

# MISSOULA AREA YOUTH HOCKEY ASSOCIATION

## Youth Hockey Guidebook

Updated June 2025



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**EFFECTIVE AUGUST 1st, 2024: Neck laceration protection is required for ALL youth players during practices and games. Purchasing a neck guard is the responsibility of each player/family and they will not be provided with rental equipment.**

# **MAYHA OVERVIEW**

To maintain a positive and healthy youth hockey experience for our players, all parents and coaches are asked to familiarize themselves with this guidebook to understand the rules and recommendations for our program.

## **MAYHA Structure**

The Missoula Area Youth Hockey Association (MAYHA) is a 501(c)(3) nonprofit corporation formed in 1996. MAYHA operates Glacier Ice Rink and its associated hockey and public programs and rents ice to outside user groups who operate their own programs. These groups include the Missoula Figure Skating Club, the University of Montana Men's Hockey, Missoula Curling Club and the Women's Hockey Association of Montana.

A board of directors provides general oversight of the organization, while the daily operations are carried out by an executive director and staff. The youth hockey program is managed by a youth hockey director who handles all aspects of the program, including budgeting, scheduling, programming, and evaluating activities.

The MAYHA board of directors has established standing committees to support the staff in their roles and provide an avenue for feedback to the board. These committees include youth hockey, adult hockey and user groups.

## **Youth Hockey Committee**

The Youth Hockey Committee (YHC) supports the operations of MAYHA's youth hockey programs. This committee provides feedback and makes recommendations to the youth hockey director and the MAYHA board of directors as needed.

Membership on the Youth Hockey Committee consists of at least two MAYHA board members, the youth hockey director, and other staff as warranted. The remainder of the committee is composed of age group representatives, who serve one-year terms. The youth hockey director will annually evaluate age groups based on anticipated program registration numbers.

## **YHC Feedback Policy**

The Youth Hockey Committee annually reviews the youth hockey program's policies, procedures, and guidelines. If a MAYHA member has feedback they would like to bring to the YHC, they must follow this process:

1. The member's concern/idea should relate to a specific youth hockey guideline or policy. If it does not, the issue should be discussed with the youth hockey director, age group representative, or the YHC chair.
2. If the issue is appropriate for the YHC, the member must email a request to the youth hockey director and YHC chair at least seven days before a scheduled committee meeting. The member should identify the specific policy/language they want to discuss with the committee and ideally, a suggestion for a policy change.

3. The youth hockey director and YHC chair will review the request. If they do not feel the request fits the YHC parameters, they will direct the member to the correct person with whom to discuss the concern.
4. If the request is approved, the YHC chair and youth hockey director will invite the member to share their concern/idea/feedback during the public comment portion of a YHC meeting (approximately 10 minutes).
5. The committee will listen and ask questions of the member, but will not make any decisions during this open listening period. If warranted, they will add the issue for future consideration.

## Volunteer Positions

The youth hockey director relies on the help of volunteers to run programs. These positions include:

- **Equipment coordinator** – outfits players in rental equipment during the season.
- **Fundraising coordinator** – coordinates all fundraising activities for the season.
- **Safe Sport coordinator** – serves as MAYHA's Safe Sport representative.
- **Scrip coordinator** – coordinates gift card distribution.
- **Jersey coordinator** – distributes and collects team jerseys.
- **Picture coordinator** – coordinates team photos.

## Mission and Values

MAYHA's mission is "to inspire a lifelong passion for ice sports among people of all ages and abilities." The organization's core values for its hockey programs include:

- **Respect:** Treat others better than you expect to be treated.
- **Sportsmanship:** Foster a sense of fair play, humility in victory and graciousness in defeat, as well as friendship with teammates and opponents alike.
- **Integrity:** Demonstrate honest and fair play, beyond simple strict adherence to the rules and regulations of the game.
- **Teamwork:** Learn the value of working together. Hockey is a team sport. Success on the ice, as in many aspects of life, is best achieved working as a team, towards a shared goal.

Following USA Hockey guidelines, MAYHA's youth hockey program strives to:

- Create a safe and healthy environment for all
- Provide qualified adult leadership at all levels
- Provide an opportunity for all new players who wish to play hockey
- Provide an opportunity to learn basic skills without an overemphasis on winning
- Encourage fair play, integrity, fairness and respect
- Provide a fair and equal opportunity to participate regardless of ability level for house league play
- Provide opportunity for those who qualify to advance into a more competitive environment through travel teams

## Programs Offered

MAYHA offers the following youth hockey programs:

- **Winter House leagues** provide equal opportunity for players to learn and enjoy the game in a non-travel environment.
- **Winter House Plus** is an add-on program for house players that includes extra practices and travel tournaments.
- **Winter Travel teams** compete at an advanced level across the state and finish the season with a state tournament. Players must try out for these teams.
- **Tournaments** bring outside teams to Missoula to compete in each age level.
- **Learn to Play Hockey** teaches children, ages 4 to 9, the basics of the sport.
- **Clinics and camps** offered both by MAYHA and by outside organizations help players of all levels improve their skills.
- **Fall and spring programs** provide additional ice time for both house and travel players in the shoulder seasons. Travel and house players may share ice due to limited ice availability.

## USA Hockey and Montana Amateur Hockey Association

MAYHA's hockey programs are sanctioned by USA Hockey (USAH), the national governing body for the sport, and the Montana Amateur Hockey Association (MAHA), the state affiliate of USA Hockey. All MAYHA programs, except Learn to Play, are subject to the rules and regulations of MAHA.

Travel teams compete in the Treasure State League, offered by MAHA. Players must purchase a USA Hockey membership annually, which is paid directly to USA Hockey. With USA Hockey membership, players, coaches, and officials receive a subscription to USA Hockey Magazine, sanctioned league and tournament play using official playing rules, and insurance coverage. USA Hockey membership also includes the affiliate's commitment to USA Hockey's Safe Sport program, concussion awareness and education plans, and coach education programs.

Of the registration fee, \$10 for each adult registration and \$13 of each youth registration goes to MAHA, which helps fund growth initiatives throughout the state. USA Hockey fees vary by age level:

### USAH Fees (2025-2026 season)

Players (by birth year):

- 2019 & younger \$17 (no affiliate fee)
- 2017-2018 \$56.00 + \$13 MAHA affiliate fee
- 2013-2016 \$69.00 + \$13 MAHA affiliate fee
- 2007-2012 \$79.00 + \$13 MAHA affiliate fee
- 2006 & Older \$52.00 + \$10 MAHA affiliate fee

Coaches \$52 + \$13 affiliate fee

Officials:

- Level 1 \$55
- Level 2/3/4 \$110

Volunteers: \$0

# REGISTRATION AND FINANCIAL INFORMATION

## Registration

- Registration dates will be announced each year by August 1 or earlier.
- Registration opening dates and deadlines are posted on the Glacier Ice Rink website each season. Any player registration received after the deadline will be charged a \$50 late fee in addition to the registration fee.
- Players must register online through our Dash software system. No paper registrations will be accepted.
- Players and coaches must agree to all required registration forms before they are allowed on the ice. These forms include Codes of Conduct and Concussion Statement Forms. Players and parents sign these forms virtually upon online registration.
- Players who have not previously had their date of birth and citizenship verified by the MAYHA and MAHA registrar must turn in a scanned copy of their birth certificate or passport book/card. The birth certificate will be properly destroyed once submitted and confirmed with the state registrar. Parents must register their player using their full legal name to ensure continued verification each season.
- Payment is due at the time of initial registration, either in full or through a payment plan. Credit card information will be stored and the card on file will be automatically charged on the stated payment plan dates.
- Players will not be allowed to register for the current season until all fees are paid from the previous season(s). Unpaid fees and uncollected checks are subject to collection action.
- All players and coaches must register online with USA Hockey (excluding players only taking part in Learn to Play). The membership confirmation number is required to register for MAYHA programs.
- All players register in the age division according to their birth year. The Move Up Policy operates independently of registration. If a player moves to a different division after the season is underway, parents will be responsible for paying any additional registration and/or volunteer fee.
- All coaches, managers, and volunteers who have regular, routine or frequent access to or supervision over minor participants and all persons in a supervisory position of the MAYHA youth hockey program must be Safe Sport trained and background screened.

## Payment of Fees

- A complete breakdown of all fees for all levels will be available before registration begins.
- Payment plans are available for players who want to pay fees over the course of the hockey season. The payment plan terms will be available before registration begins. Payment plans are offered only for winter programs.
- Players who want to play on travel teams must complete the registration process prior to tryouts. Registrations for house programs are accepted until programs reach capacity.
- Registration late fees are strictly enforced, and players will not be allowed on the ice until all fees (including late charge) are paid or payment is secured. The youth hockey director will notify parents that their player is not allowed on the ice until fees are paid in full.
- Players wanting to participate in additional programs (i.e. spring league, fall league, conditioning camp, etc.) must pay the full amount of the program. There are no discounts for registering in multiple

programs.

- Half-season registration options are offered for Termite through Squirt house players. Peewee house and Bantam/HS house players may join a house team mid-season with the approval of the youth hockey director and the house league coach. A pro-rated registration fee will be offered.
- Players in fall or spring house leagues may request a prorated fee from the youth hockey director when registering for either league after the start of the program.
- Players who participate in both house and travel teams will pay the fees applicable to each team.

## **Refund Policy**

- Players who need to cancel their registration will receive a full refund if the cancellation occurs before the program begins. A partial refund will be issued if the cancellation occurs before the three-quarter point in the program.
- The refund will be prorated for the remaining weeks based on the fee paid divided by the number of weeks (e.g., fall registration is \$130 for eight weeks, so each remaining session would be prorated at \$16.25 per session).
- No refunds will be given if the cancellation occurs three-quarters or more through the season. Special situations may be considered on a case-by-case basis by the youth hockey director.
- All refund requests must be submitted by email to the youth hockey director.
- **If a player selected for a travel team declines their roster spot on the team, no refund will be issued, and the player will be charged the full cost of the program registration.**

## **MAYHA Travel Team Registration Fees and Team Expenses; Expectations and Estimates**

### **MAYHA Registration Fees**

MAYHA travel team fees cover the cost of ice time, referees, scorekeepers, coaching stipends, uniforms, initial team account deposits, pucks and other rink equipment, two tournament entry fees, MAYHA staffing expenses, and various miscellaneous costs.

Travel teams will have \$150 of each team member's registration fee transferred to their team account after tryouts. This serves as the initial balance in the team account managed by the team manager.

### **Team Expenses**

Travel team families are responsible for covering additional team-related expenses such as non-parent coach travel costs and entry fees for tournaments beyond the two included. Other potential expenses may include end-of-season coach's gifts, state tournament expenses, dryland training costs, and team parties or dinners. Team managers will typically collect team expenses in two or three installments throughout the season.

All travel players and families are expected to split travel costs evenly throughout the season. Each player/family will pay the same amount whether they travel with the team each weekend or not. Exceptions will be made in the case of an extended injury or illness (including concussion) where the player is not medically cleared to participate in games and practices for a period of three or more weeks. The



parent/guardian must submit a request for a refund or adjustment to the youth hockey director following the refund policy protocol above.

Each family is responsible for their own individual travel expenses (hotels, meals, gas).

### **Travel Expectations and Expense Estimates**

MAYHA programs are committed to utilizing USA Hockey's [American Development Model](#) (ADM) as a guideline to determine the appropriate range for the number of games each team plays throughout the season, ensuring a balanced approach to skill development and competition.

Families may use the provided estimates as a general guideline for anticipated team expenses and the number of travel weekends or games for each age group. Travel distances can vary based on the age division and level of play. Players selected for "A" teams should expect to travel farther.

### **Travel Team Fundraising/Raffles**

Travel teams may conduct fundraising activities, such as raffles, during their home tournament. These fundraising efforts can significantly reduce team expenses, and teams are encouraged to fully utilize their home tournament to help offset costs. The following policies apply to team fundraising:

- All fundraising proceeds must be used solely for team expenses.
- Any fundraising efforts outside of the team's home tournament must receive prior approval from MAYHA's executive director. The director may deny the request if she feels it impacts rink-wide fundraising or sponsor relationships.
- Teams may only reimburse families up to the initial team deposit amount of \$150. Any funds raised that exceed this amount may not be returned to individual players or families.

### **Financial Assistance**

Families needing assistance with their registration fees are encouraged to apply for financial aid, which may cover a maximum of 2/3 of the player's registration fee. Families may apply using the form on the website, and the youth hockey director will notify families within two weeks following receipt of the financial assistance form.

Financial aid only applies to registration fees and cannot be applied to late fees, team fees, travel expenses or equipment rental. All policies governing the payment of fees apply to fees that remain after a player is credited with a financial aid amount.



## TRAVEL TEAM EXPENSE ESTIMATES

Age Group	MAYHA Target Game Count	Travel Tournaments	Home Tournaments	Total League Games	Team Expense Estimated Range (Per Player)
10U	30-35	2-3	1	16	\$100-\$200
12U	30-35	3-4	1	16	\$100-\$200
14U	35-40	3-4	1	16	\$100-\$300
12U / 14U Girls	20-25	1	1	16	\$100-\$300
19U	40-45	4-5	1	16	\$450-\$650
High School	40-45	4-5	1	18	\$450-\$650

**Travel Tournaments** includes a state tournament.

**Home and Travel Tournaments** could fluctuate based on MAHA's awarding of state tournaments.

**Total League Games** are based on the most recent league standards determined by MAHA. They are subject to change.

Fundraising efforts can significantly reduce team expenses. Teams are encouraged to fully utilize their home tournament raffle to help offset costs.

# **VOLUNTEER CREDITS**

**The 2024-2025 season was the final season of the volunteer fee structure. MAYHA has established a new credit system which allows for key volunteer positions to be credited for their player's registration fees.**

## **Youth Hockey Parent Volunteer Credit Amounts**

Parent volunteers can earn credits by serving in designated roles. These credits will be issued through MAYHA's registration system and can be applied toward the registration fees of any family member participating in a MAYHA-operated program.

Non-parent coaches receiving a coaching stipend are not eligible for credits. Coaches may opt to donate their earned credits back to the organization. Credit will no longer be given for locker room monitors, scorekeepers, penalty box workers, and spring/fall assistant coaches.

The youth hockey director may choose to issue additional credits for camps, clinics, or other MAYHA-operated programming and operations.

The issuance of credits will follow this schedule:

- Fall Programs: Credits issued by November 1.
- Winter Travel Roles: Credits issued by December 1.
- Winter House, Equipment, Fundraising, Jersey Roles: Credits issued by January 1.
- Spring Programs: Credits issued by June 1.

## **Volunteer Requirements for Credits**

- All volunteers must complete Safe Sport training and background screenings.
- Coaches must complete all USAH and MAYHA coaching requirements.
- A strong dedication to the program is required; coaches must demonstrate regular attendance.
- Equipment volunteers must complete at least 20 equipment appointments.



## PARENT VOLUNTEER CREDITS

Program/Role	Amount
Travel Team Head Coach	\$500
Travel Team Primary Asst. Coach	\$350
Travel Team Practice Coach	\$100
House Hockey Head Coach	\$350
House Hockey Asst. Coach	\$75
Bantam/High School House Coach	\$50
Equipment Volunteer	\$250
Jersey Coordinator	\$250
Fundraising Coordinator	\$250
Raffle Coordinator	\$250
Picture Coordinator	\$250
Safe Sport Coordinator	\$250
Plus Team Manager	\$250
Travel Team Manager	\$500
Spring/Fall Head Coach	\$30/session

## COMMUNITY-BASED PLAYER POLICY

MAYHA's purpose is to serve players residing within the Missoula area and its surrounding valleys. However, under certain circumstances, MAYHA may allow players from outside the Missoula area to participate in its programs. All requests for such exceptions must be submitted in writing to the youth hockey director. The following criteria will guide the decision-making process and should be included in the written request to the youth hockey director:

- The geographic proximity of the player's primary residence to local USAH-affiliated programs. Is there another local association that is closer in proximity to the player's primary residence? If yes, why is the player seeking to play for MAYHA in lieu of their local association?
- The player's ability to be committed to the team and attend practices, off-ice training, film review, games, and other team events.
- The player's academic status: year in school, and name of the school that they attend. Players who are age eligible and attending the University may be permitted to try out for winter travel programs that they are age eligible for.
- A player release letter must be included with the written request. The letter should be obtained from the player's most recent association and should confirm that the player is in good standing with the association.

# HOUSE LEAGUE HOCKEY

## Overview

The overall objective of the house league is to provide all skaters with an equal opportunity to enjoy the game and develop personal and team cooperation skills. Coaches promote equal playing time for all players.

## Team Composition

- The youth hockey director places each player on a house league team according to the player's age at the time of registration. The age cutoff date for all USA Hockey programs is December 31. House age divisions are as follows
  - Termite – 6 and under
  - Mite - 8 and under (First Year / Second Year)
  - Squirt - 10 and under
  - Peewee House - 13 and under
  - Peewee Plus - 12 and under
  - Bantam/High School - 13 and older (must be in middle school or high school)
- Players will be evaluated during the first two weeks of the season. Players will be divided among the teams by the lead coach and with input, if necessary, from the youth hockey director and assistant coaches. Every attempt will be made to evenly distribute players among teams according to ability.
- Practice time may be shared ice with other teams.
- After an appropriate number of practices, in-house games will be established for Squirt, Peewee, and Bantam/High School players. MAYHA will provide referees for middle school and above house team games for a maximum of one game per week for middle school and high school teams.
- MAYHA provides jerseys for each team and one set of goalie gear where possible. Players at the Peewee level and below may keep their jerseys. Bantam/HS jerseys must be returned at the end of the season.

## Coaches

- The youth hockey director will hold a mandatory pre-season parent meeting.
- House coaches will have regular written communication with parents throughout the season and may hold in-person player and/or parent meetings as needed.
- Parents and players are expected to communicate with the lead house coach if they cannot attend practice or a game.
- The house league teams do not require a team manager. The youth hockey director will fulfill this function or will assign one if needed.

## **Player Movement Policy**

The following processes will be used when requesting a player change their standard birth year classification:

- A parent/guardian may submit a written request to the youth hockey director that the player be moved to a different age classification.
- The player will undergo an evaluation during their age group's normal weekly practices to determine if their level of play is significantly higher or lower than their current age group classification. The evaluation will be a minimum of two ice sessions. The lead coach of the age group will participate in the evaluation and make a recommendation to the youth hockey director.
- The youth hockey director will have final approval of movement between house league age groups.

## **Communication Chain of Command for House Programs**

- Parents should first communicate with the lead coach of the program regarding any common issues that arise throughout the season (attendance, behavior issues, questions or concerns, etc.)
- Complaints regarding officiating should be conveyed to the lead coach, and the lead coach will communicate directly with the youth hockey director on any matters involving the officials.
- If the issue involves the lead coach, parents should communicate directly with the youth hockey director.
- After the issue has been elevated to the youth hockey director, a parent may request the executive director's involvement if they feel the youth hockey director has not adequately addressed the issue.
- If the issue involves the youth hockey director, parents may directly approach the executive director.

# TRAVEL LEAGUE HOCKEY

## Overview

- MAYHA's travel teams offer players the best opportunity to maximize individual player development through high intensity, fun, and competitive practices and games.
- MAYHA travel hockey will field teams of players to compete at an advanced skill level within MAHA's Treasure State League and other regional tournaments.
- Equal ice time for all players is not a requirement; however, coaches will concentrate on advancing individual skills and knowledge of the sport for all players, while instilling the virtues of good sportsmanship, respect, integrity, and teamwork.

## Team Composition

- Each travel team at all age levels will consist of a minimum of eleven players (ten skaters and one goaltender, or twelve if two goaltenders are rostered). A maximum of 20 players may be suited up for a game – 18 skaters and two goaltenders.
- Team vacancies created by resignation, dismissal or extended injury (greater than 60 days) can be permanently filled within two weeks, prior to December 31. Final travel team rosters will be submitted to the MAYHA registrar on December 31 of each year.
- The youth hockey director sets travel team registration timelines each season.
- All changes to team rosters must be submitted in writing to the youth hockey director/registrar prior to any changes being made.

## Player Movement Policy

Program registration numbers will be the primary consideration when approving player move-ups. **All move-ups must be requested in writing and approved by the youth hockey director.** Players seeking to "play up" must be selected to play on the "A" team and they must be ranked in the top third of all "A" team player's skill level. For example, if there are 15 players being selected to the "A" team, the player wishing to move up an age division must be ranked within the top 5 players on the "A" team. Goaltender move-ups will be strongly considered if there is a need for a goaltender.

## Cross-Roster Policy

To encourage program continuity and player development, MAYHA supports cross-rostering in situations that benefit both teams and individual players. The youth hockey director will approve and oversee all cross-rostering activities. Players who play on multiple teams are considered "cross- rostered".

- Teams with cross-rostered players will comply with MAHA's cross-rostering requirements.
- MAYHA's guideline is to limit teams to no more than 5 skaters and 1 goalie being cross-rostered.
- Every attempt will be made to create no overlap between schedules of teams with cross-rostered players.
- If a scheduling conflict occurs, coaches will determine and communicate in advance which games players will play (e.g. a JV and Varsity cross-rostered player would typically play JV but might be



asked to play Varsity if available players or TSL league game eligibility reasons warrant it).

- Coaches will use discretion when making decisions on cross-rostered players playing time in the event of a multi-game weekend. **Cross-rostered players should expect limited playing time.**
- Coaches will determine and communicate practice attendance expectations at the beginning of the season and as the season progresses.

## Practice Player Policy

Practice players may be utilized to improve continuity of the MAYHA program. The team will utilize the practice players to enhance their practice (e.g. the ability to work on additional team tactics), and practice players will receive additional practice time. Practice player requirements and expectations are:

- Head coaches may request additional players to practice in one or more of their weekly ice times in the winter season. Requests must be sent in writing to the youth hockey director.
- Players must be within the same age division, or within one birth year of the team's age division to be considered.
- Head coaches must obtain approval from the player's primary team head coach.
- Players will be given an initial evaluation during a practice, or coaches may attend the player's primary team practice to observe and evaluate if their participation would be appropriate.
- Coaching staff will have final approval to determine appropriate safety, skill, and competition level of the practice player.
- Practice players must be committed to consistently practice with the team during pre-determined weekly ice times. Practice players are required to communicate in advance for any practices they are not able to attend.
- Practice players will be charged a fair financial obligation, to be paid to MAYHA. The fee will be determined by MAYHA admin.
- Practice players are responsible for ensuring there is no negative impact to current MAYHA team commitments - players must make attending their primary team's practices the priority.
- Practice players will not be included on the official roster and are not permitted to take part in the MAYHA team's games.

## USAH Nationals Declaration Policy

- High School Boys and Girls teams may request permission to declare their intent to compete at USA Hockey's High School Nationals Tournament. The head coach must submit a request to the youth hockey director or coaching coordinator by October 15 each year. USA Hockey's official declaration deadline is November 15. Factors considered in the decision may include the team's competitiveness, roster size, player interest and availability, and tournament location.
- Before approving a declaration, the youth hockey director will arrange a meeting with players and parents to review the responsibilities and requirements associated with Nationals participation. This meeting will address topics such as the possibility of a state playoff to determine the qualifying team, additional fundraising needs, time away from school, minimum game requirements, enrollment eligibility, and estimated costs.

## Movement Between Teams

A player may be asked to fill a permanent vacancy on a team to replace a player permanently lost due to injury, resignation, or dismissal, only after both the coaches and the youth hockey director have been notified in writing of such intent and have given approval. The impact on the affected teams will weigh heavily in the decision to allow such a move. Fees will be pro-rated and adjusted accordingly.

## Tryouts

- The youth hockey director and coaching coordinator will hold pre-tryout meetings with parents and players to explain selection procedures and team/player/parent responsibilities.
- Team tryouts of both A and B teams will be held together. This enables coaches and evaluators to observe all players interested in playing at the travel level and to work together in placing players on teams best suited to their abilities.
- For the 14U, 19U, and High School age groups, the youth hockey director, coaching coordinator, and head coach may choose to use a progressive tryout process and may make cuts at the midway point. This decision will be made before the first day of tryouts and communicated to parents in advance.
- The youth hockey director and coaching coordinator oversee the tryout process. The coaches, along with a minimum of two off-ice evaluation personnel, will evaluate and rank the players to determine team placement.
- Evaluation personnel will be individuals with no personal ties to the players they are assessing (e.g., no parents, siblings, relatives, or close friends of players on the ice). Team selections will be made collaboratively by the selection committee, which includes coaches and at least two independent evaluators. Parent coaches may be excluded from the selection committee to maintain fairness and avoid conflicts of interest. Evaluators will be chosen based on their prior experience with tryouts and player evaluations and must be available to attend all tryout sessions.
- A player must fully participate in a minimum of two thirds of scheduled tryout sessions to be selected for the team, unless extenuating circumstances interfere with such attendance. Such a case should be brought to the attention of the coaches and the youth hockey director for review and discussion prior to the first scheduled tryout.
- The youth hockey director will communicate how the notification of team selection will be executed. Notifications may occur by email, posted on the Glacier Ice Rink website, and/or phone calls.
- In cases where there are not enough skaters to field more than one team, tryouts shall still be held. The objectives of these tryouts will be to: (1) evaluate skaters' abilities (just as in a competitive tryout), and (2) determine if all the skaters are able to compete at the specific level. The coaches and evaluation personnel will have the option of assigning a skater to a house program if they deem that skater is not able to compete at the travel level.
- **If a player selected for a travel team declines their spot on the team, they will not receive a refund, and the player will be charged the full cost of the program registration.**
- Team selections are final and not subject to appeal. Players are encouraged to seek feedback from the youth hockey director, coaching coordinator, evaluators, or their coach. If a parent has a concern about a policy or procedure, they should refer to the YHC Feedback Policy and follow the appropriate steps to address their concern with the YHC, if applicable.

## **After Team Formation**

- The head travel coach will hold a team meeting after the travel team has been selected. Head and assistant coaches will then hold frequent meetings (both formal and informal) with parents to keep them informed of team activities and coaching decisions. Coaches will inform parents and players about specific disciplinary actions that will result from unacceptable actions.
- Parents will keep the coaches apprised of player problems or commitments that will interfere with player's attendance at practices and games. Parents will keep their attendance, transportation, equipment, and financial obligations to the team current.
- Each coach will designate an assistant coach or coaches to assist him/her in team practices, in whatever capacity is deemed necessary and to act as coach in his absence during practices and games. The assistant coach will be subject to the same requirements as the head coach – USA Hockey certified, MAYHA approved, subject to background screening and Safe Sport training.
- Each travel team will have a designated team manager who will be selected after tryouts by the youth hockey director with input from coaches.

## **Travel Jerseys**

MAYHA provides home and away jerseys to each travel team at the beginning of the season. Players must return their jersey at the end of the season. Failure to return jerseys in good condition will result in a \$125 fee charged to the player's account.

## **Treasure State League Home Game Structure**

- MAYHA provides paid scorekeepers for league games, who operate the clock, score keep and play music.
- The home and away teams shall provide a penalty box operator for their respective penalty boxes.
- The guidelines for league games shall be determined by MAHA as set forth in the annual MAHA Guidebook.

## **Tournament Home Game Structure**

- MAYHA provides paid scorekeepers for league games, who operate the clock, score keep and play music.
- The home and away teams shall provide a penalty box operator for their respective penalty boxes.
- The tournament director will determine the rules and schedule for tournament games and send out at least one week prior to the tournament date.

## **Practice Structure**

- The youth hockey director sets travel team practice schedules at the beginning of the hockey season and posts on the website.
- Teams may share practice time with other travel teams to maximize ice usage.
- Teams may be scheduled for morning practices (before school), but not more than once per week.

## **Communication Chain of Command for Travel Programs**

- Parents should communicate with the team manager and/or head coach of the team regarding any common issues that arise throughout the season (attendance, behavior issues, questions or concerns, etc.) The head coach and/or manager are the primary team contacts who will communicate each team's needs and/or concerns to the youth hockey director throughout the season.
- Complaints regarding officiating should be conveyed to the head coach, and the head coach will communicate directly with the youth hockey director on any matter involving the officials.
- If the issue involves the head coach, parents should communicate directly with the youth hockey director.
- After the issue has been elevated to the youth hockey director, a parent may request the executive director's involvement if they feel the youth hockey director has not adequately addressed the issue.
- If the issue involves the youth hockey director, parents may directly approach the executive director.

# COACHING GUIDELINES

## Coach Selection

- The youth hockey director and coaching coordinator select and hire coaches for all youth programs and levels. Anyone interested in coaching should submit an electronic coaching application form to the youth hockey director/coaching coordinator. All applicants must pass a background check and complete Safe Sport training.
- For all levels, the most highly qualified coaches will be hired based on past coaching experience, ability to exemplify MAYHA's core values, experience working with teams of young people, and commitment and availability to the program. If possible, non-parent coaches will be selected at the upper age levels.
- Regardless of if a coach is a nonparent or has a player in the program, they will be held to the same Code of Conduct and standards while having the same responsibilities and authority related to the team and players.

## Coaches' Duties

Coaches are required to attend a pre-season coaches' meeting and USA Hockey coaching clinic (if expired), and complete online age-level modules as needed. All coaches must register online with USA Hockey and pay appropriate fees (see below for reimbursement policies). Responsibilities of all coaches include, but may not be limited to:

- Meet current USA Hockey coaching criteria and be familiar with all rules and regulations of USA Hockey and MAYHA.
- If applicable, complete annual Positive Coaching Alliance training, offered online prior to the season start.
- Attend first-aid and CPR classes offered at Glacier Ice Rink in the fall. A minimum of one coach per team must have first-aid CPR certifications.
- Have a clear understanding of MAYHA's rules and sign a Coach's Code of Conduct. Coaches must also follow USA Hockey rules including the Zero Tolerance policy. Any violation of this policy is a breach of the Coach's Code of Conduct and warrants appropriate action by the disciplinary committee, including possible dismissal from a coaching position.
- Enforce MAYHA's Safe Sport policy.
- Ensure that there is always a coach with proper credentials on the ice with players. All coaches must attend mandatory coaches' meetings during the season called by the youth hockey director or coaching coordinator.
- Notify the youth hockey director of any Major or Match penalties against players or coaches by the end of the next business day and ensure that said player or coach does not attend any team activities until a disciplinary hearing is held.
- Report game misconduct penalties to the youth hockey director and ensure that game suspensions incurred by a player or coach are served accordingly at the next scheduled game(s).
- Structure practices to maximize ice usage. Coaches must notify the youth hockey director or executive director no less than **seven days** in advance if the team's scheduled ice time will not be used. This allows the scheduler the opportunity to sell the ice.
- Hold a player/parent meeting at the beginning of the season and additional meetings as needed.

Travel coaches must also:

- Always wear a helmet while coaching on the ice, according to USA Hockey rules:
  - All ice hockey coaches and instructors of registered USA Hockey youth 18 & under and below, high school, girls 19 & under and below, and disabled programs must properly wear an approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops. Failure to comply will result in a 30-day suspension from all activities involving USA Hockey registered programs.
- Submit travel team rosters to the youth hockey director and registrar after team selections have been made. Any changes to the roster must be made immediately known to the registrar, who will update the roster as soon as possible. The youth hockey director must approve all roster changes. If a roster has not been submitted and approved, the team will not be allowed on the ice for any games.
- Submit approved electronic rosters to league commissioners and tournament directors prior to the first league or tournament game. Final rosters must be set by December 31st. Roster changes must be submitted to the registrar with ample time to make the necessary changes and gain approval from the state registrar. Changes made at the final hour have no guarantee of being approved.
- Maintain a verified USA Hockey roster in a printed or digital format.
- Adhere to MAHA guidelines for turning in scoresheets and must provide copies of all league games and tournaments to the MAYHA office if documentation for player discipline is required.
- Work directly with the travel team manager to ensure the organizational and logistical needs of the team are met. A travel coach cannot also serve as the team manager.
- A coach who registers with USA Hockey to play in the adult hockey league will not be reimbursed for their USA Hockey fee. If a coach does not play in the league, they will be reimbursed for their USA Hockey fee.

The following documents/information can be found online and should be consulted as needed by coaches/managers:

- a. USA Hockey rules
- b. MAYHA discipline guidelines
- c. MAHA player code of conduct
- d. MAHA coach code of conduct
- e. Proof of coaching certification - CEP #s can be found on the USA Hockey website

## **Submitting and Updating Rosters (Travel teams)**

- The head coach of each travel team must submit complete player names to the registrar within one week of team selection. The coach may, at his or her discretion, give the assistant coach or team manager the above responsibility.
- The head coach must send any roster changes (additions/deletions) to the registrar at least five working days prior to the game for which the change is being requested. The coach may, at his or her discretion, give the assistant coach or team manager the above responsibility.
- If players are not appropriately rostered with a team, they will not be allowed to play with the team.
- Any coach who has players play with their team without being properly rostered through the MAYHA registrar will be subject to discipline.

## Coaching Reimbursement

- Non-parent travel coaches receive travel reimbursement as stated below for all league and tournament travel games not held in Missoula. Coaches are encouraged to carpool with parents or fellow coaches. Additionally, coaches of the same gender are encouraged to share accommodations, such as hotel rooms, whenever possible.
- Reimbursement rates will be as follows:
  - Lodging will be reimbursed at the rate negotiated for the group.
  - Mileage will be reimbursed at half of the current IRS rate per mile, if a coach drives.
  - Meals will be reimbursed at \$40 per 24-hour period.
- MAYHA will reimburse coaches the entire price of their coaching clinic and modules. Receipts must be submitted to the youth hockey director and checks will be cut by January 1 of each year to ensure commitment levels of coaches.

## Coaching Stipends

- Paid coaches are considered seasonal employees of MAYHA and are released at the end of the season. Continued employment the following season is not guaranteed.
- MAYHA will try to employ non-parent coaches with rich hockey backgrounds whenever possible. In some cases, highly qualified parent coaches may also be considered for a stipend.
- MAYHA's coaching stipend pay scale is based on coaching experience and years with the program.
- Preferably, and if numbers allow, all first-year coaches will serve as an assistant to learn from current MAYHA coaching staff. The youth hockey director and coaching coordinator oversee, consult with, and evaluate all first-year coaches. Coaches' evaluations will be based on the coach's ability to follow MAYHA's Codes of Conduct, Responsibilities, and Coaching Guidelines as outlined in this guidebook.
- All coaches will be reviewed by the youth hockey director, and other MAYHA officials after every season.
- MAYHA will only pay one head coach for each In-House age group.
- Goalie coaches will be provided for all age levels, if possible. Compensation for goalie coaches will be based on experience and availability.

## Student Coaching Guidelines

Student coaches are a valuable part of our youth organization. To ensure a quality experience for student coaches, players, volunteers, and coaches, we have developed the following guidelines for student coaches:

A student coach is defined as a MAYHA player under the age of 18 who wishes to gain experience coaching and learning from certified and experienced adult coaches.

- The minimum age for a student coach is 12U. However, players that are 8U and older may coach during the Learn to Play program.
- The student coach must coach a minimum of two age levels below their current age level. For example, a peewee (12U) player may only coach mites (8U) or younger. Goalies may coach one age level below their current age.
- Student coaches must wear a helmet with a full cage during practices and games. With the head coach's permission, they may be on the bench during games.

## **Student Coaching Responsibilities**

Student coaches are expected to:

- Arrive at the rink early to assist with coaching duties.
- Report directly to the head or lead coach of the team or age group they are coaching. The student coach is expected to communicate their availability with the head coach.
- Lead by example and engage with players on the ice during practices.
- Assist in set-up and clean-up of practices.
- Communicate with the head coach about practice plans, drills, and other duties that may be assigned to the student coach.



# TRAVEL TEAM MANAGER OVERVIEW

All travel teams will have a team manager chosen by the youth hockey director. The responsibilities of team managers include, but are not limited to:

- Maintain and update all documents required by USA Hockey, MAHA and/or MAYHA in a team manager notebook.
- Coordinate with the head coach to set a team meeting date with parents within two weeks of the season beginning.
- Use the TeamSnap app as the primary communication method for their team. This service is paid for by MAYHA and used by all teams.
- Provide players, coaches and parents with regular, timely information concerning team contact information, game schedules, tournaments, practice times, other team events, the team picture schedule, and fundraising opportunities.
- Make travel arrangements for both league games and non-league away games, including, but not limited to, making hotel reservations, handling the coach's reimbursement for travel expenses, and facilitating team activities (e.g., team dinners, off-ice study sessions, etc.).
- Manage the team's finances, including income and expenses, and collect money from parents as necessary to cover expenses.
- Teams may fundraise through their home tournament raffle to obtain additional funds to cover the costs of travel.
  - a. Travel team accounts begin with a balance of \$125. At the end of the season, the account must be returned to this amount. Any funds exceeding the \$125 balance will be donated to the financial aid fund.
  - b. After team expenses have been covered, travel team managers may only reimburse families up to the initial team deposit amount of \$150. Any funds raised through team fundraising activities (raffles, donations, etc.) that exceed this amount may not be returned to individual players or families. All fundraising proceeds must be used exclusively for team expenses.
- Prepare rosters for the scorekeepers for all games and arrange for parent volunteers to staff the team penalty box at all games. The team manager will send home game score sheets to the MAHA team commissioner immediately following the home games.
- Obtain and distribute all team equipment and gear; jerseys, team jackets, socks, etc.
- Act as the liaison between the MAYHA photographer and the team during team pictures.
- Assist in enforcing USA Hockey, MAHA and MAYHA policies. Team managers must be Safe Sport trained and background screened.

# SAFE SPORT AND LOCKER ROOM POLICIES

The safety of our participants, both on- and off-ice, is of paramount importance to MAYHA. MAYHA follows USA Hockey's Safe Sport Program and has developed the following locker room policies to create the safest possible off-ice environment.

## Locker Room Policies

- Locker Room Monitors (see next section) must be in the locker room or within earshot of the locker room when players are in the locker room.
- Cell phones are not allowed in locker rooms. Teams are required to use the following protocol:
  - Locker Room Monitor uses a "phone bag" to collect cell phones when players arrive in the locker room; or
  - Each player places their phone in their bag upon entering the locker room.
  - Players that violate this policy will not be permitted to have a phone in the locker room.
- Each player is responsible for removing his/her own garbage and belongings.
- Players may not enter the locker room until there is a locker room monitor present (a Safe Sport certified coach, manager, or parent/guardian). This rule will be communicated with all players and parents at the beginning of the season.
- Coaches are expected to be in the locker rooms 30 minutes prior to ice time, or earlier if communicated with the players. If a coach cannot act as the locker room monitor for any reason, it is their responsibility to arrange for another certified locker room monitor to take their place.
- Players are expected to wear a base layer when changing. All players must arrive at each practice/game with minimum attire. For example, shorts and T-shirts. Jock/jill compression shorts are permitted.

## Locker Room Monitor Role

Per Safe Sport guidelines, MAYHA requires each team to have at least one locker room monitor (LRM) per locker room. Having a LRM on duty is an effort to ensure a safe, enjoyable, and inclusive environment for all players and to prevent and eliminate misconduct and harmful, alienating behaviors.

Each team is responsible for securing a locker room monitor. Coaches will be the default LRM. If that is not possible, the coach will arrange for an alternate LRM.

## Locker Room Monitor Requirements

- All LRM must clear a background check and complete USA Hockey Safe Sport training prior to serving in this capacity. LRM must provide the youth hockey director with their current USA Hockey number for verification purposes. The links are as follows:
  - [USA Hockey Membership](#)
  - [Safe Sport training](#)
  - [Background screening](#)
- LRMs will review this guidebook and be given the opportunity to ask questions of the youth hockey director, coach, Safe Sport coordinator, and/or team manager.
- LRMs must be at least 18 years old and not a member of a MAYHA team.

## Locker Room Monitor Duties & Responsibilities

- Either be in the locker room or able to hear and monitor events in the locker room from outside the door, enter intermittently, and be immediately available to assist or intervene.
- Be available 30 minutes prior to and 30 minutes after all practices and one hour prior to and 30 minutes after all games, when coaches are not in the locker room. It is the responsibility of the coaches to communicate with the LRMs when they arrive and leave. Coaches may alter these times as needed.
- Limit their role to strictly supervising the locker rooms, enforce the rules, and report violations. If a LRM is not on that team's coaching staff, coaching players is prohibited.
- Restrict access to locker rooms and allow only team members, coaches, and other authorized people to enter.
- Collect cell phones and other recording devices consistent with the cell phone policy described in the locker room policy section.
- Remain in the locker room with a coach or other adult when a single player is in the room.

## Rules & Prohibited Behaviors

The following behaviors are considered misconduct and require action by the LRM:

- **Physical abuse** - intentionally injuring, threatening to injure, or attempting to injure another person. This may include, but is not limited to shoving, hitting, kicking, biting, spitting at, throwing objects at, tripping, slashing, blocking someone from leaving or entering a room; sexual contact; or otherwise acting physically aggressive.
- **Emotional abuse** - deliberate behavior intended to cause emotional harm or upset to another person. This may include, but is not limited to teasing or taunting that is visibly causing upset or that continues after being asked to stop by the person being teased, the LRM, coach, manager, or other adult; taking, grabbing or throwing a player's personal items; name calling; making inappropriate or upsetting gestures; shouting at a player; disrespectfully criticizing another player's skills; making sexual comments or gestures; or any other behavior that is causing obvious upset to a player.
- **Bullying** - intimidating, being cruel or using coercion to gain control over another person, cause harm or alienation to another person, or to raise the status of the bully at the bully's expense. Bullying often, but not always, is a repetitive pattern. This may include but is not limited to physical or emotional abuse; spreading rumors about another person; excluding someone on purpose or encouraging others not to be friends with him/her; purposefully embarrassing someone; showing or posting pictures or comments on the internet, social media or by texting; threatening to carry out an undesired action if the person does not do as the bully wishes; any other behavior that causes great upset to a player or causes them to not want to play. (see <https://www.stopbullying.gov/what-is-bullying/index.html>).
- **Harassment** - physical or non-physical behaviors intended to cause fear, humiliation, offend, degrade another person or cause a hostile environment or discrimination. It can include, but is not limited to, physical or emotional abuse, bullying, stalking, following, blocking one's path, using age, positions (captain, referee, etc.) or status to intimidate or try to force submission.
- **Sexual harassment** - unwelcome sexual advances, requests for sexual favors, verbal or non-verbal, or any conduct of a sexual nature, including sexual gestures, jokes, songs, videos, etc.
- **Hazing** - imposing strenuous requirements, either official or unofficial, as part of a program of rigorous physical training, or humiliating or dangerous initiation rituals.
- Swearing or any abusive language.

- Defacing, destructing, vandalizing, altering, or writing in the locker room.

## **Consequences/Actions**

- When action and/or intervention is required, the LRM will approach the player calmly, and redirect or tell them to stop the behavior; The LRM will communicate to the player that there is a Zero-Tolerance policy for such behavior.
- A player breaking any of the rules that does not involve physical harm will be given a warning by the LRM immediately. The player's parents and coach will be notified in writing within 24 hours.
- Subsequent violations will result in the player being asked to remove his/her gear, dress, and leave the locker room to meet with the coach and parents as soon as possible.
- All violations involving physical or severe emotional harm will be treated like a subsequent violation. Severe emotional harm may be indicated by crying, not wanting to play, withdrawing, not talking, yelling or other displays of being distraught.
- If an attempt to intervene is ignored or the issue persists and there is no immediate threat of harm, the LRM will seek assistance from another adult to remove the player from the locker room. If the parents are present, they are to be notified immediately.
- In situations where harm is possible (i.e. fighting, etc.), the LRM should separate the involved players if possible. If unable or uncomfortable doing so, the LRM must send someone for help, protect other players and contain the situation as much as possible.
- All violations will be documented in writing by the LRM and submitted to the youth hockey director and Safe Sport coordinator.

## **Documenting Safe Sport Violations**

The LRM should email a written report documenting a Safe Sport violation to the youth hockey director and Safe Sport coordinator. The report should include:

- Date, time, location of incident.
- Names of involved players.
- Notation of any physical injuries, including a description of the injury, treatment administered, interventions, and if medical treatment was necessary.
- Description of the incident, including what each player's role and behavior was in the event and who was affected.
- A list of any witnesses to the incident.
- Description of the action taken by the LRM, including if other staff, coaches, parents or others were summoned.
- If the coach and/or youth hockey director was notified after the incident.

## **Travel Policy**

MAYHA has teams that travel regularly to play games or tournaments, while other teams travel to a few events per year, and some teams that have only local travel to and from our own arena.

The travel policy guides our travel, minimizes one-on-one interactions and reduces the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between regular travel ("regular travel"), and team travel involving an overnight stay coordinated and chaperoned by MAYHA ("team travel").

### **1. Regular Travel**

- a. Regular travel occurs when MAYHA or one of its teams does not sponsor, coordinate, chaperone or arrange for travel. This includes, but is not limited to, regularly scheduled league games.
- b. Players and/or their parents/guardians are responsible for making all arrangements for regular travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating regular travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- c. Employees, coaches, and/or volunteers of MAYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player, unless agreed to in advance in writing by the minor player's parent. Driving with at least two players or another adult is preferred.
- d. In some instances, it is unavoidable for an employee, coach or volunteer of MAYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.
- e. All players 18 years of age and younger must be accompanied on all regular travel by a parent or guardian.
- f. No player 18 years or younger can transport themselves to games that involve regular travel, unless permission is obtained from the youth hockey director and that player's coach.

## **2. Team Travel**

- a. Team travel is overnight travel that occurs when MAYHA, or one of its teams or sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.
- b. When possible, MAYHA will provide reasonable advance notice before team travel. Travel notice will also include designated and required team hotels for overnight stays as well as a contact person within MAYHA or the team.
- c. MAYHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones.
- d. MAYHA will make efforts to provide adequate supervision through coaches and other adult chaperones. If a team is composed of both male and female players, MAYHA will attempt to arrange chaperones of both genders. However, chaperones may be limited in providing this match.
- e. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player unless the coach is the parent, guardian or sibling of the player.
- f. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones and team drivers should be screened including a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.
- g. Players should share rooms with other players of the same gender, with the appropriate

number of players assigned per room depending on accommodations.

- h. The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Two properly screened adults will conduct regular monitoring and curfew checks of each room.
- i. Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present. Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- j. No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

### **3. Prohibited Conduct and Reporting**

- MAYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook.
- Participants, employees or volunteers in MAYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.
- To report an actual or suspected violation, email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or call 1-800-888-4656.

# **CODES OF CONDUCT**

Coaches and parents are expected to model good sportsmanship and conduct, serving as positive representatives of MAYHA and our community. The head coach is responsible for the team and is not required to comply with parental demands. However, coaches should remain open to discussing situations with players and/or parents in a respectful manner.

Coaches also support and develop each team member, and when necessary, they may reduce a player's ice time as a disciplinary measure if it is in the best interest of the player and/or team.

All MAYHA participants, including players, parents and coaches, must adhere to a designated Code of Conduct. These forms are on the Glacier Ice Rink website and in Appendix A of this Guidebook. Each participant is required to sign the Code of Conduct annually. Signed forms are maintained at Glacier Ice Rink by the youth hockey director.

## **Player Responsibilities**

- Play for fun and work hard to improve your skills.
- Be a team player – support and get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Arrive on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coaches, teammates, parents, opponents and officials.
- Never argue with an official or a coach's decision. Respectfully ask questions to learn.
- Lead by example and demonstrate MAYHA core values on and off the ice: Respect, Integrity, Sportsmanship, and Teamwork.
- Be accountable for your actions.

## **Parent Responsibilities**

- Support your player's desire to play their chosen sport. Appreciate your player's efforts and help make the game fun.
- Encourage your child to follow the rules. Lead by example and applaud good plays of all teammates and of both teams.
- Don't embarrass your child (or yourself) by yelling at players, coaches, or officials. Demonstrate through words and actions that you have a positive attitude toward the game and all its participants.
- Emphasize skill development and practices and how they benefit your young athlete. Respect that small area games, skill-based competition, and games are all mechanisms for player skill and character development.
- Know and study the rules of the game and support the officials on and off the ice. Ask questions to learn.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game.
- Recognize the importance of volunteer coaches. Say thank you or offer to volunteer.
- Support two-way communication with the coaches. Back and support coaches' decisions regarding players and the team.

- Follow the 24-hour rule:
  - For any issues of frustration or anger regarding playing time, position, coaching, or officiating, parents must wait a minimum of 24 hours before approaching the coach or an administrative official.
  - If the issue is still a concern after the 24-hour period has passed, the parent should contact the team manager or coach to schedule a meeting. The coach or team manager will document the meeting and provide a confidential post-meeting report to the youth hockey director.
  - If the parent(s) is not satisfied with the meeting's outcome, the youth hockey director will determine further course of action.
- Be your player's greatest fan. Encourage, motivate, and support your player. Be honest with yourself when it comes to your player's capabilities.
- Take care of your financial responsibilities to MAYHA and the team.
- Lead by example and demonstrate MAYHA's core values: Respect, Integrity, Sportsmanship, and Teamwork.

## Parent Rights

- To have your player treated fairly and with respect.
- To expect a safe and healthy environment for all practices and games.
- To have your player coached by a qualified and effective adult leader.
- To see your player engaged in activities that build both skill and enjoyment of the sport.
- To understand what is expected of your player by the coach.

## Coaches' Responsibilities

- Be a role model to players, parents, other coaches and officials. Lead by example and demonstrate MAYHA core values; Respect, Integrity, Sportsmanship, and Teamwork.
- Be prepared and present at all practices and games.
- Provide assistant coaches with clear expectations. Ensure assistant coaches are prepared and present to run practices as applicable.
- Focus on and emphasize personal growth and development of all players.
- Be consistent in working to improve individual skills and build a competitive team without focusing exclusively on wins and losses.
- Teach "each player to compete to win" and don't "coach a win at the expense of a few players."
- Create a positive atmosphere and treat players fairly. Provide each player with positive and constructive feedback.
- Teach the rules of hockey to make it a safe game for all players on the ice.
- Hold players to high standards of behavior on and off the ice. Be consistent in holding players accountable for their actions.
- Challenge players and provide opportunities for players to develop individually and move upward on the team's depth chart. Use discretion, consistency and clear proactive communication regarding player rewards, consequences, and discipline (e.g. earned ice time based on attendance, attention and effort at practice).
- Follow level-specific game ice time guidelines:
  - **Termite/Mite/Squirt/Peewee/Bantam/High School House** – all players receive approximately even playing time.
  - **Squirt/Peewee Travel** – players receive approximately equal playing time in both even strength



and special team situations. Coaches may use discretion to deviate from equal play guidelines for a variety of reasons, including, but not limited to, the last five minutes of the third period during a tight game, for disciplinary reasons, or for any other reason a coach deems appropriate under the circumstances.

- **Bantam/14U girls/16U/19U girls/High School Travel** – players are not guaranteed even playing time. Coaches will use discretion in managing playing time for both individual players and team benefits (e.g. weaker players will have more opportunities during lower stakes moments and less time in high-intensity or critical outcome situations).
- **Goalies** – Termite/Mite/Squirt/Peewee goalies will play approximately the same amount of games/scrimmage time over the course of the year, while 14U and older goalies may not receive equal playing time throughout the course of the season.

## Coaches' Rights

- Be treated with respect by players, parents, officials and MAYHA staff.
- Have access to necessary safety and practice equipment.

## Violation Consequences

### Player Consequences

Failure to comply with the player code of conduct is detrimental to the team and will not be tolerated.

- Parents are encouraged to work with the coach and/or team manager first regarding a violation(s) by a player. If the problem cannot be resolved at this level, the youth hockey director should be contacted.
- If needed, after discussion with the coach and/or team manager, a hearing with a Discipline Committee will be held for a violation of the player code of conduct as outlined in Bylaw 10 of USA Hockey's Annual Guide.
  - The Discipline Committee may determine that the situation should be handled by the player's coach, or the Committee may apply an appropriate consequence (e.g. community service, suspension, removal from the team, being banned from Glacier Ice Rink, etc.).
- Continued violations of the Code of Conduct may result in permanent removal from MAYHA.

### Parent Consequences

Violation of the Parent Code of Conduct is detrimental to the team, MAYHA's reputation, and MAYHA's programs, and may be brought forward to the youth hockey director by a coach, manager, rink staff, spectator, official or parent. If a parent violates the code of conduct, the following consequences may occur.

- The Discipline Committee will hold a hearing with the parent(s) as outlined in Bylaw 10 of USA Hockey's Annual Guide.
- The Discipline Committee may apply an appropriate consequence/sanction (e.g. verbal warning, suspension from team activities, community service, removal from the team or program, permanent banning from Glacier Ice Rink, etc.).
- During the sanction, the parent will not be allowed in any facility during a USA Hockey- sanctioned hockey event, including all youth and adult hockey practices and games.
- Continued violation of the Code of Conduct may result in permanent removal from MAYHA programs and/or Glacier Ice Rink.

## **Coaches Consequences**

Violation of the Coaches Code of Conduct is detrimental to the team, the MAYHA reputation and programs and may be brought forward to the youth hockey director by a coach, manager, rink staff, spectator, official or parent.

- The Discipline Committee will meet with the coach as outlined in Bylaw 10 of USA Hockey's Annual Guide.
  - a. Coaches who violate the Code of Conduct will be subject to disciplinary action which could include: verbal warning, written warning, suspension from practice or games, community service, removal from the team or program, permanent banning from Glacier Ice Rink, etc.
- MAYHA has a zero-tolerance policy on drug and alcohol use while working with players. If a coach has consumed alcohol or drugs before a game or practice, MAYHA has the right to terminate the coach. If a coach has been arrested for a drug or alcohol related offense, MAYHA has the right to terminate the coach.

# DISCIPLINARY GUIDELINES FOR COACHES AND MANAGERS

The following guidelines are recommended for dealing with discipline problems:

- A coach will explain how they plan on dealing with discipline problems at the beginning of the season so both players and parents know beforehand.
- A player should be given a warning when possible and appropriate, before additional action is taken. Disciplinary action for minor offenses are to be managed by the coach.
- Code of Conduct Violations will be defined as:
  - MINOR: Offenses that typically involve only the player such as inappropriate language, or behavioral issues that a coach is to use discretion in handling. Coaches and parents are trusted to use their best judgment when determining appropriate discipline measures for the player(s). Repeated minor offenses by the same player could warrant appearance before the Discipline Committee.
  - MAJOR: Offenses that are more serious in nature could involve other persons and/or their property, such as: theft, destruction of property, match penalties, fighting or attempts to injure, marijuana, alcohol and illegal substance use or possession, and weapons violations will result in an appearance before the Disciplinary Committee and must be reported to the youth hockey director. Long-term suspension or expulsion may be appropriate and enforced. All restitution for damages must be paid in full prior to any player being allowed to re-enter the program.

## Discipline Committee

The Discipline Committee will consist of at least three reasonably disinterested and impartial people as selected by the youth hockey director. The committee will:

- Thoroughly review the reported situation through written reports and testimonies as warranted.
- Determine the appropriate consequences for reported Code of Conduct violations.
- Document and report to the youth hockey director the investigation process and decisions made by the Committee.

For Code of Conduct violations that result in a suspension for four weeks or longer from MAYHA programs, the suspended individual may request in writing, a review of such suspension by the MAYHA Board of Directors, or by a Review Committee appointed by the Board. The decision of the Board or its appointed Review Committee will be binding.

# Appendix A - CODES OF CONDUCT

## Player's Code of Conduct

I, a registered player with the Missoula Area Youth Hockey Association (MAYHA), acknowledge that in my conduct and character, I also represent my parents/guardians, team, coaches, MAYHA, and the Missoula community. I will abide by the USA Hockey Code of Conduct and MAYHA's Player Code of Conduct. I also acknowledge that participation in MAYHA programs is a privilege, not a right.

Therefore, I understand and agree that I WILL:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- Treat teammates, coaches, opponents, fans, referees and staff with respect.
- Respect and adhere to all rules and Code of Conducts of MAYHA, MAHA, and USA Hockey.
- Abide by MAYHA's Safe Sport and locker room policies.
- Express any concern through proper channels in a respectful manner.

I will NOT:

- Swear or use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
- Throw equipment or vandalize locker rooms or the facility.
- Drink alcohol, use marijuana, smoke/chew tobacco, vape or use any illegal substance before games/practices, at the rink or at any team function

If I cannot abide by these rules, or I violate any of them, I will be subject to disciplinary action as outlined in the MAYHA Guidebook.

## Parent's Code of Conduct

I/we, the parents/guardians of a registered MAYHA player, I understand that:

- It is a privilege, not a right, for my child to play youth hockey.
- Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
- Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents.

Therefore, I understand and agree that I WILL:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game. This includes the use of social media before, during and after the game. If filming/streaming a game, any commentary shall be in-line with MAYHA's Core Values and the Parent Code of Conduct, Responsibilities and Rights.
- Abide by the 24-hour rule which states "For any issues of frustration or anger regarding playing time, position, coaching, or officiating, a 24-hour wait time is required prior to approaching the coach or administrative official".
- Respect and adhere to all rules and Codes of Conduct of MAYHA, MAHA and USA Hockey.
- Abide by MAYHA's Safe Sport and locker room policies.
- Express any concern through proper channels in a respectful manner
- 

I will NOT:

- Use abuse behavior towards anyone involved in youth hockey or rink operations.
- Create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, social media, letter, and/or phone calls to the team.
- Drink alcohol, use marijuana, smoke/chew tobacco, vape or use any illegal substance at the rink.

If I cannot abide by these rules, or I violate any of them, I will be subject to disciplinary action as outlined in the MAYHA Guidebook

## **Coach's Code of Conduct**

I, a MAYHA coach, understand that the Missoula Area Youth Hockey Association takes pride in its coaches. As a key representative of MAYHA at any game and team function, it is critically important that coaches set the example for the team and the community.

Therefore, I understand and agree that I WILL:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees.
- Treat players, fellow coaches, opponents, facilities, fans and referees with respect.
- Refrain from the use of any inappropriate language within the presence of players.
- Respect and adhere to all rules and Code of Conduct, Responsibilities and Rights of MAYHA, MAHA, and USA Hockey.
- Abide by MAYHA's Safe Sport and locker room policies.

I will NOT:

- Drink alcohol, use marijuana, smoke/chew tobacco, vape or use any illegal substance at the rink, before or after practices or around players.

If I cannot abide by these rules, or I violate any of them, I will be subject to disciplinary action as outlined in the MAYHA Guidebook.

## Appendix B - CONTACT INFORMATION

Glacier Ice Rink  
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