

# **LUVERNE HOCKEY CLUB**



## **POLICY MANUAL**

Adopted: 11/7/11

Form 1-P Rev 02/09

**USA HOCKEY  
PARTICIPANT  
CODE OF CONDUCT**

NAME: \_\_\_\_\_

To be read and signed by you as a member of Team: \_\_\_\_\_

Participating in USA Hockey for the \_\_\_\_\_ season.

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated. Fighting will result in an appearance before a Discipline Committee.
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc) during all team functions.
7. Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **LOCKER ROOM CODE OF CONDUCT**

Player and Parent/Guardian need to read and sign the Locker-Room Code of Conduct at the beginning of each year.

I agree by reading and signing the following document that I do understand that there is a new Locker-room Code of Conduct to be followed by myself for the entire Association Season, HOME or AWAY.

I have read Minnesota Hockey's new Locker room policy and I do completely understand that I am personally responsible to follow the direction provided with in that policy.

I understand Hockey is a TEAM sport ON and OFF the Ice. I understand that I am to behave in a manner consistent to the respect I have for my teammates, and in a manner consistent for the level of return respect desired from my Teammates in all places where I am representing my team. On the ICE, at HOTELS and in RESTAURANTS. Be BETTER than the stigma. There are more and more Hotels and Motels across the State that WILL NOT rent rooms to Hockey Teams!

I also understand that violations of the Locker-room policy could cause me to suspension from the Ices participation, and or, removal from the team for the balance of the Season. ZERO Tolerance!!!!

Examples of banned behavior:

- No player is allowed in the Locker-room prior 20 minutes before ANY practice.
- No player is allowed in the Locker-room prior 60 minutes before ANY game.
- No wrestling, locker-boxing, pushing, or physical contact of any manner.
- No Stickhandling, passing of any type of ball, tape-ball, garment, or equipment.
- No throwing of any Ice shavings, Tape, Equipment, etc. All Trash is in the trashcans!
- Conversation is to be kept at a comfortable level. NO yelling, screaming, etc
- Absolutely NO Cell phone usage, for either taking or placing calls in the locker-room, and positively NO use of Cell phone camera's at ANY time in the locker-room.
- I-pod's, MP3 players, Stereo's, ect... are recommended to be left at home. The Arena has NO liability for thefts of these items.
- DO NOT TOUCH any equipment, or clothing that is NOT yours. EVER!
- Any other behavior that is, or may be disrespectful to any teammate or the facility!

**REPRESENT YOUR TEAM AND ASSOCIATION WITH PRIDE!!!**

Signed: Luverne Hockey Player \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Luverne Hockey Players Parent/Guardian, \_\_\_\_\_  
Date \_\_\_\_\_

## **Luverne Hockey Club Board of Directors Code of Conduct**

1. **Purpose** - The purpose of this policy is to establish general standards of conduct required of members of the LHC Board of Directors. If applicable, board members are required to annually sign a Conflict of Interest Policy. Any other applicable federal, state and/or local law, including LHC Bylaws, shall govern in the event of any conflict between such applicable law and this policy.
2. **General Standards of Conduct** - In order to fulfill its responsibility and support the vision, mission, values and goals of the LHC, the Board functions as a collegial unit. The Board functions well as a unit when the individual members act ethically, are committed to working together, operate in a non-partisan manner and speak with one voice. The Board creates a positive climate when it focuses on the future, acts with integrity and civility and uses its influence appropriately.
3. **Authority To Act** - Each board member is strongly encouraged to contribute his or her talents and perspectives to the Board. Although board members are free to respectfully voice their personal opinions, no board member has the authority to act on his or her own to further a personal agenda. Further, no board member has the authority to direct LHC volunteers or operations, unless otherwise provided for in the LHC Bylaws.
4. **Accountability** – Each board member is expected to attend scheduled meetings regularly, to participate in the meetings with opinions and ideas and to recognize and respect the opinions and ideas of other board members as diversity in thought is necessary for a healthy functioning board. It is the responsibility of each board member to hold him/herself accountable in addition to holding each other accountable in accordance with the conduct code.
5. **Informed Decision-Making** - Board members strive to make informed decisions based on sufficient information, thoughtful deliberation and comprehensive understanding of issues. To achieve that goal, board members gather information by listening, asking questions, analyzing materials and exploring issues thoroughly in conjunction with members, other board members, employees, volunteers and other constituency groups.
6. **Support for Luverne Hockey Club Rules As Presented In the Luverne Hockey Club Handbook** - Luverne Hockey Club administrative and playing rules are detailed in the Luverne Hockey Club Handbook. In addition, Luverne Hockey Club, as an affiliate of USA and MN Hockey, follows the USA and MN Hockey rules as outlined in their respective handbooks. However, as the LHC evolves, changes to the rules outlined in these handbooks may be necessary and, to that end, expression of the ideas and opinions are also necessary. Expression of such ideas and opinions should be done with respect for the existing rules, their creators and current board members.
7. **Official Spokesperson** - Board members are the stewards of the organization and advocates of its policies and programs. The official spokesperson for the Board is the President of the Board or the president's designee. Whenever a Board member issues a written or oral statement to anyone that could conceptually become public information, the statement should be identified as a personal opinion of the Board member and not the official position of the LHC, unless specific permission to speak officially was granted by the Board.

**8. Actions** – The following steps need to be followed if the behavior by a board member is not reflecting the Code of Conduct.

- a. Discuss the concern with the board member who’s behavior is being perceived inappropriate.**
- b. Discuss with the President if self action has not corrected the concern**
- c. If the behavior is confirmed and continues after meeting with the president or committee/group, a process of removal will be discussed by complete board.**

**9. Removal** If the Board determines that the conduct of a board member has violated the member’s professional or fiduciary responsibilities, Board policies or other governing law, the Board may recommend that the member be removed from the Board, for cause, or establish such other discipline as the Board deems appropriate.

**I have read and agree to the terms of the code of conduct as stated above,**

**Name** \_\_\_\_\_

**Board Position** \_\_\_\_\_

**Board Members Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**President’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### PLAYERS' CREED

We live clean and play hard. We play for the love of the Game.  
We win without boasting, we lose without excuses, and we never quit.  
We respect officials and accept their decisions without question.  
We never forget that we represent our community.  
We understand that sportsmanship is a part of being a competitor.

#### COACHES' CREED

We inspire in our player a love for the game and the desire to do their best  
We promote the philosophy that to do your best is to win.  
We teach our players that it is better to lose fairly than to win unfairly.  
We lead players and spectators to respect officials by setting a good example.  
We coach the game of hockey and guide our players to be better people.

#### PARENTS' CREED

We support and encourage every child.  
We support our child's coach and appreciate his/her efforts on our child's behalf.  
We understand that the Luverne hockey program is designed to benefit all the participants and we do our best to work on its behalf.  
We never forget that we represent our community wherever we go.

#### SPECTATORS' CREED

We never verbally abuse a player or official.  
We appreciate a good play, no matter who makes it.  
We know we represent the Luverne hockey program by our conduct.  
We support the decisions of coaches and referees.  
We recognize the need for more sportsmen and few "sports".

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## **I. INTRODUCTION**

This manual has been provided to serve as a guide to the board members, parents, team managers, players, and coaches of the Luverne Hockey Club (or further known as LHC). If it is referred to regularly and consistently, continuity can be achieved throughout the entire hockey program. Changes in policy and guidelines may take place from time to time. The Luverne Hockey Club will make every effort to keep this manual up to date.

If you have questions about anything, please be sure to ask. Any correspondence can be sent to the appropriate Director at our mailing address: Luverne Hockey Club; PO Box 622; Luverne, MN 56156

*\*Each player and parent participating in the LHC shall be required to review this manual and sign an agreement (Appendix A) in which they agree to follow the policies and procedures set forth in this manual.*

## **II. GOALS & OBJECTIVES OF THE LUVERNE HOCKEY CLUB**

The objective of the LHC program is to help our youth develop into better hockey players and better adults through the experiences they gain as participants in organized hockey. Our program encourages each youth to consistently put forth his/her best efforts, to have the courage to accept the results of that effort, to have the determination to constantly strive to improve that effort, and to have fun doing these things.

It is incumbent upon coaches, parents and interested parties to do everything in their power to achieve these objectives and realize maximum benefit from our hockey program.

Game officials are trained, tested, and evaluated, to do their best as they see the game. Coaches are required to attend training, and the Board of Directors needs to approve the coaches and evaluate them through out the year to ensure they are following board guidelines and policies. Always the positive learning experience for the skater is the primary concern.

Players are evaluated by coaches and the evaluations will be turned into the board, assessing the player's progress, accentuating the positive, and seeing opportunities for self improvement and team play.

Parents can help promote the principles stated above by supporting and encouraging your child's participation and by attending as many of his/her games as possible. Parents have a fantastic influence on their children's attitudes toward team sports. The secret of any individual success is learning one's capacity and capabilities and working toward them. You will find that if you don't push a young player beyond his/her ability and instead encourage his/her participation and applaud his/her accomplishments, there is little chance of any permanent damage, be it physical or emotional.

With these objectives in mind, and with cooperation between players, coaches and parents, we can have a youth hockey program which will have a very positive effect on the development of the participants.

### III. GENERAL INFORMATION

#### A. AGE GROUPS

All players will be registered on the appropriate team, according to their birth date. Any decisions to move a player up to the next level will be made by the Board of Directors. The issue of moving players down is strictly forbidden according to MAHA rules and will be enforced through our Board of Directors

High School – Boys/Girls .....	as determined by ISD 2184
Bantam .....	13 on or before June 30
Girls 15 & Under .....	15 on or before January 1
PeeWee.....	11 on or before July 30
Girls 12 & Under .....	12 or under as of January 1
Squirt .....	9 on or before June 30
Mite .....	7 on or before June 30
Mini Mite .....	3 on or before June 30

#### B. REGISTRATION FEES

The LHC will establish registration fees on an annual basis and that information will be furnished to the members. Registration fees will include participation in the candy sale in the fall, at a level determined by the Board of Directors, unless a family has chosen to “buy out” of that requirement. A check (deposit) for the candy fundraiser will be required at the time of candy pickup. If paid by check, the check will be held (NOT CASHED) for 30 days. If the fundraising requirement is met by the participant, the participant may buy back the check. If the fundraising level isn’t met, the check will then be cashed at deadline of the candy promotion. Each family will be allowed the opportunity to choose an optional buyout to be determined on a yearly basis. An overview of these options will be done on an annual basis and furnished to all members of LHC.

#### PAYMENT POLICIES

The full registration fees, plus candy fundraiser deposits are due with registration. There is an installment plan for families. The installment plan requires 1/3 of the registration fee plus the full candy fundraiser deposit to be due at registration with the remaining 2/3 of the registration fee paid in equal payments in October and November. The club reserves the right to remove any player from their team, without a refund, if they have a remaining balance due after November 30<sup>th</sup>. However, there is another installment option for families. This installment option would allow for automatic withdrawals from the family’s bank account. There will still be 1/3 of the registration fee plus the candy fundraiser deposit to be due at registration and the remaining 2/3 of the registration fee automatically withdrawn from a checking or savings account in six equal installments from October 15<sup>th</sup> through March 15<sup>th</sup>. A form is required to be filled out and signed with this option. The club reserves the right to remove any player from their team, without a refund, if any automatic withdrawal is rejected or returned by the bank.

## REFUND POLICIES

Requests for refunds should be made to the club President in writing as quickly as possible. Refunds will be given based on the following guideline:

- 85% of collected registration fees and full refund of candy fundraiser deposit if the written request is submitted prior to October 1<sup>st</sup>
- 50% of collected registration and 50% refund of candy fundraiser deposit if the written request is submitted by November 1<sup>st</sup>
- 10% of collected registration and any earned fundraising deposit if the written request is submitted by December 1<sup>st</sup>.

## **C. VOLUNTEER POLICY GUIDELINES**

Each family is required to provide a minimum of 45 hours of labor each year the only exception to this is 1<sup>st</sup> year In-State (Minnesota) families. A minimum of 20 hours must be provided in the Concession Stand; 10 hours of Building & Maintenance; and 15 hours must be provided in Fundraising. Families not fulfilling these requirements (except for those opting for “buy out”) will be billed at the end of the season \$15.00/hour for the first 5 hours and \$30.00/hour for every hour after. All LHC families are **encouraged** to keep track of their hours worked in addition to LHC Directors that record hours worked which is available to be viewed online at <http://www.luvernehockey.org>. Out of State families begin hours first year of membership.

**Concession Stand:** The LHC operates the concession stand at the Blue Mound Ice Arena. The concession stand is one of the main sources of income for the LHC, so it essential that it be staffed whenever the arena is being used for games, figure skating lessons and shows, open skate and other times determined by the Concessions Committee Director. A Concessions Stand Schedule sign up sheet will be posted on the bulletin board at the Blue Mound Ice Arena 2 weeks prior of the newly scheduled events that will reflect all arena activities. **All LHC families are responsible for scheduling their own concession stand hours.** The Concessions Schedulers will verify and record all hours worked online at <http://www.luvernehockey.org>. Each family is responsible for filling that tie, either by staffing it themselves or by finding their own replacement. Time slots that are left unfilled will be billed at \$15/hour for the first 5 hours and \$30.00/hour every hour after to the responsible family at the end of the year. Families staffing the Concession Stand are asked to stock shelves as necessary, document needed supplies/repairs and clean the work area prior to locking it up. Due to state safety rules, **no one under 15 years of age may be in the concession stand at any time.**

**Building & Maintenance:** The LHC helps to maintain the Blue Mound Ice Arena. Each family is asked to help with this responsibility by either helping with exterior maintenance as needed (i.e. mowing, raking, trimming, cleanup, etc.) and interior maintenance (i.e. cleanup after games, plumbing, carpentry, painting, yearly cleanup, etc.) as coordinated by the Building and Land Director. Hours worked will be recorded/reported by the Building/Land Director or Blue Mound Ice Arena staff. In addition, each family may fulfill its Building & Maintenance requirements at games and events by serving as scorekeeper, announcer, timekeeper, penalty box, goal judge. Parent-player representatives and rostered coaches/assistant coaches are automatically awarded 10 hours Building & Maintenance credit in recognition of the countless hours they are already donating to the program. Hours worked will be

recorded by the Parent Rep of each team and will forward to Parent Rep Director to record in log book. Those families not fulfilling their 10 hour Building & Maintenance requirement will be billed \$15/hour for the first 5 hours and \$30.00/hour every hour after at the end of the season.

**Fundraising:** Throughout the entire year (even the non-hockey months) the LHC sponsors fundraising events to help defray the expenses of the program. The Fundraising Director will determine how many hours to award for each event/activity and minimum requirements and will inform the Director of Parent/Player Representative so that each family may be informed of each opportunity. Fundraising hours worked will be recorded by the Fundraising Director and documented in the log book. Unfilled fundraising hours will be billed \$15/hour for the first 5 hours and \$30.00/hour every hour after to each family at the end of the season. Every family is encouraged to participate in and support all fundraising events and activities. Some possible examples of fundraising activities include: taking admissions at high school and tournament games, Eagles Steak Fry, Butter Braids, Glens Chuck Wagon, Glens Sample Fest and Schwan's. Any member of the Club may develop and spearhead a fundraising event. If you come upon an opportunity that is not listed above, please contact the Director of Fundraising; almost any LHC sponsored opportunity that brings revenue to or is vital to the operation of the program is eligible to apply toward volunteer hours. Any discrepancies or clarification will be decided by the LHC Board of Directors.

It is **your responsibility** to seek volunteer opportunities and report hours to the respective director. (i.e. Concessions Director, working in concessions stand; Fundraising Director, fundraising, admissions activities; Parent Rep Director, building/maintenance, scorekeeping, time clock, penalty box activities)

The following POSITIONS will fulfill ALL required volunteer hours, but are ultimately responsible to fill in when/where necessary at any LHC or BMIA activity:

- Luverne Hockey Club Board of Directors & Committee Directors
- Blue Mound Ice Arena Committee
- Head Coaches, Concessions and Building hours only

**Examples of Activities Outside the Guidelines:**

The following activities are encouraged and definitely appreciated but do not fill volunteer hours for the club: organizing coaches gifts, team parties, photographs, treat scheduling, calling trees, locker room monitoring, etc. These activities generate team spirit and vary from team to team.

**Who Can Volunteer**

If someone other than the player's parent (sibling, relative, etc.) would like to volunteer for your family, please check in advance if it is permissible.

### **Hardship Policy**

On occasion, there are families that are experiencing a hardship and are unable to fulfill their volunteer hour commitment. Volunteer hours are NOT to be shared or transferred from one family to another without approval. To get approval, please send a note explaining the circumstances to: Luverne Hockey Club; PO Box 622; Luverne, MN 56156 or contact the Board President by email through the website <http://www.luvernehockey.org>.

**\*Please keep in mind that the goal of the Volunteer Policy is to distribute the workload among ALL of the hockey families to help off set fees.**

### **D. PRACTICES/GAMES**

Ice time for practices and games will be published during the season. If a player will miss a practice or games, he/she is expected to call the coach in advance. This manual provides that any player who is absent from practice without notifying the coach, shall be subject to loss of playing time, per the coaches discretion. The coaches may also establish their own policy with regard to how they will handle what they feel are excessive absences (whether excused or unexcused) from practices.

### **E. DISCIPLINE**

The Board of Directors has established a Disciplinary/Grievance Committee to handle enforcement of the Substance Abuse Policy, the Sportsmanship Policy, and the Grievance Policy and Procedure as outlined in the Policy Manual of the LHC. The Disciplinary/Grievance Committee members are appointed by the Board of Directors.

### **F. BOARD OF DIRECTORS**

Members of the LHC Board of Directors shall be determined as set forth in the Articles of Incorporation for the LHC, Inc. In addition to the specified duties, Board Members shall attend all LHC monthly meetings and prepare current reports for the board. If unable to attend, a written monthly report must be submitted to a board member prior to the scheduled meeting.

The current Directors are listed on the web site at [www.luvernehockey.org](http://www.luvernehockey.org) and their duties are as follows:

**President** – will preside at all meetings; enforce the Articles of Incorporation and the By-Laws; see that officers and general directors properly perform the duties as assigned to them; general and careful supervision over the affairs of the club; attend all Arena Board meetings.

**Vice President & Player Equipment** – Assist the President as requested; perform duties of President in the absence of the President; chairman of the player equipment committee, which includes providing an equipment handout night for all eligible players, assist all new players in receiving equipment, and keeping a current inventory of all equipment and report to board as needed for ordering new equipment.

**Secretary** – Provide notice of meetings; prepare minutes of board meetings; handle any correspondence; prepare newsletter every other month; keep a record of all amendments and additions to the Articles of Incorporation or By-Laws.

**Treasurer** – Receive all income; pay all bills; prepare monthly and annual financial statements (with assistance of CPA). The Treasurer or the treasurer's designee is responsible for the collection of any monetary proceeds immediately following the event where admission is charged or fundraising proceeds are collected. The Treasurer is also responsible for enforcing the cash policy along with the President.

**Director of Parent-Player Reps** – Appoint parent-player representative for each team; schedule regular meetings with all representatives to keep everyone informed; coordinate club wide list and email communication; and will be responsible to record Building Maintenance hours online.

**Director of Coaches** – Appoint and supervise coaches at each level; notify Board approved coaches of training requirements and clinics to be attended; meet with coaches regularly to communicate Board and Minnesota Hockey policies/rules to coaches.

**Director of Referees** – Schedule referees for all home games; notify referees of clinics to be attended; supervise and assist new referees; meet with referees regularly to communicate Board and Minnesota Hockey policies/rules to referees.

**Director of Fundraising** – Responsible for setting up committees/chairperson for fundraising events and look for new fundraising ideas; will also help out where needed with each project and will record all fundraising hours online.

**Director of Tournaments** – Chairman of Tournament Committee that coordinates planning, scheduling and sanctioning of tournaments with each Parent/Player rep and the Arena Manager and will record all tournament hours worked online.

**Director of Concessions** – order supplies for concession stand; and ensure compliance with state regulations. Director of Concessions are required to meet the requirements of the cash box policy and to hold the workers accountable for their hours.

**Director of Concession Hours** - prepare, monitor and post schedules for workers in concession stand and will verify and record regular concession hours worked online.

**Director of Building/Land Projects** – chairman of committee that schedules and supervises projects at the arena and upkeep of surrounding land.

**Director of Player Registration & Insurance** – handles registration of players with Minnesota Hockey; process insurance claims. Maintain and update records of payments for registration. Prepare roster forms for all Minnesota Hockey teams. Keep current all paperwork associated with each player and his/her family information.

**Representative to South West League & District IV** – Attend league and district meetings and keep our club informed of policies and changes being made at those levels. Communicate to district level as directed by the Board of Directors.

**Director of Disciplinary/Grievance Committee** (hereafter referred to as D/G Committee) – Chairman of committee responsible for enforcement of club policies (drug/alcohol, sportsmanship, grievances, etc).

#### **IV. GENERAL POLICIES**

##### **A. BIRTH CERTIFICATES**

Any new player must provide LHC with one certified copy of his/her birth certificate by October 1st of each season or he/she will not be allowed to participate in any practice or game. One copy will be used to register the player with MAHA.

##### **B. CONSENT TO TREAT**

Every parent/guardian will be asked to sign a “Medical Treatment” form. This form will be taken to all LHC activities and will allow the coach or other LHC representatives to seek medical treatment for their child in the event he/she needs such treatment at a time when a parent or guardian is not present.

##### **C. Out of State Players**

An out of state player is a player whose family’s permanent address is NOT in Minnesota. Players must comply with the USA Hockey requirements as to where they must register. For any out of state players we will need a release form signed by the home organization indicating that they allow for the release of the player to play in the LHC.

The Acceptance of an out of state (non-Minnesota) player is not intended for the teams to replace MN resident player with a stronger out of state resident. All players both resident and non-resident are subject to the same team formation rules.

All out of state families will fulfill working hours as described in the hockey manual beginning their first year of registration.

10 hours of Building and Maintenance

15 hours of Fundraising

20 hours of Concessions

##### **D. SUBSTANCE ABUSE**

- Policy

Players registered on a High School Hockey team are subject to all MSHSL and District 2184 rules. The LHC believes it is to be in the best interests of its program and of all players participating in the program to adopt rules and regulations governing the use of alcohol, tobacco, drugs, and other controlled substances. The rules for all players are essentially in accordance with those rules adopted by the Minnesota State High School League (MSHSL) and Minnesota Hockey. These rules will be in effect immediately upon signing the required form and at all times hereafter and will not be limited to the playing season. The use of mood-altering chemicals, (i.e. alcohol, tobacco, drugs, marijuana) is expressly prohibited.

Regardless of quantity, a player shall not: (1) use or possess a beverage containing

alcohol; (2) use or possess tobacco (including chewing tobacco) or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug. This rule applies at all times and is not limited to the playing season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician.

• Penalties

**First Violation** – After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

**Second Violation** – After confirmation of the second violation, the player shall lose eligibility for the next six (6) consecutive games or four (4) weeks, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

**Third Violation** –

a. After confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve (12) consecutive games, or eight (8) weeks, whichever is greater

b. If after the third or subsequent violation, the player on his/her own violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota Hockey activities after a minimum of six (6) weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

**Additional Penalty** – A player shall be disqualified from all activities for nine weeks beyond the player's original period of ineligibility when the player denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation. In order to ensure enforcement of the policy, the player and his parent(s) shall grant permission to the Rock County Sheriff's Department and Luverne High School to release information concerning any violation of these rules to the Director of the Discipline Committee.

**E. SPORTSMANSHIP**

THE PRIMARY AIM OF THE LHC IS TO DEVELOP HOCKEY PLAYERS. First is skill development where players learn the basic skills of skating, shooting, and puck handling. Equally important is the development of attitude. Hockey is a team sport and we want our players to learn how to play with others. An understanding of the basic concepts of team play or strategy is essential. We also feel strongly that players should learn respect. A respect for coaches, referees, teammates, and opponents, is basic to any competition. Hockey must be kept in perspective; our aim is not to win at all costs, but to compete as best we can. Sportsmanship needs to be the cornerstone of any constructive youth program. It is the intention of the Board of Directors of LHC to adopt a policy of behavior governing all LHC players, coaches, and fans. The policy is intended to be in keeping with the above-mentioned philosophy. Acceptance of this policy will be required to participate in the LHC program.

**\*Unsportsmanlike behavior will not be tolerated by any member of this organization and all incidents will be dealt with on a case by case basis.**

#### **F. Cash Policy**

This cash policy is effective 1/3/2011 and applies to any person handling cash for the LHC, which includes concessions, tournaments, and admissions committee heads and volunteers.

For purposes of this policy, “cash” includes coins, currency, and checks.

1. Cash will NOT leave the ice arena, unless it is being removed to be recorded and deposited by either the Treasurer or the President of LHC Board. Cash will not be kept with any person or with any person’s belongings at any time for any reason.
2. All checks need to be made out to Luverne Hockey Club. Persons writing checks for an excess of their purchase amount are limited to \$20 as the maximum amount of cash received back.
3. Any cash collected on behalf of the LHC (i.e. concessions, admissions, tournaments, etc) will be transferred from the drawers or cash box to the arena office safe until it is removed by authorized persons.
4. Any extra cash needed for concessions or admissions will be kept in the safe in the arena office. Extra cash is defined as additional change (such as 1s, 5s, or quarters) that may be necessary during the normal course of operations. This extra cash should not exceed \$500 at any point in time.
5. Only \$200 is to be left in the concession till or an admissions cash box as starting cash for each day/shift/game.
6. Deposits of cash to the bank by the Treasurer or President will be made no less than weekly. Money from each concessions, tournament, or admissions shift will be placed in the safe that day, less the amount that is to remain in the till or cash box for the next day/shift/game.
7. There are to be no bills paid from cash, except in cases where the bill is \$20 or less. Each case will have a supporting receipt that is signed and printed with the responsible party’s name along with a stated reason for the bill being paid from cash

**FOLLOWING IS A NONEXCLUSIVE LIST OF GUIDELINES:**

<p><b>ARENA</b></p> <ul style="list-style-type: none"> <li>• Foul language not be tolerated</li> <li>• Standing by glass in front of bleachers is not allowed</li> <li>• Use of handicap platform by persons without disabilities will not be allowed</li> <li>• Inappropriate behavior of fans in stands will not be permitted; Violators will be asked to leave the arena.</li> </ul> <p><b>COACHES</b></p> <ul style="list-style-type: none"> <li>• Positive reinforcement for each player</li> <li>• Treat officials and players with respect</li> <li>• No foul language</li> <li>• No demeaning language or actions towards players</li> <li>• Follow LHC, Minnesota Hockey, USA Hockey guidelines and high school policies</li> </ul> <p><b>PLAYERS</b></p> <ul style="list-style-type: none"> <li>• Do not discredit your teammates</li> <li>• No foul language</li> <li>• Abide by team and LHC rules</li> <li>• Respect your coaches and teammates</li> <li>• Show respect for your opponents</li> </ul> <p><b>PARENTS</b></p> <ul style="list-style-type: none"> <li>• Let the Coach do the coaching</li> <li>• No foul language</li> <li>• Set an example for your child and LHC</li> <li>• Support your child as well as his/her teammates</li> <li>• Remember that you represent LHC in town and out of town</li> </ul>	<p><b>CONSEQUENCES</b></p> <p>Any offenses committed at the Arena will be dealt with by the arena manager/staff</p> <p><b>1<sup>st</sup> Offense</b> – warning by Coaching Director  <b>2<sup>nd</sup> Offense</b> – goes to Coaching Director and D/G Committee; probation or possible suspension  <b>3<sup>rd</sup> Offense</b> – goes to Board of Director – suspension from coaching until disciplinary meeting is held.</p> <p>Following is a nonexclusive list of possible offenses.  <b>Consequences will be determined solely at the discretion of the coach!</b></p> <ul style="list-style-type: none"> <li>• Intentionally failing to shake hands after game</li> <li>• Intentionally breaking a stick on the ice or hitting the boards/glass with stick</li> <li>• Yelling obscenities/using obscene gestures to officials, other players, fans, or coaches</li> <li>• Abusing arena or locker room</li> <li>• Unnecessary roughness or retaliation during a game</li> <li>• Discrediting a teammate</li> <li>• Absence from practice without notification or permission</li> <li>• Inappropriate locker room behavior or fighting Loss of playing time may be used as a disciplinary measure, at any age level.</li> </ul> <p><b>1<sup>st</sup> offense</b> – warning by coach &amp; (1) board designated representative  <b>2<sup>nd</sup> offense</b> – D/G Committee Action</p>
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**Guidelines are to be read at home and at Player and Parent Meetings at the beginning of the season.**

## V. TEAMS

### A. AGE GROUPS

*The teams shall be determined by age groups as set forth in Section III of this manual.* Minnesota Hockey rules allow for 24 players on the roster by only 20 players (including the goalie) may be on the bench for each game. Anytime there are more than 24 players at any level, it shall be necessary to roster two separate teams for that season. However, the club may establish two teams even if there are less than 24 players if it is determined that these will result in a better youth hockey program.

### B. DIVISION OF TEAMS

If it becomes necessary to roster two teams, those teams will be established in the method determined appropriate by the LHC Board after taking into consideration the direction taken at the league and district levels.

### C. DESCRIPTIONS, OBJECTIONS, PHILOSOPHY

All players will be registered on the appropriate team, according to their birth date. Any decisions to move a player up to the next level will be made by the LHC Board of Directors. All player move-up requests shall be commenced in writing to the LHC Board of Directors by October 1st by a parent or legal guardian.

#### **MOVE-UP GUIDELINES:**

##### **This procedure applies only to players who are:**

- (a) Mini-Mite age players requesting to move up to Mites
  - (b) Mite age players requesting to move up to Squirts
  - (c) Squirt age players requesting to move up to Peewees
  - (d) Peewee age players requesting to move up to Bantams
  - (e) Girls 12 and under requesting to move up to Girls 15 and under
1. The following criteria must be met to be considered for a player to move up:
    - (a) A need for players at the upper level.
    - (b) The move up must be in the best interest of both the player and upper level team.
    - (c) The player must be less than 1 year from eligibility at the upper level. Ideally, LHC would like each player to play two years at each level for the sake of consistency in the program.
    - (d) The player must be physically and mentally able to compete at the upper level.
    - (e) The move up must be in the best interest of the LHC.
  2. If the coaches, parents, player, evaluating committee, and the LHC board all agree that allowing the skater to move up is in the best interest of all parties, said player will be allowed to move-up to the upper level.
  3. The LHC board may also initiate a move up request to fill a player need at an upper level.

4. Any grievance or problems encountered by the parents or players in this action should be addressed to LHC's board of directors or their designee.
5. The LHC Board shall retain the right to approve or disapprove all player moves within the organization.
6. In the event of try-outs, they will only be held for an upper level or "A" team placement, there will be no "B" team try-outs.
  - (a) During the tryout process, the player must score in the top 7 tryout rankings to be invited on the "A" team. For example, if a pee wee tries out for the bantam level and places 7th in the overall tryout ranking, he/she would be invited onto the "A" team as an extra skater.
  - (b) There will not be any age-appropriate player cut to allow a younger player to participate. If a player moves up, the "A" team will be granted an extra skater. For example, if 30 skaters are trying out at the Bantam level and the predetermined player split is 15 to the "A" team, and 15 to the "B" team, the player moving up would now give the "A" team 16 skaters. Consequently, no skater will lose their position on the "A" team as a result of the younger player moving up.

Minnesota Hockey and the LHC will not allow players to "play down" a level.

#### **TRY-OUT policies –**

1. Posting of rosters – Roster will be posted by a board member within 7 days from the end of the try-out period.
2. The Try Out Committee will present their findings to the Board. The Board Reserves the right to accept or reject base on surrounding circumstances.
3. The Board should only see the Rosters and not receive any of the scores.
4. If there is a try out for a certain level and the scores are close, it is recommended that the older player moves up.
5. A board member that doesn't have a skater or relative involved at each try out will be available to make sure our guidelines are followed.

#### **D. DESCRIPTIONS, OBJECTIONS, PHILOSOPHY**

MINI MITES - This level is designed to introduce players to the fundamentals of skating and hockey. It is to be low-key with the emphasis on encouragement and building confidence. The primary objective is to offer ice time and instruction from volunteer coaches. After several practice sessions devoted primarily to basic skating skills, the players will be asked to bring a properly measured hockey stick to practice. The players will then be introduced to the fundamentals of stick and puck control, as well as shooting. The objective here is to make the practices more fun and interesting. Practice sessions should be designed to provide the proper balance between skating and hockey skills instruction. After several weeks of stick and puck control instruction, teams will be established to introduce the players to the game. The games will be low-key, with no emphasis on winning. The goal is for the players to have fun!

MITES – This level is designed to improve skating skills and introduce players to the basic skills of the game. After several weeks of practice session, the Mites will be taught how to play the game in the form of scrimmages. Players will not be assigned positions at this age – each player will learn to play defensive as well as offensive positions. Each player will be offered the opportunity to play goalie in practice to determine his/her interest and ability. The games will be low-key with the emphasis on having fun and not just winning. Two-minute stop shifts will be followed. It is recommended that this age group play no more than 15/ games per season (including tournament/Jamboree games/district tournaments)

SQUIRTS – Players in this age group should have some skating skills and knowledge of basic hockey and body contact will be introduced. It is at this age group that players will be introduced to competitive hockey. The primary focus will be on the enjoyment of the game as well as the development of enhanced skating and hockey skills. Coaches will attempt to provide equitable playing time versus winning. It is recommended that this age group play no more than 35 games (including tournament games)

PEE WEES & GIRLS 12 & UNDER – At this level advanced skills are introduced (Body Contact for Pee Wees) and the game becomes competitive. Coaches will attempt to provide equitable playing time based on age, skill and/or experience as seems most appropriate for each game throughout the season. At this level, it may be necessary for the coach to consider each player's safety in certain situations and adjust playing time accordingly. Number of games per season are unlimited.

BANTAMS & GIRLS 15 & UNDER – The Bantams and the Girls 15 Under will play competitively. These levels should strive to be the showcase of the organization with respect to sportsmanship as well as skill levels. Coaches will determine playing time at these levels. Number of games per season are unlimited.

HIGH SCHOOL & JUNIOR VARSITY – The High School teams (boys/girls) are subject to MSHSL and District 2184 rules and will play as determined by the varsity coaches.

\* Each Team has a list of Goals to master by the end of the year.

## **VI. LOCKER ROOM POLICY**

1. Locker rooms will be locked at all times and unlocked 30 minutes prior to the beginning of practice and at the coach's discretion prior to games.
2. The "responsible adult" can be the coach, but it might be more practical to add the team manager and/or selected team parents. Coaches have many tasks, and are not always in the locker room. Suggest choosing several parents to be certain every team event is covered.
3. "Responsible adults" should be sufficient maturity (an early twenty-something is not mature enough to supervise a bantam locker room).
4. All locker room monitors must be screened in accordance with the MN Hockey Screening Policy annually. Screening forms are to be turned into the Registration Director.
5. The locker room monitors should be carefully chosen, and understand that their role is strictly supervision of the locker room. The non-coach locker room monitors are not coaches and should not attempt to be such.
6. The locker room monitors must be gender correct.
7. "All team events" means both games and practices, and Monitoring is required whenever players are in the locker room. The monitor must come early and stay late.
8. The locker room monitors must be physically in the locker room. One cannot supervise from the hallway. This applies even if other parents are in the locker room to assist a player with his or her equipment.
9. All recording devices are banned from the locker room, including cell phones and cameras.
10. At a minimum the locker room monitors' specific duties should include:
  - a. Responsibility for locker room security, including allowing only team-authorized persons to enter the room and locking the room when the team is on the ice.
  - b. Responsibility for the locker room key.
  - c. Collecting and safeguarding any cell phones or other recording devices brought by players.
  - d. Being in the locker room at all times when a coach is in the room with a single player.
11. It is the intent of the LHC to provide a place for our youth to change into and out of their hockey equipment. The following policy will be enacted to provide our youth with the opportunity to change into and out of their hockey equipment under a safe environment. The LHC will follow the guidelines set forth by USA Hockey which states:
  - A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold coach's pre-game meeting.
  - B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress separately, if available.
  - C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. The first gender would then leave the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.

- D. Following the game and the coach’s post-game meeting where separate facilities are not available; the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.
- E. Under no circumstances will a member of the opposite sex (adults included) be in the same room while players are undressing or dressing.

NOTE: Taking turns is a reasonable way of accommodation, its fair, neither gender is favored, and no one becomes “the ones who always have to wait”.

**VII. EQUIPMENT**

The following equipment is required for all players for practice and games. Unless noted in the column to the right, the equipment provided by the player.

<u>Equipment</u>	<u>Provided by LHC Rental Fee \$20</u>
Goalie Equipment .....	all levels
HECC approved helmet w/straps properly fastened ..	Mini Mites, Mites, Squirts, Girls
Breezers .....	Mini Mites, Mites, Squirts, Girls
Game Jersey(s) .....	Mini Mites, Mites, Squirts, Girls
Hockey Skates	
Hockey Stick	
Internal Mouthpiece	
Protective cup	
Elbow pads	
Hockey Gloves	
Shin Pads	
Squirt – High School players: Shoulder pads	
Pee Wee & Bantams: (2) Jerseys – home/away games	
A throat protector is recommended for all players.	

**A NOTE ABOUT JERSEY NUMBERS:** We would encourage players to use the rental Jerseys through the Squirt level. However if you would like to purchase your own jersey you must first check with the Equipment Director to ensure the number you would like will not conflict with skaters in surrounding ages. The numbers WILL NOT automatically transfer to a younger skater in the same family unless reserved with the Equipment Director.

**USE OF CLUB-OWNED EQUIPMENT**

- A. SIGN OUT PROCEDURE – Prior to the beginning of each season, a notice will be sent out about an equipment night for each youth stating to sign out equipment. A parent or guardian must sign the completed form taking responsibility for the return of the equipment in good condition, when requested at the end of the season. A \$20.00 rental fee is required.

- B. CARE & MAINTENANCE – All game jerseys and breezers are to be cleaned regularly and mended when needed. The screws attaching the mask and other hardware to the helmet should be checked after each game or practice session. Extra screws and other hardware are available from the Equipment Director.
- C. LIABILITY – The individual responsible for the equipment must pay for any equipment not returned or any equipment returned in an unacceptable condition. The LHC recognizes that wear and tear will occur due to the nature of the sport. However, abusive and careless treatment of the equipment will not be tolerated.
- D. RETURN PROCEDURE – Typically equipment returns will be made on equipment check out dates. If you do Not intend on returning to skate with the LHC the following year you must contact the equipment director and arrange a drop off time.
- DO NOT leave your equipment with a Coach or Arena Staff.

### **VIII. COACHES & ASSISTANTS**

Interested persons must contact the Coaching Director for coaching positions before each season. After Head Coaches have been selected, they will work with the Director of Coaches to select the Assistant Coach(es).

It is the responsibility of each Head Coach to call a parent meeting as soon as possible after the team roster is finalized, preferably before the first practice. A Board of Directors will be present to help conduct the meeting. Each Head Coach will be given an outline of the items which should be covered during the first parent meeting. Thereafter, the Head Coach should call meetings whenever needed to keep parents and players informed.

Head Coaches should try to attend as many LHC Board meetings as possible. If the Head Coach can not attend, they should try to make sure that their Parent Rep can attend.

All coaches must attend coaching clinics as directed by Minnesota Hockey rules. The registration fees required for coaching clinics will be paid for by the LHC. Before attending a clinic, notify the Board of Directors.

The Head Coach is responsible for scheduling games and also entering any tournaments. Cancellation of games should be done at least 24 hours prior to game time, except in cases of bad weather.

All coaches are to encourage your players to support any club fundraiser. Players are asked to help and it is important that they give their full cooperation. Impress upon them that “This is your program.”

All coaches should keep the physical well being of their players in mind at all times and should accordingly exercise good judgment in evaluating playing conditions, rink conditions, and the potential effects of cold weather.

All coaches are expected to know the latest hockey rules and to impart this knowledge to their players.

All coaches are instructors and leaders; your organization, attitude, and behavior are noticed by other coaches, referees, parents, and most importantly your players. Coaches should maintain control of the players and promote good sportsmanship.

Keep overall objectives of the LHC program in mind and try to fit your coaching technique to it. Make sure you do not take the fun out of hockey.  
Review your schedule often! If you cannot use the ice time allotted to your team (i.e. your team is out of town in a tournament), be sure to notify the BMIA manager so he can give the ice time to another team. Do not wait until the last minute.

All coaches should not allow anyone other than coaches and players in the box during games and in the locker room before and after games.

Team discipline and good sportsmanship must be followed and practiced at all times.

Coaching staff must act as a unified team.

Coaches must supply an updated home and away schedule to the concessions Director as often as the changes occur.

**INSIST ON GOOD SPORTSMANSHIP AT ALL TIMES.** Players should be taught early not to complain or talk after they have received a penalty. They should skate directly to the penalty box without question. The team captain can ask for clarification, if needed. (In fact, further penalties may be assessed if anyone other than a captain or assistant captain speaks to a game official).

Practice and games should emphasize the development of **HUSTLE, DISCIPLINED POSITION PLAY, AND SKATING.** It should stress the development of these qualities (and the consequent development of better young adults), rather than making victory the only goal of their players.

## **IX. GRIEVANCES**

The Luverne Hockey Club will follow the following procedure. LHC by-laws, Minnesota Hockey and USA Hockey policies will be the foundation in all decisions.

Problems within a team shall be adjudicated in the following manner:

- Step 1: The parties involved in the dispute must have a face-to-face meeting
- Step 2: If still unresolved, the problem shall be brought to the Disciplinary/Grievance Committee. The D/G Committee will hear the grievance and issue decisions.
- Step 3: An appeal of the decision on the grounds of new evidence, non-compliance with LHC by-laws or Minnesota/USA Hockey Association Board.
- Step 4: If there is a grievance and after the whole grievance process is followed it should be state that after the Grievance Committee's recommendation to the LHC Board and after they make their final decision that the Club Board decision is final and there is no challenging the boards decision.

The Disciplinary/Grievance Committee will not entertain any complaint from a parent, player or coach unless Step 1 above has been completed.

Board members should refrain from any involvement until the grievance is brought to the board following completion of the established procedures.

Any grievances at the high school level are handled under the school district 2184 policy.

**Parent/Coach cool off period. It is mandatory that there be a 24 hour “cool-off” period be observed by the upset party before any grievance is brought to the coach and or Grievance director.**

**All parents and guardians will be required to sign a form indicating that they have read and understand the above policy before their player will be allowed to play in any LHC sponsored games.**

**Luverne Hockey Club Policy Agreement**

The undersigned player and parent of player participating on a LHC team does acknowledge that he/she has reviewed/received a copy of the Luverne Hockey Club Policy Manual, has read and understands the policies established by LHC (with particular attention to the policies regarding substance abuse, sportsmanship, and handling of grievances), and agrees to abide by the rules and be subject to the penalties of the policy manual (and subsequent revisions).

Date: \_\_\_\_\_  
Player

Date: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_  
Parent/Guardian

**Luverne Hockey Club Substance Abuse Policy (All Players 11 years & Older)**

The undersigned, a player participating on a LHC Team, does acknowledge that he/she has read and understands the LHC Substance Abuse Policy as outlined in the LHC Policy Manual. He/She agrees to abide by the rules and be subject to the penalties of the policy, effective immediately, and has signed and received a copy of the policy.

Date: \_\_\_\_\_  
Player

Date: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_  
Parent/Guardian

\*If you are unable to locate your LHC Policy Manual, please contact Jody Reisch @ 507-283-9289 for another copy.

## **X. TOURNAMENTS**

### **A. AWAY TOURNAMENTS**

The LHC encourages our teams to participate in invitation tournaments in other cities. The registration fees shall be divided equally among the families on the team. The LHC will pay the tournament fee in advance. Tournament fees must be collected by January 15<sup>th</sup>.

### **B. HOME TOURNAMENTS**

Each team will host a tournament for their level during the season. These are significant fundraisers for the hockey club. It is requested that everyone contribute their time and talents in some way. The duties for these tournaments have been divided between the Tournament Director and the hosting team. Detailed information will be provided to the Parent Rep for each team at the beginning of the season.

### **C. MAXIMUM NUMBER OF TOURNAMENTS**

The maximum number of tournaments that a coach is able to schedule for a team prior to announcement of rosters is three away tournaments plus the District Tournament. If a coach would like to schedule more than four tournaments then he/she must get the Boards and/or a majority of the parents on that team's approval before he/she is allowed to go over the allotted maximum number of tournaments.

## **XI. S. K. A. T. E.**

S. K. A. T. E. stands for Skaters Keep Achieving Through Education. It is an academic achievement program that provides incentives to student athletes who maintain a grade point average of 3.0 or higher during the first semester or the first two quarters of the school year.

All youth hockey players, Squirt and above, who maintain a 3.0 GPA while participating in hockey are eligible for S. K. A. T. E.

S. K. A. T. E. promotes academic excellence and is fun. Skaters who qualify will receive an Award Certificate, embroidered patches and more!

**Parents/students are responsible for forwarding a copy of student/player's report card to the SKATE Coordinator to verify eligibility.**

Parents & coaches are to remind players about the importance of school and how S. K. A. T. E. will recognize and reward performance in the classroom.

S. K. A. T. E brochures and updates will be distributed via newsletters and posted on bulletin board at the Blue Mound Ice Arena.

## **XII BOARD OF DIRECTORS**

Complete contact information is available on our website at <http://www.luvernehockey.org>.

The Board typically meets the first Monday of each month @ 7:30PM at the Blue Mound Ice Arena except in June, July, August and September at an off site location.

An Annual Meeting of the membership and Awards Presentation takes place in the spring of each year for the purpose of electing directors and for summarizing the prior season.

