

**Sauk Rapids Youth  
Hockey Association**

**Sauk Rapids  
Youth Hockey**

**Handbook  
2004-2005**

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## **1 President's Welcome**

Welcome to the Sauk Rapids Youth Hockey Association. Whether you are new to our hockey family or a returning member, we want to welcome you and make you aware of the many opportunities that are available to you through “the greatest game on earth” – HOCKEY!

This handbook has been put together and revised annually to serve as a guide and reference tool for you and your player(s). The policies and bylaws that govern the SRYHA are listed in detail. Each member is responsible to read and follow these procedures throughout the course of their youth hockey career. If you have any questions or suggestions about the policies, please contact your Level Coordinator or a member of the Executive Board.

The key to any quality organization is the people behind it. SRYHA has a long history of hard working, dedicated members that have laid the ground work for this organization. Many volunteer hours have already taken place to get ready for this season. Without the hard work of volunteers, Sauk Rapids Youth Hockey would not function. I encourage every member to get involved by attending the Association meetings and volunteering for Association and team jobs. We need YOU to continue this tradition of excellence.

Please take some time and read through the handbook. Also, consider volunteering for a position in the SRYHA. Remember, we need everyone to work together to make this a successful program for the kids (players). If you have questions at any time, please feel free to contact me. Good luck and have a great hockey experience!

Sincerely,

Jerry DeGagnè  
SRYHA President, 2004-2005

## 2 The Organization

Amateur Hockey in the United States is a well-organized program. The national governing body is USA Hockey, Inc. It governs amateur Hockey throughout the United States. It develops rules and procedures that keep the game consistent across the country. It recognizes state level affiliates, such as our own Minnesota Hockey, who in turn interpret and apply such rules and procedures on a statewide basis. Each state is broken into many local associations, such as our own Sauk Rapids Youth Hockey Association (SRYHA). To assist in the management of MN Hockey on the state level, the state is broken into districts. SRYHA is a part of District 10.

The local associations such as SRYHA are non-profit, **volunteer-staffed** organizations which must accomplish a broad range of tasks, such as the registering of players, organizing teams, scheduling ice time, raising funds, providing coaches, managers and so on. The success of **our** program is totally dependent upon the efforts of its parent members.

The success of our association is extremely dependent upon the assistance of the parents. As a parent of a SRYHA youth Hockey player, we welcome and need your participation in the activities and efforts that make our program one we are proud of. Your cooperation will also help to keep the costs associated with Hockey affordable. Please do not rely on the efforts of a few good-hearted parents - - pitch in and do your share as well.

If any matter arises that is not covered in this handbook, the Executive Board shall make the final ruling.

### 3 Sauk Rapids Youth Hockey Association

#### 3.1 Elected Officers

Officers are elected yearly, except Secretary, Treasurer and District 10 Representative, which are two-year terms. Elections take place at the March Association meeting. The present officers are:

President	Jerry DeGagné	202-7781
President-Elect	Kelly Wurdelman	203-8088
Past President	Todd Gunderson	654-1840
Secretary	Joni Serena	259-0353
Treasurer	Mindy Clifton	654-1281
Mini Mite / Mite Coordinators	Scott Marlin Jeremy VanHalbeck	654-9681 251-0969
Squirt Coordinators	Mary Gwost Kevin Richardson	654-8422 253-7738
Peewee Coordinators	Mark Weis Jim Prow	240-2978 253-8329
Bantam Coordinator	Rick Cariveau	253-6561
Girls Coordinator	Jenny McNew	252-3440
District 10 Representative	Paul Weber	259-4497
Team Managers	To Be Determined	6 Mo. Position

#### 3.1.1 See 6.6 Article VI. Government Job Descriptions. (Association ByLaws)

Each fall, each team selects a Team Manager to represent them on the Executive Board at all Association and Executive Board meetings.

The Executive Board meets as needed to review and act upon routine matters relevant to the operations of the Association. The Executive Board consists of the elected officers listed above.

#### 3.2 Appointed Positions by President

Check your newsletter for names and phone numbers of people holding these appointed positions:

**Sponsorship Coordinator** – Solicit local businesses for monetary donations to SRYHA. Responsible for updating sponsorship board at Arena East, sending thank you notes and the end of the season thank you in the Sauk Rapids Herald.

**Association Fundraising Coordinator** – Coordinate the annual Association fundraiser. Responsible for distributing information to members and collecting money for yearly Association fundraiser.

**Equipment Coordinator** – Responsible for distributing and collecting all SRYHA equipment (jerseys, pucks, first-aid kits, goalie equipment, etc.)

**Ice Scheduler** – Coordinate all ice activities for Association, including scheduling district games, practices and home tournament.

**Newsletter** – Responsible for the organization of information and publication of monthly newsletter.

**Ice Billing** – Responsible for dividing ice bills received from local ice arenas and billing appropriate teams for ice time used.

**Registration Coordinator** – Responsible for recording all paperwork necessary for the registration of players in the Association with District 10, MN Hockey and USA Hockey.

**Tournament Coordinator** – Responsible for the coordination of the District 10 tournament held at Arena East and any home tournaments.

**Association Coaching and Education (ACE) Coordinator** - Responsible for the administration of all coaching and educational programs.

**Concession Stand Manager** – Responsible for the ordering, purchasing and pricing of all concession stand items.

**Concession Stand Scheduler** – Determine blocks of concession stand hours available for the year and distribute evenly among teams.

**Concession Stand Hours Manager** – Track and record concession hours worked per player.

**Picture Coordinator** – Coordinate team picture night.

**Social Coordinator** – Coordinate preseason Association social and year-end party.

**SKATE Coordinator** – Collect player applications and report cards to verify qualifications. Solicit prizes. Present awards at year-end party.

**Outdoor Ice Coordinator** – Work with city and school officials to coordinate usage of outdoor ice.

**Arena East Representative** – Attend arena board meetings and report back to the Association.

**Web Site Coordinator** – Maintain operation of Association web site.

**Summer Events Coordinator** – Coordinate product and workers for summer fundraising events, ie. Sauk Rapids Food Fest, Car Show, Benton County Fair.

**Officials Coordinator** – Schedule and pay referees for non-District games.

**Off Season Team Coordinator** – Oversees process of providing SRYHA/MN Hockey/USA Hockey sanctioning for members who form spring/summer teams.

### **3.2.1 Appointed Positions by Executive Board**

**Tryout Coordinator** - The SRYHA Executive Board appoints an individual to this position by June 1<sup>st</sup>. This position shall be accountable to the Executive Board and is responsible for carrying out this job as described by this handbook.

### **3.2.2 Committees**

#### **Finance Committee –**

Duties: fundraising, sponsorship, concession stand, Benton County Fair, car show, gambling (calendar), ice billing.

Members: treasurer (chair), fundraising coordinator, sponsorship coordinator, concession stand manager, summer events coordinator, 2 at large members.

#### **Communications Committee –**

Duties: newsletter, web site, calendar, registration, recruitment, handbook.

Members: secretary (chair), vice president, newsletter coordinator, web site coordinator, registration coordinator, 2 at large members.

#### **Hockey Advisory Committee –**

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

Members: president (chair), D10 representative, ice scheduler, tryout coordinator, ACE coordinator, boys high school coach, girls high school coach, 2 at large members.

#### **Special Projects Committee –**

Duties: annual golf tournament, association social, year-end party, SKATE program, equipment.

Members: past president (chair), equipment coordinator, picture coordinator, social coordinator, SKATE program coordinator, outdoor ice coordinator, 2 at large members.

#### **Nominating Committee –**

Duties: Submit candidates' names and qualifications to the membership at the February meeting for the positions of president-elect, secretary (2 yr.), treasurer (2 yr.), MN Hockey District 10 representative (2 yr.), and level coordinators for each level.

Members: past president, 3-5 at large members. Approved by Executive Board.

#### **Coaches Selection Committee –**

Duties: Establish an interview and selection process for coaching positions.

Members: president, president-elect, past president, gender appropriate high school coach, ACE coordinator. (five-person, non-candidate committee)

#### **Handbook Committee –**

Duties: Review and recommend handbook changes to the general membership.

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

#### **Exceptions Committee:**

Duties: Review all petitions and make recommendations on player placement.  
Members: President, tryout coordinator, appropriate level coaches.

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

### **3.3 Association Membership/Player Registration**

A voting membership fee is charged at registration per family and is only available to families with players. Membership is required for all players. This membership entitles you to one vote per family at Association meetings, hold office, and receive all mailings and newsletters.

In September, mass registration days are held. Parent(s) register each player and pay the required registration fees. Dynamics fees are charged to cover ice and instruction for each level. If a player decides to tryout, a tryout fee is also required for each level of tryout. Tryout fees cover ice costs, insurance and administrative costs of the organization. Tryout fees are non-refundable, if tryout is held. In addition, a fee is charged for the Association social.

### **3.4 Birth Certificates**

To satisfy USA Hockey and MN Hockey records requirements, each new player must bring to registration two (2) copies of Certificates of Live Birth.

All SRYHA players must skate at the divisional level based upon their age as set forth by USA Hockey. See Move Up Policy for exceptions.

### **3.5 Dues**

There are mandatory monthly dues at all levels. Dues can vary from month to month. You must pay your dues to keep your child's spot on the team, regardless of injury, grades, discipline, etc.

Dues are due on the 10<sup>th</sup> of the month, and if they are not paid by the end of the month, the parent(s) of the player involved must go to the president and ask for assistance, if necessary. Otherwise, the player will not be allowed to skate until the past-due money is paid.

### **3.6 Association Debt Policy**

Any player whose Association records show outstanding debt for dues, fundraiser or concession stand buy-outs, bad checks, or a lack of payment fees for tryouts will not be allowed to register, tryout or play until all debts are made good.

#### **3.6.1 Bad Check Procedure**

The procedure for a bad check written out to the Association is as follows: The Association treasurer

will try and contact the family. You will be required to submit a money order for the amount of the check, along with any bank fees we incurred. After two bad checks to the Association, you will no longer be able to pay by check. You will need to pay your dues/fundraising by money order or cash.

If the treasurer is unable to contact you, a certified letter will be sent stating the above. If the outstanding amount is not paid within 10 days, the level coordinator will be notified and he/she will then let you know that your child is unable to play until your debt is paid.

### 3.7 Membership/Divisions and Levels

SRYHA offers programs for boys and girls living within the boundaries of the Sauk Rapids/Rice School District. SRYHA will, however, accept player applications from school districts that do not have an organized Hockey program if in the same Minnesota Hockey district boundaries. Players are placed in divisions based upon their age. For 2004-2005, the age limits are as follows for each division:

Mini Mites	born on or after	July 1 <sup>st</sup> , 1997
Mites	born between (inclusive)	July 1 <sup>st</sup> , 1995 and June 30 <sup>th</sup> , 1997
Squirts	born between (inclusive)	July 1 <sup>st</sup> , 1993 and June 30 <sup>th</sup> , 1995
Peewees	born between (inclusive)	July 1 <sup>st</sup> , 1991 and June 30 <sup>th</sup> , 1993
Bantams	born between (inclusive)	July 1 <sup>st</sup> , 1989 and June 30, 1991
Girls 14 and under 12 and under 10 and under	Born on or after	July 1 <sup>st</sup> , 1989 July 1 <sup>st</sup> , 1991 July 1 <sup>st</sup> , 1993

### 3.8 Mini Mites/Mites

Through a combination of practice and some competition, the Mini Mite and Mite programs focus on basic hockey skills. As players progress through Mini Mites (typically 4, 5, or 6 years old) and Mites (7 and 8 year olds), the players will first and foremost learn to enjoy skating and the game of hockey. They will progressively develop basic skills in skating, stick handling, passing and shooting. Very basic positional play and some simple hockey systems will be introduced. There will be much focus on sportsmanship and team-oriented play. Mini Mite and Mite coaches' practices and the games/competition involved will be designed to meet these objectives. To best match players with their most appropriate instructional level within the Mini Mite and Mite programs, it may at times be necessary to place some advanced Mini Mites in the Mite program, and some beginning Mites in the Mini Mite program. Further, parents of 4-year olds who wish to begin Mini Mite instruction should be sure that the skater is mature enough in that their attention span and social/emotional development will allow them to fully participate in the program. A complete description of the current program at both the Mini Mite and Mite level will be distributed at the time of program registration.

### **3.9 Girls/Squirts/Pewees/Bantams**

It is the goal of SRYHA to have a travel team at the A level for all levels of play. All subsequent teams will be placed at levels designated by the Executive Board, as recommended by the Association members. Levels of play available are: A, B, C (house). They will compete in District play as designated by MN Hockey, comprised primarily of Rum River Conference cities and northern Twin Cities suburbs. They will play in invitational tournaments as well. Trying out for a travel team is optional. The player and his/her parents can make this decision based on skill level, interest, etc. (See “SRYHA Open Tryout Policy”). If a player elects not to tryout, the player will be placed on the lowest level team, which may be a travel team.

### **3.10 Association Meetings**

The Association holds monthly meetings, the 2<sup>nd</sup> Monday of the month. The President shall have published in the newsletter to all members at least 30 days in advance, the date and time of each meeting. The meetings generally alternate between the Sauk Rapids American Legion and the VFW.

The monthly meetings are used to make critical decisions about SRYHA issues. You, as a SRYHA member, are strongly encouraged to attend. The Executive Board welcomes your comments and suggestions. We cannot resolve your concerns, or implement your suggestions, unless they are brought before the Board. Minutes are circulated in the newsletter.

### **3.11 The Newsletter**

The primary means of communicating with SRYHA members is via our Association newsletter. Announcements, meeting dates, general information, team updates and other materials are included. Members are strongly encouraged to read this information over carefully and call officers if they have any questions. The President must receive any input for the newsletter by the 5<sup>th</sup> of the month. The President and/or Secretary will approve the content of the newsletter before distribution. Newsletters are mailed or delivered to each family that has a skater in the Association. Members can also elect to have their newsletter delivered electronically via email.

### **3.12 Fundraising**

Fundraising efforts are geared toward meeting the Association’s operating needs and toward meeting team needs.

The Association conducts several fundraising efforts throughout the year. These efforts may include, but are not limited to, the selling of food items at the Benton County Fair, Sauk Rapids Food Fest, Car Show, concession stand sales, steak fry’s or fish fry’s, meat raffles, food sales, calendar sales, etc.

The fundraisers plus concession stand work are mandatory fundraisers for each player. Players have the option to either fully participate in the fundraiser or, if choosing not to participate, must “buy-out” of it for a predetermined amount of money. Players on scholarships may not use the “buy-out” option.

Each level may have its own team or level functions in which each participant would have his/her own mandatory requirements. These are to be set by the team and/or level each year as needed.

Teams raise funds for their operating needs through suppers, breakfasts, various sales and donations. The balance of a team’s operating needs are met through monthly dues. The major costs are for ice time and equipment.

### **3.13 Approval For Fundraising Policy**

Fundraisers need to be approved in advance to be sure they fall within the standards for a non-profit organization. Bring all fundraising requests to the Finance Committee for recommendation of approval by the Executive Board.

### **3.14 Season Length**

If there are 10 players and a goalie and the majority of the rostered team votes in favor, play can continue after league play ends until the earlier of either the MN Hockey or USA Hockey season termination date.

### **3.15 Pictures**

A professional photographer selected by the Association will take pictures. Pictures shall include team pictures and may also include individual and/or “buddy” pictures. All pictures shall be available for purchase.

### **3.16 Equipment**

Players will, at all times while on the ice for any practice, game, scrimmage, or organized youth Hockey function, wear all USA Hockey and MN Hockey required protective equipment. This includes outside practice, regardless of weather. These are USA Hockey and MN Hockey rules and are required of us by our liability insurance carrier. Players are to dress for the weather, and coaches are responsible to see that players wear the required gear while on the ice. Required equipment includes: Hockey skates; hockey stick; shin pads; shoulder pads; elbow pads; hockey gloves; breezers; jersey; socks; internal mouth guard (not clear); HECC-approved helmet with full face shield; protective cup for boys or pelvic protector for girls. Optional equipment: neck protector. Note: A neck protector may be required equipment at some arenas and by some associations. If an arena requires a neck protector, and the child does not have one, the child may be asked to leave the ice and not participate in that game. It is recommended that travel team players have gold helmets, black breezers and black gloves. (Girls should have black helmets.)

Game jerseys will be provided for all teams. If the jerseys are not returned in acceptable condition, the player will be responsible for replacement costs.

Jewelry shall not be worn, except for religious or medical needs. Medals shall be taped to the body under the uniform so as not to remain visible. The penalty for the first offense is a warning. Returning to the game without correction will result in game misconduct.

### **3.17 Private Camps/Sessions**

From time to time, parents of some hockey players have privately arranged mini-camps and sessions when excess ice time is available at arenas. Please take note that these private sessions are not covered by SRYHA insurance, MN Hockey or USA Hockey. SRYHA has nothing to do with them, and the responsibility and liability lies within those involved. These camps should not run during the MN Hockey season. If you plan to form a team after the MN Hockey season, please contact the Off Season Team Coordinator.

## **4 Hockey Arenas and Ice Availability**

### **4.1 Sports Arena East**

The ice arena, Sports Arena East, located on the Benton County Fairgrounds is home ice for the SRYHA program. It is also home ice to the local boys high school team, the Sauk Rapids/Rice Storm and the local girls high school team, the Sauk Rapids/Rice/Sartell Stormin' Sabres. The arena is owned and operated by a separate non-profit organization. They lease the concession stand based upon bids for the ensuing year. Because the arena is important to our program, we make every effort to support it.

### **4.2 National Hockey Center**

SRYHA also utilizes the National Hockey Center on the campus of St. Cloud State University (SCSU). The main and practice sheets of ice at this arena are utilized to complement the ice we have available at Arena East.

### **4.3 Municipal Athletic Center**

SRYHA also utilizes the Municipal Athletic Center in St. Cloud. The MAC provides two sheets of ice; the Torrey Arena and the Ritsche Arena. This ice is utilized to complement the ice we have available at Arena East.

## 5 SAUK RAPIDS YOUTH HOCKEY ASSOCIATION POLICIES

The Executive Board will review the following policies annually by July 31st.

### 5.1 Association Events Policy

Sauk Rapids Youth Hockey will, to the greatest extent possible, alternate between the Sauk Rapids American Legion and the VFW for Association meetings and Executive Board meetings. The VFW is recognized as the Bantam sponsor; therefore, all Bantam sponsored events will take place at the VFW. The American Legion is recognized as the Peewee sponsor; therefore, all Peewee sponsored events will take place at the American Legion. All fundraising events held by Sauk Rapids Youth Hockey Association will alternate between the VFW and American Legion. Mini Mite/Mite, Girls and Squirt events shall make every attempt to alternate events between the VFW and the American Legion.

Examples of activities put on by SRYHA are as follows (this list is not all-inclusive):

Event	Event Location	
	VFW	American Legion
SRYHA Social	Odd # years (i.e. 2001)	Even # years (i.e. 2002)
Peewee Fish Fry	never	Annually
Bantam Steak Fry	Annually	Never
Mini Mite / Mite Pancake Breakfast	Odd # years (i.e. 2001)	Even # years (i.e. 2002)
Squirts – Open		
Girls – Open		

### 5.2 Coaching Policy

Volunteer coaches are essential in youth hockey. The Association keeps each of them informed about clinics and has drill books and manuals for them to check out. In addition, there is a supply of videotapes and the opportunity to attend coaching clinics. Every coach is required to participate and receive certification in USA Hockey's Coaching Achievement Program (CAP). The majority of the coaches, especially at higher divisions, are former players themselves. They put in many volunteer hours on the ice, and along with the team manager, they do a great deal of planning and scheduling as well. The SRYHA appreciates their efforts and strongly supports the coaches/managers.

Coaches develop team strategy and decide who will play, positions played and when. Ice time should be evenly split between all players as permitted by the general flow of the game. The coach has the freedom to play to win during league games, playoff games, and tournament championship rounds, by using the players of his/her choice in the last half of the final period of closely contested games. Scrimmage games and all non-trophy round tournament games will be equal ice time. Playing time must be split equally among the goalies throughout the year. All players should

experience special team play (power play and penalty killing) throughout the year.

Bantam A level will make every attempt to provide equal ice time throughout the year. However, game-to-game ice time is up to the coach's discretion.

A player's skills, attitude (both in practice as well as during games) and the game situation enter into the coach's decision making. Parents do have a right to discuss strategy and playing time with the coaches. However, be open, calm, and realistic about your player's attributes and your expectations. Don't approach a coach right after a tough loss when both you and he/she are drained, tired, frustrated and emotional. Coaches will listen to parents' concerns and will give clear explanations of decisions. Those explanations need to be accepted and respected. A coach needs the leeway to operate his/her team effectively. If all adults communicate effectively, the game will be more fun and the players will see good role models in the adults as a result of cooperative effort.

### **5.3 Coach/Parent(s)/Player Dispute Resolution Policy – Zero Tolerance**

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

#### **5.3.1 Common Sense - Adult Resolution**

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

#### **5.3.2 Team Manager Intervention/Resolution**

If problems continue, the coach/parent will contact the Team Manager to help mediate the dispute. The Team Manager will make every effort to resolve the conflict between the parties.

#### **5.3.3 Level Coordinator/ACE Coordinator Intervention/Resolution**

If meetings/conversations with the Team Manager are not successful, the next step is to ask for resolution by the Level Coordinator. The Level Coordinator and ACE Coordinator will make every effort to resolve the conflict between the parties.

#### **5.3.4 Executive Board Resolution**

As a last resort, the Executive Board WILL resolve disputes/problems continuing beyond the Level Coordinator. The Board shall have broad powers to resolve such disputes quickly and efficiently, as such difficulties are divisive to the team involved, as well as the whole organization. The positive hockey experiences of the majority cannot be jeopardized by such disputes. Further, disputes that are in actuality personal disagreements which have now flowed over into youth hockey or team functions have no place in the organization and will be

eliminated.

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

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

Further, behavior which goes beyond simple disagreement and involves physical and/or strong verbally threatening/harassing confrontation on the part of a coach or parent, will be dealt with quickly by the SRYHA Board, likely resulting in removal of the coach/parent and possibly player from membership in SRYHA. The individual being so treated is also strongly encouraged to pursue any and all legal avenues available to them, including the contacting of authorities immediately after such action has occurred.

#### **5.4 Coaches Selection Committee Policy**

The Coaches Selection Committee will be formed prior to the start of Fall Dynamics and will consist of a five-person, non-candidate committee including the President, President-Elect, Past President, gender appropriate high school coach, ACE Coordinator and an alternate (if necessary). The committee will ensure quality coach selection, fairness, and uniformity in establishing an interview and selection process. The committee will interview all applicants for positions of head coach. The purpose of this interview will be to:

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

An application will be required of all coaches. All available information will be used in the selection process and, whenever possible, determinations will be made prior to the beginning of Dynamics.

#### **5.5 Concession Stand Policy**

##### **5.5.1 Introduction**

The Sauk Rapids Youth Hockey Association (SRYHA) leases the Sports Arena East concession stand from the facility's Board of Directors. This lease allows SRYHA to operate the stand as one of our primary and ongoing fundraising efforts. The income from the stand is essential to SRYHA's maintaining a reasonably priced hockey program for the players and families in our Association.

The stand can only generate sufficient income if our volunteer SRYHA members staff it. Further, such profits are very dependent on the stand being efficiently operated, with all volunteers clearly understanding how to correctly fulfill their duties in the stand. This policy provides our members with information and procedures necessary to the successful and profitable operation of the stand. PLEASE, read this material carefully!

### **5.5.2 The Concession Stand**

The stand itself, and the vending equipment in it, are owned and maintained by Sports Arena East. The arena is thus responsible for all repairs to the stand and its equipment. The arena pays all utilities. SRYHA is responsible for providing the staff, products, general utensils, cleaning and the overall scheduling of the stand's hours. The vending machines in the lobby area and the video games are not part of SRYHA's lease agreement. The agreement is open for negotiation or rebidding as often as annually, at the discretion of the Arena Board. The SRYHA Executive Board will prepare and present any such bid.

### **5.5.3 Products Sold**

The products sold in the stand are selected and purchased by the SRYHA Concession Stand Manager(s), with approval by the Executive Board. See your newsletter for current year's manager(s).

Every attempt is made to buy products at the lowest cost from primarily local businesses. The manager(s) will take suggestions from any member of SRYHA with respect to products carried. Please remember, however, that costs, additional equipment, ability to store, waste tendencies, etc. must all be considered in selecting products. Product selection may vary during the year. Please pay careful attention to any special signs, instructions, or price changes that may be posted in the stand.

### **5.5.4 Scheduling of the Stand**

The stand operates between approximately late September and mid-April of each ice season. It is open for all scheduled high school games, Sauk Rapids and St. Cloud Youth Hockey district, house, and tournament games and, in most cases, youth hockey dynamics, tryouts, and other special activities. It may also be open for other special events as requested by the Arena Board. The SRYHA Concession Stand Manager(s) are responsible for working with the Arena Manager, the youth and high school ice schedulers, and other facility use organizations to develop and maintain a schedule of when the stand needs to be open and how many people will be needed to staff it. From late September to November 1, the Manager(s) will also schedule workers until teams are formed. After November 1, the Manager(s) will work with each team's concession scheduler to ensure that each team has full opportunity to work an equitable number of concession stand hours.

### **5.5.5 Concession Stand Hours**

Each player's family is responsible for working in the concession stand at least the determined

number of hours each season, or may “buy out” from this fundraising responsibility. If a family does not wish to work in the stand, a straight fee per player can be paid in lieu of working that season. The fee is the number of hours required of each player for the year, times \$20 per hour. Hours worked must be designated to a player at the time the shift is worked. They cannot be “sold” at a later date. Parents, other reliable adults they may designate, and age-appropriate players may work shifts. (For liability reasons, **no one under the age of 13 may work or be in the concession stand area**). Any worker must be able to make correct change, politely communicate with customers, and make good decisions about equipment in the stand. The Concession Stand Manager(s) is authorized to discuss any problems with workers with the player’s family. The SRYHA Board will also make individual decisions about families who fall very significantly behind on required hours.

### **5.5.6 Working in the Stand**

Please note that there are posted OPENING and CLOSING procedures in the stand. You MUST adhere to these carefully. Do not waste products and make sure you pay for what you consume while working. No one under 13 can be in the concession stand! Do not bring children when you work your hours! There are hot machines and products in the stand. Inappropriate behavior could cause a serious accident. The Concession Stand Manager(s) is authorized to discuss problems with players’ families. REMEMBER, we are running a small business. Please treat the stand as you would your own small business!

### **5.5.7 Problems and Concerns**

In addition to the Concession Stand Manager(s), each team will have a designated Concession Scheduler. First, try to work out any questions or concerns with the team schedulers. They will work with the manager(s) to solve problems, while the manager(s) works closely with the SRYHA Executive Board on matters of policy, etc. If everyone tries to work cooperatively, the concession stand will be a successful venture for SRYHA.

## **5.6 Financial Policy**

Financial statements will be required from each team monthly: one (1) copy to the Executive Board and one (1) copy to each team member. Forms will be supplied and explained to all treasurers before the season begins.

Absolutely no checks are to be returned to parents. Dues are to be deposited as soon as collected.

## **5.7 Team Account Balance and Player Credit Policy**

Each team is required to have at least a \$100 balance in their checkbook at year’s end. This \$100 is the minimum balance the association keeps in the account. If at that time, there is a significant amount of money left in the account, the following will apply:

If the amount is \$100 (beginning balance) plus at least \$10 per player, each player on the team will be credited that amount. Any credits issued must be a result of an overpayment of dues. Example: If there are 15 players on the team, then the balance in the account must be at least \$250

#### **\$100 - BEGINNING BALANCE**

150 - 15 players x \$10 (amount of credit)  
\$250 - year end balance

If the amount is over the \$100 beginning balance, but less than the \$10 per player, the money will remain in that account for the following season.

Players who receive scholarship money from the association will not be eligible for this credit.

#### **5.7.1 Do's and Don'ts for team checkbooks**

**Do's:** These items are considered reasonable and customary for issuing a check payable on the teams checking account: ice time; MN hockey dues; tournaments; buses; coaches' supplies

**Don'ts:** These items are not considered reasonable and customary for issuing a check payable on the team checking account: clothing (hats, sweats, etc.); awards/trophies; food/team parties. For any of these expenses, the team should collect money from parents.

#### **5.7.2 Fundraising Money**

All fundraising money needs to go through the main account to be distributed to the team checkbook. Please turn in any money raised to the Association treasurer for record keeping.

### **5.8 Scholarship Policy**

#### **5.8.1 New Players**

New players to the Association who may be unable to afford the costs of registration or team dues may be granted financial assistance. Families should feel free to contact the President for additional information.

#### **5.8.2 Current Members**

If you are a current member of the Association and need financial assistance, you need to contact one of the following Board members: President, President-Elect or Treasurer. These three (3) Executive Board members will review the request for the player(s).

The Association President will notify the family within three (3) days of what assistance may be granted. **All requests will be kept confidential.**

Players/Families receiving a scholarship cannot “buy-out” of any fundraisers.

### **5.9 Travel Team Game Jersey Policy**

Game jerseys are to be worn for games only. They are not to be worn at practice. Special days that jerseys may be worn will be posted, ie youth hockey night at the high school hockey games. Jerseys are not to be worn at any other time. This does not apply to the Mini Mites and Mites.

### **5.10 High School Hockey Players Helping at Other Levels Policy**

Step #1: If a team needs help with a practice or demonstration, they should first contact the high school coach. He will work with the coaches to have high school players assist the team.

\*Note: A high school player helping out on the ice must be registered as a coach and an IMR submitted to MN Hockey and USA Hockey.

Youth Hockey players cannot help coach at any level. They are only allowed to skate with the team they are registered on.

### **5.11 Movement to High School Policy**

If a player is interested in trying out for both Youth Hockey and High School Hockey, the following guidelines must be followed:

- The player must declare their intent to tryout for High School hockey at registration.
- If a player wants to maintain any right to possibly return to a travel team, there must be a meeting between the player, parents, travel team coaching staff and high school coaching staff to discuss whether the player is a legitimate candidate for the high school team. This meeting must occur 10 days before the travel team tryouts. The Bantam Coordinator is responsible to set up the above-mentioned meeting.
- Based on the results of the above meetings, the Tryout Coordinator and Bantam Coordinator will insure the number of players on each level is equal based on the number of possible players moving up.
- If a player wishes to maintain any rights to play on SRYHA teams, the player must participate in SRYHA tryouts. They can skate with their SRYHA team until high school practice begins. Team dues must be paid in full for the months on the SRYHA team.
- The player who is attempting to make the high school team has only seven (7) days from the moment she/he first participates with the high school teams regular season practice to make a final decision about a possible return to SRYHA travel teams. If she/he returns to SRYHA within seven (7) days, the player will return to the level of play made at tryouts. After the seventh day, the player will be placed on the lowest level of play. If she/he elects to go to the high school program after that point, they have no further SRYHA eligibility.

- The tryout judges will make sure there are enough alternates at each level to cover any and all possible players moving up to high school.
- In general, the SRYHA does not encourage a Bantam level player to try to play high school hockey.

### 5.11.1 Alternates

Alternates can be rostered to “bring up” if a player on a higher level team is lost due to movement to high school, injury, quitting, or being dropped for disciplinary reasons. This will occur only when there is SRYHA Executive Board agreement on the need for such action.

### 5.11.2 Exceptions Committee Recommendations

All Exceptions Committee recommendations on player placements are submitted in writing to the elected SRYHA Executive Board for final approval.

## 5.12 Travel Team Move-up Policy

All eligible players interested in travel team hockey must register before travel team tryouts begin. Registration for the upcoming season will be at the mass registration in September. Age classifications and teams will be determined by the guidelines of MN Hockey.

If a travel team has no tryouts and has open positions to fill, i.e. a B-2 Squirt team, underage players may move up under the following circumstances:

- Underage player must be at highest level of play at their current level.
- Underage player must be at highest level of play offered at their current level.
- **The parents of any player wishing to tryout for a higher level than their age group must present such request in writing to the SRYHA’s President by the end of mass registration.**
- The SRYHA Exceptions Committee will review all petitions, consider all available information and considerations, and make a recommendation to the Executive Board on whether the player(s) will be moved up.
- The Exceptions Committee may set up observations, etc., of the player(s) with their current teams. If there are more interested move-ups than open slots allow, the Exceptions Committee may utilize a mini-tryout if players seem to have similar skill levels.
- The SRYHA Executive Board will make the final determination of accepting or rejecting the Exceptions Committee’s recommendation.
- Exceptions Committee shall consist of: SRYHA President or his/her appointee from the Executive Board, Travel Team Tryout Coordinator(s), Head Coach of the highest level travel team affected by the decisions.

### 5.13 SRYHA Open Tryout Policy

SRYHA supports the concept that a very limited number of players are capable of effectively contributing to the top-level team of the level above their actual age category. In other words, there are indeed those rare but talented hockey players who are being unacceptably held back by the MN Hockey age limitations imposed in SRYHA.

SRYHA believes that if, for example, an exceptional Squirt is capable of being one of our top Peewees, they should have the right to play at such a level for the good for their own development and in the interest of putting the best possible SRYHA team on the ice. This is of benefit to the player's increased development and will ultimately produce a better team.

Alternatively, SRYHA believes that if such a move up would create a situation where another SRYHA player end up having no place to play in SRYHA, the best interests of the whole Association are not served and the move up would not be allowed.

Thus, SRYHA wants only to allow movement of truly exceptional players between levels and does not want to eliminate any players from our own program. The following tryout rules would accomplish such goals:

- Peewees can try out for Bantams, Squirts can try out for Peewees and Mites can try out for Squirts. For safety's sake, you can only try out one level above your actual age group.
- A player can be trying out for more than one level at a time, and they will know their final status at the older level before decisions are made at the younger level. If you do not try out at the younger age level as well and end up not making the older group, you will be placed on the lowest level SRYHA team at the younger age group.
- A player and his/her parents must realize that trying out at two levels may cause some fatigue, etc., which could influence the outcome of one or both levels.
- A player will not be required to go on the ice more than two times in one day. When they must go on twice, the MN Hockey Tournament Game Rule requiring at least four hours between ice times will be followed.
- Neither judges nor raters will know that a player is "underage" for the group they are trying out with. ONLY at the end of the process, when names are revealed to allow players to be notified of their status, will the player's underage status be revealed.
- ONLY those "underage" players who are judged to be in the top 5 of the older group they are trying out with will be selected to play at that level. Similarly, goaltenders would also have to be the top goalie of the group of goalies in order to be selected to play at the upper levels. This insures that only the truly exceptional "underage" player is moved up.
- When the "underage" players are notified of their status, those who are selected must indicate at that time whether they will indeed accept that placement. We must not let the others hang in the waiting while a player "decides". It is assumed that if you try out for a higher level that you intend to skate there if selected.
- If a player wishes to move back down to their correct age level at any time after final selections are announced, they will be placed on the lowest level of SRYHA team at their

true age level. They cannot “bump” someone who was already placed on the existing teams. Again, this means that parents and players must take the “move up” issue SERIOUSLY and will not be allowed to move about from level to level, displacing others who have been placed there.

- **The parents of any player wishing to try out for a higher level than their age group must present such request in writing to the SRYHA’s President by the end of mass registration.**
- Although the registration fee for a player trying out for two levels will remain the same, the player trying out for two levels must pay two tryout fees before tryouts begin. Tryout fees are nonrefundable, if tryout is held.
- A team cannot expand beyond the 15 skaters, 2 goalie SRYHA limit to make room for an underage player.
- Players and their parents must realize that in moving up they are likely to encounter at least some negative reaction and/or resentment on the part of some of the older players and their parents. This is simply one of those “facts of life” in competitive situations. Parents and players must make certain they are physically and emotionally capable of and willing to handle such situations and pressures.
- With a good tryout model, such as that used by SRYHA, and with parents making good decisions about skill and, more importantly, the social and emotional maturity level of their player, the process of moving those few advanced players “up” fairly, should occur with relative ease and be to the advantage of both the player and his/her respective team.
- Limit the number of skaters on the ice (bench included) to approximately twenty-six (26). This can be accomplished at each level by forming tryout teams that will scrimmage against the other tryout teams.
- When a level has three (3) or more teams, the final scrimmage to determine the top team will consist of the top twenty-six (26) ranked players from the previous scrimmages. The rankings from all the scrimmages will be used to determine the top team.
- Assignments of high and low ranking players to their respective teams prior to the commencement of the B1, B2, and C tryout scrimmages. The top five (5) players who did not make the top team will be assigned to the next highest team. Likewise, the bottom five (5) ranked players will be assigned to the lowest designated team. This scenario is intended for levels that will field three (3) or more teams. It may or may not be necessary for some of these players to participate in the upcoming scrimmage in order to skate full scrimmage squads. If this is the case, they will be notified of their placement following the scrimmages. The judges will not have to rank these players.
- A player must be in attendance for all tryout sessions.
- The SRYHA Goalie Camp will be used for goalie selection and placement. Goalie tryouts are complete when the goalie camp is completed.

### **5.13.1 Sickness/Injury Policy**

An injury of illness requires a doctor’s excuse to be excused from tryouts. The excuse must state that the player will be able to return prior to the start of league play or the player is simply not

eligible for a slot on the highest level Travel Team.

If the player can predictably return, the SRYHA Exceptions Committee must review his/her past placements on teams, past and current coaches' feelings on the placement, and, if necessary, interview others who have observed the skater. Any number of recommendations may be developed by the Exceptions Committee. For example, the Committee may decide that a slot be held open for the skater based on the available information. They may recommend that a spot cannot be held open based on past information, and the player will simply have to skate at a lower level for that season. The Committee might also propose, for example, that after the player returns, a two-week trial period will be implemented, during which her/his coaches and/or others designated by the Committee will make use of a variety of options to make good decisions on a player's placement. In any case, the player must be able to return to the team by the start of league play. A slot will be left unfilled until one week prior to the start of league play, by which time a decision will be made.

The Exceptions Committee shall consist of, where possible, the Tryout Coordinator, the President, and the player's two previous coaches.

#### **5.14 Policy for Movement In and Out of Sauk Rapids Youth Hockey**

Under various circumstances, families who have played or want to play travel hockey in our SRYHA find reason to ask that they be allowed to play youth hockey elsewhere. A multitude of situations could occur which would lead to such a desire/request and, as such, the Executive Board of SRYHA has directed its President to sign or not sign waivers to allow such movement based solely on the definitions and situations stated below.

Definition: A SRYHA player

For the purposes of this policy, a "SRYHA Player" is one who has played SRYHA travel hockey or, intends (in the current season) to play travel hockey and, lives within the boundaries of Sauk Rapids-Rice.

The following are situations that may be encountered:

Situation 1: A current SRYHA player and his/her family move to another school district by selling their current home and relocating to a different city before the start of a current school year.

Resolution 1: No waiver is needed. The player clearly plays in his/her new place of residence.

Situation 2: A current SRYHA player and his/her family are in the process of moving to another school district with their current house sold and a closing date set (such date being before the end of the current hockey season). Even though they may not have actually made the move by the start of the hockey season, they do have a set date, and legitimate written documentation of such a sale and date is made available to the

SRYHA.

Resolution 2: The parents/player will be given a waiver if they so choose. They may choose to play with SRYHA until they leave or, if the other program is nearby, they may wish to start the season with that program. It is the parents' choice.

Situation 3: A current SRYHA player and his/her family want to move, have their home for sale, or verbally are indicating they are "going to sell" soon.

Resolution 3: In such situation, NO WAIVER will be given. There is no way to predict what will happen with such a situation. There is no real move until something is set as in Situation 2 above. To grant waivers under such loosely defined conditions is simply not responsible action on the part of SRYHA.

Further, any player applying to return to SRYHA after having left under any of the above situations will have their application reviewed and ruled on by the SRYHA Executive Board.

Any situation, which does not fit one of those stated above, will be reviewed and ruled on by the SRYHA Executive Board.

These basic principles will be applied to any player wishing to move into SRYHA. In general, SRYHA wants to work with other Associations in eliminating situations where players move from Association to Association from year to year.

### **5.15 Zero Tolerance for Verbal Abuse Policy**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials, and administrators to maintain a sportsmanlike and educational atmosphere before, during, and after all USA Hockey-sanctioned games.

Thus, all On-Ice Referees and Linesman shall implement the following points of emphasis for the season:

Players: A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

- Openly disputes or argues about any decision by an official.
- Uses obscene or vulgar language in a boisterous manner to anyone at any time, including swearing, even if it is not directed at any particular person.
- Visually demonstrates any sign of dissatisfaction with an official's decisions.

Any time that any player persists in any of these actions, they shall be assessed a Misconduct

penalty. A Game Misconduct shall result if such player continues.

Coaches: A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

- Openly disputes or argues about any decision by an official.
- Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- Visually displays any sign of dissatisfaction with an Official's decision, including standing on the boards or standing in the bench doorway with the intent of inciting the Officials, players or spectators.

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

Officials: Officials are required to conduct themselves in a business-like, sportsmanlike and non-vindictive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches is strictly prohibited.

On-Ice Officials are ambassadors of the game and shall always conduct themselves with this responsibility in mind.

## **5.16 Policy on Conduct in Addition to the Zero Tolerance Policy**

### **5.16.1 Behavior**

We will expect our players, parents and coaches to be representatives of their team, the Association, their community and their sponsors.

#### **Coaches Code of Conduct**

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

- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

### **Parents Code of Conduct**

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

### **Players Code of Conduct**

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

### **5.16.2 Procedure to File a Zero Tolerance Policy Violation**

Any player, coach or parent ejected from a game will automatically be in violation of the zero tolerance policy and be subject to the following procedure. Also, any parent, player or coach who feels another person is in violation of the zero tolerance policy may file a complaint. The process is as follows:

1. Complete a violation complaint form. Obtain the form from your team manager.
2. The team manager will notify all concerned parties at the team level of the complaint filed. All people will be suspended from team activities until the problem is resolved.
3. A meeting between the team manager and the concerned parties will be arranged for resolution.
4. If no resolution is made at the team level, the ACE coordinator and level coordinator will be called to meet with all parties and the team manager.
5. If resolution is not yet accomplished, the issue will be brought to the Executive Board. The Executive Board will make a final decision.

### **5.17 Substance Abuse Policy**

If any player is found to possess tobacco, alcohol, or any other controlled substance while they are involved with any youth hockey function, they will be brought to the executive committee along with the level coordinator for review. The review may result in: suspension for the season.

### **5.18 Anti-Discrimination Policy (MN Hockey)**

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

### **5.19 Sexual and Physical Abuse Policy (MN Hockey)**

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

### **5.20 Sexual Abuse Policy (MN Hockey)**

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

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

Neither consent of the player to the sexual contract, 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 MN Hockey sanctioned programs and/or the programs of its Affiliate Associations.

### **5.21 Screening Policy (MN Hockey)**

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

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

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

### **5.22 Physical Abuse Policy (MN Hockey)**

It is the policy of MN Hockey that there shall be no physical abuse of any participant involved in any or its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee

Clinics, Invitational and MN Hockey Playoff Tournaments or other MN Hockey events by an employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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

### 5.23 Attendance Policy

- Players should attend all practices and games unless other arrangements have been made with the coach.
- **Players should be ready to go on the ice at least 10 minutes before ice time to allow the coach to review the drills and practice plan with the team. This is to allow for more effective use of ice time, which is expensive and hard to obtain.**

### 5.24 Locker Room Policy

- A parent is welcome in the locker room before and after the games.
- For younger players, please have your child's skates tied and be out of the locker room 10 minutes before game time and start of practice.
- **Please give the Coach 5 minutes after the game to talk with the kids before entering the locker room.**
- Respect the locker rooms. Leave them better than when you arrived.
- **It is recommended that at least two adults will be present in the locker room and with the players at all times. This includes practices. Two-deep leadership will be practiced.**

### 5.25 Bus Policy

Ridership is limited to players, coaches and immediate family members (siblings on a space-available basis). The manager and the parents, not the coach, are responsible for the conduct on and the condition of the bus. It is the players' responsibility to leave the bus in good condition.

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

### **6.1 Article I. Name and Boundaries**

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

Section 2.

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

### **6.2 Article II. Purpose**

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

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

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

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

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

### **6.3 Article III. Membership**

Section 1. Voting members of this corporation:

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

Section 2. Non voting members of this corporation:

- A. Shall be open to all adult individuals within the state boundaries that have an interest in the

promotion and activities of this corporation.

- B. Shall be allowed to enter in all discussions.
- C. Shall pay annual dues of \$5.00, due no later than October 1.
- D. Shall not be allowed to hold any office or position on the Executive Board.

Section 3. Parents of all players and sponsors shall receive the association's newsletter to keep them informed of all activities. Parents must submit the proper registration forms to the corporation.

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

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

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

Section 2. This Association shall hold meetings each month. (revised 5/2004) The President shall have published in the newsletter to all members at least 30 days in advance, the date and time of the meeting.

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

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

Section 1. During the month of January a nominating committee shall be formed by the Past President, consisting of not less than 3 members and not more than 5 members, approved by the Executive Board. (revised 5/2004)

Section 2. The Executive Board (revised 5/2004) shall submit candidate's names and qualifications to the membership at the February meeting for the positions of Vice-President, Secretary (2 yr.), Treasurer (2 yr.), MN Hockey District 10 Representative (2 yr.) (added 1994), Level Coordinator for each age group (1 yr.) (added July 15, 1993). Additional nominations may be taken from the floor at the annual meeting.

- A. The positions of secretary, MN Hockey District 10 representative, and treasurer shall be for two-year terms, with the secretary and MN Hockey District 10 representative changing on even numbered years and treasurer on the odd numbered years. (added 3/15/90)

Section 3. Voting shall be done by secret ballot at the March meeting one at a time and announced immediately. One vote per family membership, as per family annual dues, will be allowed. (revised 5/2004) A voting member in good standing unable to attend the March meeting may ask for and receive an absentee ballot. The ballot shall be submitted to the President prior to the meeting in a sealed envelope with a separate ballot for each position and opened and counted at the time of the

other ballots. The ballot shall allow for voting for candidates nominated at the February meeting and a write in candidate. A member casting an absentee ballot shall not be entitled to a vote under Section 4 unless present at the election. (added July 15, 1993).

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

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

Section 6. Team Managers shall be elected by their teams after tryouts but before November 1.

- A. If not elected by then, they shall be appointed by the president.
- B. Shall serve for 6 months from November 1.

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

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

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

## **6.6 Article VI. Officers and Duties**

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

- A. The Executive Board shall have the authority to make all necessary decisions during the interval between the meetings of the corporation to manage the corporation in such manner as the Executive Board shall deem best in the interests of the corporation and the hockey program.
- B. The Executive Board shall, among other things, be responsible for the following matters:
  - 1. Financial planning and policies.
  - 2. Organization of tryouts and selection of teams.
  - 3. Selection of coaches.
  - 4. Scheduling of ice time.
  - 5. Registration and certification of players.
  - 6. Supervision of all activities of the teams.
  - 7. Recruitment of new skaters and the promotion of hockey.
  - 8. Proposed guidelines for all standing committees and proper procedures to be followed and presented to the membership.
  - 9. Supervise all chairs, coordinators, coaches, or any other appointed positions.

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

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

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

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

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

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

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

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

### **6.6.6 Section 6. Duties of a Team Manager Representatives to Executive Board.**

- A. Represent their specific members at all meetings, specially the Executive Board meetings November 1 - April 30. (added January 30, 1995)
- B. Be the communications liaison between members and the corporation.

### **6.6.7 Section 7. Duties of Level Coordinators**

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

**6.6.8 Section 8. Duties of MN Hockey District 10 Representative**

- A. Attend all District 10 monthly meetings and special meetings called by the district.
- B. Act as a liaison for the Association to the District.
- C. Be the communication liaison between members and MN Hockey District 10.

**6.7 Article VII. Finances**

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

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

**6.8 Article VIII. Committees**

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

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

**6.9 Article IX. Amendments**

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

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

**6.10 Article X. Dissolution**

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

## 7 Sports Arena East Building Regulations

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

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

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

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

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

- The phones in the office are for arena business only. Please use the pay phone in the lobby or the courtesy phone at the concession stand (320-252-2673).
- Due to the congestion around the locker room area, the south end of the rink is not a viewing area. Locker rooms are for players, coaches, and managers only, except for mini mites, mites, and squirts. We ask that one parent per skater be in the locker room if assistance with equipment is necessary.
- The conference room is available for meetings and should be reserved in advance, and we ask

that it be kept clean.

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

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

Board of Directors of Sports Arena East