

Missoula Area Youth Hockey Association Guidebook

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MAYHA MISSION AND VISION STATEMENT & CORE VALUES

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

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

MAYHA (Missoula Area Youth Hockey Association) is a 501(c)(3) nonprofit corporation which is governed by its Board of Directors. The Executive Director of Glacier Ice Rink, who reports directly to the Board of Directors, coordinates daily operations. MAYHA's hockey programs are run by an adult hockey director and a youth hockey director, who manage all aspects of their respective programs, including budgeting, scheduling, programming and evaluating activities.

MAYHA offers hockey-related programs including but not limited to adult leagues and youth house leagues, travel teams, house-plus teams and learn to play hockey programs.

The Youth Hockey Committee is composed of between ten and eighteen adult volunteers and serves in an advisory role to the youth hockey director by providing feedback and guidance on youth hockey policies and fees. The YHC also helps with volunteer activities (fundraising, equipment rental, etc.) The committee encourages adherence to all youth hockey rules and regulations on part of the players and their families and helps in the disciplinary process as needed.

Other independent user groups of the Glacier Ice Rink include the Women's Hockey Association of Missoula, the Missoula Figure Skating Club, and the Missoula Curling Club.

Core Values

1. **Respect:** Treat others better than you expect to be treated.
2. **Sportsmanship:** Foster a sense of fair play, humility in victory and graciousness in defeat, as well as friendship with teammates and opponents alike.
3. **Integrity:** Demonstrate honest and fair play, beyond simple strict adherence to the rules and regulations of the game.
4. **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 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 that can be found throughout this document. Our coaches, referees and parents are asked to use the MAYHA guidebook to better understand the rules and recommendations that will create a positive and healthy youth hockey experience for all.

MONTANA AMATEUR HOCKEY ASSOCIATION

The Missoula Area Youth Hockey Association (MAYHA) is an affiliate of the USA Hockey sanctioned state affiliate, the Montana Amateur Hockey Association (MAHA). MAHA is the Governing Body for the sport of hockey in Montana. As a sanctioned member of USA Hockey, MAHA subscribes to the rules, regulations and philosophy of USA Hockey.

All MAYHA youth and adults programs, with the exceptions of the Learn to Play Hockey program and public programs, are subject to the rules and regulations of MAHA. MAHA's annual guide can be found on their website: mthockey.com

REGISTRATION, PAYMENT OF FEES, SCHOLARSHIPS

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 1 for travel hockey and by November 1 for house leagues. Any travel player registration received after September 1 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, Concussion Statement Form, and USA Hockey online registration.
4. New travel and plus 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 fiscal 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, Concussion Statement, and USA hockey online registration before September 1. 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 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, and all refund requests must be submitted in writing (email or letter) to the youth hockey 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 families who may need financial assistance with their registration fees. 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

Every player/parent will be responsible for meeting the set requirements for fundraising. The intent of the fundraising obligation is to keep registration fees reasonable by allowing families to offset the fees through fundraising activities or volunteering. 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.
1. 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.
2. A player's post-dated fundraising check will be destroyed once the fundraising amount has been met. If an outstanding balance is owed, then the fiscal 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.

Fundraising Options

1. **Buy-out:** Parent or guardian pays the entire amount upon registration 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:** The parent or guardian may sign up for Scrip – a gift card purchasing website that donates a set percentage back to MAYHA. 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 percentage 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 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. Rink clean-up (sweeping and mopping locker rooms, sweeping and mopping common areas, cleaning underneath the bleachers, etc.)
 - b. Set up and or take down of Winter Wonderland
 - c. Working the concession stand during tournaments and/or Jr. Bruins games
 - d. Off-ice monitor for public skating

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 GUIDELINES

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. Coaches are expected to:

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, and Peewee 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 - Guidelines

1. The Coaching Committee will be composed of the youth hockey director and the adult hockey director.
2. 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 trained.
3. For all levels, the most highly qualified coaches will be hired 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.

Coaches' Duties

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 offered at Glacier Ice Rink in the fall.
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 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
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. Coaches must enforce MAYHA's SafeSport policy. All coaches will ensure their team leaves the locker rooms and bench areas clean.
 9. 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.
 10. 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.
 11. 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.
 12. Coaches must ensure that game misconduct penalties incurred by a player or coach be served accordingly at the next scheduled game(s).
 13. Coaches will make every effort to structure practices to maximize ice usage.
 14. 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.
 15. 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.
 16. 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.
 17. A non-parent coach who registers with USA Hockey to play in GHF will not be reimbursed for his/her USA Hockey fee. If a coach does not play in GHF and is required to register with USA Hockey to coach a team, he/she will be reimbursed for

their USA Hockey fee.

18. 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 one 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.

Coaching 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 fiscal 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 Fiscal 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. 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.
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.

Student Coaching Guidelines and Responsibilities

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 peewee. For example, they must be at least a first year peewee in the current season (age 11 by December 31st).
 - Exception: the minimum age for coaching a Learn to Play program is mite. We encourage all players to assist at our Learn to Play Hockey sessions.
- The student coach must coach a minimum of 2 age levels below their current age level. For example, if a peewee player would like to student coach, they may only coach mites or younger.
 - Exception: goalies may coach 1 age level below their current age.
- Student coaches must wear a mask with a full cage during practices and games. With the head coach's permission, they may be on the bench during games.
- **Student coaches must attend a student coach's clinic that will be put on by MAYHA at the beginning of the season. The student coaching clinic will be about two hours in length and will emphasize the student coaching responsibilities listed below.**

Student coach responsibilities

- Student coaches will be on-time and must arrive early to the rink to assist with coaching duties.
- Student coaches will 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.

- Student coaches will lead by example.
- Student coaches will assist in set up and clean up of practices.
- Student coaches will be in communication with the head coach to be informed on practice plans, drills, and other duties that may be assigned to the student coach.

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:

1. 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.
2. 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, the team manager should 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.
3. 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).
4. 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.
5. 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.
6. 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.
7. 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).
8. 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.

9. 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.
10. The team manager shall coordinate obtaining and distributing all team equipment and gear, jerseys, team jackets, team hockey bags, and team sweat suits.
11. The team manager shall act as the liaison between the MAYHA photographer and the team concerning team pictures.
12. The team manager shall assist in enforcing USA Hockey, MAHA and MAYHA policies. The team manager shall be SafeSport trained and background screened.

CODES OF CONDUCT, RIGHTS & RESPONSIBILITIES, BEHAVIOR EXPECTATIONS

Coaches and parents should set a positive example of sportsmanship and good conduct and, in general, be a credit to MAYHA and our community. The head coach is the person recognized as having responsibility for the team. The coach is not required to bend to parental pressure, but shall be available to discuss any situation with the players and/or parents, keeping in mind their responsibility is to coach the whole team and not any one individual. A coach shall have the flexibility to reduce a player's ice time to solve a disciplinary problem if it is in the best interest of the team. In order to have a uniform expectation of all participants in MAYHA, each player, parent, and coach will be required to agree to a specific Code of Conduct document at the time of registration for each season. The Code of Conduct forms can be found in this document and on the Glacier Ice Rink website.

PLAYER GUIDELINES

- Play for FUN.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, and your parents, opponents and officials.
- Never argue with an official or a coach's decision.

Following these guidelines, all players are required to agree to the Player Code of Conduct at the time of registration for each new season the player is part of MAYHA.

PARENT RESPONSIBILITIES AND RIGHTS

Responsibilities

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment, make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This

approach will help in the development and support of the game. Any criticism of the officials only hurts the game.

- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.
- Don't compare your child with other players. Be honest with yourself when it comes to your child's capabilities.
- Take care of your financial responsibilities.
- Volunteer.

Rights

- Have the player treated fairly and with respect.
- Have the player playing and practicing in a safe and healthy environment.
- Have the player coached by an effective and qualified adult leader.
- Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.
- Know what is expected of your player from the coach.

COACHES' CODE OF CONDUCT, RESPONSIBILITIES AND RIGHTS

The Coaches' Code of Conduct shall be consistent with MAYHA's mission statement (see below). Personal growth and development of the hockey player should be the focus. Improving one's skills and having competitive teams should also be the goal. The mission of MAYHA is to inspire passion and celebrate ice sports for all ages and abilities.

MAYHA's coaches' responsibilities include:

- Be a role model to players, coaches and officials.
- Be prepared and present at all practices and games. Make arrangements for assistant coaches to run practices when not possible to attend.
- Create a positive atmosphere and treat players fairly and strive to 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.
- Teach "each player to compete to win" instead trying to "coach a win at the expense of a few players." The goal of a coach is to develop all your players without focusing on wins and losses.
- Play all players in every game and approximately the same amount of time during games and scrimmages over the course of the year. I understand that my goal should be

to help my weakest player(s) have every opportunity to not be the weakest player(s) by the end of the season. Coaches shall have the flexibility to reduce a player's ice time if the player is not meeting the work ethic required during practices or to solve a disciplinary problem, if it is in the best interest of the team, but only after discussing the issue(s) with the player. The following are level-specific guidelines:

- Termite/Mite - all players will receive approximately even playing time throughout every game in both even strength and special team situations.
- Squirt/Peewee - all players will receive approximately even playing time throughout games and scrimmages during the regular season in both even strength and special team situations. Coaches will have the latitude to deviate from equal play guidelines in the last five minutes of the third period.
- Bantam/High School - all players will receive approximately even playing time throughout games and scrimmages during the regular season. Coaches will have the latitude to deviate from equal play guidelines in the last five minutes of any period or during special teams situations.
- Goalies - MAYHA goalies will play approximately the same amount of game/scrimmage time over the course of the year.

Rights

- Be treated with respect by players, parents and MAYHA.
- Access to necessary safety and practice equipment.

All MAYHA coaches are required to sign Code of Conduct, Responsibilities and Rights at the beginning of each season.

CODE OF CONDUCT CONSEQUENCES

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 MAYHA, MAHA, and USA Hockey guidelines/policies. All code of conduct forms shall be maintained at Glacier Ice Rink by the youth hockey director.

Note: parents and players read code of conduct at time of online registration and check box that they've read and agree to comply.

Player Code of Conduct 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 with regard to 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 their 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.

After this meeting, the discipline committee may determine that the situation be handled by the player's coach or MAYHA may set forth a penalty ranging from a one-game suspension to player removal from the team. Continual abuse of conduct may result in permanent removal from MAYHA. Discipline could also include: written warning, suspension from practice or games, community service, removal from the team or program, permanent banning from Glacier Ice Rink, etc.

Parent Code of Conduct Consequences

Violation of the Parent Code of Conduct is detrimental to the team and may be brought forward to the youth hockey director by either the team's coach, manager or a parent on the same team.

A meeting with the discipline committee will occur as soon as possible as outlined in Bylaw 10 of USA Hockey's Annual Guide.

The discipline committee may set forth a penalty ranging from a verbal warning up to suspending a parent from all team functions for one week to the duration of the season. Discipline could also include: written warning, suspension from practice or games, community service, removal from the team or program, permanent banning from Glacier Ice Rink, etc.

Continual abuse of conduct may result in permanent removal from MAYHA.

During the sanction, the parent will not be allowed in any facility during a USA Hockey-sanctioned youth hockey event, regardless if that parent has another child on a different team.

Coaches Code of Conduct Consequences

Complaints of a coach violating the Coaches' Code of Conduct may be brought to the youth hockey director to be dealt with on an individual basis. Coaches that cannot abide by these rules or violate them, will be subject to disciplinary action up to and including termination. Discipline could also 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.

A meeting with the discipline committee will occur as soon as possible as outlined in Bylaw 10 of USA Hockey's Annual Guide. The penalty could range from a verbal warning to permanent removal.

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 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.
- There are in general 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. Repeated minor offences 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, 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.
- The coach of the team should first handle minor disciplinary issues. Major discipline infractions will be reported in writing and will follow the procedures as outlined in this document.

DISCIPLINE COMMITTEES

COACH, PLAYER, MANAGER, OR PARENT VIOLATIONS:

Reports of violations must be submitted in writing and returned to the youth hockey director, adult hockey director, or Executive Director.

Violations of the Code of Conduct will be determined by a discipline committee that will consist of at least three individuals and will be appointed by the youth hockey 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.

“24-HOUR RULE” POLICY

No parent in a fit of frustration or anger over their player’s playing time, position, coaching, or officiating will contact the coach or administrative official in any manner until 24 hours has passed.

There shall be no contact with any member of the coaching staff or MAYHA administration regarding a complaint or issue of concern (whether it is about a coach, official, player’s conduct, language, playing time, position played, etc...) for a 24-hour period following the occurrence of the issue or concern.

If there is still an issue of concern after the 24-hour period has passed, the parent shall contact the team manager or coach and schedule a meeting which shall be documented and attended by the manager and coaching staff. The meeting shall be confidential, and should the coaching staff feel the manager’s attendance improper, they shall utilize the assistant coach to document the meeting. The report of the meeting shall be provided to the youth hockey director for future reference should the need arise.

Should satisfaction not be accomplished by the meeting, the youth hockey director shall be notified and will determine further course of action.

Violation of this rule is a violation of the code of conduct and will be subject to consequences.

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.

Movement between major and minor age groups

In general, the minor and major classifications within the age group will be based on the player's birth year. The younger birth year will be classified as "minor" and the older birth year will be classified as "major".

Each classification is designed to create a level of play within each group that has comparable skill levels, will challenge each group, and will provide for the best overall development of each player. There may be exceptions to the minor and major age groups. The following exception(s) will be considered:

- The player's level of play is significantly higher or lower than their current classification and

movement to a different age classification would improve the groups' overall level of play. The following processes will be used when requesting a player change their standard birth year classification:

1. A parent/guardian or coach may request in writing that the player be moved to a different age classification. Requests should be sent to the youth hockey director.
2. The player will then 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. All coaches in the age group will participate in the evaluation and make a recommendation to the youth hockey director.

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 1. 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 consisting 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 seeking to "play up" an age division may displace a player that is playing at their appropriate age level. Program registration numbers will be the primary consideration when approving player move ups.

- Exception 1: the player seeking to "play up" is selected to play on the "A" team and they are 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.
- 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.
- Exception 4: All freshman that are in highschool are entitled to tryout for the varsity team. If the freshman's birth year allows them to be eligible for 14U, they must be selected for the varsity team in order to "play up". No freshman will be allowed to play on a JV team if they are eligible to play 14U. A 14U-aged freshman player wishing to tryout for the varsity team will participate in both the varsity and bantam tryouts.

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.)

Tryouts

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.
6. If a player selected for the A or B team chooses not to accept their spot on the team, MAYHA reserves the right to issue a partial refund with a fee of \$100 withdrawn from the original program cost.

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 for use that 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, AND LOCKER ROOM MONITOR POLICIES

Locker room policies

1. Locker room monitors must be in the locker rooms or within earshot of 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 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 mixed-gender teams, must change in separate locker rooms. If separate locker rooms are not available, players of different genders will take turns using the locker room.

Locker Room Monitor Role and Responsibilities

Per Safe Sport guidelines (see <https://www.usahockey.com/SafeSportprogram>), 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. MAYHA travel team managers or house league coaches will communicate and delegate assignments. If a LRM is not available after attempts are made to secure one, the coach or assistant coach will be required

to serve as LRM.

Locker Room Monitor Requirements

1. All LRM must complete USA Hockey Safe Sport training and provide the Youth hockey director with their current USA Hockey number for verification purposes.
2. LRMs will review this document and be given the opportunity to ask questions of the youth hockey director, coach, Safe Sport coordinator, and/or manager.
3. LRMs must be SafeSport trained and background checked cleared prior to serving as the LRM.
4. LRMs must be age 18 years or older and not a member of a MAYHA team.
5. Each team will have a log for each locker room (one for girls, one for boys, if applicable). These can be kept by coaches, managers, or another designated person and should be filled out after each game or practice, or as soon afterward as is possible.

Roles, Duties & Responsibilities

1. LRMs will 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.
2. LRMs will 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 to the LRMs when they arrive and leave. Coaches may alter these times as needed.
3. LRMs ensure that their roles are strictly to supervise the locker rooms, enforce the rules, and report violations. No coaching, please.
4. LRMs will restrict access to locker rooms and allow in only team members, coaches, and other authorized people.
5. LRMs will secure the locker room during ice time and hold the key or give it to the coaches during practices and games.
6. LRMs will collect cell phones and other recording devices and secure or give them to the coach for keeping until exiting the locker room after practices and games.
7. LRMs will remain in the locker room with a coach or other adult and a single player

Rules & Prohibited Behaviors

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

1. 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.
2. Emotional abuse-deliberate behavior intended to cause emotional harm or upset to another person. This may include, but is not limited 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.

3. 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 bullied'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>)
4. 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.
5. 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.
6. Hazing-imposing strenuous requirements, either official or unofficial, as part of a program of rigorous physical training, or humiliating or dangerous initiation rituals
7. Swearing or any abusive language
8. Defacing, destructing, vandalizing, altering, or writing in the locker room.

In addition, the following rules are expected to be enforced by the LRM

1. No garbage left in locker rooms. Each player is responsible for removing his/her own garbage and belongings.
2. No recording devices, cell phones, cameras, iPods or similar devices are allowed in the locker rooms.

Consequences/Actions

1. When action and/or intervention is required, the LRM will approach the player calmly, attempting to avoid disruption or embarrassment, if possible, and redirect or tell them to stop the behavior; A strong verbal command may be necessary in some situations.
2. 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 within 24 hours in person or via email, text or phone call. The incident will be documented in writing by the LRM.
3. A second violation 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. The incident will be documented in writing by the LRM.

4. The coach may opt to involve the youth hockey director for second violations.
5. A third or more violation will be treated like a second, with the youth hockey director always being notified.
6. All violations involving physical or severe emotional harm will be treated like a second violation. Severe emotional harm may be indicated by crying, not wanting to play, withdrawing, not talking, yelling or other displays of being distraught.
7. 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.
8. In situations where harm is possible (i.e. fighting, etc.), 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 is possible. These situations are extremely rare.

Guidelines for documenting SafeSport violations

LRMs should use the following questions for properly documenting SafeSport violations. The written report shall be sent via email to the youth hockey director.

1. Date, time, location of incident
2. Names of involved players
3. Were there any physical injuries? If yes, please describe injury, any treatment administered, interventions, and if medical treatment was necessary.
4. Describe the incident, including what each player's role and behavior was in the event and who was affected.
5. List any witnesses to the incident.
6. Describe the action taken by the LRM, including if other staff, coaches, parents or others were summoned.
7. Was the coach notified?
8. Was the youth hockey director notified?

Codes of Conduct

Note: Parents and players read code of conduct at time of online registration and check box that they've read and agree to comply.

Player's Code of Conduct

I, a registered Missoula Area Youth Hockey Association (MAYHA) player, 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 this document. I also acknowledge that membership and play in MAYHA is a privilege, not a right.

I understand and agree to the following Player Code of Conduct:

- I will not swear or use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
- I will not throw equipment.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- I will treat teammates, coaches, opponents, facilities, fans and referees with respect.
- I will not drink alcohol, smoke, chew tobacco, vape or use any other illegal substance at the rink or any team function.
- I will respect and adhere to all rules and Code of Conduct of MAYHA, MAHA, and USA Hockey.
- I will express any concern through proper channels in a respectful manner.
- 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.

Player Name (printed): _____ Program: _____

Player Signature: _____ Date _____

(If player is under 18 years of age)

Note: Parents and players read code of conduct at time of online registration and check box that they've read and agree to comply.

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 to the following Parent/Guardian Code of Conduct:

- I will never use abusive behavior towards anyone involved in youth hockey. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- This commitment to good sportsmanship 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.
- I will not create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, letter, and/or phone calls to the team.
- I agree to the 24-hour rule which states "no parent in a fit of frustration or anger over their player's playing time, position, coaching, or officiating will contact the coach or administrative official in any manner until 24 hours has passed".
- I will respect and adhere to all rules and Code of Conduct of MAYHA, MAHA and USA Hockey.
- I will express any concern through proper channels in a respectful manner.
- I will not drink alcohol, 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.

Player Name (printed): _____

Parent Signature 1: _____ Date: _____

Parent Signature 2: _____ Date _____

Coach's Code of Conduct

The Missoula Area Youth Hockey Association takes pride in our coaches. As the highest representative of MAYHA at any game and/or team function, it is important that our coaches set the example for the team and the community.

Therefore, I understand and agree to the following Coach's Code of Conduct:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at any youth hockey event.
- I will treat players, fellow coaches, opponents, facilities, fans and referees with respect.
- I will refrain from the use of any inappropriate language within the presence of players.
- I will not consume alcohol or drugs before games or practices.
- I will not use tobacco around players before, during or after games.
- I will respect and adhere to all rules and Code of Conduct, Responsibilities and Rights of MAYHA, MAHA, and USA Hockey.
- 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.
- Paid coaches only:
 - I understand that paid coaches are considered employees for a set period each season and then released at the end of the season. Employees may be recalled each year based on seniority and work performance. Seasonal employees are not eligible for employment benefits unless stated otherwise. _____ (initial)

Coach's Signature: _____ Date: _____

Coach's Name (Printed): _____