.**
- A \$75/hour fee will be charged for missing a scheduled shift or for cancellations that do not get covered. Payment is due immediately upon missing the shift.
- Shift times are subject to change or be cancelled. Credit for hours are only given if you work the shift or if the shift is cancelled on the day scheduled to work due to inclement weather/hazardous travel.
- **You can hire someone to work your hours for a minimum of \$10.00/hr.** The hired worker must be a SRYHA member, immediate family member to a SRYHA member or receive permission from the concession stand manager to work in the concession stand. Families choosing this option, should make arrangements with the worker themselves and pay them directly. You are held accountable to the policies, should that worker not show up or cancel their shift.
- Before you work the concession register/till, you will need to complete the online video for training purposes.

- The person whose name is listed on the sign up, must be the person working the shift. If you are signing up multiple family member to work shifts at the same time, list each workers name on the specified shift, not just the family name or the name of the person claiming the dib item.
- Hours must be designated to a player at the time they are worked. You cannot "sell" your hours at a later date.
- Families working over their required hours cannot give away their hours to another family if there have been unfilled shifts. You must designate who the hours are being worked for at the time of claiming them. The family you are working for should sign up and put your name as the worker on their account.
- Team specific jobs do not get volunteer credits, with the exception of coaches and managers. These jobs should be split evenly among the families on the team.
- Tournament workers and summer events require workers to be 18 years of age or older, unless noted otherwise.
- Do not sign up for a job that you are not properly trained or experienced to perform.

The following policies are specific to the concession stand:

- NO ONE UNDER THE AGE OF 13 IS ALLOWED TO BE INSIDE THE CONCESSION STAND AREA. This is for liability insurance reasons and for their own safety as there are HOT items - Please follow this rule!
- ALL workers age 13-17 must be signed up to work with their parent or another adult who has agreed to be responsible for that worker. You must make sure the adult has agreed to this before the child is scheduled to work. DO NOT sign up a child under age 18 to work and assume there will be an adult willing to supervise them. This includes student workers who are being hired by a family to work.
- SRYHA will keep a list of non-parent/student workers who are approved to be hired to work the concession stand. To be placed on the list, the worker must contact SRYHA concession manager and complete a training session before their first shift. Anyone under age 18 is required to complete training each season.
- Any parent/guardian of a SRYHA player is also approved to work the stand and can be hired to work once their own volunteer requirements are fulfilled.
- Parents/guardian who have never worked the concession stand before, must also complete a training session.
- The only exception to the training requirement this is a child age 13-17 who will be working with their parent and the parent has worked in the concession stand before or completed their training. If that child will ever be working with someone other than their own parent, they then must complete a training session.

### **Concession Stand Operations**

SRYHA leases the Concession Stand from Sports Arena East (SAE) as a means of income for the Association. There is a written contract with SAE to operate the stand in a specific manner. The SRYHA President and Concession Stand Manager will review the contract and provide essential information on the operations of the stand to the workers. Shifts available to work will be posted on Dibs. It is necessary that we maintain adequate staffing of the concession stand. Unfilled shifts result in loss of profits.

The Concession Stand Manager will determine the products sold in the stand and equipment needs with approval of the Executive Board. Decisions will be made based on product turnover, specific events, licensing requirements,

availability of products, profit margin, etc. Workers in the stand should not be making purchases of any products to sell without prior approval of the Concession Stand Manager or President.

The Concession Stand should be operated in a professional manner.

- Carefully read policies and procedure manuals and any posted information or specific instructions from Concession Stand Manager.
- Follow sanitary guidelines.
- Show up on time for your scheduled shift.
- Be courteous to customers and co-workers.
- Make good decisions about the operation of the stand during your shift.
- Money should be carefully counted when giving change and making nightly deposit.

Workers need to pay for any food/drink consumed while working the stand. Anyone caught stealing food, supplies, money or other items sold from the stand may be prosecuted. Do not make extra food just to bring home the unsold food at the closing of the stand.

## Hockey Equipment

It is the responsibility of every player to wear all USA Hockey and MN Hockey required equipment at all times when on the ice for any practice, game, scrimmage or SRYHA sanctioned event, which includes any outdoor team practices that may occur.

Required equipment for a skater includes: Skates, shin pads, protective cup/pelvic protector, shoulder pads, elbow pads, gloves, breezers, mouthguard, helmet w/ facemask, socks and stick.

Required equipment for a goalie includes: Skates, protective cup/pelvic protector, chest/shoulder/elbow pad, glove, blocker, leg pads, breezers, mouthguard, helmet, socks and stick.

Optional equipment: neck protector. Although a neck guard is not required it is a recommended piece of equipment.

SRYHA will attempt to maintain sets of equipment for new skaters. Equipment sizes may be limited. The purpose of providing equipment to new players is to give them the opportunity to try hockey without having to make a large financial investment. Equipment will be available on a first come, first serve basis with priority given to new players. Returning players may have the option to use equipment as available but not on a long-term basis.

Goalie equipment including leg pads, gloves and blockers will be provided for Jr. Storm/6U/8U and Squirt/10U levels. Goalies at Peewee/12U and Bantam/14U will provide their own equipment and have their monthly dues rates free. A goalie at the Peewee/12U and Bantam/14U may be allowed to use available equipment that fits them appropriately, but SRYHA will not specifically purchase equipment to fit them. Those goalies will then pay the full amount of dues for their level.

All equipment must be signed out by the parent. Equipment must be returned cleaned at the end of the season as designated by the Equipment Coordinator. Players wishing to use equipment over the summer months, will need prior approval by the SRYHA Executive Board and may be charged a rental fee.

## Jerseys/Uniforms

All 8U/6U will receive a reversible game jersey to check out for the season. All Storm travel level players will purchase their own home and away jersey along with their own home and away socks. Each player will get a number for the season, approved by their level coordinator. Ideally, players will stick with their number throughout their youth season. A player may be subject to replacement costs of a jersey returned in unsatisfactory conditions should it be determined that the condition of the jersey was not a result of normal wear and tear.

The President and the Equipment Coordinator will make a recommendation to the SRYHA Executive Board on the need for new jerseys each season. They will get bids and recommend to the executive board.

Players are required to purchase socks to wear as part of their uniform and required equipment. In order to provide a uniform look, all teams will wear the same socks with the approved SRYHA colors and stripes.

As of 2022-2023, the SRYHA teams will be transitioning to GREEN gloves over a 3-season transition. The initial order was placed for the 22-23 season and additional order will be for future years as this transition takes place. Bauer is the glove brand the association is using, however, you are able to color match and get a different brand if you wish, this is on your own. Squirt and below is suggested green gloves, but not mandatory.

It is required that boys peewee and Bantam travel teams players wear black helmets, black breezers and black or green gloves. (Until 2024-2025 season, then Green Gloves will be mandatory) The girl's players shall have black helmets, black breezers and black gloves.

Jewelry shall not be worn, except for religious or medical needs. This jewelry needs to be taped to the body under the uniform so as not to be visible.

## Apparel

SRYHA has chosen Wicked Rags and Play it Again Sports as their apparel vendors. Wicked Rags will be our vendor for our custom apparel items such as Sweatshirts, Track Jackets, Long Sleeve T-shirts. These orders will be done through their ordermygear website and will be communicated to the association's membership. Play it Again Sports will also have a store with apparel items as well. Both of these stores will open in the second half of the month of August, and close within 10-14 days. The concession stand will carry SOME apparel items, such as Storm Hats, Storm stickers, sweatshirts, etc., Limited stock on these items)

## Pictures

A professional photographer selected by the Executive Board will take pictures on a scheduled date for all teams. The pictures shall include options for individual, team and buddy selections. The photographer selected may also have inclusive rights to shoot pictures for purchase during home tournaments and/or other events depending on contract obligations. Individual teams should not secure other photographers without first consulting with the Picture Coordinator or SRYHA President.

## Season Length

MN Hockey determines the start and end of the season and District 5 determines the start date of the league play and district playoffs. If teams from SRYHA wish to continue play after their season ends in the playoffs until the earlier of either the MN Hockey or USA Hockey season termination date, they need to have at least 10 currently rostered skaters and one goalie who are in favor of continuing play. Additional dues may apply.

On occasion, levels may choose to start skating before the SRYHA season starts or individuals may choose to offer private camps or other ice events. These events are not sanctioned events by SRYHA and therefore not covered by SRYHA, MN Hockey or USA Hockey. The responsibility and liability lie within those involved. Those participating need to pay for these events on their own and not seek assistance from SRYHA to collect money or make payments from the Association account. These events should not run during the MN Hockey season. Any level looking to form a team after the MN Hockey season, needs to contact the SRYHA President.

## Attendance Policy

Players should attend all practices and games unless other arrangements have been made with the coach. Players will be excused for legitimate reasons such as: sickness or injury, church obligations, family commitments or school obligations. Unexcused or excessive excused absences from practices or games may, at the discretion of the coach, result in the player missing part or all of the next game or additional games depending on the circumstances.

Players should be ready to go on the ice at least 10 minutes prior to their scheduled ice time or the amount of time specified by their coach.

## Bus Policy

Teams choosing to use bus transportation for travel to games must make arrangements on their own and incur any costs. Riders should be limited to players, coaches and immediate family members. The manager and parents, not the coaches, are responsible for the conduct on the bus. It is the parents and players responsibility to leave the bus in good condition. SRYHA will not assume any liability for damages to the bus.

## Banners

Banners may be made for hanging in Sports Arena East, with approval of the arena management, for any teams accomplishing the following:

- Regular Season District Champions
- District Tournament Champions
- Regional Participants or better
- State Participants or better

The banners will have a consistent look and size. Subsequent years will be added to existing banners, when able, if the same accomplishment is achieved by the same team.

## Hockey Arenas

Sports Arena East (SAE), located on the Benton County Fairgrounds, is the home arena for SRYHA. It is also home to the Sauk Rapids Boy's High School team and the Granite City Lumberjacks. The arena is operated by a separate non-profit organization. SRYHA has 3 members on the board of directors of SAE. Because the arena is important to our program, we make every effort to support it and will attempt to maximize ice use in our home arena before seeking ice times at any other arena. Other arenas may be utilized for ice times when needed.

## Coaching Policies

Each coach is required to complete USA Hockey Registration, Coaching Education Requirements, SafeSport Training and all required forms as set forth by USA Hockey, MN Hockey, District 5 and SRYHA.

All coaches must wear HECC approved helmets in accordance with MN Hockey's helmet rule. An application will be required of ALL coaches. In addition, any special instructions from the ACE Coordinator should be followed to ensure the proper process is followed.

A coaches selection committee will be formed prior to the start of dynamics and will consist of a non-candidate committee including the President, President-Elect or Past President, gender appropriate high school coach and ACE Coordinator. (a replacement will be appointed if one committee member is also a candidate). The committee will ensure quality coach selection, fairness, and uniformity in establishing an interview and selection process. The committee will interview selected applicants for head coaching positions, as needed. The purpose of this interview will be to:

- Make SRYHA aware of the applicant's qualifications as a coach.
- Make the applicant aware of SRYHA's policies regarding player treatment and ice time.
- Make the applicant aware of which people have agreed to help as assistant coaches.
- Help the committee choose the individuals it believes will do the best job in all aspects of coaching the team.

Whenever possible, a determination for head coach will be made prior to the beginning of Dynamics. If a final candidate is a parent coach of a player at that level, the determination will not be made until the tryouts are completed. The coaches running dynamics session may not necessarily be coaches selected for the teams.

There will be a maximum of 4 coaches per team at the travel levels, not including student coaches. If a head coach feels it is necessary to have more coaches, they should discuss this with the ACE coordinator.

Coaches cannot invite other individuals or players from other teams on the ice during their ice times. If a coach feels some special instruction or help is needed with a practice or demonstration, the coach should contact the SRYHA ACE Coordinator or President. Players from the high school teams can be used for a few occasions with coordination from the High School Coaches, without having to be registered with USA Hockey. Any occurrences more than a few times, will require the players to be registered with USA Hockey and rostered with the team as a student coach. The ACE Coordinator or President needs to be contacted before such assistance can occur.



## SafeSport

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

At SAE there are four locker rooms available for our program use. Locker rooms one and two are closed off from one another, but each share a restroom and shower. Locker rooms three and four are the same. Because of this, care should be taken when assigning locker rooms to teams to prevent having female players in locker room one and male players in locker room two. (This is also true for locker rooms three and four.) This becomes even more important at the Peewee/U12 and Bantam/U15 levels. SRYHA Arena Representative and/or SafeSport Coordinator will discuss this with the arena staff.

### Locker Room Monitoring and Supervision

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

1. No team or player shall be allowed to enter a locker room prior to a scheduled event until a locker room monitor is present in the locker room and such monitor shall remain in the locker room until the last player leaves the locker room unless coaches are present. When coaches are present in the locker room, they may serve as locker room monitors.
2. Any coach's(es) meeting(s) with an individual, minor player shall be conducted on the ice, on the bench, in the locker room with the other team members and/or locker room monitor(s) present, or in an observable and interruptible setting.
3. When a player is ejected from a game there must be at least two adults consisting either of locker room monitors or coaches in the locker room with the suspended player. If there is a break and players go to the locker room without coaches, a locker room monitor must be inside the locker room.
4. Alleged violations of these rules shall cause a mandatory hearing to be held in accordance with MH Bylaw Article 6. If warranted, a suspension penalty may be levied upon the head coach or person in charge of the team if the head coach is not present. The penalty for violations of this rule shall be \$500 for the first offense, \$1,000 for the second offense, and \$2,500 for the third offense. These fines are the responsibility of the offending team and shall be paid to the applicable district.

It is the policy of USA Hockey that all USA Hockey Member Programs have at least one responsible **screened** same sex adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible **screened** adult is present. Further, a responsible **screened** adult must personally monitor the locker room environment at all times while participants are present and also ensure the locker room is appropriately secured while minor participants are on the ice.

For each team, the coach and/or team manager shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team manager that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any USA Hockey participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary actions to be determined by the executive board. The SafeSport Coordinator, Level Coordinators and members of the SRYHA Board will be making unannounced spot checks on all teams throughout the season to ensure this policy is being adhered to.

### **Choosing Locker Room Monitors**

Before team play begins (Dynamics or Skill Training) Level Coordinators will be responsible for finding volunteer locker room monitors for their level. When team play begins, team managers will be responsible for finding volunteer locker room monitors. ALL LOCKER ROOM MONITORS MUST BE SCREENED. (See Screening Policy) Each team will have a minimum of four **screened** responsible adults to be locker room monitors. Monitors will need to be the same sex as the participants. (Mite and Mini-Mite teams may need one female and one male monitor for each locker room.) Team Managers should rotate the locker room monitors to prevent complacency and unwarranted suspicion. In the case of any locker room monitor found not to have been properly screened, the Head Coach, Team Manager, and Level Coordinator will be subject to disciplinary actions to be determined by the executive board.

#### **Duties:**

1. Arrive before the players.
2. Inspect the locker room.
3. Allow only Coaches, approved team personnel, and family members in locker room.
4. Remind players and coaches that cell phones and other electronic devices are not to be used in the locker room. (See Below)
5. Do not leave the locker room area. If asked to leave the locker room by coaches before or right after a game, the locker room monitor will stand by the locker room door until the coaches are finished talking to the players.
6. Appropriately secure locker room when all players are finished.
7. Report any kind of abuse, bullying, threats, harassment, and hazing, to the SRYHA SafeSport Coordinator.

### **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices with recording capabilities, including voice recording, still cameras, video cameras, **ARE NOT PERMITTED TO BE USED IN THE LOCKER ROOMS**. Cell phones and other electronic devices (described above) will be **shut off and put away** before entering the locker room. The locker room monitor may keep his/her phone on in case of emergency or to check the time. If phones or other electronic devices must be used, they will be taken outside of locker room. All infractions will be reported to the Level Coordinator during dynamics or Team Manager when team play begins. The SafeSport Coordinator will be informed of all infractions. If the use of phones or other electronic devices becomes a problem with a player or team, the Coach, Team Manager, a SRYHA Board member, Locker Room Monitor or SafeSport Coordinator may collect the device and hold it until the end of the practice/game. Under unique circumstances, with the Head Coach and Team Manager approval, pictures or video may be acceptable in a locker room such as a victory celebration, team party, etc., where all persons in the locker room are fully dressed and have been advised that photographs or video are being taken. Anyone who does not follow this policy will be subject to disciplinary actions to be determined by the executive board.

**Parents/Guardians and Family Members in Locker Rooms**

SRYHA doesn't discourage parents or guardians from entering the locker room of Squirt and Girls U10, 8U, 6U. Coaches may ask parents to leave a short time before and after games/practices in order to talk with the players. Coaches may NOT tell the locker room monitor to leave. At the older levels coaches may further restrict parent/guardian access to locker rooms, but they will not prohibit parents/guardians from entering the locker room. Please be respectful of the Head Coaches parent/guardian access policy.

**Co-ed Locker Rooms**

Some of our teams can consist of male and female players. This is especially true at the 8U and 6U level. At this level all players should show up wearing their hockey base layers under their street clothes, (protective cup/pelvic protector, shorts/sweats, long sleeve shirt, etc.). All players at this level must have this minimum attire on before entering the locker room, so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress. In the 8U and 6U locker rooms, there shall be two locker room monitors for each locker room, one male and one female. Parents are more than welcome in the locker room in order to get their player ready as quick as possible.

In levels above 8U and 6U, where possible, male, and female players will dress/undress in separate locker rooms and then convene in a single locker room before a game, practice, or team meeting. Once the game or practice is finished, the players may go to one locker room for a team meeting and then proceed to their separate locker rooms to change. If separate locker rooms are not available, then players will take turns using the locker room to change or the Head Coach may implement minimum attire policy. SRYHA understands that these arrangements may require players to arrive earlier or depart later to dress but believe this is the most reasonable way to accommodate and respect ALL of our players.

**Prohibited Conduct and Reporting**

SRYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in SRYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct, abuse, or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

**Substance Abuse Policy**

If any player is found to possess tobacco, alcohol, or any other controlled substance while they are involved with any youth hockey function, the matter will be brought to the Executive Board for review. The review may result in suspension for the season.

## MN Hockey Policies Adopted by SRYHA

It is the policy of MN Hockey to provide an opportunity to all amateur athletes, coaches, and officials to participate in competition without discrimination on the basis of race, color, religion, sex, handicap, or national origin. MN Hockey will take all the necessary steps to comply with this policy.

The following policies are subject to any contrary requirements in Minnesota State law or local law applicable to MN Hockey Affiliates.

### **Anti-Discrimination Policy**

It is the policy of MN Hockey to provide an opportunity to all amateur athletes, coaches, and officials to participate in competition without discrimination on the basis of race, color, religion, sex, handicap, or national origin. MN Hockey will take all the necessary steps to comply with this policy.

### **Sexual Abuse Policy**

It is the policy of MN Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Invitational and MN Hockey Playoff Tournaments or other MN Hockey events by an employee, volunteer or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

### **Physical Abuse Policy**

It is the policy of MN Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Invitational and MN Hockey Playoff Tournaments or other MN Hockey events by an employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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

### **Screening Policy**

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

A person may be disqualified and prohibited from being an employee or volunteer of MN Hockey if the person has:

- Been convicted (including crimes the record of which has been expunged and pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, sexual conduct, prostitution-related crimes or controlled substance crimes.
- Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
- Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection.
- Had their parental rights terminated.
- A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
- Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
- Has a history of other behavior that indicates they may be a danger to children in MN Hockey.

### Codes of Conduct

Sauk Rapids Youth Hockey Association expects all players, parents and coaches to represent the association, your teams, the community and our sponsors in a positive manner. SRYHA will follow guidelines outlined in USA Hockey and MN Hockey Codes of Conduct. Remember the action of an individual can affect our entire Association.

#### *Coaches Code of Conduct*

- Winning is a consideration, but not the only one, nor the most important one. You should care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved, be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don’t yell at players.
- Adjust to the 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.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players’ parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

### SAUK RAPIDS YOUTH HOCKEY ASSOCIATION PARENT CODE OF CONDUCT

The Sauk Rapids Youth Hockey Association (“SRYHA”) has implemented a Code of Conduct governing all Parents/Guardians (“Parents”). Parents must always abide by the SRYHA Player Code of Conduct and District 5 Parent Code of Conduct, not just when at SRYHA events.

Below is a non-exclusive list of specific offenses and the corresponding penalties to be expected in typical situations, in addition to any penalties levied by District 5 or Minnesota Hockey. Any violation of the SRYHA Parent Code of Conduct is subject to discipline by the Board of Directors (“Board”), up to and including prohibition from SRYHA events for an entire season. The Board reserves the right to impose any disciplinary action it deems

appropriate in any given circumstance. Repeat offenses may result in more stringent suspensions. Parents must read, sign, and submit this document online before being allowed to attend or volunteer at SRYHA events each season.

<u>Offense</u>	<u>Penalty</u>
1. Vulgar, rude, or taunting behavior	1 <sup>st</sup> offense is warning, 2 <sup>nd</sup> is suspension
2. Coaching players from the stands	1 <sup>st</sup> offense is warning, 2 <sup>nd</sup> is suspension
3. Infringement of the “24-hour rule” with coaches	1 <sup>st</sup> offense is warning, 2 <sup>nd</sup> is suspension
4. Inappropriate use of cell phones in locker rooms	Suspended from SRYHA events
5. Misconduct (hazing, bullying, slander., etc.)	Suspended from SRYHA events
6. Aggressive or threatening behavior toward anyone	Suspended from SRYHA events
7. Physical abuse of any person	Suspended from SRYHA events

\*disclaimer; the above text includes examples but is not limited to these items. Any complaint will be reviewed by the SRYHA Board and handled accordingly. If a parent is ejected or suspended (2<sup>nd</sup> or more offense), the situation will be automatically escalated to the grievance committee to determine length of suspension and the formal grievance process will be followed as laid out in the SRYHA Handbook.

- Do not force your children to participate in sports, support their desire to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. Showing a positive attitude toward the game and all of its participants will benefit your child.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help develop and support the game. Any criticism of the officials only hurts the game.
- Applaud good efforts in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice -- it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.

**PARENTS:** As you are aware, finding coaches is an extremely difficult job in youth sports. Unfortunately, parents of the players are mostly to blame. This inappropriate behavior will not be tolerated in our association, the above paragraphs list out these violations and guidelines. To reiterate, you DO NOT have the right to attack or chastise a coach, at ANY TIME. If you have an issue, the first and best course of action is to have your player talk to their coach. If that doesn't resolve the situation, you must then direct the issue to the team manager, and only AFTER 24 HOURS HAS EXPIRED. If the team manager cannot resolve the issue for you, the team manager will inform the coach('s) of the issue and set up a time for you to discuss together. DO NOT EVER approach a coach right after the game with a complaint or negative comments, as that would violate the 24-hour rule and be in direct violation of our Code of Conduct. You MUST ALWAYS be respectful to the coach, talk to the coaches in a calm manner and ask questions, without accusing. The coaches will listen to parents concerns and explain their decisions. If you don't

like their decisions and feel like the coaches are violating our coaches codes of conduct, please reach out to a board member and report this asap.

## SAUK RAPIDS YOUTH HOCKEY ASSOCIATION PLAYER CODE OF CONDUCT

The Sauk Rapids Youth Hockey Association (“SRYHA”) has implemented a Code of Conduct governing all Players. Players must abide by the SRYHA Player Code of Conduct at all times, whether on or off the ice. Players represent the SRYHA, SAE arena, their family, their team, and themselves at all times during the hockey season, whether at a SRYHA event or not, and should conduct themselves accordingly.

Below is a non-exclusive list of specific offenses and the corresponding penalties to be expected in typical situations, in addition to any penalties levied by District 5 or Minnesota Hockey. Any violation of the SRYHA Player Code of Conduct is subject to discipline by the Board of Directors (“Board”), up to and including suspension for an entire season. The Board reserves the right to impose any disciplinary action it deems appropriate in any given circumstance. Repeat offenses may result in more stringent suspensions. Players and their Parent(s)/Guardian(s) (“Parent(s)”) must read, sign, and submit this document to their level coordinator before being allowed on the ice at the beginning of each season.

<u>Offense</u>	<u>Penalty</u>
1. Failure to comply with equipment regulations	Withheld from events until remedied
2. Unexcused absence from a practice/game <i>(Obligations related to religion, significant family events or school take priority and are excused)</i>	1 <sup>st</sup> offense is warning from coaches 2 <sup>nd</sup> offense is 1 game loss
3. Unexcused tardiness to a practice/game	1 <sup>st</sup> offense is warning from coaches 2 <sup>nd</sup> offense is loss of one period, etc.
4. Vandalism/theft of property, unauthorized use of cell phones in locker rooms, disrespect to others/unsportsmanlike behavior	Up to 3 game suspension
5. Hazing, Bullying, Vulgar Language, etc.	Up to 5 game suspension
6. Physical abuse of any person	Up to a full season suspension

\*The above text includes examples but is not limited to these items. Any complaint will be reviewed by the SRYHA Board and handled accordingly. Multiple infractions can be escalated to a suspension for the entire season based on the discretion of the SRYHA board.

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

### **Spectator's Code of Conduct**

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

### **Travel Code of Conduct for Players, Coaches, Parents, and all Representatives of the SRYHA**

- Participating in the SRYHA travel hockey program is a privilege
- You represent the SRYHA at all times and are expected to act in a manner that does not embarrass yourself, your team, your peers, the SRYHA and its Corporate Sponsors.
- Individuals in the travel party should report any incidents to the Team Manager.
- The Team Manager will present SRYHA concerns to tournament hosts, restaurant and/or hotel management.
- The Team Manager will document any incidents and report them immediately upon the team's return to the SRYHA Executive Board
- Any and all follow-up correspondence will be sent on the Association's behalf by the SRYHA President.
- Anyone associated with the SRYHA travel group who violates the travel code of conduct will be subject to disciplinary actions outlined in the Association Handbook.

## **Social Media Policy**

### **Purpose**

In the past few years social media has become an important and integral part of our world. It is dynamic, fluid and increasingly powerful in its ability to capture community sentiment and shape the conversations we have with each other, about kids, teams and beyond. With this comes a degree of ambiguity as to what constitutes ethical behavior when participating in social media in a personal capacity.

As an Association, we must continue to always uphold the high ethical standards we have established as part of the SRYHA Code of Conduct.

This Social Media Code of Conduct aims to provide specific guidance on best practice behavior when operating within social media.

### **Definition of Social Media**

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis.



Examples of social media include, but are not limited to, Facebook, Twitter, Edmodo, Schoology, Instagram, YouTube, Google+, and Flickr.

Some examples of social media use include:

Blogging about movies, sports, or news events; Posting updates or activities on your Facebook page

As a member of SRYHA, you agree that you will not post, publish or submit any of the following material:

- Unauthorized posting of personal information (names, address, phone number, email etc.) of other Association members.
- Material that contains vulgar, obscene or indecent language or images of SRYHA members, players or coaches.
- Material which defames, abuses or threatens other SRYHA members, players or coaches.
- Negative comments on social media about SRYHA coaches, board members, or anything related to SRYHA business.
- Statements that are bigoted, hateful or racially offensive towards SRYHA members, players or coaches.
- No Flaming; there is a difference between voicing a legitimate concern or grievance and simply badmouthing or some other form of written abuse of SRYHA members, players or coaches. If there is a legitimate grievance, the SRYHA Grievance Policy should be followed.
- Any SRYHA members, players or coaches who violate the Social Media Code of Conduct will be in violation of SRYHA's Code of Conduct. And are subject to the penalties outlined in the SRYHA Code of Conduct.
- All SRYHA members, players or coaches are implicitly agreeing to these rules regardless of whether they have been read or not.

### **Coach/Parent(s)/Player Grievance (dispute) Resolution Policy**

The purpose of the grievance (dispute) procedure is to provide a fair, equitable and timely forum for review and resolution of youth hockey related matters. An Administrative Grievance is a written request for personal relief submitted by a parent, player or coach (or group of people) in a matter of concern or dissatisfaction relating to their youth hockey experience.

A coach, parent, association member or player who has a concern about the behavior of the other will, in all cases, adhere to the following administrative procedures:

#### **1. Common Sense-Adult Resolution**

If the problem is minor, reasonable adults will hopefully utilize good interpersonal communication skills and resolve problems informally through casual conversation and discussion. ALL coaches and parents should realize that differences of opinion on many issues, variations in coaching styles/techniques, etc., will always exist.

#### **2. Informal Administrative Grievance (dispute)**

If the involved parties cannot resolve a minor issue between themselves or the issue is one of association rules/policies the next step is to ask for intervention by the Level Coordinator - also known as an Informal Dispute/Grievance. If the issue involves a coach, the ACE Coordinator should also be involved.

It is mandatory that individuals submit his/her grievance through the informal procedures before a grievance will be accepted under the formal procedures.

Content of an Informal Administrative Grievance

- Submitted in writing

- Filed timely – within 7 calendar days
- Contain sufficient detail to identify and clarify the basis of the grievance
- Request relief which is personal to the grievant
- Contain their name, phone number, and name of the individual's level coordinator
- Contain grievant's signature.

### **Informal Administrative Grievance Requirements**

Grievant presents a grievance in writing to his/her level coordinator or to the next higher level in the chain of command (Grievance Committee) if the grievance concerns level coordinator.

Grievance must be presented within 7 calendar days of the date of the act or occurrence or the date that the individual can be reasonably expected to have become aware of the act or occurrence. This timeframe may be extended if it is shown that circumstances are beyond the grievant's or executive board's control (i.e., illnesses, absences, complex issues, workload, etc.).

The role of the level coordinator for an informal grievance is to develop the informal grievance file by performing the following tasks:

- Personally review the grievance
- Investigate as appropriate (which may include meeting with the grievant and other witnesses).
- Provide the grievant with a written decision within 7 calendar days of receipt of the grievant's written grievance. Copy sent to Association President.
- The executive board can provide advice and guidance throughout the grievance process and can assist with preparing the written decision.

### **Formal Administrative Grievance (dispute) Requirements**

An individual whose grievance has not been resolved at the informal step may file a formal grievance, in writing, with the Grievance Committee (Grievance Committee consists of Association President, Secretary, Treasurer and one At Large Member appointed by the Association President) within 5 calendar days of receipt of the informal grievance decision.

Exception: Individuals have 7 calendar days to file formal grievances when the informal step is excluded.

Normally, in the formal grievance, the Grievance Committee is the next higher step in the grievance process as long as they are not directly involved in the matter being grieved. Any members of the Grievance Committee who are directly involved in the matter being grieved will be excused and another At Large member will be appointed by the Association President.

Content of a Formal Administrative Grievance: Submitted in writing:

- Filed timely – within 5 calendar days
- Contain sufficient detail to identify and clarify the basis of the grievance (It cannot contain issues which were not raised at the informal step.)
- Request relief which is personal to the grievant
- Contain their name, phone number, and name of the individual's level coordinator
- Contain grievant's signature

In the formal grievance process the role of the Grievance Committee differs slightly than that of the Level coordinator. The Grievance Committee will:

- Obtain a copy of the informal grievance & decision to file for formal grievance
- Personally review the grievance file; and informally investigate the grievance (which may include meeting with the grievant and other witnesses),  
AND/OR

- Bring the grievance to the next Association executive board meeting to conduct an investigation and prepare a report of findings, conclusions, and recommendations for disposition of the grievance. NOTE: If full Association executive board review is required, the grievant will be provided an opportunity to review and comment, at the board meeting, on the report prior to the decision being issued.
- Provide the grievant with a written decision within 5 calendar days from the date the individual filed their formal grievance or the conclusion of the Grievance Committee decision. Copy sent to Association President

The Grievance Committee shall have broad powers to resolve such disputes quickly and efficiently. The positive hockey experiences for the majority cannot be jeopardized by such disputes. Further, disputes that are in actuality personal disagreements which have now flowed over into youth hockey or team functions have no place in the organization and will be eliminated.

After carefully reviewing all information from all relevant parties to the dispute, the Grievance Committee may:

- Set up various plans to monitor a coach's or parent's functioning, and in general, ensure that the problem is not disruptive to the team or organization.
- Suspend a parent, player, or coach from attendance at games and/or from the SRYHA itself for a period of time as would seem reasonable for the offenses documented. The player whose parent or coaching parent does not respect/adhere to the sanctions placed on them, will not be allowed to skate until compliance is fulfilled.
- Relieve a coach of his/her position.
- Other action deemed appropriate by the Grievance Committee.

### **Coach/Parent(s)/Player Grievance (dispute) Resolution Policy, cont.**

Further, behavior which goes beyond simple disagreement and involves physical and/or strong verbally threatening/harassing confrontation on the part of a coach or parent, will be dealt with quickly by the Grievance Committee, likely resulting in removal of the coach/parent and possibly player from membership in SRYHA.

The individual being so treated is also strongly encouraged to pursue any and all legal avenues available to them, including the contacting of authorities immediately after such action has occurred.

### **Zero Tolerance Policy**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero-tolerance policy beginning with the 1992-93 season. This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games.

Thus, the following points of emphasis must be implemented by all referees and linesmen:

**Players:** A minor penalty for unsportsmanlike conduct shall be assessed whenever a player:

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

**Coaches:** A minor penalty for unsportsmanlike conduct shall be assessed whenever a coach:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language to anyone at any time.
- Visually displays any sign of dissatisfaction with an Official's decision, including but not limited to standing on the boards or standing in the bench doorway with the intent of inciting the Officials, players or spectators.

Any time that any Coach persists in any of these actions, they shall be assessed a Game Misconduct penalty.

### **Officials**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial, and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

### **Parents/Spectators**

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

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

Any player, coach or parent/spectator ejected from a game will automatically be in violation of the zero-tolerance policy and be subject to the consequences below, as a minimum. Consequences may also be imposed from MN Hockey and District 5. Any parent, player or coach who feels another person is in violation of the zero-tolerance policy **or Codes of Conduct** may file a complaint following the grievance resolution policy.

### **Consequences for Zero Tolerance Infractions**

All infraction reviews will go before the SRYHA Executive Board.

#### **Parents/Spectators**

- 1<sup>st</sup> Offense – suspended for the next district or tournament game.
- 2<sup>nd</sup> Offense – suspended until meeting with Executive Board to review and discuss further consequences.
- 3<sup>rd</sup> Offense – suspended for the remainder of the season.

#### **Coaches**

##### *Violations toward players*

- 1<sup>st</sup> Offense – Letter and verbal apology before the next practice or game
- 2<sup>nd</sup> Offense – suspended until review by the Executive Board to review and discuss further consequences
- 3<sup>rd</sup> Offense – suspended from the SRYHA indefinitely

##### *Violations toward referees; ejections from games*

- 1<sup>st</sup> Offense – 1 game suspension
- 2<sup>nd</sup> Offense – 2 game suspension and Executive Board review to discuss further consequences
- 3<sup>rd</sup> Offense – suspended from the SRYHA indefinitely

#### **Players**

- 1 or 2 Major Penalties or Game Ejections – one game suspension
- 2 or 3 Major Penalties or Game Ejections – suspended until a meeting with the Executive Board
- 3 or 4 Major Penalties or Game Ejections – suspended from SRYHA for the remainder of the current season

## **SRYHA Non-Profit Gambling Operation**

The Sauk Rapids Youth Hockey non-profit gambling organization uses gambling activities to raise funds for youth hockey programs. The organization will host meat raffles, Bingo, calendar raffles, paper pull tabs and electronic pull tabs at our gambling partner site, Benton Station Bar and Grill. These activities are hosted to generate revenue that supports the operation and development of our youth hockey teams and leagues. The funds raised through these gambling activities are typically used to cover expenses such as ice time rental, equipment purchases, coaching fees, association marketing expenses, and other necessary expenses associated with running our youth hockey program. Like other non-profit gambling operations, our youth hockey non-profit gambling organization is subject to regulations and licensing requirements that is supervised from the Minnesota Gambling Control Board. These regulations aim to ensure that the gambling activities are conducted responsibly and that the funds raised are used for their intended purposes. It is important for the SRYH non-profit gambling organizations to prioritize responsible gambling practices and adhere to legal and ethical guidelines. This includes ensuring that participants are of legal gambling age, promoting responsible gambling behavior, and maintaining transparency in financial reporting to demonstrate how the funds are being used to benefit the youth hockey programs.

### **SRYHA Gambling Manager and an Assistant Gambling Manager Responsibilities**

1. Planning and organizing gambling events: The manager(s) are responsible for coordinating and planning various gambling activities, such as meat raffles, bingo games, or *other*.
2. Fundraising and revenue generation: The manager(s) are tasked with developing strategies to maximize revenue from gambling activities. This may involve marketing and promoting events, soliciting sponsorships or donations, and exploring new fundraising opportunities.
3. Financial management: The manager oversees the financial aspects of the gambling operations, including budgeting, tracking expenses, and ensuring accurate record-keeping. They may also work closely with the accountant ensure compliance with financial regulations and reporting requirements.
4. Compliance and legal matters: The manager(s) must stay updated on relevant laws and regulations governing non-profit gambling operations. They ensure compliance with licensing requirements, responsible gambling practices, and reporting obligations. They may also liaise with regulatory bodies and maintain necessary documentation.
5. Volunteer and staff management: Non-profit gambling events often rely on volunteers to assist with operations. The manager(s) recruit, train, and supervise volunteers, ensuring they understand their roles and responsibilities.
6. Community engagement and public relations: The manager(s) represent the non-profit gambling organization in the community, building relationships with stakeholders, sponsors, and donors. They may attend community events, engage with local media, and promote the organization's mission and impact.
7. Risk management: The manager assesses and mitigates potential risks associated with gambling activities, such as ensuring the security of funds, implementing responsible gambling policies, and addressing any legal or ethical concerns that may arise.
8. Reporting and accountability: The manager(s) and our accountant prepare regular reports on the financial performance of gambling activities, including revenue generated and

- expenses incurred. They may present these reports to the organization's board of directors, funders, or regulatory bodies.
9. Strategic planning and growth: The manager(s) contribute to the long-term strategic planning of the non-profit gambling organization. They identify opportunities for growth, assess the effectiveness of current fundraising strategies, and propose new initiatives to enhance revenue generation.
  10. Ethical and responsible gambling practices: The manager(s) ensure that all gambling activities are conducted ethically and responsibly, promoting fair play, adherence to regulations, and the well-being of participants. They may implement policies and procedures to prevent problem gambling and provide resources for individuals seeking help. It's important to note that specific job duties may vary depending on the size and scope of the non-profit gambling organization.

## Central Minnesota Riverblades Cooperative Agreement

### **Sartell Youth Hockey, Sauk Rapids Youth Hockey and St. Cloud Youth Hockey: July 1, 2021**

Sartell Youth Hockey Association (SYHA), Sauk Rapids Youth Hockey Association (SRYHA), and St. Cloud Youth Hockey (SCYHA) will combine their girl's hockey programs, from level U10 through U15, starting in the 2021-2022 season. The intent of this Co-Op is to provide girls within the Sartell, Sauk Rapids, and St. Cloud communities with the opportunity to play age and skill level appropriate hockey. The combination increases the number of players among each age level, therefore allowing the opportunity to field teams at different level classifications. A Girls Co-Op committee consisting of three members from each association (one of which must be a board member, none of which are presidents of any association) will be formed to manage the day-to-day operations of the combined girl's youth program and to ensure the program is operating within the guidelines set forth within the agreement outlined below. Co-chairpersons will be appointed by the committee and report back to the respective boards of their associations. The Co-op will be the decision maker for the girls program and will work directly with each association to budget, execute and grow the program.

A Girls Hockey Operations Committee (GHOC) will be formed to manage hockey functions, including but not limited to player development, coaching coordination, number of teams and team size, and tryout process and procedures. Members will consist of a coach from the Storm'n Sabres and St. Cloud High School teams, two members from Sartell, two members from Sauk Rapids and two members from St. Cloud. Girls HOC members will be appointed by the Girls Co-op Committee and SYHA, SRYHA and SCYHA board of directors. The GHOC will report to the Co-op.

Sartell Youth Hockey Association (SYHA) will be the lead association, responsible for rostering, District 5 communication and finances incurred by the Co-Op.

SYHA, SRYHA and SCYHA agree to continue the cooperative agreement through the 2025-2026 season. 5-year co-op agreement renewal will be discussed at the end of the 4th season.

### **Registration**

- Girls will register within and pay registration/tryout fees to their respective association according to their association's fee schedule.

### **Finances**

- The lead association will pay all expenses incurred by the girls program and invoice the other associations for their respective portion based on the following:
  - **Expenses split equally by each association**
  - Ice costs for dynamics and tryouts (before teams formed)
  - Jerseys (blood jerseys as needed)
  - Advertising & marketing
  - Dues & Subscriptions (website, etc)

- Other miscellaneous expenses solely related to the ongoing management of the girls program
  - **Expenses split per player on each team** ▪ Ice costs for practices and games (after teams formed)
    - Tournaments
    - Non-parent coaching
    - District 5 fees
    - Referees
    - Training (goalie, etc)
    - District/Region participation fee

- If an expense invoice is received by a non-lead association, it will immediately be forwarded to the treasurer of the lead association for payment.
- A detailed listing of all expenses incurred by the girls program will be provided by the lead association as requested by the Co-Op committee.

#### **Ice Bills**

- Each arena is requested to bill ice for the girls program separate from boys as much as possible.
- Bills should be sent directly to the lead association treasurer for payment.

#### **Ice Schedules**

- Ice time among all the girls' teams will be split evenly (to the best of the ice scheduler's ability and ice availability) between all associations home arenas (SCHEELS Athletic Complex, Sports Arena East, Municipal Athletic Complex, and Herb Brooks National Hockey Center).
- All three association ice schedulers will be responsible for booking ice time at the respective arenas and scheduling practices, scrimmages, games and referees.
- Ice scheduling may be designated to one association if all schedulers agree.

#### **Tournaments**

- Each team will be budgeted to participate in 3 tournaments per season, including any tournament hosted by one of the associations. Teams can also opt for two paid tournaments and one scrimmage weekend. When opting for a scrimmage weekend, association will only cover official fees if they are not reciprocating (home game).
- Prior to scheduling for the tournaments, the Co-op committee will seek guidance from the GHOC on team levels.

#### **Fundraising**

- Girls will partake in their respective associations fundraising efforts.
- All associations will jointly participate in any agreed upon fundraiser that is based solely on raising funds for identified needs of the girl's program. The boards of all associations will have mutually agreed upon the fundraising event and monetary amounts.



**Volunteer time**

- Girls will meet the volunteer requirements of their respective association.

**Team Declarations**

- The GHOC will inform the Co-op committee of team declarations in a timely fashion in accordance with District 5.
- All associations will have a chance to review those declarations before final approval.

**Move Ups**

- Any girls wishing to move up one level higher than their age-appropriate level will need to complete a letter of intent stating their rationale for wanting to move up.
- The letter of intent will be reviewed by the GHOC and a recommendation will be given to Co-op for review.
- The Co-op will determine whether the move up will be allowed after reviewing the GHOC recommendation. Consideration will be given to age, grade, and number of girls at the level above and the number of girls at the current level. Co-op Chairs will communicate with the lead association for District 5 sign off.
- If the move up is allowed, the GHOC will determine whether the tryout policy of needing to make the top 5 will be implemented.

**Tryouts / Team Selection**

- Tryouts will be scheduled to align with one of the three associations' posted tryout schedules.
- Players will be evaluated by no fewer than three independent volunteers. Evaluators will:
  - Be chosen by the GHOC.
  - Be experienced coaches or players that are passionate about youth hockey.
  - Have played beyond high school hockey and/or have coached a minimum of two years at the Bantam A/U15A level or higher
  - Not have children or relatives skating at the level they are evaluating.
  - Have no affiliation with the Storm'N Sabres or St. Cloud High School programs or will be equally represented among the evaluators.
- Parents will not be allowed in the rink while their daughter is being evaluated unless special circumstances require it and approved by the GHOC.
- Head coaches will be involved in the team selection discussions once the evaluations are completed, however, final team rosters will be selected and approved by the GHOC.

**Coach Selection**

- Coaches will complete the application process within their association and all candidates will be forwarded to the GHOC.
- Head and assistant coaches may go through an interview process with the GHOC and members of all three associations.
- The GHOC will make every effort to find non-parent coaches for all levels.
- The head coach will be involved in choosing assistant coaches.

**Game Counts**

- Game counts will be considered based on the number of skaters on each team, to provide equal "game experience" for each season, for each level.
- U15- Up to 4 games per player with additional games being paid out of pocket and approved by team families. (Example: 13 skaters and 1 goalie would be supported for 56 games)
- U12- Up to 3.33 games per player with additional games being paid out of pocket and approved by the co-op. (Example: 13 skaters and 1 goalie would be supported for 47 games)
- U10- Up to maximum set by Minnesota Hockey (35 games) for full-ice and/or half-ice games – no additional games are allowed.
- Coach run scrimmages where no score is kept does not count as a game.
- U12 & U15 additional games (above game count listed) would need a 2/3 vote for family approval and a Co-op or GHOC member would need to be present during the vote.

**Jerseys**

- All levels will purchase player owned home/away jerseys and two pair of socks.
- Jersey number will follow an odd/even system with jersey number continuing until completed with youth hockey.
- Any player deciding to move up may need to purchase a new jersey set based on the odd/even numbering system.

**Recruitment and Retention**

- A formal recruiting plan will be put in place by the girls co-op committee to promote and grow the number of girl's players among all associations.
- Recruiting committee will be formed to facilitate program growth and will represent all associations.
- Recruiting areas are as follows: Sartell/St. Stephen (ISD 748), Sauk Rapids/Rice (ISD 47) and St. Cloud (ISD 742) school districts. Please review home association handbook for further details.

## Appendix A

### Sauk Rapids Youth Hockey Association Bylaws – August 16, 1988

#### Article I. Name and Boundaries

Section 1. This Corporation shall be called the Sauk Rapids Youth Hockey Association, Inc.

Section 2.

- A. The Boundaries of this corporation shall be the Sauk Rapids/Rice school district.
- B. This corporation may waiver in on an equal basis individuals from other school districts that don't have organized Hockey programs.

#### Article II. Purpose

Section 1. The purpose of this corporation shall be to:

- A. Promote youth hockey in Sauk Rapids and the surrounding area.
- B. To promote good sportsmanship.
- C. To teach the skills and rules of ice hockey.

Section 2. It is the intent of this corporation to follow and abide by the rules of the Minnesota Hockey.

Section 3. No member, director, or officer of this corporation shall have any right, title, or interest in or to any property of any kind owned by this corporation, nor any income or other funds received or held by this corporation, except in return for services rendered to the corporation.

Section 4. No substantial part of the activities of this corporation shall be to carrying on of propaganda, or otherwise attempt to influence legislation, nor participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of statements.

#### Article III. Membership

Section 1. Voting members of this corporation:

- A. Must have a player registered with this corporation.
- B. It is mandatory for all players to have at least 1 parent or guardian as a voting member of this corporation. (revised 9/15/88)
- C. Shall pay annual dues per family, due at registration time of the players but no later than October 1, except for travel team, which must be paid before tryouts.(revised 5/2004) Names and addresses of voting parent(s) or guardian(s) must be declared at time of payment.

Section 2. Non-voting members of this corporation:

- A. Shall be open to all adult individuals within the state boundaries that have an interest in the promotion and activities of this corporation.
- B. Shall be allowed to enter in all discussions.
- C. Shall pay annual dues of \$5.00, due no later than October 1.

D. Shall not be allowed to hold any office or position on the Executive Board.

Section 3. Website will be maintained to keep parents informed of association information. Parents must submit the proper registration forms to the corporation.

### **Appendix A, cont.**

Section 4. A delinquent member shall lose their privilege as of the meeting following the date the dues are due.

#### **Article IV. Meetings**

Section 1. The annual meeting of this corporation shall be in March, at which time the officers for the ensuing year shall be elected and take office effective after they are installed at the year-end awards social. (revised 5/2004)

Section 2. This Association shall hold meetings each month. (revised 5/2004) The President shall have published on the website the date, time and location of the meeting in the manner directed by the Executive Board at least 30 days in advance of the meeting. (revised 7/2008)

A. Agenda items:

1. Anyone wishing to place an item on the agenda of a meeting must notify the President in writing, not later than fifteen (15) days prior to the meeting. The specific wording of the proposal must be provided, in writing, to the President not later than ten (10) days prior to the meeting. Items submitted without the specific written proposal will not be accepted and eligible to have the item presented for vote. The President will have the proposal available for viewing prior to the meeting.

2. Items that have received the approval of the Executive Board may be placed on the agenda at the beginning of the meeting. These proposals are to be adopted by majority vote of the Executive Board. The proposed item will be read that the beginning of the meeting.

3. Any item determined by the President to be in the same form or substantially similar form to one which was rejected or withdrawn at the previous meeting cannot be placed on the agenda of the upcoming meeting unless it has received two-thirds (2/3) majority vote of the Executive Board, recommending that it be placed on the agenda.

B. Roberts Rules of Order shall govern and control the conduct of all meetings, unless modified by these By-laws.

Section 3. The Executive board shall hold meetings as the President deems necessary. (Revised 5/2004) Special meetings may also be called by at least 3 members of the Executive Board.

#### **Article V. Government**

Section 1. During the month of December, a nominating committee shall be formed by the President, consisting of the President, Past President or President Elect and not less than 3 other association members and not more than 5 other association members. The nominating committee is approved by the Executive Board at its January meeting. (Revised 3/2007)

Section 2. The Executive Board (revised 5/2004) shall submit candidate's names and qualifications to the membership at the February meeting for the positions of President Elect, (even numbered years) Secretary (even numbered years), Treasurer (odd numbered years), MN Hockey District 5 Representative (odd numbered years) (added 1994), Level Coordinator for each age group (annually) (added July 15, 1993).

Additional nominations for each position may be taken from the floor at the annual meeting.

### Appendix A, cont.

Section 3. Voting shall be done by secret ballot at the March meeting one at a time and announced immediately. One vote per family membership, as per family annual dues, will be allowed. (revised 5/2004) A voting member in good standing unable to attend the March meeting may ask for and receive an absentee ballot. The ballot shall be submitted to the President prior to the meeting in a sealed envelope or via email with a separate ballot for each position and opened and counted at the time of the other ballots. The ballot shall allow for voting for candidates nominated at the February meeting and a write in candidate. A member casting an absentee ballot shall not be entitled to a vote under Section 4 unless present at the election. (added July 15, 1993).

Section 4. Balloting shall continue until one candidate receives a majority vote.

Section 5. Candidates must be a voting member of the corporation in good standing. All officers may complete their term of office and maintain full voting powers in the event their player moves out of our hockey program. (added 9/15/88).

Section 6. Team Managers shall be selected by their teams after tryouts but before November 1 and are subject to approval of the President.

- A. If not selected by then, they shall be appointed by the president.
- B. Shall serve until the season ends in March.

Section 7. The Executive Board, in the case of the resignation, death, or inability of an elected officer of the corporation, may, by majority vote, select a replacement for the remainder of the term of the office affected.

Section 8. An elected officer of the corporation may be removed for just cause by recommendation of the Executive Board and 3/4 majority vote at an Association meeting. The affected officer shall have the right to have the cause presented in writing and appear before the Executive Board or Association.

The President at his/her desire may replace president-appointed committee members/coordinators.

#### Article VI. Officers and Duties

##### **Section 1. Executive Board**

- A. The Executive Board shall have the authority to make all necessary decisions during the interval between the meetings of the corporation to manage the corporation in such manner as the Executive Board shall deem best in the interests of the corporation and the hockey program.
- B. The Executive Board shall, among other things, be responsible for the following matters:
  - 1. Financial planning and policies.
  - 2. Organization of tryouts and selection of teams.
  - 3. Selection of coaches.
  - 4. Scheduling of ice time.
  - 5. Registration and certification of players.
  - 6. Supervision of all activities of the teams.
  - 7. Recruitment of new skaters and the promotion of hockey.

8. Proposed guidelines for all standing committees and proper procedures to be followed and presented to the membership.
9. Supervise all chairs, coordinators, coaches, or any other appointed positions.

## **Appendix A, cont.**

### ***Section 2. Duties of President***

- A. Preside at all meetings, of the membership, Executive Board and shall be an Ex-Officio member of all standing committees.
- B. Subject to the Executive Board and the voting membership shall have general charge and supervision over the business affairs of the corporation.
- C. Shall execute all bonds, contracts, and other agreements as authorized by the membership and/or Executive Board.

### ***Section 3. Duties of a President-Elect***

- A. Shall assume the duties of President in the absence of the President.
- B. Handbook Committee. (revised 5/2004)

### ***Section 4. Duties of a Secretary***

- A. Shall keep and report the minutes of all regular, special, and Executive Board meetings.
- B. Shall record said minutes in a book for that purpose.
- C. Shall keep attendance at all meetings.

### ***Section 5. Duties of a Treasurer***

- A. Shall have custody of all funds of the corporation.
- B. Shall keep accurate records of all receipts and disbursements, make monthly reports to membership and submit a written year-end financial statement.
- C. Shall pay all bills incurred by the corporation under authorization of Executive Board ~~or general membership.~~
- D. All checks shall be signed by 2 of 3 authorized officers-treasurer, president or president-elect.
- E. Shall have books and ledgers reviewed quarterly by Executive Board.
- F. Outgoing treasurer's duties will include a 90-day transition period with the incoming treasurer to complete all financial reports.

### ***Section 6. Duties of Level Coordinators***

- A. Act as a liaison for the President to the teams within the respective level.
- B. Act as a liaison between the teams within the level, assist the teams in getting organized at the start of the season, assist in scheduling of tournaments and games where needed, assist the President and team in obtaining sponsorships and in fundraising (added July 15, 1993).

### ***Section 7. Duties of MN Hockey District 5 Representative***

- A. Attend all District 5 monthly meetings and special meetings called by the district.
- B. Act as a liaison for the Association to the District.
- C. Be the communication liaison between members and MN Hockey District 5.

## **Article VII. Finances**

Section 1. The fiscal year of this corporation shall be from August 1 to July 31.

Section 2. Completed financial statements and proposed budget for the coming year shall be presented at the August meeting. (1997)

**Article VIII. Committees**

Section 1. The Executive Board shall determine the standing committees deemed proper and necessary to fulfill the purpose of this corporation.

Section 2. The president shall appoint all chairs and coordinators.

**Appendix A, cont.****Article IX. Amendments**

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the voting members present at any meeting after which a 30-day notice has been given.

Section 2. These bylaws may be suspended by a two-thirds (2/3) vote of the voting members present at any membership meeting, provided a quorum is present.

**Article X. Dissolution**

Section 1. Upon dissolution of this corporation, any remaining assets are to be given to organizations organized exclusively for the promotion of hockey, or other charitable, educational, or scientific purpose as shall at that time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954.

**Appendix B****Sports Arena East Building Regulations**

*The Sports Arena East building is now considered "TOBACCO FREE". Under no circumstances will any tobacco of any kind be allowed in Sports Arena East. We have had a no smoking policy in effect for years, but with the use of chewing tobacco, cleanliness and health issues has brought the Board to the decision of making Sports Arena East "TOBACCO FREE". Signs will be posted regarding this matter. The Board would appreciate everyone's help in passing this information on to all competing teams, visiting fans, and users of Sports Arena East.*

*Sports Arena East building is not a baby-sitting service, a daycare center, or a playground. Under no circumstances should adults leave their children unattended while on the premises. Sports Arena East has had complaints of the following:*

- *Children running around in the concession stand area, outer areas of the rink (in wet and icy conditions) and the stairways going upstairs.*
- *Children playing street hockey or any kind of hockey off the ice north and south of the bleacher area. This can cause injury to both the children and/or spectators.*
- *Children running, playing tag, doing somersaults, tumbling, or horseplay, etc., in the upstairs area. Sports Arena East, along with volunteers, has put in a lot of long hours to finish the upstairs. We have had broken glass, holes in the Sheet rock, etc., which add to additional costs for upkeep of the building.*
- *Parents bringing toys such as balls, cars, riding toys (such as tricycles), etc. Again, things like this can cause damage to the property and injury to spectators. The upstairs area is not a playground but a spectator area ONLY. If violations in the upstairs area continue, the arena will be forced to close the upstairs area.*
- *Children playing in the score box/announcing area.*

*NOTE: Sports Arena East will, under no circumstances, be responsible for any injuries of any kind.*

*Under no circumstances will any food or beverages be allowed to be brought into the building while the concession stand is in operation. Absolutely NO ALCOHOL is allowed without prior approval of the Arena Board.*

- *Due to the congestion around the locker room area, the south end of the rink is not a viewing area. Locker rooms are for players, coaches, and managers only, except for mini mites, mites, and squirts. We ask that one parent per skater be in the locker room if assistance with equipment is necessary.*
- *The conference room is available for meetings and should be reserved in advance, and we ask that it be kept clean.*
- *No food, gum, or beverages are allowed on the ice. Water is allowed in the players' boxes. Only team members, coaches, and managers are allowed in the players' boxes.*
- *Your team or group must be ready to go on the ice at the start of your rental. They must be completely off the ice when their ice time is over. We ask your cooperation in the moving of the nets at the end of your rental. The only ones allowed on the ice when the Zamboni is on the ice are the two persons moving the nets.*
- *When special skills, stops, and starts are incorporated into your practice times, we ask that you rotate your positions so the grooves are spread evenly. Stops should be at least six feet away from the boards.*
- *Puck shooting must be directed to the goal areas of the rink, which are protected. It is obviously dangerous to shoot in unprotected areas and where only 3 ft. glass panels exist.*
- *Chalkboards are available for use. They are available in the front office and may be checked out from the Zamboni driver and returned to the office when finished.*
- *It is the coach's responsibility to make sure his team leaves the locker room and the players' boxes clean. That means picking up tape, wrappers, pop cans, etc.*
- *Locker rooms will be locked. You can get a key for the locker rooms from the Zamboni driver in the front office 20 minutes before your ice time. A driver's license will be required for deposit, which will be returned when the key is brought back. Any damage to the locker room, showers, or bathroom will be charged back to the team.*

*Sports Arena East would appreciate the cooperation of all people who enter the doors of Sports Arena East. Sports Arena East and the people who use and visit the arena can take pride in the building that we have. The Sports Arena East Board of Directors does not wish to take additional measures if these policies are not adhered to, but if problems still occur, the Board will be forced to take additional measures to insure all visitors and users of Sports Arena East have a safe, clean, and efficient running facility. Please pass this information on to other people that would visit or use Sports Arena East. If you have any questions, feel free to contact the manager or any board member of Sports Arena East. Thank you for your cooperation.*

*Board of Directors of Sports Arena East*