

La Crescent Youth Hockey
Policy Handbook
2021 - 2022



www.lacrescenthockey.com

Questions or Comments email: president.lyha@gmail.com

La Crescent Youth Hockey

2021 - 2022

Philosophy of La Crescent Youth Hockey

The Goal of La Crescent Youth Hockey is to develop skilled hockey players; to stress good sportsmanship and fair play; to teach each participant to accept both victory and defeat graciously. We strive to give each player the opportunity to participate to the best of his/her ability.

La Crescent Youth Hockey

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Players Code of Conduct

The following Code of Conduct was prepared by USA Hockey's Youth Council.

- **Play for FUN!**
- Work hard to improve your skills.
- Be a team player - get along with your teammates.
- **Learn teamwork, sportsmanship, and discipline.**
- Be on time for practices and games.
- Learn the rules, and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents, and officials.
- Never argue with the official's decision. Remember, as a player you are a representative of LYHA, at our rink and at other rinks.

EXPECTATIONS OF BEHAVIOR AND CONSEQUENCES

PLAYERS Each player must respect coaches, competitors, officials, teammates, parents, fans, and arena employees.

Discipline will result for any of the following:

1. Any instigator and or/fighting before, during, or after games.
2. Any misuse of the stick, or use of the stick with intent to harm or injure another player.
3. Any use of alcoholic beverages or drugs while a member of La Crescent Youth Hockey during the hockey season.
4. Any use of vulgarity in language, gestures, or insinuations of any kind.
5. Any disrespect shown to any coach, players, referees, or opponents—back talk or any other displays of disrespect will not be tolerated.
6. Any destruction of arena property and/or La Crescent Youth Hockey property.

If any violation results while representing La Crescent Youth Hockey as a hockey player, he or she will be suspended for:

1. One game for the first infraction,
2. Three games for the second infraction, plus appearance before the Board with parents and coach,
3. The entire season for the third infraction--upon review of the Board.

Depending on the severity of the infraction, the Board has the discretion to initiate more severe disciplinary measures.

The head coach is responsible to enforce the rules. If he or she does not fulfill this responsibility, the President of the Association will intervene.

Any act of vandalism at home or away rinks while representing La Crescent Youth Hockey, will result in suspension for the remainder of the season and possible monetary fees.

Grades are very important and parents should impress upon their sons and daughters the importance of maintaining good grades in school. Coaches and team managers will discuss the importance of good grades during the parent meeting.

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Coaches Code of Conduct

The following Code of Conduct was prepared by USA Hockey's Youth Council.

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

COACHING CODE OF ETHICS

COACHES La Crescent Youth Hockey fully adheres to and adopts all provisions of the USA Hockey Coaching Ethics Code. All coaches are required to follow this code. The General Principles and Ethical Standards must be adhered to in their entirety. These include, and are not limited to:

- Competence
- Integrity
- Professional Responsibility
- Respect of Participants and Dignity
- Concern for Others' Welfare
- Responsible Coaching

At the beginning of the season, coaches must sign a statement indicating that they have read and will comply with the USA Hockey Coaching Code of Ethics. For a full reading, refer to the USA Hockey Website at www.usahockey.com.

Head coaches are expected to follow all association rules. This includes, but is not limited to:

1. Addressing player behavior issues and enforcing discipline as outlined above.
2. Managing behavior of assistants and parents. Coaches are responsible for parent conduct during and outside of games at home and away arenas.
3. Following all safety rules, including assurance that all required player equipment is used.
4. Using only certified coaching assistants at the levels required by MAHA & WAHA.
5. Representing the Association in a positive manner and not creating discord with other teams or association members. The Parent Code of Conduct Rules also applies to coaches.
6. One member of the coaching staff is to be present in the locker room from the time players are required to be present at the practice/game until the last player leaves. **All player and coach cell phones and other devices with recording capability must be off and stowed away.**
7. In extreme circumstances and with board approval, the Coaches Coordinator could assume the position of Head or Assistant Coach on any traveling team.
8. Coaches are expected to be present at all scheduled games and practices, barring illness, family emergency, or other activities as approved by the Coaches Coordinator.

9. Coaches will treat referee officials with respect. Appropriate language will be used at all times. Failure to follow the Association rules will result in disciplinary proceedings as outlined below.

Matters of Coaching Discipline

All matters pertaining to coaches' misconduct are to be reported immediately to the Coaches' Coordinator. The Coaches' Coordinator will investigate the matter and gather information from all sides. He or she may also confer with LYHA board members and has the authority to issue warnings and temporary suspensions. If it is determined that the matter involves a severe violation of the USA Hockey Coaches' Code of Conduct or the Association's rules, the Coaches' Coordinator will refer the matter to the Board. The Board will convene to resolve the matter. Disciplinary decisions are final.

Parents Code of Conduct

La Crescent Youth Hockey Association Board Member Policy on Sports Conduct:

LYHA Board members are expected at all times to uphold the highest standards of behavior at all functions related to Youth Hockey. They should not only be intently aware of the Code of Conduct but should lead by example. Any Board Member found to be in violation of any these codes will be asked to relinquish their position on the Board of Directors and be subject to additional disciplinary action per the Penalties and Violations section of the Parents Code of Conduct Policy.

Parents & Guardians

La Crescent Youth Hockey Association wants the hockey experience to be rewarding for your child, and your family. As a parent or guardian, you can help to ensure that it is in many ways.

- **Volunteer** to help with the many tasks required to make our programs and association successful.
- Be sure that your child wears *properly fitting equipment*.
- Ensure that your child *attends all practices and games*.
- Remember that the practices and games are *for the children*, not the adults.

Preamble and Core Values

The La Crescent Youth Hockey association is committed to upholding the Core Values of USA Hockey.

- **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
- **INTEGRITY** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS** - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **ENJOYMENT** - It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
- **LOYALTY** - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

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

Parent Code of Conduct

LYHA strongly encourages parents and guardians to embrace and observe the Parent Code of Conduct endorsed by USA Hockey:

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.
- LYHA, consistent with USA Hockey's Zero Tolerance Policy, requires all parents/spectators to maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all USA Hockey sanctioned games and LYHA events (practices, meetings, etc.).

Expectations of Parents

La Crescent Youth Hockey Association recognizes that parents and guardians are an important part of the overall hockey experience. LYHA is dedicated to introducing the game of hockey to children, young men and women, and their families. ***We expect the pursuit of hockey excellence will be accompanied by appropriate sports behavior and respect for every individual.*** Each parent or guardian is expected to be familiar with these values and their place in the organization, and to ***lead by example.***

La Crescent Youth Hockey fully realizes that differences of opinion on a range of matters can

exist. Parents are welcome to convey their thoughts and feelings; however, the Association insists that all parties do so in a respectful, adult manner.

Matters of Parent Discipline

There will be a “cooling off period” of 24 hours to allow all parties involved to approach situations with respect and composure. ***The head coach should initially handle parent behavior problems.*** The purpose is to address matters swiftly and before they escalate into larger problems. The head coach will respond by gaining an understanding of the facts from all involved parties.. Depending on the circumstances or severity of the issue, the coach (or coaches) may issue a warning to any involved party (with notice to and approval from the President) or can immediately refer more serious matters to the President or Vice President.

The President or Vice President must then investigate the matter swiftly and fairly. A Hearing Panel of at least 3 reasonably impartial persons will be assembled for a presentation of the facts and determination of the remedy. The Panel will hear all disputes and choose the appropriate disciplinary action within 30 days of the infraction. The Panel will provide a minimum of a 7-day notice of the hearing date and location, and make reasonable efforts to convene the hearing in a location accessible to all parties. The notice will also include the process and rules that will be used during the hearing. A description of the grounds for the discipline, the consequences of an adverse finding, and issues to be resolved by the Panel will also be included in the notice. The hearing will be conducted in accordance with Article 6 of the Minnesota Hockey Handbook. Findings must be supported by a preponderance of the evidence that an applicable rule has been violated. The decision logic must be included in the written findings. The Panel will render this written decision within 5 days of the hearing and mail a written decision within 15 days of the hearing. The written decision will include the parties’ right to appeal the decision to Minnesota Hockey District 9.

A member’s level of cooperation during an investigation may be weighed in the Hearing Panel’s ultimate decision. If during the investigation process the member would fail to cooperate, it would be considered immediate cause to issue a Class I penalty (in addition to the initial infraction) by the Panel (penalties and violations indicated below). ***All disciplinary decisions are final.***

Appeals of Disciplinary Action

Any member, team, league or local association who has a standing in the matter has the right to appeal the decision of the Hearing Panel. The appeal is to be made in writing to the LYHA Board

and the Minnesota Hockey District 9 District Director within 10 days of the decision rendered by the Hearing Panel. The appeal must be sent to the attention of the Minnesota Hockey District 9 District Director. The appeal must include the rationale behind the appeal, citing the applicable rule or regulation, as to why the action should be modified or overturned. Further explanation of the appeal process can be found in Article 6 of the Minnesota Hockey Handbook.

Penalties and Violations

Class I:

Class I violations carry a penalty of up to a one (1) week suspension from all practices, games, and/or any team activity. The suspension begins when the LYHA President's Hearing Panel has reached a decision on the issue; however the board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class I violations include, but are not limited to:

- Use of obscene or vulgar language or gestures to anyone at anytime
- Abusive or coercive language (toward players, coaches, parents, volunteers, board members, rink employees, officials, other players, and spectators), including e-mails and social media.
- Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
- Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner
- Aggressively questioning the coach(s) coaching during or after practices or games
- Questioning the referees during or after games.
- Approaching a coach or referee immediately following a game to voice a complaint.
- Failure to cooperate with a disciplinary hearing panel investigation.
- Any use of alcohol in the arena during meetings, practices, games or tournaments.

Class II:

Class II violations carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the LYHA President's Hearing Panel has reached a decision on the issue; however the board has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class II violations include, but are not limited to:

- Threats of physical violence towards any player, coach, parent, official, LYHA volunteer, or spectator
- Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard
- Intentionally shoving or striking a player, coach, or official during any LYHA function, whether in the locker room, on the ice, or at any time the team is getting together
- Public disparagement of other members (if allegations made are found to be false)
- Making misleading or untrue statements to a coach, board member or hearing panel member.
- Second class I violation of the same offense or third or subsequent Class I violations.

Class III:

Class III violations carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the LYHA organization. The suspension begins when the LYHA President's Hearing Panel has reached a decision on the issue; however the board has the authority to immediately suspend the offender until the investigation is complete. For Class III violations penalties will require ratification by a 2/3 majority of the LYHA Board of Directors, at a meeting where there is a quorum of the Board.

Class III violations include, but are not limited to:

- Use of illegal drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices)
- Physical abuse of a player, coach, parent, official, LYHA volunteer, LYHA board member, or spectator
- Activities that violate State or Federal Laws which create a safety risk to any member of the organization
- Multiple class I violations in conjunction with any class II violation.
- Second class II violation of the same offense, or third or subsequent Class II violations.

Parent Notification

- Parents will be informed of this Policy on Sports Conduct before the beginning of the season. ***Parents/guardians are required to acknowledge (by signature) that they received a copy of the Policy before their child may participate in USA Hockey sanctioned games.***

As a parent or guardian of an LYHA youth participant, I have received and read a copy of the Parents Code of Conduct and understand the behavior expected of me, and the consequences for violating the Code of Conduct. **(NOTE – ALL PARENTS OR GUARDIANS MUST SIGN!)**

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Player Eligibility & Registration

Policy A-1: Registration Fees

During the annual budget process, the Board determines skater fees for the season. Fees can be paid in full or in two/three installments depending on what level played.. All installments (three checks) will be turned in at registration. The first check will be cashed October 15, the second on November 15th, and the third on January 15th.

Any NSF (Non-Sufficient Fund) check received will be assessed a charge to cover the bank charge assessed. The charge is the responsibility of the account owner to cover.

A late fee of \$40.00 will be charged if a family does not register by the scheduled registration date. The Association reserves the right to refuse late registration if it would lead to excessive traveling team numbers. (This does not pertain to in-house teams.) New families will not be subject to the late fee.

Should the season be cancelled due to COVID-19 pandemic, there will not be refunds on registration fees

Policy A-2: Transfers from Other Associations

It is the goal of La Crescent Youth Hockey to provide a quality youth hockey experience for skaters that reside in the entire region including the communities of La Crescent, Caledonia, Dakota, Dresbach, Brownsville, Hokah and Houston. Our intention is not to release any player from our association to another association OR accept another player from a neighboring association except under the most unusual of circumstances. The Board reserves the right to review requests, which must be submitted in writing to the President.

Policy A-3: Release Waiver Policy

La Crescent Youth Hockey has established specific policy guidelines with regard to individual players requesting to be released from playing within the La Crescent Youth Hockey Association. This process would allow a player to play for another youth hockey association if specific guidelines are met. A release will be considered by the Board of Directors only if the player meets the following guidelines:

- The release must be submitted in writing a minimum of one month before the first scheduled practice and submitted to the current President of La Crescent Youth Hockey.
- The request for release must include a specific reason or reasons why the player and his or her parents wish to play elsewhere.
- The LYHA team that would be impacted would have to have a minimum number of players

remaining as determined by the LYHA Board of Directors.

- The request for release must include specific information regarding the association the player would like to be released to, including association name, contact name, phone number, and address.

- Final approval, regardless of circumstances, will be required from the Board of Directors.

Policy A-4: Fee Refunds

Fees will be refunded only when a player is injured and cannot continue the season, and then only on a pro-rated basis. For example, if the regular season is 18 weeks long, and a player is injured at 12 weeks, their refund will be calculated by taking the 6 weeks they missed divided by 18 to get a 33% refund. If the skater fees were \$325.00, the refund would be \$107.25 ($\$325 \times .33$). This applies only to La Crescent Youth hockey fees; USA Hockey fees will not be refunded.

Player families are responsible to notify the Treasurer to request refunds and must do so within 30 days of player resignation or will forfeit their refund.

All other requests for a refund must be submitted to the Board in writing for approval.

Policy A-5: Fundraising

LYHA holds an annual gun raffle fundraiser for the association in order to keep dues low. Members who wish to participate will be given \$400 worth of raffle tickets to sell. A check for \$400 will be collected at registration and cashed April 1, 2022. The money you collect from ticket sales is yours to keep. For those members not wishing to sell raffle tickets, a \$400 fundraising fee will be collected at registration and cashed April 1, 2022. *First year families are encouraged to participate but will have the option to opt out of fundraising for that year.

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Policy B-1: Team Formation & Play Goals

1. Players on a given team are as close in talent level as possible to promote the best experience for players at every level and the best developmental progress over the season
2. Establish a consistent strategy and process to:
 - achieve the most accurate player placement
 - provide the players and parents transparency in the process
 - provide a known set of standards upon which players are measured to assure the highest possible degree of fairness and objectivity in the process
 - utilize unbiased evaluators outside of the association who are given clear guidance on the standards and skills which they are to evaluate
3. Develop a highly competitive hockey program in La Crescent that can compete throughout the state of Minnesota and that is consistent year after year at the mite through high school level

Try-out Process:

1. All players wishing to play at Squirt or higher levels for LYHA 2021-22 season must attend try-outs
 - This not only ensures proper placement of each child but also helps coaches and the board to assess the proper level (A,B,C) for each team
2. Players with advanced skills who feel they will succeed the most by playing up a level are eligible to try-out for the next level. Signed consent must be obtained from a parent or legal guardian at time of try-out. No play-up request is necessary to try-out.
 - Due to safety concerns with the introduction of checking at the Bantam level, only second year PeeWee players by age (06/01/09 - 05/31/108) are eligible to try out to play up to Bantams.
3. Parents will not be allowed to watch try-outs.
4. LYHA will adhere to the MN Hockey Rules and Regulations which require Two-thirds (2/3) of the players on teams at the Squirt level and above must be within the age classification in which the team is registered.
5. All players will be notified via email

6. Players who make the team:

- Players/Parents will be expected to commit by the Wednesday following try-outs and register for the team on registration day.

7. Players who do not make a team:

- If a player does not make the team in their age-defined classification, they will automatically be given a release to play for another association which offers a more appropriate level for that player

- If a player does not make the team they are attempting to “play-up” to, they will be automatically roster on their age appropriate team.

8. If it is decided after try-outs/registration for a given level that there are not enough players to form a team or that the breadth of talent is so great that it is not feasible to form a cohesive, competitive team at that level, then all players of that age defined level will be given a release to play elsewhere. Minnesota hockey does not allow players to play down a level except in extreme circumstance.

9. What if a player cannot make try-outs?

- The dates/times of try-outs were chosen to maximize the number of players who would be able to attend. The goal is to have all players at both try-out dates. This gives every player a fair chance if he/she happens to have an “off” day at one of the try-outs.

- If a player can only attend one day, the board will need to be made aware in writing at least 1 week prior to try-outs.

- Board approval is required for a player to be placed on a team without having attended a single tryout session. Request would need to be made to the board in writing explaining why try-outs cannot be attended at least 2 weeks prior.

10. Hardship Process: At the end of all tryouts, the board reserves the right to hear any player or parent hardships.

- There will be no guarantee of exception, all decisions are final and made by the board with the input of coaching staff.

How players are evaluated:

1. Numbered pinneys, rather than names on jerseys, are used to identify and keep track of players during the tryouts.
2. During the on-ice tryout sessions, players will be asked to exhibit the following in a series of drills, small area games, and full ice scrimmages and will be rated on a 5 point scale:
 - Skating - Stride, Edges, Speed, Crossovers, Forwards & Backward Skating
 - Puck Carrier - Puck Handling, Shooting, Passing, Control
 - Game awareness - Playing Position, Getting Open, Play Making
 - Effort – Small Battles, Fore-check, Back-check, tenacity
 - Goalies will be scored by a separate goalie evaluator on appropriate goalie skills
3. 1st Half of Session – Total group will be split alphabetically. This session will consist of a predetermined mix of skill based drills and small area games.
4. After the first session, the Evaluation Committee will review their data and divide the players by ability into 2-3 levels. Player numbers at any level may vary based upon the need for the evaluators to better see each player.
5. 2nd Half of Session – Players will be split and participate in a variety of small area games, including but not limited to 2 vs. 2, 3 vs. 3, 4 vs. 4, or full ice 5 vs. 5. Small area games allow evaluators to see many skills including: skating ability, edges, puck control, passing, shooting, speed, stops, starts, turns, tenacity, and effort.
6. Players will receive a copy of their evaluation scores with their email of acceptance/denial to the team.

Try-Out Dates 2021-22 Season:

Bantam (Date of Birth 06/01/06-05/31/08): Saturday 9/25/2021, 9:00-10:30am

Pee Wee (Date of Birth 06/01/08-05/31/10): Saturday 9/25/2021, 10:45-12:00pm

Squirt (Date of Birth 06/01/10-05/31/12): Sunday 9/26/2021, 12:00-1:15pm

Other players eligible to try-out are noted in section 2 of the Try-out Process

Policy B-1.2: Goalie Tryouts

1. Goalie tryouts will adhere to the same policies outlined above. 2. Any player wishing to try out for the goalie position must declare their intentions prior to the beginning of team tryouts. 3. A separate goalie evaluation will be performed during team tryouts. The evaluators chosen during the process as outlined in Policy B-1, Item 6, may perform this evaluation. Alternatively, a separate, goalie-oriented group may be selected using the same process. If the former is the case, at least one of the evaluators must have demonstrated competency in the evaluation of goalies. 4. Goalies chosen for a team will not be allowed to “skate out.” They are committed to the goalie position for the season.

Policy B-2: State Tournament Play

The highest MAHA classified team at each age level (Squirt through Bantam) can enter the MAHA State Tournament. MAHA State Tournament entry is optional for any other team with the In- house program being excluded from state tournament play.

The Association will pay for the team entry fee for State Tournament play; this includes any play off fees. While playing in the WMHL League, there will be no state play.

Policy B-3: Participation in Tournaments

League Teams

It is the intent of the Association to provide Squirt - Bantam teams the opportunity to play in one home tournaments. This may mean that more than one Association team may be participating in an individual tournament. It is expected that each team will participate in the weekend tournaments—parent participation is required.

The Association will pay the team entry fee to two away tournaments with a maximum fee of \$1500/tournament. (Not counting the District, Region or State Tournaments) All other expenses are the responsibility of each team member/family.

If any team wishes to enter an additional tournament over and above the three Association-sponsored tournaments and the state tournament, all expenses incurred will be the responsibility of each team member/family. This includes the team entry fee (divided evenly by number of player participants).

Policy B-4: Fair Playing Time

La Crescent Youth Hockey strives for equal playing time at the younger levels to the fullest extent possible; however, the dynamics of each game may impact a precise playing time distribution. While it is advantageous to change shifts (lines) in an evenly timed manner, game conditions such as field of play, play stoppage, penalty situations, player match-ups and opponent strategy can all impact a coach’s decision. Additionally, defensive players may see more playing time than forwards since there are typically fewer defensive lines and players to rotate.

Coaches are expected to treat players fairly with respect to playing time, i.e., as equal as possible given game conditions. There may however, be occasions where a player plays less time in one game, only to be balanced by playing more time in other games. Coaches are also given discretion to adjust playing time in other situations as follows:

- On power plays
- On penalty kills
- In state play-down and tournament situations
- When player discipline issues exist
- During the last two minutes of each period in a league game when the score is close

Playing time can be limited because of poor attitude, lack of work ethic, and lack of commitment i.e., missing practices, late for practices, etc.

At times parents tend to focus on their own skater's playing time without regard to the conditions noted above. If after carefully considering all conditions a chronic playing time shortage is noted, the matter can be addressed constructively with the coach. However, always keep in mind the discretion that coaches are given as noted above. The Board requires that there is a 24 hour cooling down period prior to any meeting. The coach will explain the reason why a player has been benched for any reason resulting in decreased playing time for said player to both the parents and the player.

Policy B-5: Roster-up of players

There may be times when a player from a lower age level will be asked to play up to a higher age level for a limited number of games due to a shortage of numbers on a team. This situation is to be avoided to the extent possible when teams are initially formed. However, when it cannot be avoided, a roster-up situation is created. All requests for players to be rostered up must be brought up through the Coaches Coordinator. The Coaches Coordinator will then bring their recommendation to the Board for final approval.

USA Hockey, MAHA, and WAHA rules indicate that a player must be listed on the official roster, and must participate in 5 games with the team, in order to be considered part of the team for State tournament play. Players who are asked to roster-up must therefore participate in 5 games with the older age level team. Efforts should be made by coaches to ensure these players participate in the required 5 games. Participation in a game is considered to be playing one shift of the game. These rostered-up players should only be utilized if necessary due to a significant shortage of players due to illness, injury, or other absence. These players are NOT to be used as a regular part of the team on a frequent basis. Such use would essentially allow a player to be on 2 teams, while only paying for one.

Policy B-6: In-House 8 and under program

Introduction to LYHA Mites 8 & Under Program

The Lancer Youth Hockey Association Board would like to take this opportunity to welcome all new and returning Mites to the 2021-22 hockey season! The purpose of this letter is to get key information out to the parents and the players.

We think it is very important to understand the thoughts and beliefs of the Board by presenting the mission statement for the Mite program:

Lancer Youth Hockey believes that the program should not only teach the youth to be hockey players, but also teach them how to be part of a team, work hard, have respect for others, and have fun. These are characteristics we believe are the building blocks for their futures.

In combination with Minnesota Hockey and the USA Hockey ADM (American Developmental Model) program, we are striving to make the game of hockey not only more fun, but to give the players the attention they need while focusing on developing their skating skills.

Links to websites for USA Hockey and ADM Program are as follows.

USA Hockey <http://www.usahockey.com/>

ADM <http://www.admkids.com/>

Introduction to Levels

GOAL (Get Out And Learn)

This program is designed for first time skaters. They will be taught how to skate and some basic hockey skills. The primary focus will be teaching the kids how to skate. There will be a basic set of tasks that will need to be completed before they will advance to the next level. This advancement will be in accordance to the USA Hockey skills testing in Level 1 development.

Mini Mites

This program will focus on further skill development. Skaters at this level will be able to take direction from coaches and complete the entire practice on the ice. Here they will be introduced to cross ice hockey and will learn the basics of playing the game of hockey. Advancement will take place upon completion of tasks in accordance to the USA Hockey skills testing in Level 1 development. Mini Mites will also be playing cross ice games.

Mites

This program will work on developing more advanced skating and hockey skills. There will be more focus on the fundamentals of the game of hockey. We will continue to play cross ice games but will start to introduce the fundamentals of playing on full ice. We will work on starting to prepare the players for the next level (Squirts) where traveling and full ice games will begin. Mites will have the opportunity to play some full ice games and possibly tournaments.

Character Development and Life Skills

Players at all levels will learn:

They are part of a team To have respect for their teammates, coaches, opponents, officials, and parents Team rules Self control and discipline To always try their best Respect for authority The importance of a strong work ethic Commitment to a team Players at the older levels are role models and need to set a good example for the younger players

La Crescent Youth Hockey

2021 - 2022

Coaching Policies

SECTION C: Coaching Policies

Policy C-1: Coaches' Certification

The Association adopts the recommendation of USA Hockey, MAHA, and WAHA rules on Coaching Certification and Ethics. A CERTIFIED HEAD COACH OR ASSISTANT COACH will be on the bench at all practices, games, tournament games, and play-off and state tournament games. Non-Certified coaches cannot be on the bench at games or on the ice at practices. The Association expects the following certifications:

League Teams

It is required that every coach obtains at a minimum USA Hockey Level One certification the first year of coaching. Under current USA Hockey rules, any certification (Levels 1-3) is good for a two-year period. It is recommended that coaches work toward obtaining additional certification levels. A coach is responsible to obtain proper certification for the level of play that is coached. La Crescent Youth Hockey also recommends current certification in CPR and First Aid for all traveling team coaches that are on the bench with players.

In-House

It is expected that every in-house head coach will have completed at a minimum the USA Coaching Education Program—Level One during the first year of coaching. All Mite (Level-3) coaches will be required to be Level 1 certified during the first year of coaching.

Clinic Reimbursement

To encourage education and continuing certification the Association will pay the registration fee for each successfully completed clinic for levels 1-3. Individuals wishing to attend a level 4 advanced certification can apply with the Coaches Coordinator. The Association may reimburse a limited number of advanced clinics depending on numbers and funds available.

Policy C-2: Reimbursement of Parent Coaching Expenses

The association will not provide reimbursement for parent coaches for participation in tournament and League games.

Policy C-3: Reimbursement of Non-Parent Coaching Expenses

LYHA realizes that there is a financial impact with volunteering to coach. The Association will budget monies and pay non-parent coaches a set amount, to be determined yearly, in an attempt to cover reasonable expenses incurred by the non-parent coach in fulfilling their obligation as coach and will reimburse, with a paper receipt to the treasurer, hotel expenses at away

tournaments. This policy is not intended to cover 100% of the expenses incurred by a non- parent coach, but it is the intent to minimize the financial impact on the coach.

Policy C-4: Criteria for Selecting Coaches

It is the intent of these Rules and Regulations to ensure the best possible coaches for the La Crescent Youth Hockey Association. It is our goal to establish a comfortable position for both the coaches and the Board. It is not our intent with these rules and regulations to restrict the coaches' involvement or the Board's controls.

For all coaching positions, the Board, working collaboratively with the Coaches Coordinator and the board will actively pursue and consider coaching candidates. The Coaches Coordinator will present a slate of qualified candidates to the Board for approval. The board will be responsible for actual coaching appointments and will rule by simple majority. The Coaches' Coordinator will be given discretion in designating coaching assignments to advance the association's interests in having qualified coaching talent at each team level and age level.

Coaches will be expected to formally apply for the position if they have not previously coached for LYHA. Applications available on the LYHA website. They will be placed based on experience, recommendations, consistent availability and the ability to provide practice plans to the coaches coordinator at least 1 day prior to the practice week. Provided plans will be expected to be followed.

La Crescent Youth Hockey Coaching Philosophy

Policy C-5: Coaching Philosophy

La Crescent Youth Hockey coaches at all levels should have an emphasis on hard work and hustle. Emphasis on hustle to completion of each drill should be engrained in each player throughout his/ her youth hockey experience. Playing time will vary in certain situations. However, it is expected that coaches take into account hard work and hustle.

This commitment will be accomplished through the following coaching philosophies.

Mites Coaches at the Mite level will teach each player, individually and collectively, the game and rules of hockey with an emphasis on skill development including skating forward and backward, starting and stopping, stick handling, passing, shooting, and having fun. Players should be taught basic rules of the game such as off sides, icing, offensive, defensive, and face off positioning. Players should be taught all positions and given an opportunity to play each, including goalie. All players should be given equal ice time.

Coaches at the Mite level will lay the necessary groundwork in building teams for the future by preparing players to enter the Squirt level having learned basic hockey skills and a basic knowledge of the game.

Squirts Coaches at the Squirt level will teach each player, individually and collectively, the game

and rules of hockey with an emphasis on Effort, Teamwork, Positioning, Commitment, and Fun. Players will build character through good sportsmanship during practices and through winning and losing games. Coaches will make their best effort to play all forwards an equal number of shifts and/or ice time and all defensive players and goalies an equal number of shifts and/or ice time. Winning is important for team morale. Coaches at this level can use discretion in the final minutes of close tournament or league games to play to win.

Players should be taught all positions and given an opportunity to play each. Player position should be set by the end of the year. A goalie(s) should be identified at the beginning of the season and should start to develop his/her goalie skills. Players with exceptional talent should be taught the benefits of involving their team members in the game.

Coaches at the Squirt level will lay the necessary groundwork in building teams for the future by preparing players to enter the Pee Wee level having more refined hockey skills and a basic knowledge of the game.

Pee Wees At the Pee Wee level, players continue to master fundamental skills and team play with an emphasis on Game Concepts, Discipline, Sportsmanship, Hard Work, Positive Attitudes, Respect and Having Fun. Coaches should introduce Hockey Systems to start preparing players for Bantam, Junior Varsity, and Varsity hockey. Coaches need to recognize individual talents and develop players at positions that fit their style and ability. Conditioning is starting to be more important and coaches should tailor their practices to assure that players are properly conditioned.

Coaches will make their best effort to play all forwards an equal number of shifts and all defensive players an equal number of shifts. Coaches are allowed to vary the actual ice time for special game situations including when a district game may affect post season play, district and regional playoffs and tournament play. Also, coaches have the right to take ice time away if individuals are not following what is expected of them on and off the ice, if hockey players develop attitudes, incur unnecessary penalties, ignore coaching instruction, lack work ethic, and/or have an unwillingness to get better.

Coaches should schedule off ice practices to discuss hockey systems through chalk talks, instructional tapes, and reviewing their own game tapes. Plus minus tallies should be tracked and discussed with players at this level. Individual and team goals are an important part of all sports. A team goal should be set and reviewed throughout the season.

Coaches at the Pee Wee level will lay the necessary groundwork in building teams for the future by preparing players to enter the Bantam level having more refined hockey skills and a basic knowledge of systems and positional strategies.

Bantams At the Bantam level, players need to be more competitive and coaches should start preparing the players for playing high school hockey. Practices should be getting more intense with more focus on refining hockey skills at full speed, and conditioning. Coaches should

continue teaching Hockey Systems developed with input from the La Crescent High School coaching staff. Coaches should assess player talents early in the season and play them at positions that fit their style and ability.

Although actual ice time is at the discretion of the coaches, they will make their best effort to play all forwards an equal number of shifts and all defensive players an equal number of shifts recognizing the benefit of rest time provided by playing all players. Coaches are allowed to vary the actual number of shifts for special game situations including, penalty kill and power play, when a district game may affect post season play, district and regional playoffs and tournament play.

Coaches should consider the following when determining actual ice time.

- Players should be given an opportunity to gain confidence in different situations at this level, especially second year players. Coaches are allowed to vary the actual ice time for special game situations including when a district game may affect post season play, district and regional playoffs and tournament play.
- For less skilled players that make an extra effort at practices and games, the coaches should make an extra effort to reward them.
- Shifts should be kept short to maximize player's effectiveness, and using all players is one of the best ways to accomplish this. (Short 3rd shift lines in close games can be a very effective strategy to wining).
- Parents have paid for their child to play hockey and have traveled to watch them. All players should get significant (not necessarily equal) playing time. Make a genuine effort to play each player when losing or winning by a large margin to make up ice time for less skilled players.

Ice time should be taken away if individuals are not following what is expected of them on and off the ice. Ice time should be limited if hockey players develop attitudes, incur unnecessary penalties, ignore coaching instruction, lack work ethic, and/or have an unwillingness to get better.

Coaches should schedule off ice practices to discuss hockey systems through chalk talks, instructional tapes, and reviewing their own game tapes. Plus minus tallies should be tracked and discussed with players at this level.

Individual and team goals are an important part of all sports. Coaches should talk to each player individually and decide on attainable goals. A team goal should be set and reviewed throughout the season.

Coaches at the Bantam Level will lay the necessary groundwork in building teams for the future by preparing players to enter the High School level having more refined hockey skills, a good knowledge of systems and positional strategies, and a winning attitude. Coaches with discuss with high school coaching staff what drills can be done at Bantam level that the high school uses

to prepare the players for high school level of play.

La Crescent Youth Hockey

2021 - 2022

Supporting Policies

SECTION D: SUPPORTING POLICIES

Policy D-1: Referee Clinics

The members of the Association are encouraged to participate and serve as referees. To further referee education, the association will reimburse any USA Hockey Referee Clinic fees incurred at the completion of the clinic at the season's start providing the referee served the Association. A paper copy of certification must be given to the treasurer for reimbursement.

Policy D-2: Equipment

This policy is meant to outline what type of equipment LYHA will provide or make available to our skaters. All equipment not outlined in this policy is the responsibility of the skater. All skaters must wear required USA Hockey equipment.

Game Jerseys

For all league teams the Association will provide both a home and away jerseys. A jersey deposit of \$100 is due at registration post dated for April 1, 2022. This check will not be cashed unless the jerseys are damaged or not returned. Jerseys will be collected by the team manager after the last game of the season.

These jerseys are only for use during games and taking official team pictures and are not to be used for practices. A \$25 fee will apply for jerseys returned at the end of the season unwashed. Uses at special events can occur with Board approval. It is the responsibility of the skater to keep the jerseys clean and in good condition. In the event of a lost or maliciously damaged jersey, the skater (parent) will be responsible for covering the cost for replacing the jerseys. Do not iron on patches or names on the jersey.

Jerseys are to be placed on a hanger when not in use during a game and not stored in the player's hockey bag. It is recommended that all jerseys be transported in a garment type bag so as to protect them from damage and soiling. These can be purchased for under \$10 dollars online and should be used at all times.

For the in-house teams, the Association will provide one jersey. This jersey is only for practice, scrimmages, and official team picture taking. It is the responsibility of the skater to keep the jersey clean and in good condition.

Skater Equipment

The Association owns and checks out equipment for skaters such as skates, helmets, breezers, chest protectors, elbow pads, shin guards, neck protectors, gloves, and sticks for use by our

mini-mite and mite players. A \$200 deposit for the regular season is required at registration. The equipment is to be turned in at the end of the season during the designated equipment collection time. Gear may be checked out to squirt age players and above only after the mites, mini mites, and GOAL have been suited and there is gear left in that squirt age player's size.

A skater may keep the equipment for a \$25 rental fee or re-check out equipment for use in summer ice hockey leagues and camps. Association equipment is not to be used for non-ice hockey activities. Users are responsible for the care and safe return of all equipment or they will be assessed a replacement charge.

Goalie Equipment

The Association owns goalie equipment such as blockers, chest protectors, leg pads, and gloves for use by our goalies at the mite and squirt level. An equipment deposit is required but no rental fee.

Association equipment is not to be used for non ice hockey activities such as roller hockey unless approved by the Board. Users are responsible for the care and safe return of all goalie equipment or they will be assessed a replacement charge.

Policy D-3: Service Hours

There are numerous activities that require support from the association families. Performing these activities using labor from association families allows the association to control its costs and provide a quality program. The association is looking for the support of each family in performing the service hour requirement.

Each family is required to perform a minimum of twenty-five hours. Service hours are posted in a public format and are reserved on a first come, first served basis. Reserving and completion of twenty-five hours per family is the responsibility of each individual family. **Each family is required to sign up for 1 mandatory shift at the Brat Wagon (cancelled due to COVID-19 for 2021-22 season) and 1 mandatory shift at the Gun Raffle.** The family can alternatively choose to pay a \$500 volunteer fee if they choose not to work the hours.

Service hours need to be completed prior to seasons end to count towards fulfillment.

Opportunities do occur throughout the calendar year.

Home games and home tournament games must provide concession stand worker, scorekeeper, time clock person, two penalty box workers. Hours worked for each skater's home tournament and home games are NOT counted towards the fulfillment of the 25 service hour requirement. The home Tournament Director in conjunction with the Team's Manager will be responsible for assigning individuals to work at each age level game in the home tournament. This includes all games in the home tournament, not only LYHA games.

All teams are responsible for helping keep the rink clean.

Board Members, Coordinators, Committee Chairpersons, Team Managers, Ice-Crew Staff, and Coaches are exempt from service hours, **except for the 2 mandatory shifts in brat wagon (not for 2021-22) and gun raffle noted above.**

Policy D-4: Use of La Crescent Hockey Name or Logo on Clothing or Merchandise

It is the intent of LYHA to allow teams the ability to show team pride and team spirit by purchasing clothing for team use. LYHA requires players, parents, managers, and coaches to use our apparel coordinator to purchase clothing of any sort whenever “LA CRESCENT YOUTH HOCKEY” or our “Lancer” logo is used. The apparel coordinator will request bids from our various sponsors for the best prices available and communicate this to the team manager for LYHA board approval. Payment must be in full before items requested can be ordered. Players at squirt level and above will be provided with warm-up uniforms no more than every 2 years. Should a player require new warm-ups sooner, it will be the responsibility of the parent. New players to the association will be provided warm-up uniforms upon starting with a team.

Policy D-5: Inclement Weather

The La Crescent Arena will only close if the roads are impassable due to inclement weather or if temperatures are significantly below average. Practices will not be cancelled, but will be optional. This is not at the discretion of the coach. In the case of severe weather affecting games, the final decision play a previously scheduled game lies with the Board President. Head coach should contact the president to make the decision.

Policy D-6: Board Meetings

All Membership meetings are open to all members in good standing—closed Board meetings will directly follow all Membership meetings. The Board meetings are set by the LYHA President and are held at various locations. Requests to appear on the agenda along with the subject matter must be submitted to the President of La Crescent Youth Hockey at least 48 hours prior to the meeting. The President reserves the right to waive the one week notice if the issue is more urgent. To ensure efficiency and handling at the most appropriate level, certain matters may be referred for resolution to a specific board member or a committee rather than be heard at a Board meeting. Periodically, there may be sensitive and confidential issues discussed at Board meetings. A parent may wish to air a complaint in private or there may be a disciplinary matter. Therefore, children are not permitted at Board meetings unless requested to appear. Depending on the sensitivity of the issue, the matter may also be moved to closed session.

Policy D-7: Grievance Policy and Procedure

Policy

It is recognized that from time to time there will be conflicts and/or disagreements within LYHA. LYHA encourages resolution of such issues at the level where these decisions are made. In the event there has been adequate discussion and problem solving at that level, the Board has

adopted a method for resolution.

Board action on an issue is final. If in the opinion of the Board an issue brought to the Board has not had adequate discussion and alternative solutions have not been explored, the Board can refuse to consider the matter and will refer the issue back to the grievant.

Timelines are provided to encourage timely resolution. In the event the timelines are not followed, the Board reserves the right to refuse consideration of the grievance.

If a grievance is being brought forward by a board member(s), that member(s) must abstain from any discussion or vote regarding the incident.

Scope of the Grievance Procedure

The grievance procedure can be accessed in matters of policy interpretation, player team assignment, and in matters involving player, parent, or coach conduct. In cases of misconduct where the Board is already involved in a disciplinary matter, Expectations of Behavior will take effect and supersede the grievance process.

Grievant can be anyone directly affected by the policies of LYHA including parents, coaches, and referees.

Disagreements concerning the operations of LYHA are not subjects of the grievance procedure. The Board invites parents to become involved to improve these matters. Matters addressed by MAHA/WAHA will not be the subjects of this process.

Procedure In the event there is a disagreement or dispute, the grievant (parents will represent their children) is encouraged to discuss and resolve this with the team manager and/or head coach. In the event this informal discussion does not resolve the issue and the grievant still wants to appeal the decision, the grievant will reduce the complaint in writing stating the facts, at least one solution or remedy, and send this to the team manager. This letter must be sent to the team manager within ten (10) days of the action that led to the disagreement.

The team manager will consult with appropriate people in the organization (Board members, coaches, other parents, and players) and issue a written response within five days of the receipt of the written grievance. A copy of that response should be sent to the Secretary of the Board and the Board President.

If the grievant is not satisfied with the response, he or she will forward the written grievance to the Secretary of the Board within five days of receiving the team manager's response.

Within ten days, the Board will meet and make a decision. The Board President will call the grievant with the Board's decision and follow up with a letter to the grievant within five days of the Board's decision. The Board's decision on the matter is final and binding.

Nothing obligates the Board to provide any communication to anyone inside or outside the

organization except those directly involved.

Policy D-8: Friend of Youth Hockey Award Policy

Effective January 2003, Lancer Youth Hockey Association has established a new volunteer recognition program. The Paul Reichenbacher Friend of Youth Hockey Award was created to acknowledge area residents who contribute their time to youth hockey without having a child currently participating. These individuals contribute many hours of their time and resources simply because they love youth sports and the kids who participate in them.

Those who volunteer ten hours or more, or are nominated by a member of Lancer Youth Hockey, will receive a special La Crescent Lancer Friend of Youth Hockey commemorative plaque. Additionally, each recipient's name will be engraved on the Friend of Youth Hockey lobby plaque located in the arena lobby. Awards will be presented at the end of each season.

This award is named in honor of longtime resident and hockey volunteer, Paul Reichenbacher. Paul dedicated 25 years to La Crescent youth hockey and was a pioneer in establishing organized youth hockey in the region.

Policy D-9: Goalie Camp funding

LYHA will reimburse each dedicated goalie up to \$500 annually to participate in goalie camps and further their skills. Receipts must be submitted to the treasurer for reimbursement.

LANCER YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

ARTICLE I PURPOSE

Section 1. Purpose. The purpose of the Association shall be:

- a. To promote and maintain a youth ice hockey program in the La Crescent area.
- b. To encourage and generate positive sportsmanship, integrity and to teach the fundamental skills of ice hockey.
- c. To promote the sport of ice hockey as a healthful and enjoyable activity.

Section 2. Additional Purpose. To provide funding for those items and programs necessary to achieve the Association's objectives through whatever means are allowable by law, including soliciting of donations, charitable gambling, assessment of member fees or any other reasonable fund-raising mechanism.

ARTICLE II MEMBERSHIP

Section 1. Membership. Shall consist of active, associate, and honorary members over the age of 21.

Section 2. Definition. Memberships shall be defined as follows:

- a. Active Membership shall consist of those parents or legal guardians with participating youth and who have paid required annual dues or registration fees. Active members are eligible to vote at the annual meeting, and all general membership meetings, and are eligible to serve on the Board of Directors or in Appointed Positions.
- b. Associate Membership shall consist of individuals or families that have volunteer hours or have been nominated by a Board member and have received full approval of the Board. Associate members are eligible to vote at the annual meeting and all general membership meetings, and are eligible to serve on the Board of Directors or in Appointed Positions.
- c. Honorary Membership shall consist of individuals, families, or organizations that have provided outstanding support to the program. Honorary members will not be eligible to vote at the annual meeting, to serve on the Board of Directors or to hold Appointed Positions. The designation of Honorary Member is awarded by a majority vote of the Board of Directors.

Section 3. Membership Holding. Membership may be held in the name of an individual or a family unit. Each Membership will be entitled to one vote.

Section 4. Membership Timing. The annual memberships shall commence on October 1 with the payment of the current year's dues.

ARTICLE III DUES

Section 1. Annual Dues. Annual dues shall be established by the Board of Directors, and shall be expressed in terms of Player Fees for Active Members and as Dues for Associate Members.

ARTICLE IV PLAYER ELIGIBILITY AND BOUNDARIES

Section 1. Eligibility. Individuals will be allowed to play on Association ice hockey teams providing that they meet the eligibility requirements of the Association and other applicable governing bodies, namely, Minnesota State High School League, Wisconsin-Minnesota Hockey League, Minnesota Amateur Hockey Association, USA Hockey, and have paid such fees where required.

Section 2. Boundaries. Individuals residing within the geographic boundaries of, or who attend Minnesota Independent School District #300 – La Crescent-Hokah School District and neighboring districts who do not have their own local youth hockey association shall be eligible to play on Association ice hockey teams. Individuals from other school Districts will be eligible to play pending Board approval.

Section 3. Exemptions. Exemptions to the above eligibility requirements shall be granted by the Board of Directors in special cases.

ARTICLE V BOARD OF DIRECTORS

Section 1. Board of Directors. The Board of Directors of the Association shall consist of 9 members elected at-large from the Active and Associate Membership of the Association; plus the Past president, who shall serve as an ex-officio member of the Board. Effective with the fiscal year beginning in July of 1999, the number of board members shall be reduced to 7, where it shall remain indefinitely.

Section 2. Term of Office. The term of office for the Board of Directors shall be a three (3) year term with one-third (1/3) of the Board elected on an annual basis. Elections shall be held during the annual meeting of the Association, with the new Board assuming office at the organizational meeting.

Section 3. Responsibilities. The Board of Directors shall have the right and authority to transact any business, formulate policy, cooperate with officials of the La Crescent-Hokah School District and the City of La Crescent, negotiate and enter into contracts on behalf of the Association, manage all property and funds and supervise all activities of the Association. The Board of Directors shall also have the right to employ individuals as necessary to assist with carrying out the responsibilities of the Association, and shall handle all employment matters.

Section 4. Resignation. Any director of the Association may resign by giving written notice to the President or the Secretary.

Section 5. Removal. Any director may be removed from the Board if said person misses four (4)

meetings without an excused absence. A special meeting will be called for this purpose and removal shall be by a two-thirds (2/3) vote of the Board of Directors.

Section 6. Compensation. No director shall receive, directly or indirectly, any compensation for service as a director. The Board may authorize reimbursement of reasonable expenses incurred by directors in connection with out-of-pocket expenses advanced for the benefit of the Association.

Section 7. Vacancies. In the event of a vacancy occurring between annual meetings, the directors may appoint another Active or Associate Member to fill the unexpired term. Such appointment will be by majority vote at any regularly scheduled board meeting. Alternatively, the vacancy may be allowed to stand until the next annual meeting, and the position can be filled by election at that time.

Section 8. Quorum. A quorum, necessary to transact any business, of the Board of Directors shall consist of one-half (1/2) of its members.

Section 9. Officers. The Board of Directors shall, at its organizational meeting, elect officers. The offices to be elected are President, Vice President, Secretary, and Treasurer.

ARTICLE VI APPOINTED POSITIONS

Section 1. Eligibility. Active or Associate Members of the Association are eligible to fill appointed positions. Board members are also eligible to fill appointed positions.

Section 2. Appointment Process. The Executive Committee shall solicit and recommend eligible members to fill the various appointed positions. The recommendations are subject to approval by the Board of Directors at the organizational meeting. There is no limit on how long a member may serve in an appointed position; however, the appointments shall be reviewed and approved annually by the Board of Directors.

Section 3. Supervision. Those individuals holding appointed positions shall be supervised by, and accountable to, the Board of Directors of the Association as noted in the position descriptions.

Section 4. Appointed Positions. The following appointed positions shall be filled by members of the Association:

a. Ace/Coaches Coordinator b. Apparel Coordinator c. AppleFest Float Coordinator d. AppleFest Brat Wagon Coordinator e. Awards/Recognition f. Blue Line Club g. Concessions Manager h. Equipment Coordinator i. Fundraising j. Gambling Manager k. Golf Tournament Coordinator l. Ice Scheduler m. Membership Coordinator n. Promotion/Sponsorship Coordinator o. Recruiter Coordinator p. Referee Coordinator

q. Rink Operations r. Photograph coordinator s. Tournament Coordinator t. Volunteer Coordinator u. Webmaster

ARTICLE VII DUTIES OF THE OFFICERS

Section 1. President. Shall preside at all meetings of the Association and Board of Directors. Shall conduct business affairs and carry out policy as directed by the Board. Shall prepare an agenda for the annual meeting and for the Board of Director meetings. Shall appoint such special committees as required by the affairs of the Association. Shall supervise various Appointed Positions as described in Article 8. Shall delegate all duties he/she sees fit to the Vice President. Shall supervise the Gambling Manager of the Association and shall attend training sessions, as required by the Gambling Control Board of the State of Minnesota, to maintain current knowledge of Charitable Gambling laws. Shall serve as the primary contact with the City of La Crescent in regard to matters involving the management of the City arena.

Section 2. Vice President. In the absence of the President, shall exercise all of the functions and duties of the President and shall be vested with Presidential powers. Shall assume duties as delegated by the President. Shall supervise various Appointed Positions as described in Article 8.

Section 3. Secretary. Shall keep or cause to be kept the minutes of the annual meeting, the organizational meeting, and all other meetings of the Board of Directors and the general membership meetings. Shall have custody of all books and records of the Association, with the exception of financial and tax records which shall be in the custody of the Treasurer. Shall notify or cause to be notified the general membership of all regular membership meetings and the annual meeting. Shall be in charge of Association correspondence. Shall supervise various Appointed Positions as described in Article 8.

Section 4. Treasurer. Shall have custody of all general operating funds of the Association and shall keep an accurate record of case receipts and expenditures. Shall pay out funds as authorized by the Board of Directors. Shall submit or cause to be submitted at each regular meeting of the Board of Directors a report of cash receipts, disbursements and changes in cash balances for the current period and the fiscal year to date. Shall prepare or cause to be prepared the annual filings as required by the Internal Revenue Service and the State of Minnesota. This includes but may not be limited to the IRS Forms 990 and 990T as well as the Minnesota Annual Report of Charitable Organizations and the Registration Statement for Charitable Organizations; and all required payroll tax returns. The Treasurer is not responsible for, and shall have no custody of or control over, the charitable gambling funds of the Association. Shall prepare or cause to be prepared annual operating budgets for the Association and shall submit same to the Board of Directors for approval. Shall assist the Gambling Manager with the preparation of budgets for the charitable gambling operation and shall review monthly the financial reports generated by these operations to ascertain that the interests of the Association are protected. Shall procure necessary insurance coverage to protect the property and liability exposures of the Association. Shall

supervise various Appointed Positions as described in Article 8.

ARTICLE VIII DUTIES OF THE APPOINTED POSITIONS

Section 1. ACE/Coach Coordinator. Recruits coaching staff for the youth program. Together with League Representative, meets with coaches to inform them of LYHA coaching policies and philosophies, league rules, etc. Works with high school hockey coach to develop hockey curriculum for various age levels, and to devise handbooks for the coaches. Informs coaches of required training sessions and clinics and verifies that coaches have proper certification. Researches away tournaments for recommendations to the coaches. Schedules and conducts player try-outs as described in the LYHA Player Selection Process Policy. Reports to: President.

Section 2. Apparel Coordinator. Coordinates the selection, ordering, collects payment and distribution of apparel. Other duties: buys samples of apparel, makes copies, is present at registration. Reports to: Vice President.

Section 3. Applefest Float Coordinator. Responsible for design and implementation of the parade float. Reports to: Treasurer.

Section 4. Applefest Brat Wagon Coordinator. Coordinates all aspects of the brat wagon from set- up to tear down. Reports to: Treasurer.

Section 5. Awards/Recognition/Skate Coordinator. Coordinates all aspects of awards night, sponsorship plaques, and the skate program. Responsible for collection of donations for awards night. Collects report cards at the rink during practices. Reports to: Vice President.

Section 6. Blue Line Club.

Section 7. Concessions Manager. Manages day to day operations of the concessions and maintains inventory, orders building supplies through the treasurer. Responsible for pre-season and end of season start up and shut down of the concession stand. Reports to: Treasurer.

Section 8. District 9 Representative. Attend all District 9 meetings and regularly report to board meetings for updates.

Section 9. Equipment Coordinator. Coordinates the selection and maintenance of all hockey player equipment purchased by the Association. Plans necessary replacements and additions to the equipment based upon current and projected membership, taking into consideration the age and condition of the equipment. Responsible for fitting kids with equipment during registration. Maintains player equipment rental information. Reports to: Vice President.

Section 10. Fundraising Works with Membership Coordinator and the Association Officers to develop and implement a fund-raising plan that will produce the funds necessary to maintain the program of the Association. Responsible for distribution of advertising for fundraiser. Creates new fundraising opportunities. This function is independent of the Charitable Gambling operation, which is conducted by the Association's employed Gambling Manager. Reports to: Treasurer.

Section 11. Golf Tournament Coordinator. Responsible for the coordination of the annual golf outing. Must form committee, creates/distributes flyers, solicits for door prizes and hole sponsorships, sets and confirms date of the event with the

golf course and is responsible for all golf course correspondence, creates forms for registration, gets volunteers for the day of the event. Reports to: Vice President.

Section 12. Ice Scheduler. Works with League Representative, Tournament Coordinator and Referee Coordinator to schedule all youth games: league, exhibition and tournament games. Prepares practice and game calendars for the season for each team and posts on the website. Responsible for updates of the calendar (dates and times). Schedules team picture day. Reports to: President

Section 13. Membership Coordinator. Works with Promotion/Sponsorship Coordinator and Fundraising Coordinator to promote LYHA, to conduct sign-up sessions, to enroll players and coaches with MAHA and USA Hockey, to issue evidence of enrollment and to maintain current lists of players and copies of birth certificates. Maintains Membership Listing of Active, Associate and Honorary members. Provides a communication link between parents and the Board. Works with Equipment Coordinator to help members secure necessary equipment. Reports to: Secretary.

Section 14. Promotion/Sponsorship Coordinator. Responsible for hockey promotion and obtaining team sponsors. Orders sponsorship signage for board approval. Presents sponsorship letter and brochure to board for approval. Reports to: Vice President.

Section 15. Recruiter Coordinator. Recruits players for each team. Responsible for attending Back to School Nights, setting up Try Hockey for Free, placing advertising (community ed, local media), Reports to: Vice President.

Section 16. Referee Coordinator. Recruits referee staff for the youth program. Informs referees of required training sessions and clinics and verifies that referees have proper certification. Schedules referees for all youth league, exhibition and tournament games. Determines payment due for services rendered by referees. Submits payment requests to Treasurer. Reports to: President.

Section 17. Rink Operations. Responsible for maintenance with the ice arena, including putting in/ taking out the ice, building the dry land area, repairs (within reason), keeps in contact with the city. Reports to: President.

Section 18. Photograph Coordinator: Schedules team pictures, coordinates order forms and ensures delivery of photographs.

Section 19. Tournament Coordinator. Works with Ice Scheduler and Concessions to schedule and plan LYHA-sponsored tournaments. Responsible for registering LYHA teams for away tournaments. Handles all aspects of tournaments including scheduling, advertising, sanctioning,

referees, validating registrations, scoring, awards, and grievances. Reports to: Vice President.

Section 20. Volunteer Coordinator. Recruits Parent Representatives for each team, provides record book for parents to record their volunteer hours and posts monthly updates on the website. Monitors the fulfillment of parent's obligations and reports to the Board. Reports to: President

Section 21. Webmaster. Responsible for all aspects of the webpage including: creation, design, entering updates, training, etc. Posts updates in a timely manner (preferably 2 days). Reports to: Secretary.

ARTICLE IX ELECTIONS

Section 1. Nominating Committee. A Nominating Committee from the Board of Directors shall be appointed by the President. The Nominating Committee shall submit a slate of names to serve on the Board of Directors to the general membership at the annual meeting at which time additional persons may be nominated from the general membership and, if seconded, will be placed on the list of candidates for the Board of Directors. The President shall appoint the chairperson of the Nominating Committee.

Section 2. Voting. Voting shall take place at the annual meeting and shall be by secret ballot. All candidates for open board seats shall be listed on one ballot, and each member shall vote for the candidates of their choice: one vote per open seat. The nominees receiving the greatest number of votes shall be elected to the board and shall begin their term at the organizational meeting.

Section 3. Terms. Board terms are for three years and a Member may complete as many terms as they would like. No one person shall hold any office (President, Vice President, Secretary or Treasurer) for more than three consecutive years unless elected/approved by the Board of Directors.

Section 4. Election of Officers. At its organizational meeting the Board shall, by majority vote, elect the officers of the Association. The officers to be elected are President, Vice President, Secretary, and Treasurer, respectively. No one person shall hold any one office for more than 3 consecutive years unless elected/approved by the Board of Directors. If a person chooses to run for office, they are to provide a brief biography and summary of why you are interested in the position 1 month prior to elections. You are to be present on election night as well for introductions.

ARTICLE X MEETINGS

Section 1. Board of Directors Meetings. The Association shall hold a minimum of eight (8) Board of Directors meetings per year, not including the meetings specified in Sections 2, 3 and 4. Special meetings may be called by the President.

Section 2. General Membership Meetings. The Association shall conduct monthly General

Membership meetings for the purpose of reviewing lawful gambling activities of the Association. These meetings shall be chaired by the President, and the Gambling Manager shall submit written reports detailing revenues and expenses by site, lawful purpose expenditures and cash balances. All active and associate members of the Association are entitled to vote on all gambling matters. Notice of the dates, times and places of these meetings is to be provided to all members of the Association.

Section 3. Annual Meeting. The annual meeting of the membership shall be held in May or June of each year. The specific place, date and time shall be selected by the Board of Directors and notice shall be given to all members of the Association.

Section 4. Organization Meeting. The organizational meeting of the Board of Directors shall be held by the end of June of each year. The purpose of the meeting will be to elect officers of the board, to confirm appointed positions, and to review LYHA by-laws and policies.

ARTICLE XI RULES OF ORDER

Section 1. Rules of Order. Robert's Rules of Order shall govern all matters not covered by the Association Articles of Incorporation and By-Laws.

ARTICLE XII AMENDMENTS

Section 1. Power to Amend. The By-Laws shall be amended only by a vote of at least a majority of the Board of Directors of the Association, whether present or not, as provided by Section 2 of this Article.

Section 2. Amendment Submission. No Amendment to the By-Laws shall be voted upon without having been submitted for discussion at a previous board meeting. After discussion at a Board of Directors meeting, the Board of Directors then shall be authorized to adopt the Amendment at the next Board of Directors meeting which will be held at least seven (7) days later than the meeting during which the Amendment was first discussed.

ARTICLE XIII INDEMNIFICATION

Section 1. Indemnification. The Corporation shall indemnify to the full extent permitted by law any person who is made, or threatened to be made, a party to any action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that he, his testator or intestate is or was a Director, Officer, employee or agent of the Corporation or serves or served any other enterprise at the request of the Corporation.

Section 2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability

under the provisions of this Article or of the Business Corporation law of the state of incorporation.

ARTICLE XIV CORPORATE BANKING

Section 1. Depository. The official depository of the Association shall be:

Merchants Bank 316 Main Street

La Crescent, MN 55947

ARTICLE XV FISCAL YEAR

Section 1. Fiscal Year. The fiscal year for the Association shall be from July 1 to June 30.

Approved at subsequent meetings of the Association Board of Directors on May 18, 1998, June 15, 1998, August 19, 2007.

DATE: _____

President

DATE: _____

Secretary