

MAHA

Mankato Area Hockey Association

PO Box 1262, Mankato, MN 56001

www.mankato hockey.com



Parents, Players & Coaches:

Whether you are new to the Mankato Area Hockey Association (MAHA) program, or have long been involved with MAHA, we believe the information contained here will be invaluable. The purpose of this handbook is to familiarize you with the policies, procedures, expectations and guidelines of MAHA. It is our hope that your daughter or son will enjoy their hockey experience. Since you are an integral part of that experience, we want you to enjoy it as well. In order for that to happen, we want you to have as much information as possible regarding the working of our program.

MAHA is proud of the dedication and hard work our Hockey Operations Director, volunteer coaches, board members and hockey parents provide. We also know that as good as our organization can be, we need input and suggestions. Please feel free to contact any Board Member with your feedback regarding this handbook or any aspect of Mankato Hockey.

Thank you for being a part of the Mankato Hockey tradition.

Sincerely,

Rob Rader
MAHA President
2017-2018

SECTION 1 WHAT IS MAHA

MAHA Mission Statement

The Mankato Area Hockey Association is committed to providing the youth of the greater Mankato area an opportunity to play competitive hockey. MAHA provides developmental and accelerated avenues for players to advance based on his/her skill set and available resources.

Eligible Participants

Any boy or girl who is a resident of the Mankato area as decided by District 9 boundaries shall be eligible to participate within the association provided they fulfill all financial, fundraising, and volunteer commitments.

Eligible Members

An individual member shall be any individual who is: a) eighteen years of age, b) a parent of an eligible participant, c) a director, or d) other individual who is active within the association promoting and assisting its development.

How is MAHA Funded

MAHA player registration fees make up roughly 65% of the association's entire yearly budget. MAHA relies on a combination of fundraisers and charitable gambling to offset all additional expenses to the association. Since player fees do not make up the entire cost of MAHA's yearly budget, all families are required to take part in MAHA's fundraising efforts. More information can be found under the fundraising section of this handbook.

MAHA Communication

MAHA uses the internet to communicate with its members:

MAHA Website (www.mankatohockey.com): MAHA utilizes their own website as a primary tool to get information out to its members. Please be sure to check the website as consistently as you can to keep up to date on events, schedules and information regarding the association.

Email: The email address provided during the registration will be used to communicate weekly updates concerning practice and game times. Please provide an email that you check regularly.

Advertising: MAHA will not utilize the front page of its website, social media, or email to promote products or services offered by for-profit companies. The two exceptions to this rule are:

- Sponsorships that allow for a company's logo to rotate to the front page of the website

- Cause Marketing Campaigns where proceeds directly benefit the organization.

SECTION TWO MAHA PROGRAMS AND FEES

Affiliations and Representations

MAHA follows the laws and guidelines of USA Hockey, Minnesota Hockey, and District 9. These rules and guidelines supercede any rules put forth by the Mankato Area Hockey Association. More information can be found at these websites:

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|-------------------|--|
| USA Hockey | www.usahockey.com |
| Minnesota Hockey | www.minnesotahockey.org |
| District 9 Hockey | www.mnhdistrict9.pucksystems.com |

MAHA Skills/Priority Model

MAHA uses a basic functional model by which all on ice programs are derived. It is believed that the basics of the model must be achieved before you can move on to the next step.

| | |
|---------|---|
| Level 1 | Effort, Positive image/attitude, Teamwork, Fun, and Role of self on a team. |
| Level 2 | Individual Skill Development |
| Level 3 | Team Concepts and Systems |
| Level 4 | Team Success |
| Level 5 | Individual Success |
| Level 6 | Development of program tradition through success and pride |

MAHA Winter Programs

All MAHA programs follow the Minnesota Hockey age guidelines. These guidelines are mandated by Minnesota Hockey and are used as the optimum levels for personal and physical growth within the game. Since Minnesota Hockey uses birthdates as age classification, please check the eligibility table found after the program breakdowns to ensure which age group you are eligible for. The ages behind each level are not 100% accurate in all instances.

In House Program (ages 5-8): The in-house program runs from late November through March, and is a “non travel” program (except for a year end, one day, Hockey Fest). The in-house program is designed as an entry level program and is divided into two age groups:

- **Levels 1 and 2.** Also known as the “learn to skate” program, this program focuses on the basic elements of skating, and touches on stickhandling/shooting as well. This program is designed for beginners, and anyone of the age 5 & 6. Mites generally skate on Saturday morning’s only, but do have occasional additional times/days throughout the season.
- **Levels 3 and 4.** Also known as the “learn to play” program, this program focuses on the next step of skills after the “learn to skate” program. Players will continue to work on their skating skills as well as stickhandling, passing, shooting, and other basics of the game of hockey. This program is designed for 7 & 8 year olds, but will occasionally include those who have been through two years of the Mite program and have an accelerated skill set. Mites skate on most Saturday mornings throughout the season, but they do have occasional Sunday afternoon practices, and every now and then an evening week day practice.
- **Advanced Mite.** Continuation of the “learn to play” program, this program will focus on further development of players and bridging the gap from In-House to Squirts/10U. Depending on registration size this will consist of teams sized 9-12 players mixed boys and girls. Will practice with the level 4 skaters and after January 1 will participate in scrimmages, 3v3 jamborees, and tournaments not to exceed a total of 15 events per team in a season. Players for this program will be selected through a placement process to be held during the first 2-3 sessions of the In-House season. During the months of November and December will skate with the Squirt Developmental team 1 time per week.
- **Girls Initiation Program.** (Open to all ages). This program is designed to offer the chance for girls to try the sport of hockey without the commitment level of the in house or traveling programs. The program provides six 60 minutes sessions for \$50.00. Ice times are determined after registration and based on availability of ice.
- **Learn to Skate.** (Open to New Skaters). This program is designed to offer new skaters the chance for to try the sport of hockey without the commitment level of the in house or traveling programs. It is required for any skater that is not age 5 at the time of registration.

Traveling Program (Ages 8-14): The traveling program runs from early October through February, and is designed to continue skill growth for all players, while introducing additional concepts, tactics, and team related areas of the game. Various levels of time commitment and travel are found within each age level for both boys and girls hockey. Both the boys and girls programs follow the same age guidelines set forth by Minnesota Hockey and are laid out as such. It is not mandatory for girls to skate in the girls program, and can skate with the boys upon request.

- Squirt boys/10U girls. (Ages 8-10) This age level continues to work on skill development, individual tactics, and team concepts as well as games against other towns. Squirts are typically on the ice for games/practices 60 or so times throughout the season, as well as away games and tournaments. Squirts play 25-30 games in a year (between home and away), which includes two away tournaments and possibly one home tournament. Of the away tournaments, one is designed as a “stay over” tournament, and one is a “driving” tournament. Players are divided up based on skill set in order to give them the best chance to play “like” competition from other towns. Generally, for Squirts, the kids are divided up into “A”, “B” and “C” levels to better accommodate for this. Also, away tournaments and number of games can be modified slightly from team to team in order to be sensitive to the needs of the kids.
- Peewee boys/12U girls. (Ages 11 & 12) This age level continues the development of skills, but puts more emphasis on the tactical and team concepts of the game. This group is typically on the ice from games/practices 70 or so times throughout the season, as well as away games and tournaments. They will play 30-35 games in a year (between home and away), which includes two away tournaments and possibly one home tournament. Of the away tournaments, one is designed as “stay over” tournament, and one is a “driving” tournament. Players are divided up based on skill set in order to give them the best chance to play “like” competition from other towns. Generally, the kids are divided up into “A” , “B” and sometimes “C” levels to better accommodate for this.
- Bantam boys/15U girls. (Ages 13-14) This age level continues the development of skills and tactics, but puts more emphasis on the team concepts of the game. This group is typically on the ice for games/practices 80 or so times throughout the season, as well as away games and tournaments. They will play 35-40 games in a year (between home and away), which includes two away tournaments and possibly one home tournament. Of the away tournament, one is designed as “stay over” tournament, and one is a “driving” tournament. This age level is also permitted to schedule a third away tournament if the team decides to do so. Players are divided up based on skill set in order to give them the best chance to play “like” competition from other town. Generally, the kids are divided up into “A” and “B” levels to better accommodate for this.

Off-Season Programs

The MAHA off season programs are designed strictly as an opportunity for kids to continue to skate once the Winter season is over. These programs are **NOT** considered mandatory in any way and are run as such. Off-season programs are generally not run by MAHA coaches and are affiliated with MAHA only in the sense that MAHA takes care of the scheduling and registration. Members are free to sign up for any age level or program they wish as MAHA does not regulate these programs.

Spring Hockey: Spring hockey takes place a few weeks after the Winter season ends, usually running from mid March to mid April and all on ice sessions are lead by the MSU men’s hockey team. The content of this program is designed 3 on 3 cross ice games (more touches with the puck in a confined space) with some skill work scattered in. The main goal of Spring hockey is to provide kids the chance to have fun in a structured environment, as well as to stay on their skates a little bit longer. Spring hockey usually consists of 8 sessions, one hour in duration. Registration for Spring hockey is made available in late January/early February, and can be found on the MAHA website.

Summer Hockey: MAHA currently runs a skills camp in June and August for travel players, in addition to other summer hockey options..

Fall Hockey: The Fall hockey program usually runs from early September up until player placements (usually early to mid October). The goal of this program is to allow kids the chance to get back on their

skates a little bit before placements start. As with Spring hockey, the sessions are designed for 3 on 3 cross ice games with some skill development scattered in. The on ice instruction for this program is done mostly by MAHA certified coaches. Fall hockey usually consists of 5-8 sessions, one hour in duration. Registration for Fall hockey is made available during online registration.

Minnesota Hockey/MAHA Age Eligibility Table

Current season age eligibility table is available here:

<http://www.mankatohockey.com/page/show/331496-registration>

MAHA Player Fees

Current list of fees can be found here:

<http://www.mankatohockey.com/page/show/331496-registration>

These fees represent the cost of ice time, team jerseys, coaches salaries, home referee costs (when applicable), all tournament costs (where applicable), and various MAHA expenses.

MAHA offers online registration. Only credit card and auto checking account withdrawal payments are accepted. Multiple payment options are available.

Equipment Needs and Goalie Rental Program

MAHA provides an annual rental program for:

Goalie Equipment: \$75 rental for Peewee/12U, \$100 rental for Bantam. All goalie equipment is free of charge for Squirt/10U and under. However, MAHA only carries a certain inventory of equipment, and is not equipped to outfit an excessive number of goalies.

The Following is a list of **MANDATORY** equipment for all MAHA participants, necessary for on ice sessions:

| | |
|---------------------------|--|
| Helmet | Mouth Guard (must be attached only if clear) |
| Protective cup (boys) | Socks or sweatpants |
| Pelvic protection (girls) | Gloves |
| Shin guards | Shoulder pads |
| Skates | Breezers |
| Jersey ** | Stick (2 for traveling team players) |

** Practice jerseys provided for mites; parents purchase game jerseys for traveling team players.

Neck guards are optional.

Hockey equipment retailers in Mankato:

*Please visit our local vendors as they are all supporters of the Mankato Hockey Association

| | | |
|----------------------|------------------|----------|
| Play It Again Sports | 1668 Madison Ave | 625-2000 |
| Scheel's All Sports | River Hills Mall | 386-7767 |

SECTION THREE MAHA STRUCTURE

MAHA Board of Directors

The MAHA Board of directors is comprised of 25 voted members of the association. The board is responsible for overseeing the day to day business operations of the association as well as serving as a sounding board for the association's members. Within the board, an Executive Board is elected to oversee the board and lead the meetings and objectives. Most of the MAHA positions are volunteer positions.



MAHA Board Duties

The current list of board members can be found here:

<http://www.mankatohockey.com/page/show/3960-board>

Hockey Operations Chair

Hockey Operation's Chair oversees all on-ice aspects of the association. Due to the size of the program, and the many demands it was putting on various volunteers, the position was created out of necessity to ensure that the youth of Mankato were getting an efficient and effective program. The Hockey Operation's Manager reports directly to the MAHA Board of Directors, and is responsible for the day to day ON ICE operations of the association. This does not include any of the financial, business, or fundraising aspects of the association.

Main objectives of this position are:

- 1) Select and oversee the Hockey Operations Committee (outlined below)
- 2) With the HOC, oversee all coaches hiring and education practices
- 3) With the HOC, ensure proper on ice programs and player development
- 4) Serve as the MAHA ice scheduler and facilitator
- 5) Oversee any/all programs that directly affect the Winter MAHA season

Hockey Operations Committee

This committee serves as a support system for the Hockey Operation's Manager. The committee is comprised of a cross section of college, high school, and youth coaches from the Mankato area, as well as various hockey knowledgeable members of the Mankato community. The main function of the HOC is to provide input and insight to the Hockey Operation's Chair to ensure all angles and methods are being considered in our day to day decisions.

SECTION FOUR CONDUCT AND EXPECTATIONS

Coach Conduct and Expectations

Coaches are expected to accept winning and losing as mature adults. It is the duty of the coach and the parent to teach players to understand the meaning of winning and losing.

- Coaches will react graciously to wins and refrain from seeking scapegoats such as biased officials, poor ice surfaces, or poor performance by players or coaches when the team loses.
- Coaches will help players learn from their losses, to put a lost game behind them and to look forward to the opportunity to play in the next game.
- Coaches will convey a positive attitude toward the Mankato Area Hockey Association; its philosophy and goals.

Coaches are expected as spectators and coaches to conduct themselves in a manner that exemplifies good sportsmanship.

- Coaches will accept the decisions of the game officials without criticizing, booing, or using obscene language towards officials at any time during or after a game.
- Coaches will treat players with the courtesy, respect, and considerations that they would want other parents and coaches to show their sons and daughters.
- Coaches will not attend practices or games while under the influence of alcohol or other drugs. The association reserves the right to request such individuals to leave the arena.

Coaches are expected to treat players and parents with fairness and respect, while putting their knowledge of the game to constructive use.

- Coaches are expected to show up for all practices with a functional practice plan.
- At least one coach from each coaching staff is expected to be at the rink, and in the locker room, 15 minutes before each practice.
- Coaches are expected to arrive at all games, home and away, at the same predetermined time that the player's are expected.
- Coaches are expected to keep the player's and parents updated on any major changes or happenings on the team.
- Coaches are expected to show the skills of a good role model both on and off the ice, in victory and defeat.
- Coaches are, above all else, expected to make the players' experience a fun and memorable one.
- Coaches are to follow the more detailed expectations provided them in their coaches booklets at the beginning of the season. These expectations deal with playing time, practice and game content, how to work with parents, etc.

Parent, Spectator and Off-Ice Official Conduct and Expectations

Parents are expected to accept winning and losing as mature adults. It is the duty of the parent to teach players to understand the meaning of winning and losing.

- Parents will react graciously to wins and refrain from seeking scapegoats such as biased officials, poor ice surfaces, or poor performance by players or coaches when the team loses.
- Parents will help players learn from their losses, to put a lost game behind them and to look forward to the opportunity to play in the next game.
- Parents will convey a positive attitude toward the Mankato Area Hockey Association; it's philosophy and goals. Parents will refrain from using slanderous accusations to justify their disappointment.

Parents are expected as spectators and coaches to conduct themselves in a manner that exemplifies good sportsmanship.

- Parents will accept the decisions of the game officials without criticizing, booing, or using obscene language towards officials at any time during or after a game.
- Parents will treat other players with the courtesy, respect, and considerations that they would want other parents and coaches to show their sons and daughters.
- Parents will not attend practices or games while visibly under the influence of alcohol or other drugs. The association reserves the right to request such individuals to leave the arena.

Parents are expected to support all coaches and coaching decisions.

- Parents will ensure their players are on time for all practices and games.
- Parents are encouraged to attend as many games as possible to show their support for the team.
- Practice and games are under the direction of the coaching staff. Parents will allow the coaches to coach and correct deficiencies in hockey skills.
- Parents are encouraged to make suggestions or to resolve conflicts with coaching staff's by following appropriate channels as stated in the Grievance Procedure Policy. Parents **ARE NOT** to approach coaches after a game with any issues or frustrations. Parents are to wait 24 hours to allow both parties the chance to "cool down" and assess the situation.

Any person acting in the capacity of off-ice official (penalty box, score book, announcer, clock) is expected to remain neutral.

- Under no circumstance should they confront or criticize any member of the on-ice officiating crew, coaches, or players.
- Anyone violating this rule will be asked to leave their role as off-ice official and will be subject to the infraction rules as stated below.

INFRACTIONS

- Anytime a MAHA parent/guardian/spectator has a reported misconduct infraction as noted above, during the season, is removed from a game, practice, or other MAHA event, there will be immediate and automatic consequences as outlined below. The parent may have been reported/removed by a referee, coach, tournament official, arena official, or police officer.
- For the first infraction during the current season, the parent shall be removed from all MAHA events, home or away, for a period of 3 games in accordance with current USA Hockey Zero Tolerance rules.
- For the second infraction during the current season, the parent shall be removed from all MAHA events, home or away, for a period of 30 days.
- The parent may appeal a suspension for a second infraction after 7 days with a written appeal to the MAHA Board Officers (President, VP, Treasurer, Secretary, and Grievance Chair); however, exceptions to the consequences will be rare in accordance with the zero tolerance nature of this policy.
- The MAHA Board of Directors and Grievance Chair reserves the right to institute greater penalties than outlined above as they deem appropriate.
- Any parental/guardian/spectator misconduct not specifically alluded to above, will be dealt with on an individual basis by the MAHA Board Officers (President, VP, Treasurer, Secretary, and Grievance Chair).
- Bench coaches are exempt from this policy as they are governed by specific District rules for coaches.

Player Conduct and Expectations

Players are expected to strive to the best of their ability to achieve coach's practice and game objectives.

- Players will be on time for practices and games, and will notify the coach in advance if unable to attend.
- Excused absences include family emergencies, required church or school activities, illness, weather related emergencies and court orders.
- Unexcused absences will be dealt with by respective coach and may include a one or more period suspension.
- Players and parents should consult the "Attendance Policy" found in this packet for more detailed expectations of the players attendance wise.

Players are expected to be loyal to their team and their teammates.

- Enthusiasm, leadership, and supportive play are encouraged.
- Negative criticism of teammates will not be tolerated.
- Physical and verbal abuse of a teammate or coach will **NOT** be tolerated.

Players are expected to condition their bodies and strive to improve their hockey skills.

- Players will perform to the best of their ability at all games and practices.
- Players will work to condition their bodies for peak performance.
- Players will work diligently to master all aspects of the game.
- Players will accept the fact that many of the most essential elements of the game are not always the most fun to practice.

Players are expected to be responsible for their own conduct and its consequences, both on and off the ice.

- Players will compete with USA Hockey Official Playing Rules and graciously accept the decisions of the game officials.
- Players will refrain from obscene language or gestures.
- Use of alcohol, tobacco, or other drugs is expressly prohibited, as per Minnesota Hockey guidelines.
- Players will respect the property of the arenas in which they play.
- Any conduct deemed inappropriate by the coach will be dealt with on an individual basis.

SECTION FIVE POLICIES AND PROCEDURES

Winter Player Placements

MAHA uses an evaluation session to determine the make up of its traveling teams. The purpose of this evaluation session is to best place players in situations where they will have the most healthy experience throughout the season. By placing players with like-ability players, we provide them with the best chance to grow both mentally and emotionally, as well as through their on ice development.

Placements are done in a 5-10 day period in October where players are evaluated on their skating, stickhandling, and game situations by a team of evaluators comprised mainly of current MAHA coaches and Operations Committee members. Players are given MAHA issued jerseys which are numbered and of different colors in order to make every attempt possible to keep the kids' names unknown. Of course, this is not always 100% effective, but MAHA does everything it can to ensure as fair and accurate an evaluation process as possible.

For more information on Player Placements you can check out the website at www.mankato hockey.com. Please look for placement times and information on the site as well.

Goalie Placements and Numbers

MAHA makes an attempt to allow any and all interested players the opportunity to try the goaltender position while in the In House program (Mite). This is a great time for kids to get a taste of the position and get an idea of whether they would like to play it in the future. Though MAHA does not encourage placing labels on players too early in their development, unfortunately issues such as playing time, fairness, and equipment, come into play as we get to the traveling team age.

Levels 1 - 4: All players wishing to try the position will be allowed to do so on a rotational basis. Coaches will do their best to allow all kids who are interested to do so as fairly and as evenly as possible. Goalie pads are usually not used at this age level.

Squirts: Due to playing time and fairness issues, MAHA allows only two "full time" goalies per team. IE, if there are four Squirt teams then only eight goalies will be allowed to play "full time". In situations where there are more goalies than the rule allows, a discussion will take place with the parents and players at that age group before player placements to figure out a solution. Though it is NOT ENCOURAGED, teams will be allowed to carry three goalies if, and only if, all parties agree that a rotation is acceptable to them all. Goalies will be allowed to skate out when they are not in the net, ONLY if they also try out as a skater, and are deemed skilled enough to play out at that level.

Otherwise, it is encouraged that all Squirts goalies be rotated on a consistent basis to assure all are getting equal ice time. The lone exception is tournament play where a coach has the right to, after discussing it with the goalies, alter their rotation for the tournament.

Peewees: Due to playing time and fairness, MAHA will ONLY allow two goalies per traveling team at this level, with no exceptions. By this age it is important that players choose whether they are a full time goalie or not, and if the numbers are too great for the number of teams than the goalies will be chosen through the player placement assessment period. For instance, if there are four teams at the peewee level, then ONLY eight goalies will be kept. If there are ten kids trying out for those eight spots, the final two will be asked to skate out instead.

In situations where one of the two goalies on a team would also like to skate out, a special meeting must be had between that goalie and their coach to come to a conclusion. If the player is not at the caliber of the other players on their team, they may not be allowed to skate out for risk injury reasons.

Bantams: Due to playing time, fairness, and anticipation of numbers at the high school level, MAHA will ONLY allow two goalies per traveling team at this level, with no exceptions. By this age players must not only know whether or not they would like to be a goalie, but must also take into account that too many goalies on a team is going to keep all goalies on that team from getting enough touches and games.

In a case where more goalies are registered than there are teams to play on, a meeting of all parents of the goaltenders will be had and the alternatives will be explained to them before the player placement session begins.

Play-ups and Roster Changes:

If a team temporarily has a hardship due to player injury or illness, that team's coach may request a player from another team to 'play up' on an 'as needed' basis and on a game-by-game situation. The request must be made to and approved by the Hockey Operations Director, or if unavailable, any member of the HOC. Once approved, he/she must contact the MAHA registrar who will seek approval from the D9 president and communicate the temporary 'play-up' to the board via email. This does not have to be the same player each game. A goalie may be substituted at any time due to illness or injury.

Per D9 rules, changes may be made to team rosters until 12/31 including adding and deleting coaches and players. If it is determined a hardship has become permanent and a coach requests a player change to the team roster before the district deadline of 12/31, he/she must submit the request in writing to the Hockey Operations Committee in a timely manner. The HOC will review the request and bring their recommendation to the MAHA board. A MAHA Board representative will communicate the change to the teams affected via email or team meeting. There may be incidences where a player is added to a roster after placements and before 12/31 including a player relocating to town, returning after an injury, or other unforeseen circumstances.

Early Advancement Policy (within MAHA):

This policy addresses any requests/needs to move players up one age level prematurely. All potential moves must be requested by the parents of the player before consideration will be given.

Requirements:

Any player/parent wishing to be considered for early entry into a higher level MUST present a written request to the Hockey Operations Chair, NO LATER than MAHA's registration date (this does NOT include any late registration dates). Requests received after the MAHA registration date will not be considered.

Players will be allowed to move up an age level ONLY if one of the following criteria are met:

- 1.) After completion of the MAHA placement process the player proves, based on evaluations, to be in the top half of the "A" level both physical talent and mental capacity.
- 2.) There is a NEED for numbers at the older age level (based upon the MAHA policy on team size requirements and maximums).
- 3.) A player/parent can petition for their child to move up early in cases of excessive peer group situations (IE their grade in school ONLY). Consideration will be given to players who may be the

only one in their grade to be playing at the lower level. This policy DOES NOT include moves based on friendship groups as opposed to school grade level.

Process:

Requests need to be approved by the Hockey Operations Chair prior to the process beginning. In cases where a girl would like to play with the boys program at the Squirt, Peewee, and Bantam level, a request must be approved by the Hockey Operations Director prior to placements. Players will need to place in the top half of the "A" team in order to be eligible for the move. This policy is to protect the integrity of our girls programs.

- 1.) Participate in the first two sessions of both the age eligible level and the requested above age level.
- 2.) Player will need to participate in the age eligible level minimally for the first two sessions to prove based on evaluations they are at a higher skill level than the other natural age level players.
- 3.) If after the first two sessions, based on evaluations, the player is not deemed to be in the top half of the "A" level team at the requested above age level the player will stay with the age eligible level through MAHA placements.
- 4.) If after the first two sessions, based on evaluations, the player is initially deemed to be in the top half of the "A" level team at the requested above age level the player will continue with placements at the above age level.
- 5.) If after the full evaluation and placement process the player is not deemed, based on evaluations, to be in the top half of the "A" level team at the requested above age level the player will move back to the age eligible level.
- 6.) If the player is deemed to be physically talented enough and mentally capable to participate with the requested above age group, and it is decided there is no health risk of doing so, they will be allowed to skate at the above age level.

**** One exception to the rule is Mites looking to skate up at Squirts early. This policy is the same for the girls In-House to 10U, 10U to 12U, & 12U to 15U ****

Requests need to be approved by the Hockey Operations Chair prior to the process beginning.

Mites to Squirt A through MAHA Placements:

- 1.) Player will participate in the MAHA placements process.
- 2.) If, based on evaluations, the player is deemed to be in the top half of the "A" level team, the player will be eligible for the move up.

Mites to Squirt Developmental through MAHA Placements:

- 1.) Player will participate in the MAHA placements process. If request has been approved.
- 2.) If, based on evaluations, the player is not deemed to be in the top half of the "A" level team, the player will be eligible for the Developmental level. Ultimate decision comes from Hockey Operations Committee and coaching staff conducting the evaluations.

- 3.) If, based on evaluations, the player is deemed to be physically and mentally capable, the player will be eligible for the Developmental level.
- 4.) If, based on evaluations, the player is not deemed to be physically and mentally capable of the Developmental level, the player will follow the regular Mite program.

Mites to Squirt Developmental through Mite evaluation:

- 1.) Players will be evaluated during the first 3 sessions of the Mite program.
- 2.) If, based on evaluations, the player is deemed to be in the top half of the Developmental level, the player will be asked if they want to move up. Ultimate decision comes from Hockey Operations Committee and coaching staff conducting the evaluations.

**All players that are selected to move up early are responsible for paying the additional fees associated with playing at the higher level.

** Evaluations will be done by the placement evaluation group participating at each placement session. Ultimate decision will be made by the Hockey Operations Chair, with the input of the placement evaluators.

Early Advancement Policy (to high school):

This policy addresses any requests/needs of a player who wishes to make an attempt to play high school hockey, while still having MAHA eligibility left. Since situations have come up in the past where a player has left MAHA to play high school hockey, found they did not like the experience, and then wanted to come back to MAHA once the season had already started, the following stipulations must be met:

If a player wishes to try out for a high school team, with the possibility of coming back to MAHA, they **MUST** follow the following protocol or they will **NOT** be allowed back:

- 1) All players possibly playing in MAHA during a season must be registered by the time MAHA player placements begin.
- 2) All players possibly playing in MAHA during a season must take part in player placements and get placed on a team.
- 3) All players possibly playing in MAHA during a season must practice with their MAHA assigned team regularly until a final decision has been made on which team they will play with that season (high school or MAHA).
- 4) Any player that goes through MAHA placements and is placed on a team then goes through high school try-outs and makes a high school team will be refunded their MAHA player fees except for \$300.00.

Any player who does not meet all three requirements as laid out will **NOT** be allowed to participate on a MAHA team for that particular season. Furthermore, it is requested that any player who wishes to partake in such a situation please contact the MAHA Operation's Chair with intentions in advance of the placement session.

Team Determination Policy

Number of teams per level – The number of teams that MAHA will carry at each level is based strictly on the number of players projected to take part. Based on the team number break-down model (number of

optimum skaters per team), it can normally be pretty cut and dry. In instances where a non traditional number of players is choosing to participate, it will be at the discretion of the Hockey Operations Committee to decide how many teams will be fielded at each level.

Skill determination per level (IE “A” and “B” teams) –The main factor in deciding how many A1, A2, B1, or B teams will be fielded at each level will be an overall assessment of the talent of the group by the Operation’s Committee. The main goal is to provide “like talent” for each team to play against, while pushing kids to perform at a higher level each and every day. These assessments will be made, based on the projected players eligible for each age group.

Player Numbers/Team Sizes

| | |
|--------------------|----------------------------|
| Optimum team size: | 13 skaters and two goalies |
| Maximum team size: | 18 skaters and two goalies |
| Minimum team size: | 10 skaters and one goalie |

Though each year and each age group brings with it different numbers per level, these are the guidelines MAHA will use when putting teams together. These are the OPTIMUM numbers for a team, and from time to time exceptions may need to be made for the good of the association or individual age group.

Playing time

Though MAHA holds some basic guidelines on playing time at each age level, it also acknowledges that there are many situations that come up in a year that makes completely “equal” ice time impossible. MAHA puts forth this policy as a guideline for coaches to utilize.

- A. In House Program (mites): Equal ice time in all practices and games is to be followed to the best of a coach’s ability.
- B. Squirt/10U Girls: Equal ice time in all practices and games is to be followed to the best of a coach’s ability. Coaches are expected to allow all kids to play during power plays, penalty kills, and overtime sessions. Coaches are allowed to coach the last minute of a game how they see fit.
- C. Peewee/12U Girls: At this level coaches are given a little more freedom with playing time. Coaches are expected to play kids as equally as possible, while also coaching to have success as a team. Any player who does not receive equal playing time **MUST** be informed as to why in each individual situation. Coaches are allowed to coach as they see fit for power plays, penalty kills, overtime, late games situations, etc. If a player is worried about playing time, they are allowed to opt “down” to a lower team once placements are over.
- D. Bantam/15U Girls: Coaches are expected to play kids as equally as possible, while also coaching to have success as a team. Any player who does not receive equal playing time **MUST** be informed as to why in each individual situation. Coaches are allowed to coach as they see fit for power plays, penalty kills, overtime, late game situations, etc. If a player is worried about playing time, they are allowed to opt “down” to a lower team once placements are over.

AT NO TIME is any parent allowed to approach a coach to question playing time within 24 hours of a game. Parents **MUST** wait until the day after the game to discuss any concerns with the coach. Also, if a parent has a question regarding ice time, they are fully expected to approach a coach in a respectful and open minded fashion. Any parent not doing so will **NOT** be provided with an explanation from a coach.

If a parent has concerns with a repeated pattern of behavior regarding to ice time, they are expected to contact the Grievance Committee per Grievance Committee procedure.

Jerseys

Jerseys are to be worn to games (traveling teams) and practices (in house teams).

MAHA asks that all traveling team members respect their jerseys by keeping them on hangers when they are not in use, keeping them properly cleaned and mended, and NEVER let them hit the ground. We hope that you can all take pride enough in your jerseys that if they are not on your back then they are on hangers or in traveling bags.

Background Checks/Screening

All MAHA coaches and Board of Directors are required by Minnesota Hockey to fill out screening/background checks before they are allowed to participate in the MAHA Winter season. Any coach or board member not filling out a screening form will not, under any circumstances, be allowed to be on the ice with MAHA players during the Winter season.

Ice Scheduling

MAHA asks that its members are aware of the complications that are present when scheduling ice time at available facilities. MAHA shares All Seasons Arena with the East and West boys high school teams, the MSU men's and women's team, the Mankato Figure Skating club, three Mankato men's leagues, the MSU club and intramural teams, as well as all public skating functions as put on by ASA. As a result, MAHA is not always left with the most "prime time" ice, and is forced to do the best we can with what we are given. Flexibility and understanding are asked for when schedules are put together.

MAHA makes every attempt to take the age of the child in mind when scheduling ice time. The older players will USUALLY get the later ice times in a night, but at times it is necessary to schedule the younger teams for various reasons.

MAHA asks that all members realize that all ice times are subject to change, and additions/subtractions can be common as ice becomes available, or is taken away from the association. MAHA will do it's best to notify team coaches and managers at the earliest possible convenience, and will do it's best to keep all online schedules up to date.

Ice time for each of the age levels is APPROXIMATELY the following per Winter season, combining practices and home games:

| | |
|----------------|----------|
| Bantam/15U | 80 hours |
| Peewee/12U | 70 hours |
| Squirt/10U | 60 hours |
| Advanced Mites | 45 hours |
| Mites | 35 hours |

Due to many factors that become involved over the course of the year, each team does not always hit its predetermined mark exactly.

MAHA also does its best to spread out ice time on Maverick home game nights, early morning ice, and Sunday morning ice times, but cannot possibly make everyone happy all of the time.

Lastly, MAHA realizes that late night practices are not always appreciated when it comes to the classroom, or to a child's performance level. MAHA does its best to spread such times out, and ask that all parents assess their child's individual ability to participate as a result. MAHA will NOT force any child to practice, or play in a game, any later than a parent wishes, but at the same time we ask parents to realize that at times this is the best we can do, and coaches will need to assess playing time accordingly.

Tournament Expectations

Home tournaments - MAHA does its best to provide every MAHA traveling team with a home tournament. In situations where a home tournament is not possible, a team will be provided one, free, away tournament in an attempt to make it up to the team. Parents are expected to fulfill duties such as time clock, penalty box, ticket taker, etc. at their particular home tournament.

Away Tournaments - MAHA schedules one "stay over" and one "driving" tournament per traveling team per season. Depending on variables and circumstances, some teams may not have two away tournaments scheduled by the time the season starts.

Most away tournaments are scheduled, by MAHA, in the months of July and August for the teams. Many "quality" tournaments fill up in July, and in order to get our teams to fun, quality, tournaments we are often left having to schedule them early. Not all teams will have all of their tournaments scheduled for them due to various circumstances. In cases where less than two are scheduled, it will be up to the individual team

to schedule additional tournaments. If a third tournament is scheduled that is at the expense of the individual team.

Tournament Per Diem Structure: Copy of the Fee Structure will be available via a link when approved

Attendance Policy

- A. Attendance is mandatory at all practices and games
- B. Excused absences include:
 - 1. Illness
 - 2. Serious illness in family
 - 3. Death in family
 - 4. Medical or dental appointment
 - 5. Official school trips or functions
 - 6. Church activities
 - 7. Parents removal for academic matters
- C. Permission must be obtained in advance from the coach, by either the individual player or parent when the player is to be excused from a practice.
-Inability to obtain permission in advance will be considered unexcused
- D. Employment (including DECA) is not an excusable absence
- E. Sanctions: Though the coach has the right to impose stricter guidelines on his/her team, but must notify all team members at the first team meeting.
 - 1. First offense is a one period benching in the next game
 - 2. Second offense is a two period benching in the next game
 - 3. Third offense is an entire game benching as well as a meeting between the player, the parents of the player, and the coaching staff to discuss the situation. If a resolution cannot be found, the Hockey Operations Manager, or a member of the MAHA Board of Directors, will be asked to sit in on the meeting.
- F. On School days, players must be in attendance for at least second half of the school day in order to be eligible to participate in that evening's practice or game. It is the parent's responsibility to enforce this rule.

Weather Policy

MAHA's stance on bad weather accounts for parents to make an ultimate decision on behalf of the child. All Seasons Arena does not close due to poor weather, therefore MAHA does not cancel practice on poor weather days, even if school is called. However, any practices being held on days school is let out due to weather are considered "optional", yet coaches will attend the practice time for anyone wishing to attend. Players missing such practices will NOT be subject to any team rule sanctions.

In the case of school cancellations, all non-district games will automatically be cancelled. In the case of district games, teams must follow the District 9 policy, which calls for both teams agreeing to cancel a game before it can be cancelled.

Illness Notification Policy

It is the obligation of the parent and player to notify their teams coach and team manager of any illnesses or conditions that a player may have that could necessitate special attention throughout the season.

Grievance Committee:

The MAHA Grievance Committee/Policy was designed as an avenue for MAHA participants to voice their concerns and issues. The ultimate goal of the Grievance Committee/policy is to instill confidence in MAHA's members by allowing a system that identifies issues, gathers evidence of the issue, and resolves/presents the issue to the board of directors for consideration.

The committee is comprised of members that represent all factions of MAHA: The parents, the coaches, the board of directors, and the players. The committee will be appointed by select members of the MAHA Board of Directors and comprised of a cross section of board members, MAHA participants (non board members), and those not affiliated with MAHA. Close consideration is given to assure committee members are as approachable, fair, and objective as possible.

Please see the MAHA website (www.mankatohockey.com) for a copy of the Grievance Policy.

Sexual Harassment/Abuse (Per MSHSL)

Sexual harassment and/or abuse will not, under any circumstances, be tolerated in the association. All cases of harassment and abuse are urged to be directed at the MAHA Grievance Committee immediately for investigation. Those being found of sexual abuse of any kind are subject to immediate termination from the association, and possible legal repercussions.

Chemical Abuse

MAHA subscribes to the policy put forth by the MINNESOTA STATE HIGH SCHOOL LEAGUE that reads as follows but may be changed from time to time:

- A. PHILOSOPHY AND PURPOSE: The Minnesota State High School League and the Mankato Area Hockey Association recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual.
- B. BYLAW: During the school year, regardless of the quantity a student shall not: 1) use a beverage containing alcohol: 2) use tobacco: or 3) use or consume, have in possession, buy, sell, or give away any other controlled substance (including steroids).
 - 1. The rule applies to the entire school year and any portion of an activity season, which occurs prior to the start of the school year or after the close of the school year.
 - 2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.
- C. PENALTIES:
 - 1. First Violation: After confirmation of the first violation, the student/player shall lose eligibility for the next two (2) consecutive contests or two (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - 2. Subsequent Violations: After confirmation of subsequent violations, the student/player shall lose eligibility for the next twelve (12) consecutive contests in which the student is a participant. If after the subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency or treatment program, the student/player may be certified for reinstatement in MAHA activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
 - 3. Penalties shall be cumulative throughout the student/player's participation within MAHA.

Weapon Policy

MAHA has a **ZERO TOLERANCE** policy when it comes to weapons being present at any MAHA functions. This includes all practice, game, and fundraising locations. Any cases of weapons possession at MAHA functions will be brought directly to the Grievance Committee for swift and harsh results. In the case of guns, law enforcement will be called in immediately.

Control of Infectious Disease (Per the MSHSL)

MAHA subscribes to the policy put forth by the MINNESOTA STATE HIGH SCHOOL LEAGUE that reads as follows, but may be changed from time to time:

- A. A player who is bleeding or has an open wound or who has any blood on his/her uniform shall be considered an injured player and must immediately leave the game for appropriate treatment.
 1. After bleeding is under control – clean, cover and steri-strip as appropriate.
 2. All blood on the uniform must be treated appropriately with alcohol. If the uniform is saturated the athlete may not return to the game without a clean uniform.

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety of our participants is central to MAHA's goals. MAHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse, bullying, harassment or hazing, often occurring when a coach or other responsible adult is not in a position to observe. To help prevent abuse or misconduct from occurring, as well as maintaining personal privacy in our locker rooms, MAHA has adopted the following policies.

Locker Room Monitoring

While constant monitoring inside the locker room and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

It is the policy of MAHA that all teams have at least one responsible adult present for direct and regular monitoring of 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. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or a volunteer locker room monitor will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

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. All responsible adults that monitor and supervise the locker rooms shall have been screened in compliance MN Hockey Policies.

Parents in Locker Rooms

MAHA and its coaches may 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, parents are generally accepted to assist the player with getting equipment on and off before and after games or practices and they are allowed in the locker room to do so. If a player needs assistance with his uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Cell Phones and Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras are **banned** from the locker room, 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.

Prohibited Conduct and Reporting

MAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. All cases of harassment and abuse are urged to be directed at the MAHA Grievance Committee immediately for investigation. Those being found of sexual abuse of any kind are subject to immediate termination from the association, and possible legal repercussions. Reports of actual or suspected violations, you may email the MAHA grievance chair at grievances@mankatohockey.com.

Confidentiality

To the extent permitted by law, and as appropriate, USA Hockey, Minnesota Hockey, and MAHA, shall keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

SafeSport Team/Player Travel Policy

MAHA and USA Hockey recognize that situations may arise when minor players are vulnerable to abuse or misconduct while participating in local travel or overnight travel as part of a Travel/Select team. The policy below will direct how minor players will be supervised between and during travel to and from rinks for practices and games. The policy will apply to both local and out of town travel.

Local Travel Policy

- The local program, team and their administrators should avoid sponsoring, coordinating, or arranging for local travel, and the parents of a minor player should be responsible for making all local travel arrangements.
- The employees, coaches, and/or volunteers of a local program or team, who are not also acting as a parent, should not drive alone with an unrelated minor and should only drive with at least two other players or another adult at all times, unless otherwise agreed to in writing by the minor's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the

unrelated player, by, for example, picking up or dropping off the players in groups.

- Employees, coaches and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of a local program or team to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Out of Town Travel Policy

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records.
- The local program or team shall provide adequate supervision through coaches and other adult chaperones (for example, a recommended number would include at least one coach or adult chaperone for every five to eight players). If a team is composed of both male and female players, then it is recommended that chaperones are arranged of the same gender.
 - Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Regular monitoring and curfew checks should be made of each room by at least two properly screened adults. All coaches, staff, volunteers and chaperones travelling with a team shall be familiar with the SafeSport Program Handbook to monitor compliance with all SafeSport Policies.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms.
- All players shall be permitted to make regular check in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel shall be permitted and encouraged to do so.
- The team shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a player is required while the player is traveling without his/her parents, parents will be notified before any action is taken.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

Volunteer Obligations

MAHA parents are expected to fulfill individual team obligations throughout the year which include, but are not limited to, such things as running the clock at home games, working the penalty box at home games, assisting with home tournament duties, etc.

Other "volunteer" obligations for those interested would be serving as team manager, team treasurer, or team tournament director. For more information on any of those please contact your team's head coach once teams are finalized.

Post-Season Financial Policy

Any teams qualifying for post-season play (traveling teams only) will use the following guidelines to determine their financial needs and reimbursements.

District Tournament

Entry Fee: Pay the entire entry fee for all MAHA teams qualifying for the district tournament.

Hotel/Per Diem: Teams will be responsible for their coaching staff's lodging and per diem per normal MAHA tournament procedure each year.

Regional Tournament

Entry Fee: Pay the entire entry fee for all MAHA teams qualifying for the regional tournament.

Hotel/Per Diem: MAHA will pay for **one** hotel room, per team (regardless of coaching staff size), per night. Any team not playing Friday night must submit a request, in writing, to the Operation's Manager requesting funds for Friday night's room. Total cost of the room will not exceed current MAHA room per diem.

MAHA will pay current MAHA per diem cost per team.

State Tournament

Entry Fee: Associations will incur a fee of \$400.00 per team.

Hotel/Per Diem: MAHA will pay for **one** hotel rooms on Friday and Saturday night, regardless of coaching staff size (unless there is only one coach on the team). Total cost covered, per room, will be consistent with the updated board policy. Any team playing an early Friday game must present a request, in writing, to the Operation's Manager for a third night of hotel rental prior to the tournament.

MAHA will pay updated per diem per coach, up to three coaches, all three days of the tournament. Any team spending an extra night (Thursday night for an early Friday game) must present a request, in writing, to the Operation's Manager for a fourth day of per diem expenses prior to the tournament.

MAHA reserves the right to revise and update any information and policies contained herein at any time through normal approval channels. Please visit our website (www.mankatohockey.com) for the latest copy of this handbook.