

SHAKOPEE YOUTH HOCKEY ASSOCIATION OPERATIONS MANUAL

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MISSION STATEMENT

As Players, Parents, Coaches, and Board Members, we are here to dedicate ourselves to the game of hockey on and off the ice. We will promote sportsmanship, parent involvement, volunteerism, and teamwork to enhance the overall growth of Shakopee Hockey.

By-Laws

Article I - Membership

Section 1 – Qualification

Any parent or guardian who has paid a player's registration fee and is current with regard to payment on his/her child(ren)'s ice fees shall be considered a member of this Association. In addition, any community member who is an active volunteer (as determined by the Board of Directors) within the Association can and will be noted as a member of the Association. Members who are not current with their ice fees shall be considered members in good standing if appropriate arrangements for payment have been made.

Section 2 – Membership

The annual membership period shall commence on the date of hockey registration for the current season and shall terminate on the next season's registration date. The number of members shall be unlimited with efforts made each year to increase the Association membership.

Section 3 – Rights of Membership

Each member, as defined in Section 1, shall be entitled to one vote per issue voted upon at all general meetings of the Association, including the Annual Meeting, provided such member is at least eighteen years of age. This excludes monthly Board of Directors meetings.

Section 4 – Meetings

There shall be an Annual Meeting of the Association Membership each year scheduled between March 1st and April 30th. The President shall at his/her option, either via E-mail and on the Association's Website or by U.S. Mail, First Class, announce the date, time, place and agenda of the meeting ten days prior to the meeting. Directors shall be elected at the Annual Meeting and such other business transacted as may properly come before the Membership.

A special meeting of the members of the Association may be called at any time for any purpose by a majority of the Board of Directors or pursuant to a petition signed by one-third of the Membership. Notice of such special meeting shall be provided either via E-mail and on the Association's Website or by U.S. First Class Mail at least ten days prior to such meeting.

Section 5 – Quorum Voting

The members present at any general meeting shall constitute a quorum. All issues voted upon shall be decided by a majority of the votes cast. Each fully qualified member present shall be entitled to cast one vote on each issue or election. No proxy votes will be recognized or counted.

Article II – Officers

Section 1 – Officers

Officers of the Board of Directors shall consist of the President, Vice President, Secretary and Treasurer. These officers shall be members of the Board of Directors.

Section 2 – Election of Officers

The Board of Directors shall elect officers at the first meeting of the new Board following the Annual Meeting of the Association.

Section 3 – Vacancies

The Board of Directors shall fill any vacancy. Replacement Officers shall serve for the balance of the term of the office vacated.

Section 4 – Duties of the Officers

- A. President** – The President shall preside at all membership meetings and meetings of the Board of Directors. The President shall take direct charge and assume responsibility in the supervision of the business of the Association and may delegate such duties as may be necessary to execute his/her responsibilities. In addition, he/she may appoint Committee Chairpersons with the consent of the Board of Directors. The President may co-sign legal documents of the Association along with one other officer. The President will assume any additional responsibilities as delegated by the Board of Directors.
- B. Vice President** – The Vice-President shall preside in the absence of the President and at such times perform the duties of the office of the President. He/she may also co-sign legal documents along with one other officer. The Vice President will assume additional responsibilities as delegated by the President and/or the Board of Directors.
- C. Secretary** – The Secretary shall keep an accurate record of the proceedings of all meetings including any regular Board meetings, special meetings and grievance proceedings. The Secretary shall hold the official papers of the Association, including the Corporate Charter, By-Laws, and a file of all Association meetings. He/she may also co-sign legal documents along with one other officer. The Secretary is responsible for notifying all Board members of meeting schedules and any changes in the regular schedule. The Secretary shall also provide a copy of the meeting's agenda for all members present at the meeting. He/she will assume additional responsibilities as delegated by the President and/or the Board of Directors.
- D. Treasurer** – The Treasurer shall have custody of all funds of the Association, shall keep a record of receipts and disbursements and shall pay out funds as authorized by the Board of Directors. All expenditures over \$100 must be approved by the Board of Directors prior to payment. He/she shall make an oral and/or written report of the receipts and disbursements and current fund balances at each Director meeting and at membership meetings at the request of the President. The Treasurer shall be responsible for the timely filing of all government reports, including reports required by the Internal Revenue Service. He/she will assume additional responsibilities as delegated by the President and/or Board of Directors.

Section 4 – Term

Officers shall serve for the period of one year beginning immediately after adjournment of the meeting at which they were elected.

Article III – Board of Directors

Section 1 – Board Structure

The Board of Directors shall be composed of the four Executive officers named in Article II and five additional members. Three of the nine elected members of the Board of Directors shall be elected each year at the Annual meeting. The past President shall reside as Senior Advisor, non-voting, for one year. In the event of a vacancy on the Board of Directors due to resignation or other occurrences, the Board of Directors will fill such vacancy until the next annual meeting election.

Section 2 – Nominations

Any Association member in good standing is eligible to be nominated to serve as a board member and such nomination shall be voted upon by the membership at the Annual Meeting.

Section 3 – Powers and Duties

The Board of Directors shall be the general governing body of the Association. It shall approve the budget and require reports from officers as are necessary to efficiently direct the business of the Association. In addition, the Directors shall approve Committee Chairperson appointments made by the President.

During intervals between the general meetings of the members of the Association, The Board of Directors shall have, and may exercise all of the powers of the Association in the management of the business affairs of the Association, in such manner as the Board shall deem to be in the best interest of the Association and its members.

Section 4 – Meetings

The Board of Directors shall hold monthly meetings and additional meetings as may be called by the president or upon request by any three members of the Board. Notice of time and place of the meeting of the Board must be given to each Board member at least 24 hours prior to the proposed meeting.

Section 5 – Quorum

A majority of the members of directors in office shall constitute a quorum for the transaction of the business at any meeting of the Board of Directors.

Section 6 – Term

Directors shall serve for a three-year term beginning immediately after the Annual Meeting at which they have been elected.

Article IV – Committees

Section 1 – Standing Committees

There shall be eight standing committees with a Chairperson being appointed by the Board of Directors to serve on each of the committees and such chairperson shall report to the Board of Directors as requested. Committee members are to be recruited by the Committee Chair. Such Committee Chairperson and the committee members may be a member of the Board of Directors or a general membership volunteer. Each member of the Board of Directors will be assigned as an overseer to one or more standing committees.

The standing committees are as follows:

FUND RAISING
SPONSORSHIPS
ICE PROCUREMENT
REGISTRATION
PUBLIC RELATIONS
EQUIPMENT MANAGEMENT
COACHING AND HOCKEY DEVELOPMENT
TOURNAMENTS

Section 2 – Duties of the Committees

Standing committees shall have the following duties:

- A. Fund Raising.** This committee shall assume responsibility for the development, communication and coordination of all fund raising activities sponsored by the Association.
- B. Sponsorships.** This committee shall assume responsibility for the solicitation of team and Association sponsors, including the preparation of a sponsor program which shall be subject to approval by the Board of Directors, direct solicitation of potential sponsors and the collection and reporting of sponsor pledges. This committee shall also be responsible for any publicity offered to the sponsors including the maintenance of team banners and public acknowledgements.
- C. Ice Procurement.** This committee shall be responsible for obtaining ice time for the Association and allocating such hours to the various teams. Such allocation shall be subject to Board of Directors approval.
- D. Registration.** This committee shall be responsible for the scheduling, communication of and coordination of the annual registration for the Association, including the collection and reconciliation of registration forms and registration fees collected.
- E. Public Relations.** This committee shall be responsible for promotion of the Shakopee Youth Hockey program, which encourages overall growth of the Association, including media coordination and participant surveys.
- F. Equipment Management.** This committee shall be responsible for the purchasing, repairing, storing and issuance of Association owned hockey equipment including goalie equipment and jerseys. The committee shall also present an equipment budget for the upcoming season to the Board of Directors for approval no later than July 15th of each year.

G. Coaching and Hockey Development. This committee will assume responsibility for the recruitment and selection of qualified hockey coaches for the approval of the Board of Directors; sponsoring coaches clinics; development, maintenance and distribution of a coaches guide; appointment of level coordinators for each level of team play; establishing and maintaining tryout guidelines and procedures for the selection of players for teams. Every effort should be made by this committee to recruit player evaluators from outside of the Association to insure a fair and objective process. At no time shall an evaluator be appointed who has a child playing at the level to be evaluated. Final selection of all coaches, coordinators and teams shall be subject to Board of Director' approval.

H. Tournaments. This committee shall be responsible for the overall coordination of tournaments sponsored by the Association. The duties of the committee shall include scheduling and ice procurement, advertising, coordination of volunteers, referees, trophies, and overall tournament management. Upon completion of scheduled tournaments, a full financial statement will be completed within 14 days of completed tournament.

Article V – Hockey Rules

Section 1 – Hockey Rules

The Minnesota Amateur Hockey Association (MAHA) shall govern all play except as modified by the Board of Directors.

Section 2 – Player Discipline

A coach may sit a player for a specific disciplinary reason. Such benching must be for a reasonable length of time and must be related to a specific behavior rather than a game situation. At the beginning of the season, the coach has the responsibility to communicate to both the player's and their parent's the behavior that will result in a disciplinary action and what that disciplinary action will be.

Behavior which could be subject to disciplinary action includes unexcused absence at practices or games, playing at a level which is below the capabilities of **that individual** (not any other team member), foul language, violent behavior, refusal to follow coaches instructions.

Section 3 – Grievances

All grievances and complains may be brought before the Board of Directors by any Association member, parent, coach, or player at any regularly scheduled Board meeting. Any action needed to address the grievance will be acted on upon the decision of the Board.

Section 4 – Player Movement

All players will be assigned to a level based on his/her birthday. The range for birthdays for each level will be based on the guidelines set by the Minnesota Amateur Hockey Association. Exceptions to this rule are as follows: (1) for purposes of filling a team players will be moved up based on their tryout score and with the consent of their parents/guardians; and (2) players whose birthdays fall between July 1st through August 31st who desire to skate with other players in their own school grade. Shakopee Youth Hockey Association recognizes all players develop differently. We recognize that to allow that development to continue and flourish players may need to compete at a level that is above their age requirement. To ensure the development of the

player is accomplished the following criteria are in place for the Board of Shakopee Youth Hockey to make an educated and informed decision for all parties. To initiate this opportunity, the player's parents must formally petition the board via written communication for Player Development / Growth via Upward Level Movement prior to July 1st of each calendar year. The petition will be referred to the Coaching Committee for review and decision which will be communicated to the Board of Shakopee Hockey. Communication on all petitions will be made prior to August 1st of each season to ensure the player and the association can properly prepare for the upcoming season. If the petition is approved that player must remain at the petitioned level for the entire playing season. There, of course, is no guarantee what level team the petitioning player will make. The petitioning player must partake in all tryouts and is subject to the same criteria as all players in that age level. If the petition is not approved the player will play at their predetermined age level. The decision on the petition is valid for only that upcoming season. The player must re-petition each year they feel a developmental / growth opportunity exists following the criteria set forth in this amendment.

When the petition is granted by the Board of Directors to allow the July/August move-up, the following conditions apply:

1. The player must complete the normal tryout for that level and play where evaluated.
2. The player must complete a minimum of two (2) years at each level (2 at Squirt; 2 at Peewee, 2 at Bantam, 2 at U10, 2 at U12 and 2 at U14) with the exception of the first year that this policy change becomes effective. During the first effective year, the player must have completed at least one year at the level he/she is moving up from.

Article VI – Procedures

Section 1 – Rules

Roberts Rules of Parliamentary Law shall be the authority in the deliberations of this Association.

Section 2 – Voting

Voting may be by voice vote or a show of hands. A ballot must be provided if requested by any one Director at a Director's meeting or any ten members voting at a meeting of the general membership.

Article VII – Amendments

Section 1 – Amendments

These By-Laws may be altered or amended at any regular or special meeting of the membership of the Association by a majority vote of the membership attending such meeting of the general membership.

OPERATIONS MANUAL

PROGRAM PHILOSOPHY

This hockey program is based on the belief that athletics are part of the total educational process. The coaching staff recognizes it has a role in developing the “total person.”

The goal of the hockey program each year is “to be the best we can be” at each level. This is obviously relative to the group of athletes that composes that particular level of the program. The win-loss record of a group is important, but only in terms of the strategies of the game.

The athletes within the program will have “high expectations” placed on them in regard to all aspects (this includes non-sport items such as academic performance, school conduct, community actions, etc...). The demands placed on them will be great in terms of performance, work, commitment, and so on.

There are five expectations that we will have of athletes that are associated with the program, that directly have nothing to do with winning and losing. Those five expectations are as follows:

1. To act with “class” on and off the ice.
2. To be the best you can be (hockey player, student, and person.)
3. Always give 100%.
4. To be an unselfish player and individual.
5. To be chemical-free.

It is crucial to be consistent in terms of all policy and expectations that we have with regards to our athletes. All athletes will be treated with dignity and fairness by their teammates and coaching staff.

In terms of playing time, several principles will be utilized. It is critical that the greatest possible number of athletes be utilized in games. Depth is important. Philosophically, as a matter of necessity and choice, it is our plan to make use of as many athletes as possible.

Skill level, work ethic, knowledge of system, attitude and other observed behaviors and characteristics will play a role in determining how many and what players will play. We will play “performance” not potential.

“Success” is attaining the goal of “being the best you can be” (It is a journey). Therefore, with a certain group of athletes, “success” might be attained despite having a losing record. Another may have a winning record, but in fact not be as successful because they had not reached the goal of the best you can be. The program will be based on a belief that if all the little things are done correctly, the scoreboard will take care of itself.

Decision making in the program will be based on the following criteria: 1) what is fair? 2) What is in the long-term best interest of the program and the individuals?

Organizational and managerial skills are critical in the handling of a large number of people. A great amount of input will be sought from staff members. Staff members will be given a great deal of responsibility and creativity will be highly encouraged.

It is crucial that the athletes understand what we are doing and why. This extends to absolutely everything: techniques, systems, conditioning, rules, drills, and so on. If they know the reasoning of the coaching staff and understand it, they are more willing to learn and accept what it is that we are doing (keeping in mind that the coaching staff is responsible for making the decisions.) Our approach to hockey will be embodied in the belief that people are more important than X's and O's. The collective quality of the people in the program will be the determining factor in whether or not the program is successful. Strategically, we will approach the game with the belief that execution is more important than theory. Teams that show steady improvement are teams that improve technique as the season progresses. The goal of improving fundamentally will be something that is continually impressed upon our squad. We will be "sophisticated" in our offensive and defensive "packages", but not at the expense of emphasizing sound technique or taking the time to do a great job with the basics.

We will be totally team oriented in our approach. In the game of hockey, if the goals of the group are to be reached, it will occur through the dedication and effort of many individuals. (Nothing can be accomplished alone in hockey.)

DEFINITION OF PROGRAMS FOR SHAKOPEE YOUTH HOCKEY ASSOCIATION (SYHA)

“A” Team or Traveling Program

PHILOSOPHY

The SYHA traveling program was established in order to give the players evaluated the best hockey skills or aptitude a place to play with and against equal or better talent, to help them gain higher levels of skill, and achieve and orient their hockey ambitions. These ambitions will not be limited by policies like “equal time” hockey at this level, but will push each player to play at the highest possible level.

DEFINITION

The SYHA hockey program is composed of the best possible teams on the Squirt, PeeWee, and Bantam levels to develop able hockey players to represent the Shakopee area community against competition of equal talent from other competitors around the State and Region.

The teams are selected on the basis of annual grading and tryouts by candidates in skill drills and consideration is given to past achievements, coachability, and desire. The program strives to develop youth to be all they can be as hockey players and sportsmen by encouraging them to excel and maintain a positive winning attitude.

GOALS

- Have an enjoyable hockey season.
- Maintain a practice ratio of four practices for every one game.
- The coach will make all decisions based on the Coaching Manual and The Code of Conduct that governs all players in our program.
- No restrictions will be placed on these coaches at these levels because SYHA is pushing for a very competitive environment.
- Learn hockey refining fundamentals and develop hockey techniques.
- Understand the definition of “Team” as a collection of people united in the pursuit of a common objective for the satisfaction of the PLAYER’S AND COACHES’ individual needs.
- Ideally these teams will participate in at least 30-60 games a year through tournaments and scrimmages.
- These teams will be pushed to perform all of the systems and drills performed at Shakopee High School level. (See the Coaching Manual.)

“B”/”C” TEAMS IN SHAKOPEE YOUTH HOCKEY ASSOCIATION

PHILOSOPHY

This level is for the players who were evaluated below the players on the “A” teams. This however will not deter their development as hockey players. The coaches Committee has pushed the Shakopee Youth Hockey Board to adopt the policy of playing our players at the highest possible levels. The reasoning behind this policy is to show the competition that exists at each level and our players react and exceed their limitations to play at the given level of competition.

DEFINITION

The “B” level is designed to promote more skill enhancement for the individuals at this level. The coaching staff will make this level extremely competitive by again focusing on skill and creative competition based practices. Coaches will be asked to promote the concept of equal time at this level except for the last two minutes of the game and overtime in which time they will be given the freedom to decide who will give their team success.

GOALS

- To have an enjoyable hockey season.
- The coach will make all decisions based on the Coaching Manual and The Code of Conduct that governs all players in our program.
- The “B”/”C” level will focus more on a practice based scenario with a ratio of practice to games
- The number of games and scrimmages should be focused to 20-50 per season.
- Equal time and rotation of positions will be accepted at this level.
- These teams will be pushed to perform all systems and drills performed at Shakopee High School hockey team. It may take longer at this level but The Coaching Committee truly believes that each player should be challenged to understand all key essentials of the game of hockey.
- If a player is struggling with skill they will be recommended to attend a program to assist individuals to attain better skills. The coach or The Coaches Committee will give this recommendation.

SHAKOPEE YOUTH HOCKEY TEAM SELECTION **PROCEDURE – U10, U12 and U14**

- The purpose of all team selection in the Shakopee Youth Hockey Association is to place every player on a team commensurate with their skill.
- Try-out format will consist of individual skills and game skills
- The coaches committee implements all testing procedures that will be used in try-outs.
- Tryouts procedures will be mandated by the coaches committee and approved by the board annually.
- All skill testing and selections will be completed prior to team placement.
- The tryout committee will make final team selections with input by the coaches committee.
- All scores for skill testing and selection are confidential.
- All players will have a number pull over. Players will keep the same number for both days, and then will turn in their number after tryouts on Sunday.
- The projected numbers for teams are: 10-15 players for the A team, 10-15 players for the B team, and 10-15 players for the C team.
- Team selections will be posted at the Shakopee Arena and on the website.

SHAKOPEE YOUTH HOCKEY TEAM SELECTION **PROCEDURE –SQUIRTS**

- The purpose of all team selection in the Shakopee Youth Hockey Association is to place every player on a team commensurate with their skill.
- Try-out format will consist of individual skills and game skills
- The coaches committee implements all testing procedures that will be used in try-outs.
- Tryout procedures will be mandated by the coaches committee and approved by the board annually.
- All skill testing and selections will be completed during the tryout week.
- The tryout committee will make final team selections with input by the coaches committee.
- All scores for skill testing and selection are confidential.
- All players will have a number pull over. Players will keep the same number for both days, and then will turn in their number after the try-outs on Sunday.
- The projected team numbers for Squirts are: 10-15 players for the A team, 10-15 players for the B team, and 10-15 players for the C team.
- Squirt traveling team selections will be posted at the Shakopee Arena and on the website

SHAKOPEE YOUTH HOCKEY TEAM SELECTION **PROCEDURE – PEE WEES**

- The purpose of all team selection in the Shakopee Youth Hockey Association is to place every player on a team commensurate with their skill.
- Try-out format will consist of individual skills and game skills
- The coaches committee implements all testing procedures that will be used in try-outs.
- Tryout procedures will be mandated by the coaches committee and approved by the board annually.
- All skill testing and selections will be completed during tryout dates.
- The tryout committee will make final team selections with input by the coaches committee.
- All scores for skills testing and selection are confidential.
- All players will have a number pull over. Players will keep the same number for both days, and then will turn in their number after tryouts on Sunday.
- The projected team numbers for PeeWees are: 10-15 players for the A team, 10-15 players for the B team, and 10-15 players for the C team.
- Pee Wee team selections will be posted at the Shakopee Arena and on the website.

SHAKOPEE YOUTH HOCKEY TEAM SELECTION **PROCEDURE – BANTAMS**

- The purpose of all team selection in the Shakopee Hockey Association is to place every player on a team commensurate with their skill.
- Try-out format will consist of individual skills and game skills
- The coaches committee implements all testing procedures that will be used in try-outs.
- Tryout procedures will be mandated by the coaches committee and approved by the board annually.
- All skill testing and selections will be completed during try out week.
- The tryout committee will make final team selections with input by the coaches committee.
- All scores for skill testing and selection are confidential.
- All players will have a number pull over. Players will keep the same number for both days, and then will turn in their number after tryouts on Sunday.
- The projected team numbers for Bantams are: 10-15 players for the A team, 10-15 players for the B team, and 10-15 players for the C team.
- Bantam team selections will be posted at the Shakopee Arena and on the website.

CRITERIA FOR SHAKOPEE YOUTH HOCKEY TRYOUTS

- **OBJECTIVE:** Every player must be given a fair opportunity to display his or her talents and be judged objectively. The final scores will determine the team size with a minimum of 10 skaters at the top team level. The final team size will be determined by natural breaks in the tryout ranking.
- **PROCESS:** The try-out will be two days and will be judged by a numerical scoring system. The tryout and coaches committee will compile scores. This committee will also assign numbers and jerseys to all of the players.
- **THE DRILLS AND THE REQUIREMENTS TO BE JUDGED:** The try-out outline will be drills and scrimmages during the two days. The same three drills will be repeated each day during try-outs, the drills will be scored on a scale of one to five (five being excellent) with the total being 15.

The committee will judge the players based on the following guidelines in these skating drills.

HOCKEY STOPS

1. STOPPING BOTH WAYS
2. KNEE BEND
3. SPEED OF PLAYERS
4. QUICKNESS IN STOPPING AND STARTING
5. POSITION OF STICK

FORWARD CROSSOVERS

1. HOW FAR FRONT LEG COMES OVER
2. KNEE BEND
3. SPEED AND BALANCE
4. SHOULDER TO THE ICE
5. POSITION OF STICK

BACKWARD CROSSOVERS

1. INSIDE LEG REACHES TO THE MIDDLE OF THE ICE
2. KNEE BEND
3. SPEED AND BALANCE
4. POSITION OF STICK

GRADING CRITERIA FOR DRILLS AND SCRIMMAGES

Grading criteria guidelines for drills

1. Unable to perform the skill.
2. Needs improvement
3. Satisfactory
4. Good
5. Excellent

The grading criterion for scrimmages will be worth 50 points, 10 points for each skill below. The criteria will be based on the following.

1. How hard the player works
2. Defensive zone coverage.
3. Play in the offensive zone.
4. Aggressiveness.
5. Read and react skills.

SPECIAL REMARKS

- To ensure that the player is familiar with the drill, the administrator will demonstrate the drills.
- Normally the test is not discontinued following a fall; however, if the result is unrealistic, the administrator will consider a second trial. Have the player resume as soon as possible.
- Two trials must be given to the players.
- The total points for a day will be 65, with the overall points being 130

CRITERIA FOR SHAKOPEE GOALIE TRYOUTS

- **OBJECTIVE:** Every goalie must be given a fair opportunity to display their talents and be judged objectively. The final scores will determine the goalie's placement on each team.
- **PROCESS:** The try-out will be two days and will be judged by a numerical scoring system. The tryout committee and coaches committee will compile scores. This committee will also assign numbers and jerseys to all the players.
- **THE DRILLS AND THE REQUIREMENTS TO BE JUDGED:** The try-out outline will be drills and scrimmages during the two days. The same three skating drills will be repeated each day during try-outs, the drills will be scored on a scale of one through five (five being excellent) with the total being 15 points.

The committee will judge the goalies based on the following guidelines in these drills.

1. Station #1 (8 Puck Drill)
 - A. Stance
 - B. Angles
 - C. Quickness
 - D. Rebound control
2. Station #2 (V-Drops, Pad saves)
 - A. Angles
 - B. Ability to recover or get up
 - C. Stick and pad placement
3. Station #3 (Pass and shoot)
 - A. Stance
 - B. Net movement
 - C. Challenging the shooter
4. Station #4 (Breakaways)
 - A. Angles
 - B. Lateral movement
 - C. Forward to backward movement

Grading criteria guidelines

1. Unable to perform the skill.
2. Needs improvement
3. Satisfactory
4. Good
5. Excellent

The grading criterion for scrimmages will be worth 20 points, 5 points for each skill below. The criteria will be based on the following.

1. Position to make the save
2. Rebound control
3. Work ethic
4. Overall play

In addition, the goalies only will have a separate one-hour ice session each day. This session will have four drills; each drill is worth 10 points (total of 40 points).

SPECIAL REMARKS

- To ensure that the player is familiar with the drill, the administrator will demonstrate the drills.
- The total points for a day will be 75, with the overall points being 150.

POLICY ON MOOD ALTERING CHEMICALS

A. Philosophy and Purpose

The Shakopee Youth Hockey Association recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

B. Rule

During the entire season, commencing with tryouts, a player shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a player to be in possession of a legally defined drug specifically prescribed for the player's own use by his doctor. Should a Coach, Assistant Coach or Manager encounter a player in violation of this rule during the season of play, they must immediately report the same to the Board of Directors. Failure to do so will be just cause for immediate dismissal.

C. Penalties and Recommendations for Athletic Activities

1. **FIRST VIOLATION:** Penalty—Two week's suspension apart from the team, which includes all practices, games, scrimmages and tournaments.
2. **SECOND VIOLATION:** Penalty—after confirmation of a second violation, the player will be dismissed from the team for the balance of the season. (In event a player is so dismissed as a result of this section, or suspended under Rule 1 above, no refund of monies theretofore paid shall occur.)

SEXUAL ABUSE POLICY (AS ADOPTED BY USA HOCKEY)

It is the policy of the SYHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs. Sexual abuse of a minor participant occurs when a volunteer touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the volunteer. Sexual abuse of a minor participant also occurs when a minor player touches a volunteer for the sexual arousal or sexual gratification of either the minor participant or the volunteer if the touching occurs at the request or with the consent of the volunteer. Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey, Minnesota Hockey and SYHA Hockey sanctioned programs and/or programs of its Affiliate Associations.

PHYSICAL ABUSE POLICY
(AS ADOPTED BY USA HOCKEY)

It is the policy of the SYHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs. 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 (in a manner appropriate for the level), 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.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey, Minnesota Hockey and SYHA Hockey sanctioned programs and/or programs of its Affiliate Associations.

COACHES MANUAL

Commitment to excellence

The Shakopee Youth Hockey program will stress a commitment to excellence. As coaches, we need to be the examples for the players to follow. The commitment has to come from the top and work its way down. It is not going to come from the bottom and work its way to the top. This manual is set up as a guide to help us as coaches do our very best. This manual is broken into the different areas we will stress to the players.

Positive “Team First” Attitude

We will never use "I" or "me" or blow our own horn. Players don't want to hear how great we were. There is no "I" in "Team."

Always let your actions be guided by a sense of what is best for the team and the program.

Never discuss player's performance with other players, parents, or managers. We will discuss player performance as a staff behind a closed door.

We must always be honest with our players. We must let them know where they stand and why.

We must be supportive and be loyal to each other and the program. Decisions will be made as a group, not by an individual. Whether you are in agreement or not, in the community and in front of the team, we will support each other. Behind closed door with the staff is where any disagreements are aired. We are professionals and we need to always keep our professional boundaries.

Hard Work

As a staff, we need to work our players and other coaching staffs we play.

We will condition our players starting day one to give 100% at all times. Hard work is a habit. Players never choose when to work hard. We as a staff will demand 100% effort from every person in the program.

We will continue every minute to condition our players to automatically give 100% effort.

Discipline

As staff, we must be the examples of discipline. We must have control of ourselves if we expect to have control of the players.

We all have to know our team system and philosophy, always stressing the fundamentals of the system (doing things right).

We will always be organized, prepared, and on time for any team function. Our attendance record will reflect what is expected of us and what we expect of the rest of the team. As staff, we will have our team prepared. Victory favors the team making the fewest mistakes. We will always stress performance, never record or score. If we perform consistently, all else will be taken care of.

We always treat officials and opponents with respect. Never swear or belittle an official. It only makes a bad situation worse. Competition should bring out the best in us. If we act positive to crisis, the players will follow.

Believe

Believe in each other. We all have strengths and weaknesses. As a staff, we need to maximize our strengths and minimize our weaknesses.

Believe in our system. Only when we believe in the system can we be effective teaching it.

Do What is Right

Our character as coaches has to be beyond reproach. We are teaching these players to be good citizens.

Our language as coaches has to be proper, no profanity.

We are visible to the public and the team. If we as a staff are going to be effective in teaching our players to be drug free then we must be responsible role models and under no circumstances may a coach be under the influence of alcohol or drugs at a practice, scrimmage or a game.

SHYA Coaches Compensation Guidelines

Purpose: This is a guideline for the Shakopee Youth Hockey Association (SYHA) board to provide compensation to coaches in a consistent manner while allowing for flexibility in rewarding for loyalty and results.

Eligibility:

Parent Coaches: Parents and guardians of participants involved in coaching their child's team have a priceless opportunity to share their time and talent in a way that surpasses any monetary reward. They are not eligible for further compensation.

Traveling teams: Only traveling team coaches and age level coordinators are eligible for monetary compensation.

Grandfather clause: This guideline was first drafted by the Board in November, 2003 and last updated in May 2009. There may already be commitments from SYHA to coaches who have already started. Those commitments will continue to be honored into the future even if this document contradicts those prior SYHA commitments.

Coaching titles:

SYHA may allow for a compensated *Youth Coordinator*. The Youth Coordinator's salary will be negotiated by the board depending on responsibilities assigned, experience, market conditions, size of program, etc.

SYHA may allow up to two compensated coaching positions per traveling team. They will be:
Head Coach *Assistant Coach*

SYHA board may determine to provide compensation to other coaching positions it deems appropriate by approving a motion on the action. Examples may be *ACE/Coaches coordinator, Pre-skate Coordinator, Goalie Coach/Advisor, Assistant Youth Coordinator, Girls coordinator*, etc.

Base Compensation: ALL TRAVELING TEAMS

The head coach base salary will be \$2,500 per season and \$1,500 per season for the assistant coach. The purpose of the base salary is to reimburse the coaches for out-of pocket costs involved with practices, scrimmages, games, tournaments, fundraisers, phone calls, etc. Therefore SYHA will not pay for expenses such as mileage, lodging, and food for away activities. The compensation is not meant to be an attempt to pay them as if they were punching a clock. It is more a token of appreciation for their dedication and commitment to our youth. The base salary should be reviewed by the board at least every other year.

Payment:

SYHA will pay the coaches twice a year along with current treasurer's recommendations
1st half—December 2nd half--Within a month of the end of the season

Coaches must complete a full season to earn the full compensation.

SYHA will report this as earned income to the IRS as required by law.

Other:

Any concerns of the coaches related to compensation should first be discussed with the head of the coach's committee. If not resolved the board will make a final ruling on the matter.

TEAM PARENT HANDBOOK

Ice Fees/Billing

All traveling team players will be provided with no more than four billing periods by the SYHA Treasurer. The bill will consist of USA hockey and MN hockey fees, coaching fees, insurance, allocated ice time and tournaments at the beginning of the season.

Traveling Teams – Payment of Fees

Registration includes an obligation to fulfill all financial responsibilities with the privilege of membership and for services provided by the Shakopee Youth Hockey Association (“SYHA”).

Hockey fees are due in full for the entire season, regardless of whether the skater completes the season. Refunds will generally not be granted more than thirty (30) days after a player has completed registration. In specific situations where extenuating circumstances exist, the Board may consider issuing a prorated partial refund or forego all or a portion of the balance of the season’s fees owed based upon the costs incurred by SYHA. Cancellation requests received within thirty (30) days of registration will be refunded, less a \$75.00 cancellation fee.

A. All Travel Levels

Travel Teams will make predetermined payments on October 1st, November 1st, January 1st, and March 15th for ice time and related costs for their teams. Payment invoices will be distributed.

C. Collection Policy

A \$25.00 late fee will be assessed on unpaid fees that are 15-30 days late. If payment is over 30 days late, the late fee will increase to \$50.00. With the written consent of the President and Treasurer of SYHA, if all fees are not paid in full by December 15th for all travel team billings the \$500.00 volunteer deposit fee may, at SYHA’s discretion, be used to pay the outstanding invoice amount(s). If there is still a balance due, the skater will be pulled from the ice. A skater will not be allowed on the ice until past due fees are paid, which shall include failure to provide the required volunteer deposit check. The SYHA President and Treasurer shall enforce this policy. Payment in full of all incurred fees shall restore the skater’s good standing. No adjustments will be made to the fee for games or practices missed during the period of unpaid fees. Any costs, including legal fees incurred by SYHA to collect an overdue ice billing(s) shall be paid by the party responsible for the outstanding bill(s).

Volunteerism

The Association’s lifeblood is volunteers. Costs are minimized and a greater participant base has an influence on the culture and success of the organization. Without substantial volunteer time, there is no association.

Eighteen (18) hours of volunteerism will be required per family on a yearly basis. At registration, a \$500 deposit fee will be collected per family. Families may instead choose to pay a \$400 buyout fee in lieu of volunteering. If volunteer hours are completed, the deposit check will be destroyed provided that all outstanding ice bills for the family are paid in full. Volunteers are required to find their own replacements for scheduled times. In the event a volunteer fails to show up for a scheduled time and fails to find a replacement for said scheduled time, the volunteer will be penalized an additional four (4) hours of service, therefore increasing the requirement to 22 hours. If a volunteer fails to show up for a second time during the season without finding a replacement, then the volunteer's check will be cashed by the Association. The Board, at its discretion, may vary the hours and volunteer fee amount for Mini Mite families.

Apparel Policy

Shakopee Youth Hockey Association (SYHA) desires to provide consistency, uniformity and integrity to the apparel that the players wear while representing Shakopee Youth Hockey. Therefore, SYHA adopts the following apparel policy:

A. Jerseys.

1. **Traveling Teams.** SYHA shall issue a home and away game jersey for all traveling team players. No other jerseys shall be worn for league or tournament games. This policy does not, however, apply to a Mite and/or Squirt Tournament Only Team, which jerseys have been approved by the Board. Game jerseys shall be protected by a garment bag and shall only be worn for games unless authorized by SYHA for special events.
2. **Traveling team** – captain and assistant captain letters. SYHA will provide captain and assistant captain letters for jerseys. They will be distributed to the coaches of each team at the beginning of each season. It is the responsibility of the player, who is assigned the letter, to return the letter with their jersey at the end of the season.
3. **In House.** SYHA shall issue a jersey for each in house player to be used for practices and games. No team shall issue a jersey to be worn by its players other than what has been provided by SYHA.

B. Traveling Team Apparel

1. All SYHA apparel shall be predominately black or red and shall be embossed with Shakopee Hockey and/or the saber logo.
2. Hockey Socks – SYHA will provide socks at the beginning of each new season.
3. Apparel cost responsibility. SYHA shall not be involved in the billing for any apparel that a team chooses to wear, i.e. sweatshirts, tee shirts, warm-ups, hats, etc.

Post Season Play

SYHA will cover certain costs of traveling teams that qualify for post season play which payments shall be limited to the following:

- A. The registration fees for Regional and State Tournaments.
- B. The fees for participating players, three coaches and one manager for the State Tournament Banquet not to exceed \$350.
- C. The cost of SYHA-approved banners to be displayed in the ice arena for District Champion and for participating in Regional and State Tournaments.

All other costs, including additional ice time, shall be paid by the team.

All SYHA payments for post season play are contingent upon all outstanding invoices/statements for every player on the team being paid in full.

ROLE OF PARENTS

The parents' role in the education that takes place in athletics is extremely important and often overlooked or underestimated. Parents will have an effect on the team and the individuals on the team and therefore are necessary to work with them to increase the likelihood that the effect is a positive one.

We must explain to the parents the importance of their support and a positive attitude. Parents usually want what is best for their child, but sometimes lose sight of the long-term effect in the heat of the emotion that surrounds a particular situation. During the course of the season, players will often face uncomfortable situations in which they will be asked to deal with in a positive mature manner. It is not the intention of the coach to put the player in this position but it is the nature of the game that they will occur. Parents must resist the temptation to remove these challenges, for it is from learning how to react in these situations that the real learning occurs. It is the responsibility of the parents and coaches to be a good example to the players and provide guidance as to how to deal with the challenge in a positive, productive manner.

One of the most common challenges facing parents and players during the year is individual wants versus team needs. The values of the experience come from learning:

1. That every role is important and that you can't always play the role you want.
2. That if you want something, you have to earn it (nothing is given).
3. That there are some things you can control and some things you can't control. It doesn't do any good to get frustrated over things you can't control but rather channel your energy positively toward those things you can control.
4. That you don't always get rewarded for your efforts extrinsically but the true reward is the intrinsic satisfaction of doing your best.

These are obviously very difficult lessons to learn and that is why it is so important for the parents to help. A player who goes home and hears that they are getting a raw deal is going to have a bad attitude and is unlikely to improve their situation, but the player who goes home and hears that if you want the situation to change, it is up to you to prove you deserve what you want will improve the whole team.

Parents must also be realistic with their expectations. Not everyone can be the star. If a player and his parents always want to play that role, they will often be frustrated instead of realizing that every role is valuable and be appreciative of the role they are asked to play and have fun at it.

When there is a problem with the attitude of a player, the coaching staff will try to get through to that player. If the attitude persists, they will communicate with the parents so that they can help.

In order to accomplish this supportive, positive attitude we must communicate our goals and philosophy. Parents need to know what we want to achieve. They must also be aware that there are many intangibles that they are not aware of. For example:

- What goes on in practice
- Chemistry with other players on lines
- Knowledge player has of system

- Willingness of player to execute system
- Attitude (bench conduct, locker room conduct, on ice conduct)

More times than not, when there is a problem with players that persists, there are parents that need to be worked with to succeed at teaching the player.

Parents not only have an effect on their individual child's attitude, but on the personality of the team as a whole. Make sure that as parents you are aware of the importance of your attitude. If the parents are negative, then it is going to be very difficult to have positive team unity but if the parents are positive then it is very likely that the team will work together and improve.

10 Rules for Parents of Athletes

1. Make sure your athlete knows that win or lose, you love them. Let them know that you appreciate their efforts.
2. Try to be completely honest with yourself about their athletic capability, competitive attitude, sportsmanship and level of skill.
3. Be helpful, but don't coach on the way to the game or at the breakfast table.
4. Teach them to enjoy the thrill of competition, to be "out there trying" and to be constantly working to improve skills, and take the physical bumps.
5. Try not to live your life through them. Don't push them in the direction that will give you the most satisfaction.
6. Don't compete with the coach. Don't side with them against the coach. Try to help them understand the necessity for discipline, rules and regulations.
7. Don't compare them with the other players on the team. Don't lie to them about their capabilities as a player.
8. Get to know your athlete's coach. Make sure that you know what his philosophy, attitudes and ethics are.
9. Don't criticize them for exaggerating, but don't overreact to the stories they tell you. Remember that people tend to exaggerate when they are praised and criticized.
10. Teach your athlete the meaning of courage. Everyone is frightened of something. Courage isn't getting rid of fear - it is overcoming it.

Sample Agenda of Parent Meeting

PARENT MEETING

TIME: Preferably before the first practice, but definitely within the first week after the team has been selected.

ATTENDING: Coaches, Assistants, Parents

ORDER OF MEETING:

1. Introduction of coaches and assistants, manager if selected.
2. Parents introduce themselves.
3. Parents should fill out passed around sheet with name, address, phone, age, grade in school of each player.
4. Coach:
 - a. Philosophy and goals of program.
 1. Difference between traveling program and recreational program (an outline of the program is included elsewhere in this manual).
 2. Dedication and large amount of time that must be devoted to the program.
 - b. Coaches Philosophy
 1. How he/she is going to accomplish the goals of the program through his/her objectives.
 2. Playing the kids- attitude positions
 - c. Schedule
 1. Tournaments
 2. Trips
 - d. Proper Equipment at all times
 1. Skates- sharpened at least once a week and in plenty of time before game time.
 2. Shin Pads
 3. Groin Cup
 4. Good Gloves
 5. Elbow Pads
 6. Shoulder Pads
 7. Good Helmet
 8. Full Face Mask Only
 9. Mouth Guard
 10. Stick cut off at nose in stocking feet

- e. Team Members' Responsibilities
 1. Turn in necessary forms promptly- i.e. birth certificates
 2. Attend each practice and game.
 3. Call coach if going to be absent- notify coach in advance when not able to make a game or practice or when driving directly to an away game.
 4. Vacations to be discussed right now.
 5. Get proper sleep and rest.
 6. Players eat two (2) hours before a game.
 7. Game uniforms only for games.
 8. Be at rink 30 minutes before games or practices.
 9. Listen, listen, and listen to coaches.
 10. Promote team spirit and good sportsmanship.

- f. Parent Obligations
 1. Be sure team members get to games and practices on time.
 2. Attend all games if possible.
 3. Be encouraging, not critical of the team and coaches.
 4. Leave reprimanding and coaching to coaches. Refer all criticism to coaches.
 5. Do not disturb coaches or youth near players' bench.
 6. Do not confront coaches with problems right after a game.
 7. Do not belittle referees or opposing teams and coaches.
 8. Relinquish your child to the coaches during practices and games.
 9. Spend time now getting to know the other parents to provide for a closer team spirit. Form car pools for practices, etc.

- G. Estimated costs for the season
 1. Registration Fee
 2. SYHA Fee
 3. Extra Ice, etc.
 4. MN and USA hockey fees, D6 fees and coaches fees

- H. Pick a team manager

Questions and concerns of parents:

1. All questions and concerns of the parents should be handled by open, positive communication with the Head Coach or through the SYHA Coaches Committee.
2. Do not discuss against a team's management; attempt to solve problems through procedure outlines.
3. Do not discuss or criticize coaches or players in the presence of your child.
4. Discuss progress or concerns with the coach as they relate to your child.
5. If you cannot solve questions or concerns as through procedures outlined, it is recommended that you take your concerns to the SHA Board of Directors.

SHAKOPEE YOUTH HOCKEY PROGRAM CODE OF CONDUCT

I understand that as a member of Shakopee Hockey Association that I must conduct myself as if I am ambassador of my community. People of other communities will judge my city, my team, my coaches, my parents, and my friends based on the behavior that I display in public.

My primary purpose as a player and parent in this Association is to help my teammates and myself to become as successful as possible. Therefore, I agree to adhere to the following codes of conduct:

CLASS I

- I agree to respect the personal property of my teammates, coaches and all public facilities. I will not damage or take property that is not my own. If I unknowingly take someone's property, I will notify a member of the coaching staff, so it will be immediately returned to the owner.
- I agree that if for some reason I am unable to attend school on a given day in which I have practice or a game, I will notify the head coach in advance that I am not able to attend the practice or game for that day.
- I accept that my conduct will also be governed by the rules of M.A.H.A., my hockey association and school as well as the laws of my community—especially those regarding the use of substances such as alcohol, tobacco and illegal drugs.

Violation of the Class I codes listed above will result in the player being "benched" for a minimum of one full game for each initial violation, three games for the second occurrence of the violation and possible loss of all team privileges if behavior does not change. All Class I violations will require a meeting with the coaching staff, the player and player's parents and the Coaches Committee.

CLASS II

- I agree that the respect that I give my coaches, game officials, team captains and all my teammates shall be greater than I would expect to receive from them in return.
- I agree to show my best behavior in public when representing my team and whenever I am wearing any clothing that has the name or insignia that identifies me with Shakopee Youth Hockey Association.
- I agree that in order to be completely prepared for a game, I must arrive and be in the locker room no less than 30 minutes before the scheduled start of all games.
- I agree to take responsibility for visually reviewing all equipment needed from my hockey bag before leaving for any team function.
- I agree to notify the coaching staff in advance if I am unable to attend any practice, training session or game.

Violation of the Class II codes listed above will result in the player being "benched" for a minimum of one period for each initial violation based on the coach's decision. For each additional violation the coaching staff will decide the appropriate punishment with a meeting with parents and the Coaches Committee.

CLASS III

- I agree to arrive at the arena and be in the locker room putting on my equipment no less than 20 minutes before any team function.

- I agree to place the priorities, objectives and goals of my team first at all times and particularly in course of the season. I must realize the idea of commitment to a team and make every effort to attend all team functions. If I cannot attend I must let my coaches know well ahead of time to work out the best situation for everyone involved.
- I agree to give 100% of my effort and attention to the coaching staff at all training sessions and games.
- I agree to conduct myself on the rink and in the locker room at all times in order to give my teammates and coaches the right to enjoy the game as much as I do.

Violation of the Class III codes listed above will result in an immediate reprimand be a member of the coaching staff. In addition, for each occurrence and every subsequent Class III violation, the coaching staff reserves the right to “bench” the player for a minimum of one shift and a maximum of two games.

I understand that this Code of Conduct is intended to provide a common sense and concrete reference of what is expected of me as a player and parent in this Association.

I also understand that the Coaches Committee is here to oversee and govern all decisions involving the game of hockey at the Shakopee Youth Hockey Association.

Signature of Player:

Date:

Signatures of Parent(s) or Guardian(s):

Date:
