

Missoula Area Youth Hockey Association Policies and Procedures

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MAYHA MISSION AND VISION STATEMENT

Mission: Inspiring passion and celebrating ice sports for all ages and abilities.

Vision: Creating players, skaters, and fans for life.

Following USA Hockey Guidelines MAYHA will strive to:

- Create a safe and healthy environment for all
- Provide qualified adult leadership at all levels
- Give a fair and equal opportunity for all to participate in our sport
- 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

In order to accomplish the mission of MAYHA, everyone must abide by the rules. Thus, our coaches, referees and parents are asked to set a guideline for the players from the Players' Code of Conduct and Responsibilities. Fighting, profanity or abusive language, spitting, unauthorized possession of another's belongings, extreme unsportsmanlike conduct, or intentional attempts to injure another person by players, coaches, referees, or parents will not be tolerated. Anyone who disregards these rules will be subject to immediate disciplinary action.

REGISTRATION AND PAYMENT OF FEES

REGISTRATION

1. Registration will open for the winter season no later than September 1. Registration dates will be announced each year by August 1 and registration will be completed by September 15 for travel hockey and by November 1 for house leagues. Any travel player registration received after September 15 will be charged a \$50 late fee in addition to the registration fee. Any house player registration received after November 1 will be charged a \$50 late fee in addition to the registration fee.
2. Players can register online or complete the forms available on the GIR website and mail or bring the completed forms and payment to Glacier Ice Rink.
3. Players and coaches must complete all required registration forms before they will be allowed on the ice. These forms will include MAYHA registration forms, Code of Conduct, Waiver of Liability, Concussion Statement Form, and USA Hockey online registration.
4. New travel and select players will be required to turn in a scanned copy of their birth certificate. The birth certificate will be properly destroyed once submitted and confirmed with the state registrar.
5. All payments must be made at the time of initial registration either in full or pursuant to the payment plan. Additionally, a check post-dated for April 15 of the following year for each player's fundraising fee must be turned in, or fees must be paid in full.
6. 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.
7. All players and coaches will register online with USA Hockey (excluding players only taking part in Learn to Play). The confirmation number will be turned in with MAYHA registration as proof of USA Hockey registration. The Registrar will not accept registration without this USA Hockey confirmation number.
8. All players must 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 fundraising fee.
9. 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 Safesport trained and background screened.

PAYMENT OF FEES

1. A complete breakdown of all fees for all levels will be available before registration begins.
2. The Glacier Ice Rink Accounts Manager and Youth Hockey Director will establish a payment plan for those players who want to pay fees over the course of the hockey season and will make the payment plan terms available before registration begins.
3. Players who are interested in trying out for, and playing on, competitive travel teams are required to submit completed registration forms, including Code of Conduct, Waiver of Liability, Concussion Statement, and USA hockey online registration before September 15. Registration forms for players choosing to take part in a house program will be accepted as long as there is space available in the division they are choosing. The Youth Hockey Director will close registration for house teams when teams are set and/or there is no more room available on the teams.
4. ALL registration fees will be paid by December 31 of the current season. Registration late fees will be strictly enforced. If total fees are not received by the due date of the current season, players will not be allowed on the ice until fees (including late charge) are paid, i.e. until payment is secured (e.g. check or credit card charge has cleared). The Youth Hockey Director will notify parents that their player will not be allowed on the ice until fees are paid in full.
5. Players wanting to participate in additional programs (i.e. Spring League, Fall League, Conditioning Camp, etc.) will pay the full amount of the program.
6. Winter house league players may join a house team mid-season (i.e., after January 1st) with the approval of the Youth Hockey Director and the house league coach. The mid-season fee will be based on one-half of the full season fee as of November 1st which includes the late fee. The player will be required to submit a check for one-half the fundraising amount at the time of registration. All fees are due at the time of the mid-season registration. Fall and spring house league players may request a prorated fee from the Youth Hockey Director when registering for either league after the start of the program.
7. Players who participate in both house and travel teams will pay the fees applicable to each team.
8. Refund Policy: A full refund will be issued if the cancellation occurs before the program begins. A partial refund will be issued if the cancellation occurs before the 3/4 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 GHL is \$130 for eight weeks, so each remaining game would be prorated at \$16.25 per game). 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 hockey directors of the respective programs. All requests for refunds must be submitted in writing (email or letter) to the appropriate director. Fundraising fees are included in the total amount of the refund.
9. A service fee of \$30 will be charged for each returned check that is submitted to MAYHA.

SCHOLARSHIPS

1. Scholarship forms are available online for those who may need additional financial assistance. All forms must be turned in to the Youth Hockey Director by November 1st.
2. The Scholarship Committee consists of the Youth Hockey Director, Chair and Co-chair of the Youth Hockey Committee. Decisions will be made and families notified of the decision of the Scholarship Committee within 2 weeks following the deadline. Given the limited scholarship funds, only partial scholarships will be available for disbursement.
3. All policies governing payment of fees applies to those fees, etc. that remain after a player is credited with a scholarship amount.
4. Scholarship funds apply only to registration fees and cannot be applied to late fees, team fees, or fundraising, if applicable.

FUNDRAISING

Fundraising Coordinator: fundraising@glaciericerink.com

Overview:

Every player/parent will be responsible for meeting the set requirements for fundraising. The intent of this fundraising obligation is to continue to keep registration fees reasonable. There is no family discount for fundraising. The fundraising amounts will be determined each year by the Youth Hockey Director with consultation from the Youth Hockey Committee. Scholarship recipients will not be excused from their fundraising obligation.

Procedures:

1. The parent or guardian will write a post-dated fundraising check for the amount owed. **Please date the check for April 15th of the following year.** The amount owed is based on the player's age group, and house or travel designation. Please see the current year's registration form or the website for fundraising amounts.
2. Players/parents are responsible for submitting fundraising hours to the Fundraising Coordinator (please see fundraising options below). Hours must be submitted to the Fundraising Coordinator monthly via the online form which can be found on the GIR website and will be sent out monthly by the Youth Hockey Director.
3. A player's post-dated fundraising check will be destroyed once fundraising amount has been met. If an outstanding balance is owed, then the Accounts Manager must receive a substitute check in that amount no later than April 1. If fundraising has not been met and no balance check is received, the post-dated fundraising check will be cashed after April 15.
4. Please see the following list for a descriptions of fundraising options.

Fundraising Options:

1. **Buy-out:** Parent or guardian pays the entire amount using our online registration or by check.
2. **Selling Cookie Dough/Coffee/Other Sales:** The participant will receive fundraising credit; amount to be determined at the start of the season by the Fundraising Coordinator for any cookie dough or fundraising sales. Forms and due dates will be set and sent out via email by the first week of the regular season by the Fundraising Coordinator.
3. **Purchasing Scrip:** This will all be done online. The participant must set up an account at shopwithscrip.com - enrollment code FE4C17E21496L along with a presto-pay account to use this option. Any insufficient funds reported from GLScrip will result in a \$30 charge to the family and being expelled from this opportunity. The rebate % set by the retailer will be the amount the participant earns. (Example: Safeway rebate is 4%; if the participant buys 100 they will earn \$4 towards fundraising)
4. **Selling/Purchasing Advertising for the MAYHA/GIR**
 - a. Sell an advertisement in the youth hockey tournament programs that are distributed at each tournament and you'll earn half of the amount sold/purchased.

Advertising deadline is October 31 for all seven tournament programs, but ads can be added after that date. Please see fundraising page and advertising form on GIR website for more details.

- b. Glacier Ice Rink advertisements can also be counted at a rate of 25% of the cost of the ad. Contact laura@glaciericerink.com for more details.
- 5. Giving Your Time to Youth Hockey:** At \$5/hour, a player/parent can work off their fundraising commitment by helping with only the following activities. Each player/parent is responsible for submitting their own hours to the Fundraising Coordinator (FRC).
- a. Scorekeeping, running the clock, or acting as a penalty box attendant at youth hockey games held at GIR.
 - b. Helping Equipment Coordinator or Fundraising Coordinator.
 - c. Safesport Coordinator
 - d. Equipment Coordinator(s)
 - e. Scrip Coordinator
 - f. Jersey Coordinator
 - g. Picture Coordinator
 - h. Youth Hockey Committee members: Youth Hockey Committee members will be given \$5/hour credit for attending YHC meetings.
 - i. Parent Coaches House and Travel
 - i. The coach must keep track of their hours report their hours monthly to the FRC. Coaches may only include on-ice or dryland time. No time will be given to coaches for travel of any kind.
 - j. Travel Managers
 - i. Managers will have the fundraising fee waived only for their player on the team they manage.
 - k. Fundraising Coordinator
 - i. MAYHA FRC will have the fundraising fee waived.
 - l. MAYHA Board Members
 - i. MAYHA Board Members will be given \$5/hour credit for attending MAYHA Board meetings.
- 6. Giving Your Time To The Rink:** At \$7/hour, a parent/player can work off their fundraising commitment by helping with only the following activities approved by the GIR Executive Director:
- a. Set up and/or take down of the rink
 - b. Rink clean-up (sweeping and mopping locker rooms, sweeping and mopping common areas, cleaning underneath the bleachers, etc.)
 - c. Set up and or take down of Winter Wonderland
 - d. Working the concession stand during tournaments and/or Jr. Bruins games

There may be other opportunities throughout the season. Please make sure emails from fundraising@glaciericerink.com do not go to your SPAM folder.

All opportunities not listed above must be approved by the Youth Hockey Director or Executive Director.

COACHING REQUIREMENTS AND RESPONSIBILITIES

Objectives

The most important goal of every coach is to promote the game of hockey by encouraging participation of every player in practice and games. Equally important is the emphasis of good sportsmanship both on and off the ice. All coaches should stress the importance of teamwork and all players should be treated equally.

1. Have fun. "Athlete First - Winning Second"
2. Help young people (players) develop:
 - a. Hockey skills
 - b. Physically, by learning skills, improving conditioning, develop good health habits and avoiding injuries
 - c. Psychologically, by learning to control their emotions and develop feelings of self worth. Use of profanity, drugs and alcoholic beverages is absolutely prohibited.
 - d. Socially, by learning to cooperate in a competitive context, by learning appropriate standards of behavior, sportsmanship, and respect for referees, coaches, teammates, opponents, and parents.
3. Ice time
 - a. House teams (all divisions) and non-competitive travel teams: Coaches will strive to provide each player with equal ice time.
 - b. Competitive travel teams: ice time will vary according to the coach's discretion
4. Termite, Mite, and Squirt players will be encouraged and given the opportunity to play all positions to promote:
 - a. Skill development
 - b. Self-esteem
 - c. Flexibility for the team

Lead by Example

Players learn both skills and attitude by watching and imitating those in authority. Coaches' behavior must serve as a model for the behavior we expect of our players. Coaches will:

1. Maintain a positive attitude toward referees, parents, players and other coaches, including language use.
2. Refrain from use of tobacco products while at Glacier Ice Rink or in the presence of players.
3. Coaches are prohibited from using alcoholic beverages anytime that they are responsible for the direction, coaching or supervision of his/her players. A coach who arrives intoxicated for any practice or game will be asked to leave and will be subject to disciplinary action.

Coach Selection - Coaching Committee

The Coaching Committee will be composed of the Youth Hockey Director and the Adult Hockey Director.

Coach Selection - Guidelines

1. Solicitations for coaches will begin in early summer, and final coaching decisions for Bantam and High School teams will be made prior to registration. Persons interested in serving as a coach shall submit an electronic coaching application form to the Youth Hockey Director. The electronic form can be found online at glaciericerink.com. All applicants are subject to a background check. All coaches must be Safesport certified.
2. For all levels, the most highly qualified coaches will be hired by the Youth Hockey Coaching Committee based on past coaching experience, experience working with teams of young people, and commitment and availability to the program and other criteria developed by the Coaching Committee. If possible, non-parent coaches will be hired at the upper age levels.

Coach Responsibilities and Guidelines

All individuals interested in a coaching position should display good communication skills, understanding of hockey fundamentals and good teaching skills. All head coaches are required to attend a coaches meeting and USA Hockey coaching clinic (if expired), and complete online age-level modules as needed. Coaches are also required to pass a background check and complete Safesport training. All coaches must register online with USA Hockey and pay appropriate fees. Responsibilities include, but may not be limited to:

1. All coaches must meet current USA Hockey coaching criteria and be familiar with all rules and regulations of USA Hockey and MAYHA.
2. All coaches and managers are strongly encouraged to attend First-Aid and CPR classes.
3. All coaches will submit rosters to the Youth Hockey Director/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.
4. Coaches and managers are responsible for submitting approved electronic rosters to league commissioners and tournament directors prior to the first league or tournament game.
5. 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. Last minute changes made at the final hour have no guarantee of being approved.
6. Head coaches or travel team managers must retain the following at all times:
 - a. Verified USA Hockey Team Roster
7. The following documents/information can be found online and should be consulted as needed by the coaches/managers:
 - a. USA Hockey rules
 - b. MAYHA discipline policies
 - 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
8. All coaches must have a clear understanding of USA Hockey and MAYHA rules, including Zero Tolerance. The coaches must read and sign the Coach's Code of Conduct and include this with their application. Any violation of USA Hockey's Zero Tolerance policy constitutes a breach of the Coach's Code of Conduct and warrants appropriate action by the disciplinary committee, including the possibility of dismissal from their coaching position. If the coach involved in a disciplinary proceeding is also a member of the disciplinary committee, the Youth Hockey Director will assign another committee member to serve in lieu of that coach.
 9. Coaches or at least one other Safesport certified adult appointed by the coach or team manager must be present to provide supervision at all times while players are in the locker room. Coaches must enforce MAYHA's Safesport policy. No forms of horseplay are permitted in the locker room, and must be actively discouraged by coaches. Coaches are subject to suspension if found with unsupervised locker rooms.
 10. All coaches will ensure their team leaves the locker rooms and bench areas clean.
 11. All coaches must ensure that there is a coach with proper credentials on the ice at all times with players. All coaches must attend mandatory coaches meetings called by the Youth Hockey Director. Assistant coaches are encouraged to attend, and may attend in place of the head coach with approval of the Youth Hockey Director prior to the meeting.
 12. Travel coaches must 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. Payment of any fines levied for late scoresheets by any organization of which MAYHA is affiliated will be the ultimate responsibility of the team in violation.
 13. Coaches must promptly notify the Youth Hockey Director of any Match penalties against players or coaches by the end of the next business day, and assure that said player or coach not attend any team activities until a disciplinary hearing is held.
 14. Coaches must ensure that game misconduct penalties incurred by a player or coach be served accordingly at the next scheduled game(s).
 15. Coaches will make every effort to structure practices to maximize ice usage.
 16. Coaches must notify the Youth Hockey Director or Executive Director no less than seven days in advance if scheduled ice time will not be used to allow the scheduler the opportunity to sell the ice.
 17. Coaches must hold a player/parent meeting at the beginning of the season and additional meetings as needed. This will be done to disseminate all pertinent team and association information to players, parents, and coaching staff. Parents must understand that they are also bound by the rules of Zero Tolerance, including inappropriate language or action toward coaches or parents. Anyone who engages in continued inappropriate language or action toward coaches, players, or other parents will not be permitted to enter the rink until the Disciplinary Committee reviews the situation.
 18. Travel team coaches will work directly with the travel team manager to ensure the organizational and logistical needs of the team are being met. Travel team managers

can only manage one team at a time. A travel coach cannot also serve as the team manager.

19. A non-parent coach who registers with USA Hockey to play in GHL will not be reimbursed for his/her USA Hockey fee. If a coach does not play in GHL and is required to register with USA Hockey to coach a team, he/she will be reimbursed for their USA Hockey fee.

House teams are not required to select team managers. The Youth Hockey Director will assign team managers to house teams as needed.

Submitting and Updating Rosters

1. The head coach of travel and house teams will be responsible for submitting complete player names to the Registrar within 1 week of team selection. Coach may at his or her discretion give the assistant coach or team manager the above responsibility.
2. It is the responsibility of the head coach to send any changes (additions/deletions) to the registrar at least 5 working days prior to the game for which the change is being requested. Coach may at his discretion give the assistant coach or team manager the above responsibility.
3. If players are not appropriately rostered with a team they will not be allowed to play with the team.
4. Any coach who has players play with their team without being properly rostered through the MAYHA registrar will be subject to discipline by the coaching committee.
 - The first offense will result in a written warning from the Youth Hockey Director.
 - The second offense will result in a second written warning and a meeting with the Youth Hockey Director.
 - The third offense will result in dismissal from their coaching position for the remainder of the season, and possibly the following season.

COACHES REIMBURSEMENT

1. Non-parent travel coaches will receive travel reimbursement as stated below for all league travel games and the State tournament when not held in Missoula. Head coaches and assistant coaches shall travel together and share a hotel room and one coach will receive reimbursement for mileage and lodging.
2. Reimbursement fees will be paid with the registration fee at the time of registration and will be deposited into each travel team's MAYHA bank account by the GIR business manager.
3. Reimbursement rates will be as follows:
 - Lodging will be reimbursed at the rate negotiated for the group.
 - Mileage will be reimbursed at \$.30 per mile if a coach drives.
 - Meals will be reimbursed at \$25 per twenty-four hour period.
 - The mileage listing at the end of the policy section is to be used in determining mileage; mileage to any location not included in the mileage listing is to be determined by using current mileage information websites.
4. Team managers must handle their team's money by (1) determining the amount deposited into the team's MAYHA bank account from the GIR business manager, (2) keeping a detailed, itemized accounting of all money provided to coaches either by withdrawal from the team's MAYHA bank account or by use of the bank account's debit card to pay for hotel costs, and (3) reviewing at the end of each month the bank statement for the team's MAYHA bank account. The manager will be responsible for a complete accounting of the money paid out at any time, if requested by parents, coaches, or the Youth Hockey Director. Hotel receipts are required to be maintained by the team manager. Expense form for monies paid to coaches should be signed by the coach upon receipt and kept in team financial records.
5. Any reimbursement of coaches beyond the league travel game and league tournament commitments is up to the individual teams. The coaches and team manager will hold a meeting of all team parents at the beginning of the season to discuss how to deal with non-league travel reimbursement. If the team agrees to additional travel and to reimburse the coaches for such travel, the team manager shall determine the amount of additional funds necessary to cover the cost of such travel using the reimbursement rates as listed above in section 2 and inform the parents of the amount. The team manager will collect the additional money, prepare a record of the payment, and submit the money to the Glacier Ice Rink Accounts Manager for deposit into the team's MAYHA bank account. The team manager will meet the requirements of section 4, above, as to the disbursement of this additional money to the coaches. Travel teams may also fundraise to obtain additional monies to be placed in the team's MAYHA bank account to cover the costs of additional travel.
6. Any monies remaining in the team's MAYHA bank account at the end of the season will be donated to the MAYHA scholarship fund and/or the equipment rental account (to be made available for scholarships for equipment rental).

COACHING STIPENDS

1. All paid coaches must be employed by MAYHA.
2. 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. Parent coaches have the option of waiving one child's fundraising for the season OR accepting a stipend. Parent coaches are not eligible for both.
3. MAYHA's coaching stipend pay scale is based on coaching experience and years with the program.
 - a. Preferably, and if numbers allow, all first year coaches will serve as an assistant to learn from current MAYHA coaching staff. It will be the MAYHA Youth Hockey Director's job to oversee, consult with and evaluate all first-year coaches. Coaches' evaluations will be based on one's ability to follow MAYHA's Coaches Code of Conduct, MAYHA's Coaching Requirements, and the ability of the individual to effectively teach, encourage and develop young hockey players. All coaches will be reviewed by the Youth Hockey Director, and other MAYHA officials after every season.
 - b. MAYHA will only pay one head coach and one assistant coach per travel team. Other coaches may receive a compensation package, but no stipend will be offered for third, fourth coaches, etc...
 - c. MAYHA will only pay one Lead (or Head Coach) for each In-House age group. All Non-Parent, In-House Lead coaches will be eligible for a \$1,000 stipend. In some cases, highly qualified parent coaches may also be considered for a lead role.
4. Goalie coaches will be provided for all age levels, if possible. Compensation for goalie coaches will be based on experience and availability.
5. MAYHA will also reimburse non-parent coaches for the entire price of their coaching clinic. Receipts must be submitted to the MAYHA Youth Hockey Director and checks will be cut by January 1st of each year to ensure commitments levels of all interested coaches.

TEAM MANAGER'S RESPONSIBILITIES

The travel team manager has an important role within MAYHA, including a fiduciary duty to the organization. The responsibilities of the travel team manager include, but are not limited to the following:

The team manager is responsible for maintaining and keeping updated all documents required by USA Hockey, MAHA and/or MAYHA in a team manager notebook and for having the team manager notebook available at all games. The team manager must turn the notebook into the Youth Hockey Director at the end of the season.

The team manager shall participate in all team meetings and in all MAYHA team manager meetings and shall attend the Youth Hockey Committee monthly meetings. If the team manager cannot attend the monthly YHC meeting, it is the responsibility of the team manager to ensure that a representative from the travel team attends the meeting in the manager's place during the travel season. The team manager will coordinate with the coach to set a date for a team meeting with parents within two weeks of the season beginning.

The team manager is responsible for providing players, coaches and parents with timely information on a regular basis concerning the team contact information, schedules for games, tournaments, practice times, other team events, the team picture schedule, and fundraising opportunities (which may be done by the creation of a team website).

The team manager is the liaison between parents and other family members and any coach (NOT between players and coaches). The team manager will strive to resolve any matters involving parents and coaches in a professional and respectful manner by following the procedures outlined in the parent code of conduct.

The team manager shall be present at all home games or arrange to have another person at the game to take on the team manager responsibilities (e.g., have the team manager notebook at the rink, obtain score sheets and have the rosters filled out, collect score sheets at the end of the game to send to the MAHA Commissioner) and arrange for parents to help with the scorekeeping, running of the clocks (training to be provided by MAYHA) and penalty boxes.

The team manager is responsible for all travel arrangements for both league games and non-league away games, including but not limited to making hotel reservations, providing for coach reimbursement for travel expenses as allowed, and facilitating team activities during away trips (e.g., team dinners, off-ice study sessions, etc.). Except under exceptional circumstances, the team manager shall travel to all away games.

The team manager is responsible for registering the team for tournaments, including but not limited to completing registration forms, arranging for tournament fee payment, making

travel arrangements (in the same manner as away game arrangements).

The team manager is responsible for the team funds and expenses, including but not limited to fundraising, tournament expenses, and coach reimbursement expenses. The team manager shall have all expenses and income entered into the MAYHA team bank account and shall keep a detailed accounting of all expenses and income. The team manager must provide an accounting of team expenses and income upon request by any coach or parent. The team manager shall collect from parents any monies necessary to cover expenses in a timely fashion.

The team manager shall prepare rosters for the scorekeepers for all games and shall arrange for parent volunteers to man the team penalty box at all games. The team manager shall send the home game score sheets to the MAHA team commissioner immediately following the home games.

The team manager shall coordinate obtaining and distributing all team equipment and gear, jerseys, team jackets, team hockey bags, and team sweat suits.

The team manager shall act as the liaison between the MAYHA photographer and the team concerning team pictures.

The team manager shall assist in enforcing USA Hockey, MAHA and MAYHA policies. The team manager shall be Safesport trained.

CODE OF CONDUCT RESPONSIBILITIES AND DISCIPLINE

All players, parents, coaches and team managers shall read and sign the appropriate Code of Conduct and Responsibilities forms and shall fulfill all responsibilities as outlined in the Youth Hockey, MAHA, and USA Hockey policies. All code of conduct forms shall be maintained at Glacier Ice Rink by the Youth Hockey Director.

TEAM/PLAYER DISCIPLINE:

The Team Head Coach is responsible for team and player discipline. The Team Head Coach is responsible for team and player activity both on and off the ice. All discipline problems should be reported to the Youth Hockey Director who will then forward the report to the appropriate discipline committee if needed (on-ice/off-ice).

DISCIPLINARY POLICY

The following guidelines are recommended for dealing with discipline problems:

- A coach will explain how he/she plans 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, before action is taken. Disciplinary action for Minor offenses should be left up to the coach.
- The coach should be responsible for leaving the locker room clean after practices and games. Cooperation by all players is mandatory.
- Major discipline infractions will be reported in writing and will follow the procedures as outlined in this document.

DISCIPLINE - MINOR OR MAJOR OFFENCES

The coach of the team should first handle minor disciplinary issues.

There are two types of violations. They will be classified as follows:

MINOR: Offenses that typically involve only the player such as inappropriate language, or behavioral issues that a coach can handle to their discretion. Minor offences can be common when working in youth sports. Coaches and parents are trusted to use their best judgement when determining appropriate discipline measures for the player.

MAJOR: Offenses that are more serious in nature which involve other persons and/or their property, such as: theft, destruction of property, Match Penalties, fighting or attempts to injure, drug and alcohol use or possession, and weapon

violations will result in an appearance before the disciplinary committee. Long-term suspension or expulsion may be considered. All restitution for damages must be paid in full prior to any player being allowed to re-enter the program.

COACH, PLAYER, PARENT AND TEAM MANAGER DISCIPLINARY PROCEDURES

DISCIPLINE COMMITTEES:

COACH, PLAYER, MANAGER, OR PARENT VIOLATIONS:

On-ice violations of the Code will be determined by a Discipline Committee consisting of the Youth Hockey Director, the Coach, the Youth Hockey Committee Chair and the Referee-in-Charge; off-ice violations of the Code will be determined by a Discipline Committee consisting of the Youth Hockey Director, the Coach, the Youth Hockey Committee Chair and the Executive Director.

Reports of violations must be submitted in writing and returned to the Youth Hockey Director, Adult Hockey Director, or Executive Director.

Suspensions for violation of the Code ordered by the Discipline Committee may include suspensions from practices, from one or more games, from all practices and games for a specific period of time, from travel, and/or from MAYHA membership and its activities;

In the event of a suspension for a period greater than four weeks from MAYHA membership, the player, parent, manager or coach may request, in writing, a review of such suspension by the Board of Directors of MAYHA, or by a Review Committee appointed by the Board, and that the decision of the Board or its Committee shall be final and binding.

HOUSE LEAGUE HOCKEY

Objectives

The overall object of the house league is to provide all skaters with an equal opportunity to enjoy the game of hockey and to develop personal and team cooperation skills. Equal playing time will be promoted by coaches.

Team Requirements

1. Each house player will be placed on a house league team according to age at time of registration.
2. 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.
3. Practice time may be shared ice.
4. After an appropriate number of practices, in-house games will be established. MAYHA will provide referees for Middle School and above house team games for a maximum of one game per week for middle school and two games per week for high school teams.
5. MAYHA will provide jerseys for each team and one set of goalie gear where possible.

General

1. The lead house coach for each age division will hold a team meeting within one week after the teams have 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.
2. Parents and players are expected to communicate with the lead house coach if they cannot attend practice or a game.
3. The house league teams do not require a team manager. The Youth Hockey Director will fulfill this function.

TRAVEL LEAGUE HOCKEY

Objectives

1. The overall objective of travel team hockey is to field teams of players to compete at an advanced skill level and to enhance team play by integrating each player's progressive abilities. Equal ice time for all players is not a requirement; however, the special skills and talents of each player shall be utilized and balanced with the requirement to develop collective team skills to advance team potential.
2. Coaches will also concentrate on advancing individual skills and knowledge of the sport for all players, while instilling the virtues of good sportsmanship, honest effort, discipline and respect.
3. All A and B teams and players will have "stand alone" status, and will not compete against house divisions. All travel teams will be expected to compete in the State Tournament at the end of the season to be paid for by MAYHA. If no State Tournament exists, the team may request MAYHA to pay for one invitational tournament entry fee, not to exceed by ten percent the cost of the MAYHA invitational tournament for their level for that year.

NOTE: Due to the State deadlines for submitting teams, the deadline to register for a travel hockey team will be September 15. The Youth Hockey Director can consider exceptions to this rule. All changes to team rosters must be submitted in writing to the Youth Hockey Director/Registrar prior to any changes being made.

Team Requirements

1. 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). The maximum number of players may be suited up for a game is twenty comprised of eighteen skaters and two goaltenders. Team vacancies created by resignation or 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 MAYHA on December 31 of each year.
2. Any player selected for a Travel team who resigns or is dismissed, may be eligible to play for another team only if available to be selected and rostered by that team's coach, no later than the applicable MAYHA and/or USA Hockey roster deadline. No player may displace an existing B player.

Tryouts and Player Movement Policy

No player that seeking to "play up" an age division may displace a player that is playing at their appropriate age level.

- Exception 1: the player seeking to "play up" is selected to play on the "A" team and has the skill level to support this selection.
- Exception 2: The player is a goaltender and the team is in need of a goaltender.
- Exception 3: There is roster space on the B team and the younger player taking the spot is not displacing another player.

Movement between B and A teams and between House and Travel Teams

In-season player movement is described as movement, which is agreed upon, by both the A and B coaches prior to the final rostering date prescribed by MAYHA guidelines. Any player moving up must have his/her parents' approval. A house team player may be asked to fill a permanent vacancy on a B team (or A team if no B team exists) to replace a player permanently lost due to injury, resignation, or dismissal, only after the both coaches and the Youth Hockey Director have been notified in writing of such intent and has given approval. Likewise, a B team player may be asked to fill a permanent vacancy on an A team to replace a player permanently lost due to injury, resignation or dismissal, only after the both coaches and the Youth Hockey Director have been notified in writing of such intent and has given approval. The impact on the affected house or B team will weigh heavily in the decision to allow such a move. The player receiving the offer has the exclusive option to refuse and remain on his/her current team.

If a player moves to the travel team before the team's 1st game, full travel fees must be paid, and movement to the team after the 1st game takes place will be based on the date that the player is placed on the team's official roster. The Youth Hockey Director or Accounts Manager will divide team registration fees by the number of weeks in the season and the player moving to a travel team will be charged for the number of weeks remaining in the season from when he/she is placed on the official roster of the team. (The breakdown of fees will be available at registration so that people will be aware of responsibility.)

Try-outs

1. Coaches are required to hold a meeting with parents and players prior to the tryout period to explain selection procedures, team/player/parent responsibilities and financial time and equipment requirements for the upcoming season.
2. Team tryouts of both A and B teams will be held together. This will enable both coaches to evaluate all players interested in playing at the travel level and to work together in placing players on teams best suited to their abilities. The head and assistant coaches of the A and B teams will conduct the tryouts. The coaches, along with a minimum of two evaluation personnel will evaluate and then rate the players and finally decide where (A, B, house, etc.) to place each player. The evaluation personnel shall be individuals with no ties to the players they are evaluating (for example, no parents, siblings, relatives, close friends of the players out on the ice).

The head coach will make all final decisions on placement.

3. 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.
4. Notification of team selections will be done via phone call by the head coach of the team the player has been selected for.
5. In cases where there are not enough skaters to field more than one team, a tryout shall still be held. The objectives of these tryouts will be to: (1) evaluate skaters abilities (just as in a competitive tryout), and (2) to determine if all the skaters have the ability 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.

After Team Formation – General Information

1. The head travel coach will hold a team meeting within a week 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.
2. Parents will keep the coaches of player problems or commitments that will interfere with player's attendance at practices and games. Parents will keep their attendance, transportation and equipment commitments and their financial obligations to the team current at all times. Such commitments are obligations to be met even if the player is injured or suspended, unless waived by the coach with approval of the other team parents.
3. 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 check and, Safesport certified.
4. Each travel team will have a designated team manager who will be selected by the head coach and approved by the Youth Hockey Director.

Travel Jerseys and Socks

All travel team home and away jerseys will be purchased by MAYHA and distributed to travel players at the beginning of each travel season. Socks will be purchased by the player. Managers will coordinate team sock distribution and payment. The team manager shall collect a deposit equal to the replacement cost of the jerseys from each player and turn the deposits over to the MAYHA/GIR Accounts Manager who will maintain the deposits during the season. At the conclusion of each travel season, the team manager shall, upon receiving the jersey from each player, return the player's deposit.

Game Structure

1. Home teams shall provide off-ice officials (clock operator, scorekeeper, penalty box operators), as prescribed by USA Hockey and MAHA guidelines.

2. The guidelines for league games shall be determined by the MAHA League scheduler as prescribed by MAHA guidelines and set forth in the MAHA Guidebook.

Practice Structure

1. Travel team practice schedules shall be determined at the beginning of the hockey season by the Youth Hockey Director and shall be posted on the GIR website.
2. Teams may share practice time with other travel teams to maximize ice usage.
3. Teams may be scheduled for morning practices (before school), but not more than once per week.

MAYHA SAFESPORT/LOCKER ROOM POLICY

1. Locker room monitors must be in the locker rooms at all times.
2. No cell phones in the locker rooms. It is recommended that teams use a “phone bag” to collect cell phones when players arrive in the locker room.
3. Players may not enter the locker room until there is a locker room monitor present (a Safesport certified coach, manager, or parent/guardian). This rule will be communicated with all players and parents at the beginning of the season.
4. Coaches are expected to be in the locker rooms 20-30 minutes prior to the 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.
5. Termite, Mite, Squirt, and Peewee players may dress in the locker rooms with mixed genders. Players are expected to wear a base layer when changing. The base layer is defined as follows:
 - a. Shorts with no more than 5”, measured from the top of the knee cap of fabric leg coverage.
 - b. Jock shorts or pants with no more than 5” measured from the top of the knee cap of fabric leg coverage (compression or loose fitting)
 - c. Compression shirt with a minimum of 2” sleeve length
 - d. T-shirt of any fabric with minimum of body trunk coverage
 - e. Materials must not be see-through
 - f. Sleeveless is acceptable ONLY if shirt has not been modified from manufacturer with cuts to open arm holes larger which further exposed player’s undergarments or body parts.
6. Bantam players and older playing on a mixed-gender teams must change in separate locker rooms.