

# LUVERNE HOCKEY CLUB



## POLICY MANUAL

Adopted: 9/18/09

## 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. If it is referred to regularly, consistency and 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 YOUTH HOCKEY PROGRAM**

The objective of the Luverne Youth Hockey 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 are evaluated by the club 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, assessing their 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 Luverne Hockey Club will establish registration fees by July 1 of each year 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 post dated 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). 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 set by July 1<sup>st</sup> of each year 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 or candy pickup) 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>.

#### 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 if 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

Other than first year families, each family is required to provide a minimum of 45 hours of labor each year. 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 per hour. All LHC families are **encouraged** to keep track of their hours worked in addition to LHC Directors that record hours worked in the log book located at the Blue Mound Ice Arena.

**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 that will reflect all arena activities. **All LHC families are responsible for scheduling their own concession stand hours.** The Concessions Committee Director will verify and record all hours worked in the log book. 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 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 owns and maintains 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 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 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 braid sales, CDI Directory, Parade of Home, and Phone Book deliveries. 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 Board Members

**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 686; Luverne, MN 56156.

**Please keep in mind that the goal of the Volunteer Policy is to distribute the workload among ALL of the hockey families**

**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 Board of Directors shall be determined as set forth in the Articles of Incorporation for the Luverne Hockey Club, 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 Present & 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 layers 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 as needed; 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 treasurers' designee is responsible for the collection of any monetary proceeds immediately following the event where admission is charged or fundraising proceeds are collected.

**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 telephone communication; an will be responsible to record Building Maintenance hours into log book.

**Director of Coaches** – Appoint and supervise coaches at each level; notify 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 in log book.

**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 in log book.

**Director of Concessions** – order supplies for concession stand; prepare and monitor schedules for workers in concession stand, and ensure compliance with state regulations; and will verify and record regular concession hours worked in log book.

**Director of Building/Land Projects** – chairman of committee that schedules and supervises projects at the arena and upkeep of surrounding land and will record Building/Maintenance hours worked in log book.

**Director of 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 two certified copies of his/her birth certificate by October 1<sup>st</sup> 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 and one copy must be given to the parent rep who will be responsible for taking it along to every game to verify the age of any player on the team if requested to do so by the opposing team.

##### **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. 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.

#### **D. 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.**

## FOLLOWING IS A NONEXCLUSIVE LIST OF GUIDELINES:

### ARENA

- Foul language not be tolerated
- Standing by glass in front of bleachers is not allowed
- Use of handicap platform by persons without disabilities will not be allowed
- Inappropriate behavior of fans in stands will not be permitted; Violators will be asked to leave the arena.

### COACHES

- Positive reinforcement for each player
- Treat officials and players with respect
- No foul language
- No demeaning language or actions towards players
- Follow LHC, Minnesota Hockey, USA Hockey guidelines and high school policies

### PLAYERS

- Do not discredit your teammates
- No foul language
- Abide by team and LHC rules
- Respect your coaches and teammates
- Show respect for your opponents

### PARENTS

- Let the Coach do the coaching
- No foul language
- Set an example for your child and LHC
- Support your child as well as his/her teammates
- Remember that you represent LHC in town and out of town

### CONSEQUENCES

Any offenses committed at the Arena will be dealt with by the arena manager/staff

**1<sup>st</sup> Offense** – warning by Coaching Director

**2<sup>nd</sup> Offense** – goes to Coaching Director and D/G Committee; probation or possible suspension

**3<sup>rd</sup> Offense** – goes to Board of Director – suspension from coaching until disciplinary meeting is held.

Following is a nonexclusive list of possible offenses.

**Consequences will be determined solely at the discretion of the coach!**

- Intentionally failing to shake hands after game
  - Intentionally breaking a stick on the ice or hitting the boards/glass with stick
  - Yelling obscenities/using obscene gestures to officials, other players, fans, or coaches
  - Abusing arena or locker room
  - Unnecessary roughness or retaliation during a game
  - Discrediting a teammate
  - Absence from practice without notification or permission
  - Inappropriate locker room behavior or fighting
- Loss of playing time may be used as a disciplinary measure, at any age level.

**1<sup>st</sup> offense** – warning by coach & (1) board designated representative

**2<sup>nd</sup> offense** – D/G Committee Action

## **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 Board of Directors. All player move-up requests shall be commenced in writing to the Luverne Hockey Board by October 1<sup>st</sup> 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 7<sup>th</sup> 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 based 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**

TERMITES - 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. 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 (checking 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.

**VI. LOCKER ROOM POLICY**

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 asset 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 meetign; 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 dressed. 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.....	Termites, Mites, Squirts, Girls
Breezers .....	Termites, Mites, Squirts, Girls
Game Jersey(s) .....	Termites, 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:** once a player has chosen a number and purchased his/her own jersey, his/her family members shall have first option on using that same number. When a player purchases his/her own jersey, he/she must choose a number that will not create a conflict later on. For example, if a Bantam player has purchased a jersey with No. 99, no player may purchase a similar jersey if he/she will someday be on a team with that same player OR a family member. The Equipment Director keeps a record of what numbers are currently available, so check with him/her BEFORE purchasing a jersey.

#### **USE OF CLUB-OWNED EQUIPMENT**

- A. **SIGN OUT PROCEDURE** – Prior to the beginning of each season, notice will be sent to each youth stating when his/her age group is 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. Game jerseys owned by the LHC are not to be worn at practice.
- 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** – An equipment check-in date for each group will be announced in the spring prior to the club awards presentation. Do not leave the equipment with the coach or at the Blue Mound Ice Arena following the final game. All equipment should be cleaned, mended, or repaired before being returned. A late fee of \$5 per week is charged after the equipment check in date.

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

Interested persons must apply for coaching positions before each season. Applications for coaching positions should be obtained from and returned to the Director of Coaches by July 1<sup>st</sup> of 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. Notify the Board of Directors so a member of the Board can 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 cannot 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 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 you 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, District 4 policies, 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 Disiplinary/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 stated that after the Grievance Committee's recommendation to the Luverne Hockey Club Board and after they make their final decision that the Club Board decision is final and there is no challenging the board's decision.

The Disiplinary/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 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.**

## **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 and must be reimbursed no later than one week prior to the tournament.

### **B. HOME TOURNAMENTS**

Each team will host a tournament for their level during the season. These are significant fundraisers for the hockey club and the requests 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. POST SEASON PLAYOFF TOURNAMENTS**

## **D. 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 four tournaments (including 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.

## **X. 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.

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.