

FERGUS FALLS HOCKEY ASSOCIATION



2025-2026

MEMBER HANDBOOK

The information contained in this handbook is for players, parents, guardians, coaches, and team managers of the Fergus Falls Hockey Association (FFHA).

Welcome to the Fergus Falls Hockey Association (FFHA)!

We're excited to kick off another fun-filled hockey season and hope you are too!

At FFHA, we are committed to providing youth athletes with opportunities to learn and enjoy the sport of hockey. Our focus is on promoting a fun and fair environment where athletes respect themselves and others, develop teamwork, build self-confidence, and grow their leadership skills. Together, we work toward a common goal of enhancing each athlete's physical, social, and emotional health, while instilling personal values that contribute to life-long success.

For first-time parents and players, we understand that the initial weeks can feel a bit overwhelming, we were all new to hockey at one point! We are here to ensure that you and your child have a positive experience, so please don't hesitate to reach out with any questions.

To our returning parents and players, welcome back! We're looking forward to another successful year on and off the ice.

Important: Please make sure to read all emails from FFHA, as this is our primary method of communication to keep everyone informed throughout the season.

If you're looking to get more involved, we have several committees that would love your help. Contact a board member if you're interested in volunteering.

Good luck this season!

The Fergus Falls Hockey Board

Purpose:

The Fergus Falls Hockey Association (FFHA) is committed to providing youth athletes with programs to learn and enjoy the sport of hockey. We promote and support a fun and fair hockey environment that encourages athletes to respect themselves and others, become better teammates, build self-confidence, and develop leadership skills. We work toward a common goal of developing each athlete's physical, social, and emotional health and personal values that enable life-long success.

HOCKEY 101

I. Hockey Season

- A. Fergus Falls Community Arena has ice on or around the 1st week of October
- B. Length of Regular Season
 - Mites/8U: November through March
 - All other teams: October through February (not including post season play)

II. Communication

- A. **Website:** The website for the FFHA is www.fergusfallshockey.org. The website contains information on FFHA, including the monthly arena schedule.
- B. **Email:** All communication for the association is sent via email by an FFHA Website Administrator from the FFHA website, www.fergusfallshockey.org. You MUST be a "Member" of the FFHA website to receive emails. It is the responsibility of each Member to edit and keep contact information, including email, current on the FFHA SportsEngine website. FFHA will not modify a Member's information on the website.
- C. **Social Media:** For additional information on FFHA, "Like and Follow" the Fergus Falls Hockey Association page on Facebook.
- D. **Questions:** Questions can be directed to:
 - i. FFHA President
 - ii. FFHA Hockey Directors
 - iii. FFHA Board Members
 - iv. FFHA Coach or Volunteer
 - v. FFHA Website Administrator by replying to email communication.

III. Parent Meetings

- A. **Parent Meeting:** There will be an begin of season ***PARENT MEETING in Late October, Early November***. These will be Team/Level specific At least one parent for each family should attend to get important information regarding the upcoming season, the SafeSport program, and necessary updates from USA and Minnesota Hockey. The time and venue will be communicated to teams after tryouts
- B. **Other Meetings:** FFHA and individual teams reserve the right to call additional meetings throughout the season.

IV. Registration Information

- i. **First Year Players:** Registration is free for each Mite/8U player's first season with FFHA.
- ii. **Fundraising:** All players registered with FFHA are responsible for completing the required fundraising and concession hours, as determined by FFHA on an annual basis. At a minimum, each skater is responsible for selling 20 raffle tickets at \$10/each for a cash raffle. A total payment of \$200/skater is collected during the online registration and tickets must be picked up on one of the "Season Kick Off" nights. Due to lawful gaming rules, the raffle stubs MUST be turned in by November .

- iii. **Equipment Rental: First Come, First Serve Basis:** Rental equipment is available to all Otter, Gopher, Wild, Olympic Mites, 8U and any first-time player as it is available at a higher level.
- **Registration/Distribution:** Equipment sign-up is part of online registration and will be distributed during Season Kick-Off nights.
 - **Cost:** Equipment rental is \$50. Please return by April 1, (or date TBD if extended ice time possible). If rented equipment is not returned, you will be billed an additional \$50 to help cover the cost of replacing the equipment.
 - **Equipment Provided:** helmet, neck guards, shoulder pads, gloves, elbow pads, breezers, shin pads, skates, and stick are provided if available. You are responsible for your own mouth guard and socks. Anyone not returning their 8U/Mite house league jersey at the end of the season will be billed \$25 as a replacement cost.
 - FFHA provides jerseys to players once teams are selected.
- iv. **Registration Procedure: Online Registration** – Visit www.fergusfallshockey.org. Click on the current season’s registration link.
1. **USA Hockey Registration:** – Obtain USA Hockey Confirmation # - Go to www.usahockeyregistration.com
 - a. Step 1: Choose member type: Ice Player/Coach.
 - b. Step 2: Complete all information requested to register. The name of player should be completed as it appears on the individual’s birth certificate. **The information you fill out is how we contact players and their families. Make sure to include accurate information and additional phone numbers and emails if necessary.**
 - c. Step 3: Complete Payment
 2. **Return to Online Registration** – www.fergusfallshockey.org and proceed with the next online step.
 - a. Scholarships are available by request to ffharegistrar@gmail.com Forms must be turned in by September 25 for consideration. You will be notified by email from a board member on how to proceed with registration no later than September 30.
 - b. Complete all required Registration Forms online. Paper copies are no longer collected.
 3. **Attend FFHA “Season Kick-Off Nights”**- Fergus Falls Community Arena, Park & Rec Lobby, 340 Friberg Ave (drive through event).
 - a. All families MUST attend one of the nights to pick up fundraising materials.
 - b. Fit new 1st year skaters for equipment
 - c. Turn in state or county issued birth certificates for new skaters or those not on file
 - d. Get assistance with online registration process if unable to register online

****Skaters and coaches cannot be on the ice until registration is complete****

v. REGISTRATION AGES & FEES:

Level	Age on 6/1/25	DOB Must Be Within	Fee
Bantam	13 - 15	6/1/10 - 5/31/12	\$855
15U Girls	13 - 15	6/1/09 - 5/31/12	\$780
12U Girls	11 - 12	6/1/12 - 5/31/14	\$780
PeeWee	11 - 13	6/1/12 - 5/31/14	\$780
10U Girls	9 - 10	6/1/14 - 5/31/16	\$510
Squirt	9 - 11	6/1/14 - 5/31/16	\$510
8U Girls	7 & 8	6/1/16 - 5/31/18	\$300

Note: First-year Squirts who are not ready for travel hockey may play on an in-house league best suited to their ability. Please Contact the Registrar for details.

Mite/8U Program - Otter and Gopher: \$200 Wild and Olympic/8U: \$300

Age on 6/1/25 →	3	4	5	6	7	8
Year in Hockey ↓						
1	Otter	Otter	Otter	Gopher	Wild/8U	Wild/8U
2	N/A	Otter	Gopher	Gopher/8U	Wild/8U	Olympic/8U
3	N/A	N/A	Gopher	Gopher or Wild/8U	Wild/8U	Olympic/8U
4	N/A	N/A	N/A	Gopher or Wild/8U	Wild/8U	Olympic/8U
5	N/A	N/A	N/A	N/A	Wild/8U	Olympic/8U
6	N/A	N/A	N/A	N/A	Wild/8U	Olympic/8U

Because mite players start hockey at various ages this table is only a guide. We have found that new skaters who are 6, 7 & 8 may benefit from starting with the Otter/ Gopher mites. Once skaters are on the ice, there are times that coaches may request that a Wild switch to Gopher or vice versa. This is done for the benefit of the individual player so that he/she will have the most successful season of skill development and increased confidence.

vi. **LATE FEES: Any returning skater who registers after October 15 MAY BE ASSESSED AN \$150 LATE FEE.**

- vii. **PAYMENT:** All fees for FFHA registration are paid online, either in full, or by clicking on the Automatic Withdrawal and submitting all the required information. When registering prior to Sept 15 and choosing the Automatic Withdrawal option, 50% of registration fees must be paid at the time of registration. Additional payments will be withdrawn on Sept 15, Oct 15 and Nov 15, 2024. When registering on or after Sept 15 and choosing the Automatic Withdrawal option, 50% of registration fees must be paid at the time of registration. Additional payments will be withdrawn on Oct 15 and Nov 15. Depending on when you register, the number of payments offered decreases and the amount withdrawn increases
 - viii. **REFUND POLICY:** If a player quits prior to Nov 15th, 50% of registration fees will be refunded. If a player quits after Nov 15th, no refund will be issued. There is no refund on fundraising or concession donations made if a player quits at anytime after registering.
 - ix. **PAST DUE BALANCES:** Any past due balances will need to be paid, in full, prior to the start of the current season. If you had a balance due, you have received a notification of the amount due via email.
- B. **Volunteers:** Volunteering with FFHA is encouraged, but not required. There are many volunteer opportunities such as coaching, team managing, board members, committee members, assisting with events, etc. If you are interested in volunteering with FFHA, contact the FFHA President, FFHA Board Member, or other applicable person seeking volunteers.
- C. **Concession Stand Requirements:** FFHA requires each family to volunteer **15 hours per skater**, with a maximum of **30 hours per family** per season in the concession stand. Sign up is completed through DIBS which is managed by the concessions stand manager.
- i. **Shift Responsibility:** If you need to cancel a shift, you must contact the concession manager or shift lead no later than **7 days prior** to your scheduled shift. If you need to cancel within 6 days or less, you are responsible for finding your replacement to fill the shift.
 - ii. **Schedule Changes:**
 - Schedule changes within FFHA control will be credited.
 - Schedule changes beyond FFHA control will not be credited. In these cases, FFHA will assist in finding a new slot, but hours are not automatically granted.
 - Certain unique or unforeseen situations may require FFHA management to make a case-by-case decision. These instances are rare and handled at the discretion of FFHA Concessions leadership.
 - iii. **Payment in Lieu of Concession Hours:** In the event you do not want to complete your required concession hours, you may pay FFHA \$300 per skater.
 - iv. After **November 30th**, the buyout donation increases to **\$500 per skater**
 - v. Any unfulfilled hours, at the end of the season will be billed at **\$35** per hour.
- D. **Skate Sharpening:**
- i. Arena
 - ii. Fergus Home & Hardware
- E. **Travel Game Jersey Instructions (Family Owned)**
- i. MUST have a garment bag
 - ii. No alterations are allowed
 - iii. If jerseys are lost or damaged, families are responsible for replacing in full
 - iv. Jersey Washing Instructions

1. Pre-treat puck and tape marks directly with a stain-remover such as Shout
2. Turn inside out, machine wash cold with mild detergent (NO BLEACH)
3. Hang dry or machine dry on cool setting for no more than 5 minutes (NO HEAT)
4. Do not use an iron
5. Do not let jerseys soak in water for an extended period

F. **Travel Game Socks (Part of Game Uniform)**- Players MUST wear official FFHA socks anytime the travel team game jerseys are worn. They are for sale at the concession stand.

V. **Arena Schedule: Schedules for teams will vary from time to time depending on ice availability. Schedules are posted monthly online. In the event of an unforeseen change in the ice schedules, FFHA will notify individuals via email.** The daily schedule and locker room assignments are posted on the TV monitors.

VI. **Travel Game Schedule:** Schedule will be available through the website, which is updated regularly, so everyone is aware of any schedule changes. Games will also be entered on the website on each team page. This is to be kept updated by team managers throughout the season

VII. **Tournaments:** Tournament information is posted and updated periodically on the website Calendar and Tournament page.

IX. **FFHA Logo Usage**

The association asks that all clothing/signage and other branded materials use the current Otter Hockey approved logos.

SEASON OUTLINE

- All information, such as clinic times, tryout dates, and the FFHA Rules and Regulations will be distributed to its members.
- Following a tryout team selection will begin. Bantam, PeeWee, 12U, Squirt & 10U traveling teams will be informed after tryouts as to what team they are on. All Bantam and PeeWee/12U and Squirt/10U traveling team rosters may be incomplete after the initial tryout period. Player movement up or down may occur sometime before the final roster deadline of December 31
- There will be a coaches meeting conducted by the Hockey Director before the season begins
- Level specific season outlines found online on each level specific page

FERGUS FALLS HOCKEY ASSOCIATION

RULES AND REGULATIONS

Purpose:

The Fergus Falls Hockey Association (FFHA) is committed to providing youth athletes with programs to learn and enjoy the sport of hockey. We promote and support a fun and fair hockey environment that encourages athletes to respect themselves and others, become better teammates, build self-confidence, and develop leadership skills. We work toward a common goal of developing each athlete's physical, social, and emotional health and personal values that enable life-long success.

(Revised September 2020, approved October 2019)

COACHES CODE OF ETHICS

A. All coaches will:

1. Keep in mind that the player is the most important part of the program. Also, learning and developing are more important than winning.
2. Understand the rules of the game and share that understanding with the players.
3. Treat players fairly.
4. Be prompt.
5. Display kindness, consideration, and understanding towards the players.
6. Share ideas and techniques with other coaches for the betterment of the program.
7. Be considerate of other teams.
8. Be well prepared for practices.
9. Always have a positive attitude.
10. Have knowledge of First Aid.
11. Teach players to respect officials' decisions.
12. Attend a USA coach's clinic each fall as required for coaching level and complete all USA coaching requirements by deadline.
13. Inform players not to shoot pucks at the bleacher area in any arena during a warmup as recommended by USA for insurance purposes.
14. Each traveling team coach will have a policy of how he/she will determine an unexcused absence to players and parents at their first team meeting.
15. Hold all team gatherings at a public place (i.e., arena board room, pizza parlor, etc.).
16. Follow MN and USA Hockey Coaching Ethics Code.

B. Coaches will not:

1. Offer players rewards for performance.
2. Use offensive language.
3. Solicit players for their own team.

C. **Playing Time:** FFHA coaches will not sacrifice player development for a win at the Squirt/10U, PeeWee B, B2, and C levels, as well as the 12U B, B2, and C levels.

Playing time may be adjusted at the coach's discretion under the following circumstances:

- A player is not giving full effort
- A player is not abiding by team or association policies
- During regular-season district games
- During playoff games

At the 12U A, PeeWee A, and all 14U/15U/Bantam levels, players and parents should expect a more competitive team approach, with coaches making playing-time decisions intended to field the most competitive team possible.

B. Parents will not:

1. Force an unwilling child to participate in sports.
2. Publicly question an official's judgment or honesty.
3. Ridicule or criticize a player.
4. Condone physical or verbal abuse of players.
5. Criticize coaches.
6. Engage in verbal or physical altercations with players, coaches, officials, or other spectators whether at our arena or that of another communities.

C. Zero Tolerance Policy for Inappropriate Behavior

Our association enforces a zero-tolerance policy for any inappropriate behavior towards officials, spectators, participants, or staff at any event, whether hosted at our home arena or other community arenas.

1. Profanity and Inappropriate Behavior:

- Spectators: Any spectator using profanity or engaging in inappropriate behavior towards a player, coach, official, or another spectator will be immediately removed from the premises.
 - Removal will be executed by an official, arena personnel, or designated security staff.
 - If necessary, police intervention may be solicited to ensure compliance.
 - The President or Tournament Director (or their designee) will review the incident and inform the individual in writing of the decision regarding the length of suspension from the arena.

2. Threatening Behavior:

- Parents/Guardians: Any parent, guardian, or spectator who verbally or physically threatens a coach, player, official, or another spectator may face immediate removal and could be banned from the arena for the remainder of the season.
 - The Discipline Committee will review such cases and decide on the appropriate course of action, which may include a season-long ban or other necessary measures.
 - This applies to all arenas, including those of other communities where the inappropriate behavior may occur.

Enforcement:

- The zero-tolerance policy is enforceable by game officials, arena staff, or designated representatives. Further actions will be determined by the Discipline Committee, who will evaluate the severity of the incident and communicate the outcome in writing to the party involved.

E. In the event of questions or concerns with any portion of the code of ethics, the procedure to follow is:

1. Wait 24 hours.
2. Contact the Coach, or their hockey director to arrange a face-to-face meeting time and place to discuss the issue. A neutral party must be present during the meeting. (Ex. Hockey Director, or Safe Sport Committee Member)
3. Take the concern to the President of the FFHA by filling out a complaint/ incident form.
4. This concern will be brought to the Safe Sport Committee.
5. FFHA will follow all MN hockey and USA hockey rules and guidance.

PLAYERS CODE OF ETHICS

A. Realizing that they are representatives of the City of Fergus Falls and the Fergus Falls Youth Hockey Association, all players will:

1. Follow USA Hockey rules.

2. Follow Fergus Falls Youth Hockey Association Rules and Regulations.
 3. Learn the rules and regulations of the game
 4. Demonstrate a good work ethic and sportsmanship.
 5. Conduct themselves in a positive manner.
 6. Respect other players, coaches, officials, and facilities.
 7. Be a team player.
 8. Recognize that coaches, **not parents**, are the primary source of instruction in the game.
 9. Be prompt at all practices and games. No unexcused absences from team functions will be tolerated. If circumstances arise that make attendance impossible, notify the coach beforehand. There are legitimate reasons for missing a practice, or even a game. Injury, illness, academic situations, and religion are a few examples that may be excused at the coach's discretion.
 10. Be properly equipped. The following equipment is required for Mites, Squirts, 10U, PeeWees, 12U, Bantams & 15U.
 - a. Shin/Knee pads
 - b. Helmet with approved mask
 - c. Colored mouth/teeth guard
 - d. Elbow pads
 - e. Breezers or girdles
 - f. Cup supporter
 - g. Shoulder pads
 - h. Throat protection (Neck Guards)
 - i. All standard goalie equipment when practicing or playing in the goal (except Mites)
 11. Wear uniforms for game purposes only. Violators of this will result in loss of these items as stated in the Board of Directors policy.
- B. Playing or practicing without proper equipment may result in suspension for that game or practice by the coach.
- C. The use or possession of tobacco, alcohol or illegal drugs will result in an immediate suspension. **USA Hockey rules will be followed**, and additional penalties may be added by the FFHA Board of Directors.
- D. Unlawful behavior by a player may result in immediate suspension of the player and must be reported to the Discipline Committee for review and consideration of disciplinary action.
- E. Any player removed from a game for fighting will be suspended. A coach may suspend a player for fighting during practice or travel. Length will be determined between the Discipline Committee and the coach. USA rules will be used as guidelines.
- F. The Discipline Committee will bring chronic discipline problems to the Hockey Board of Directors at the discretion of the committee.
- G. In the event of questions or concerns with any portion of the code of ethics, the procedure to follow is:
1. Wait 24 hours
 2. Contact the Coach, or their hockey director to arrange a face-to-face meeting time and place to discuss the issue. A neutral party must be present during the meeting. (Ex. Hockey Director, or Safe Sport Committee Member)
 3. Take the concern to the President of the FFHA by filling out a complaint/ incident form
 4. This concern will be brought to the Safe Sport Committee
 5. FFHA will follow all MN hockey and USA hockey rules and guidance.

Fergus Falls Hockey Association Concussion Protocol

(Refer to Minnesota Statute 121A.37)

1. Concussion Information & Training

- FFHA will provide concussion information to all coaches, officials, players, and parents/guardians. This includes understanding the risks of continuing to play after a concussion, recognizing symptoms, and following proper medical guidelines for return-to-play.
- All coaches and officials must complete initial concussion training, followed by refresher training every two years. Coaches must submit a signed Concussion Acknowledgement Form to the association before participating in team activities.

2. Removal from Play

- Coaches, officials, or medical personnel are required to remove any player who shows signs of a concussion or is suspected of sustaining one. The player cannot return until symptoms are gone and a licensed healthcare provider provides written clearance using the Minnesota Hockey (MH) Return to Play Form.
- A "healthcare provider" refers to a state-authorized professional trained to manage pediatric concussions. Family members, coaches, or team personnel cannot sign the Return to Play Form.

3. Reporting & Return to Play

- Any coach aware of a concussion or symptoms must complete the MH Concussion Reporting and Return to Play Form within 48 hours and submit it to the team manager. The team manager must then provide the form to the player's parent/guardian, District Director, and the association president or representative.
- Until the Return to Play Form is submitted, the player is not allowed to participate in any team physical activities. A copy of the completed form must be kept by the team manager and submitted at the season's end to USA Hockey's Minnesota District Risk Manager and the association president.

4. Violations & Penalties

- Coaches failing to report a concussion, complete forms, or allowing a player to return prematurely will face the following suspensions:
 - 1st violation: Suspension for two games.
 - 2nd violation: Suspension for two weeks.
 - 3rd violation: Suspension for one year.

5. Equipment Requirements

- All players must wear a colored (non-clear) mouthguard covering all the remaining teeth of one jaw, typically the upper.
- A blaze orange "Stop Patch" (minimum 3" high/wide) must be displayed on the upper back of all player jerseys (except for Mites and Mini Mites).

DISCIPLINARY POLICY

- A. Authority: Disciplinary Actions- Suspensions
1. The Fergus Falls Hockey Association (FFHA), along with its directors, board members, and coaches have the authority to manage their programs and issue discipline to any party within its program. This includes suspension, probation, censure, financial penalty or other forms of discipline, as stated in Minnesota Hockey Bylaw Article 6.
 2. In cases where such discipline leads to a suspension of the party, a Hearing as outlined below and in USA Hockey Bylaw 10 is required.
 3. Exclusions – Hearings are not required for automatic playing rule suspensions, suspensions of officials per MHOA Bylaws, or situations as outlined in USA Hockey Bylaws Article 10, "Exclusions from Unified Procedure".
 4. Any Summary Suspension (suspension upon receipt of allegations and prior to a full hearing) must be approved by the Minnesota Hockey SafeSport Coordinator.
- B. Right to Refuse Membership: FFHA has the right to refuse membership into its Association to a party who: (a) either themselves or their family members have in the past violated the Rules of Minnesota Hockey or the Rules and Regulations of FFHA which justifies such refusal; and (b) there are equivalent programs offered within Minnesota Hockey in which the party can participate.
1. In cases where FFHA refuses registration to a party, a Hearing as outlined in the Disciplinary Policy is required. Except as modified in this Disciplinary Policy, the hearing shall be governed by USA Hockey Bylaw 10
 2. FFHA, as the Association refusing registration of a member, must agree to a Discretionary Waiver if the player is accepted for registration with another association.
- C. Administrative Action: An action or decision by an Authority having jurisdiction that affects any party's membership or their eligibility to participate.
- D. Disputes:
1. The Fergus Falls Hockey Association is required to provide for prompt and equitable resolution of disputes (grievances), including notice and opportunity for a Hearing if applicable.
 2. A party contesting an Administrative Action shall be afforded a Hearing.
 3. FFHA, through its designated agents/representatives, shall first investigate the circumstances leading to the Hearing to determine if the situation can be resolved short of a Hearing. If resolution cannot be achieved, FFHA shall conduct the Hearing pursuant to the requirements of this Article. The investigation required by this section shall not delay the timing of the Hearing as required herein.
- E. Hearing: USA Hockey has developed a Unified Process to conduct Hearings (USAH Bylaw 10). When conducting a hearing, the Fergus Falls Hockey Association (FFHA) must closely follow this process to resolve disputes:
1. Hearing Procedure and Timing: A party subject to discipline by FFHA is entitled to a hearing pursuant to this Section. The party subject to discipline shall be informed of this right in writing and may either demand or waive a hearing pursuant to this Section. In the event a party waives a hearing under this Section, discipline will be imposed as determined by FFHA and it may not be appealed under Section F below. If a party requests or demands a hearing, FFHA shall not impose discipline until after a hearing. A hearing must be held under this Section within thirty (30) calendar days of a decision to impose discipline.

- i. FFHA will provide at least seven (7) days' notice of the hearing. Such notice of hearing shall include time and place of the hearing, the manner in which the hearing will be conducted, the grounds for any proposed suspension, discipline or Administrative Action, the possible consequences of an adverse finding, and the issues to be resolved by the panel. FFHA shall make reasonable efforts to convene the hearing in a location accessible to all parties.
2. Hearing Panel: The Hearing Panel shall consist of a minimum of three (3) reasonably impartial persons.
3. Conduct of Hearing: The panel may in its discretion hold a formal or informal Hearing, in person or by telephonic conference call or video conference; hear any evidence it believes is relevant to the issue(s) before it; place limitations on time, evidence and documentation; have witnesses or written statements; and establish other hearing rules so long as the Parties are informed of the established procedures. Each Party shall be treated in a substantially equal manner, and shall have reasonable opportunity to present their case, in accordance with the established rules. Except as set forth in Paragraph D(3)(i) below, the Rules of Evidence in judicial proceedings shall not apply in the hearing.
 - i. Video and/or Audio evidence shall be allowed to be submitted as evidence in FFHA disciplinary proceedings. Any person offering video or audio evidence shall establish proper foundation for the authenticity and chain of custody of such evidence. Either the hearing panel or any other party may inquire into the foundation and reliability of such evidence. The hearing panel, in arriving at a decision, may give whatever credibility they believe is appropriate to such evidence.
4. Counsel: Parties may be represented by counsel, but the counsel's role in the Hearing is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the Hearing.
5. Burden of Proof: Findings must be supported by a preponderance of the evidence (*i.e.*, more likely true than not true) that an applicable rule has been violated. The decision logic must be included in the written findings.
6. Decision: The Hearing Panel shall make reasonable efforts to render its decision within five (5) business days of the Hearing and mail a written decision within (15) business days of the Hearing. The written decision must contain findings of material facts, conclusions, the order of the hearing panel and a written statement of any right of appeal a Party may have as a result of the decision. Delivery of the decision to the Parties may be made by first class mail or other delivery service or electronic mail in the discretion of the hearing panel. Decisions can affect only parties that were part of the Hearing and cannot be expanded to discipline a party that was not a subject of the Hearing.
7. Scope of Hearing Panel Decision: The Scope of the Hearing Panel decision is limited as provided for in USA Hockey Bylaws, including but not limited to the USAH Bylaw 10(C)(3)(h).
8. Exclusions: As provided by USAH Bylaw 10, the following are excluded from the Unified Hearing Procedure under this Section and either initially do not or should not be subject to the Unified Hearing Procedure:
 - i. Summary Suspensions: A Summary Suspension shall mean a suspension issued by FFHA prior to a hearing being conducted. A Summary Suspension may be imposed by FFHA where a Party has been arrested for a crime alleged to have been committed, has assaulted another, or violated USA Hockey SafeSport Policy, including such abuse between adults, or other violations of USA Hockey Policies set forth in the Annual Guide or comparable Policies of FFHA that are in writing and have been approved by USA Hockey. Any such Summary Suspension must be in writing and given to the suspended Party and the writing shall inform the Party of his or her right to request a hearing. The suspended Party must submit a request for a hearing of a Summary Suspension within seven (7) calendar days of the Party being notified of the suspension. Any hearing following the Summary Suspension shall be conducted according to the provisions of the Unified Procedure. *See USAH Bylaw 10(D)(3)(a)*.
 - ii. Playing Rules Suspensions: A Playing Rules Suspension shall mean suspensions expressly permitted or mandated by the USA Hockey Playing Rules. A Playing Rules Suspension does

not require a hearing except that, in the event of the imposition of a match penalty as defined in the Playing Rules, a hearing must be offered to be held as set forth in the Playing Rules, and the terms and length of the Party's suspension shall be as set forth in the Playing Rules unless modified or revoked by the hearing panel. *See USAH Bylaw 10(D)(3)(b)*.

- iii. Officiating Suspensions: *See USAH Bylaw 10(D)(3)(c)*.
- iv. Assault on Game Official: Assaults on Game Officials are violations of USA Hockey Playing Rules and as such are subject to the provisions for Play Rules Suspensions. *See USAH Bylaw 10(D)(3)(d)*.
- v. Other: *See USAH Bylaw 10(D)(3)* for other applicable exclusions.

F. Appeals: Any member, team, league or local association who has standing in the matter may appeal a disciplinary suspension or administrative action, in writing, to the District Director for a period of ten (10) calendar days, after a decision was rendered or a Hearing refused within its own league or association. Such appeal must state that it is an appeal, and provide the rationale, citing the applicable rule or regulation, as to why the disciplinary suspension or administrative action should be overturned or modified. In all appeals, the appealing party has the burden of proof to establish the merits of the appeal. The District Director shall make a written determination within twelve (12) calendar days of receipt of a valid appeal. The decision of the District Director may be appealed, in writing, for a period of ten (10) calendar days to the MH Grievance Committee which must make a written determination within twelve (12) calendar days of receipt of a written appeal and receipt of a \$500.00 Filing Fee, refundable if the Committee rules the appealing party's favor. The decision of the Grievance Committee shall be final except as noted in the paragraph hereinafter titled "USAH Appeal". Exception: Suspensions under USAH Bylaw 10 (3)(d) Assault of Game Official are appealed directly to the MH Grievance Committee.

G. Appeal Process:

1. The District Director and Grievance Committee may make their determination by holding personal meetings, or communicating through the mail, e-mail or conference call(s).
2. The "Hearing" format is not typically used for appeals, since the intent is to review the appropriateness of the initial decision, not to provide another forum in which to present the same arguments or evidence. Appeals are generally handled solely on written submissions, and the appealing parties may be notified that no personal appearances can be made.
3. The appealing party must provide a basis for the appeal by referring to the relevant rules and/or regulations and describing why the previous decisions made were flawed or incorrect. These elements are essential when considering the basis for appeal. Appeal Requests lacking this information may be rejected and summarily dismissed.
4. Only the evidence and theories explicitly presented to the initial decision-making body for consideration prior to rendering of its decision shall be presented or considered for appeal. In the event new evidence is discovered after the initial decision-making body rendered its decision, it must be identified as such and included in the Appeal Request. If it is determined by the entity considering the appeal that the new evidence would have likely affected the initial decision, the matter will be referred back to the initial hearing body for reconsideration.
5. If the entity considering the appeal uses a Hearing format to assist in making its determination, the Unified Hearing Process in the paragraph titled "Hearings" provided in USAH Bylaw 10 and Section A above will be used.
6. The standard of review on an appeal shall be an abuse of discretion by the initial hearing body (*i.e.*, did the initial hearing body abuse their discretion?).

H. MH Board Appeal: Decisions by MH Committees other than the Grievance Committee or the Screening Committee may be appealed to the MH Board of Directors by providing written notice within fourteen (14)

calendar days of a written decision. The appealing party must provide the rationale as to why the disciplinary suspension or administrative action should be overturned or modified.

- I. USAH Appeal: Decisions of the MH Grievance Committee, Screening Committee or the MH Board of Directors may be appealed to USAH according to the provisions of USAH Bylaw 10 - Dispute Resolution, Discipline, and Arbitration.
- J. Exclusive Remedy: All claims, demands, discipline, or disputes as defined above shall be subject to the provisions of this Disciplinary Policy, and this Disciplinary Policy shall constitute the sole and exclusive remedy for dispute resolution. Any recourse to the courts of any jurisdiction by any member or individual shall be deemed conduct detrimental to the best interests of hockey and a violation of FFHA Rules & Regulations, Minnesota Hockey and USA Hockey Articles and By-Laws. The violation may result in suspension of membership and/or expulsion from the Association pursuant to the provisions of this Disciplinary Policy.

HOUSE LEAGUE TEAMS

- A. Player placement within our association is determined by the player's date of birth as outlined by USA Hockey guidelines. If a player is young for their grade, they may request to play with their classmates. In such cases, the Hockey Director will recommend the request to USA Hockey, which has the final decision in these matters. For example, a 4th grader who turns 9 after the June 1 cutoff may be permitted to participate at the Squirt level despite their age.
- B. **Team Selection**
 - 1. All players will be evaluated and placed on a team.
 - 2. All player evaluations shall be confidential and available only to the House League Director and the House League coaches.
 - 3. The House League Director, with the assistance of the coaches, will choose team members.
 - 4. Players will be drawn from pools established according to evaluation.
 - 5. As close as possible, teams will receive the same number of players evaluated equally.
 - 6. The House League Director will have final authority in cases of dispute.
- D. **Guidelines for Otter/ Gopher (ages 6 and under)**- Under Direction of Mite House League Director
 - 1. Utilize Learn to Skate/ Learn to Play as a transition program for new participants. The program should be low cost/ low time commitment.
 - 2. 8-10 skaters per team, teams composed of like skill ability.
 - 3. Station-based practices should contain multiple teams to maximize ice time; there should be 8-10 skaters of like skill ability per station.
 - 4. No goaltenders in practice or on game days for Otter level.
 - 5. 2 on-ice sessions per week; minute sessions.
 - 6. All in-house game days should be played cross-ice (3v3 or 4v4 based on number of kids); all game/ jamborees should be cross-ice.
 - 7. Use Blue Pucks.
 - 8. Gophers may be offered the opportunity to attend an optional jamboree.
- E. **Guidelines for Wild/ Olympic/8U (ages 8 and under)**- Under Direction of Mite House League Director
 - 1. 10-12 skaters per team, no full-time goaltenders, teams of like skill ability.
 - 2. No full-time goal tenders in practice, give all players the opportunity to play goaltender for games.

3. 2-3 on-ice sessions per week including practices and games, 50-60-minute ice sessions.
4. 12 to 14 cross/ half ice games (in house) and 28-36 practices, 2-3 optional jamborees, and up to 10 full ice games after January 15th, with other associations for mites moving up to Squirts or 10U the following year.
5. Players grouped in practice and in games by like skill ability.
6. 1 off-ice session per week (30-40 minutes possibly done right after short ice session).
7. Use Blue Pucks.

TRAVELING TEAMS

Levels determined by age as of June 1. In the instance where a player is young for their grade in school, that player will have the option to play with their classmates. An example of this would be a 6th grader that turned 11 after the June 1st cut off being allowed to play Pee-Wees.

- | | | |
|----------------|------------|---|
| 1. Squirt/ 10U | ages 9-10 | (4 th and 5 th Grade) |
| 2. PeeWee/12U | ages 11-12 | (6 th and 7 th Grade) |
| 3. Bantam/15U | ages 13-15 | (8 th and 9 th Grade) |

A. Team Selection

1. The Hockey Committee will make a recommendation for all team levels to the board on which level the team should play.
2. If numbers at each level are great enough, additional teams and levels will be recommended by the Hockey Committee and approved by the Board of Directors.
3. Players will be selected by the coaches of that level. The Hockey Director and Hockey Committee or outside evaluators may be consulted as needed.
4. To eliminate conflict of interest, a parent coach will abstain from voting/placement of their child.
5. The number of players on traveling teams will be determined by the Hockey Director after consulting with the traveling team coaches.
6. All PeeWee/12U age players who would choose not to play on a traveling team would be welcome to play in the Squirt or 10U House League and may practice with the PeeWee B or 12U B team.

B. Early Move-Up – Requests from parents to move their child up early will not be entertained. The only instance that a player could potentially be moved up to the next level prior to the age or grade of eligibility would be in the instance that there are insufficient numbers of players at the higher level (as determined by the Board of Directors at the recommendation of the Hockey Committee). The procedures for early move-up will be as follows should the Hockey Committee feel that there is a shortage of players at a certain level.

1. Hockey Committee makes a recommendation to the Board of Directors to move a specific number of kids from one level to another level.
2. Board of Directors approves or denies the Hockey Committee's recommendation for the number of players to be moved.
3. Based on the numbers of players approved by the Board of Directors, a Sub-Committee of the Hockey Committee will observe players during fall clinic, placements, or try-outs. Members of the Sub-Committee should not have conflicts of interest in the decision. The Sub-Committee will make a recommendation for approval to the Hockey Committee on which players will be asked to move-up to the next level.
4. Hockey Director will approach the parents of the player(s) and ask if they would be interested in an early move-up pending Board Approval.
5. If the family(ies) are interested in early move-up the Hockey Director will make a recommendation to the Board of Directors for approval on which players should move- up early.

C. Guidelines for Squirts/ 10U Girls

1. 11-12 skaters & 1-2 goalies per team (nonplaying goalie should be encouraged to skate out as forward

or defense)

2. 4-5 on-ice sessions per week including practices and games
3. Recommend 3 to 1 practice to game-day ratio: 30- 35 games per season, not including post season play
4. Pre-season player development sessions count toward practice to game-day ratios
5. Incorporate tracking, angling and body positioning drills into practice
6. 2 off-ice training sessions per week (30-40 minutes)
7. Minimum 2 teams per on-ice practice session (3 recommended, 30-40 players)
8. Players grouped by like skill ability in practices and games
9. Rotate positions so that participants experience playing both forward and defense
10. Squirt/ 10U players will take part in House League under direction of the Squirt House League Director

D. Guidelines for Pee Wee/12U Girls

1. 11-13 skaters and 2 goalies per team (recommended 12 skaters and 1-2 goalies).
2. 5-6 on-ice sessions per week including practices and games
3. Include body-contact/ body-checking drills in every practice or conduct two body-contact/ body checking practices each month
4. Recommend 3 to 1 practice to game-day ratio: 35-40 games, not including post season play
5. Pre-season player development sessions count toward practice to game ratio
6. 2-3 teams per on-ice practice session
7. 2 off-ice training sessions per week (30-40 minutes)
8. Rotate positions so that participants experience playing both forward and defense

E. Guidelines for Bantams/15U

1. 11-15 skaters and 2 goalies per team (recommended 13 skaters and 1-2 goalies)
2. 5-6 on-ice sessions per week including practices and games
3. Include body-contact/ body-checking drills in every practice or conduct two-body-contact/ bodychecking practices each month
4. 90-100 on-ice days; recommended 3 to 1 practice to game-day ratio; 40-45 games, not including post season play
5. Pre-season player development sessions count toward practice to game ratios
6. 2-3 teams per on-ice practice session
7. 2 off- ice training sessions per week (30-40 minutes)

F. Overnight Supervision: On overnight trips, the players are under the supervision of their parents unless different arrangements are made.

G. Skill Development: Reference the USA Hockey Handbook Skills Guide and www.ADMKIDS.com

H. Squirt/ 10U, PeeWees/12U and Bantams/ 15U are to observe all USA rules for infractions.

I. No more than 3 coaches on the bench at any given time.

J. Travel Team Coach Expense Policy is as follows:

1. Head coaches and assistant coaches will be reimbursed their expenses based on the reimbursement scale set by the FFHA Board of Directors. Amounts paid out are not to exceed the set amounts per level. ***Coaches are required to sign an agreement that they have read the rules and regulations and will abide by them, reimbursements will not be paid until agreement is signed***
2. FFHA will pay mileage when traveling out of town (per current MN mileage reimbursement rate). Coaches are recommended to carpool whenever possible.

3. FFHA will reimburse rooms for up to two coaches/team. A receipt for this lodging expense must accompany the individual's expense reimbursement form.
4. Team members and parents are discouraged from staying with coaches.
5. The Head Coach and one assistant coach shall each be allowed a maximum of \$35.00 per day for food (\$10.00, \$10.00, \$15.00 for breakfast, lunch and dinner, respectively) to be substantiated by a properly completed expense reimbursement form. Submission of receipts is optional. If there are more than 2 coaches per team will work out compensation and reimbursement.
6. Expense reports will be submitted on a FFHA Travel Expense Reimbursement Form and will be submitted to the FFHA Treasurer.
7. All claims for reimbursement will be approved by the appropriate FFHA individual before issuance.

FERGUS FALLS HOCKEY ASSOCIATION LOCKER ROOM POLICY

In addition to the development of our hockey players and the enjoyment of the sport, the safety and protection of our participants is central to the Fergus Falls Hockey Association's (FFHA) goals. FFHA adheres to USA Hockey and Minnesota Hockey's SafeSport Program to help protect participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct in locker rooms, FFHA has adopted the following locker room policy, designed to maintain privacy and reduce the risk of misconduct.

At the Fergus Falls Community Arena, locker rooms are available for use. Teams may also travel to other arenas where facilities will vary. Parents should plan for extra time and flexibility when visiting unfamiliar arenas to assist their child with dressing, undressing, and showering if desired.

Fergus Falls Hockey Association Locker Room Policy

Locker Room Monitoring

FFHA, in accordance with USA and Minnesota Hockey's Rules, mandates that a locker room monitor must be present inside the locker room at all times during use. This monitor, who must be screened and approved, ensures player safety and compliance with the association's policies. The monitor may be a coach, screened volunteer, or a screened parent.

- **Pre-Arrival Sweeps:** Locker rooms are inspected before players arrive.
- **On-Site Monitors:** A locker room monitor, including screened parents, must be present inside the locker room during use. The monitor ensures that only participants (players, coaches), approved team personnel, and family members (when applicable) are allowed in. **At no time should any sole player be alone with an adult in any capacity. A second adult or a second player must always be present in the locker room.**

Parent Access to Locker Rooms

Parents may serve as locker room monitors provided they have passed the required screening. When parental assistance is needed (e.g., helping a young or injured player with gear), parents should notify

the coach beforehand and must comply with monitoring requirements. Per MN Hockey, a parent may not be alone with their player in the locker room without another screened monitor or staff.

For younger players (Mites), parental assistance is common, but parents are encouraged to teach children to dress independently as early as possible. Coaches may ask parents to leave the locker room briefly before or after games to address the team privately. For older players, coaches may restrict parent access to the locker room.

Mixed-Gender Teams

FFHA values the privacy of all players on mixed-gender teams. When possible:

- **Separate Dressing Areas:** Male and female players will use separate locker rooms and then join for team meetings.
- **Post-Game/Practice:** After games or practices, teams may gather in one locker room for discussions before returning to separate rooms to undress.
- **Shared Locker Rooms:** If separate locker rooms are unavailable, players will take turns using the locker room.

Players may need to adjust their schedules to accommodate these privacy needs.

Cell Phones and Mobile Devices

No cell phones or mobile devices with recording capabilities (audio, photo, or video) are permitted in locker rooms. Phones must be taken outside if necessary. Teams may opt to have the team manager collect phones during sessions for safekeeping.

Prohibited Conduct and Reporting

FFHA prohibits physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, as outlined in the USA Hockey SafeSport Handbook. Violations of locker room policies or any misconduct will result in disciplinary action.

To report violations:

- Contact, FFHA SafeSport Coordinator, via email.
- Submit a complaint form online.
- Email USA Hockey at SafeSport@usahockey.org.
- Call USA Hockey at 1-800-888-4656.

Precedence of Minnesota Hockey Rules

FFHA policies are aligned with Minnesota Hockey rules and regulations. In any case of conflict or discrepancy, Minnesota Hockey rules and regulations will take precedence over FFHA policies.

FFHA BOARD MEMBERS & COMMITTEES

Board Meetings: The Fergus Falls Hockey Association meets monthly on the first Wednesday of each month at 5:30 p.m. in the Community Room at the Fergus Falls Community Arena or at the Eagles. General Member Open Forum will be at the beginning of each meeting for any FFHA Member who would like to come and talk to the board, state a complaint, offer suggestions, become more involved, etc. The board encourages your participation.

***OFFICERS & OTHER BOARD MEMBERS:**

President – Curt Proffit

Vice President- Sarah Shol

Secretary – Heather Briese

Treasurer –Megan Johnson

Other board Members: Josh Shol, Grant Davenport, Sarah Shol, Mike Welde, Rebecca Cederberg, Andrea Wicker, Mike Donaghue, Erin Brimhall, Kylene Johnson, Sarah Casey, Andrew Renner

Hockey Directors:

Girls – Josh Shol*

Boys – Josh Shol

Arena Scheduler: City of Fergus Falls (Pam Muxfeldt)

Volunteer Coordinator: Megan Odland

Traveling Scheduler: Mike Welde

Home Tournament Director: Sarah Shol, Megan Johnson, Erin Brimhall

Concessions Manager: Megan Odland

Registrar: Kylene Johnson

Safe Sport Coordinator: Andrea Wicker

Equipment Manager: Rebecca Cederberg,
Andrew Renner

Promotions Committee Chair: Sarah Casey

*appointed member with voting rights

Fundraising Chair: Sarah Shol

HMI Camp Coordinator: Cory Reinertson

Youth Recruitment Coordinator: Erin Brimhall

Sponsorship: Sarah Shol

Gambling Manager: Jessica Karsnia

Website: Curt Proffit

Legal Advisor: Sarah Duffy

Mite House League Director(s): Kyle Rohlf

Squirt House League Director:

Goalie Coach: Per Contract

Referee Coordinator: Jason Loftquist

High School Boys Coach: Mike Donaghue

High School Girls Coach: Isaac Vatnsdal

City Liaison:

FFHA Paid Positions (updated September 2025)

1. **FFHA Treasurer-** \$3500/ season (September 2025 minutes)
2. **FFHA Registrar-** \$3500/ season (September 2025 minutes)
3. **Arena Scheduler-** \$1500/ season (*Pam Muxfeldt does this as part of her job with the Park and Rec Dept. and is not paid by FFHA at this time*)
4. **Game Scheduler-** \$3500/ season (Sept 2025 minutes)
5. **Gambling Manager-** \$1500/ month (Dec. 2015 minutes)
 - a. ****Must re-evaluate Gambling Manager salary each year in December**
 - b. **this includes doing auditing and payrolls**
6. **Hockey Director-**
 - a. **Boys-** \$9,000/ season (September 2025 minutes)
 - b. **Girls-** \$6,000/ season (September 2025 minutes)
7. **Squirt House League Director-** \$500/season (September 2022 minutes)
8. **Mite House League Director-** \$1,000.00/season (September 2024 minutes)
9. **Concessions Manager-** \$30/hr. not to exceed 400 hours per season (September 2024 minutes) **** To be evaluated by FFHA board annually by May)**
10. **Fall Clinic Coaches-** \$25/ hr.
11. **Coaches:** (Sept. 2024, minutes)
 - a. **Bantam A & B- Head Coach-** \$2,340, 1 assistant \$1,495
 - b. **PeeWee A & B- Head Coach-** \$1,690, 1 assistant \$1,170
 - c. **12U- Head coach** \$1,690, 1 assistant \$1,170
 - d. **Squirt- Head Coach** \$1,365, 1 assistant \$845
 - e. **10U- Head Coach** \$1,365, 1 assistant \$845
 - f. **8U – Per Season (To be approved by September Board Meeting each Season)**
 - g. ****Note- ONLY 2 coaches per team can be reimbursed for expenses. (Unless otherwise approved)**
 - i. **They fill out an expense report and give it to treasurer**
12. **Referee Coordinator-** \$3,000/ season (Sept. 2024 minutes)
13. **Referees:** (September 2025 minutes)
 - a. **Youth- Level 1-** \$45/game
 - i. **Level 2 -** \$55/game
 - ii. **Level 3-** \$65/game
 - b. **Adult- Level 1-** \$55/game
 - i. **Level 2-** \$65/game
 - ii. **Level 3-** \$75/game
14. **Goalie Coach/ Coordinator-** Per Contract