

Hastings Hockey Boosters, Inc.
Members Handbook



Table of Contents

Introduction.....	5
Hastings Hockey Mission Statement.....	5
Core Values.....	5
Gratitude	5
Respect	5
Integrity	5
Teamwork.....	5
Budget Summary 2021-22 – please refer to the budget summary document.....	7
Board of Directors	8
Board of Directors and Coordinators Job Descriptions.....	9
Operating Procedures	12
Playing Levels	12
Age Levels.....	12
Registration Fees.....	12
Financial Assistance Guidelines.....	12
Payment Plans	12
Scholarships.....	13
Selection criteria.....	13
Application process	13
Confidentiality	14
Annual Elections.....	14
Player Safety.....	14
Coaches	14
Selection	14
Training & Reimbursement	15
In-House Program	15
Player Selection	15
Ice Times.....	16
Number of Teams.....	16

Team Size.....	16
Traveling Program	16
Tryouts & Player Selection	16
Tryout Guidelines & Procedures.....	18
Number of Teams.....	19
Team Size.....	19
Team Goalies	19
Team Fees.....	19
Coach Stipend.....	19
Guidelines for Participation	20
Players	20
Coaches.....	20
Parents.....	21
Team Manager	22
Officers and Directors.....	23
Policies.....	24
Refund Policy.....	24
Mailing (email) List Policy.....	24
Purchase Policy.....	24
Hastings Hockey Boosters COVID 19 Policy	24
Dryland Facilities Policies and Procedures.....	24
Safety:.....	24
Attire:.....	25
Food and Beverage:.....	25
Personal Belongings:	25
INJURED PLAYER POLICY	25
ZERO Tolerance Policy.....	26
Residency Policy	26
Mood-Altering Chemical Policy.....	27
Discipline Policy.....	27
Grievance Policy	28
Overview:.....	28

General Concerns: 28
Code of Conduct Violations: 28
The Grievance Process:..... 28
SafeSport Violations: 29
Equipment Policy..... 30
Parent Responsibility/Security 30
Volunteer Agreement..... 31

Introduction

Welcome to the Hastings Hockey Boosters (HHB). The HHB has been in existence since 1958. Over the years we have developed an organization that is well respected throughout the hockey community and has a proud tradition that continues today.

HHB web site:	HastingsHockey.com
District web site:	www.minnesotahockeydistrict8.com/home
State web site:	Minnesotahockey.org
National website:	USAHockey.com

Hastings Hockey Mission Statement

To provide an opportunity for young athletes to be challenged and to develop skills while instilling Hastings Hockey Core Values of Gratitude, Respect, Integrity, and Teamwork.

Core Values

Gratitude

- Being thankful with the readiness to return kindness and appreciation both on and off the ice.

Respect

- Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.

Integrity

- Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.

Teamwork

- Togetherness in working towards a common goal with your peers, your team and your association.

The HHB is a non-profit, volunteer organization. Each year the Board of Directors establishes a budget based on cost to run the program. To lower registration fees, we solicit sponsorships, donations and organize fundraisers. The fees are listed below:

IN-HOUSE LEVELS						
Level	Skating Experience	Birthdate	Grade	HHB Fee	USA/MN Hockey Fee	Total
Learn Hockey*	None	Age 4 by 9/1/2021	PreK-3	FREE		FREE
U6 Girls	1+ yrs.	6/1/14-5/30/15	K-1	\$230	\$56	\$286
U8 Girls	1+ yrs.	6/1/12 - 5/31/14	2-3	\$340	\$56	\$396
Mite I	1+ yrs.	6/1/14 - 5/31/15	K-1	\$230	\$56	\$286
Mite II	2+ yrs.	6/1/12 - 5/31/14	2-3	\$340	\$56	\$396
Squirt (hybrid travel)		6/1/10 - 5/32/12	4-5	\$785	\$56	\$841
TRAVELING LEVELS						
Level	Birthdate		Grade	HHB Fee	USA/MN Hockey Fee	Total
U10 Girls	6/1/10 - 5/32/12		4-5	\$785	\$56	\$841
U12 Girls	6/1/08 - 5/31/10		6-7	\$1065	\$56	\$1121
U15 Girls	6/1/05 - 5/31/08		8-9	\$1065	\$56	\$1121
Pewee	6/1/08 - 5/31/10		6-7	\$1065	\$56	\$1121
Bantam	6/1/06 - 5/31/08		8-9	\$1065	\$56	\$1121
Jr Gold/U16	6/1/02 - 5/31/06		10-12	\$1065	\$56	\$1121

**Learn Hockey program is free of charge. However, all players must register with USA Hockey. There are no USA Hockey fees for participants age 6 or younger. For all players registering for Learn Hockey older than 6, a \$56 USA Hockey fee is payable at time of registration.*

You have the option to buy down your registration and team fees if you elect to participate in the available fundraiser(s).

This handbook is produced for all HHB members to provide a handy reference to various aspects of the Association and its operation. Members with questions should direct them to the appropriate Board member listed in the Board of Directors section of this handbook. As a volunteer organization we need your support and you are encouraged to get involved and help make this organization the best it can be.

The HHB relies on many sponsors to provide a source of income to lower your child's registration fees. It is imperative that we let these sponsors know we appreciate their on-going support. Please make an effort to know who our sponsors are and patronize these businesses whenever possible.

The HHB is formally affiliated with the Minnesota Hockey. Minnesota Hockey is the designated state affiliate of USA Hockey. Minnesota Hockey has assigned the HHB to District Eight (D8). This district includes the communities of Apple Valley, Cottage Grove, Eagan, Eastview, Farmington, Hastings, Inver Grove Heights, Johnson/Como, Lakeville, Rosemount, Sibley Area, South St. Paul, Red Wing and Woodbury. Although HHB must abide by rules set by both Minnesota Hockey and USA Hockey, HHB reserves the right to set rules and policies that are more restrictive than those of its affiliates.

In-house teams will skate on consistent days of the week as much as possible established by the director of each level. Additional hours may be added as outdoor ice becomes available. It is the goal of the Board and level directors to ensure traveling teams are skating 3-4 times a week. However, all levels may experience variations to the above direction due to ice availability, holidays, tournaments, etc.

For District 8 playoff tournaments, HHB will pay \$500 of the total team entry fee. However, if a Hastings team has a wild card game and loses, HHB receives \$500 of the money that is refunded from the tournament host.

[Budget Summary 2021-22 – please refer to the budget summary document.](#)

Board of Directors

The Hastings Hockey Boosters hold membership meetings on the 1st Sunday of each month throughout the year. All members are encouraged to attend these meetings and get involved in the decision-making process. Any member that has a question regarding an issue, or would like more information about an issue, should contact a board member.

Below is a list of the 2021-22 Board of Directors and key volunteers. Please feel free to contact these people if you have any questions or would like to volunteer your help.

Officers

President: Curtis Gerrits

Vice President: Jesse Viall

Treasurer: Kari Erickson

Directors

Learn Hockey: Jason Youngquist

Mite I & Mite II: Matt Dugstad

Girls In-house (U6/U8): Pat Gelhar

Squirts: Bob Erickson

Girls-Traveling: Kristi Woodwick

Pewees: Sean McCabe

Bantams/Jr. Gold: Dan Zgoda

Operations: Jim Zgoda

Director of Hockey: Jamie Stevens

Volunteers: Sarah Schneider

Revenue: Jon Krauth

Gambling manager:

Secretary: Dana McGree

Coordinators

Referees: Jake Caneff

Registrar: Shannon Callahan

Tournaments: Tiffany Newton

Web Administration: Randy Kruse

Goaltending: Steve DeBus

Ice Scheduler: Jesse Viall

D8 Coordinator: Jesse Viall

Safe Sport: Curtis Gerrits

Web Administration: Randy Kruse

Sponsorship Coordinator: Vacant

Apparel Coordinator: Vacant

Advisors

Girls Varsity Coach: Tim Duggan

Email Address:

President@hastingshockey.com

VicePresident@hastingshockey.com

Treasurer@hastingshockey.com

MiniMites@hastingshockey.com

Mites@hastingshockey.com

Girls-inhouse@hastingshockey.com

Squirts@hastingshockey.com

Girls-traveling@hastingshockey.com

Pewees@hastingshockey.com

Bantams@hastingshockey.com

Operations@hastingshockey.com

Coaching@hastingshockey.com

Volunteers@hastingshockey.com

Secretary@hastingshockey.com

Referees@hastingshockey.com

Registrar@hastingshockey.com

Tournaments@hastingshockey.com

Webadmin@hastingshockey.com

Goalies@hastingshockey.com

VicePresident@hastingshockey.com

VicePresident@hastingshockey.com

President@hastingshockey.com

Website@hastingshockey.com

Sponsors@hastingshockey.com

Boys Varsity Coach:

Board of Directors and Coordinators Job Descriptions

The administration and management of all **Hastings Hockey Boosters** programs, procedures and activities is the responsibility of the **Hastings Hockey** Board of Directors. If you have been elected to one of these volunteer positions it is important that you fulfill your duties and responsibilities. These responsibilities include but are not limited to:

- Serve the entire **Hastings Hockey Boosters** membership fairly without prejudice for any one participant.
- Take the initiative when accepting a director position to fully understand your responsibilities and the time frames in which your tasks need to be done.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend all HHB Membership and Board Meetings.
- Be prepared for all meetings. Review the agenda, meeting minutes, financial statements and any other information found in your information packet before the meeting.
- Be supportive of other Board members and Board decisions.
- Communicate policies and procedures to all **Hastings Hockey Boosters** participants.
- Encourage members to get involved in the **decision-making** process.
- Solicit volunteers to help you complete the tasks assigned to you.

President

The president shall preside at all general membership meetings and meetings of the Board. He/she shall take direct charge and assume responsibility in the supervision of the business and the direction of the organization. He/she shall have the power to form new committees that may from time to time be authorized by the Board and become necessary in the execution of his/her duty as president. He/she shall be ex-officio member of all standing committees. In the event of a deadlock in the voting by any committee or the Board, he/she shall have the power to cast the deciding vote. In general, the president shall perform all duties usually incident to the office of president. The president of the HHB shall also have the power of signature on any and all checking and savings accounts in the name of HHB.

Vice President

The vice president shall have such power and perform such duties as may be specified by the president. He/she should become familiar with the various standing committees and offices of this organization. He/she should become familiar with the rules and regulations of HHB, USA Hockey, Roberts Rules of Order, District 8 and Minnesota Hockey. If for any reason the President cannot fulfill his/her duties, the vice president shall succeed to and perform the duties of the president. The vice president shall be this organization's representative to District 8 and the ice scheduler.

Treasurer

The treasurer shall keep accurate financial records for the corporation. Deposit money, drafts and checks in the name of the HHB. Endorse for deposit, checks and drafts received by the corporation as authorized by the Board, making proper vouchers for the deposit. Disburse funds and issue checks and drafts in the name of the corporation, as authorized by the Board. Provide a monthly account of transactions and of the financial condition of the corporation. The treasurer is also responsible for the overall compilation of the annual budget. The treasurer will cooperate with and provide documentation and records for the annual tax return and financial review as necessary.

Secretary

The secretary shall attend all board meetings. He/she will prepare and distribute agendas and minutes and upload them to the Hastings Hockey website. He/she will be responsible for posting miscellaneous announcements/pictures to the website/Facebook page and/or send emails to membership. He/she will be responsible for the maintenance of the handbook for annual revision. He/she will also be responsible for coordination of letters of intent and ballots for elections.

Level Directors

Level Directors responsibilities include but are not limited to: (i) budget preparation; (ii) assisting with coach selections; (iii) coordinating registration; (iv) tournament registration; (v) finalization of team sizes; (vi) coordinating tryouts; (vii) oversee coaching certifications; (viii) conduct coach/manager policy meeting; (ix) resolution of player/parent/coach conflicts; and (x) overseeing all level activity.

Director of Hockey

The Director of Hockey responsibilities include but are not limited to: (i) budget preparations; (ii) leading coach recruitment and selection; (iii) creation and maintenance of the skills development plan; (iv) creation and maintenance of the coach development plan; (v) oversee coaching certifications of all levels; (vi) evaluation of coaches' practice plans; (vii) coordinating skill development for all levels; and (viii) coordinating preseason coach meeting.

Director of Operations

The Director of Operations responsibilities include but are not limited to: (i) preparation of the operations budget; (ii) inventory management and purchase of all HHB rental equipment and jerseys for travel and in-house teams as needed; and (iii) set up and coordinate in-house equipment distribution; (iv) purchase items for upcoming season (i.e. – practice/game pucks, puck bags, practice jerseys, travel and in-house team game socks; (v) coordinate and oversee dryland facility schedule; (vi) coordinate and oversee outdoor ice schedule.

Director of Revenue

The Revenue Director shall have responsibility for all organizational fundraising within the program. It shall be the duty of this director to investigate and research new ideas in the area of fundraising and to organize, promote and maintain the fundraising events that have already proven to be successful. The Revenue Director shall; (i) establish strategic fundraising programs for the hockey season; (ii) develop plans per fundraising program; (iii) direct and assure the execution of each fundraising program; (iv) leads sponsorship team to execute annual sponsorship program; and (v) assures all compliant steps are followed in development of any fundraising program(s).

Director of Volunteers

The Director of Volunteers responsibilities include but are not limited to: (i) assisting with board level budgeting; (ii) identifying/documenting volunteer opportunities; (iii) communication of volunteer opportunities; (iv) creation and maintenance of volunteer documents; (v) training of volunteers; (vi) providing assistance to team managers; (vii) creation and maintenance of team manager book; and (viii) coordination of the team manager meeting.

Gambling Manager

This is a paid position. The Gambling Manager is the person who oversees the day-to-day activities of the organization's gambling operation. The Gambling Manager must: (i) be licensed by the Minnesota Gambling Control Board; (ii) have a \$10,000 bond; (iii) have attended a Gambling Manager seminar and

passed a written test; and (iv) attend a continuing education class every calendar year. Other duties include but are not limited to:

1. Attending and presenting the current and budgeted income/expense figures at the monthly Hasting Hockey Association board meeting
2. Completing and filing monthly charitable gambling tax returns
3. Assuring that the organization is in compliance with all statutes and rules related to lawful gambling
4. Reviewing and monitoring the conduct of games
5. Supervising and disciplining gambling employees
6. Ensuring all receipts and disbursements have been properly accounted for in compliance with statute and rule requirements
7. Processing payroll and filing monthly, quarterly and annual taxes
8. Ensuring that all inventory records have been reconciled each month
9. Supervising all licensing and reporting requirements
10. Assuring that illegal gambling is not conducted at a permitted premise

Registrar

The Registrar will be responsible for coordination of team registration and team registration with USA Hockey.

Web Administrator

The web administrator will be responsible for: (i) website maintenance; (ii) registration page setup; (iii) website security privileges; and additional website needs as requested.

Apparel Coordinator

TBD

Goalie Coordinator

The goalie coordinator will be responsible for the coordinating and leading the goalie clinics.

Referee Coordinator

The referee coordinator will be responsible for: (i) the scheduling of D8, scrimmages, and tournament games; (ii) retention and recruitment of on ice officials; and (iii) the training and supervision of officials.

Sponsorship Coordinator

The sponsorship coordinator will be responsible for: (i) writing the sponsorship letter and updating the form; (ii) soliciting quotes for printing; (ii) preparing the letter and form for mass mailing(s); (iv) distributing the sponsorship request letter and form; (v) monitoring the P.O. Box for sponsorships; (vi) depositing checks and recording sponsorship information; (vii) communication with treasurer; (viii) maintaining the sponsorship website page; (x) sponsor ads management (tournament program); (xi) sign management.

Tournament Coordinator

The tournament coordinator will be responsible for leading the hosted tournaments and districts. He/she will also be responsible for the coordination of the golf tournament.

Operating Procedures

Playing Levels

The Board establishes playing levels each year based on the number of participants in the program. Currently, the HHB offers an In-house Learn Hockey, Mite I/Girls 6 U, Mite II/Girls 8 U and Squirt divisions, and traveling teams of Squirts, Peewees, Bantams, 16 U (when possible), Jr. Gold, Girls 10 U, Girls 12 U and Girls 15 U (when possible) divisions. The number of teams at each division is based on the estimated number of participants. Each traveling division may have an AA, A, B, B2, and C levels. The number of teams at each level is also established annually by the Board based on level director's recommendations according to the overall talent level of the division.

Age Levels

The HHB must follow the age levels that Minnesota Hockey and USA Hockey establish for all traveling teams. Once a player has registered for a specific level within HHB and they elect to try out for the high school team (and doesn't make one of the high school teams), a player must play at the level they originally registered for within HHB and is not able to move around to a different level. The board sets participation ages for all levels according to the current Minnesota Hockey/USA hockey age guidelines. Participants are not allowed to play out of these age guidelines without formal approval from the Board.

Registration Fees

Each year, as part of the budgeting process, the Board establishes registration fees based on the cost to operate each division. The revenues and expenses for each division are calculated and fees are set. General operating revenues and expenses are divided equally among all participants. The annual fundraiser is also set as part of the budgeting process.

All participants, (including Jr. Gold) are required to pay the registration and optional fundraiser fees in full or use the 3-payment option. All fees must be paid in full by Designated date established at sign up (except for Jr. Gold/16U and Girls 15U who have until February) or the player is ineligible to play. Any participant that has not paid fees owed for a prior season will be allowed to register but will not be allowed to participate in tryouts (travelling) or practices (in-house) until all past due fees are made current. A player wishing to register, after registration has been held, will be subject to a late fee of \$100 for traveling & \$25 for in-house and will only be accepted if room permits, and with the approval of the Director for that level of play.

Financial Assistance Guidelines

The goal of the Hastings Hockey Boosters (HHB) is provide reasonable opportunities for all interested kids to play the game of hockey. HHB recognizes that due to various kinds of hardships, it may be difficult in a given year for individuals to pay all or part of their registration fees within the timetables stated. Therefore, HHB will provide the following financial assistance opportunities:

Payment Plans

HHB will consider a written request for payment of registration fees in more than three installments as offered during registration. These arrangements will be approved in writing by the HHB President and Treasurer. If installment payments are not received as agreed, the Treasurer will notify the appropriate Level Director. The Level Director will notify the player's coach that the player is immediately suspended from all team activity until the fees are current. At the discretion of the Treasurer, payments may be required to be made by money order, certified check or cash. The final payment date for any payment plan will be no later than March 15th of the current hockey season.

Scholarships

As part of its annual budget process, the HHB Board of Directors will allocate a portion of its budget for the purpose of aiding families with hardships. This fund does have limited resources and the total amount of assistance awarded to all families will not exceed the amount budgeted. A player's scholarship award can be up to 50% of annual registration fees. HHB does not issue 100% scholarships. Initial registration fees must be paid in full. **Team fees are not part of any scholarship award.** Scholarship recipients may not opt out of the volunteer program, must provide a volunteer deposit check in the amount required for their level and will be required to provide additional volunteer hours beyond the initial association-required hours for the player's level. Additional hours will be up to one-half of the initial association-required hours for the player's level. For example, if the player's level requires 8 DIBS, a player awarded a 50% scholarship at that level will be required to provide 12 DIBS. The family maximum volunteer hours do not apply to families receiving scholarship funds. Families accepting a scholarship award that do not complete all their required DIBS hours, including the additional hours, will have their volunteer deposit checks cashed.

To ensure we maximize the opportunities for all families in need, we have established a base set of criteria for selecting eligibility for HHB Financial Assistance.

Selection criteria

Financial assistance is open to all children that meet the selection criteria. To be eligible for the payment plan or a scholarship, the player's family must be in good standing with HHB and must exhibit financial need. Primary consideration will be given to children in the following circumstances: financial change in family status, death of a parent/guardian, parent/guardian activated for military duty in the National Guard/Reserves, and families that receive school lunch subsidies or medical assistance. Meeting the selection criteria does not guarantee that an award will be made.

Application process

- All applicants must submit a confidential Financial Assistance form (next page) to the HHB Treasurer.
- All applicants must register with USA Hockey (www.usahockeyregistration.com) prior to submitting their Financial Assistance form.
- Incomplete applications will be returned.
- An application is valid for the current season only.
- All applications must be submitted by October 1 unless previous arrangements have been made with the HHB Treasurer. Late applications will only be accepted if an unforeseeable event occurs which drastically changes the financial conditions of a child's family.
- All applications will be reviewed by the HHB President and Treasurer.
- Applicants will be informed of the status of their application no later than the start of the season.
- If an application for a scholarship is accepted, the scholarship award amount will be deducted from the registration fees owed. Scholarship award amounts and payment plans are not applied to team fees.

Exceptions to this policy are at the sole discretion of the Executive Committee of the Hastings Hockey Boosters.

Confidentiality

Applying for a scholarship can be uncomfortable for some. To minimize the level of discomfort, only the President and Treasurer have access to the applications. Recipients of scholarships are only known to the President, Treasurer and Director of Volunteers (to ensure completion of additional volunteer hours). Financial reviews only show number of scholarships and amounts at each level. Every effort is made to keep scholarship applicants/recipients anonymous.

Annual Elections

Any person seeking election for a Board position must declare their intent no later than January 31st to the Board secretary. Each candidate will provide a written letter of interest, including a background of themselves and their qualifications, as well as why they are seeking a Board position. The written information will then be posted to the official association website for member review prior to the election date. Candidate information will also be handed out at the annual election. Election Day for open Board positions will be held in the Hastings Civic Ice Arena Lobby on the second Monday in February.

In the event there is not a declared candidate for an open position, write-in votes will be allowed. A write-in candidate must receive the majority of the total votes to be declared the winner. If more than one person receives write in votes, the write-in candidate with the most votes will be declared the winner. A write-in candidate reserves the right to decline the position. If the winning write-in candidate declines the position, the position will be offered to the write-in candidate, having the next highest number of votes, until the position is accepted. If there are no write-in candidates or if none of the write-in candidates receiving votes accept the position, any member/candidate shall be considered for appointment by the President.

Player Safety

Hastings Hockey Boosters is committed to creating the safest possible environment for those participating in our program. With that in mind, all board members, coaches, team managers, and locker room monitors are required to complete a background check through Minnesota Hockey. This check must be completed based on MN hockey frequency requirements. In addition, anyone in contact with the players must complete USA Hockey's SafeSport program. This training must also be completed per USA Hockey's requirements.

Coaches

Selection

All new and returning head coaches for both in-house and traveling teams require board approval. On traveling teams, all assistant coaches need board approval as well. Head coaches that will be retained at the same level the following season will be approved by the Board at the May meeting for planning purposes.

All head coaching vacancies will require an interview process with an interview panel consisting of the Executive Committee, Director of Hockey, appropriate Level Director. If any of these individuals are unable or unwilling to serve on the interview panel, the President shall select alternates as necessary.

Training & Reimbursement

All coaches are required to register annually with USA Hockey. In addition, coaches must complete USA Hockey- required level certifications and age-specific modules. Coaches must be registered, and all certifications must be current by December 31 each year. Per USA Hockey requirements, coaches not having current certifications on January 1 of the current playing season will not be allowed to coach for the remainder of the season. All coaches must have up-to-date SafeSport training and background check verification.

HHB will reimburse coaches for their required training expenses as follows:

- Squirt level and higher teams are allowed three reimbursed coaches per team
- Mite level teams have unlimited coach reimbursements
- Background check

The following fees will be reimbursed by HHB:

- USA Hockey/MN Hockey Registration Fee
- Level 1-4 clinics
- Age-specific modules
- Background check

A coach must complete all requirements from USA Hockey and MN Hockey to be reimbursed at the conclusion of the season. This training must be completed every two years. All coaches must register with Hastings Hockey prior to team activities.

To receive reimbursement, the coach should provide all certificates, showing completion of each course, including the SafeSport training certificate, to the level director no later than January 1 of the current season. Traveling coaches should indicate which team they are coaching. To help ensure there are no overpayments or missed payments, all reimbursements will be made after January 1 of the current season. The exception to this will be the reimbursement of a coach with Level 4 clinic fees.

Reimbursement of those fees will be made within two weeks of the completion of the clinic, if all other certifications are complete at that time. If all other certifications are not complete at that time, reimbursement will be made within two weeks of all required certifications being completed.

In-House Program

Player Selection

Girls U6 & Girls U8

Any player who wishes to move through the system in the normal fashion may do so. If a player would like to move up early within the Girls In-house program, the Director of Girls-In-House will have final say on who is eligible to play on the U6 and U8 teams. U6 teams will play in the Mite I Division and U8 teams will play in the Mite II Division.

Squirts (when player numbers allow for in-house)

The Director of Squirts, based upon the total number of participants, will decide the number of development teams and the number of players on each team. The Director must make every effort to place an equal number of players on each team. The coaches will evaluate the players during normal development practices. After a number of practices, (as determined by the Director of Squirts) the Squirt Director along with the development league coaching staff will assign players to teams with the goal of developing competitive equal teams. The Squirt Director will have the sole discretion to reassign players at any point during the season in an attempt to achieve a competitive league balance.

Ice Times

Learn Hockey

Practices will follow the station-based concepts from the USA Hockey American Development Model (ADM). This level will play different games within the stations to get the children to move on the ice, starting to use edges, and working on different skating techniques all while having fun (and not realizing they're working on skating skills). It is 50 minutes per week.

Mite I /U6 Girls

Practices will follow USA Hockey's American Development Model (ADM) training program with full ice skating and station-based drills. 2 hours per week, which will generally be 1 practice and 1 game. Games will be **CROSS ICE**. These players will compete in the year end in-house tournament. No score or league standing shall be posted.

Mite II /U8Girls

Practices will follow USA Hockey's American Development Model (ADM) training program with full ice skating and station-based drills. 2-3 hours per week on a rotating schedule. 2 hours one week, and then 3 hours the next week. Games will be **HALF ICE**. No more than 2-games shall be played on full ice. The end of year tournament games will be full ice unless modified by the level director. The level directors will assign players to teams as evenly as possible. No score or league standing shall be posted. The emphasis of this level is skating and fun and player retention. It is a goal to have each player play goalie in a practice or game.

Squirts

3 hours per week. Practice two days a week. One game per week. Games will be full ice. These players will compete in a mid-season Winter Carnival tournament and year-end in-house tournament. This is only applicable when the squirt program is an in-house/hybrid program.

Number of Teams

The HHB board budgets a certain number of teams at each level. This must be done as part of the budgeting process before registration. It is an educated guess based on prior year participation levels. After registration we have a better understanding of the number of teams we should have, but there is always the chance that team sizes will dictate the number of teams we should have. Each year, the Director of each level, will recommend to the Board, the number of teams to budget for the upcoming season. The levels of play must be approved no later than the September board meeting. The Director shall solicit input from the Board of Directors, HHB Advisors, and Coaching staff.

Team Size

Each year the number of players participating on each team varies due to the number of participants. The number of players on the in-house teams will be determined by the Director of each in-house level and will be approved by the board. The board wants to ensure that the number of players on each team is fair and gives all participants the best opportunity to have fun and improve their skills.

Traveling Program

Tryouts & Player Selection

Any player playing outside of their current grade level or age level set forth by Minnesota Hockey and USA hockey shall be placed on the lowest skill level team. They will be allowed to participate in the tryout ice hours but will not be evaluated by the evaluators. i.e. A U12 age level, and 7th grader is moving up to U15 will be placed on the lowest skill level team. This policy is for permanent placement on a team. This does not apply for those that are being moved up to fill a lineup for a single game.

Hybrid Traveling Squirts

The Director of Squirts and the traveling coaching staff will assign players to travel teams (A and B) after the first week of development practices. If there is enough interest with players and coaches a squirt C team may be established. The players and coaches will be assigned to development league teams as well. Travel practices, scrimmages and tournaments will not interfere with the development league whatsoever. In the event projected player numbers fall below 40 a straight travel format will be implemented for the upcoming season. If projected numbers fall between 40 and 45 the season format will be determined by the Squirt Director as either straight travel or in-house/hybrid travel. If projected numbers are above 45 the in-house/hybrid travel format will be implemented. Straight travel cost will reflect the 10U travel fees.

Travel Only Squirts

The squirts will follow the Peewee & Bantams tryout guidelines and procedures.

Girls Traveling (U10 and higher)

The decision to allow a player to move from U8 to U10 team will be based on the total number of players, age of those players and individual talent as determined by the Director of Girls In-house and Director of Girls-Traveling, selected head coaches of the traveling teams and/or evaluators. Any U8 player that moves up to the U10 level is placed on the lowest level team at the U10 level.

Once registration is complete, the Director of Girls-Traveling and the selected head coaches of the traveling teams, will decide the number of teams, the number of players on each team, and will have the option of recommending that a girl move from U10 to U12, based on the total number of players, age of those players and individual talent level, assuming the parents of any affected player approves the change. The Director of Girls-Traveling will decide at which level, A, B1 or B2 (as applicable), the teams will participate in during the upcoming season.

Each year all girls will go through a series of tryouts hours. The purpose of tryouts is to have all players compete at a level that will challenge and advance their skills, both mentally and physically. Each player will be evaluated on skating, puck handling, shooting, passing, hockey savvy and attitude to name a few key elements.

Peeweess & Bantams

The Director of each division will decide the number of teams and the number of players on each team.

Each year all Peeweess and Bantams go through a series of tryout hours. The purpose of tryouts is to have all players compete at a level that they will advance their skills both mentally and physically. Each player will be evaluated on skating, puck handling, shooting, passing, hockey savvy, and attitude to name key elements. Some players will be selected to be evaluated in at least one scrimmage. Coaches and board approved evaluators of each division conduct the tryouts and are responsible for player selections. This process shall be collaborative lead by the level director and director of hockey. "A" coaches have first pick, "B" coaches have second pick and "C" coaches are responsible for dividing the remainder of the players evenly by talent after a minimum of two practices. All players will be placed on a team. Coaches can use outside evaluators to help with the selection process as approved by the board.

U16

Each year tryouts will be held after the Varsity team has been selected. Players are evaluated on skating, puck handling, shooting, passing, hockey savvy, and attitude. The U16 coach is responsible for all player

selections. Any player not selected to the U16 team would be granted the right to participate in another program.

Jr. Gold

Each year tryouts will be held after the Varsity team has been selected. Players are evaluated on skating, puck handling, shooting, passing, hockey savvy, and attitude. The Jr. Gold coach is responsible for all player selections. Any player not selected to the Jr. Gold team would be granted the right to participate in another program.

Tryout Guidelines & Procedures

1. A player's account must be current before they are allowed to try out. The Treasurer will notify the Level Director of any players with non-current accounts prior to the start of tryouts.
2. All head coaches are expected to attend every tryout session to evaluate the players. After the players split, all head coaches must be present to evaluate both sessions.
3. The "AA/A" head coach along with the director will be responsible to furnish the drills/plans for the sessions. Each group will be required to run the same plan. After the players are split, the "AA/A" head coach is still responsible for the plan at both sessions.
4. Director must be notified, and approve, any evaluators.
5. The head coaches and non-parent assistant coach will select their own teams and can take advice of the coaches around them.
6. Recommended that NO head coach will be allowed on the ice and run the tryout session.
7. Coaches may be on the bench during the outside tryouts.
8. Tryouts will consist of a minimum of three days of 60-minute evaluations for all players.
9. Players are assigned #'s and colors, and names shall be provided to evaluators.
10. Medical Absence - any player that cannot make tryouts or complete tryouts due to injury, illness, or medical condition must notify the level director as soon as possible. If a player is unable to participate in some or all of tryouts because of injury, illness, or medical condition, the player will be required to present a physician's note to the level director upon request. If a player has not completed enough tryout sessions for the head coach of the highest team for that level to make a decision on whether to select the player for his/her team, that coach will then decide on whether to select the player for his/her team based on a number of criteria that may include, but not be limited to the following:
 - a. Past abilities of the player;
 - b. Interviews with and/or letters from past coaches;
 - c. Severity of injury/sickness;
 - d. The player's availability to return to play;
 - e. The player's performance during current tryouts, if any; and
 - f. The best interests of the association and the player.
11. If the head coach decides not to select the player, the head coach at the next lower level team for that level will do the same consideration process and so on until the player is placed on a team.
12. Non-Medical Absence – tryout participation is mandatory. Late registration will not be an acceptable reason to miss tryouts. Any player electing not to tryout or simply registering late will be placed at the lowest level for that age group. Only family emergencies, move-ins/relocations, major conflicts, and special situations are possible reasons to miss tryouts, and the circumstances must be deemed acceptable by the level director. Any player that cannot make tryouts or complete tryouts due to any of these reasons must notify the level director as soon as possible. If a player does not complete enough tryout sessions for a coach to make an

informed decision on whether to select that player, the player will go through the same consideration process outlined above.

13. If a player participates in a tryout for a team/level, they must play for the team or at the level for which they tried out for.
14. Players shall try out as a goalie or player. A player is not allowed to try out for both positions. Accommodations to play as a skater and goalie will tried to be met, but not guaranteed.

Number of Teams

The HHB board budgets a certain number of teams at each level. This must be done as part of the budgeting process before registration. It is an educated guess based on prior year participation levels. After registration we have a better understanding of the number of teams we should have, but there is always the chance that team sizes will dictate the number of teams we should have. Each year, the Director of each level, will recommend to the Board, the number of traveling teams to budget for the upcoming season. The Director shall solicit input from the Board of Directors, HHB Advisors, and Coaching staff.

Team Size

Traveling Directors will meet with the Head Coaches of each level during tryouts. The Director and the head coaches will determine the number of players on each team based on the total number of participants, their skill level, and the level in which the player will best develop their abilities. The Director will recommend to the Board, the number of players on each team. Any vote will be by majority of the Board.

Team Goalies

Each year the number of teams and available goalies varies. Because of this variation the program needs to be flexible and apply some general rules of thumb. The overall concept is to have at least one goalie per team and no more than two per team. Through the tryout process the coaches will rate the goalies. Coaches may select one or two goalies for their team.

Team Fees

All travel teams incur additional fees known as "Team Fees". These fees are in addition to the registration fees and will vary based on the team. Team fees will include, but are not limited to, entry/gate fees for away tournaments, a portion of district fees, fees for scrimmages in excess of the allotted number, additional ice fees, and other expenses a team may incur throughout the season. The fees will be divided equally among all players on the team. Team fees will be due based on a team's season end date. The Treasurer will send team managers a "final" team bill no less than 30 days from their team fee due date. A player with unpaid team fees will not be allowed to participate in district playoffs until the fees have been paid. Team fees are not included in any financial assistance plan, please plan accordingly.

Coach Stipend

To avoid the need for a detailed expense reports from each traveling coach, HHB has established a stipend to cover miscellaneous expenses the head coach, assistant coach and team manager has during the season. The following teams are allocated \$2,000 (Peewees, Bantam, U12, U15, Jr. Gold, U16). This stipend is to offset travel, lodging and other miscellaneous expenses the coach incurred as volunteer to our program and were not reimbursed by other means. U10/Squirt levels will receive a \$1,500 stipend per team unless operating as an in-house only model.

Guidelines for Participation

The guidelines presented in the following pages are specifically included in this handbook to help develop a successful hockey program. They are to be used by all players, parents, and coaches as a guide to follow.

Players

Players who participate in the HHB should consider it an honor and a privilege. With this privilege comes responsibility to teammates, coaches, parents, and to the entire HHB hockey program, which you represent to other teams and communities. These responsibilities include but are not limited to:

- Follow HHB Core Values of:
 - **Gratitude**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork**
 - Togetherness in working towards a common goal with your peers, your team and your association.
- School is more important than hockey! There may be times when you must miss a hockey activity to attend a school activity, study for a test, or finish homework. These are acceptable reasons to ask your coach to excuse you from a team activity.
- Show respect toward opposing coaches, players, and to game officials at all times. Understand the spirit of discipline and adhere to it. The use of profanity and/or obscene gestures will not be tolerated.
- The use of drugs, alcohol, and tobacco is prohibited at all times.
- Know and understand your own hockey abilities. Have confidence in yourself and work hard in practices and games to better your hockey skills.
- Follow the directions of your coaches and be willing to accept constructive criticism and instruction to improve as a hockey player.
- Be a team player and give due credit to your teammates. Do not criticize your fellow players and coaches.
- Be punctual and attend all scheduled team activities except when properly excused.
- Be prepared; keep your game uniform clean, your equipment in good condition, and your skates sharp. Remember that your jersey belongs to the HHB and should not be worn except during games.
- Be gracious and courteous in victory and defeat. Expect your teammates, coaches and parents to do the same. Remember good sportsmanship reflects positively on you and the program.

Coaches

A coach is responsible for the general operation and conduct of their team. He or she is the teacher of skills and a developer of players socially, psychologically and physically. The coach is responsible to the HHB Board of Directors. These responsibilities include but are not limited to:

- Follow HHB Core Values of:
 - **Gratitude**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect**
 - Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork**
 - Togetherness in working towards a common goal with your peers, your team and your association.
- School is more important than hockey!
- Show respect toward opposing coaches, players, and to game officials at all times. Know the rules of the game. Understand the spirit of discipline and adhere to it. The use of profanity and/or obscene gestures will not be tolerated.
- Conduct a parent/player meeting within the first two weeks after the team has been formed. Goals, objectives, schedules and rules should all be discussed.
- Communicate clearly with parents and players so that all know what to expect.
- Respect, encourage, and compliment players. Use only constructive criticism.
- Develop each player as much as possible within the limits of his or her physical and mental ability.
- Use proper control at all times. A coach is a model for the players and parents. Alcohol, drugs and tobacco should never be used during games, practices, scrimmages or team meetings. During social activities coaches should use good judgment in the consumption of alcohol.
- Enforce rules fairly without prejudice toward any player.
- Be enthusiastic and make hockey fun!
- Maintain team discipline. When a player is disciplined, the coach should fully inform the player of the reasons for the discipline before leaving the arena. The coach should also contact the player's parents as soon as possible to inform them of the reasons for the discipline. Matters of discipline should be discussed privately between the player, parent and the coach.
- Know and support the HHB philosophy and guidelines for equal play.
- Your behavior and the model you set for the kids assigned to your team are more important than your win - loss record.

Parents

Being involved in the HHB demands time and effort on the part of the players and parents. Parents, in no small part, help determine the success of the hockey program by understanding the responsibility of team participation. These responsibilities include but are not limited to:

- Follow HHB Core Values of:
 - **Gratitude**
 - Being thankful with the readiness to return kindness and appreciation both on and off the ice.
 - **Respect**

- Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.
 - **Integrity**
 - Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.
 - **Teamwork**
 - Togetherness in working towards a common goal with your peers, your team and your association.
- We will not tolerate offensive, obscene, or profane behavior from our coaches or players. Although, we cannot exert as much control over parents and spectators we expect that you will behave in the same manner that we expect from players and coaches.
- Put welfare of the player ahead of personal-reflected glory.
- Make sure that your child knows that win or lose you appreciate the effort made. Give praise or good constructive criticism.
- Accept disappointment gracefully, don't pass it along to the player or team members. They probably feel more badly than you do.
- Learn to know the coach. Discuss your concerns or the progress of your player with the coach at the proper time. The proper time is not during a game or practice or in the company of other players or parents.
- Appreciate the fact that the coach has the responsibility of an entire team in the locker room and on the ice. Activity and behavior of the players at all other times is the sole responsibility of the parents.
- Don't be a chronic complainer. If you are convinced something is wrong on your player's team, contact the coach, then the director or follow the HHB Grievance Procedure.
- Fill out the coach evaluation form at the end of the season. It is important that these forms are candidly filled out so that parent's input can be taken into consideration for the following year.
- Complete your required volunteer commitment.
- Adhere to the fee payment schedule. The HHB is a volunteer, non-profit organization that runs on a tight budget and strict cash flow restrictions.
- All parents must sign the Parent Code of Conduct prior to the start of each season.

Team Manager

Communications is the team manager's principle responsibility. They need to ensure that the coaches, players and parents know the team schedule well in advance. The manager will support the coaching philosophy of the team in order to foster good communications among all participants. The manager will generally manage the business of the team along with other responsibilities the coach may assign. No individual is allowed to serve as team manager of multiple travel teams. These responsibilities include but are not limited to:

- Distribute team jerseys at the start of the season and collect them at the end.
- Collect volunteer deposit checks from parents.
- Compile the team roster. Include the players and parent's names, addresses and phone numbers. Distribute only to coaches, players and parents.
- Assist the Level Director to ensure all registration forms are completed and signed in the time frame required by District 8.
- Working with the coach, arrange for scrimmages and rescheduling of practices. Arrange for referees for all home scrimmages through the HHB Director of Referees.

- Schedule: timekeepers, score keepers, penalty box attendants, registration table workers, and locker room monitors for all home games and scrimmages.
- Make arrangements for all away tournaments. Send in registration forms and entry fees. Ensure that information regarding tournament dates, location, playing times, and lodging (if required) is communicated to parents in advance.
- Publish monthly calendar of the team activities.
- Collect all team fees for away tournaments, additional referee costs, additional practice ice, and any other team expenses. Reimburse the HHB for all team expenses not covered in the HHB budget but paid by the HHB.

Officers and Directors

The administration and management of all HHB programs, procedures and activities is the responsibility of the HHB Board of Directors. If you have been elected one of these volunteer positions is important that you fulfill your duties and responsibilities. These responsibilities include but are not limited to:

- Serve the entire HHB membership fairly without prejudice for any one participant.
- Take the initiative when accepting a director position to fully understand your responsibilities and the time frames in which your tasks need to be done.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend all HHB Membership and Board Meetings.
- Be prepared for all meetings. Review the agenda, meeting minutes, financial statements and any other information found in your information packet before the meeting.
- Be supportive of other Board members and Board decisions.
- Communicate policies and procedures to all HHB participants.
- Encourage members to get involved in the decision-making process.
- Solicit volunteers to help you complete the tasks assigned to you.

Policies

Refund Policy

Any in-house or traveling participant that decides to quit before the season starts will be given a full refund of HHB registration fees paid to date. HHB is unable to refund the registration fees paid to USA/MN Hockey. For traveling players electing to participate in the pre-tryout clinic at registration, the pre-tryout clinic fee is fully refundable only if a participant is medically unable to participate and the level director is notified prior to the start of the clinic. Traveling players who drop out during or after tryouts will be assessed a \$100 processing fee prior to receiving their refund. Prorated refunds will be given up to January 1st of the current season for any in-house or traveling player that decides to quit after the season starts, for reasons other than those mentioned above, or for any player receiving a season-ending injury. Absolutely no refunds will be given after January 1st.

Mailing (email) List Policy

The Board of Directors is responsible for the Membership Mailing and email List. The list is not to be used for profit or financial gain of any organization unless it benefits the HHB and its members. Any special uses, beyond normal HHB business (i.e., invoicing, newsletter, general information, etc.), must be pre-approved by the Board of Directors. These lists will not be given out to anyone not affiliated with the HHB. If the Board approves the special use of the list the Board must ensure that the list will not be used for any other purpose.

Purchase Policy

1. HHB is committed to obtain the best value for the total acquisition cost of all goods and services purchased without sacrificing quality, flexibility, delivery time or the association's public reputation. To facilitate and encourage the timely purchase of goods and services, HHB has adopted the following procurement policy. Expenditures over \$3000 will need to be approved by the board.
2. Expenditures less than \$3000 will require the approval of two officers and the board member requesting. The approval will then be shared with the HHB Secretary to be included in the next month's meeting minutes.

Hastings Hockey Boosters COVID 19 Policy

The Hastings Hockey Boosters (HHB) remains committed to the safety and well-being of our community and our hockey families. HHB will follow guidelines set forth by Minnesota Hockey.

Dryland Facilities Policies and Procedures

Compliance with posted rules and safety guidelines (outlined below) is required in order for athletes to use the dryland facility space. The use of this space is a privilege and any athlete not complying with these rules and safety guidelines will be required to leave the facility, per the request of the supervising adult. Please ask adult supervisor that is present if you have any questions or need assistance. Westview Mall space participants should report all equipment malfunctions, personal injuries, and specific concerns immediately to the space director Jamie Stevens at 651-442-5253

Safety:

- Facility use is for HHB registered participants only.

- All athletes must use provided equipment properly and respect the equipment. Athletes will be held responsible for damaged equipment.
- All equipment must stay in designated area and MAY NOT be removed from the facility.
- Safe practices are required at all times. Unsafe training, behavior, or horseplay is unacceptable.
- An adult must always be present and watching when youth are working out (this includes high school athletes).
- Helmets must be worn in the shooting and stick handling area at all times by players using that designated area.

Attire:

- Closed-toe, athletic shoes required at all times. No cleats (metal or plastic) are allowed. No sandals.
- Athletic attire must be worn while using the facility.
- Chest, abdomen, and hip to pant seam must be covered at all times.

Food and Beverage:

- No food allowed in the facility. No gum. No sunflower seeds.
- Closed beverage containers are allowed. No glass containers.
- Athletes may not share water bottles.

Personal Belongings:

- All personal belongings should be left in back packs and placed on hooks by benches.
- Athletes are responsible for their belongings. HHB will not be held responsible for lost or stolen items.

INJURED PLAYER POLICY

If a player is injured for any reason during the season, he/she may be eligible for coverage.

- The board uses the 1st day of the month as the “marking” day.
- The parents must notify the manager of the team that he/she is on within 48 hours of the injury and the manager will notify the level director of the injury. The parents/player must provide the level director with a written notice from the player’s medical doctor as to the injury and the length of time the player will be “out of commission.”
- Once a player is out of commission for 28 consecutive days (not being on the ice for any reason at all) the board will cover the child’s registration payment for the next month (the month following the month of injury).
- The child’s next registration payment would be covered after missing ANOTHER 28 consecutive days.
- The registration payment is determined as the amount of the registration fee for each player that is being paid on a monthly bill as determined at the beginning of the year.
- If your child was injured in November and is out for the season, that would mean that the board would cover your December, January, February, and March bill. If your child is injured and the board is paying your ice bills, you are still responsible for your volunteer hours. Refusal/failure to complete your volunteer hours voids your eligibility for coverage under the policy. It is the parent’s responsibility to provide written documentation from the player’s treating physician to the team manager. Please also note that we need updated medical slips every 28 days.
- Failure to provide written documentation each month voids your eligibility for coverage under the policy.

ZERO Tolerance Policy

THIS ASSOCIATION FULLY ENDORSES USA HOCKEY'S ZERO TOLERANCE POLICY REGARDING PARENTS & SPECTATORS:

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or participants of the game. The on-ice officials will identify violators to the coaches for the purpose of removing parent/spectators from the spectators viewing and game area. Once removed, play will resume. Lost time will not be released, and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Using obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting players, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.
3. Throwing any object in the spectators viewing area, players bench, penalty box or the on-ice surface that in any manner creates a safety hazard.

Any violators will be escorted from the facility and not allowed to return until the next day. Please enjoy the game and support all players, coaches and officials.

Residency Policy

Minnesota Hockey is a community-based amateur hockey program. Players are to participate on teams from the community of their parent(s) or legal guardian(s) residence. In some cases, a "natural hockey community" exists which may be a combination of nearby communities based on high school attendance area or other demographics; however, this is not to allow all-star or recruited teams to be formed.

1. Youth hockey players must play within the natural hockey community as defined by Minnesota Hockey. If a player desires to play on a team outside of the player's natural hockey community, the player must obtain written permission (waiver) from the president of governing body of both the releasing and receiving organization and receive the approval of the cognizant District Director(s). Any waiver for participation within HHB must be brought to the Board at a monthly meeting to be voted on by the Board as whether to accept the waiver or not.
2. A transfer student is eligible for competition under any one of the following conditions: If a death, divorce, separation or change in the economic status in a family unit forces a transfer from one school to another without a corresponding change of residence of the student's parent(s) or guardian(s). These facts must be verified by the District Directors from both the releasing and receiving districts. The player will not be eligible for competition until these facts are determined and verified. DEATH: death of parent, which forces the transfer. DIVORCE: a dissolution of marriage of the parents which forces the transfer. SEPARATION: separation of the parents under a court order, which forces the transfer. CHANGE OF ECONOMIC: beyond the control of the student's family, which forces the transfer. The intent of the economic change is similar to conditions such as: foreclosure; bankruptcy; parent's loss of job which would require documentation by the parent.
3. A player may appeal the case in writing to the cognizant District Director who, after investigation, will issue a ruling. Any appeals regarding the Director's decision must be made in

writing through the grievance process within ten days after receiving notification of the Director's decision.

4. A player having "dual citizenship" one being the United States, must also conform to the residency rule.

Mood-Altering Chemical Policy

The use of mood-altering chemicals, i.e. alcohol, tobacco, drugs and marijuana, is expressly prohibited. During the playing season, regardless of quantity, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco (including chewing tobaccos or vaping) or, (3) use or consume, have in possession, buy, sell or giveaway any other controlled substance defined by law as a drug. This rule applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician. Enforcement will follow MN Hockey policy.

A. PENALTIES

1. **First Violation - Penalty:** after confirmation of the first violation, the player shall lose eligibility for the next four weeks of a season. No exception is permitted for a player who becomes a participant in a treatment program.
2. **Second Violation - Penalty:** after confirmation of the second violation, the player shall lose eligibility for the next six weeks. No exception is permitted for a player who becomes a participant in a treatment program.
3. **Third Violation - Penalty:** after confirmation of the third or subsequent violations, the player shall lose eligibility for the entire season.
 - a. If after the third or subsequent violations, the player on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota Hockey activities after a minimum period of six weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

- B. INTERPRETATION- Individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of the Rule.

Discipline Policy

Each team may have different rules and disciplinary policies for minor incidences. Minor incidences are defined as, but not limited to; missing practices or games, late to practices or games, not following coach's instructions, swearing, disrespectful, and poor sportsmanship. The coach of each team sets the rules and policies. Violations to the rules set are subject to discipline. Discipline can include, but is not limited to, a verbal warning, extra work, excused from practice, sitting a shift, period, or game. The coach will apply set discipline policy equitably and enforcement of the rules set forth, must be consistent for all players, regardless of player ability, relation to coach, etc.

Coaches also, must abide by the rules set by the Level Director and the Board of Directors. Violations to these rules are subject to discipline. Discipline can include, but is not limited to, a verbal warning, suspension or removal from the program.

Any player or coach that violates the rules set can be suspended or removed from the program, by the appropriate Director, or President. The coach or level director must submit, in writing, the violation to the President. If the President deems the violation is serious in nature, he or she can suspend the player or coach immediately. The President will form an ad hoc committee to investigate the charges. The committee will review the charges and make a recommendation to the Board of Directors. The Board of Directors has the full authority to suspend or remove a player or coach. Although there is no timeframe established for processing the violation, all persons involved should move as quickly as possible to resolve the situation.

The HHB must abide by the rules set by USA Hockey, Minnesota Hockey and District 8 in regard to suspensions and removals.

Grievance Policy

Overview:

The Hastings Hockey Boosters (HHB) recognizes that, on occasion, incidents may occur that result in a dispute, disagreement, or misunderstanding (referred to as “grievances”) among members.

It is the intent of the Hastings Hockey Board (HHB) to provide an opportunity for our members (coaches, parents, and players) to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board insists that players, parents, coaches, volunteers, and Board members follow the grievance procedures as presented. The procedures are as follows:

General Concerns:

Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc. should be taken to the coach or team manager of the respective team. If the problem cannot be resolved at this level, the level director for your player should be contacted. Contact information for level directors can be found at www.hastingshockey.com under our Board tab.

Code of Conduct Violations:

If a player, parent, coach, or volunteer is in violation of the Code of Conduct you should contact the HHB President and/ or Vice-President.

The Grievance Process:

1. **24 Hour Cooling Off Period.** There are to be no spontaneous grievance-related conversations immediately following a game or practice. Players and parents agree to wait at least 24 hours after a game or practice prior to initiating a conversation with a coach, coordinator, or Board member. Coaches, coordinators, and Board members agree to not participate in any conversations where the grievance procedure has not been followed. The exception to this would be any situation where there is a threat or intended harm to a player.
2. **Amicable Resolution.** It is the belief of HHB that most differences are minor. The best way to work out a difference of opinion is face-to-face discussion. This is true whether the discussion is between parents, a coach and player, a coach and manager, a coach and parent, or members and Board members.
3. **Grievance Form.** Prior to any conversations being held between a parent, coach, manager, or Board member, the HHB Grievance form must be completed by the parent/guardian and emailed to the Director specific to your level of play. The email addresses can be found on the Board page of the HHB website.

- a. The appropriate Director will be responsible for delivering the form to the party (or parties) involved in the grievance. This will allow the other party (or parties) the opportunity to be prepared to discuss the issue.
 - b. The appropriate Director is responsible to confirm the receipt of the grievance submission form by email in a timely manner.
 - c. The appropriate Director will be responsible for notifying the HHB members that a grievance has been filed and also submit a resolution report at the conclusion of the process.
4. **Initial Meeting.** A member of the HHB (if it is a team situation, this is typically the Player Representative and/ or Level Director) will contact the petitioner and arrange a time to meet with all parties in order to resolve the issue. All parties will need to agree to conduct themselves professionally and respectfully at all times.
5. **Hastings Hockey Board Hearing.** In the event of disciplinary action, an issue unresolved in the process steps above, or the grievance is specific to procedures or actions directed by the HHB, any member or party may request the grievance be brought to the Hastings Hockey Board.
- a. The complainant is to resubmit the grievance form by email to the HHB President. No other forms of communication will be accepted. The complainant is to specifically request a hearing for resolution of this grievance by the Hastings Hockey Board.
 - b. The Board will hear the grievance within 30 days of the request and will provide a minimum seven days' notice of the hearing date, time, and location.
 - c. If any member of the Board has a conflict of interest, that member will not participate in the grievance process. If the Board President has a conflict of interest, a new chair will be selected. A minimum of three reasonably Board Members will be part of the hearing.
 - d. The Board will review the grievance submission form and conduct an investigation of the grievance to fully understand the issue.
 - e. Once the Board is satisfied and feels they have enough information on the situation that occurred, they will then meet privately without the parties involved to determine what type of resolution will be given.
 - f. The chair will then notify each of the parties individually to discuss the Board's final determination of the grievance. This will take place within 5 days of the hearing. A written determination will follow within 15 days of the hearing.
6. **Outside Appeals.** After following the above procedures, in accordance to our affiliation agreement with Minnesota Hockey, any member of HHB may appeal any disciplinary or administrative action of our association in accordance to Article 6 of the Minnesota Hockey handbook. Appeals must be made to the District 8 Director within 10 calendar days of any decision made by the HHB process for consideration.

SafeSport Violations:

In the event that any HHB member observes any of the violations outlined on the SafeSport website, it is the member's personal responsibility to immediately report their observations to USA Hockey and follow SafeSport reporting. In addition, the member must also consider reporting suspected child physical or sexual abuse to appropriate law enforcement authorities. HHB has ZERO TOLERANCE for abuse and misconduct. Additional information regarding SafeSport can be found at <https://www.usahockey.com/safesportprogram> and information on how to make a report can be found at <https://www.usahockey.com/makingareport>.

Equipment Policy

It is important that all players, coaches and parents ensure the safety of all participants in the HHB program. All players are expected to use equipment that is approved by Minnesota Hockey. Equipment is defined as, but not limited, to jerseys, helmets, colored mouth guard that attaches to helmet, shoulder pads or fly pads, elbow pads, gloves, sticks, breezers, protective cup (boys), pelvic protector (girls), shin pads, and skates. Royal blue breezers, gloves and helmets are recommended for boys at travel levels. Royal blue breezers, gloves and gold helmets are recommended for girls at travel levels.

The HHB will provide Learn Hockey players with skates, helmets, elbow pads, shin pads, along with shoulder pads and breezers (if available) free of charge if needed to the extent possible. Any other In-House (including Squirts), U6, U8, or U10 player that would need to rent skates, shin pads, elbow pads, helmets, along with shoulder pads and breezers (if available) will be charged a \$50 rental fee for the hockey season. This program is to be used as a temporary solution to equipment needs. Parents must make an effort to purchase their own equipment as soon as possible. Equipment will be issued at the beginning of the season and must be turned in on the last day of play. A \$150 deposit check for Learn Hockey players and a \$100 deposit check for all others renting equipment is required to receive the equipment. The deposit check will be shredded or returned upon request when the equipment is returned to HHB in good condition, less normal wear and tear. Failure to return the equipment within 1 week upon request from the Director of Operations, or within 3 weeks of the last team game, scrimmage, or practice will result in the cashing of the deposit check.

The HHB will provide goalie equipment i.e. fly pads (chest protector), glove, blocker, and leg pads for all Mites, Squirts, U10 girls, U8 girls, and others to the extent possible. The Director of Equipment will issue goalie equipment as the season starts and receive the equipment as the season ends. This equipment is only to be used for HHB games during the season and is not intended for street hockey use. Bantam, U16 and Jr. Gold goalies are responsible for their own equipment. A \$150 deposit check is required to receive the equipment and it will be shredded or returned upon request when the equipment is returned to the HHB in good condition, less normal wear and tear. Failure to return the equipment within 1 week upon request from the Director of Operations, or within 3 weeks of the last team game, scrimmage, or practice will result in the cashing of the deposit check.

The HHB will provide game jerseys and pucks, and puck bags for all levels. Practice jerseys will be provided to all traveling teams and added to the player's team fee. The Director of Operations is responsible for issuing and receiving all equipment.

Players and Parents are responsible for the general condition of all equipment issued to them. Any misuse or unusual wear or damage to the equipment is the responsibility of the player or parent. Equipment, including jerseys, that is not approved by Minnesota Hockey and the HHB Board of Directors cannot be worn.

Parent Responsibility/Security

The Hastings Hockey Boosters try to provide players with a safe and secure environment. The following rules, along with common sense, are in place to assist with that goal:

- Parents are responsible for the safety of their children during non-ice times. All in-house players are to be escorted both to and from their assigned locker room at the designated times. In-house players are not to be dropped off at the front door of the arena.

- A coach, manager and/or parent needs to be in the locker room both before and after any assigned ice time.
- A coach, manager, and/or parent needs to secure the locker room during any ice times.

Volunteer Agreement

The Hastings Hockey Boosters rely on dedicated parents volunteering to help make our program a success and to offset registration fees for players. Volunteering for HHB is not meant to be a fundraiser, rather an opportunity to continue to make our program a success and to get more people involved. The philosophy is that the more you and your child get involved and have fun, the more likely you will be encouraged and continue through the program. All parents will be required to read, sign, and turn in the “Hastings Hockey Volunteer Agreement” at the start of each season before jerseys will be handed out. The current Hastings Hockey Volunteer Agreement can be found on the HHB website.