

BLAINE YOUTH HOCKEY ASSOCIATION

POLICIES AND PROCEDURES

2016 – 2017



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I. MISSION STATEMENT

Blaine Youth Hockey Association (BYHA) is a structured organization affiliated with USA Hockey and Minnesota Hockey (MH). It is instituted to provide fun and development at various levels of hockey within a structured environment for the youth of the community. We will strive to keep costs at a reasonable level while providing each player with an opportunity to become the best player and person they can aspire to be. To accomplish this, BYHA provides an organization where youths ages 3-18, currently residing within the Blaine High School boundaries, can play organized hockey.

BYHA provides an *Initiation Program* (Mites) that provides the younger players with a place to have fun and learn the game of hockey. BYHA also provides additional levels as numbers dictate.

The *Traveling Program* provides for fun and development but is also competitive and requires more commitment and expense.

Residency Certification: BYHA will defer to the District 10 and MN Hockey regulations for residency requirements as they relate to who is eligible to play for BYHA. Players who are eligible to play for BYHA will not be waived out to another association unless a waiver is required by MN Hockey regulations OR if a waiver is required to accomplish a co-op or other type of team merger between associations to field a team. BYHA will not grant discretionary waivers that are initiated by a player without approval of the BYHA Board of Directors.

II. GENERAL POLICIES

A. Background Check

In accordance with Minnesota Hockey, all persons over 18 years old involved with BYHA will need to comply with their guidelines and regulations. This shall include current sexual and physical abuse screening policies

B. Registration

B.1. Each season all players must, prior to registering with Blaine Youth Hockey, register online with USA Hockey/Minnesota Hockey and receive their player identification number. This player ID will be required to complete registration for all Blaine Youth Hockey Program Levels. No player may participate until they have successfully registered with both USA Hockey/Minnesota Hockey and Blaine Youth Hockey Association.

B.2. Levels and Ages:

<u>LEVELS (boys)</u>	<u>AGES (birth dates)</u>
Mites	7/1/2007 or younger
Squirt	7/1/2005 – 6/30/2007
Peewee	7/1/2003 – 6/30/2005
Bantam	7/1/2001 – 6/30/2003

<u>LEVELS (girls)</u>	<u>AGES (birth dates)</u>
U8/Mites	7/1/2007 or younger
U10	7/1/2005 – 6/30/2007
U12	7/1/2003 – 6/30/2005
U15	7/1/2000 – 6/30/2003
U19	7/1/1997 – 6/30/2000

B.3. Birth Certificates: Minnesota Hockey requires that all players provide, at their expense, a copy of their Birth Certificate for registration. These must be copies of governmental issued (county, city) birth certificates, NOT hospital or baptismal certificates. BYHA will keep these certificates on file for subsequent years' use.

B.4. Players are encouraged to play at the MH approved age levels. Those who wish to move to a non-recommended level must follow these steps:

- a. A proper waive-up petition, in the form found on the BYHA website, must be delivered to the respective traveling director prior to the close of registration for the upcoming season
- b. The player seeking to waive up to a higher level of play must be completely registered, with a paid-in-full registration in the appropriate amount for the requested level of play, prior to the close of registration for the upcoming season
- c. One parent or legal guardian must appear during open forum at the regularly-scheduled September board meeting, prior to the commencement of tryouts, to make a case to approve the waive up petition for their child. If a player is allowed to “move up”, the player and the parents or guardian must be prepared to sign the waiver as shown in Appendix A

Waive-up petitions can be withdrawn up until the open forum of the regularly-scheduled September board meeting is closed. Thereafter, waive-up petitions cannot be withdrawn and registration fees will not be refunded. Waive-up petitions will be subject to the approval of the BYHA Board. The BYHA Board’s decision is final for the current season and cannot be appealed. After tryouts, if they are unable to be placed at that level due to MN Hockey participation requirements for age eligible players on the team, they will be placed at their age appropriate level. Once a player has commenced tryouts at the higher level, he or she must remain at that level and there is no option to return to their respective age appropriate level.

B.5. Goalies/Fees: BYHA will discount 50 percent of game, scrimmage, practice ice, and tournament assessments incurred for the season for goalies at the Squirt/U10, Pee wee/U12, Bantam/U15, and Junior Gold/U19 levels

- a. Teams are limited to a maximum of 2 rostered goalies.
- b. Goalies must dress in appropriate goaltenders equipment for games, practices and scrimmages.

C. Equipment

C.1. With the exceptions listed below, all players must provide their own equipment, to include a colored, attached mouth guard, breezers, shin pads, helmet, shoulder pads and elbow pads. Players must also provide their own skates and sticks. Boys are also required to wear a supporter and cup.

C.2. All Mite and U8 players will be provided with a jersey and socks that they can keep at the conclusion of the season.

C.3. All other players will be provided with a set of jerseys (home and away) that must be returned at the conclusion of the season and socks (that they can keep at the conclusion of the season). Players, with the exception of goalies, are required to wear black helmets. All players are required to wear navy blue breezer covers that will be provided and must be returned at the conclusion of the season.

C.4. BYHA will have goalie equipment (chest protector, blocker, catcher, and leg pads) available for Squirt/U10 along with in-house goalie players to sign out for use during the season and during the off-season upon the approval of the Equipment Director.

C.5. Parents/players will be notified by the coach, team managers, Equipment Director, website, or by the BYHA newsletter as to when and where designated pick-up and return dates for equipment will be.

C.6. Players must keep all issued equipment in good condition, excluding normal wear and tear. Any damaged equipment will be assessed and the family account will be billed for repairs or replacement of said equipment.

C.7. It is recommended that game jerseys be carried in garment bags.

C.8. Any equipment, with the exception of game jerseys, not turned in during specified dates will be charged a \$50.00 non-refundable fee. This charge will be assessed to the family account.

C.9. Any player who does not return their game jerseys will be charged a \$75.00 non-refundable fee per jersey. This charge will be assessed to the family account.

C.10. All players in BYHA must wear BYHA-issued jerseys for all games, including tournament games and scrimmages. No alternate jerseys are permitted.

III. BYHA COACHES SELECTION PROCESS

A. Traveling Coaches Selection Process

A.1. Selection Committee

- a. A coaches selection committee will be formed each year by the Traveling Directors.
- b. The committee should be made up of the Boys and/or Girls Traveling Director, the Vice President and the ACE/Development Director.
- c. The entire committee should be present when interviewing and evaluating all applicants.
- d. This committee will interview both boys and girls coaching applicants.

A.2. Application and Interview Process

- a. All applicants looking to be head coaches for the AA, A, B or C traveling levels need to fill out an application and be interviewed by the selection committee.
- b. BYHA encourages non-parents to apply for head coaching positions.
- c. Failure to submit an application and/or participate in the interview process will disqualify the applicant from consideration for a head coaching position except as approved by the Board.
- d. The Traveling Directors will review the Assistant Coaches initially selected by the Head Coaches at the conclusion of tryouts. The list of Assistant Coaches will be brought before the board for formal approval. In the event that an Assistant Coach is not approved, the Traveling Director will communicate this to the Head Coach and ask for a another selection.
- e. An applicant can only be rostered as a head coach on one team.
- f. An applicant can only be rostered as a coach on a maximum of two teams.
- g. All applicants will be interviewed using a predetermined set of questions with the whole selection committee present. Interviews will be facilitated by the Traveling Directors to keep the interviews consistent and on schedule.
- h. All Selection Committee Members will receive a copy of all applications before the interview process takes place.
- i. After each interview each committee member will fill out an evaluation form for the applicant, which will be used in the evaluating/ ranking process.

A.3. Evaluating the applicants

- a. After all interviews have been completed, the committee will rank the "A" level applicants from most qualified to least qualified by age group. The committee will then rank all other applicants from most qualified to least qualified by age group. As tryouts are being conducted the applicants will be assigned to teams based on where their children are placed and where they fall in the evaluation ranking.

- b. The coaches will be evaluated on their coaching philosophy, support of BYHA guidelines and coaching background. BYHA's philosophy is to select the most qualified coach for each level.
 - c. A majority vote by this committee is required to recommend a coach to the hockey board for their approval.
 - d. The Traveling Directors will bring the recommendations of the committee to the Board for approval.
 - e. A majority vote is then required by the board to approve the recommended coaches. If the Board does not approve the recommendations, they need to provide to the Committee a reason for denying the recommendations. The Committee will then come up with another recommendation and the Traveling Director will bring the new recommendation to the Board for approval. This process will take place until the Board approves a recommendation from the Committee.
 - f. In the event that there are no applicants for a particular age level the Traveling Directors (with the Boards approval) reserve the right to select a head coach for the team.
 - g. Coaches are selected for a one-year term unless otherwise agreed to by the Board (for non-parent coaches).
- A.4. Timeline (estimated) for head coach applications and interviews
- a. Head coaches applications are due by July 15th.
 - b. Interviews shall be conducted at a time as determined by the committee.
 - c. Non-parent AA/A level head coaches should be named before the start of tryouts if possible.
 - d. B/C level head coaches should be named by the time the B pool tryouts begin.
 - e. For Girls, the head coach for the A teams should be selected prior to the start of tryouts, unless the applicant has a player who may be on the bubble of making the team.
- A.5. Communication plan for head coach applications and interview.
- a. The plan to communicate the need for coaches and the application deadlines is to put on the BYHA Internet website, Email coaches from last year, include in minutes of board meeting, post at Fogerty and put in Lets Play Hockey (for non-parent coaches).
- A.6. Coach certifications and requirements
- a. Coaches are required to meet minimum CEP certificate levels by Minnesota Hockey. If selected as a coach, BYHA will refund their levels 1-4 MAHA CEP expenses, with proof of completion, once the completed the year as an assistant or head coach.
 - b. All prospective coaches must sign the BYHA Coach's Pledge. The coach will be deemed ineligible if they refuse to sign the pledge.
 - c. All coaches are expected to attend mandatory coaches meeting and training sessions.

B. Tournament Participation

B.1. No team, excluding the “AA” Bantams and U15A (because of sponsorship obligations), may participate in more than two (2) out-of-town tournaments and three (3) in-town tournaments. This stipulation *excludes* any district, state or regional tournaments the team has earned the right in which to participate.

B.2. If any teams have been awarded “free” entrance into a tournament because of a win the previous season or tournament, that tournament will not count toward the five-tournament limit because the parents will incur no cost.

B.3. BYHA pays tournament entry fees for district, region and state tournaments for all BYHA teams provided team financial commitments are met. All other tournament expenses are the responsibility of the participating team, including entry fees. BYHA does not subsidize the team expenses for tournament participation. The Board of Directors may, at their discretion, provide financial support for region and state tournaments as determined by the current budget.

C. Fundraiser and work credits

C.1. Teams will be allowed to have their own fund-raisers to offset the cost of the season, upon approval of the BYHA Board. In addition, BYHA will provide the opportunity for families in organized fundraising activities to help offset the cost of hockey related expenses. Team Managers must verify the fundraising activity with the BYHA Fundraising Coordinator and Charitable Gambling Manager.

D. Teams: General Information

D.1. BYHA will field the following teams: Junior Gold A and B, U16, Bantam AA through B2, Peewee AA through C, Squirt A through C, Traveling Girls U15A, U12A, U12B, U10A, U10B, Mite A-D and Girls U8.

D.2. No Blaine “AA/A” will be allowed to play a Blaine “B” team and no Blaine “B” team will be allowed to play a Blaine “C” team.

D.3. Squirts and U10 may not participate in more than 35 events in one season, including refereed scrimmages, as specified by D10, MH and/or USA Hockey. Peewee/U12, Bantam/U15, U16, U19 and Junior Gold teams do not have game limits.

D.4. Each Traveling team must have a team manager. This is also advised for In-House teams.

D.5. Each team must consist of one (1) Head Coach and each team must have a minimum of two (2) Assistant Coaches. Each team should designate one coach as a “goalie coach”.

E. Ice

E.1. Ice distribution is the sole responsibility of the Ice Scheduler. Any assigned ice that cannot be used must be returned IMMEDIATELY to the Ice Scheduler. If another team cannot use the ice, the assigned team will be billed for that ice.

E.2. Any additional ice procured by a team manager must be reported to the Ice Scheduler.

F. Communications and S.K.A.T.E.

F.1. Communication between the BYHA Board and the membership at large shall be through the BYHA website (www.byha.org). Each member is responsible for keeping their email address updated.

F.2. The S.K.A.T.E. (Skaters Keep Achieving Through Education) program which promotes and recognizes BYHA participants for their academic achievements (3.0 GPA or higher) will be administered by a BYHA board member or designee and coordinated with a S.K.A.T.E. Coordinator from each team. This program will be available to all Squirt/U10Girls through Junior Gold aged players.

G. Fees, Billing, and Financial Procedures

G.1. All families of BYHA will have individual accounts. All individual fund raising monies that are earned will be credited to the appropriate account(s).

G.2. Registrations:

- a. At the time of registration, all outstanding family accounts **must be paid in FULL before** registration or your player(s) will not be allowed to tryout or participate in the in-house initiation skate.
- b. Fees for registration are set each year according to the budget. Fees may increase or decrease according to the cost of ice for that year and amount of hours needed.

G.3. Registration Late Fees: BYHA may assess a late fee of up to \$50.00 for any registrations that are filed after the last day of registration. The only exception to this will be players who have just moved to the Blaine area or that waive into the association from another association.

G.4. Billable Ice Rate: BYHA will use the current season's highest hourly rate paid to the facilities we are affiliated with as the "Billable Ice Rate" for the season. This is intended to assist in offsetting the cost of scheduling and unused ice times the association acquires each year, as well as other operating expenses the association incurs.

G.5. Multi-player discounts: All players within the family must be registered and recorded prior to any discounts or credits being awarded. Registration fees, in the order of youngest player first, will be credited back to the child's billing account for families that register more than two (2) paid players in good standing. The discount is not automatic; in order to receive this credit, the form: Multi-Player Registration Credit Request must be completed and turned in to the treasurer for approval. Registration fees will be waived for families that register more than two players with full registration fees paid for the first two players based on chronological birth date order (youngest to oldest). After payment is received for the two registered players, all subsequent registration fees for any additional players from the same family will be waived.

G.6. Ice Payments

- a. Account statements will be prepared and delivered monthly.
- b. In order to accommodate the initial estimated ice billing for the season, a grace period of 45 days has been programmed in to the accounting system; a finance charge of 18% APR will be applied to past due balances greater than (>) 45 days old.
- c. Delinquent or abandoned accounts may be forwarded to a collections agency for processing. In the event an account is forwarded to a collections service additional fees in accordance to state and federal guidelines will be applied.
- d. If a player is suspended due to behavior or any violation of BYHA policy or procedure, the player will still be responsible for expenses or fees associated to participation.
- e. Any account that is considered delinquent will forfeit the right of all players to participate in year end tournaments or play-offs until the account is paid and returned to a current status.
- f. Miscellaneous Charges: Charges can and will be assessed to your ice bill for damaged equipment, equipment not returned at the time of equipment return, missing parts to equipment and/or damage to any other BYHA property, or other association's property. This does include hotel damages that you have obtained. BYHA will take no financial responsibility for any property damage incurred by a player, coach, family member or person's staying/accompanying with any of the listed parties.
- g. Injury Ice Credits: When a player of BYHA has been injured, it is the responsibility of the team manager or coach to inform the BYHA Treasurer of the player's

injury when the player is out for 21 consecutive days of play. Once the player is back on the ice, this includes games, practices and dry land training, the consecutive days will stop and your ice billing will be reactivated.

If a player has been out for 21 consecutive days, the following information must be given to the BYHA Treasurer: date of injury, type of injury, a copy of a medical notice and a date when the player may return to the ice. If this information is not given to the BYHA Treasurer, the family account will not be adjusted until it is received.

G.7. Refunds: Registration fees will be returned to BYHA family members under the following conditions:

- a. Players that have not participated in any BYHA activities for the season, including tryouts, will be refunded in full.
- b. Players that have participated in BYHA activities for the season will be refunded with the following conditions:
 - i. Any outstanding money to BYHA (ice time utilized by the team for that player, tournaments, missing or damaged equipment assessments, etc.) will be subtracted.
 - ii. All BYHA equipment has been returned in good condition.
 - iii. BYHA is not able to place the skater on any team in the Association.
- c. No refunds will be given on any account 21 days into the Traveling or In-House season respectively. No refunds of any type will be given until the BYHA Treasurer has approval from the Equipment Director.
- d. BYHA member family accounts are due in full no later than the Annual Membership meeting of each year. Failure to be paid in full, or a remaining negligible amount of no more than \$250.00 (two hundred fifty dollars) will not be tolerated; the next season the member will have to pay all back fees, registration, and 100% of the year's estimate in advance of participating in the new season. If the account is kept in order during the new season and any account payments are made in full by the Annual Meeting, all billing privileges will be restored.
- e. Year-end Account Refunds will be determined by the Board.

H. BYHA Board Financial Policies:

H.1. Only the President and Vice President for Operations are authorized to financially obligate BYHA without prior approval of the Board. Other board members that must purchase items prior to receiving board approval must first consult with the President or Vice President.

H.2. Unless expressly provided for, to cover a specific occurrence or situation, only the Treasurer, President and Vice President for Operations are authorized to sign BYHA checks.

H.3. Checks written in any amount require signature of two of the designated members. Order of preference is Treasurer and President.

H.4. Under no circumstances may the President, Vice President or Treasurer obligate BYHA and write the check making payment without notification of the full board for a major purchase or expense limit of \$5,000 or more.

H.5. Requests for expenditures of \$5,000 or more must be accompanied by bids from three vendors OR a written explanation by the requestor detailing why three bids were not secured.

H.6. Bills must be approved by a BYHA board member or by a vote of the board and forwarded to the Treasurer prior to final payment being made.

H.7. The most current approved financial statements will be posted on the BYHA bulletin board at Fogerty Arena and will also be posted at www.byha.org.

IV. Conduct and Rules

A. Board of Directors

A.1. BYHA members, as a member of Minnesota Hockey, District 10 and USA Hockey, must abide by the rules of these parent organizations, though some rules may be amended by the BYHA Board of Directors.

A.2. The BYHA Board of Directors consists of nine (9) members, each serving a three-year term, with outgoing/open positions to be elected at the Annual Meeting by BYHA members present. General membership in good standing has the right to vote also in special elections.

A.3. The BYHA Board can appoint volunteers to act in their interest. They can also employ persons or companies to provide specialized services.

B. Discipline

B.1. Coaches, Players and Parents are required to sign and abide by their specific Code of Ethics/Pledges.

B.2. Players can be disciplined for violation of the Player's Pledge and/or Zero Tolerance Rule. One or more offenses will result in team suspension or player removal from the team. All offenses must be reported to the Traveling or In-House Director(s).

Penalties:

- a. *1st Violation*: After confirmation of an offense, the player shall lose eligibility for the next two consecutive games or two weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- b. *2nd Violation or Subsequent Violation(s)*: After confirmation of an offense, the player shall meet with the coach, parents and Traveling or In-house Director(s). The coach and director shall determine, after the meeting, what consequence is considered fair and just. This offense may result in penalties up to and including termination of a player's season. If the player or parents consider the penalty unjust, a written appeal can be made to the BYHA Board. This appeal must be received within one week of notification of the penalty.
 - b.i. MH's rule of Zero Tolerance will apply to all. Coaches will cover the Zero Tolerance Rule at their parents and players meeting. (See Zero Tolerance Rule in Appendix).
 - b.ii. The BYHA Weapons Policy will apply to all. (See Weapon's Policy in Appendix).

- b.iii. Coaches or others in authority shall never verbally or physically abuse a player in any way. Any incident should be reported to the appropriate Traveling or In-House Director immediately.
- b.iv. Players or their parents may protest certain disciplines through the method defined by the team coach at the first parent's meeting. If differences cannot be settled, then the team manager or coach should contact the Traveling or In-House Director immediately to intervene and act as an arbitrator. The last recourse would be to request an audience and ruling from the BYHA Board of Directors.
- b.v. Any coach who has a player who continues to be disruptive to the team must contact the Traveling or In-House Director. The director will review the situation and the player may be put on probation with the next offense requiring Board action, including possible suspension or removal from the team. If this happens, the player's parents will not be refunded any money and they are still responsible to pay any outstanding charges. All/any approved roster changes can occur up until December 31.

C. Fair Play (Traveling Boys and Girls)

C.1. All players will participate in practices, scrimmages, league, district, regional, state and invitational tournament games, except where there is a discipline problem as listed in the discipline policy.

C.2. The coaching staff will rotate lines as evenly as possible and goalies will play about half of all games.

C.3. "A" level teams are allowed latitude with the fair play policy during the third period of a game however, all players must play.

C.4. "B" level teams are allowed latitude with the fair play policy during the last half of the third period of a game however, all players must play.

C.5. The A Bantam, U15 A teams will not have a fair play rule.

D. Fair Play (C-Level/In-House D Mites and under)

D.1. All players will participate evenly in practices, scrimmages, games and tournaments, except where there is a discipline problem as listed in the discipline policy.

D.2. Coaching staff will rotate three lines as equal as possible and goalies playing about 50% of all games. Removing a player from the ice to explain what they might be doing wrong would be an exception to this statement.

V. Travel Specific Procedures, Responsibilities and Rules

A. BYHA Boys Traveling Tryout Process – General Information

A.1. A copy of the tryout procedure and schedule will be posted at www.byha.org at the time of tryouts.

A.2. Tryouts will be closed to everyone other than the Evaluators, BYHA Operations Committee members, BYHA Board members and approved tryout volunteers. The arena, locker room area and common area on the first floor need to be vacated by the time the skaters go on the ice. Tryout volunteers are not allowed in any area where scores are being tallied or maintained.

A.3. Schedule changes will be posted at Fogerty Arena and on the web in a timely manner. Traveling players/ parents are encouraged to check for schedule changes daily.

A.4. Any player who is unable to participate in any portion of the tryout process must contact the appropriate Traveling Director immediately. If the absence is due to an injury a written note from the player's attending physician indicating the type of injury, treatment plan and estimated time of recovery must also be provided to the Traveling Director. The player will be evaluated based on prior year's performance and coaches' recommendations to determine team placement.

A.5. All identifying equipment must be removed prior to tryouts (i.e. names on helmets, all stickers, jerseys or socks from a "select" team, etc).

A.6. Players selected to be on an "A" team are compelled to play on that team unless it is felt that undue hardship is being placed on the player or parents. In that case, the parents must declare their intentions prior to tryouts so the BYHA Board has time to make a judgment.

A.7. If siblings want to play on the same team, they must designate this preference prior to tryouts. They will both be placed on the same team where the lower scoring sibling is assigned.

A.8. It is recommended that all teams at all levels have a minimum of 13-15 skaters and 2 goalies on the roster.

A.9. If there are not enough players to fill a complete team, the Board will consult with the coaches at that level to determine the minimum numbers their team could have to safely compete. If there is not a minimum amount of BYHA players, BYHA will make every attempt to find another association where those players can participate.

A.10. No Parent will be allowed on the ice at the same time as their child is participating in tryouts, with the exception of the Head Coach for a level and BYHA Board Members facilitating the running of the tryouts.

A.11. Players who do not want to be evaluated for potential placement on a BYHA “A” traveling team, are not required to participate prior to the “A” pool selection sessions. However, it is mandatory that a player participate in the “B” pool portion of the tryouts in order to determine proper “B” team placement. Any skater not participating in tryouts will be placed at the “C” level of play.

A.12. Based on registered players participating in tryouts and number of designated teams per age level, the BYHA Operations Committee will determine prior to the start of tryouts if any cuts will need to be made. The projected number of cuts, if necessary, will be posted at the time of tryouts. In addition, evaluators may excuse players from participating in the remainder of a tryout schedule. This must be done discreetly and not in the middle of a tryout session. The Traveling Director will contact the player outside of the tryout session.

A.13. If required, a similar tryout process may be held for the U16 and Junior Gold teams. This determination will be made by the BYHA Operations Committee and Traveling Director.

B. Evaluation Committee

B.1. The Operations Committee and the Traveling Directors will oversee the evaluation committee and coordinate the tryout process. They will abide by the BYHA policies.

B.2. The Evaluation Committee for the Squirt, PeeWee and Bantam levels will consist of the Head Coach(es) of each level and an outside evaluation organization as selected by the BYHA Operations committee. The goalies will be evaluated by an outside organization in separate goalie sessions as well as during each levels’ tryouts.

B.3. Evaluators should not be involved in evaluating their child, with the exception of the Head Coach of the level.

B.4. Evaluators will limit contact to other evaluators, coaches and parents to ensure they make independent decisions.

B.5. During evaluation review (to determine “A” pool or player placement) the only people allowed in the conference room are:

- a. Traveling Director – to facilitate scoring/selection process and ensure fair discussion/decisions are being made.
- b. Head Coach – to help decide which players make the “A” pool or team.
- c. Evaluators – to help decide which players make the “A” pool or team.
- d. Secretary – to record and post final decisions on which players make the “A” pool or team.
- e. Other BYHA Board Members – to facilitate discussions and decisions regarding pool or team placement.

B.6. Evaluators will use the supplied scorecard to record their evaluations of the players and will turn in the scorecards, to the Traveling Director, at the end of each tryout session.

C. Tryout Process

C.1. The format of tryouts will be a combination of skills assessment and game play. Each session will have a 10-15 minute warm up using skill related drills and the remainder of time spent scrimmaging (5 on 5, 4 on 4, etc).

C.2. The first will involve evaluating players based on the criteria established by the BYHA Operations Committee. Goalies will have an additional skills session that is included in the overall judging/ranking.

C.3. At the conclusion of the last session in the choosing of the A pool, and following a review of each player's evaluations by the Evaluation Committee, the BYHA Traveling Director will identify and prepare the "A" pool list. (For purposes of this Section, "A" pool is defined as the highest level of play for each classification.

- a. The "A" pool list will be based on total score for each player (boys). The A pool will consist of the number of skaters to be placed on the A team, plus 5, one of which will be chosen by the head coach of the A/AA team and the number of goalies to be placed on the A team, plus 1.
- b. The "A" pool list will be posted on the website within 24 hours.
- c. The identified players for the "A" pool will participate in additional sessions administered by the BYHA Operations Committee, Evaluation Committee and Head Coach for that level.
- d. This may or may not include a scrimmage with another association.
- e. Following the completion of these sessions, the Evaluation Committee will select the final roster for the respective "A" team. The placement of players will be based on the total score from the "A" pool session. Based on the number of players to be assigned to the "A" team, the top 8-10 skaters and the top goalie will be on the "A" team. The Head Coach of the team is then allowed to select the additional 5 players and 1 goalie, if a second goalie is to be assigned to the team, from the "A" pool.
- f. The final "A" team list will be posted on the website within 24 hours (this list will be identified in non-ranking order).
- g. Players not selected for the "A" team from the "A" pool will be placed on the next highest team at that level (A or B1).

C.4. The "B" pool players will skate additional sessions under the direction of the BYHA Operations Committee, Evaluation Committee and Head Coach(es) for that level. For purposes of this section, "B pool" means all players not in the A pool.

- a. In the event that there is not a A/B1 coach identified, the BYHA Operations Committee will appoint a replacement evaluator for the remaining sessions.

- b. At the conclusion of the final session, and following a review of each player's evaluations by the Evaluation Committee, the BYHA Traveling Director will identify and prepare the "A/B1" final team lists, "B1/B2" final team lists (if there are multiple teams at the same level, they will be split evenly) and any players being assigned to the "C" team. The placement of players will be based on the total score from the "B" pool sessions. The top 4.6 skaters will be on the A/B1 team. The Head Coach of the "A/B1" team is then allowed to select the additional 4 skaters from the "B" pool. Goalies will be placed on teams based on their tryout rank. In the event a team is allocated two goalies, the head coach may have discretion in selecting the second goaltender from the pool of available players.
- c. The final team lists will be posted on the website within 24 hours.

D. Evaluation of Players

D.1. An assigned numbered tryout jersey will be provided for the use during tryouts. Do not change jerseys during the tryout process unless requested by one of the Evaluators or the Traveling Director. The jerseys worn for tryouts need to be returned at the end of the tryout process.

D.2. The skaters will be marked on check sheets for every shift they skate during the tryouts by volunteers running the box.

D.3. Judging criteria for the players.

- a. Skaters will be evaluated on the following: skating, passing, shooting, puck control, overall play/positioning (with and without the puck) and hustle/effort.
- b. Goalies will be evaluated on the following: angles, puck control/rebounds, skating abilities and overall play/positioning.
- c. In addition to the above criteria, the following factors will also be taken into consideration as part of the overall evaluation of all players: attitude/behavior, coachability, commitment and team play.

E. Selecting Teams and Communication

E.1. All final teams will be posted within 24 hours of the last tryout session. Teams will be posted on the website.

E.2. After team selections are made, coaches have the final decision in determining a player's playing position for the season (excluding goalies).

E.3. Any concerns players/parents have about the tryout process will be required to be submitted in writing to the attention of the BYHA Traveling Director and will be reviewed at the next announced BYHA Board meeting.

F. BYHA Girls Traveling Tryout Process

F.1. Traveling girls will use a similar tryout process to the boy's tryout process outlined above.

F.2. BYHA will attempt to field the following teams each season: U10A, U10B, U12A, U12B, U15.

F.3. The number and size of the girl's teams will be determined based on registration numbers. If there are not enough girls to fill a team at any specified level, the association will make every effort to find additional players.

F.4. BYHA policy is that girls are not encouraged to play on the youth traveling Squirt, Pee Wee or Bantam boy's teams. However, since Minnesota Hockey permits such play, girls wishing to tryout for a boys team must simply comply with the following:

- a. Declare intentions prior to the start of tryouts.
- b. Complete the necessary waiver of liability forms.
- c. Forfeit current season's eligibility to play Girls Traveling.

G. Tournament Entries

G.1. If BYHA hosts a tournament for a given level of players, then all teams at that level must participate in this tournament. The Board will make every attempt to allow these teams to participate at a reduced cost.

G.2. The team parents will be obliged to volunteer to work during these tournaments or they will lose their reduced fee or could also be charged with the workers expenses incurred to replace them.

H. Coordinators

H.1. The BYHA Traveling Director can appoint volunteers to serve as age group coordinators for the respective traveling age groups (squirt, peewee, bantam) for the season with such appointments to be approved by the board. The coordinators will be designated as the communication liaison for the respective age group and will be the first point of contact for any issue or questions members may have relative to program administration for the traveling program. The commissioners will make a concerted effort to periodically visit team coaches; discuss any issues that occur during the course of the year and communicate same to the Traveling Director. The commissioners will assist in securing volunteers as requested by the Traveling Director.

VI. In-House Specific Procedures, Responsibilities and Rules

A. Initiation Program (Mites)

A.1. Level Definitions:

- a. **D Mites:** The beginning level of the initiation program. Player has minimum to no experience
- b. **C Mites:** The intermediate level of the initiation program. Player has previous experience.
- c. **B Mites:** The highest level of the initiation program. Player has advanced experience.
- d. **A Mites:** Players for this team will be identified following completion of the evaluation of all B Mites.

A.2. Level Selection:

- a. All players will be placed on a level as deemed proper by the In-House Director(s) and his/her assistants. This will be accomplished during the initiation pre-skate.
- b. Players may be requested to skate at a higher or lower level as this process continues.
- c. Players are placed based on the abilities, not years of participating, or age.

A.3. Team Numbers:

The number of teams for each level will be determined by the In-House Director during the initiation skate.

A.4. Game Scheduling:

The start dates and number of games will be determined after meeting with other associations involved in the In-House league. A minimum of eight games will be scheduled.

A.5. Referees:

BYHA prefers to use current traveling players to referee in-house hockey games. Referees will be paid \$15/game and BYHA will provide the referee jersey. In addition, BYHA will refund the cost of required certification and referee training as approved by the In-house Referee Coordinator. Requests for referee payment will be approved by the In-house Referee Coordinator and processed by the BYHA Treasurer.

A.6. Other:

All other issues are governed by the BYHA standard policies.

VII. Sportsmanship

A. Player Roles and Responsibilities

A.1. Every player in BYHA is expected to contribute to their team in a positive manner by adhering to the following roles and responsibilities.

A.2. Each player is expected to adhere to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions.

A.3. Each player is expected to participate in all practices, games and team functions as scheduled, unless there is a compelling reason for missing. The player should notify the head coach prior to missing any team-related event.

A.4. Each player is expected to arrive at the rink as communicated by the coach.

A.5. Each player is expected to be attentive when any of the coaches are addressing the team or an individual player.

A.6. Each player is expected to wear the required equipment for every game or practice that he/she participates.

A.7. There will be zero tolerance for abusive behavior such as harassment, obscene language, fighting, or any other behavior deemed as abusive directed towards coaches, referees, opponents or teammates. A first offense will result in a verbal warning. A second offense will result in the removal of the player from games and/or practices until a parent meeting has been conducted. A third offense will result in the player being removed from the team for a determined number of games or for the remainder of the season based on the Board's decision.

A.8. Any player receiving a "Match" penalty for deliberately attempting to injure another player may receive a suspension beyond USA Hockey guidelines.

A.9. Every player should have fun, give their best effort, and be respectful of coaches, teammates, referees and opponents.

B. Parent Roles and Responsibilities

B.1. Every parent or legal guardian involved with BYHA is expected to contribute in a positive manner to all players, teams and other association members. Parents and legal guardians are expected to adhere to the following roles and responsibilities.

B.2. Assure that all registration forms, birth certificates and payments are complete and submitted timely.

B.3. Assure that their player is properly equipped.

B.4. Assure that their player is at the rink per the coach's instructions.

B.5. Assure that their player notifies the head coach if he/she cannot attend a team function.

B.6. Volunteer your time whenever possible (scorekeeper, penalty box and/or as necessary for BYHA or District 10 sponsored tournaments).

B.7. Encourage and support the team in a positive manner.

B.8. There will be zero tolerance for abusive behavior such as harassment, obscene language, fighting or any other behavior deemed as abusive directed towards coaches, referees, opponents, players or other parents. The first offense communicated to the Board will result in a meeting between the parent(s) and the Vice President (or President) and Traveling Director, and the meeting will be documented. The second offense will result in the parent(s) appearing before the entire Board. If the Board finds just cause, the parent(s) could receive a one to three game suspension. The third offense may result in further suspensions and/or expulsion from the association.

B.9. Parents should address any general questions to the head coach or team manager. Specific questions regarding coaching techniques or tactics can be directed to the Ace Coordinator. Any questions regarding behavior, discipline or BYHA policies and procedures can be directed to any Board member.

VIII. Grievances

A. Coaching Grievances

Problems or concerns regarding coaching such as playing time, positions, practices or other related issues should first be addressed directly with the coach. If resolution cannot be reached, the Traveling Director should be notified. If no resolution can be found, the formal grievance procedure documented below should be followed.

B. Parent Grievances

Problems or concerns regarding parental behavior including harassment, obscene language, fighting or any other behavior deemed detrimental to the team, coaching staff or players should first be addressed directly with the parent(s). If resolution cannot be reached, the Traveling Director should be notified. If no resolution can be found, the formal grievance procedure documented below should be followed.

C. Grievance Procedure

C.1. It is recommended that there should be a 24-hour “cooling off” period before any grievance is formally filed.

C.2. If the waiting period has been met, contact can be made with the respective coach or parent(s) for the purpose of trying to resolve the dispute.

C.3. If the dispute cannot be resolved, a formal complaint can be submitted in writing to any Board member.

C.4. The respective board member will then bring the complaint to the next regularly scheduled Board meeting for review by the entire Board.

C.5. The Board will investigate and discuss the complaint. This may require interviewing various participants as well as the person filing the complaint.

C.6. The Board is responsible for reaching a decision in a timely manner regarding any potential disciplinary action.

C.7. A letter will be issued to all persons involved in the complaint documenting the resolution decided upon by the Board.

C.8. All decisions reached by the Board are final.

C.9. If you are not satisfied with the Board decision you may contact Minnesota Hockey.

The Board will conduct follow up reviews to ensure compliance with the Board’s decision and to verify that the issue has been thoroughly resolved.

IX. Volunteer Policy

A. Each BYHA member family is required to volunteer 5 hours per season.

A.1. Each volunteer hour must be documented by a completed Volunteer Confirmation Sheet. This sheet is available on the website under the Forms and Documents section. This must be signed off by the party responsible for the activity. (Example: A parent works the box at tryouts for a total of 5 hours. They must have a Volunteer Confirmation Sheet signed off by the Traveling Boys' or Girls' Director showing they worked the time).

A.2. The following activities will count toward the volunteer hours:

- a. Head Coach (1 per team)
- b. Assistant Coach
- c. Team Manager (1 or 2 per team)
- d. Team SKATE Committee Volunteer (1 per team)
- e. Board Member, Director, Coordinator
- f. Tournament Volunteers
- g. Tryout volunteers
- h. Registration Volunteers
- i. S.K.A.T.E. Committee members
- j. Equipment room Volunteers
- k. Picture night volunteers
- l. Fundraising Committee Volunteers
- m. Golf Tournament Volunteers
- n. Parade Volunteers
- o. Mite Initiation Volunteer
- p. Jobs as designated by Board Members, Directors or Coordinators

If a particular job is not included on this list it should be brought to the attention of the volunteer coordinator to bring to the board in deciding if the activity will qualify for volunteer credit. This list is all inclusive. Any suggestions for additional volunteer opportunities should be brought to a BYHA Board Members' attention.

If you have any questions regarding this policy, please contact one of the board members. Contact information can be found on the web site at www.byha.org.

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BLAINE YOUTH HOCKEY ASSOCIATION
Player's Pledge 2016-17

- I will treat my parents, coaches, teammates, opponents, game officials, property of others, and all other BYHA members, with respect at all times – both on and off the ice.
- I will try my hardest at practices and games.
- I will be on time (as assigned by my coach) to all team events.
- I will do my best to enjoy the great game of hockey.
- I understand that I am representing the Blaine Youth Hockey Association and the Blaine community and will do my best to uphold its image.
- I will wear my uniform with pride and treat it with respect.
- I promise to abide by the Zero Tolerance rule and all other rules outlined by the coaching staff and BYHA.

SIGNED: _____ DATE: _____

BLAINE YOUTH HOCKEY ASSOCIATION
Coach's Pledge 2016-17

- I agree to attend, pass the test and obtain the necessary coaching achievement level that Minnesota Hockey requires.
- I will attend coaching clinics and training offered to me by BYHA.
- I will treat the players, parents, referees, opposing coaches; and others that I encounter while performing my coach function with respect.
- I will follow the instructions of the BYHA ACE Coordinator/Player Development Director.
- I will play all players as referenced in the BYHA policies/procedures.
- I will not use alcohol for three hours before a practice, scrimmage or game.
- I will never have sexual contact with any of the association's players.
- I will place the emotional and physical well being of my players ahead of any personal desire to win.
- I will remember to treat each player as an individual.
- I will do my very best to provide a safe playing situation for my players.
- I will review and practice the necessary first aid principles.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead, by example, in demonstrating fair play and sportsmanship to all my players.
- I will insure that I am knowledgeable in the rules of the sport and will teach these rules to my players.
- I understand the Zero Tolerance rule and will explain the rule to my assistants, my players and their parents, and I will abide by this myself.
- I will remember that I am a youth coach, and that the game is for the players and not the adults.

I _____ certify that I will abide by the stipulations listed above for the upcoming season and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that they, my assistant coaches, are informed of these responsibilities.

SIGNED: _____ DATE: _____

BLAINE YOUTH HOCKEY ASSOCIATION
Parents' Code of Ethics 2016-2017

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will help him/her be on time for team events.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sport events.
- I will remember that the game is for they players and not for the adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fan and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching; being a respectful fan, providing transportation or whatever I am capable of doing.
- I will refrain from combative or confrontational behavior.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach agrees to the Coaches' Pledge.
- I will read and abide by the BYHA Policies and Procedures and do everything in my power to assist the BYHA organization to implement and enforce them.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Ethics.

Parent/Guardian Signature(s):

SIGNED _____ DATE _____

SIGNED _____ DATE _____

USA HOCKEY ZERO TOLERANCE POLICY

The USA Hockey Board of Directors has developed a Zero Tolerance Policy regarding the verbal abuse of officials. Verbal abuse is the first step leading to physical abuse of officials. This Zero Tolerance Policy has been unanimously endorsed by the youth, junior and senior councils, the district referees-in-chief and the coaching achievement program directors for immediate implementation.

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

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

PLAYERS

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

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

COACHES

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

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at anytime.
3. 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 a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

OFFICIALS

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

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

PARENTS/SPECTATORS

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

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

ENJOY THE GAME

Support the Referees and Coaches by trusting their judgment and integrity.

Respect Players, Coaches and Officials.

Refrain from any offensive behavior

MOOD ALTERING CHEMICALS

The use, consumption or possession of mood altering chemicals, regardless of quantity, is expressly prohibited during the entire playing season. Included are: (1) beverages containing alcohol, (2) tobacco (including chewing tobacco), (3) E-Cigarettes, (4) controlled substances defined by law as drugs (including marijuana), and (5) buying, selling or giving away controlled substances. It is not a violation for a player to possess a controlled substance specifically prescribed for the player's own use by the player's physician.

A. PENALTIES

1. After confirmation of a first violation, the player shall be suspended for the next two consecutive games or two weeks of a season, whichever is greater.
2. After confirmation of a second violation, the player shall be suspended for the next six consecutive games. No exception is permitted for a player who participates in a treatment program.
3. After confirmation of a third or subsequent violation, the player shall be suspended for the next twelve consecutive games. No exception is permitted for a player who participates in a treatment program.
4. If after the third or subsequent violations the player on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MH activities after a minimum period of six weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

B. INTERPRETATION - "Game" in this rule means regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

BYHA WEAPONS POLICY

The possession, use, and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) [weapons means a knife, firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition, explosive, any incendiary device or instrument which is utilized in such a manner so as to threaten], will result in immediate suspension from all team activities. The suspension must be immediately reported to the traveling/in-house director and the BYHA Board of Directors. The Board of Directors will review the incident at the next (or special) board meeting and has the option to lift the suspension or to disqualify the player from participation in BYHA programs.