

Rochester Youth Hockey Association* Operating Procedures

13 June 2018

* The association's full legal name is Rochester Juvenile Hockey Association although the association is commonly referred to as Rochester Youth Hockey Association or RYHA and those common names are used herein.

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Rochester Youth Hockey Association (“RYHA”)

Operating Procedures

13 June 2018

1.0 General Purpose of RYHA

RYHA is a non-profit organization registered in the State of Minnesota. RYHA provides the infrastructure and organization that allows the youth of Rochester and surrounding communities to develop athletic, social and sportsmanship skills through participation and practice in the game of hockey. The basic premise of RYHA is:

1. To provide an opportunity for all youth within the qualifying age limits and proximity to Rochester to participate in hockey.
2. To develop the hockey skills of each participant and prepare them for their next higher level of participation.

1.1 Summary of RYHA Bylaws-

1. The Bylaws follow a standard form for small Minnesota corporations.
2. The Board of Directors consists of 15 members who each perform specific functions in the operation of the association. The board positions are as follows:
 - Past-President
 - President
 - President-elect
 - Secretary
 - Treasurer
 - Booster Committee Chair
 - Tournament Director
 - Minnesota Hockey Representative
 - Operations Unit Director
 - Hockey Advisory Director
 - Gambling Director

- Gambling Manager
- Boy's Unit Director
- Girl's Unit Director
- Mite Unit Director

3. A change in the number or designation of board members requires an amendment to the Bylaws.

4. The Board of Directors possesses the limited authority to amend the Bylaws. The Bylaws may also be amended by action of the association membership.

5. The role of the Board of Directors is to direct the overall operations of the association; to ensure the financial integrity of RYHA; to ensure the Bylaws and Operating Procedures are followed, and to amend the Bylaws and Operating procedures when appropriate.

6. To comply with Minnesota Hockey requirements, a majority of board members must be elected. The elected board positions are: Past-President, President, .President-elect, 4Secretary, Treasurer, Booster Committee Chair, Tournament Director and Minnesota Hockey Representative. A President-Elect shall be elected each year and shall serve for three years, the first year in the position of President-Elect, the second year as President, and the third year as Past-President. The Secretary, Treasurer, and Minnesota Hockey Representative shall be elected in odd years and shall serve two-year terms. The Booster Committee Chair, and Tournament Director shall be elected in even years and shall serve two-year terms.

7. The appointed board positions are Operations Unit Director, Hockey Advisory Director, Mite Unit Director, Boy's Unit Director, Gambling Director, Gambling Manager, and Girls Unit Director. The Operations Unit Director, Hockey Advisory Director, and Gambling Director shall be appointed in odd years. The Mite Unit Director, Boy's Unit Director, Gambling Manager, and Girls Unit Director shall be appointed in even years. All appointed directors shall serve two-year terms.

8. There shall be no term limit for any board position.

9. The officers of the Association shall be the Past-President, President, President-Elect, Secretary and Treasurer.

10. A Board Member shall chair each Operating Unit.

11. All Board decisions must comply with the RYHA Bylaws and these Operating Procedures and must be listed on the meeting agenda as an action item in order to be considered at that particular meeting.

12. Each member of the Board of Directors will have one (1) vote.

13. Pursuant to its Bylaws, the Annual Meeting of Association Members shall be held on the second Thursday in April and the Annual Meeting of the Board of Directors shall be held the second Wednesday in May. The Board of Directors shall have monthly meetings on the second Wednesday of each month.

1.2 Election Process for Board of Directors-

The nominating committee shall be responsible for informing the members of the Association of which positions will be up for election a minimum of 1 month prior to the Annual Meeting of Association Members. The notification requirements of this section may be met by inclusion of the relevant information on the Association's website. The Nominating Committee shall be made up of the Past-President, the President-Elect, and three other board members that they jointly select.

Election of Board Directors to elected positions shall be held at the Annual Meeting of Association Members, which is held on the second Thursday in April. The nominee obtaining the most votes for any elected position shall serve a two-year term starting at the next meeting of the Board of Directors and expiring the day prior to the Annual Meeting of Association Members two years thereafter.

At the Board of Directors meeting held in March, nominations shall be taken from the Nominating Committee and from any other association member(s), including Board Directors. The Nominating Committee and any other person making a nomination shall have obtained the nominated person's consent prior to the nomination being made. The Nominating Committee will then prepare the ballots for the Annual Meeting of the Association Members held the second Thursday in April. At the April Board Meeting, one day prior to the elections, any last nominations will also be entertained. However, any person nominated at this time will not have their name on the ballot, and any votes for this person must be written in. Write-in votes for a person who has not been nominated by this April Board meeting will not be counted.

While any appointed Board position is pending, the Board may assign the "*duties and responsibility*" of the vacant position to any association member if it deems it necessary to do so to maintain continuity of operations. This person shall not be entitled to vote at board meetings.

Voting at the election shall be by secret ballot. Prior to obtaining a ballot the President-Elect shall ensure that the person voting is listed on the Association's membership list. Each person obtaining a ballot shall sign the membership list. Absentee ballots must be delivered to the President-Elect prior to the election and must contain the name, address, phone number and signature of the member. The Nominating Committee shall be responsible for determining the validity of any absentee ballot. Absentee ballots that contain the name of a candidate who has not been nominated shall not be counted for that particular position.

1.3 Appointment Process for Board of Directors-

All appointments shall be made by motion followed by a second and discussion. A majority vote of members present at the meeting is needed to approve the motion and approve the appointment. This process shall be used to appoint all Director positions identified in the Bylaws as appointed positions. This process shall also be used to fill an un-expired term of any elected director position.

The Nominating Committee shall be responsible for informing the members of the Association of which positions will be up for appointment a minimum of one month prior to the Annual Meeting of the Board of Directors. Appointments of Board Directors to appointed positions shall be made at the Annual Meeting of the Board of Directors, held the second Wednesday in May. Appointed Directors, except those appointed to fill vacancies, shall serve a two year term starting upon their appointment at the Annual meeting of the Board and expiring the day prior to the Annual Board of Directors Meeting two years thereafter.

In the event of a vacancy, the Nominating Committee shall be responsible for advertising that position on the RYHA website for a minimum of two weeks. The Board may appoint an interim during these two weeks if they feel it is necessary in order to maintain continuity of operation. Appointments to the Board for appointed positions shall be made by the Board at the next regularly scheduled meeting following the vacancy, provided the Association of Members has been properly notified. Candidates for the position may be given a limited opportunity to present to the Board their qualifications for the position. The person appointed shall serve to the expiration of the term they are filling.

2.0 RYHA Structure-

RYHA has a corporate structure with a Board of Directors and six Operating Units. The purpose of this structure is:

1. To ensure administration and operational efficiency.
2. To ensure the interests of all participants are represented at the board level.
3. To ensure year-to-year consistency in decisions that affect the players and their Parents/Guardians.
4. To promote the image of RYHA.
5. To better serve the needs of the hockey community.
6. To maintain the economic and political power of RYHA in Rochester and its designated participation area.

2.1 Board Responsibilities

The Board of Directors shall, under the direction of its officers, undertake the following responsibilities:

1. Ensure integrity and adherence to RYHA Bylaws and Operating Procedures.
2. Approve all modifications to the Bylaws and Operating Procedures.
3. Approve all deviations to the Bylaws and Operating Procedures.
4. Responsible for the financial health of RYHA including annual report.
5. (Provide input to RYHA Newsletter)
6. Maintain record of all major decisions including those of the Operating Units.
7. Review and approve all expenditures for Gaming Operations.

2.1.1 Presenting Matters to the Board for Consideration

Any Board Member may present an action item to the board by providing a written request for board action to the Secretary not less than 2 days prior to the meeting at which the action is to be considered. The request for Board action must clearly identify the action to be taken and must provide a written summary of the reasons for the proposed action. Any action submitted by an Operating Unit must be submitted by the Board Member overseeing that unit. A non-board member of the Association that desires to have a request considered must find a Board Member willing to sponsor and submit the requested action on his or her behalf. A requested action will not be considered by the Board if no Board Member is willing to sponsor the request.

The Board may take any action deemed necessary including but not limited to tabling an item to the next meeting or referring the item to committee.

Action items that impact "Hockey Operations" are required to be referred to the Hockey Advisory Unit prior to final consideration by the board. When such a request is made the board shall refer the request directly to the Hockey Advisory Unit. The Hockey Advisory Unit has until the next meeting to review the request and give its recommendation. This recommendation may be presented in writing or orally at the next board meeting. If no recommendation is provided the Board shall take action without the benefit of a recommendation. For purposes of this section "Hockey Operations" is defined as items that concern the number of teams, the number of teams at each level of play within age group, the number of players on a team, the number of games or tournaments played, the method used to place players on a team, player participation rules and coaching curriculum.

2.2 Operating Units-

"Operating Units" shall direct the daily operations of the Association. These Operating Units are defined by title and function as follows:

- Hockey Advisory Committee Unit
- Operations Unit

- Boy's Unit
- Finance Unit
- Booster Committee Unit
- Girls Unit
- Mite Unit

2.2.1 Hockey Advisory Committee Unit

The Hockey Advisory Director, who may also be a paid employee of the Association, shall chair this unit and shall appoint the Hockey Advisory Committee. This committee shall include representatives from the Mite Unit, Girl's Unit, the Boy's Unit, and Ice Coordinator, or others as deemed necessary.

1. Serve as a resource and assist coaches at all RYHA levels in implementing practice/skill development curriculums. Establish, with the assistance of the respective level commissioner, the selection processes for each level of hockey in which tryouts are required, and engage impartial evaluators to participate in these processes.
2. Participate with the Boy's Unit in the coach selection process and work with other units in appointing coaches to non-traveling teams.
3. Determine, within the scope of the RYHA Bylaws and Operating Procedures, the number of teams at each level, the number of players per team, and the ice distributions for each team, and communicate these determinations to the Board prior to the beginning of each season.
4. Consider, review and propose to the Board recommended changes to the bylaws or operating procedures that impact the hockey program.
5. Review and make recommendations on all proposed changes to hockey operations or hockey operations procedures prior to final consideration and vote by the Board.

2.2.2 Operations Unit-

The Operations Unit shall be chaired by the Operations Unit Director and shall consist of the following additional members: Referee Coordinator, Equipment Manager, Minnesota Hockey Representative, Webmaster and Goalie Equipment Coordinator. The Operations Unit Director shall appoint the members in this unit except where the position is also a Board position. This unit shall perform the following tasks:

1. Represent RYHA before the District and State Organizations under which we participate.
2. Coordinate referee training and scheduling.
3. Recommend referee payment schedule for approval by the RYHA Board.
4. Purchase jerseys, socks, goalie and other equipment as needed.
5. Monitor the storage, distribution, and condition of all equipment.

6. Maintain the RYHA web page and communicate all major requirements and decisions to the hockey community.
7. Provide input to the RYHA newsletter.

2.2.3-Reserved

2.2.4 Boy's Unit

The Boy's Unit shall be chaired by the Boy's Unit Director who shall appoint the following additional Unit Members: Squirt Traveling Commissioner, Pee wee Traveling Commissioner, and Bantam Traveling Commissioner. A Tournament Committee Representative, appointed by the Tournament Director, shall be a member of this Unit and shall have general oversight responsibilities of all boy's teams. This unit shall perform the following tasks:

1. Interview and propose "A" coaches for approval by Board of Directors.
2. Determine, publicize and coordinate the traveling selection and tryout process for each age and skill level, including the Squirt B program, with the assistance of the Hockey Advisory Director.
3. Schedule/approve all out of town tournaments.
4. Ensure each team is familiar with RYHA bylaws and Operating Procedures (i.e. privileges and limitations).
5. Promote and help with principal fundraiser.
6. Document all Boys' Unit decisions and ensure they are communicated to the hockey community through inclusion on the Association's web page and the RYHA newsletter.
7. Ensure all teams are aware of special events and activities (i.e. team pictures, team rosters, clinics, etc.).

2.2.5 Finance Unit

The Treasurer shall chair the Finance Unit and shall appoint the following additional members: RYHA President, RYHA President-Elect, Gambling Director, Fundraising Director, Booster Director, (or individual appointed by such), Tournament Director (or individual appointed by such), and Operations Director (or individual appointed by such). Meetings shall be held as needed. This Unit shall perform the following tasks:

1. Provide long-range forecasts and make recommendations based on those forecasts.
2. Through budgeting process, determine annual operating costs, registration and traveling fees for all players.
3. Present annual budget to Board for approval prior to the start of the hockey season.
4. Coordinate RYHA registration.
5. Coordinate scholarship program.
6. Coordinate sponsorships of teams, banners and dasher boards; set fees.

7. Monitor Mae Jacobs Fund activities.
8. Monitor Ad Hoc Committee (concessions) activities/funds.
9. Monitor Rochester Tournament activities/funds.
10. Monitor Booster Committee and fundraising Committee activities/funds.
11. Ensure Gambling Operations comply with state law.

2.2.6 Booster Committee Unit

The Booster Committee Chair shall chair this unit and shall appoint the following additional members: Fundraiser, Pictures Coordinator, Traveling Booster Commissioner, Mite Booster Commissioner, Supermite Booster Commissioner, Squirt Booster Commissioner, Peewee Booster Commissioner, and This Unit shall perform the following tasks:

1. Schedule team pictures.
2. Coordinate and conduct principal fundraiser (all Units and the Board of Directors will help and all will promote the fundraiser).
3. Organize sales of RYHA novelties.

2.2.7 Girls Unit

The Girls Unit shall be chaired by the Girls Unit Director who shall appoint the following additional Unit Members: 10U Commissioner, 12U Commissioner, and 15U Commissioner. A Tournament Committee Representative, appointed by the Tournament Director, shall be a member of this Unit and shall have general oversight responsibilities of all traveling teams. The Girls Unit Director shall perform the following tasks:

1. Interview and propose girls "A" coaches for approval by Board of Directors.
2. Determine, publicize, and coordinate the traveling selection and tryout process for each age and skill level, with the assistance of the Hockey Advisory Director.
3. Schedule/approve all out of town tournaments.
4. Ensure each team is familiar with RYHA bylaws and Operating Procedures (i.e. privileges and limitations).
5. Promote and help with principal fundraiser.
6. Document all Girl's Unit decisions and ensure they are communicated to the hockey community through inclusion on the Association's web page and the RYHA newsletter.
7. Ensure all teams are aware of special events and activities (i.e. team pictures, team rosters, clinics, etc.).

2.2.8 Mite Unit

The Mite Unit shall be chaired by the Mite Unit Director who shall appoint the following additional Unit Members: Termite Commissioner and SuperMite Commissioner as needed. This unit shall perform the following tasks:

1. Work with the Hockey Advisory Director to forecast the number of teams at the Termite and SuperMite level.
2. Work with Hockey Advisory to ensure that all Mite coaches are properly trained and certified by Minnesota Hockey.
3. Work with Hockey Advisory to coordinate ice time for practices and games.
4. Ensure each team is familiar with RYHA bylaws and Operating Procedures.
5. Promote and help with principal fundraiser.
6. Document all Mite Unit decisions and ensure they are communicated to the membership through inclusion on the Association's web page and the RYHA newsletter.
7. Ensure all teams are aware of special events and activities (i.e. team pictures, team rosters, clinics, etc.).

3.0 Reserved

4.0 Sportsmanship/Conduct/Discipline-

Participation in RYHA is a privilege. The actions of a participant, their Parent(s)/Guardian(s) or both may cause privileges to be revoked. Sportsmanship is the responsibility of everyone involved in RYHA activities, including all elected and appointed RYHA officials, coaches, referees, parents, fans and players. It is vital that RYHA strive to create and maintain a positive environment for coaches, players and fans, both on and off the ice. The guidelines listed below are designed to provide this positive environment. Although this system is designed to follow a policy of progressive discipline for non-serious and non-habitual offenses, significant sanctions must be available to deal with serious and repeated incidents.

5.0 Sportsmanship Committee,

There is established within RYHA a Sportsmanship committee whose responsibility is to deal with serious or unresolved violations of the rules established herein. This committee's membership may change for each violation presented to it. However, in all instances the Sportsmanship committee shall consist of the President-Elect, the Minnesota Hockey Representative, The President-Elect may appoint up to two additional members to serve on the committee for each matter presented. For all actions taken by a Sportsmanship committee, a minimum of three members must be present.

Upon receipt of an allegation of a serious or repeated violation of the rules contained herein, the President-Elect and Minnesota Hockey Representative shall prepare a notice to be mailed or otherwise served on the alleged offender. This notice shall contain a summary of the allegations made against the person, an indication that the

Sportsmanship Committee will be considering sanctions against the person and the date, time, and location of a hearing at which these allegations shall be heard.

The alleged offender shall be informed of his or her right to be present at this hearing and to present any evidence the person desires to show cause why no sanctions should be imposed or whether mitigating factors should be considered

Pending the hearing date the President-Elect and Minnesota Hockey Representative may temporarily suspend the alleged offender from participation in any RYHA activities upon their joint determination that such suspension is necessary to avoid disruption to the affected team. Following the hearing and upon a finding that the allegations are substantiated, the Sportsmanship Committee may impose sanctions against the person which include, but are not limited to, the following:

1. Issue a verbal or written reprimand.
2. Suspend the person from attending or participating in RYHA activities for a particular period of time or a particular number of games.
3. Restrict the person's presence at any RYHA activities and issue a trespass notice for any public facility while under RYHA's use and control.
4. Terminate a coach or player's affiliation with a particular team.
5. Place the person on a probationary status with suspension or other restriction to be imposed upon any future violation.

A player may be terminated from a team if a Parent's serious or repeated violation of the rules is found to be materially disruptive to the ongoing activities of the child's team or to RYHA in general.

No refunds shall be provided to a player who has been terminated from the program. This committee may also be used for people who have a grievance about the operation of RYHA. It is to be used only after exhausting other avenues of relief through coaches and level commissioners.

Any person subject to sanctions imposed by the Sportsmanship committee may appeal the sanctions to the RYHA Board by written notice mailed to or served upon the RYHA President within 10 days of imposition of sanctions by the Sportsmanship committee. The Board shall hear the appeal within 10 days of receipt of the notice of appeal, at a special, closed meeting and in the same manner as the hearing before the Sportsmanship committee.

5.1 Violations -

Sportsmanship or player conduct issues are to be reported to the coach of the involved or affected team.

The coach receiving or observing a sportsmanship or player conduct issue shall address the issue with the involved player or parent as soon as practically possible. To resolve any sportsmanship or player conduct issues, the coach may verbally reprimand the involved player or parent, may suspend the involved player for up to 3

games or may impose other restrictions which include, but are not limited to, removal from locker rooms, reduced participation in practice or games or other reasonable restrictions. If a coach believes removal from participation in RYHA is necessary, the matter shall be referred to the Sportsmanship Committee.

If a player or parent is dissatisfied with the decision of a coach related to sportsmanship or player conduct issues, the player or parent may appeal the coach's decision to the Unit Coordinator who shall communicate with the player, parent and coach and shall either affirm, revise or revoke the coach's decision.

If the coach, player or parent remains dissatisfied with the resolution of the Sportsmanship or player conduct violation, the aggrieved party may ask for the resolution of the matter to be decided by the Sportsmanship Committee in accordance with Section 5.0.

If a player or parent has a complaint about the behavior of a coach and its impact on sportsmanship or player conduct, the player or parent should be reported to the Unit Coordinator. The Unit Coordinator shall then investigate the report and issue a decision ranging from no action to removal from coaching. If a coach, player or parent disagrees with the Unit Coordinator's decision, the aggrieved party can ask for the resolution of the matter to be decided by the Sportsmanship Committee in accordance with Section 5.0.

5.2 Arena Guidelines-

The following rules shall apply to all persons in any of the arenas at which an RYHA event is taking place:

1. No Foul language.
2. No leaning over the glass, standing on the railing or beating the glass.
3. No verbal abuse of officials, coaches or players.
4. No other inappropriate behavior by fans in the stands.
5. No use of drugs, alcohol or tobacco.
6. No Artificial noisemakers are to be used at any RYHA sponsored event.

Any person violating these rules shall be asked to leave the arena. Law enforcement shall be called if the person is believed to have committed a criminal offense or if the person refuses to leave the arena.

5.3 Violations by Coaches-

The following rules shall apply to coaches involved with RYHA teams and shall be considered serious violations:

1. Physical abuse of any person, including but not limited to players, other coaches, officials, parents or fans, or the encouraging of anyone else to engage in physical abuse of another.

2. Repeated instances of verbal abuse directed at players, other coaches, officials, parents or fans.
3. Repeated use of foul or obscene language.
4. Repeated instances of having consumed alcohol or controlled substances prior to a practice, scrimmage or game.
5. Repeated instances of absence without excuse from practices, scrimmages or games.
6. Violation of any significant RYHA, Minnesota Hockey, or USA Hockey rules or guidelines.

For non-serious violations, the level commissioner may issue a reprimand or warning indicating that future violations may result in a hearing before the Sportsmanship committee. Additionally, the operating unit coordinator having jurisdiction of the coach's team may, upon the recommendation of the level commissioner, suspend the coach for up to one game.

5.4 Violations by Players-

The following rules shall apply to players on RYHA teams and shall be considered serious violations:

1. Physical abuse of any person, including but not limited to other players, coaches, officials, parents or fans, or the encouraging of anyone else to engage in physical abuse of another.
2. Repeated instances of verbal abuse directed at other players, coaches, officials, parents or fans.
3. Repeated use of foul or obscene language.
4. Consumption of tobacco, alcohol or controlled substances (Players caught using these items on or off the ice shall be suspended. Minnesota State High School League rules will be followed. Reinstatement subject to Board approval. High School players dropped from their team for any of these reasons will not be accepted into the RYHA program).
5. Repeated instances of absence without excuse from practices, scrimmages, or games.
6. Incidents of gross un-sportsmanlike conduct, including intent to injure.
7. Incidents of causing damage to any public facility, in or outside of Rochester.

The following additional rules shall apply to players and shall generally be treated as non-serious violations to be handled by the Coach with the recommended sanctions being indicated herein:

1. Failing to shake hands after a game (sit one (1) period).

2. Intentionally breaking a stick on the ice or hitting the boards or glass with a stick (sit one (1) period).
3. Yelling obscenities or giving obscene gestures to referees, other players, parents or fans. (sit one (1) game).
4. Abusing Arena or locker room (sit one (1) game).
5. Unnecessary roughness or retaliation during a game (sit one (1) game).
6. Discrediting a teammate (sit one (1) period).
7. Absent from practice without notification or permission (sit one (1) period).

5.5 Violations by Parents-

The following rules shall apply to parents while attending or otherwise participating in an RYHA event, tryout, or other RYHA related function or any interaction with a person working with or volunteering for RYHA. This list of infractions is not inclusive, and shall be considered serious violations:

1. Physical abuse of any person, including but not limited to players, coaches, officials, evaluators, other parents or fans, or the encouraging of anyone else to engage in physical abuse of another.
2. Repeated verbal abuse or foul or obscene language directed at players, coaches, officials, evaluators, other parents or fans.
3. Repeated Instances of unsportsmanlike conduct.

For a first offense of a non-serious violation the coach, level commissioner, referee or appropriate Operating Unit Coordinator may issue a reprimand or warning. For a second violation, the appropriate Operating Unit Coordinator shall suspend the parent for one game. A third violation shall be considered a serious violation.

6.0 The Players and Teams-

The following guidelines shall be used in an effort to ensure that each player participates in the age group and skill level appropriate for them.

6.1 Age Groups-

RYHA will follow Minnesota Hockey guidelines for age groupings. The age groups are:

Termites 4-6

Supermites 7-8

Squirts 9-10

Peewees 11-12

Bantam 13-14

Girls 10/Under

Girls 12/Under

Girls 15/under

6.2 Age Cut-Off Date

RYHA will use Minnesota Hockey Guidelines as the cutoff date to establish the age groups, currently participant's age as of June 30th. Players will be allowed to play at an older age level if they tryout and are selected for the highest level team (i.e. "A" for Girls and "AA" for boys). Exceptions may be granted by the Girls Unit Director or Boys Unit Director upon approval by the Hockey Advisory Director.

6.3 Reserved

6.4 Reserved

7.0 Reserved

7.1 Skill Level

Minnesota Hockey affiliated hockey associations evaluate and place skaters into skill levels within each age group. To ensure consistency and quality between associations, Rochester will use the following guidelines.

7.2 Reserved

7.3 Squirt, Pee wee and Bantams-

1. Skill level 1 = A
2. Skill level 2 = Bantam B/B2, Pee wee B/B2/C and Squirt B/C.

7.4 Responsible Operational Unit-

The Boy's Unit Director is responsible for all boy's teams at all skill levels. The Girls Unit Director is responsible for all Girls teams at all levels within RYHA.

7.5 Ice Allocations and Registration Fees-

Ice allocations and registration fees must be commensurate with the age of the player and the skill level played at. The registration fees must consider the ice time available to the player and other costs such as tournaments and jerseys. A late fee may be assessed for registrations submitted after the scheduled registration date.

7.6 Level Fees-

Some teams incur more ice time costs, fees for tournaments, and additional jersey costs. Higher levels are given additional ice times and more tournaments. These higher costs must be reflected in the level fee that is in addition to the registration fee and is collected after a player is rostered.

7.7 Reserved

7.8 Number of Teams

The Boy's Unit, and Girl's Unit, with guidance from the Hockey Advisory Unit, will recommend the number of RYHA teams to the Board for approval each year. The number of teams is determined by the number of registered participants in that age group and their perceived talent level. The goal of these Operating Procedures is to have every player on a team that is suitable with the player's talent level

7.9 Reserved

7.10 Reserved

8.0 Reserved

9.0 Player Movement

Movement of players between skill levels must comply with the following rules:

1. The affected Coaches and Commissioners must be involved.
2. Player movement must always consider the effect on the players and their teams.
3. Movement of players between skill levels must have the agreement of the affected commissioners and must involve the coaches.
4. Players and Parents must be told that movement from one team to another requires the approval of all coaches, commissioners, Minnesota Hockey representative and Minnesota Hockey if required by their rules.
5. Players may not be added to or moved between teams of the same level without the approval of the level commissioner and Minnesota Hockey representative.

9.1 Player Eligibility

Any youth between the ages of 6 and 16 is eligible to participate on an RYHA team so long as he or she:

1. Resides within the geographic boundaries of RYHA (as determined by Minnesota Hockey) or resides outside those boundaries but has obtained an appropriate waiver issued by Minnesota Hockey.

2. Is not currently suspended from participation by RYHA, Minnesota Hockey, USA Hockey, or Minnesota State High School League team.
3. Is not rostered on a Minnesota State High School League team.

RYHA will not allow rostered players to play in another organization's hockey program during the RYHA season.

10.0 Equipment

The safety of RYHA participants is a major concern for everyone. USA Hockey and Minnesota Hockey safety guidelines are the minimum requirement of all participants. RYHA may require more, but never less than USA Hockey and Minnesota Hockey guidelines. The registration form shall be used to communicate equipment requirements to all players and their parents.

11.0 Team Colors and Logo

A black helmet, black breezers, uniform socks and jerseys must be worn by all level 1 and 2 players. Traveling team colors will be red, white and black. All traveling teams will have a home and away jersey. The name "Rochester", the RYHA logo, the American flag, player number, Minnesota Hockey "stop sign" and team sponsor will be the only designation on a player's equipment.

Teams will not adopt a name or logo, other than their level and sponsor distinction, For example, a team would be "Bantam A Black", or "Rochester Ford" as opposed to an adopted name such as "the piranhas" with a piranhas logo.

12.0 Reserved

12.1 Reserved

12.2 Reserved

12.3 Participation

1. All players on a team will receive fair and comparable ice time during practice, scrimmages, league and tournament games.
2. Players injured or suspended for discipline, lose their "equal ice time" for those games in which they were not allowed to participate.

12.4 Traveling Restrictions

1. Recommended traveling distances for games and tournaments are 120 miles for Squirts and U10 and 160 miles for Peewees, Bantams, Girls U12 and U15.
2. Travel beyond the above limits must have approval of the appropriate Operating Unit.

3. Year-end Minnesota Hockey and VFW tournaments are exempt from the distance limitations.
4. Anytime a team leaves the state to play a game, they must inform the Minnesota Hockey Representative of the date and place they are going. Only exceptions are district games.

13.0 Reserved

13.05 Ice Allocations and Number of Games by Level

Ice times allocations listed for teams below refer to home ice times where a shared practice ice hour is counted as one half hour and a game hour, or unshared practice hour, of ice counts as a whole hour.

13.1 Squirts

A – approximate ice time is 3.5 hours per week with up to 35 games including tournaments.

B– approximate ice time is 2.0 hours per week with up to 30 games, including tournaments. Most practices at this level will be shared practices.

C – approximate ice times are 1.5 hours per week with up to 26 games. All coaches must be certified.

13.2 Peewees

AA/A – approximate ice times are 4.0 hours per week with up to 45 games including tournaments.

B/B2 – approximate ice times are 3.5 hours per week with up to 40 games including tournaments.

C – approximate ice times are 3.5 hours per week with up to 30 games including tournaments.

13.3 Bantams

AA/A – approximate ice times are 4.5 hours per week with up to 50 games including tournaments.

B/B2 – approximate ice times are 3.5 hours per week with up to 45 games including tournaments.

13.4 Girls 10 and Under

U10A- approximate ice times are 3.0 hours per week with up to 35 games including tournaments.

U10B- approximate ice times are 2.0 hours per week with up to 35 games including tournament.

13.5 Girls 12 and Under

U12 A – approximate ice times are 3.5 hours per week with up to 45 games including tournaments.

U12 B – approximate ice times are 3.5 hours per week with up to 35 games including tournaments.

13.6 Girls 15 and Under

U15 A – approximate ice times are 4.5 hours per week with up to 45 games including tournaments.

U15 B – approximate ice times are 3.5 hours per week with up to 45 games including tournaments.

13.7 Mites

Termites – approximate ice times are 0.63 hours per week in the form of one shared practice per week with one cross-ice game per month.

Supermites – approximate ice times are 1.25 hours per week in the form of two shared practices with cross-ice game twice per month.

13.8 Reserved

14.1 Ice Cancellation Policy

Notice to cancel an hour of ice must be given 48 hours in advance of the scheduled ice time. Notice must be given Monday through Friday. For all weekend ice times, notice must be given by noon on Thursday. Monday ice must be cancelled by noon on Friday. Any team that fails to give this notice will be considered a no-show in accordance with the Ice No-Show policy.

14.2 Ice No-Show Policy

Any team that fails to show up and use an assigned hour of ice, without proper cancellation notification to the ice coordinator, shall either reimburse RYHA for the cost of one hour of ice at the current rental rate, or forfeit one hour of future ice.

14.3 Expense Control

1. Tournament entry fees and gate fees, including district, region, and state playoffs will be paid by RYHA. Tournament entry fees for “optional” tournaments shall be paid by the participating team.
2. **Mandatory Team Fees are limited to \$100.** Additional fees, such as bus fees and apparel fees may be collected on a strictly voluntary basis.
3. No individual or team shall hold a fundraiser without board approval.
4. Ice time outside of that allocated to each team by RYHA is a team expense.

14.4 Locker Room Privileges

Locker rooms are a privilege granted to all RYHA teams. Abuse of the locker rooms will result in revocation of those privileges.

1. Locker rooms will be kept clean at all times and must be picked up after every game.
2. Breaking locker room facilities will result in season suspension of locker room facilities for that team.
3. Locker rooms must be monitored.

14.5 Reserved

15.0 The Coach

1. The Boy’s Unit shall present Level 1 coaches to the Board of Directors for approval. Each unit will provide the Board of Directors with their selections for all other age groups and skill levels.
2. The Boy’s Unit must make known all open coaching positions and consider all candidates equally.
3. Coaches set conduct for the team when gathered together at arenas, restaurants, motels, etc. Team conduct rules should be set down by the coach at the beginning of the season.
4. Respect for coaches will be enhanced if the coaches set the right example by their own conduct and language, that is, coaches cannot expect to enforce a rule on a player if they use curse words and demeaning remarks about a player or team.
5. Coaches will strive to maintain an equal number of practice hours as game/scrimmage hours, and should make maximum use of outdoor ice.
6. Coaches may schedule outdoor ice with the rink attendant and should abide by the following guidelines: Squirts 5:00 p.m.; PeeWees 6:00 p.m.; Bantams 7:00 p.m.; and Midgets 8:00 p.m.

7. Each coach must hold a parent meeting at the beginning of the season to discuss objectives and goals for the upcoming season prior to the first game played.
8. The traveling coach or team manager shall schedule the teams he wants to play outside of district play and, consistent with these Operating Procedures, any additional tournaments that the team will enter.
9. The coach should require all players to shake hands with opposing players, coaches, and referees. The coach should also participate in the handshake.
10. The coaches will monitor or make arrangements for monitoring the activity and conduct of the players in the locker room, bus, arena and hotel. Players should not be left unattended in the locker room.
11. The coaches should prevent criticism of players by teammates and set the example through positive encouragement of all players. Never degrade a player and NEVER in front of a teammate.
12. Violations of these guidelines may result in suspension of those responsible and cancellation to the remaining season for the responsible team.

16.0 The Manager

1. All team fund checkbooks must be in the team or manager's name. RYHA should never be on a teams' checkbook.
2. All managers must provide accounting to all parents of the team by year-end, or sooner if requested.
3. Any misappropriations of funds will be prosecuted.

17.0 Recognition of Benefactors

RYHA is a large association that serves an important community service. This service can only be provided within the present fee structure with the cooperation and support of our volunteers; the City of Rochester and Olmsted County who provide and maintain the facilities; businesses whose sponsorship is needed and appreciated; local service clubs who provide financial and other assistance and the public who support our fundraisers and other events. **Individual teams shall not pursue additional financial support from their team sponsor.**

18.0 Refund Policy

Refunds should be requested in a written form to document the date that a refund has been requested. It is the participant's responsibility to prove when a refund request was submitted. This may be done by mailing a refund request to:

Attn:
RYHA Refund Request
PO BOX 237
ROCHESTER MN 55903

Or by emailing: info@ryha.net

A family is entitled to a 100% refund, minus a \$25.00 handling fee, up until the late registration date. No refunds after the late registration date are generally granted. This can be appealed at the monthly RYHA General Board Meeting.

Girls, and Bantam players who try out for a high school team and wish to return to RYHA must play on the lowest level team that RYHA sponsors in their age category.

No refunds shall be provided for a player whose eligibility has been terminated or suspended.