

# ***BUFFALO YOUTH HOCKEY ASSOCIATION***



## **MEMBER HANDBOOK**

*Member Name:* \_\_\_\_\_

# ***BUFFALO YOUTH HOCKEY ASSOCIATION***

## **MEMBER HANDBOOK**

### **Mission Statement**

BYHA shall promote, sponsor, provide facilities for, and organize a program dedicated to recreation, sportsmanship, and excellence in ice hockey for youth in School District #877 and #876. Each participant shall be given the opportunity to compete at the level best suited to aid in the development of his or her individual physical and mental qualities. It shall be the responsibility of every member to promote a fun, fair hockey environment that develops respect for others, self-confidence, leadership and teamwork in all the student athletes.

### **Philosophy**

BYHA, as a member of USA Hockey, Minnesota Hockey District 5, and as a subscriber to these organizations will follow the philosophy and guidelines as set forth by these organizations. Through BYHA, our goal is to emphasize the educational and recreational values of ice hockey. These guidelines are directed at children participating in BYHA but must be implemented by coaches, officials, parents and administrators to ensure that the USA Hockey philosophy is upheld.

The commitment to a BYHA hockey team should take a secondary role to family, church, and school obligations. There must be a mutual respect in each of the following:

- Coach to player
- Player to coach
- Player to player
- Coach to coach
- Parent to coach
- Coach to parent

Players, coaches, and parents must realize that coaching is teaching and that perfection is not possible, but is something that you strive toward. Coaches, players, and parents giving their best effort are the keys to success.

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## **BUFFALO CIVIC CENTER**

The Buffalo Civic Center is owned and operated by the City of Buffalo. The Civic Center is funded through income generated from rentals and local tax dollars. Staff consists of the Arena Coordinator, one full time maintenance person, and several part-time maintenance people. The goal is to provide a facility for community enjoyment. The Buffalo Civic Center is the home to the Buffalo Bison, and Buffalo Youth Hockey. The facility is also available for rent for other occasions. Safety is one of the primary concerns. Parents are asked to help keep the facility safe for the children by being aware of their children's activities. For the enjoyment and safety of all patrons, no one may play with sticks and pucks off the ice, with the exception of the designated dryland training areas. Children should not be allowed to run in the building or up and down the bleachers or stairs. The City of Buffalo strives to provide a quality facility at a reasonable cost. Repair costs for damages to the facility will result in higher fees and increased costs to taxpayers. Anyone caught intentionally damaging the facility will be expected to pay for repairs. This includes intentionally shooting pucks at the low-E ceiling. Pucks create holes in the costly ceiling material. BYHA has set a \$100.00 fee to be charged to anyone who intentionally makes a hole in the ceiling.

## **HISTORY AND ORGANIZATION**

### **Association Organization**

Membership in BYHA is on a per family basis, regardless of the number of players in the family. A registered BYHA Association member is a person who has registered their child with the Buffalo Youth Hockey Association for the current season. The current season is defined as approximately a one-year time period beginning from the date the child is registered until the next season's registration. A registered BYHA member in good standing is a person who has paid all of their financial obligations owed to BYHA for the current season. BYHA has a monthly newsletter that is the official communication for the Association. Included in the newsletter is the record of all proceedings of the monthly Board meetings, advising of schedules, clinics, tryouts, team news, elections, and other related items of interest to BYHA players and parents. Notification will be sent to all member families once a month via e-mail that the newsletter has been posted to the BYHA web site at: [www.buffalo.pucksystems2.net](http://www.buffalo.pucksystems2.net). BYHA is a member of District 5 of Minnesota Hockey and USA Hockey, and adheres to the District, Minnesota Hockey, and USA Hockey rules on rink features, teams, equipment, penalties, officials, and playing rules. Unless superseded by USA Hockey, Minnesota Hockey, or the District, BYHA is designed primarily for players residing and/or enrolled in Independent School District #877 and #876 to allow for continuity for teams and teammates throughout the progression of the BYHA hockey program. Unless mandated by USA Hockey or Minnesota Hockey, no other hockey association may be created or operated within School District #877 or #876 without all of the following:

1. A written request submitted in person to the BYHA Board of Directors to create and operate another hockey association within School District #877 and #876; AND
2. The written request must be approved unanimously by the BYHA Board of Directors; AND
3. The District and Minnesota Hockey must approve the written request.

***Since this specific guideline requires unanimous approval by the BYHA Board of Directors, any changes to, or the removal of this guideline will also require unanimous approval by the BYHA Board of Directors.***

### **Board of Directors**

A Board of Directors governs the Association. Four of these Directors hold the following offices: President, Vice-President, Secretary, and Treasurer. Directors are elected to three year terms by BYHA member elections held in April. The Directors at the May Board of Directors meeting elect officers to one-year terms. The areas of responsibility for Officers and Directors are published in the Bylaws of the Association and are included in the back of this handbook. BYHA also has a Gambling Manager and an Assistant Gambling Manager who are employees of the Association.

### **Board of Directors Meetings**

The Board of Directors meets the 2nd Wednesday of each month at 7:00 PM throughout the year. The general membership is welcome and encouraged to attend all Board of Director meetings. A two-week notice to the President is requested for time on the agenda. The current meeting place is the Buffalo Civic Center. Meeting notices are also published in the monthly newsletter.

### **Board of Directors Participation**

The Board of Directors may make revisions and additions to this handbook, as they deem necessary. All changes made will be published in the monthly newsletter. The Board of Directors shall be committed to the Guidelines and Bylaws written herein. The Board of Directors shall be responsible for enforcing them as they are written. The Board of Directors shall impose penalties and/or punishment, as they deem necessary in each situation, even if it means dismissal of a Board of Director, Hockey Operations Committee member, coach, or player from the program. Their decision shall be FINAL pertaining to the BYHA program. Not with-standing the authority granted to coaches in this handbook for player discipline, only the Board of Directors may impose penalties and/or punishment of another member or player.

### **Hockey Operations Committee (HOC)**

The Hockey Operations Committee is responsible for all on-ice player development as well as coaching development. In all aspects, this separate committee will report to the BYHA Board of Directors and all recommendations and proposals will be passed through to the BYHA Board of Directors for approval. The BYHA Board of Directors appoints Hockey Operations Committee positions to two-year terms at the May monthly meeting. No member can occupy both a BYHA Board of Director position and a Hockey Operations Committee position at the same time without a majority vote of the Board of Directors. The Hockey Operations Committee consists of the following positions:

- Vice President: Reports to the Board of Directors on all aspects of player development and activities of the HOC
- Player Development Director: Responsible for planning skill clinics for skaters and goalies that will ensure BYHA players receive age appropriate skill development both on and off-ice. Reports directly to the Hockey Operations Vice President;
- Coaching Director: Responsible for finding youth coaches at Squirt, Peewee, Bantam, Girls, and Jr. Gold levels. Will be responsible for the District rule implementation. Organizes classroom on/off ice instruction. Reports directly to the Hockey Operations Vice President
- A/B/C/ Director: Responsible for evaluating ability at each level to determine suitable team level declarations and tournament participation

**Hockey Operations Committee (HOC) cont.**

- Girls Director: Works in conjunction with the District. Develops a competitive schedule for the BYHA girls' teams and also develops the upcoming season's schedule for league games and tournaments. Reports directly to the Hockey Operations Vice President;
- Scheduling Director: Responsible for allocating and scheduling ice to all BYHA teams for games, practices, tournaments, and scrimmages. Reports directly to the Hockey Operations Vice President;
- Tryout Director: Responsible for establishing and maintaining the tryout criteria, ensuring the integrity of the tryout process, scheduling tryouts, securing evaluators, and on-ice instructors. Reports directly to the Hockey Operations Vice President.
- Initiation Director: Organizes all Mite/Mini-Mite functions and works with the coaching director while maintaining the curriculum set by BYHA. Reports directly to the Hockey Operations Vice President;
- Squirt Director: Organizes squirt program, works with tryout director to manage squirt evaluations, acts as contact person for parents who have questions about the squirt program.
- Tournament Director: Works in conjunction with the HOC members and level coaches to develop a competitive tournament schedule for BYHA travel level teams. Reports directly to the Hockey Operations Vice President;
- Goalie Director: Responsible for development for the BYHA Goalies. Reports directly to the Hockey Operations Vice President.

The Board of Directors may add or reduce the number of positions to the HOC as they deem necessary.

The HOC will meet monthly. Meetings will take place at the Buffalo Civic Center. Dates and times of the meetings will be published in the BYHA newsletter. Special meetings of the HOC must be announced to the membership in a way that is consistent with Article VIII section 2 of the BYHA Bylaws.

**FINANCES**

**Costs**

The goal of BYHA is to provide the best program at the most reasonable cost to participants. The Association is a non-profit organization. All money comes from the members through registration, team fees, and fundraisers. BYHA also receives revenue from legalized pull-tab gambling and sponsorships.

**Registration**

Registration fees will be evaluated and determined annually by the BYHA Board. Registration fees are paid at the time of sign-ups. This fee pays for Association fees, insurance, pre-season clinics, team tryouts, and the building fund. Registrations that are received after the registration deadline may be subject to a late fee. Each skater is also responsible for a portion of the cost of ice time, tournament registration fees, mandatory fundraisers, referee fees, etc. incurred by his or her team. The approximate total cost per skater for the season will be posted at registration. Ice Bills will be invoiced throughout the season and payments will be due as specified on the invoice. Skaters that sell wreaths to cover a portion of their costs may end up with a credit balance in their account. When this occurs, the credit balance will be refunded.

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Refunds are limited to cash payments made by the skater. For example, if wreath profits have created a credit balance of \$550.00 and the skater has made two cash installment payments of \$200.00 each, the balance available to be refunded would be \$400.00. The excess of \$150.00 will be handled as described below:

**When a skater's credit balance exceeds installment payments made, this excess can be:**

- Transferred to a sibling's team account to cover their ice fees; or
- Transferred into the BYHA general fund to cover Association operating costs, or carried over to the next season's ice bills.

### **Traveling Teams**

All BYHA teams are considered traveling teams. Squirt level and above play either a District or Metro league schedule. Traveling teams are self-supporting. Each player is responsible for paying his or her proportional share of the travel team costs. Through proceeds from legalized gambling, BYHA currently subsidizes some ice time bills. It is important for the players to remain current in their payments. A player may be asked to sit out until their payments are current if a player becomes "unreasonably past due".

At the end of the season, traveling team players must be paid-up or they will be unable to register for BYHA hockey the following year until their account is settled which could include a penalty assessment. Overdue bills may be subject to collections and/or finance charges of up to 18% annually.

### **Clinics**

BYHA runs pre-season clinics for all playing levels. Registration for these clinics is restricted to BYHA members. Sign-up and payment for the clinics are at registration. All players are encouraged to attend the pre-season clinics. If a player chooses not to participate, they must state these intentions at registration. Otherwise it is assumed that they will participate and they will be charged for the clinics.

### **Insurance**

Excess medical insurance coverage is provided through USA Hockey registration. For more information on the coverage or for claim forms, contact USA Hockey, MN Hockey, a BYHA Board member, or District 5. All BYHA players and coaches must register with and become members of USA Hockey before registering with BYHA. USA Hockey registration must be done on line.

### **Refunds**

Refunds will be given for some registration fees if written notice is given to the Treasurer prior to the beginning of the season and cost are not incurred by BYHA. Any other refunds must have BYHA Board of Director approval.



### **Partial Ice Fee Refunds**

Partial ice fee refund may be given to players that have been injured during the regular season and are unable to continue due to medical reasons. A doctor's note explaining the situation is required. The player must also have a net credit balance in their ice fee account. The refund (if any) will be calculated as follows:

- First, the percentage of the regular season that was actually played would be calculated. The number of weeks that were actually played during the regular season would be divided by the total number of weeks in the entire season. For example, if the entire season is approximately 17 weeks long (November 1st through February 28th), and a player is injured on December 20th and is unable to return that season, they would have played for approximately 8 weeks of the season. The percentage of the season that was actually played would be 41% (8 weeks divided by 17 weeks).
- Then, the actual amount of ice fees paid by the player would be calculated. For example, if the total ice fees due for the entire season is \$900.00, and only the first 2 installments of \$300.00 each were paid, then the total ice fees actually paid would be \$600.00. (Wreath credits will not be considered in the refund calculation and refunds will only be made for actual cash out of pocket payments.)
- Then, the actual refund amount (if any) would be calculated. In this example, the total ice fees due for the entire season would be multiplied by the percentage of the season that was actually played ( $\$900.00 \times 41\% = \$369.00$ ). This is the total ice bill amount that the player should have paid for the entire season. This amount would then be subtracted from the total ice fees that were actually paid by the player (\$600.00). The refund due to the player would be \$231.00 ( $\$600.00 - \$369.00$ ). This refund would be paid to the player at the end of the season.

### **Rebates**

BYHA will not rebate any funds to any of its teams until that team has completed all of its obligations, financial and equipment, to the satisfaction of the BYHA Treasurer, Equipment Manager, and the District. No member of the association should be charging any bills unless the Board of Directors has given prior approval.

### **Failure to Pay Fees**

Failure to pay fees will result in removal of the player from the ice and possible removal from the team roster. All previous year's fees must be paid in full before player will be allowed to participate in the current year's program. At any time during the season, if a skater's ice bill becomes more than 60 days past due, it is up to the discretion of the board to disallow the skater to resume until past due accounts are resolved. Parents will be notified prior to any action occurring with the skater. Notification will involve both an email and phone contact. In addition, if all ice fees are not paid by the end of the regular season, unpaid players will not be allowed to skate in district play-offs.

### **Failure to Pay Fees continued**

If a player is removed from the roster after December 31<sup>st</sup> he/she will not be added back on to the roster and may not play any games for the rest of the season.

If a player is unable to make their ice payments due to sudden financial hardship they must contact a BYHA Board member for an outline of options.

All balances not paid by March 31<sup>st</sup> of the current season will incur a 5% monthly finance charge until paid in full.

Volunteer checks for families with an outstanding balance and completed volunteer hours will be turned over to the Treasurer to put towards the ice bill. Excess money will be sent to the member.

### **Financial Support**

The Board of Directors may establish an account to provide partial scholarships to qualified skaters. This account will be funded through voluntary contributions made by BYHA members at the time of registration. Money donated by any member for this purpose will be put into a scholarship account by the Treasurer. The total amount of scholarship dollars available for the upcoming season will be reported to the Board of Directors by the Treasurer at the Board meeting immediately following registration. The total amount to be made available, if any, will be posted in the next newsletter and will be divided evenly among all applicants. The Board may not authorize any scholarship or ice bill subsidy in excess of the amount contributed into the scholarship fund. The Board will determine eligibility requirements and make these requirements known to the membership in the newsletter when the dollar amount is posted. Families seeking financial assistance must complete an application which will be made available on the association's web site.

Financial assistance is intended to help a family out in troubled times and is not to be used as an annual subsidy. Financial assistance will be limited to up to two years per family.

A family who receives financial assistance may be required to work additional volunteer shifts as determined by the Board.

All money donated by any business, person, or entity to BYHA and not specifically earmarked for a particular skater or skaters will be deposited into the general fund. There are no restrictions upon any player or family from seeking donations or contributions for their own skaters. A family who seeks donations for themselves may not do so in the name of the BYHA.

## **Fundraising**

BYHA solicits and is grateful for sponsor contributions received from local businesses. In addition to sponsor contributions, BYHA conducts fundraisers each year. All families are expected to participate in all fundraisers

### **Wreath Fundraiser**

BYHA sponsors a Christmas wreath fundraiser during the months of October and November, with delivery in late November. Information and sign-up sheets are provided at registration. [NOTE: Except for a small administrative fee the profits will go towards each player's ice bill as a credit

## **Hosted Tournaments**

During the season BYHA hosts invitational hockey tournaments as selected by the Board of Directors prior to the start of the season. Proceeds from the tournaments go directly into the general fund of the Association and help offset the costs for every skater. All families are required to volunteer a portion of their total required volunteer hours at a BYHA hosted tournament (refer to the volunteer webpage for the current volunteer hours).

Shifts involve the time clock, scorekeeper, penalty boxes, locker room coordinator, ticket sales, t-shirt and souvenir sales, etc. Time will be scheduled, validated, and accounted for using an on-line registration system. One (1) head coach and (2) assistant coaches per team, one (1) team manager per team, all Board of Directors, all Hockey Operations Committee Directors, and certain volunteer coordinator positions are exempt from working their per family required tournament shifts. Any subsequent assistant coaches are required to fulfill their tournament hour volunteer requirement. The number of required hours may be adjusted by the BYHA Board as needed. Any adjustments will be communicated to the membership via the newsletter.

## **Legalized Gambling**

BYHA also receives revenues from legalized gambling (pull tabs) from local establishments. These monies are used to directly subsidize ice time bills at all levels and provide funding for Civic Center building improvements. All monies collected from fundraisers go directly into the BYHA program to be used for equipment, ice time, and programs to enhance BYHA. Fundraisers help to keep fees down.

## **CODES OF CONDUCT**

### **General**

This Code is not intended to be an all-inclusive list of Association rules concerning player behavior. Hockey players registered to play on a team under the auspices of the Buffalo Youth Hockey Association are expected to conduct themselves in a manner that is respectful of others and reflects positively on the association and the Buffalo community. Players are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings and core values of hockey associations affiliated with USA Hockey:

1. **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
2. **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
3. **INTEGRITY** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. **PURSUIT OF EXCELLENCE** at the **INDIVIDUAL, TEAM, and ORGANIZATIONAL LEVEL** - Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
5. **ENJOYMENT** - It is important for the hockey experience to be fun, satisfying, and rewarding for the participant.
6. **LOYALTY** - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
7. **TEAMWORK** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

### **Player's Code of Conduct**

Consistent with the Association's core values, each and every player registered with the Association should:

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player - get along with your teammates. Learn teamwork, sportsmanship, and discipline. Be on time for all practices and games.

**Player's Code of Conduct cont.**

4. Learn the rules and play by them. Always be a good sport.
5. Respect your coach, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.
7. Per U.S.A. Hockey guidelines, Minnesota Hockey, and District 5 guidelines, BYHA must follow a zero tolerance policy.

**Parent's Code of Conduct**

1. 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.
2. Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
3. 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.
4. Do not make derogatory comments to players, parents, visiting team parents, officials, or coaches either on or off the ice.
5. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in lower age groups.
6. Parents have the obligation to remain seated in the spectator area during the game and should refrain from entering the locker room area immediately after a game.
7. Inform coaches of any injuries to players.
8. Follow the proper grievance procedure. If you are convinced that something is wrong on your player's team, contact the team manager, who will then contact the Coaching Coordinator, if necessary.
9. Know and study the rules of the game, and support the officials and coaches on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials or coaches only hurts the game for your child.
10. 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 towards removing the physical and verbal abuse in youth sports.
11. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
12. If you enjoy the game, learn all you can about the game, and volunteer!
13. BYHA must follow a zero tolerance policy.
14. Read and know the BYHA Handbook.
15. Parents must not use drugs and alcohol before or during games and practices.

16. Take care of your financial responsibilities.

**Buffalo Youth Hockey Sportsmanship Agreement**

At registration, players and parents will be asked to abide by the following agreement.

We are in agreement:

1. That it is a privilege, not a right, for our child to play youth hockey.
2. That sportsmanship and fair play are essential to the sport of hockey.
3. That sportsmanship and fair play are the most important skills that our child can possibly learn from youth hockey.
4. That, because children learn by example, parents and coaches need to exemplify the highest level of sportsmanship and fair play. It's a game for the youth.

THEREFORE, we agree as follows:

1. **SPORTSMANSHIP:** That we will dedicate ourselves to serve as good examples of sportsmanship and fair play in all of our dealings with coaches, referees, and others associated with youth hockey.
2. **REFEREES:** That, recognizing that no one is perfect, we will refrain from vocal criticism of referees and trying to influence a call during a game and, instead, will use only the formal process established by District Five to voice our criticism in a constructive way on refereeing issues.
3. **GRIEVANCE PROCESS:** That we do hereby agree to follow the Rules of USA Hockey, Minnesota Hockey, District Five and Buffalo Youth Hockey Association and to abide by the Grievance Processes of the BYHA and District Five. We agree to honor the rulings of the Grievance Boards of said associations. We specifically recognize that the sanctions that can be imposed against us include being restricted from participation as a spectator. We recognize that our child may be restricted from participation in hockey events for his or her misconduct and/or for our misconduct as parents

**Coach's Code of Conduct**

1. I will place the emotional and physical well-being of my players ahead of any personal desire to win.
2. I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
3. I will do my very best to provide a safe playing situation for my players.
4. I promise to review and practice the necessary first-aid principles needed to treat injuries to my players.
5. I will do my best to develop each player as much as possible within the limits of his/her physical and mental abilities.
6. I will do my best to organize practices that are fun and challenging for all my players.

**Coach's Code of Conduct cont.**

7. I will lead, by example, in demonstrating fair play and sportsmanship to all my players. Cursing has no place in our hockey program. Under no conditions will I verbally or physically abuse a player, parent, or official.
8. I will ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
9. I will use those coaching techniques appropriate for each of the skills that I teach.
10. I will maintain team discipline and take reasonable measures to enforce violations of team rules. I will follow the discipline policy as stated in this handbook.
11. I will praise my players and offer constructive criticism.
12. I will be accessible to players and parents on a reasonable basis to discuss the player's progress or lack of it, or to clear up misunderstandings.
13. I will strive to keep post-game meetings with players short, constructive, and in a general nature.
14. I will not use drugs and alcohol before or during games and practices, nor will I use tobacco while on the ice.
15. I will remember that I am a youth coach, and that the game is for the children, not for the parents or coaches.

**POLICIES and PROGRAMS**

**Academic Standards Policy / S.C.O.R.E. Program**

- Because BYHA wishes to encourage all players to maintain at least a 2.0 ("C") grade point average on a 4 point system, parents or legal guardians may at any time suspend the player from participation for a minimum of two weeks or until the player can demonstrate satisfactory academic improvement to the parent or legal guardian. Notification of a suspension shall be provided pursuant to a private meeting between the Head Coach, Player and Parents or Legal Guardian. Any parental suspension of a player for academic reasons will not be considered in any way in future team selections.
- To further encourage academic achievement the S.C.O.R.E. (Skaters Creating Opportunities for Reaching Excellence) Program promotes players who are named to "A" or "B" Honor Rolls. These skaters may be recognized by the Association in the BYHA newsletter and/or at an appropriate team or club function. A copy of the most recent report card or notification from the player's school must be submitted to the Head Coach or team manager in order to receive the academic certificate.

**Anti-Harassment Policy/MN Hockey Safe Sport**

No player shall engage in violent behavior toward another player because of his/her race, religion, sex, or ethnic origin, or engage in physical or verbal conduct related to another player's race, religion, sex, or ethnic origin when the conduct:

### **Anti-Harassment Policy/MN Hockey Safe Sport cont.**

- Creates an intimidating, hostile, or offensive team environment;
- Substantially or reasonably interferes with a player's team participation; or
- Adversely affects a player's team opportunities.

Any player found to have engaged in such prohibited conduct shall be subject to disciplinary action up to and including suspension, removal from the association, and/or formal apology to the offended player(s). Head coaches are authorized to impose discipline; however the Board of Directors is the only body that may remove a player from the association. Head coaches who impose game or practice suspensions must inform the Safe Sport Coordinator, who must then inform the Board. These notifications must be done as soon as practical.

### **Discipline Policy**

- Player conduct, attendance for missing practices or games, swearing, attitude, and other minor items will be handled through team rules.
- If any player should receive a game misconduct penalty, that player will be suspended from the next game in addition to District consequences.
- If any player receives 2 game misconducts in any 1 year, that player will be suspended from the next 3 games, in addition to District consequences.
- If any player receives 3 game misconducts in any 1 year, that player will be suspended for the next 5 games or until the next BYHA board meeting. This will be in addition to District consequences.
- Coaching game conduct per D5, first offense-warning of future possible punishments; second offense-3 game suspension; third offense-season ending suspension and association fine \$500. President will be notified at the time of each offense.

### **Grievance Policy**

BYHA provides an orderly procedure for the hearing and resolution of all problems, concerns, and formal grievances. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all. The prime criteria in the resolution of any issue are what is best for the respective player, his or her team, and what is in the best overall interest of BYHA. Problems or concerns that have to do with the coaching of a team, such as playing time, positions, practices, etc. should be taken to the coach or team manager of the respective team. It is suggested that before any grievance is presented to a coach or team manager, a one-day cooling off period be observed. If the problem cannot be resolved at this level, the BYHA Coaching Director or Mite/Mini-Mite Director should be contacted. At this point, all grievances must be submitted in writing.

If the issue is not settled by the coaching coordinator and the immediate parties concerned or the issue falls outside of the normal scope of the coaching coordinator, the issue should be presented in writing by the Grievant to the Board of Directors. All Grievances must be submitted within 21 days of becoming aware of the problem. A Grievance Committee will be formed comprising of the four (4) Officers of the Board of Directors or Directors substituting for an Officer if there is a clear conflict of interest as determined by the board. The Grievance Committee shall review the issue and interview the individual parties concerned for a period not to exceed 14 days from the date the written grievance was presented to the Board of Directors. Recommendations will be presented to the full Board of Directors at the next board meeting for review and action, if any. In extreme cases a special board meeting may be called by an Officer or Director. If the involved



### **Grievance Policy cont.**

parties are not satisfied with the Board's ruling, they may appeal the decision in writing to the President of the Minnesota Hockey District 5.

If the grievance involves accusations outside the normal scope of the Hockey Association or are of a criminal nature, the proper authorities should be contacted before any grievance process begins. The Minnesota Hockey District Grievance Committee handles grievances that are a result of infractions assessed by a referee or official at a game, tournament, or scrimmage.

### **Locker Room Policy / Supervision / Co-ed Locker Rooms**

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe – this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury.

#### **Locker Room Supervision**

BYHA is concerned with locker room activities between minor participants; minor participants and adult participants; adults being alone with individual minor participants in locker rooms; and with non-official or non-related adults having unsupervised access to minor participants at team events.

It is the policy of BYHA that all BYHA Member Programs have at least one responsible screened adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with Section III of this Handbook.

Further, responsible adults must also secure the locker room appropriately during times when minor participants are on the ice.

It shall be permissible for a local program or team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so.

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any USA Hockey sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

For each team, the coach and/or team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team administrator that fails to

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take appropriate steps to ensure the Locker Room Policy is adhered to, and any BYHA participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary action.

### **Co-Ed Locker Rooms**

As a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of both male and female players, both female and male privacy rights must be given consideration and appropriate arrangements made. It is not acceptable under USA Hockey's Sexual Abuse Policy for persons to be observing the opposite gender while they dress or undress. Where possible, the male and female players should undress/dress in separate locker rooms and then convene in a single dressing room prior to the game or team meeting. Once the game is finished, the players may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the genders may take turns using the locker room to change and then leave while the other gender changes. Where possible, when both male and female players are together in the locker room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Hockey Screening Policy.

If separate locker rooms are not available at either our home rink or at away rinks, the following options are acceptable:

- A) The player may come dressed to the rink
- B) The genders take turns using the locker room to change.

We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

### **Privacy Policy**

By registering your family as a member of the BYHA, you authorize the BYHA to use your child's name and/or picture in articles and social media posts representing our association. You are agreeing to waive any claims against the BYHA, any board member, or any member of the BYHA.

We will keep all email information confidential. The BYHA will never rent or sell your email address to anyone.

In addition, the city of Buffalo has installed Live Barn. Please visit [www.livebarn.com](http://www.livebarn.com) for their terms and privacy policy.

### **Social Media Policy**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any BYHA sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

### **T.E.A.M. Program**

Together. Everyone. Achieves. More. (T.E.A.M.) before ice project is an effort to encourage positive behavior towards every team member at all times. Team is a "we" not a "me." It is a unit of people

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that bond by working together cheering each other on. BYHA has a zero tolerance for abusive behavior. It is important for the hockey experience to be fun, satisfying and rewarding for all participants, on-ice and off-ice. The use of T.E.A.M. is reinforced and rewarded by the success in the hockey experience. Goals of T.E.A.M. will be to focus on Sportsmanship, Leadership, Teamwork, Respect and Kindness.

### **Vandalism Policy**

Players found to have been responsible for, or a party to property damage or vandalism at the Buffalo Civic Center or at any team activity under the auspices of the Association (including out-of-town tournaments) will be subject to suspension and/or reimbursement for damages.

### **Volunteer Policy**

BYHA is a non-profit organization that relies heavily on volunteers to conduct the operations of the organization, off-set program costs, and meet district and regional obligations. The hundreds of hours contributed by volunteers each year make for a great hockey experience for our athletes. We greatly appreciate our hockey families, and those parents/guardians that have given and will give much more of their time than required. This policy has been developed to promote an equitable distribution of volunteer hours among our hockey families.

### **Volunteer Requirements**

- Families with one skater must contribute 14 hours of volunteer time. Families with two or more skaters must contribute 17 hours of volunteer time. Of these, a minimum of 11 hours must be completed during a BYHA- hosted tournament.
- For the 2018-2019 season, the 11 tournament hours may also be completed through any shifts in the concessions stand (regular or tournament shifts will apply as 'tournament' hours).
- All volunteer hours may be completed as tournament hours.
- There is no maximum number of hours a family can contribute in a given year. There is no roll-over of volunteer hours from year to year.
- Volunteers must complete Background screening prior to Locker Room Monitoring or prior to completing certain positions as required by MN Hockey/USA Hockey (e.g. Team Manager, Coach, Board Member) and SafeSport Training as required by MN Hockey/USA Hockey (e.g. Team Manager, Coach). The background screenings are done through USA Hockey and are valid for 2 seasons.

### **Volunteer Hour Exemptions**

Complete volunteer hour satisfaction will be obtained by holding the following positions:

- BYHA Board Member
- HOC Member
- Head Coach (see #3 below)
- Assistant Coach (see #1 and #3 below)
- Team Manager (see #4 below)
- BYHA Coordinator
- Mite or mini-mite coach (see #2 and #3 below)
- Tournament Directors (see #5 below)

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1. Only two assistant coaches from each traveling team are fully exempt from volunteer hours. Current modules must be completed and all appropriate paperwork must be on file. Any assistant coaches beyond the exempt 2 will need to fulfill the required amount of tournament hours based on how many skaters they have in the program. Exemptions may not be transferred to additional assistant coaches if the head coach, exempt assistant coaches, or manager hold more than one of the exempt positions.
2. The Mite and Mini-mite levels may have up to the equivalent of three exempt coaches per team. Current modules must be completed and all appropriate paperwork must be on file. Exemptions may be transferred to additional coaches if other coaches hold more than one exempt position.
3. All BYHA coaches are required to attend at least one on-ice session or equipment pick-up session for the One Goal program. At least one session is required in order to receive coaching credit for volunteer hour exemption. Sessions are 90mn in length.
4. Mite and mini-mite managers may not split the position between two individuals. Travel team managers may split the position between two individuals; however, each must fulfill ½ their tournament hour requirements, unless one individual holds an additional exempt position. Minimum expectations of the position must be met in order to receive exemption credit.
5. No more than 2-3 tournament directors per tournament, dependent upon the length of the tournament. Tournament assistants may receive hours credit based on time.

### **Volunteer Deposit**

- A volunteer deposit of \$500.00 for families with one skater and \$700.00 for families with 2 or more skaters must be submitted at registration. Online registrations must submit this check, marked VOLUNTEER DEPOSIT with all players in the family listed by the last night of the on-site registration. Please post-date the volunteer deposit check to March 15.
- NO PLAYER will be allowed on the ice if this check is not on file with the volunteer coordinator.
- Families completing volunteer hours will have the volunteer deposit check shredded upon the completion of the season. If a family wishes to have the voided check returned, a self-addressed stamped envelope must be submitted to the volunteer coordinator prior to completion of hours.
- Families with incomplete hours will have their volunteer deposit cashed by April 30.

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Amended October 10, 2018

### **Zero Tolerance Drug Policy**

Continued participation in team activities under the auspices of the Buffalo Youth Hockey Association is contingent upon the strict avoidance of mood altering chemicals. Any player who is found to have consumed/used, possessed, sold, or furnished alcohol, tobacco, or controlled substances shall be subject to disciplinary action up to and including permanent suspension from all player activities under the auspices of the Association. A player's parent or legal guardian may be required to consent to the release of all relevant findings and reports held by school and or law enforcement agencies as a part of any hearing into alleged violations. Failure to release such

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information will be considered in the Board's disposition of the matter.

### **Violations of the Zero Tolerance Policy:**

First Violation: After confirmation of the first violation the player shall lose eligibility to play in the next 2 consecutive games or two consecutive weeks in the season whichever is greater.

Second Violation: After confirmation of the second violation the player shall lose eligibility to play for the next 6 consecutive games or three consecutive weeks in the season whichever is greater.

Third Violation: After confirmation of a third violation the player shall be removed from the team roster for the duration of the season. Refunds will not be given to the player's family for ice time paid for but not played after the first, second, or third violation.

This policy is a general guideline to be used by the BYHA. The policy does not prohibit the BYHA Board of Directors from imposing more severe consequences if the situation dictates.

### **Publicity and Marketing Policy**

All public announcements, mass e-mail, mass mailings, brochures, media communications, and other communications meant for public or media consumption made on behalf of BYHA must be approved by the President or his/her designee before being sent, printed, or disseminated.

No personal information or other data regarding a parent member or skater in BYHA may be sold, given, traded, shared, or otherwise transferred to any other person, business, organization, or other entity without the approval of the BYHA Board. If the Board is approached for this data by a

**Publicity and Marketing Policy cont.**

group or organization, the Board must notify the membership of the request and hold an open forum at the next regularly scheduled Board meeting to allow time for the members to comment.

**DUTIES AND RESPONSIBILITIES OF COACHES**

1. Study the handbook, understand and implement BYHA coaching philosophies as presented by the  
1. Coaches Committee and by the Hockey Operations Committee.
2. Expect to spend many hours on the program during the season and have practice plans ready.
3. Conduct a parent-coach meeting at the start of the season to familiarize all parties with the handbook and prepare the groundwork for the season. Parent meetings should be held where it will not be a burden to the general fund or have the parents help defray the costs of these meetings.
4. Coaches can expect visits from the Board of Directors from time to time to evaluate coaching techniques.
5. All coaches must attend accredited coaching clinics so that they have at least the Coaching Certification level required by USA and Minnesota Hockey.
6. All coaches are expected to proudly represent BYHA and wear BYHA attire at all games, tournaments, scrimmages, practices, and team pictures.
7. Coaches must always demonstrate a positive attitude towards officials, players, parents, and other coaches. Coaches must ensure the well being of all players when they are on and off the ice. Coaches must enforce the code of conduct and team rules on and off the ice. Coaches are expected to maintain a close watch over their players in the locker rooms to ensure code of conduct compliance.
8. Coaches must keep the appropriate HOC Director or Board member informed about any code of conduct violations that might lead to discipline imposed by the Board.
9. Appoint a team manager.

**DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS**

1. Prepare and distribute a team roster with names, addresses, and phone numbers for each team member.
2. Schedule activities, and arrange purchase of ice in accordance with the wishes of parents and coaches.

**DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS cont.**

3. Handle team finances (as applicable), bill and collect ice time money as instructed. Maintain a team treasury to pay for things such as ice and referee fees for non league scrimmages, practice jerseys, food for team gatherings, gate fees for tournaments, and any other items as deemed necessary by the manager and head coach. Money left over from the season will be turned back over to the parents. The manager will maintain a statement of all expenses that will be open for all parents and the BYHA Treasurer or President to review at any time.
4. Managers should arrange for parents to run the time clock, keep the scorebook, and run the penalty boxes during the game when their team is the home team.
5. It will be the responsibility of the individual team managers contact the ice scheduler in order to re-distribute scheduled ice time their team will not be using. If the scheduled ice time is not used by any team, the team originally scheduled for that ice time will be responsible for payment of the ice.
6. Assist the Treasurer in making sure that ice time payments are current.
7. Coordinate all tournament activities.

**PLACEMENT OF PLAYERS: RULES AND REGULATIONS**

**Playing Divisions**

BYHA playing divisions are determined by the player's age as of the cutoff date as mandated by MN Hockey (Refer to MN Hockey's Age Charts and Participation Levels – All ages as of July 2st of the current year). The current playing divisions are:

**Boys:**

Mini-Mites Age: 5 and 6  
Mites Age: 7 and 8  
Squirts Age: 9 and 10  
Peewees Age: 11 and 12  
Bantams Age: 13 and 14  
Jr. Gold Age: 15 through 19 and still in school

**Girls:**

8U Age: 7 and 8  
10U Age: 9 and 10  
12U Age: 11 and 12  
15U Age: 15, 14 and 13  
19U Age: 17 through 19 and still in school

**Mite/Mini-Mite Program**

All skaters (boys and girls), under the age of nine (9), will participate in BYHA's Mite/Mini-Mite program. This skills-based instruction curriculum was designed by USA Hockey and emphasizes fun and learning while downplaying competition. Mite teams will have joint practices in which players are divided by skill ability, as well as team practices where positioning and team play are

### **Mite/Mini-Mite Program cont.**

taught. Mini-Mite teams will concentrate primarily on learning to skate and controlling a puck. Mite teams will play 8 - 12 scrimmage-style games plus a year-end jamboree. These games will be played with coaches on the ice with players. Scores should not be posted on the scoreboard. These games will be played against other BYHA Mite teams, as well as teams from other associations. Minnesota Hockey rules prohibit Mite teams from playing any team from outside their District in any form of game, practice, or scrimmage. Mini-Mite teams will play inter-squad games, plus a year-end jamboree. All players will receive equal amounts of ice time during games, regardless of ability.

### **Girls' Programs**

Female athletes are encouraged to play on girls teams if they are available. However, girls may participate on Girls or Boys teams as they choose. Skaters under the age of nine (9) are encouraged to skate with BYHA's Mite/Mini-Mite Program.

### **Competitive Levels**

Competition levels will be determined annually based on the perceived ability level of the team as a whole. The BYHA Board of Directors will determine this competition level as they see fit.

### **Dual Eligibility**

Players with BYHA eligibility remaining may try out for High School teams if invited by the High School coach. Any player not rostered to a High School team will be asked to return to their respective BYHA team. If that player has not participated in the BYHA tryouts they will be placed on the lowest level team at their respective age classification. All players trying out for H.S. but do not make a team will be required to participate in all BYHA activities including volunteer hours and fund raising. Any over payments made for a player who does make a H.S. team will be credited to the player through the H.S. team.

In the event a player(s) choosing to stay at or move to the High School level leaves a team with a number of players too few to field a competitive team as determined by the BYHA HOC & Admin Board, BYHA may at its discretion move a player from a lower level team (i.e. C to B, or B to A) if such team exists at the given age classification, move a player(s) up from a lower age classification, or rebalance the number of players between the number of teams within the age classification.

### **Roster Size**

The number of players registered at each level will determine team sizing. It is recommended that no team have more than 16 skaters and 2 goalies.

### **Placement of Players / Tryouts**

Placement of players at the Squirt, Peewee, and Bantam "A" and "B" levels will be determined by tryouts and an evaluation procedure determined by the Evaluation/Tryout Director with input from the other Hockey Operations Committee members and the Board. Detailed information regarding tryouts will be given to each player at registration. The Hockey Operations Committee, through the Evaluation/Tryout Director will determine the criteria for evaluations and tryouts. Format of tryouts will include scrimmage sessions for Peewee and Bantam levels. Evaluators should include the "A" head coach whenever possible.



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I. Mission Statement: The goal of the tryout process is to ensure that each skater in the Buffalo Youth Hockey Association (BYHA) is placed on a team of similar skill level to theirs to promote player development.

II. Objectives for the Tryout and/or Evaluation:

- A. To provide a fair and impartial assessment of a player's total hockey skills during the session(s).
- B. To provide uniformity and consistency in the evaluation process. Player and parent expectations are consistent from year to year as players move through the various levels of the association's program.
- C. To form teams to maintain balanced and competitive play where the players can develop and participate equitably and have fun playing hockey during the season.

III. Parents/Players:

Black helmets & breezers as well as any combination of BYHA colored socks (Black/Purple/White) are recommended. Helmets shall have all stickers removed.

Parents or guardians will not be allowed in the area designated for the evaluators.

Any parent that does not want their skater participating on an A team can request an exemption. Such requests must be made prior to the conclusion of the evaluation session. In the event a player wishes to decline their placement after the conclusion of tryouts it must be approved by the BYHA President, HOC V.P. and the head coaches of the effected teams.

Additionally, parents that prefer siblings on the same team may result in placement at the lower skill level team.

Girls at all levels (U10/U12/PeeWee/U14/Bantam) are encouraged to play on a team that will best provide for their overall development and enjoyment of the game. MN Hockey allows girls to play on boys teams if they so choose. Prior to the first tryout, all girls at U10/U12/PeeWee/U14/Bantam levels must declare whether they will try-out and play on a girls or a boys team. If after tryouts a girl wants to move to/from a youth/girls team they will be allowed to move prior to the final roster signing date, but they will be placed on the lowest level team at their respective age group.

IV. Evaluators:

A. Evaluator Selection: The Tryout Coordinator(s) will contact evaluators recommended by the HOC. A good faith effort will be made to recruit evaluators that are experienced in the evaluation process and have coached at or above the level of play that he/she is evaluating. Player evaluation criteria may include, input from previous year coaching staff, attitude, is the player recognized as a "team player", and participation in off-season development programs.

B. Each level will attempt to have a minimum of three evaluators and a maximum of five evaluators. Head Coach for each A level team is expected to participate in the tryout process as an evaluator. Evaluators, with exception of the A team Head Coach, will not be allowed to evaluate levels that include their children as skaters. The A team Head Coach will not be allowed to score/rank his/her own children on the Skill Assessment Sheet (see Appendix A) but will participate in the overall evaluation and ranking of the teams for his/her respective level.

V. Tryout Groups:

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Dependent upon the number of skaters at each level, the tryout process may include more than one group per level. This will be communicated by e-mail and posted to the website under the Tryout tab.

A. If multiple groups are needed at a level, the Tryout Coordinator(s) will assign players to the initial tryout group alphabetically and similar in total number based on a players last name. Goalies may be assigned to a group manually or asked to attend multiple groups to allow for a goalie to be present

## Buffalo Youth Hockey Association Member Handbook

when required for specific tryout drills.

B. For Pee Wee/12U/10U & Bantam/14U where multiple groups are required: After completion of the second session, the groups will be reorganized based on rankings of the previous two sessions. This will allow assessment of skills and scrimmages within an "A/B" and "B/C" skill level and facilitate the assessment for the remaining sessions. The remaining sessions may include a mix of drills, inter squad scrimmages, as well as scrimmages with a group of the same level from another association.

C. For Squirts where multiple groups are required: After the completion of the initial evaluation session(s), the groups will be reorganized based on the rankings of the evaluation session. The evaluation process will continue in a player development phase within an "A/B" and "B/C" skill level groups to facilitate the assessment for the remaining sessions. The remaining sessions may include a mix of BYHA TRYOUT & EVALUATION PROCEDURES 3 drills, inter squad scrimmages, as well as scrimmages with a group of the same level from another association.

### VI. Skill Assessment Procedures (Squirt/U10/U12/Pee Wee/U14/Bantam levels):

A. Tryout Sessions: The goal of the skill assessment phase of the tryouts is to ensure that evaluators place each skater in the appropriate level based on their current level of skill. Each evaluator will be provided a Skill Assessment Sheet at the beginning of each session. The sheet will be prepared by the HOC and will include a breakdown of the skills evaluated during the session along with a variety of scrimmages. Evaluators will score skaters on a scale of 1 to 7 during the session and document the session results along with any comments on each skater on the Skill Assessment Sheet. Evaluators are strongly encouraged to concentrate on the on-ice activity during the evaluations. The skills and scrimmages will be weighted. For U12 thru Bantam levels, the skills will be weighted at 40% and the scrimmages will be weighted at 60%. For Squirts & U10 (if necessary), the skills will be weighted at 50% and the scrimmages will be weighted at 50%. The A team coach and evaluators are allowed to meet in a coaches room after each session to discuss results. The completed Skill Assessment Sheets will be turned in to the Tryout Coordinator(s) at the conclusion of the each session.

If multiple groups, after completion of the second session, the evaluators and A team head coach will meet to rank all skaters at that level. The rankings will be based upon the Skill Assessment Sheets (which is a tally of scores from the first two days) and evaluator input. If evaluators cannot come to a consensus regarding rankings, reference for all tie breakers will be based on the highest average score per the Skill Assessment Sheets. The ranking based on the assessments and coach/evaluator input will be used to reorganize groups into the "A/B" and "B/C" groups for the remaining

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session(s). The A head coach evaluator has the discretion to conclude the A/B and B/C reorganization after the 3rd session. Evaluators also have the ability to move skaters from the B/C group to the A/B group following the A/B – B/C cut. Skaters may also be moved from the A/B group to the B/C group at the discretion of the A team head coach and evaluators. For the 3rd session the skaters that are on the line for the A/B and B/C cut will be ranked accordingly. During the remaining session(s), the drills may be focused more on scrimmages (i.e. 1v1, 2v2, 3v3, 2v1, 3v2, etc.) rather than skills. The drills/scrimmages may also be altered the day of at the discretion of the A team head coach. Evaluators are encouraged to make comments on a players or goalies performance. After the 3rd and/or final session, the A team head coach will provide the Tryout Coordinator(s) with the final results based on Skill Assessment Sheets and evaluator input. Certain levels of play may BYHA TRYOUT & EVALUATION PROCEDURES 4 incorporate scrimmages against players from outside of the BYHA. These outside players should be of like ability of those who are being evaluated.

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For A team selection, the skaters ranked in the top 90% of the projected number of rostered A team players are assured an A team selection. The A coach has discretion to complete his/her A team roster provided that all players are selected from the A/B group. The B and C teams will be selected using the evaluation sheets and may utilize the head A coach, B and C team coaches, HOC V.P., and BYHA President. The HOC V.P. and BYHA President or representatives therein are encouraged to be present during the selection of all travel teams.

**Squirt Evaluation Sessions:** Squirt evaluation process and results will be overseen by the HOC Squirt Coordinator and the Tryout Coordinator(s). Scrimmages may or may not be part of this process. Squirts may use a few weeks of inter squad play to provide for player evaluation prior to final team selections are made. This format will be determined by the HOC who will make the squirt tryout recommendation to the BYHA Board prior to the start of tryouts.

**Goalie Evaluations:** Goalie evaluation criteria will be determined by the HOC. Goalies at the Pee wee (12U) level and above will be evaluated separately by goalie specific evaluators. This process may include a goalie specific on ice session separate from the skater sessions for the participant's level. The A head coach will also evaluate goalies. Skater evaluators may offer input during the post skills session discussions. Squirt goalies will also be evaluated by coaches during the inter squad play.

### B. Session Drills (see Appendix B):

Drills for each session will demonstrate the skill level for each skater and allow evaluators to assess the skills of each player. Drills will be reviewed by the BYHA HOC on an annual basis. These drills will be posted to the website and may be included in clinics that precede tryouts. Any variation of these drills will be used throughout the tryouts. Note: these drills are subject to change/modification at the discretion of the A head coach at each level during tryouts.

### C. Attendance (Illness/Injury/etc.):

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Skaters are required to check in with the Administrative Assistant at the beginning of each session to sign in. In accordance with the BYHA Handbook, any skater, excluding Squirts, that fails to attend all tryout/evaluation sessions is precluded from placement on the A team for that level.

If a skater cannot attend a tryout session or sessions due to illness or injury, a physician's statement/slip is required for an excused absence. A fall school sport that may interfere with tryouts is an excused absence. If the illness or injury prevents a skater from participating in 50% of the tryout sessions, the skater will be placed on the lowest team, upon being cleared to skate, for 1 to 4 practices at each level (approximately 2 weeks) and will be evaluated as to where their final team placement will be. The decision of placement will be determined by the head coach of the affected teams. During the trial period, those that are already at that level will not move down. Also during the trial period, skaters at that level have the opportunity to move up to a higher level.

Other exigent circumstances precluding a player from attending any and/or all tryout session(s) will be addressed by the BYHA President and HOC V.P. who, after consulting with the head A coach, evaluators, and reviewing a skater's previous team history, may deviate from this policy.

D. The HOC will recommend to the BYHA Board the number and size of the teams as well as the number of teams at each level of play. The BYHA Board will determine how the B teams

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are rostered. Exceptions are allowed to accommodate coaching staff as long as skater skills are similar.

### VII. Tryout Results

A. In accordance with the BYHA Handbook, tryout results will be available to parents within 24 hours of completing the final session. Results will be posted on the BYHA web site under the Tryout tab.

B. Format for the results will include: Skater Name, Team/Level, & Coaches Name and names of all players for respective team.

Appendices: A- Session Drills (Listed on the BYHA Website)

### **Parents Duties During Tryouts**

Whether you realize it or not our kids feel the pressure of tryouts. During the tryout process it is important for parents to provide support and be positive. Tell your son or daughter that you are proud of them, do the best that they can, and have fun. There will be disappointments. As a parent you need to remember that the words you chose and feelings you reflect to your child will have a lasting impact. Please be positive and not critical of the process. Criticism may be brought at a later time by following proper channels. In the meantime, your son or daughter must prepare to play the season on the team they were selected to be on. Please help them get off on the right foot.

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Amended October 10, 2018

## **PLAYER MOVEMENT AND PARTICIPATION**

### **Player Movement From One Division to Another**

The BYHA Board of Directors believes that players should play on teams as defined by the MN Hockey age groups. For the player that is not eligible for the level of their "peer grade" per the birth date parameters, they will have the opportunity to play up a level should they choose. This affects young aged players relative to their grade as follows:

Players not eligible (per their birth date), but entering:

- 2<sup>nd</sup> Grade: Mites
- 4th Grade: Squirts
- 6th Grade: Peewees
- 8th Grade: Bantams

These players will have the opportunity to move-up a level, should they choose to when they register. Once they have chosen to tryout at that level, they will have to stay in the pool they have selected to tryout. 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. Conversely, BYHA will not allow players to "play down" a level. Exceptions to this rule may be made by the Board on a case by case basis if the player who moves "down" would move to the initiation level.

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Player advancement from one level to the next will be granted, upon receipt of the appropriate waiver forms for those players that are younger than the MN Hockey guidelines, and meet the school grade requirements listed above, and the parent or guardian provides school grade verification (if requested).

If more players request to move-up a level than are permitted by the District, all player requests will be referred to the Hockey Operations Committee for recommendation to the Board of Directors.

All move-up requests are subject to final approval by the Board of Directors.

### **Player Movement Within the Same Division**

Once having been selected to a BYHA team, a player may be moved only for extreme reasons. Both coaches involved, and the BYHA Board of Directors must all agree to the move. If any member of the group is a parent, he or she is not eligible to participate in the decision.

### **Mite and Mini-Mite Player Movement**

A one-year advancement at the 6U and 8U levels will be allowed within BYHA.

The BYHA Board will consider movement from the 8U and mite level to the Squirt level early, after consultation with the Hockey Operations Committee. Only last year 8U and mite players are eligible to request early move-up to the Squirt level. Last year eligible 8U and mite players granted early move-up may play on the Squirt "A" level team only if they rank in the top 10 at the Squirt tryout.

The BYHA Board must be informed of any requests for player movement from the Hockey Operations Committee. The BYHA Board must approve all requests.

### **Player Participation**

Coaches of BYHA traveling teams are expected to make a best effort to provide development opportunities for all players on the team. With the exception of those players who are being disciplined under the code of conduct or team rules, players will not be required to sit out any practices. With the exception of those players who are being disciplined under the code of conduct or team rules, players on B and C teams will receive equal ice time as is possible during games. These game rules apply to players on A- teams except that the coaches may adjust playing time for penalty kill and power play opportunities. The coach's general policy regarding game time should be outlined during team meetings and adhered to. Game time decisions should be reviewed between the player and coach at reasonable intervals to help the players improve their game. Coaches will discuss the code of conduct and other behavioral expectations with the parents and players during the team meeting at the beginning of the season. Player participation may also be restricted by the Board if the member is not in good standing.

## **COACHES SELECTION: RULES AND REGULATIONS**

### **Coaches Committee**

The Coaches Committee will consist of the following: BYHA President or other appointed BYHA Board Member, Hockey Operations Committee Vice President, Coaching Director, the A/B Director, and any other person or persons as approved by the BYHA Board of Directors. No relative of an applicant may participate in the selection or voting for or against his/her relative.

### **Criteria**

The committee should consider NEW applicants on the following criteria:

- General coaching philosophy and willingness to perform within the BYHA guidelines.
- Willingness to put in long hours during the season.
- Coach of the team for the previous year
- Experience as an assistant coach in BYHA

### **Coaches Selection Criteria cont.**

- Experience as a coach in other youth hockey programs.
- Feedback from parents regarding the coaches' history and coaching performance
- Coaches are selected for a one year commitment
- Coaches will be selected prior to the tryout period. If a non-parent coach has not been selected for a particular team prior to the tryout process, the parent coach will have the ability to evaluate the players during the process but will not be part of the selection process until his or her child has been placed on a team.

### **Method**

New applicants are to be invited to meet in person with the committee, after which selections will be made by a majority vote. Selections shall then be brought to the BYHA Board of Directors for approval. Selections should be made prior to tryouts whenever possible.

### **Non-Parent Coaches**

It is a continued effort of BYHA to recruit non-parent coaches but not to exclude good parent coaches. In an effort to make non-parent coaching attractive, payment may be made to non-parent coaches based on the association's financial situation and at the discretion of the Board of Directors. Expenses include mileage and actual hotel expenses for out of town tournaments. The Board will vote on this reimbursement program for non-parent coaches each year and must have the compensation limit set no later than the September Board meeting.

### **Parent Coaches**

BYHA recognizes the Association contains many very qualified parent coaches and greatly appreciates all of the volunteer efforts of every head coach and assistant coach, parent, and non-parent. However, BYHA does not reimburse a parent head coach or parent assistant coach for expenses that they incur.

## **EQUIPMENT AND MAINTENANCE: RULES AND REGULATIONS**

1. Team equipment is selected for protection, appearance, and durability. BYHA ISSUED JERSEYS (Girls, Squirt, Peewee, Bantam, Jr. Gold) SHOULD BE WORN FOR GAMES ONLY!!
2. ANY BYHA PLAYER USING THE CIVIC CENTER INDOOR AND/OR OUTDOOR RINK MUST, WITHOUT EXCEPTION, BE DRESSED IN FULL HOCKEY GEAR OR YOU WILL NOT BE ALLOWED ON THE ICE. THIS INCLUDES GAMES, PRACTICES, AND OPEN HOCKEY ICE HOURS.
3. Required equipment for each level is as follows:
  - Jr. Gold, Bantams, Peewees, Squirts & Girls: hockey skates, stick, breezers, black helmet with facial mask, non-clear mouth guard attached to face guard, shin pads, athletic supporter with protective cup, elbow pads, garter belt (or equivalent), socks, hockey gloves, and shoulder pads.

- Mites & Mini-Mites: Hockey skates, stick, breezers, helmet with facial mask, mouth guard, shin pads, athletic supporter with protective cup, elbow pads, shoulder pads, and hockey gloves.
4. Players are encouraged to try out for goalie. Individuals should discuss this with their team coach. BYHA does provide much of the equipment at the mite and squirt levels. Equipment not provided by BYHA must be provided by the player. Required goalie equipment includes: chest protector, arm and leg pads, glove and blocker, breezers, helmet with full-face mask, skates, goalie stick, athletic supporter with protective cup, throat protector (mandatory at all levels), neck guard, knee protector (recommended at Peewee and above).
  5. Required equipment maintenance:
    - Keep skates sharp
    - Make sure skates fit
    - Periodic tightening of helmet screws and adjustment of helmet for proper fit.
    - Washing instructions for breezers and jerseys:
      - Wash with a mild detergent in cold water. Do not use bleach. Hang to dry.
  6. A hockey equipment manager may be appointed by the Board to maintain and order BYHA owned equipment including jerseys. The equipment manager will keep the Board up to date regarding inventory, equipment, and jersey needs.
  7. No teams in BYHA will wear different game uniforms or jerseys other than those approved by BYHA.
  8. In order to promote unity and branding/association recognition within the community, warm-ups as selected by BYHA, should be worn to and from all team scrimmages and games.

## **ICE TIME POLICY**

It is BYHA's goal to secure ice time for all teams such that each team will be allotted enough ice time to provide a quality hockey experience for all players. It must be recognized that there will be times when there may not be enough ice time available to provide an optimal schedule. Scheduling of ice time will be done by the Scheduling Director.

### **Guidelines**

Because the level of play inherently indicates the level of dedication of the hockey players and how much families are willing to invest in ice time costs, higher-level teams will receive more ice hours.

Because older players are available for later ice hours than younger players, and older players have more stamina than the younger players, the older groups will inherently receive more ice hours.

To maximize the use of available ice and help to reduce ice costs, every team will routinely share part of their practice ice hours with another team. It will be the goal of the Ice Scheduling Director to have compatible teams share the ice. Compatible meaning teams of like skills.

These guidelines are intended to be used to establish home ice hours only, and do not reflect away scrimmages, games or tournaments, or home tournaments.-



### **ARTICLE I Name**

The name of this corporation shall be Buffalo Youth Hockey Association, Inc.

### **ARTICLE II Purpose**

The purpose of this corporation shall be to promote, sponsor, provide facilities for, and conduct a supervised program of hockey training and competition for hockey players for the purpose of making them better citizens and better sportsmen, and in the furtherance of aiding in their physical and mental development.

### **ARTICLE III Property/Ownership**

No Member, Director, or Officer of this corporation shall have any right, title, or interest in or to any property of any kind owned by this corporation, nor any income or other funds received or held by this corporation.

### **ARTICLE IV Dissolution**

Upon the liquidation or dissolution of this corporation or upon the abandonment of its purposes, none of the property of the corporation shall inure to the benefit of any member, director or officer, but all such property shall be transferred to such non-profit charitable, educational or other organizations qualified as tax exempt under Section 501 of the Internal Revenue Code as the Board of Directors shall then direct, subject to approval of a justice of the Supreme Court.

### **ARTICLE V Office**

The registered office of the corporation shall be at the City of Buffalo, County of Wright, State of Minnesota and the corporation shall have other offices at such places as the Board of Directors may from time to time determine.

### **ARTICLE VI Membership**

The following shall be considered a member in good standing: Any parent or legal guardian who lives, or has kids attending school within School District #877, or a hockey community currently co-oping with the Buffalo High School Hockey Program, and has a child registered in the Buffalo Youth Hockey program and is current with all financial obligations.

### **ARTICLE VII Fiscal Year**

The fiscal year of the corporation shall end on the 30th day of June of each year.

### **ARTICLE VIII Meetings of Members**

*Section 1:* Annual meetings of the members shall be held in April of each year, and at such time reports of the corporation's officers shall be presented and the election of new directors shall be conducted or otherwise concluded. The annual meeting will be held on the same date, time, and location as the April Board of Directors meeting.

Section 2: Special meetings of the members, for any purpose or purposes, shall be called by the President, or shall be called by the Board of Directors, or at the request of five (5) members. Such call shall state the purpose or purposes of the proposed meeting. Written notice thereof shall be given to the members at least seven (7) days prior to the meeting. Notification via e-mail and posting on the BYHA web site shall be considered sufficient written notice. Business transacted at all special meetings shall be confined to the purposes stated in the call.

*Section 3:* Monthly meetings of the members will be held to review the organization's gambling operation. A monthly gambling report shall be presented for approval by the Board. These reports will be presented at the beginning of each monthly Board of Directors meetings

## ARTICLE IX Nominations and Elections

### Section 1: Nomination and Election Eligibility:

In order to be eligible to vote, nominate someone, or hold a BYHA Board position, you must:

- Be a BYHA Association member in good standing as stated in Article VI; AND
- Be 18 years of age or older as of the date of the election; AND NOT
- Be eligible to run for a Board position, or be a Board member in any other hockey association.

### Section 2: Nominations:

The Board of Director nominations shall be held at the March meeting only. Nominations will not be accepted after the March regularly scheduled Board meeting. Written or verbal nominations will be accepted. At the end of the March meeting, the list of nominees will be officially placed on the election ballot. Nomination reminders will be published in the March newsletter.

A written explanation as to why a nominee would like to be on the Board of Directors should be included with the nomination, which will then be published in the March monthly newsletter. This explanation is not to exceed 1 page in length.

### Section 3: Election Ballots:

BYHA will provide official ballots. Ballots will be printed and included in the March newsletter. They will also be available at the April Annual meeting. Eligible voters may bring their ballots to the April Annual meeting, sign in and leave. The ballot will list all candidates. The candidate's names will appear in alphabetical order. A blank line at the bottom of the ballot will be for entering a write-in candidate.

Absentee voting or voting by mail will not be allowed.

### Section 4: Valid Ballot:

Only one vote per eligible voter is allowed. The following procedure will be used to complete all ballots:

- Print or sign your name on the voter list at the April Annual meeting. The election judge (appointed by the President) must initial your filled in ballot before you submit it into the ballot box.
- The number of candidate's voted for may not exceed the number of vacant positions. Selecting more candidates than there are positions open will result in the ballot being considered invalid and it will be destroyed. A ballot marked in a different manner than instructed will be considered invalid and will be destroyed.
- Completed ballots are to be deposited directly into the ballot box.

**\*\* SAMPLE BALLOT \*\***

### BYHA Election Ballot

Select up to Four (4) Directors by filling in the box next to their name

- Member A
- Member B
- Member C
- Member D

## Buffalo Youth Hockey Association Member Handbook

Member E

Member F

Member G

Write In Candidate(s):

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### *Section 5: Election Results:*

Ballots will be tabulated immediately after the April Annual meeting is officially closed. The President shall appoint 2 current Board members to tabulate the results. All candidates, or their designated representative, shall be allowed to monitor the vote counting process. All ballots shall be shown to those monitoring the vote counting process, although only the 2 current Board members appointed to tabulate the results may handle the ballots. Ties: A paper ballot by current and newly elected Board members will first decide a tied election result. If a tie still remains after this balloting, the Executive Committee will take a paper ballot. If a tie still remains, the current President shall appoint one nominee. (If the tie includes the current President, then the current Vice-President shall appoint one nominee.)

## **ARTICLE X Board of Directors**

*Section 1:* The property and business of this corporation shall be managed by its' Board of Directors, which shall be not less than nine (9) in number nor more than twenty (20). The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and such other Director or Directors. All Directors elected at the annual meeting of the members, by a majority vote, shall be entitled to serve for a term of three (3) years, but not more than 2 consecutive terms, or until his successor shall have been elected and qualified.

*Section 2:* The regular meetings of the Board of Directors may be held at such times and place as may be determined by the Board of Directors. Date, time, and location of regular meetings shall be given to the general membership through monthly meetings.

*Section 3:* Special meetings of the Board of Directors may be called by the President in accordance with Article VIII, Section 2.

*Section 4:* At all meetings of the Board of Directors, a majority of the directors, shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.

*Section 5:* The Board of Directors may from time to time determine the order of business at their meetings. The usual order of business at their meetings shall be as follows:

- The meeting is called to order by the President at the time and on the date of the meeting
- Roll call - Quorum being present, the meeting proceeds with business.
- Read by Secretary of minutes of previous meeting and their consideration and approval.
- Report of officers.
- Report of committees.
- Consideration of communications.
- Unfinished business.

- New business.
- Adjournment.

*Section 6:* In addition to the powers and authorities conferred upon them by these Bylaws, the Board of Directors shall have the power to do all lawful acts of necessary and expedient to the conduct of the business of this corporation, that are not conferred upon the members by these Bylaws, or by the Articles of Incorporation, or by statute.

*Section 7:* Roberts Rules of Order shall govern the proceedings of all meetings of the corporation in each constituent part, except as provided in this Handbook. Only the Board of Directors may make motions and vote; the general membership may express concerns and ideas and be involved in the discussion process.

*Section 8:* Buffalo Youth Hockey Association Board of Directors is held non-labile pursuant to state laws.

*Section 9:* Notwithstanding any other section in this Article X, the business of charitable gambling as conducted by BYHA Inc., shall be subject to and authorized by the monthly membership meeting required pursuant to Article VIII, Section 5.

## **ARTICLE XI Officers**

*Section 1:* The corporation shall have at least four (4) officers who shall be the President, Vice President, Secretary and Treasurer, no two of which officers may be held by the same member. The Board of Directors shall elect said officers.

*Section 2:* The Board of Directors may appoint such other officers and agents as it shall deem necessary, from time to time, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

*Section 3:* The President shall be the chief executive officer of the corporation: President shall preside at all meetings of the members and directors; President shall have general active management of the business of the corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect. President shall execute all bonds, mortgages and other contracts. President shall be ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management usually vested in the office of the President of a corporation.

*Section 4:* The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

*Section 5:* The Secretary shall attend all sessions of the Board of Directors and all meetings of the members and record all votes and minutes of all proceedings in a book kept for that purpose; and shall perform like duties for the standing committees where required. Secretary shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision the Secretary shall be.

*Section 6:* The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to the corporation and shall deposit all monies, and other valuable effects in the name and to the credit of the corporation, in such depositories as may be designated by the Board of Directors. Treasurer shall disburse the funds by the corporation as may be ordered by the Board of

Directors, taking the proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meeting of the Board of Directors whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the corporation.

*Section 7:* If the office of any director or any officer or agent becomes vacant by reason of death, resignation, retirement, disqualification, or removal from office or otherwise, the directors then in office, although less than a quorum by a majority vote, may choose a successor or successors who shall hold the office until the next Annual membership meeting.

*Section 8:* The Board of Directors may by unanimous affirmative action of the entire Board of Directors, designate the officers of the Board of Directors to constitute an executive committee, which, to the extent determined by unanimous affirmative action of the entire Board of Directors, shall have and exercise the authority of the Board of Directors on the management of the business of the corporation. Any such executive committee shall act only in the interval between meetings of the Board of Directors, and shall be subject at all times to the control and direction of the Board of Directors.

## **ARTICLE XII Committees**

Committees shall be authorized by the Directors to serve at the pleasure thereof. The chairman of the committee may appoint or remove members thereof on subcommittees and name their chairman. The budget of any such committee or committees shall be submitted to the Board of Directors for approval and authorization.

## **ARTICLE XIII Books and Records**

Members shall be permitted to inspect the books of the corporation at reasonable times.

## **ARTICLE XIV Audit of Books**

The Board of Directors shall designate a competent person to audit the corporation's books prior to the transfer of the books of account to the new Treasurer.

## **ARTICLE XV Amendment of Articles and Bylaws**

The Articles of Incorporation and these Bylaws may be amended or altered by a majority vote of the membership present at the Annual Membership meeting, or at a special general membership meeting given with proper legal written notice and being published in the monthly newsletter.

## **ARTICLE XVI BYHA Member Handbook**

The BYHA Member Handbook will provide the framework and guidelines for the day to day business of the Association. The Board of Directors may make revisions and additions to the handbook as they deem necessary. All changes will be published in the monthly newsletter.

**Buffalo Youth Hockey Association PO  
Box 184, Buffalo, MN 55313**



















# Buffalo Youth Hockey Association Member Handbook

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Amended October 10, 2018

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