

# Detroit Lakes Youth Hockey

## Policy Handbook



The mission of the Detroit Lakes Youth Hockey Association is to organize and promote hockey for the youth of Detroit Lakes and the surrounding area by introducing and actively instructing the sport of hockey to the youth of the community; and to encourage and develop their sense of good sportsmanship, teamwork and self-confidence, through a positive and fun learning environment. Parents are encouraged to become familiar with this policy handbook and assist in the attainment of the goals of the Detroit Lakes Youth Hockey Association.

This policy handbook has been developed to provide a general guideline of basic policies and procedures that are followed by Detroit Lakes Youth Hockey Assoc. (DLYHA) and its members. If you have any questions about a particular policy or procedure, please contact the Youth Hockey Director. The spirit of your DLYHA program is fun and sportsmanship, fostered by individual and team skill development and a dedication to athletic excellence. Together we will make our youth program the best that it can be!

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## **Section 1: Introduction**

Welcome to Detroit Lakes Youth Hockey!! This policy handbook is intended to provide an overview of the Detroit Lakes Youth Hockey Association (DLYHA). Parents, players and coaches are required to become familiar with the policies contained within this handbook and to assist in attaining and maintaining the objectives of the Detroit Lakes Youth Hockey Association. Parent, coaches, and players will be required to sign the codes of conduct prior to the start of the season.

This program is run by volunteers who donate their valuable time and talent to make this program a success. It takes a committed group of volunteers (parents and non-parents) to keep the program running smoothly. It takes everyone to work towards its success, please be open to volunteering during the season.

Please review those sections of the handbook that refer to expected conduct of parents, players and coaches. The Detroit Lakes Youth Hockey Association will maintain a ZERO TOLERANCE RULE, which will be STRICTLY enforced. The guidelines contained within this handbook will ensure that all involved have a positive and rewarding experience participating in DL Hockey.

## **Section 2: Players, Coaches, Parents Code of Ethics**

In an effort to make the sport of youth hockey safe and enjoyable for all participants and spectators, a ZERO TOLERANCE RULE policy will be strictly enforced within the DLYHA community. This rule pertains to the behavior and actions of all players, parents, coaches and spectators. By acknowledging this policy, all parties are stating they will abide by all the rules and regulations contained within the DLYHA policy handbook, Minnesota Hockey and USA Hockey guidelines. Any violations of said rules and regulations will be acted upon immediately with appropriate sanctions taken. All parents, players, and coaches will be required to sign the codes of conduct prior to the start of the season as outlined in Section 2 of the Policy Handbook.

The DLYHA has a "Zero Tolerance" policy which extends to acts of vandalism and/or malicious mischief. Vandalism is the intentional and malicious destruction or damage to the property of another. Malicious mischief does not require actual damage to property unlike vandalism but falls in the category of misjudgment on ones part.

**Playerscode of Ethics:**

A. Realizing that I am a representative of the City of Detroit Lakes and the Detroit Lakes Youth Hockey Association, I agree to:

1. Follow Minnesota Hockey rules, SafeSport, and the Detroit Lakes Youth Hockey Association rules and regulations.
2. Learn the rules, regulations, and the necessary skills of the game.
3. Always conduct myself in a positive manner by respecting other players, coaches, and officials.
  - a. If I am verbally or physically abusive to a coach, official, or player, I may be suspended from the program or other disciplinary action may be taken. The Hockey Grievance Committee will make this decision after reviewing the situation. A report will be made to the Board regarding the outcome.
  - b. I will recognize the value, authority, and importance of our coaches and team interests.

4. DLYHA believes that the growth and development of players can best take place in an environment which promotes safety, fairness, courtesy, and respect for one another.

Therefore, the following actions will not be tolerated:

- a. *Hazing*: Committing an act against a player or coercing a player into committing an act that creates a substantial risk of harm to a person or destruction of property in order for the player to be initiated into or affiliated with DLYHA.
- b. *Disorderly Conduct*: Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse, alarm, anger, or bring resentment in others.
- c. *Harassment*: Participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes disability, race, sexual orientation, and/or age.
- d. *Reporting*: Any concern regarding the conduct of a player must be reported directly to the coach by the player or player's parents who the behavior is impacting.
- e. *Response*: If any of these incidents occur, I realize that I may be suspended from the program or other disciplinary action may be taken. The Hockey Committee will make this decision after reviewing the situation. A report will be made to the Board President regarding the outcome.

5. Understand the importance of team work and team concept.
6. Recognize that the coaches, not parents, are the primary source of instruction and authority.
7. Be prompt for all practices and games.

B. Playing or practicing without required equipment will result in not playing that game or practice. The following is a chart that shows the equipment that is required for each particular level of play.

In the event of questions or concerns, the procedure to follow is:

- A. Take the concern directly to the party - coach, parent, player, official, etc.
- B. Take the concern to the Hockey Grievance Committee
- C. Take the concern to the DLYHA Board of Directors

X \_\_\_\_\_  
Player Signature

Date: \_\_\_\_\_

**Coaches Code of Ethics**

- I. All Coaches Will
  - 1. Keep in mind that the player is the most important part of the program and that learning and developing is more important than winning.
  - 2. Understand the rules of the game and importance of teamwork and share that understanding with the players
  - 3. Treat players fairly
  - 4. Maintain a neat appearance
  - 5. Be prompt
  - 6. Display kindness, consideration, and understanding toward the players
  - 7. Share ideas and techniques with other coaches for the betterment of the program
  - 8. Be considerate of other teams
  - 9. Be well prepared for practices
  - 10. Have a positive attitude at all times
  - 11. Teach players to respect officials' decisions.
  - 12. Inform through a written report any violation of player conduct to the Hockey Grievance Committee
  - 13. Participate in training sessions
  - 14. All coaches must pass a Minnesota Hockey background check and follow Minnesota Hockey rules and SafeSport guidelines
  - 15. Be intentional that the betterment of the program and players take precedence over their own personal agenda or interests
- II. Coaches will not
  - 1. Use offensive language
  - 2. Solicit players for their own team
  - 3. Physically or verbally abuse players
  - 4. Use tobacco or alcohol while supervising players during practice or games

Any disciplinary action involving suspension of a player must be reported by the coach to the Hockey Grievance Committee.

Non-compliance with this code of ethics will result in a review of the coach by the Hockey Grievance Committee. A report will be made to the Board regarding the outcome.

In the event of questions or concerns, the procedure to follow is:

- D. Take the concern directly to the party - coach, parent, player, official, etc.
- E. Take the concern to the Hockey Grievance Committee
- F. Take the concern to the DLYHA Board of Directors

X\_ \_ \_ \_ \_

Coach's Signature

Date: \_ \_ \_ \_ \_

**PARENT'S CODE OF ETHICS:**

**A. I AGREE TO ABIDE BY THE FOLLOWING:**

1. Remember that youth are involved in organized sports for their enjoyment, not mine.
2. Encourage players to abide by the rules of the game.
3. Communicate to children that an honest effort is more important than winning.
4. Turn defeat into victory by helping my child work towards skill development and good sportsmanship.
5. Remember that all players' experiences and development are important.
6. Always conduct myself in a positive manner by respecting other parents, players, coaches, and officials.
7. Recognize that the coaches, not parents, are the primary source of instruction and authority in the game.
8. Recognize the value, authority, and importance of our coaches and team interest.
9. Adhere to the rules and enforce "the Player's Code of Ethics" of the association for their child. With the intent of assisting our players to become better citizens and aid in providing our youth with a set of safe and enjoyable experiences; each parent will recognize and participate in correcting of their child's behavior and following through on agreements.
10. Will not discuss any "negative" game situation with the coaching staff until at least 24 hours have passed from the completion of the game.

**B. I AGREE NOT TO:**

1. Force an unwilling child to participate in DLYHA.
2. Publicly criticize or ridicule a coach, player, or official.
3. Condone physical or verbal abuse of players.
4. If any parent/guardian is disrespectful or obstructs/interferes with a coach during the instruction time (on or off the ice), the player may be immediately suspended until further review with the Hockey Grievance Committee, coach, and parties involved. A report will be made to the President of the board regarding the outcome.
5. If any parent/guardian is verbally or physically abusive to a coach, official, or player, the parent/guardian may be suspended from the program or other disciplinary action may be taken. The Hockey Grievance Committee will make this decision after reviewing the situation: A report will be made to the President of the board regarding the outcome.

I have read the above stated agreement and by my signature agree to abide by these rules. I am fully aware that failure to abide by the agreement can result in disciplinary action that may include my child's suspension from participation in activities associated with DLYHA.

X \_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

X \_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

### **Section 3: DLYHA Objectives**

The Detroit Lakes Youth Hockey Association will strive:

To provide an enjoyable introduction and positive experience to the sport of ice hockey, while encouraging every player to continue to play hockey throughout their youth and beyond.

To help the player develop self-control, self-discipline and good sportmanship.

To develop an understanding of the theory of play and the rules of the game, along with the mastery of the skills and mental aptitude to enable players to perform successfully at their level of play.

To provide youth hockey players with a program that is coached by qualified individuals who will be positive role models for the players.

### **Section 4: DLYHA Board of Directors**

The Detroit Lakes Youth Hockey Association Board of Directors consists of nine members who each serve a three-year term. The board includes four elected board officers (President, Vice President, Secretary/Registrar and Treasurer) and five elected board directors. All persons interested in improving the Detroit Lakes Youth Hockey program are encouraged to apply for positions when they become open.

All Board members & directors will have assigned titles and responsibilities consistent with those titles. Members will be expected to fulfill those duties during their term. Quorum votes are required to pass certain issues that arise on the board, so attendance at all meetings is important. If for some reason a board member decides that he/she can no longer perform their elected duties and resigns before their term has expired, the board can vote on a replacement for that position, which will run until the next election for that position. Job descriptions for these positions are available.

Meetings are held on the second Monday of each month at Kent Freeman Arena or location agreed upon by the board of directors. Additional meetings are scheduled as required. All interested parties are invited to attend.

### **Section 5: Hockey Committee**

**Purpose:** The purpose of the Hockey Committee is to create a platform for which all decisions hockey related will be discussed and decided. Creation of this committee allows the Board of Directors to spend the bulk of their time on running the business of the DLYHA such as fundraising, marketing, managing finances, etc. One of the primary goals of the committee is to create an environment of continuity amongst all levels from Termitesto Bantams and ensure that kids at all levels are getting the proper instruction on and off the ice that will prepare them for the next level of their hockey career. In addition, we want to provide a framework of material that can be passed on to future generations of committee members to ensure the future success of the DLYHA.

#### **Responsibilities:**

- -Establish a code of ethics for parents, players, and coaches of the organization. The aforementioned parties will all be required to sign a code of ethics prior to the start of the season each year. Codes of conduct will be reviewed by the board of directors on an annual basis.
- -All parent meetings are to be led by the committee.

- Team Selection -All players will be placed on a team as soon as possible. All player tryouts and evaluations will be the responsibility of the committee, to include a non-partisan member of the committee. If all availabilities have been exhausted, it is the responsibility of the board to find a non-committee member evaluator.
- The committee will determine the number of games and practices allowed at each level of the program with guidance from USA Hockey recommendations.
- All tournament, game, practice schedules, and locker room assignments of each level will be the responsibility of the committee.
- The committee will determine at which level each team will be playing on depending on the overall quality of athleticism of the players to ensure they are playing at level that is competitive.
- Player movement will be decided by the committee with the outcome reported to the board of directors. All player movement will be based on the USA Hockey and Minnesota Hockey Guidelines.
- Select coaches at all levels of the organization and ensure all are USA Hockey Certified.

### **Structure:**

The initial committee will be made up of 7 members. 5 of the 7 members will be either coaches of teams in the DLYHA or other persons that are able to bring value due to their past experiences. The remaining 2 members will be the boys and girls head High School coaches

No board members will be allowed on the committee to eliminate any conflict of interest. The length of time served by each member will be three years in time. The boys and girls high school coaches will be at large members, so whoever the coaches are will be on the committee with no end date. The other 5 committee members will have 3-year terms. Below are the term expirations of the existing members.

Upon expiration of a member's term, solicitations will be sent out 30 days prior to the annual meeting of the Hockey committee, aligned with the board annual meeting. If no interest is received, the remaining members of the committee will select a member of their agreed upon choosing.

All meeting Agendas and minutes will be posted in the lobby of the rink prior to the meeting. Meetings will be held the 1<sup>st</sup> Monday of the month at 5:30. Changes to time and place will be posted on the website. Meetings will have an open forum portion at the beginning to address any concerns from parents, coaches, and players. All individuals wishing to attend meetings that are not on the committee will be required to notify a member prior to the meeting in order to inform the committee of their topic of discussion. Upon completion of the open forum portion of the meeting, the meeting will then be closed to all membership at that point.

All meetings will follow Roberts Rule of Order.

In the event that a Hockey Director is appointed, the responsibility of the director is to provide leadership, guidance and planning to all stakeholders associated with the DLYHA. The DL Youth Hockey Director will act as the first point of contact for any individual, team or corporation seeking information on DLYHA programs and events.

The Youth Hockey Director reports to the Hockey Director, and is responsible for the day-to-day operations of the association and coordinates all of DLYHA programs, activities, schedules, tournaments, etc., and acts as a resource for all parents, coaches, Board members, and other interested parties. This position will be contracted annually

**Section 6: Player Registration**

Player registration will be under the direct supervision of the DLYHA Registrar. Age requirements for appropriate levels of play for the Detroit Lakes Youth Hockey (DLYHA) will follow Minnesota Hockey age requirement guidelines.

A. Registration will be held prior to the start of the season at the Kent Freeman Arena. This will be supplemented with a mail-in or online registration period for those who are unable to register in person.

B. All players must be registered with all forms completed with fees & deposits paid prior to any on-ice, team activities. (Registration fee/raffle fee/concession fee/equipment fee/equipment fee/code of conduct forms) Youth hockey registration fees will be set prior to the season and reviewed on an annual basis.

C. Per USA Hockey rules, no player may register with or participate on more than one team or age group.

D. Players will be given the opportunity to reduce their registration fees by participating in the DLYHA fundraising ticket sales.

**Section 7: Scholarship requests:**

It is the policy of DLYHA to make the sport of hockey as affordable as possible to all youth. That being said, we know that from time to time financial hardships occur. The DLYHA will make every effort to honor the requests made by families for partial or full scholarship based on financial need.

***Eligibility tables are strictly for qualification purposes and do not guarantee an exemption.***

Eligibility tables have been adopted from the US Dept. of Agriculture, Food and Nutrition Service Income Eligibility.

A Scholarship application form and financial statements (paystubs or tax forms) from **all** parents should be completed and submitted to the DLYHA registrar along with the applicant's hockey registration form. The DLYHA Board of Directors will review the application and respond within two weeks. Scholarship applicants will then be notified about the decision of the board and registration can be finalized. Scholarship requests are kept confidential and distributed based on financial need (total family incomes). There are a limited number of scholarships that can be granted in any given season.

**\*\*Scholarship recipients are still required to participate in raffle ticket sales and concession stand shifts\*\***

50% (Partial) Scholarship Income Eligibility Table					
Household Size	Annual Income	Monthly Income	2X monthly income	Every 2 weeks income	Weekly income
1	20,665	1,723	862	795	398
2	27,991	2,333	1,167	1,077	539
3	35,317	2,944	1,472	1,359	680
4	42,643	3,554	1,777	1,641	821
5	49,969	4,165	2,083	1,922	961
6	57,295	4,775	2,388	2,204	1,102

7	64,621	5,386	2,693	2,486	1,243
8	71,947	5,996	2,998	2,768	1,384
For each addl member add	7,326	611	306	282	141

**Full Scholarship Income Eligibility Table**

Household Size	Annual Income	Monthly Income	2X monthly income	Every 2 weeks income	Weekly income
1	14,521	1,211	606	559	280
2	19,669	1,640	820	757	379
3	24,817	2,069	1,035	955	478
4	29,965	2,498	1,249	1,153	577
5	35,113	2,927	1,464	1,351	676
6	40,261	3,356	1,678	1,549	775
7	45,409	3,785	1,893	1,747	874
8	50,557	4,214	2,107	1,945	973
For each addl member add	5,148	429	215	198	99

**Section 8: Player Move-Up Policy**

The Detroit Lakes Youth Hockey Association strongly discourages player move-ups. The eligibility age requirements are established in order to ensure all players participate with their appropriate peer group. It is not the intent of the Detroit Lakes Youth Hockey Association to deny a player the opportunity to play with their peer group (school grade) because of a late date of birth.

Under Minnesota Hockey guidelines, deviations to the age rules will be allowed in order to ensure players participate with their school grade peer group. This deviation to the age policy applies to players who have a date of birth between July 1 and the school cut-off date of September 1. This does not apply to a player wishing to play down. The only other deviation to this play-up rule would be where a level of play has a shortage of players necessary to field a team.

Under these circumstances, players would be permitted to play-up to help field a team if it doesn't have a negative impact on their regular team.

A player wishing to move up must make a written proposal to the DLYHA Hockey Committee prior to the October meeting, which is the last meeting prior to fall clinics. That player will be allowed to attend fall clinics to be evaluated by the Hockey Committee/Hockey Director and/or any designee's to help aid in the decision. A player must be deemed (A level) quality to be allowed to tryout. If we have three teams ranging from A,B, and C levels then the player will have to be deemed at least a B level player to be allowed to tryout.

Bantam eligible 9<sup>th</sup> grade skaters who wish to move up to the High School program must try out and make the A Bantam level team and must play with that team until the High School tryouts begin. That player will be allowed to take a leave of absence from his Bantam team during the week of High School tryouts.

### **Section 9: Equipment**

A. Equipment is limited and is available on a first-come first-serve basis. All lost or damaged equipment will be the responsibility of the player to replace. The DLYHA Equipment Manager coordinates the program.

B. Equipment loans are available from DLYHA for players up to Squirt and U10 levels, and other players by exception only. However, a \$250 deposit required that will be refunded upon return of all equipment is required. In addition to the deposit, a \$50 rental fee for the use of the equipment will be charged at registration

C. The Equipment Manager(s) will be responsible for distributing, collecting and storing all DLYHA owned hockey equipment and jerseys. The manager will make recommendations to the DLYHA Board concerning future equipment needs/purchases.

Player required equipment is as follows:

- Hockey skates
- Stick
- HECC approved black helmet and facemask combination
- Colored mouth guard attached to the mask (except goalie)
- Shin pads
- Hockey pants\*
- Elbow pads
- Protective cup (both boys and girls)
- Shoulder pads \*
- Hockey gloves \*
- Goalie helmet or approved goalie throat protector
- Socks
- If glasses are needed, non-shatter lenses are required

*\* Optional equipment for Initiation level*

A. At the competitive levels, all players shall wear the same color socks, as well as black helmets and breezers, to maintain a consistent look across the teams. There may be the possibility during some seasons that pairs of socks can be purchased for a reasonable price and kept at the end of the season.

B. A refundable \$50 jersey deposit will be required at the start of each season. Jerseys will be distributed to the teams by the Team Manager(s) prior to the first game. Upon completion of the season, the \$50 deposit will be refunded to each parent once the laundered jerseys are returned. If a jersey is lost during the season, the team manager should be notified immediately. Arrangements will be made with the equipment manager(s) as to replacement costs involved.

Players who fail to return their jerseys at season's end, or who return them with excessive wear & damage, will relinquish their \$50 deposit + \$50 additional for replacement of both jerseys.

C. Parents and players are responsible for equipment used and shall return all DLYHA equipment at the end of the season. Equipment turn in will be organized by the equipment manager for turn in.

D. No names or captain/assistant designation shall be worn on the DLYHA jerseys.

E. All teams wishing to wear team warm-up suits will need to wear approved apparel to maintain a consistent look across all teams of DLYHA. As styles and availability change from year to year, DLYHA will select warm-ups as needed.

### **Section 10: Locker Rooms**

A. Home practice locker room assignments will be posted on the locker room assignment screen located in the main foyer. Locker room keys will be made available to any adult team coach no earlier than 45 minutes prior to game start. Keys will not be given to youth players. Proper ID may be required to check out a key to ensure its return.

B. Responsible locker room behavior is of the utmost importance. Coaches are responsible for their team's locker room behavior. Based on the strong recommendation of USA Hockey, adult supervision in the locker room at all times when players are there, is being enforced by DLYHA. Team managers will organize parent assignments to work locker rooms during games, and at practices. Teams must have someone in the locker room who is gender specific to that team. Locker room volunteers must complete the Safe Sport training via USA Hockey for off ice volunteers

C. Players will not be allowed to store equipment in any locker room, and are prohibited from entering any locker room that their team is not assigned to.

D. Player safety would include, but is not limited to, locker boxing, wrestling, throwing of equipment, shooting pucks in the locker room area.

E. Arena appearance would include cleaning the locker rooms after use, no unapproved use of tools or alterations to locker room walls/floors/etc. shooting of pucks in rooms and such.

F. Coaches are ultimately responsible for any issues inside the locker rooms. Players/teams/coaches may lose locker room privileges for violating this section.

### **Section 11: Youth Team Levels**

Once the teams are rostered and signed off by the District 15 Minnesota Hockey representative, the teams must be set. No further changes can take place at that point. Any potential changes made by December 31.

A. Initiation/Mite Level/u6/u8: The initiation program is designed to introduce new participants to the sport of hockey. This will be done through a positive and fun learning environment. Primary emphasis shall be on the development of basic hockey skills, self-confidence and good sportsmanship. A non-competitive atmosphere is stressed throughout the initiation program.

The initiation program will be formatted in two groups at the start of the season: Termites, and Mites. Coaches, as well as the Hockey Committee/Youth Hockey Director, will make these evaluations based on player skill and age. Mites will be comprised of the most skilled players regardless of age. Coaches may re-evaluate players throughout the season and move players as deemed necessary with the parents and players' consent. (TO HOCKEY COMMITTEE FOR CLARIFICATION)

- B. **Squirt/U10 Level:** At all levels, skill development is the primary emphasis and equal participation is stressed, rather than "playing for the win". Every effort shall be made by the coach to ensure that all players receive near equal playing time. Fair play must take place up to the last 5 minutes of play as per the Minnesota Hockey rule.

Team captains should not be emphasized at this level. Rotating the captain's privilege should be the goal to ensure that all players have the chance to be a leader on their team. It is the goal of DLYHA to foster leadership qualities in all players or at least give them the chance for leadership.

- C. **Pee Wee/U12 Level:** The PeeWee and U12 levels are considered skill development levels. The objective at these levels is to further develop the skills of all players on the team. Every effort shall be made by the coach to ensure that all players receive equal playing time. It is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach. Skill development rather than "skating for the win" is the primary emphasis at both levels.

At the PeeWee/U12 level, or when it is the only Pee Wee/U12 team fielded for the year, the following applies: every effort shall be made by the coach to ensure that all players get some quality playing time during the game. It is anticipated that some deviations to this rule may occur in game situations deemed important by the coach.

- D. **Bantam Level:** At the Bantam level, every effort shall be made by the coach to ensure that all players get some quality playing time during the game. Bantams is considered the most competitive level in a youth association, so it is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach, (i.e., the coach has the discretion to play a particular goaltender in district or playoff games).

#### Section 12: Playing Time Criteria

Detroit Lakes Youth Hockey Association's overall policy is that each team player should receive equal playing time as measured over the season. This rule is subject to certain exceptions as deemed by the coach and those listed below:

- A. **Disciplinary:** Individual players who display attitude problems, miss practices, games, or are ill/injured are considered reasonable exceptions to the equal playing time rule. The head coach will evaluate these instances on a case-by-case basis.
- B. **Bantam/PeeWee/U12 and Levels:** These levels are considered the most competitive for their class and as such there is more of an emphasis on the final outcome of the game.
- C. Under certain situations such as District, Regional and State playoff or Tournament play, deviations to the equal playing time rule may occur. Coaches in these situations may deviate from said rules to rotate players out of sequence in order to "power up" a particular shift. These deviations shall be the exception rather than the rule and should be limited to crucial game situations and not abused by the coaching staff.

D. Player Safety is of the utmost concern. If a player is not able to compete at an age appropriate level due to being a beginning skater or other issues that prohibit the player from competing at a higher level, that player will be asked to join the Learn to Skate program until skills are at an appropriate level for their age group.

### **Section 13: Inclement Weather**

A. If the Detroit Lakes Public Schools are cancelled for the day or close early due to inclement weather, all DLYHA youth hockey activities shall also be cancelled. If school is held, but after school activities are cancelled, all youth hockey activities will also be cancelled. Safety for players is the primary consideration. All game cancellations require a minimum of one(1) hour advance notification.

B. It is recommended that coaches establish a phone and/or email system with their team managers so all players and parents can be notified of any changes in a timely manner. Notifying the local radio stations of any cancellations is highly recommended.

C. In an effort to maximize practice opportunities, outdoor rinks should be utilized whenever possible. Safety and frostbite are important considerations and coaches will use caution and discretion when scheduling outdoor practice.

### **Section 14: Youth Game/ Practice Regulations**

A. During game play, all players on the bench, whether playing or not, must wear an approved helmet-facemask combination.

B. Non-player youths WILL NOT BE allowed in the player's box, penalty box, or scorer's box during any game. All youth games will abide by the rules and regulations set forth by USA Hockey as modified by Minnesota Hockey and the Detroit Lakes Youth Hockey Association. Coaches and players should familiarize themselves with the appropriate rules for their level of play. A Zero Tolerance Policy will be strictly enforced. See appropriate sections for expected conduct and responsibilities for all players, parents and coaches. We are all ambassadors of the community of Detroit Lakes and thus should hold ourselves to the highest standards.

C. As required by the City of Detroit Lakes, all on-ice practices, games and related activities must be under the direct supervision of a coach or adult member of the youth hockey association.

If Coaches cannot guarantee an adult supervised session, there is no alternative but to cancel that on-ice activity. The coaches are ultimately responsible for the safety and welfare of all involved. Unsupervised activities will not be tolerated.

### **Section 15: Game/ Practice Schedules**

A. Coaches are expected to take an active role in working with the Hockey Committee/Youth Hockey Director (scheduler) to ensure that the total number of games is within the guidelines for their level of play. It is anticipated that some games will be cancelled due to bad weather during the season, and this may be accounted for when scheduling the total number of games prior to the start of the season. If coaches have a list of preferred opponents for the season, they should work with the scheduler to convey their requests.

B. Games should not be scheduled without a two(2) week notice unless necessary to fulfill district, regional, state playoff or make-up requirements.

C. Unless necessary to complete district, regional or state playoff requirements, no out-of-town games will be scheduled on school nights. If this exception occurs and games do take place on a school night, they will be scheduled to allow the players to arrive home by 11:00 pm.

D. Every effort will be made to make sure games will not be scheduled or played until the team has had at least ten (10) on-ice practices.

E. Total number of games played during the season, including tournament action, but excluding post-season play, is limited by Minnesota Hockey rules. DLYHA will schedule games as appropriate for each level. *Example:* Mite age players may play six games while Bantams may play forty or more. Differences may exist between A and B level teams within the same age group.

F. At the youth hockey level, player and team skill development is the primary consideration. Within this context, adequate practice time is essential for a successful season. A minimum practice to game ratio of 2:1 will be attempted to be maintained.

G. The Hockey Committee/Youth Hockey Director (scheduler) will take into account the ages of the various levels when building the practice schedules. The youngest groups will be given the earlier ice times while the oldest groups will go later in the evening. The length and frequency of practices will also increase for older players. Under no circumstances will DLYHA coaches or their assistants conduct a practice at Kent Freeman Arena after normal operating hours.

## **Section 16: Tournament Guidelines**

### **A. Traveling Tournaments:**

a. Squirt and U10 levels are limited to no more than three (3) invitational tournaments per season, excluding playoff and post-season activity.

b. Pee-Wee, Bantam, and U12 levels are limited to no more than four (4) invitational tournaments, excluding post-season activity.

### **B. Home Tournaments:**

DLYHA is able to keep registration fees low due to the revenue from home tournaments. DLYHA does not host a home tournament at every level each year. All home tournaments will be conducted and sponsored by the DLYHA. Parent volunteers and players run home tournaments.

At the beginning of the season, the team will designate a home team tournament chair to help conduct the tournament duties with the DLYHA tournament director.

## **Section 17: Laker Youth Hockey Tryout Guidelines**

**\*\*Please refer to the Tryout Policy in Coaching Policy Book located on the DLYHA website\*\***

### Philosophy

It is the goal of Lakers youth hockey to place each player on a team that matches his/her ability level and skills to ensure that all players will have an enjoyable hockey season and progress at the proper rate.

### Tryouts

- All players will be evaluated and placed on a team as soon as possible
- All player evaluations shall be confidential and available only to the Hockey Committee/Youth Hockey Director
- Team members will be chosen by individuals designated by the Hockey Committee/Youth Hockey Director.
- As close as possible, teams will receive the same number of players evaluated equally
- In cases of a dispute, the final authority will rest with the Hockey Committee/Youth Hockey Director

### **Section 18: Coaches Selection and Responsibilities**

A. To ensure consistency throughout the youth hockey program, every attempt will be made to retain qualified coaches to coach at the same level from year to year.

B. The Hockey Committee/Youth Hockey Director will recruit all coaches. The Hockey Committee/Youth Hockey Director will submit their recommendations to the DLYHA Board no later than the October Board meeting. All coaches are subject to DLYHA Board approval and passing the USA Hockey Screening process.

C. All coaches shall follow the rules, regulations and philosophies of USA Hockey, Minnesota Hockey, and the Detroit Lakes Youth Hockey Association.

D. All DLYHA coaching staff is forbidden from accepting any monetary, or otherwise tangible gift or any kind that would be seen as a form of a bribe. Coaches who fail to comply with the stated goals and rules of DLYHA will be dismissed from the team at the discretion of the Hockey Committee and/or DLYHA Board of Directors.

E. All active coaches associated with the Detroit Lakes Youth Hockey Association shall have the appropriate current coaching certificate as required by USA Hockey and Minnesota Hockey.

F. Coaches shall set high standards of conduct and sportsmanship for themselves and their players.

G. Coaches will keep in mind that the player is the most important part of the program and that learning and developing one's skills along with having fun are more important than winning.

H. Coaches will understand the rules of the game and maintain a neat and appropriate appearance. They shall be prompt for all practices and games, run efficient and organized practices, and maintain game plans. All team members shall be treated equally and given proper respect.

I. Coaches shall recognize that they are role models for all players in the program and shall not engage in any conduct or behavior that is detrimental to that role. As such, the use of profanity towards officials, players, spectators or other coaches is prohibited and reflects poorly on the coach, his team, and the community of Detroit Lakes. All violations of the coach's code of conduct will be reviewed by the Hockey Committee/Youth Hockey Director with results given to the DLYHA Board

J. The head coach's disciplinary authority is outlined in Section 21 of this policy handbook.

K. Until final rosters are submitted to Minnesota Hockey, players may be moved up or down at the discretion of the A team coach and the DLYHA Hockey Committee.

L. All head coaches are required to have an emergency plan in place, and must be familiar with the Automatic Defibrillator (AED) located in the lobby of the arena.

### **Section 19: Academic Guidelines**

The Detroit Lakes Youth Hockey Association places a strong emphasis on academic performance and will recognize students through an academic recognition program at all competitive levels.

### **Section 20: Harassment Policy**

It is the intent of the Detroit Lakes Youth Hockey Association to provide a safe and enjoyable environment. Within this context, it is DLYHA's official position that harassment of any kind will not be tolerated in any manner. Any player who believes he or she is a victim of harassment shall immediately notify a coach, Hockey Grievance, or DLYHA board member.

If upon investigating the complaint, it is found to be valid, a written brief shall be submitted to the Discipline & Grievance Committee. A finding of harassment by the committee will result in the offending person being suspended or removed from the DLYHA program.

### **Section 21: DLYHA Grievance Procedure**

If a parent or guardian of a registered player, a DLYHA coach, or a DLYHA referee is involved in a situation where a concern or problem has become evident, the following form should be included:

Form available here:

<https://drive.google.com/file/d/1nYSwx1DS4FGA8u2WJhviQcbSYGcDDDHS/view?usp=sharing>

\*Within the form you will be asked to:

- a. Explain the DLYHA or USA Hockey Code of Conduct that was broke as thoroughly as possible
- b. Have you discussed the issue with the Head Coach or the parties involved
- c. List all people and their role involved in the grievance.
- d. Describe a solution you would like to see take place.

Once the form has been filled out and submitted to one of the grievance committee members, The following will happen:

- a. If it is believed there is a possible code of conduct violation, we will then interview the coaches and ask if that alleged behavior occurred.
- b. The grievance committee will do an investigation and ask witnesses (if needed)
- c. The grievance committee will make recommendations to the Hockey Board or Coaching committee if necessary.

### **Section 22: Team/ Parent Volunteers**

A. The success of the Detroit Lakes Youth Hockey program depends on adequate support from parents, players and coaches. It will take the combined effort of all these individuals to ensure that our youth skaters have a positive and rewarding experience. These volunteers must maintain the same amount of enthusiasm in helping the program as our youth do in their skating activities.

The importance of being a proper role model cannot be over-emphasized. By volunteering time and effort for the team and maintaining a positive attitude throughout the season, we are showing our youth the benefits of volunteer involvement. In turn, this will make their experience more rewarding as they grow up, seeing their parents wanting to be more involved in the team as a whole.

B. Once the teams are selected, the Hockey Committee, will host a parent meeting to explain the philosophies of the program, upcoming schedules, tournaments, and the rules and regulations that everyone will need to follow. They will also discuss the importance of volunteers and the need for ALL parents of the team to make a commitment of time and effort.

Prior to or at this meeting there will be a request made for a volunteer to be the "**team manager**" for the season. This individual serves a very important function in maintaining good team organization. The team managers will be under the direction of the Team Manager Coordinator. Their duties shall include, but are not limited to the following:

- Attend the Mandatory Coaches and Managers meeting at the beginning of the season. Schedule the start of year meeting with all parents and players. This is a meeting where the coach sets the table for the year. Discusses expectations and answers any questions. This takes place within the first week or so of the season.

- Work with the DLYHA Equipment Manager for team equipment. Make sure all equipment is properly used, maintained, and returned at the end of the year. (to include deposit and rental check compliance)
- Be a communication liaison for the DLYHA Board of Directors to all the families on your team. Communicate the team's ice times for practices and games. Keep team records such as league standings, overall team records and statistics with respect to team - performance as requested by the Coach. Update team webpage as necessary.
- Make team records available at each league game and tournament. The Team Manager must retain, throughout the season, the District 15 official team roster, Waiver Forms, Consent to Treat Medical Forms, and a copy of each coaches CEP card. The association registrar will provide this Book to you. You must bring it to every game and/or tournament and return it at the end of the year.
- The home team is responsible for a scorekeeper and timekeeper. The Team Manager shall perform this duty or assign it to a parent on the team. Many teams have a rotating schedule. The
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- DIBS tool on the website is a useful tool to manage, track, and inform families of their responsibilities.
- Report scores of all league games after each game to District 15 website
- Handle team travel arrangements for out of town tournaments. Most out of town arrangements have been pre-booked and the specific DLYHA Tournament Coordinator will communicate this to you at the beginning of the season. You will also want to ensure with the Treasurer that all tournament fees Have been paid prior to you leaving for tournament.

C. Coaches will follow up at their own team meeting with the parents to explain their coaching strategies, how they see the season going forward and be available to answer any questions or concerns that arise.

### **Section 23: Concession Stand**

A. Each team in the youth hockey program (*except termites*) will be responsible for staffing and assisting workers in the concession stand for assigned games as scheduled in conjunction with the Team Manager Coordinator and the Concession Stand Manager.

B. Each team will be responsible for a portion of the season's concession times to work. A pre-assigned spreadsheet will be developed after each team is selected to assign each parent a scheduled work time. If the time cannot be worked, it is the responsibility of the person to find a replacement for that time and to inform the concession manager that someone else will be working that time.

C. The team manager or their designee will coordinate all individual assignments within their team and forward the team list to the concession manager.

D. It is imperative that adequate staffing be maintained throughout all games, so it is imperative that schedules be adhered to.

E. Assignments will include all youth hockey home games, all girls and boys home high school games, tournaments specific to teams and volunteers for any post season tournaments.

F. Once again, if all parents volunteer their fair share, the disruption will be minimal, and the time split up between everyone is minimal.