

Brainerd Amateur Hockey Association

2008 – 2009

Player/Parent/Coaches HANDBOOK

BAHA is a non-profit organization, governed by the rules of District 15, Minnesota Hockey and USA Hockey.

BAHA WEBSITE ADDRESS: WWW.BRAINERDHOCKEY.COM

Association Mission Statement

The Purpose of Brainerd Amateur Hockey Association (BAHA) and the essence of its existence is that participation in an organized hockey program is healthy, educational and fun. The hockey association, its teams and adult members, therefore, will strive to provide fun for players, improve hockey skills and develop responsibility and self-discipline. The goal of BAHA will always be to create an atmosphere of sportsmanship, self confidence and self pride in hopes of preparing the players not only for the game of hockey, but also to become well rounded and contributing members of their community.

Core Values

The following core values, as adopted by USA Hockey, are BAHA's guide in planning, program development, and expectations for play:

Sportsmanship: Foremost of all is values to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

Respect for Individual: Treat all others as you expect to be treated!

Integrity: We seek to foster honesty and fair play beyond mere strict interpretation of rules and regulations of the game.

Pursuit of excellence: Individual, Team, and Organizational levels: Each member of the BAHA organization, whether player, volunteer, or staff, seek to perform each aspect of the game to the highest level of his or her ability.

Enjoyment: It is important for the hockey experience to be fun, satisfying, and rewarding for all participants.

Loyalty: We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

Teamwork: We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

History of Brainerd Amateur Hockey Association (BAHA)

The Brainerd Amateur Hockey Association was legally formed on August 14, 1972 when the Articles of Incorporation were filed. The purpose of this corporation was to be: to encourage and improve the standard of ice hockey in the Brainerd area; to conduct the formation of teams; schedule practices, games and tournaments; and to select representative teams to participate in tournaments; to associate with other ice hockey associations; to do any and all acts necessary to create further interest in amateur hockey. The original Board of Directors included 3 members: Robert House, Rosemary Poppie and Fred Wiltse.

The first indoor ice for the hockey program was when the Brainerd Area Civic Center opened its doors in 1977. Until this time, outdoor rinks were used for the hockey program. The Brainerd Area Civic Center Board operated the facility until 1996, when the City of Brainerd assumed ownership of the facility. When the City of Brainerd took over the Civic Center, there were already plans developed by a group of hockey supporters to add a second ice sheet to the facility. With the addition of girls' hockey and increasing membership, a second sheet of ice was needed for the hockey program.

BAHA and the City of Brainerd worked together to secure a Mighty Duck grant to provide funds for the purchase a new ice plant for both ice sheets. The BAHA Board of Directors and a very dedicated group of hockey parents worked to raise funds and construct what is now known as the "Gold Medal Arena". The Gold Medal Arena name was given to the new building because the original hockey boards in the facility were purchased from Lake Placid hockey arena and used when the 1980 USA Olympic Men's Hockey Team won the Gold Medal (Miracle on Ice). These boards would later need to be replaced. 1999 brought the first full season of hockey to the new facility. BAHA has continued to work on the building since that time with the addition of locker rooms and training facilities. Further improvements will be made as funds become available. Since the addition of the Gold Medal Arena, BAHA has experienced increased membership and the ability to host larger home tournaments. The second sheet of ice has also provided more scheduling options and consistent ice times for our program.

The first Brainerd High School Boys hockey team began play during the 1971-1972 season. The first boys' varsity coach was Bob House. BAHA started an amateur girls program in 1995 and the first Girls High School hockey season was during the 1997-1998 season. Chuck Whalen was the first girls' varsity coach.

BAHA is governed by USA Hockey and Minnesota Hockey and participates in MN Hockey District 15. We currently have approximately 350 boys and girls participating in our program from ages 4 to 18.

It is a tribute to the BAHA founders and hundreds of volunteers who have followed them, that so many Brainerd area boys and girls have not only learned the game of hockey, but have had so many memorable moments playing in our association.

The Brainerd Amateur Hockey Association and its Board Members are continuing in their pursuit to provide a youth hockey program in which players today can learn the game of hockey, but also learn respect, sportsmanship and teamwork.

General BAHA Information

Registration –. All participants in BAHA are required to register for participation at the annual open registration meetings.

- Registration typically takes place in September of each year.
- Members will be notified of the dates and times by mail and the BAHA website. If one is unable to attend the registration meeting, they must contact the registrar to make necessary arrangements.
- The deadline for registration is on/or before the first day of try-outs.
- All Squirt/10U level players and new members (9 years old and above) should **bring a copy of their child's birth certificate**, as these will be needed for USA Hockey records.
- All registration forms will be mailed to each participant and also available on the BAHA website for copy.

For current year age levels please logon to www.BRAINERDHOCKEY.COM

You MUST register your child for the appropriate age level. Any move up will be addressed by the parties involved and handled as outlined in the Move-Up Policy Section of this handbook.

Fees and Payments – The registration fee for BAHA is based on projected operating costs for the up coming year as set in the annual budget by the Board of Directors. Members that have outstanding fees from the prior year will not be allowed to register until those fees are paid in full.

- **100%** of the annual registration fee is due at registration. Jr. Gold, Bantams, Peewee, and Girls 14U/12U may be paid in two installments: ½ at registration and ½ on December 1st.
- **Volunteer fee is required** at registration. A volunteer deposit check will be issued to BAHA during registration. This deposit will be held by BAHA for the duration of the season. Once your player's season is complete and your volunteer hours are satisfied, your un-cashed deposit check will be returned. Volunteer fee and hour requirements are waived for the Mini-Mite level and Jr. Gold. See [Volunteer Policy](#)
- A late fee may be imposed to all participants registering after the last publicized sign up date.

- Players with outstanding fees will not be allowed to participate in association practices or games. Members that require special financial arrangements can make alternative payment arrangements, with the BAHA treasurer.

Refunds – Refunds may be made up to December 1st of the year. The amount refunded will be the registration fee, less your USA Hockey fee and 25% of your registration fee. Players may qualify for a refund, after December 1st for a medical condition, only if the condition results in the loss of their season. All requests for refunds must be submitted to the treasurer in writing, and approved by the Board of Directors.

Residence – BAHA is open to all families who reside within the ISD #181 attendance area. It is the association's policy to accept players from any surrounding communities that do not have youth hockey programs.

Volunteer - Profits from our Concession Stand and Home Tournaments return directly to our hockey program. Both programs operate solely on a volunteer basis. It is mandatory for parents to work at both the concession stand and home tournaments in accordance with the volunteer policy section of this handbook. Please see the **Volunteer Policy**.

Fund Raising – Fundraising is a major contributor to our annual budget and helps to lower the cost of our hockey programs.

- All players are expected to participate in the execution of designated yearly fundraising.

Annual fundraising event details will be communicated during the hockey season.

BAHA Board of Directors

A board of directors, consisting of 8 voting members, govern the Association. The terms of the directors are for two years, with the exception of one at large member and a past board member, which are for one year. Elections are held at the annual BAHA meeting during the spring of each year, with each member in attendance entitled to one vote. There are no proxy votes allowed. Members must be in attendance to cast a vote.

The monthly Board of Directors meetings occur typically on the last Wednesday of each month. The meetings start at 6:00 during the hockey season and 8:00 p.m. during the summer months. Any member is welcome to attend. Notice to the secretary is required should any member require time on the agenda. The meetings are held at the Brainerd Civic Center, 2nd floor.

Board Member Contact Information:

For a current listing of Board members and their committee responsibilities please go to www.brainerdhockey.com

Board Members Duties and Responsibilities:

The duties and responsibilities of the officers of the BAHA Board of Directors (President, Vice President, Secretary, and Treasurer) are listed in the BAHA By-Laws, a copy of which can be viewed on our web site. In addition, Board Members are responsible for the following:

Registration

- Coordinate and organize the annual registration event
- Register each team/participant with USA and Minnesota Hockey
- Complete Team Books
- Register all coaches and collect background screening forms

Member Communication

- Publish and distribute as needed a BAHA newsletter
- Coordinate announcements and schedules
- Organize and promote the annual banquet
- Organize and promote the annual parent meeting

Concessions

- Oversee the operation of the concession area at the Civic Center

Fund-Raising

- Develop, organize, and coordinate key fundraising events for the benefit of the entire BAHA
- To secure sponsors for all teams and tournaments and BAHA in general

BAHA Other Duties and Responsibilities

Director of Hockey Operations:

- Recruit and select the Hockey Committee members for BAHA Board approval
- Call and Direct Hockey Committee Meetings
- Coaches Selection: recruit, interview, and make final presentation on recommendations to the BAHA Board of Directors for all levels of coaches
- Coaches Development: meet regularly to insure cohesive approach within BAHA
- Acts as a mentor for all coaches, facilitating all communication between BAHA Board of Directors, Coaches, Players and parents
- Implementing and guiding coaches with practice books
- Player Development – work with the Hockey committee to determine needed development and formulate skills sessions and camps to facilitate learning
- Responsible and oversees every aspect of the tryout procedure

Hockey Committee:

- Work with Director of Hockey Operations to make key decisions and recommendations regarding the development and execution of BAHA player programs to the BAHA Board of Directors
- Research and recommend development programs for all levels of hockey
- Communicate opportunities for improvement and share findings from other programs that could benefit BAHA
- For a current list of members please see www.brainerdhockey.com

Ice Scheduler:

- Coordinate and schedule ice hours for all levels, including: games, practices, and tournaments
- Negotiate with the City of Brainerd for ice hours
- Communicate changes and cancellations as needed
- Arrange for referees for all home games and tournaments

Tournament Director:

- Secure all away tournaments for BAHA Teams and communicate to coaches/managers
- Work with Ice scheduler to reserve ice hours for home tournaments
- Solicit teams and collect fees and rosters for BAHA home tournaments

- Place advertisements (Let's Play Hockey)
- Ensure referees scheduled and work with MN Hockey to obtain sanctioning for home tournaments
- Work with Tournament Coordinator to organize programs, gifts, trophies, and roster info for score sheets, all general info.

Website Director:

- Maintain and update the BAHA website
- Update home page when requested with current information
- Monitor web for problems. If a problem occurs, resolve and repair in a timely manner
- Post Board meetings with location and times
- Post all updated Forms and Policies
- Update sponsors, Board members information, registration information, current ice schedule, coaching information.
- Post tournament schedules
- Create links to emails, forms and applications.
- Have knowledge of Excel, Word and Front page software
- Coordinate with Communication Director to ensure information matches
- Update photos in a timely manner
- Install links to other sites
- Answer or forward e-mails

Equipment Director

- Competitively price, purchase and distribute jerseys for all teams. Responsible for collection of all player equipment and ancillary coaching and/or team equipment at the end of the season
- Outfit and maintain goalies equipment including repairs and purchasing new equipment. BAHA supplies chest protector, glove and blocker, and leg pads.
- Purchase any other equipment used in the hockey operations
- Maintain an inventory of all BAHA equipment and maintain a hockey equipment life-cycle program

BAHA Team Level Duties and Responsibilities

Head Coach and Assistants - The Head coach is responsible for the operation of the team and is responsible to BAHA through the hockey committee.

- The head coach will select his/her assistant coaches, with the approval of the hockey committee. Only the coach and a maximum of two assistants can be on the bench during a game.
- The coach's main objective is to teach and promote hockey and develop the teams full potential in a positive and safe manner. The coach should attempt to build individual skills into a continually improving team.
- Coaches must exhibit good sportsmanship, refrain from the use of profanity or belittling language, and should always be a good representative of BAHA and our programs.
- Coaches must know and understand the rules of the game and share that understanding with the players.
- Coaches are required to follow the fair play/equal play policy.
- Coaches should be available to discuss any problem with players and/or parents.
- Coaches are required to attend BAHA coaching clinics.
- Coaches are required to set goals with each player at the beginning of the season, and fill out and present player evaluations to each player at the end of the season. These sessions should be positive and outline opportunities for improvement as well as successes.
- Coaches are responsible for locker room behavior during the times they require their teams to be at the arena. In the case of a male coach or a female coach, coaching the opposite sex, the coach may recruit a parent or designate the team manager to be in the locker room as a monitor.
- The coach is responsible for maintaining discipline on the team during team events. In the event there is an incident with a player or parent, the coach must fill out an incident report within 48 hours of the incident and submit it to the Hockey Director for documentation and review. Next steps are to be determined by the Hockey Director.
- Coaches must be at all games and practices or arrange for a proper substitute.
- Coaches cannot use any tobacco, beverages containing alcohol, or any controlled substance defined by law, in the locker room or on the bench. (Except as prescribed by a physician).

- Coaches are not allowed to physically, emotionally, or psychologically abuse any player, parent, game official or directors.
- Select a team manager.

Team Manager - Assist the head coach with the administration of the team, at his/her discretion

- Collect all birth certificates.
- Ensure that the roster stickers with player names and jersey #, along with coach names and certification #'s are prepared and brought to each game. These labels can be obtained from the BAHA Registrar.
- Ensure that there is someone to run the clock, penalty box, and scorer book for home games.
- Submit game results to the appropriate district.
- Submit the weekly game results to the local paper.
- Distribute ice schedules and tournament information to the players and parents.
- Assist with association fundraisers by helping distribute and collect information, monies or tickets from all players and coaches.
- Assist with obtaining player and coach signatures on the USA Hockey team roster.
- Have team credential book at all games and sign in team at all tournaments. The team credential book includes: birth certificates, consent to treat forms and USA Hockey team rosters.
- Notify all players of changes in scheduling including game or practice cancellations.
- Tournament Coordinator for your teams' home tournament. The manager will organize the parents and coordinate the tournament with the BAHA tournament director. A tournament handbook will be provided.
- Attend a Team Manager meeting at the beginning of the hockey season.

BAHA Policies and Procedures

Player Try-Outs

Player Try-Out Policy-General:

- Player evaluators will be comprised of experienced, unbiased, individuals with hockey knowledge to ensure fair and consistent player selection process
- The Coaches, Hockey Committee and the BAHA Board shall establish team sizes taking into account the number of players and their skill levels
- Any player not wanting to travel shall notify the appropriate coach at their level prior to Try-Outs
- Any player who wishes to play on the B2 (C level for Squirts) shall let the appropriate coach at their level know prior to Try-Outs
- Player should arrive at least 45 minutes early to their first Try-Out session, and 30 minutes prior to the remaining sessions

Try-Out Procedures:

- The first segment will consist of skill evaluation (i.e. skating, stick handling, shooting, etc.)
- The second segment will consist of evaluation of position specific skills (i.e. breakouts, 1 on 1, 2 on 1, 3 on 2, body contact, etc.)
- The third segment will consist of evaluation of hockey skills in competitive game type situations (i.e. 3 on 3, 4 on 4 and 5 on 5)
- If at all possible, BAHA will try to bring in an outside team for the final part of this segment
- The number of players assigned to each team at a particular level will be determined by coaches, evaluators, the hockey committee and the hockey director

Injury exemptions:

- May be granted prior to or during the selection process in cases where injury or illness prevents a player from participation in the selection process or impairs the player's ability to perform at his or her best

All injured players will be placed accordingly and evaluated upon their healthy return

Duration of Try-Outs:

- Squirt Try-Outs will last 4 weeks
- Pee wee Try-Outs will last 3 weeks
- Bantam Try-Outs will last 2 weeks

Roster Deadline:

Rosters ARE NOT completely set until December 31st of each season

Move up / Move Down Policy

It is BAHA policy that players should play on teams as defined by Minnesota Hockey age groups and classifications. While some players may be more advanced at a particular age than others, BAHA agrees with the USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through age levels and team classifications. The BAHA does recognize situations could arise beyond the normal scope of this policy. The following are the two situations in which a player move-up would be considered:

1. **The player wishes to play with his / her grade level**
2. **Players are needed at an older level to complete a team**

PLAYER MOVEMENT BY HIS/ HER GRADE LEVEL

Traditionally, the BAHA has had a strict policy of placing a player within their age appropriate level. The BAHA has implemented a plan, which gives consideration to moving up within our programs. For the player that is not eligible for the level of their "peer grade" per the MN Hockey birth date parameters, they will have the opportunity to play up a level should they choose. This rule is designed to enable skaters born in July or August to play with their classmates.

This affects young aged players relative to their grade as follows:

Player NOT eligible (per birth date) for:	But Entering:
Mites	2 nd Grade
Squirts & Girls 10 & Under	4 th Grade
Pee wees & Girls 12 & Under	6 th Grade
Bantams & Girls 14 & Under	8 th Grade
Junior Gold & Boys 16 & Under	10 th Grade

These players will have the opportunity to move up a level, should they choose. Players that qualify must request to the BAHA board of directors their desire to move up prior to the start of try-outs or the start of the season. Once they have chosen to register and tryout at that level, they must remain at that level for the remainder of the season. However, a player electing this option will be allowed only two years at each level (Squirts through Bantams). This policy is designed to socially help players in the younger levels and to better prepare the older players for High School age options by having the opportunity to play two years of Bantams before tenth grade.

PLAYER ARE NEEDED AT AN OLDER LEVEL TO COMPLETE A TEAM

The following guidelines will apply:

- Players from the lower level evaluations will be offered the opportunity by the Hockey committee to move-up in order of ranking from evaluations. Only final year players will be chosen.
- The number of players needed to be moved up to fill teams will be determined by the Hockey Committee and Board of Directors.
- The Hockey Director will contact parents of potential players that would be asked to move up to complete the team.

Note: In all situations BAHA reserved the right to regulate the number of players and teams at all levels and oversees the movement of players.

Player Movement within the same division – Once having been selected to play on a BAHA team, a player may be moved to a different team on a case by case basis only, and approved by the BAHA Board of Directors. There will be no player movement after December 31st, when the final rosters are submitted to MN Hockey.

NOTE: Due to the availability of players at each age level of the girls program, the move up policy may be modified at the discretion of the board and girls coordinator in order to build successful teams.

NOTE: The Board of directors will consider all requests with the player's physical safety and emotional well being first and foremost. The integrity of the BAHA will NOT be compromised by any player move-up.

Fair Play/Equal Play Policy

The BAHA recognizes that it is important for all players to develop in all areas of the game. For this reason, it is the policy of the BAHA that each player is allotted FAIR PLAYING TIME. Playing time during games and scrimmages should be relatively equal for each player. All players (at appropriate age levels) should also be given practice time in which they have the opportunity to practice special team situations that will occur during games.

Playing time:

Playing time for all players on traveling teams will be kept fair through out the regular season. The amount of playing time will be based on:

1. Attendance
2. Effort
3. Willingness to adopt the "Team" philosophy
4. Attitude

During post-season play, our teams will be instructed to play to win. Playing time will be based on:

1. Skills developed through out the year
2. Willingness to adopt the "Team" philosophy
3. Effort
4. Attitude

The BAHA Board and the Hockey Committee will monitor this closely. Failure to comply with the fair play policy may result in the dismissal of the coach from his/her coaching duties.

Grievance Policy

BAHA provides for an orderly procedure for the resolution of problems, concerns, and formal grievances. BAHA goal is to resolve the issues at the most immediate level possible.

A mandatory 24 hours cooling off period should be observed before an action is taken.

Any grievance should first be addressed with the coach of the respective team. The grievance must be in written form. The coach will meet with the grievant and the player to discuss the grievance within 3 days of the initial contact. Any grievance should be brought to the coaches' attention in an appropriate setting and a reasonable time. If the grievant is not satisfied with the resolution offered by the coach, he/she may bring the grievance to the Hockey Director.

The Hockey Director will meet with the grievant and the coach in an attempt to reach a mutually acceptable solution. If the Hockey Director is the subject of the grievance or he/she is unable to resolve the situation, the grievant may proceed to the BAHA Board of Directors.

The Board will review the written grievance and, if necessary, meet with the parties involved. After their review, the President will notify both parties of the board decision, within 24 hours, and by written letter within 5 days.

Waiver Policy

The Brainerd Amateur Hockey Association abides by the Rules and Regulations set forth in the **Minnesota Hockey Handbook**, which states that Minnesota Hockey is a community-based amateur hockey program, and that players are to participate on teams from their local association based on the residence of their parent(s) or legal guardian(s) and the established Minnesota Hockey boundaries.

BAHA is an open association. We will accept hockey players from the surrounding communities provided that the following conditions are met:

- 1) A proper release is obtained from the hockey player's current organization.
- 2) The parents of the hockey players will personally appear before the BAHA board and present their reason for, and commitment to the requested transfer. All requests for transfer into BAHA will be subject to the following condition:

a. Conditions:

- (1) The best interest of the Brainerd Amateur Hockey Association will receive the most attention team size, team composition, and position density may all factor into this criteria.
- (2) Best interest of the player involved.
- (3) Recommendation from appropriate level BAHA Coach(es).
- (4) Evaluation of the opportunities available for the player to play in his/her own association.

b. Restrictions

- (1) Waivers must arrive to the BAHA Board of Directors *not later than* the regularly scheduled board meeting on the month prior to annual registration. Request arriving after this date will not be reviewed unless the player has no other opportunity to play in his/her home association.
- (2) If the waiver is approved, the registration fee must be paid in full prior to the start of try-outs. If the full fee is not paid prior to tryouts, the skater will not be allowed to skate until the fee is paid.
- (3) Should the waived player decide to leave BAHA during, or at any time following try-outs, the registration fee will be forfeited in its entirety.
- (4) Failure to remain with the Brainerd Amateur Hockey Association for the waived season or failure for the player to return for succeeding seasons will jeopardize all future waiver requests.

Once approved, the player and player's family are considered a member of the Brainerd Amateur Hockey Association. As such, the parents and player understand and will comply with all of the BAHA rules of conduct, promotional efforts, enrollment fees and policies of the BAHA board of directors.

The player will be evaluated the by BAHA coaching staff and placed on a team according to his/her demonstrated hockey skills. If the player waving in to the program is placed on an "A" team, every effort will be made to increase the size of the team.

BAHA coaching staff will not engage in recruiting activities of any kind.

All decisions reached by the BAHA board regarding waiver of a hockey player must be by a majority vote.

In an emergency situation, where the board cannot be convened, the Board President may act to grant or deny a waiver based on the urgency of the situation.

All decisions of the BAHA board or acting Board President may be appealed to the district director who, after investigation, will issue a ruling. The decision of the District Director will be final.

Sexual Abuse Policy – As Adopted by USA Hockey

It is the policy of BAHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of the minor participant or the employee, volunteer or independent contractor if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor. Neither consent of the player to the sexual contact, mistake as to a participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon proof of violation of the policy, the violator will be permanently banned or suspended from the USA Hockey sanctioned programs and/or programs of its Affiliate Associations.

Physical Abuse Policy – As Adopted by USA Hockey

It is the policy of BAHA that there shall be no physical abuse of any minor participant involved in any of its sanctioned programs. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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

Volunteer Policy

Profits from our Concession Stand and Home Tournaments return directly to our hockey program. Both programs operate solely on a volunteer basis. While it has always been a requirement to work at both the concession stand and home tournament, enforcement has been an on-going problem. It will now be mandatory to work tournament hours in addition to the concession hours.

- In an effort to make volunteer work more equitable for the entire association, the board has established a volunteer policy. **A \$200 DEPOSIT per family will be required.** A check made payable to BAHA in the amount of \$200 will be collected at registration. This check will be held as a deposit by the association and returned to you when your family volunteer hours have been completed. The check WILL NOT BE CASHED unless your family does not satisfy the volunteer

requirements by the end of the season. **Your deposit needs to be received by the association before your skater can start the season.** Ice Mites are exempt from this policy.

- Concession hours required at each level are as follows:

ICE MITES & Jr Gold	No requirement
MITES	5 hours per season
GIRLS 14U & 12U & 10U	7 hours per season
BANTAMS/PEEWEEES/SQUIRTS	7 hours per season
Family Maximum	10 hours per season

These hours may be worked at your convenience any time the concession stand is open. Check the sign up sheet on the concession stand door and put your name on a time slot. Possibilities for work time include your player's practice times and games, boys and girls high school games, and any other teams game/practice times. The concession manager will keep record of your concession stand hours. Check with the concession manager for verification of your family's hours. The Concession Manager will be available for any training you need to work in the concession stand.

- All concession volunteer hours are to be filled by the parents or guardians of the BAHA player, or an approved youth volunteer. When you sign up for concession hours you are committed to working those hours. You will not be allowed to change your shift without finding a replacement. If you are unable to find another parent to replace you, you may contact one of our approved youth volunteers to fill your shift. These workers are at least 16 years old and have been trained by our staff. They have agreed to work your hours in exchange for compensation from you. The recommended compensation rate is \$7.00 an hour and must be paid to the youth volunteer in advance. This will ensure that our concession hours are covered and you are still able to receive your deposit back at the end of the season. Information on our youth volunteers will be available at concessions.
- Home Tournament hours will be determined by the team manager prior to the start of your skaters home tournament. Hours will be determined by the total number of shifts during the tournament divided by the number of families on your skaters' team. Typically, 5 to 7 shifts are required by each family during a tournament, it varies by the size of the tournament and the age of the skaters. Team managers will keep record of your tournament shifts. No substitutions for tournaments shifts will be allowed unless approved by the team manager prior to the start of the tournament. Ice Mites and Mites do not have home tournaments.
- There will be no credit given at the end of the season for partial hours worked. If your TOTAL hours in the concession and home tournament are not fulfilled by the end of the hockey season, the association will retain your \$200 check.

The hours on the concession door are for the required concession hours and the hours on the tournament board are for the required tournament hours. Concession stand hours are available during the entire hockey season. Home tournament dates have already been set and will be discussed at your team meeting. Tournaments generally start on Friday night and conclude on Sunday afternoon. Tournament boards will not be available until a few weeks prior to your scheduled tournament. Every family is required to work these volunteer hours, regardless of any other commitments they have made to the association (such as coaching, manager, tournament director, or board member).

Coaching Selection Policy

If you are interested in coaching at any level please feel free to consult the association website. Because of the number of kids at the younger levels, the association is always looking for coaches for Ice Mite and Mite levels to assist with both on-ice instruction, and off-ice coordination. If you are interested, please contact e-mail Ty Eigner at ty@traditionllc.com or visit our website and click on "coaches corner".

- New head coaches will be interviewed by the Hockey committee. Returning coaches and those who have coached in past seasons will not be interviewed, unless there has been a concern with that coach from a previous season. That coach may be called in to give his or her side of the issue, and the final decision will be up to the Hockey committee.
- Coaches will be selected and recommended to the board by the Hockey committee.
- Required Certification for eligibility must be completed by 12/31:
 - Mite and girls U10 coaches need Level 1 certification.
 - Squirt and girls U12 coaches need Level 2 certification.
 - Pee Wee and girls U14 coaches need Level 3 certification.
 - Bantam and girls U16 coaches need Level 3 certification.
 - Junior Gold coaches need Level 3 certification.

All head coaches and assistant coaches will be required to carry the proper certification. It is very common to be asked for your coaching card at tournaments, especially at year-end play-offs and regional qualifiers.

Log on to WWW.USAHOCKEY.COM to get information regarding the certification process, training locations, timing, and fees. The cost of the certification process will be reimbursed by the BAHA. Each coach must provide copies of their coaching card with current level sticker and receipt from the clinic.

- Background checks will be conducted for all coaches during the coaches selection process. Anything concerning the Hockey committee will be discussed with the coaching candidate and will remain private.
- Please note that USA Hockey now requires all coaches wear helmets while on the ice. Please ensure you are familiar with the policy and that you abide by the rule! More information in the equipment section of this handbook.

You will be contacted as to when the first coaching meeting will be held attendance is required at all coaching meetings.

Code of Conduct

Whether you are a parent, coach, or player your conduct is a reflection on our association. Although inappropriate behavior by an association member is rare, there is no room for poor behavior whether the incidents occur at home or away. We all must work to ensure that we operate in a positive and fun environment for our players.

COACHES

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your team/association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

Parent Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!
- **Parents should not:**
 - Confront a coach during a game or publicly after the game
 - Publicly question a game official's judgment or honesty
 - Ridicule or criticize a player on either team
 - Condone physical or verbal abuse of players
 - Conduct themselves in a manner so as to embarrass BAHA
 - Be in the locker room during or after a game (unless specifically invited by the coach) Parent's may enter the locker room to untie skates once the coaches have given the okay

As a part of their membership in BAHA Parent's agree to and follow:

- If my behavior results in **eviction** from any rink, I understand and accept that it may result in a two-week suspension from all BAHA events both at the Civic Center arena and other rinks.
- If my behavior results in substantiated **un-sportsmanlike behavior**, as decided by the BAHA Board of Directors or the designated authority, I will accept a one-week suspension from **all BAHA hockey events** at the Civic Center and other rinks.
- **A 24 hour rule:** No parent in a fit of frustration/anger over their player's time/position or coach's play of their player should contact the coach in any manner until 24 hours have passed. If such an occurrence takes place, offending parent will automatically be removed from all BAHA events for a minimum of two weeks.
- All inappropriate actions and resulting discipline will be logged with the BAHA Board will be cumulative during the course of that family's participation in BAHA. The Board will have the right to remove the family from the association after the second disciplinary action.
- If I do not abide by this code of conduct policy. I realize my child may be restricted from play for the term as set forth by the BAHA Board or the designated authority.

That we, and our player, agree to abide by the rules and guidelines as stated in the BAHA – Parents and Players Code of Conduct and agree that any violation of the rules is subject to disciplinary action. The BAHA Board or the Designated Authority will serve as the Discipline Committee and enforce all violations. The individual(s) involved will be notified in writing of action to be taken.

Player's Code of Conduct

- Play for FUN!
- Work hard to improve your skills.
- Be a team player - get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules, and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with the official's decision.
- No hockey player will be on the ice with out a helmet and mouth guard. They must also be worn in the penalty box, score box and on the bench at all times.
- If a player is involved in fighting, at practice, in the locker room or on the ice, they will be automatically suspended for the next game. If this happens a 2nd time they will have to come before the Board of Directors. The board will decide if and when they are allowed to play.
- All players will respect the property and equipment used at any facility, both home and away.
- Players should arrive at the arena 30 minutes before practices and 45 minutes before games, unless the coach has amended this to a different time.
- Player should come to each practice or game ready to play and give 100% of their attention to the game of hockey.

All players are expected to attend all scheduled practices unless they have notified the Head Coach. If not properly notified, the coach may impose the following but not limited to these penalties.

- Player may have to sit the 1st period of the next game.
- Player may have to miss the next game but will be REQUIRED to sit on the bench during the game with his/her team.
- Suspension from and up to the next three practices or games.

No player shall at anytime verbally, physically, psychologically abuse any other player, coach, parent, game official, team manager, or board member. All players will treat each other, parents, game officials, team manager, board member, and people in the stands with respect and dignity, regarding language, attitude, behavior and mannerisms.

Violations of this rule are disciplined according to the following:

- **1st Violation:** miss 1 period of the next game.
- **2nd Violation:** suspended for the next game.
- **3rd Violation:** suspended from the team.

All other rules from USA Hockey, Minnesota Hockey, District 15 and BAHA discipline policy will be followed.

**All Players will be expected to engage this code while playing
for the BAHA!**