

# Redwood Area Hockey Association Policies & Procedures Manual

**“You can’t beat this game with a stick!”  
Dedicated to providing quality hockey for the area’s youth.**

**Redwood Area Hockey Association  
P.O. Box 204  
Redwood Falls, MN 56283**

**Website: [www.redwoodfallshockey.com](http://www.redwoodfallshockey.com)  
Email: [raha@newulmtel.net](mailto:raha@newulmtel.net)  
Phone: Any Board of Directors Member  
District: Minnesota Hockey District 4**

**Arena: Redwood Area Community Center  
901 East Cook Street • Redwood Falls, MN 56283  
507-644-2333**

## Table of Contents

Introduction and History of the Association  
Statement of Purpose  
By-Laws  
Operations  
• Financial Management  
• Fundraising  
• Player Eligibility and Registration  
• Coaches and Referees  
• Tournaments  
• Equipment Management  
• Facility Scheduling  
• Facility Maintenance  
• Concession Stand Management  
• Transportation to/from Out-of-Town Events  
• Communications and Publicity  
• Volunteers and Team Managers  
Planning Calendar  
Code of Conduct and Discipline

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## INTRODUCTION AND HISTORY OF REDWOOD FALLS HOCKEY:

The Redwood Area Hockey Association has its roots in the mid 1980s when a small group of dedicated adults and kids took the first steps into youth hockey in Redwood Falls. As interest grew, volunteers began constructing an outdoor skating facility at Tyson Park. The first dasher boards were a used set purchased from Worthington and the team rooms were small shacks. By 1990, the Association had grown to approximately 35 skaters.

In 1993, a used ice resurfacing machine was purchased from Park Rapids. New boards, team rooms, and a maintenance building were constructed in 1994. That same year marked the date of the Association's first victory; a 9-2 Junior Gold victory over Paynesville on January 8. A new concession stand was purchased in 1995. The Association's membership had grown to over 70 kids, ages 5-18.

In 1999, the Association's dream of an indoor ice facility became a reality when voters in Redwood Falls approved a referendum for a new community center which included an indoor ice facility. In September 2000, the Redwood Area Hockey Association moved into their new home, the Redwood Area Community Center Civic Arena, located at 901 East Cook Street, Redwood Falls, MN.

In 2005, we had our first year of high school hockey. Consisting of both a high school boys and a high school girls team.

## STATEMENT OF PURPOSE:

It shall be the purpose of the Redwood Area Hockey Association to provide the youth of Redwood Falls and the surrounding area with the opportunity to participate in organized and supervised hockey and to encourage each participant to pursue their own individual level of skill and ability. The Association will operate by the policy that for all participants who come to practice, they will play in games.

- Article I, Section 2, By-Laws of the Redwood Area Hockey Association

The GOALS of the Redwood Area Hockey Association are to:

- 1) Provide every youth in the Redwood Falls area with the opportunity to play organized hockey with youths of comparable skills and interest.
- 2) Develop a sense of team play and sportsmanship.
- 3) Develop the playing skills of each individual.
- 4) Provide that every player in the program gets an opportunity to play in games and play a reasonably equal amount of time. If a player practices, he/she will play in games.

Accompanying these goals are four basic objectives for each participant. They are, in order of their importance:

- 1) To have fun and enjoy hockey as an interactive sport.
- 2) To learn basic and positive fundamentals of the game of hockey.
- 3) To learn sportsmanship and respect for coaches, teammates, opponents, and referees.
- 4) To learn to consistently put forth his/her best effort, to have the courage to accept the results of that effort, and to have the determination to consistently strive to improve that effort in pursuit of their own individual level of excellence.

The underlying philosophy of these goals and objectives are to provide each youth hockey player the opportunity and encouragement to pursue his/her own individual level of excellence; to be the very best he/she can be.

There is no substitute for excellence; not even success. Many people, particularly in sports, believe that success and excellence are the same. They are not. The distinction is very

important. While success is tricky, perishable, and outside one's control, excellence is dependable, lasting and largely within one's own control. The pursuit of excellence, in and for itself, is the best of foundations for the development of a youth's personality and character.

The emphasis of the Redwood Area Hockey Association is on this individual passion for excellence, not obsession with success as measured by wins, goals, or assists. If the program is successful in achieving its goals and objectives, and this individual passion for excellence, then the proper balance between excellence and success will follow.

The key individuals in achieving these goals and objectives are players, coaches, parents, and the Redwood Area Hockey Association. Adults, as parents and coaches, have a profound influence on childrens' attitudes toward team sports. In either adult role, the focus should be on identifying the child's capacity and capabilities and working toward improving both.

With a common understanding of these goals, objectives, and philosophy; and with the cooperation of players, coaches, and parents, the youth hockey program will have a very positive affect on the development of all participants.

## BY-LAWS OF REDWOOD FALLS HOCKEY ASSOCIATION

### Article I: Introduction

Section 1 - The following by-laws, together with the Articles of Incorporation and the laws of the State of Minnesota, now, and from time to time hereafter, in effect shall govern the operation and conduct of the Redwood Falls Hockey Association.

Section 2 - Purpose. It shall be the purpose of the Redwood Falls Hockey Association to provide the youth of Redwood Falls and the surrounding area with the opportunity to participate in organized and supervised hockey and to encourage each participant to pursue their own individual level of skill and ability. The Association will operate by the policy that for all participants who come to practice, they will play in games.

Section 3 - Fiscal Year. The fiscal year of the Association shall be from Jan. 1 to Dec. 31.

Section 4 - City of Redwood Falls. The Redwood Area Hockey Association has chosen to be under the "umbrella" of the Redwood Falls City Recreation Department. The Association will complete an annual report and present it to the Redwood Falls Park and Recreation Commission. This report will include a financial report with itemized income and expenditures, a list of the current board members, a review of our program and plans for the upcoming season. The Association will comply with the criteria for associations under the City Recreation "umbrella": 1) Open play format; 2) Reasonably equal play format up to 9th grade; 3) Will provide scholarship to needy participants; 4) Will inform the Park and Recreation Commission of any changes in our laws to insure said changes do not invalidate the "umbrella" relationship.

### Article II: Membership

Section 1 - Eligible Participants. Any boy or girl who is a resident of the Redwood Falls area or who is from a surrounding community and has the proper waivers from that community's hockey program, shall be eligible to participate and play on a team.

Section 2 - Individual Members. Anyone who participates, volunteers, or takes an interest in the affairs of the Association shall be considered an individual member.

Section 3 - Dues. Individual members will not have to pay dues to be a member of the Association. A fee will be charged for eligible participants to participate and play on a team. This fee will be set by the Board of Directors of the Association and can be adjusted from time to time. This fee must be paid in full or provision made for its payment before eligible participants will be allowed to participate. The board shall be authorized to assess a penalty for late or non-payment of participation fee.

Section 4 - Voting. Each individual member shall have one vote to elect directors or vote on any other item of business the board wishes to bring before the membership at the annual meeting or at any special meeting called for that direct purpose. Directors will be elected by a majority vote of the members present. At all elections of directors, the voting shall be by ballot.

### Article III: Directors

Section 1 - Number of Directors. The management, property, affairs, and business of the association shall be managed by the Board of Directors which consists of nine (9) members.

Section 2 - Responsibilities and Duties. The Board of Directors shall:

1. Perform all duties specifically delegated to it in the Articles of Incorporation.
2. Create and approve all budgets necessary for the transaction of all business.
3. Fill vacancies among the officers of the association by a vote of a majority of those present at a regular monthly meeting.
4. Make rules found in the Association's Policy Manual for the conduct of the members of the association and for the use of the association's property.
5. Fix and enforce penalties for the violations of such rules of the Policies, Articles or By-Laws.
6. Prescribe and publish rules regulating the use of the equipment and facilities of the association, both by members and participants in the hockey program.
7. Appoint delegates or committees to confer with other associations or clubs on any matter in which this association may be concerned.
8. Make, alter, and amend rules for its own procedure and fix and enforce penalties for violation of such rules.
9. Approve appointments of special representatives or committees appointed by the vice president and define the duties and powers of such appointees.
10. Have complete jurisdiction over the association's finances and have exclusive power to make or authorize appropriations.
11. Have the general power to manage all the affairs of the association on any and all questions relating thereto, when not in conflict with the Articles of Incorporation or By-Laws.
12. Provide for the appointment of coaches, assistant coaches and referees.

Section 3 - Terms. The term of each director will be for 3 years beginning in February and ending at the February meeting after the officer positions have been filled. Directors may serve a maximum of three consecutive (3) terms. Filling of a partial term does not count as one of the three (3) terms. No more than three (3) directors shall be elected annually. In the event of a vacancy, the board shall fill the vacant position by appointment for the balance of the unexpired term.

Section 4 - Election of Directors. The election of directors shall be at the annual membership meeting. At that meeting, nominations will be accepted for all vacant board positions from the floor.

Section 5 - Meetings. The Board of Directors shall meet on the second week of each month on a day of the week to be decided by the current board and at any other time at the call of the president or any two directors, thereof provided notice shall be given to each director of said meeting.

Section 6 - Qualifications of Directors. To qualify as a director requires regular attendance of meetings, acceptance of committee appointments and active involvement in those committees. Any director who misses three consecutive meetings without notice to the board will be subject to removal from the board. Also, directors must attend 2/3 of board meetings on an annual basis. Any member may attend a directors meeting.

Section 7 - Quorum. A quorum consists of 1) a minimum of five (5) directors present and 2) at least two (2) officers present. A quorum is required for the transaction of any Association business.

Section 8 - Removal of Director. Any director may be removed from office by a 2/3 vote of the entire board of directors at a meeting called for that purpose with proper notice of the persons involved.

#### Article IV: Officers

Section 1 - Election of Officers. The board of directors shall each year following the annual membership meeting elect from the directors a President, Vice President, Secretary, and Treasurer which officers shall serve during the next year. The offices of the Secretary and Treasurer may be jointly served.

Section 2 - Term of Officers. There shall be no limit on the number of consecutive terms that a member of the association can serve as an officer of the Association.

#### Section 3 - Duties of Officers.

The PRESIDENT shall:

1. Enforce all laws, rules and regulations of the Association.
2. Preside over all meetings of the general membership of the Association and all monthly meetings of the board of directors.
3. Have the power to invite persons, not members of the Association, to attend regular or special meetings of the Association or the board of directors.
4. Be an ex-officio member of all committees.
5. Represent or select individuals to represent the Association at MAHA meetings.
6. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed by resolution of its board of directors.
7. Represent the Association on community committees.

The VICE-PRESIDENT shall:

1. Perform all duties of the President in the absence of the President.
2. Assist the President in any manner so designated by the President.

3. Appoint the chairperson of the standing committees of the association subject to the approval of the board of directors.
4. Appoint the members of such other special committees they may deem necessary, with the approval of the board of directors of the association.
5. Have the power to change the personnel of any committee over which he/she has the power of appointment, with the approval of the board of directors.
6. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed by the board of directors.
7. Represents the Association on community committees.

The TREASURER shall:

1. Perform all duties of the President in the absence of the President, Vice-President, and Secretary.
2. Keep account of all moneys received and deposit same in the name of the Association in such depository as shall be designated by the board of directors.
3. Keep account of money disbursed upon checks and vouchers having been delegated that authority by resolution of the board of directors.
4. Submit detailed audit of annual financial statement of the Association for the preceding fiscal year to the board of directors within the first quarter of each fiscal year.
5. Submit detailed financial statement of the preceding month at each monthly meeting of the board of directors for their approval.
6. Prepare and submit Association tax returns.
7. Prepare and distribute all Association budgets as they are created by the board.
8. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed by the board of directors.
9. Represent the Association on community committees.

The SECRETARY shall:

1. Keep the minutes of the meetings of the Association and the board of directors.
2. Conduct official correspondence of the Association.
3. Keep all records, books, documents, and papers relating to the Association in such place and form as shall be designated by the board of directors.
4. Issue a current copy of the By-Laws of the Association to each officer and director of the association. Additional copies are available to any member upon request.
5. Perform all duties of the President and Vice-President in the absence of the President and Vice-President.
6. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon the secretary by the board of directors.
7. Represent the Association on community committees.

Section 4 - Removal of Officers. Any officer may be removed from office by a 2/3 vote of the entire board of directors at a meeting called for that purpose with proper notice to the persons involved.

Article V: Meetings of the Corporation

Section 1 - Types of Meetings. The types of meetings that the Association can conduct are 1) general meetings of the board of directors; 2) special meetings of the board of directors; 3) general membership meetings; 4) annual membership meeting. Any type and all meetings of the Association will be conducted using Roberts Rules of Order.

Section 2 - Quorum. A quorum consists of a simple majority members voting, determined by whether the meeting is a meeting of the board of directors or general membership meeting, present at the meeting. See Article III, Section 7 for directors quorum.

Section 3 - Notice of Meetings. Notice of every directors meeting shall be made by the Secretary before the meeting and notice of special meetings shall specify the subject for which said meeting is called and no other business than that specified in the notice shall be transacted at such special meeting. A notice for the annual membership meeting shall be made in the local Redwood Falls newspaper prior to the meeting.

Section 4 - Annual Meeting. The annual meeting of the Association will take place within thirty-one (31) days of the end of the fiscal year.

Section 5 - Order of Business. At a general directors meeting the order of business shall be:

1. Roll call
2. Introduction of visitors
3. Approval of minutes of preceding meeting
4. Treasurer's report
5. Charitable gaming report
6. Committee reports
7. Old business
8. New business
9. Next meeting date
10. Adjournment

At the annual meeting of the membership the order of business shall be:

1. Reading approval of minutes from previous annual membership meeting
2. Treasurer's report
3. Committee reports
4. Old business
5. New business
6. President's report
7. Nominating report (set number of directors needed for next year and nominate directors recommended)
8. Nominations for directors from members
9. Elections of directors by ballot
10. Adjournment

#### Article VI: Standing Committees

Section 1 - Membership. All standing committees shall be composed of Association members and be chaired by an appointed by the Vice-President and approved by the board of directors.

Section 2 - Meetings. All standing committees shall meet when called by the Vice-President of the Association or the chairperson of the committee or at the request of two or more members of the committee.

Section 3 - Duties of Standing Committees. The standing committees duties shall be as prescribed by the Association's By-Laws with general requirements as indicated herein. To the extent that general jurisdiction of one committee overlaps that of another, the Vice-President of the

Association shall define the duties of each. No committee shall have authority to create any indebtedness whatsoever, except on specific authority from the Association's board of directors.

Section 4 - Standing Committees. The Association will have the following standing committees:

- EXECUTIVE COMMITTEE shall be chaired by President, members being Vice-President, Treasurer, Secretary, and one (1) at large board member. Duties include transaction of business between meetings, and reporting those decisions at the next meeting. This committee may only approve indebtedness as authorized by the full board of directors.
- FUNDRAISING is responsible for all Association fundraising activities, excluding concessions. Will create and implement guidelines, policies and procedures for all fundraising activities. Will ensure that fundraising activities are adequately implemented and that income from such are given to Treasurer for deposit.
- COMMUNICATIONS will 1) publish and distribute Association's newsletter; 2) coordinate with City Recreation Department a rink schedule for games, practices, open skate and all other activities; 3) distribute schedule to coaches, maintenance, concessions, etc.; 4) coordinate registration and recruiting; 5) work with local media to promote the corporations activities.
- MAINTENANCE is responsible for maintenance of all Association's physical and capital facilities and for all maintenance related equipment. Will prepare facilities for practices and games.
- CONCESSIONS is responsible for all aspects of operating the arena concession stand.
- TOURNAMENTS is responsible for conducting all operations related to the creation, development and implementation of all Association sponsored tournaments.
- Additional committees will be appointed as necessary. Their duties will be defined when they are appointed. Existing committees will be deleted if they are found to be unnecessary.

Section 5 - Coordinators. The Association will annually appoint coordinators for 1) coaches/referees; 2) equipment; and 3) scheduling. These coordinators will be responsible for monitoring, managing, and overseeing all business associated with these three areas of operations. Additional coordinators will be appointed as necessary. Their duties will be defined when they are appointed. Existing coordinators will be deleted if they are found to be unnecessary.

#### Article VII: Amendments to By-Laws

Section 1 - Amendments. Amendments to these By-Laws may be made at the board of directors meeting by a two-thirds (2/3) vote of the directors present, providing the notice of meeting specified in detail the nature of the change proposed.

## ASSOCIATION OPERATIONS

### Financial Management

1. The Treasurer shall be the chief financial officer of the Association and shall have the responsibilities as described in the by-laws.
2. The board shall create the annual operating budget for the board's approval and shall maintain financial record keeping in accordance with the budget and report the status of the operating budget and other funds at the regular board meetings. Bills shall be presented to the board by the Treasurer for approval of payment.
3. The board shall establish a dollar amount limit for coaches to spend without board approval for team supplies on their own for which they will be reimbursed by the board upon submitting a receipt and subsequent approval of the board.
4. The checking account shall have one signature on the checks but multiple signatures on the signature card.
5. The board shall determine which businesses are necessary to establish charge accounts and the persons whom shall be authorized to charge on these accounts.
6. The board shall pre-approve expenditures based on budget estimates within a reasonable amount as determined by the board. All expenditures shall be reference by receipts or other acceptable documentation.

### Fundraising

1. The Association shall be permitted as authorized by the board of directors, to engage in charitable gambling pursuant to applicable state and local government rules, for the financial betterment of the Association. The purpose of engagement of charitable gambling activities shall be for the embetterment of Association finances. The Association shall employ the services of a gambling manager who shall: (a) be trained and knowledgeable about the rules of charitable gambling; (b) implement the board's policy decisions relative to charitable gambling; (c) report to the board as often as deemed necessary about the status of the Association's charitable gambling activities, and; (d) comply with all applicable rules for the conduct of charitable gambling.
2. The Association shall engage in various fundraising programs and activities for the purpose of improving the financial status of the Association and the defrayment of Association expenses. The nature and extent of the various programs may change from time to time as determined by the board.
3. The board shall appoint a person from within the Association to be a Fundraising Coordinator and may solicit the volunteer services of other Association members to assist with implementing the details and logistics of various fundraising activities and programs.
4. The Fundraising Coordinator shall develop a system to account for parent volunteer hours associated with assisting the Coordinator with fundraising.

### Player Eligibility and Registration

The player age groups for all players participating in the Redwood Area Hockey Association shall be consistent with eligibility standards as established by the Minnesota Hockey as follows:

Termites:	3 or 4 years old, on or before July 1 of current registration year.
Mini-Mites:	5 or 6 years old, on or before July 1 of the current registration year.
Mites:	7 or 8 years old, on or before July 1 of the current registration year.
Squirts:	9 or 10 years old, on or before July 1 of the current registration year.
PeeWees:	11 or 12 years old, on or before July 1 of the current registration year.
Bantams:	13 or 14 years old, on or before July 1 of the current registration year.

High School: 15 years old, on or before July 1 of the current registration year and currently enrolled in high school.

Moving up to a higher level of play is not permitted without the approval of the board of directors. As a general policy this will not be allowed. Each request will be addressed individually and consideration will be given to the parental rationale for the request as well as the player's social and emotional maturity. Coaches **do not** have the authority to authorize such a request.

Prior to each hockey season, the Association shall sponsor a registration event to enroll players and assemble them into the appropriate teams by age. Registration procedures shall comply with those of MAHA and shall require the completion of the appropriate enrollment forms, evidence of a birth certificate, medical and insurance information, and any other information as required by MAHA and RAHA. The registrar shall forward the appropriate registration information to MAHA and retain computerized team rosters for all teams and the board.

Each registration that is submitted late or is an NSF check will be charged at \$20 penalty and the registrant shall not play in any game until the delinquent registration and penalty are paid.

Players may not play in games if they are in arrears for past due accounts, late fees, reparation of vandalism, academic, legal, or behavior suspension/probation, or failure to complete parent volunteer hours. The player will be expected to attend practices and shall not play in games until financial arrears are paid or the suspension/probation has been listed by the board.

### Playing Up Policy

1. It is the policy of the Redwood Area Hockey Association that all skaters play on the team where they are age-eligible. However, exceptions to this policy may occur when:
  - The Coaches and Board of Directors determine it would be beneficial to move players up to fill a small team (i.e. Mites to Squirts).
  - In this case, players must receive an invitation from the Board of Directors to participate in tryouts of the higher level team after the Coaches have carefully evaluated the skaters and recommended them to the Board of Directors. Players and Parents/Guardians may decline the invitation if they so choose.
  
2. If one of the preceding exceptions occurs, then the following process will be implemented:
  - All players must begin the season skating with their age-eligible team, at which time Coaches will evaluate them. The Board of Directors will notify Coaches of any petitions received.
  - Only Coaches may recommend players to the Board of Directors for invitation to the tryouts of a higher level team. Upon approval, Coaches will extend an invitation to the appropriate skaters and inform them of the times for those tryouts.
  - Players accepting the invitation will then skate with that team for a tryout period that will allow the Coaches to further evaluate the skater at that level of play.
  - A skater's acceptance to the team will be based on the Coaches' determination of his or her maturity and abilities to succeed at that level. Careful consideration will be given to insure that each player matches the appropriate skill and maturity levels for maximum development, safety and enjoyment of the game. Receiving

an invitation or participating in the petition process for a skater to play up shall not be construed as a guarantee that the player will be placed on the higher level team.

- If the player is chosen to join the team. He or she will be notified by their Coaches after tryouts and after being approved by the Board of Directors.
- The Parents/Guardians will be responsible for any increase in dues or fundraising responsibilities required as a part of their player joining the team.
- RAHA will follow the District 4 policy that any player moving up early must play at the Lowest level of that team during the season. (*i.e. B vs. A, C vs. B or A*).
- There will not be any age-appropriate player cut to allow a younger player to participate at any level of traveling hockey.

#### Post Season Move-Up Process

Following the completion of the regular game and tournament season, it is sometimes advantageous for teams to have practices for players who will advance to the next level of play by virtue of their age at the following season. This gives the players the opportunity to experience, albeit briefly, what the level of play will be with older players. Therefore, at the end of the season, a petition of the RAHA board of directors requesting a player be allowed to practice at the next team level of which he/she will be a part of the following season be made by the players parents. Board approval is required before the move can be made. Such move-up of players is permitted only after both teams concerning the player have completed their game and tournament schedule. The coaches of both teams and parents must approve of the advancement. The board will be notified of the advancement by the coaches at or before the next board meeting. It is a violation of Minnesota Hockey rules and RAHA rules for players to play in any game, league or non-league, or tournament for which they are not legally registered. The provision of this section applies only to practices held after the completion of the game season.

#### Coaches/Referee Coordinator

1. 1. The board shall appoint one or two person(s) to represent the Association as the coaches coordinator and referee coordinator. These persons shall be charged with identifying, recruiting, and recommending to the board head coaches, assistance coaches, and a pool of referees to provide referee services for all home games for the season.
2. To the greatest extent practicable, head coaches must serve at least one year in the Association as an assistant coach before being eligible to be appointed as a head coach. Pursuant to the by-laws, head coaches, and assistant coaches must be appointed by a vote of the board of directors.
3. The coordinators shall make arrangements to provide and insure the appropriate training and certification of the head coaches, assistant coaches, and referees.
4. Coaches shall not be compensated but referees shall be compensated commensurate with an amount approved by the board.
5. The referee coordinator and referees shall develop a schedule to staff all home games.
6. The board shall hold an orientation with head coaches and assistant coaches to discuss policies, procedures, schedules, and other issues as they relate to coaching. The coaches coordinator shall organize the orientation session on behalf of the board but the board members shall attend the session.

7. The coaches coordinator shall make sure each head coach holds a team meeting with players and their parents as soon as practicable after registration to distribute the game/practice schedule to the team and parents; afford an opportunity for players, parents, and coaches to meet each other, review the Code of Conduct and applicable Association rules, address various logistical issues, and answer questions. At least one board member is expected to attend each team meeting.

#### Tournaments

1. As early as possible, the board will work with Minnesota Hockey representatives to schedule invitational tournaments for the coming hockey season.
2. The board will attempt to schedule one home tournament for each team and a special “jamboree” for the Mites.
3. The tournament committee shall organize, implement all tournament arrangements including: set the rules of play for each tournament, select/recruit/invite the teams to participate in the tournament, and provide for special events and activities of the tournament.
4. The board determines the entry fee and gate admission rates for all tournaments. (Individual/Family pass {immediate family} for on 6. The tournament coordinator shall recruit a tournament team captain from each team to assist with tournament activities, planning, and programming for each respective team tournament.
5. Specific duties of the tournament coordinator with the tournament committee include:
  - a) Recruit a captain from each team to assist with their respective tournament. More volunteers from the team may be necessary for assistance.
  - b) In consultation with the coaches and parents, recruit/invite various teams to the tournament.
  - c) Secure necessary information from each invited team such as entry fee, team rosters, and any pertinent information. Confirm attendance.
  - d) Provide “tournament host” information to all invited teams such as maps to the arena, hotel, restaurant, shopping, church information, coupon books.
  - e) Confirm adequate scheduling of concession stand workers, referees, statisticians, penalty box attendees, announcers, skate sharpeners, scoreboard operators, and admission box attendants.
  - f) Provide for the procurement of trophies.
  - g) Provide for the procurement of “trinkets” such as buttons, pins, or other gifts to visiting parents and players.
  - h) Provide for publicity prior to the tournament.
  - i) Work with arena staff to confirm all necessary building arrangements.
  - j) If applicable, provide for a hospitality reception of visiting teams in the meeting rooms.
  - k) Inspect scoreboard and sound system to make sure they are operable.
  - l) Provide tournament game schedule to building staff to operate the ice resurfacing machine.
6. The tournament coordinator and volunteer coordinator shall develop a system to account for parent volunteer hours for persons assisting the coordinator with tournament activities.

### Equipment Management

Long-term Goal: The Association shall establish a goal to provide first year players with full necessary equipment with a paid deposit.

1. The Association shall provide practice jerseys for all Mites. Parents are responsible for skates, helmets, and sticks.
2. The Association will provide home and away jerseys for all team members.
3. The Association shall provide specialized equipment for the goalie of each team such as neck protectors, blocker gloves, chest protectors, and leg pads. All Association provided equipment shall be the property of the Association and shall be returned to the Association at the end of each playing season. Goalie equipment may be leased to the goalie at a seasonal rate determined by the board.
4. For any Association provided equipment lost or damaged beyond repair, the prorated amount of the value of the equipment will be billed to the parents of the player. Usual wear and tear of the equipment will not be charged. At team meetings, parents will sign an acknowledgement form consenting to this provision and will receive information about the proper care of jerseys and goalie equipment.
5. The Association board will appoint an equipment coordinator to be responsible for maintaining an inventory and condition of all Association provided equipment for all teams. The coordinator may recruit volunteers from among parents of team members to assist with this volunteer activity.
6. The equipment coordinator will be responsible for disbursing provided equipment at the beginning of the season and collecting it at the end of the season, assessing for damage, and storing the inventory in a suitable location during the off season.
7. The equipment coordinator shall inform the board of needed replacement items during the summer and make sure the items are purchased and available prior to the start of the season for distribution to players.
8. The equipment coordinator shall develop a system to account for parent volunteer hours associated with assisting the coordinator with equipment management.
9. The following equipment is required for all players for all games and practices for Squirts through Junior Gold teams:
  - HECC-approved helmet with strap
  - Internal mouth guard
  - Protective cup
  - Elbow pads
  - Breezer
  - Skates
  - Hockey gloves
  - Shin pads
  - Shoulder pads

### Facility Scheduling

1. Prior to the hockey season, representatives of the board shall meet with the community center manager to develop a comprehensive, season long schedule.
2. Generally, the season will be scheduled from October until March.
3. As early as possible, home tournaments for each team and a Mite “Jamboree” will be scheduled in conjunction with any applicable MAHA approvals, most likely in January and February.
4. The weekly schedule will generally be team practices Monday, Tuesday, and Thursday evenings from 5:00-10:00 p.m. for one hour in duration. Practices will not be scheduled Wednesday evenings unless there is a time slot on Wednesday that does not conflict with any church youth activities. Practices may be held in the morning before school if the building schedule permits.
5. Friday evening and weekends will be used primarily for varying schedules of hockey games, open skating, and skating lessons.

6. Community Center building staff shall be responsible for reserving/leasing available ice time to other programs. The RAHA shall not make any arrangements with other programs for rental of ice time. Building staff shall have the unencumbered right to rent ice time to other programs if the schedule permits.
7. After a comprehensive, season long schedule has been developed, any changes must be notified to, and approved by the building staff to check for possible schedule conflicts and to make changes to the master schedule.

#### Facility Maintenance

1. The board shall appoint one person to serve as facility maintenance coordinator to provide maintenance as needed at the outdoor facility at Tyson Park and the indoor facility at the Redwood Area Community Center Civic Arena.
2. The coordinator shall recruit as many volunteers as necessary to assist with the maintenance duties of these two facilities. The coordinator shall develop a system to account for parent volunteer hours for those assisting with the duties of maintenance.
3. Maintenance Duties - Tyson Park: In order that the Tyson Park rink shall be used as a practice facility for the Association, the coordinator shall be responsible with flooding the rink, snow removal from the rink, providing for any minor repairs to the boards, team boxes, lights, buildings and grounds. The coordinator shall operate the ice resurfacing machine and provide for its minor repairs and maintenance. Any major repairs or need for significant maintenance should be reported to the board of directors or the City of Redwood Falls Department of Parks and Recreation. The coordinator shall do this through regular inspections of the facility.
4. Maintenance Duties - Community Center Civic Arena: The coordinator (with the assistance of others) shall be responsible for general facility clean-up and trash collection following practices, games, and tournaments. Items needing repair or maintenance should be reported immediately to the facility staff.
5. The Association will adhere to, and assist in the enforcement of the rules of Tyson Park and the Community Center Civic Arena as adopted by the City of Redwood Falls. The Community Center Civic Arena is a zero tolerance facility.

#### Concession Stand Management

1. Prior to each season, the board will recruit/appoint one person to be designated the concession stand coordinator for the hockey season. This person shall be the single person in charge of all aspects of the concession stand for the Association.
2. Primary responsibilities of the concession stand coordinator include:
  - a) Ordering, accounting, maintaining concession inventory.
  - b) Coordinating volunteers to staff the stand for all home games/tournaments.
  - c) Provide for display and provision of concession inventory for games.
  - d) Maintain cleanliness of the concession stand.
  - e) Maintain equipment of the concession stand and notify others of repairs.
  - f) Be responsible for keys and security for the concession stand cash box and inventory.
  - g) Develop a method with the Treasurer for accounting of all money/petty cash.
  - h) Schedule use of the concession stand by other users.
3. The coordinator shall recruit at least one person representing each team to comprise a concession stand committee with the coordinator serving as its chairperson. These concession team captains shall recruit sufficient volunteers to staff the concession stand for each home game and tournament for their respective team. The concession stand shall be open and staffed for each home game/tournament.

4. Prior to the start of the hockey season, the coordinator shall recommend pricing of products and the board shall set the prices of all concession items. Such prices will be listed on the menu board. There will be no deviations in pricing from the established price list without board approval.
5. The Association shall purchase necessary machines/equipment to furnish the concession stand (popcorn and nacho machines, coffee/hot chocolate machines, etc.)
6. The board may allow use of the concession stand by other groups and charge rent for use of Association-owned equipment. Other users must supply their own concession inventory or purchase inventory from the Association for resale.
7. Other items for resale may be sold at the concession stand such as shirts, caps, mouth guards, tape, etc. Such items may be subject to sales tax.
8. The concession stand coordinator shall develop a system to account for parent volunteer hours for persons assisting the coordinator with concession stand activities.
9. All concession items must be ordered and purchased through the community center staff due to an exclusive vending contract for the community center facility.

#### Transportation

Parents/guardians are encouraged to carpool to provide transportation to out of town games and tournaments. No player of any age will be allowed to transport him/herself or other players to or from out of town games. Although players 16 and older may possess a drivers license, all transportation responsibilities lie with the parents/guardians or other adults charged with the responsibility of organizing transportation. Exceptions to this policy may be granted for the Junior/Gold Varsity team only upon a note from the parent/guardian and approval from the board or the Junior Gold/Varsity coach.

#### Communications and Publicity

The Association shall undertake whatever measures deemed necessary by the board to communicate the activities, events, news items, and other communications of interest to the general membership.

This shall be done by printing a periodic newsletter, special mailings, use of Association email address, and keeping the website updated. The board shall appoint a volunteer to provide for the printing, distribution of the newsletter and a volunteer for the updating and management of the website. To provide for accurate and consistent information, material on the website shall come only from the head coaches for their respective team page, or from the duly designated board member.

The Association shall seek opportunities for positive external publicity as well. This includes newspaper coverage and positive visibility through fundraising activities to the greater community.

#### Volunteers and Team Managers

As a volunteer driven organization, it shall be the policy of the Redwood Area Hockey Association to provide opportunities for all its members to contribute their individual and collective talents to volunteer their time in service to the Association.

Members of the Association should be recruited and trained as volunteers to serve on any of the several committees formed for Association duties, activities, and programs. All members are expected to volunteer for the benefit of the Association. Volunteer hours of each member shall be maintained and the board shall determine the number of hours members should be expected to volunteer in service to the Association.

Each team shall have a volunteer whom shall serve as the team manager for the various administrative activities and functions associated with the team. The purpose of the team manager is to serve as a liaison between the board and the various teams as well as committee chairs and

the team. The team manager shall be responsible for various duties previously done by the coaches. This will allow coaches to focus exclusively on coaching. Such duties of the team manager include:

- a) Assist the coaches with establishing game and tournament schedules.
- b) Assist the coaches with establishing practice schedules.
- c) Coordinate changes in the team game schedule.
- d) Develop the team roster and keep it up to date.
- e) Coordinate transportation for the team.
- f) Coordinate lodging for overnight games and tournaments that are out of town.
- g) Coordinate team pictures.
- h) Serve as a resource for committee chairs who need volunteer assistance.
- i) Maintain interteam communications and calling duties.
- j) Coordinate volunteers to staff games for penalty boxes, announcers, concession stand, scoreboard operations, post-game facility clean-up, maintaining statistics, and special needs of the team.

## CODE OF CONDUCT

### Introduction

- Coaches and parents should recognize that players continue to participate in hockey because they are having fun. Whether they do or not is up to you!
- They will have fun if they play. Remember, winning is important, but our objective is to win while using all of our players, not just the best ones.
- They will have fun if you encourage them. To be yelled at in front of teammates, opponents, and other parents does not encourage a hockey player.
- They will have fun if you are understanding. There will be times when our players perform to their best and there will be times that our opponent is simply better.
- Participation in hockey and in the RAHA is a privilege, which is accompanied by responsibility. As RAHA members and participants, you are asked to understand and accept the following requirements:
  1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  2. I will be fully responsible for my own actions and the consequences of my actions.
  3. I will respect the rights and property of others.
  4. I will respect and obey the rules of my association and the laws of my community, state and country.
  5. I will show respect to those who are responsible for enforcing the rules.

### Goals and Responsibilities

#### Goals:

1. Provide every youth with the opportunity to play organized hockey with youths of comparable skills and interests.
2. Develop a sense of team play and sportsmanship.
3. Develop the playing skills of each individual.
4. Ensure that every player in the program gets an opportunity to play in games and play a reasonably equal amount of time. If a player practices, he/she will play in games.

### Responsibilities for Players:

1. Show respect towards coaches, players, and game officials. Understand the spirit of discipline and adhere to it. The use of profanity, gestures, and/or unsportsmanlike conduct and the practice of sexual, racial or religious harassment towards officials, coaches, players, or adults will not be tolerated and will subject you to disciplinary action. Banging or throwing of sticks or other equipment against the boards or in the box is an example of unsportsmanlike conduct.
2. Keep yourselves in good physical condition at all times.
3. Know and understand your hockey ability.
4. Work hard in practice.
5. Follow the directions of your coach and be willing to accept constructive criticism.
6. Be a team player. Do not criticize your fellow team players or coaches. If you can't say something nice, keep it to yourself.
7. Attend all team activities except when properly excused.
8. Be gracious and courteous in victory and defeat.
9. Players must be enrolled, attending classes and be making satisfactory progress towards the school's requirements for graduation.

### Responsibilities for Coaches:

1. Conduct a parent and player meeting at the beginning of the season. This manual, including all behavior expectations and disciplinary policies, is to be outlined at this meeting with both parents and players.
2. Communicate clearly to players and parents so that everyone knows what to expect.
3. Respect, encourage, and compliment players. Use constructive criticism.
4. Develop each player to the best of their ability.
5. Use proper control at all times. The coach is the instructor and role model for the players.
6. Enforce rules fairly, without prejudice towards any one player.
7. Be enthusiastic and make hockey fun.
8. Maintain team discipline. Matters of discipline should be discussed privately with the player and/or parents. This should take place immediately and prior to leaving the arena.
9. Adhere to the policy of reasonably equal playing time for all players.
10. Disciplinary action may be taken in the case of inappropriate coaches behavior.
11. Use of profanity by any coach will not be tolerated.
12. Be gracious and courteous in victory and defeat.

### Responsibilities for Parents:

1. Make sure your player knows that win or lose you appreciate their effort. Praise don't criticize.
2. Accept disappointment gracefully. Don't pass along disappointment to the players or team members.
3. Know the coach. Discuss your problems or the progress of your player with him/her at the proper time. The proper time is never right after a difficult defeat or in the company of other players or parents.
4. Appreciate the fact that the coach has the responsibility of an entire team. Coaches are unpaid volunteers. Support the coach's decisions.

5. A coach tries their best to place each player in the position he feels best supports the team. We encourage communication about this between coaches and parents.
6. Know the requirements of the Redwood Area Hockey Association and ensure that your players live up to them.
7. Disciplinary action may also be taken in the case of inappropriate parental behavior.
8. Signature and submittal to the board, of the enclosed Acknowledgement and Student/Parent Release Form will be required.

### **Rules and Regulations**

All players, coaches and parents are expected to follow socially acceptable standards of conduct at all times whether on or off the ice!

By registration in the Redwood Area Hockey Association, the play and conduct of all players, at any level, are covered by the Rules and Regulations of USA Hockey and Minnesota Hockey as set forth in their respective Rules Handbooks. All players will be governed and if necessary, disciplined by the policies set forth in those handbooks.

Any player, coach or parent who during the season, either on or off the ice, engages in fighting, violence, or any form of intimidation, be it verbal or physical, abusive language, or who receives a major misconduct penalty for fighting, or unsportsmanlike conduct penalty, will be governed by the following:

- 1st Offense: The player will receive a 1 game suspension. Should the incident occur at a tournament, the player will receive a game suspension until a meeting is held to formalize the disciplinary action.
- 2nd Offense: The player will receive a 2 game suspension.
- 3rd Offense: The player is suspended for the balance of the season. No refunds will be given.

Please note that any of the above behaviors, which is exhibited toward any coach, other player, referee, minor official or adult will fall under the guidelines of the above disciplinary procedures.

The full board will meet as soon as possible, hearing from all involved parties to gather information. After hearing from all the interested parties, the board will convene privately to make a disciplinary decision. A decision will be made immediately unless it is determined that further information is necessary to clarify the situation. A board member will notify the party/parties involved of the board's decision.

### **Alcohol, Tobacco and Mood-Altering Chemicals**

RAHA does not condone the use or possession of any mood altering chemicals. Players are expected to behave as athletes in the truest sense, meaning healthy bodies and minds. Any hockey player with a violation of the association rules or policy regarding the use of, buying, selling or possession of any mood-altering chemical including, but not limited to drugs, alcohol, tobacco, or inhalants, will receive a suspension from hockey as follows:

- 1st Offense: 2 games.
- 2nd Offense: Ineligible for the remainder of the season. No refunds will be given.

A player's parents and/or coaches, are responsible for notifying a board member of such a violation prior to the first hockey practice or game following the violation.

The full board will meet as soon as possible, hearing from all involved parties to gather information. After hearing from all the interested parties, the board will convene privately to make a disciplinary decision. A decision will be made immediately unless it is determined that

further information is necessary to clarify the situation. A board member will notify the party/parties involved of the board's decision.

**School Suspension, Expulsion, Attendance, and Academic Performance**

Students must be attending school and classes regularly. Students who have been dropped because of irregular attendance, extended absence, or suspension from school are not eligible to participate in RAHA sponsored games.

Any player suspended or expelled from school will not be allowed to play until fully reinstated back into school. This means that if a player's suspension includes Friday, but not Monday, the player is ineligible for any hockey events taking place over that weekend. Should a player be on suspension or expulsion on a Tuesday, and be reinstated on a Wednesday, he or she would not be eligible for play on Tuesday evening. The player's parents are responsible for notifying a board member of such a suspension or expulsion prior to the first hockey practice or game following the suspension or expulsion.

Any player failing to make academic progress as determined by MSHSL and the local school district may be subject to player suspension until such time as academic progress is returned to a satisfactory level.

***NOTE: The above rules and regulations will be enforced with or without a formal protest.***

Any complaint or grievance must be brought to the attention of the hockey board of directors, by phone or in writing within 48 hours of the incident. The board will determine the outcome of the complaint or grievance within 14 days.

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**ANNUAL PLANNING CALENDAR**

*(subject to change by the board of directors)*

**January:**

- Annual Meeting
- Skate-a-Thon is held

**February:**

- Dollar Saver fundraiser campaign

**March:**

- Equipment is collected, inventoried, and stored
- Association Banquet is held

**May:**

- All head coaches are appointed
- Committee assignments are made
- Appointments are made for coordinator positions
  - 1) Tournaments
  - 2) Coaches and Referees
  - 3) Concession Stand
  - 4) Equipment
  - 5) Maintenance
  - 6) Fundraising

**June:**

- Board undertakes annual review of by-laws, policies, and procedures

**July:**

- All assistant coaches are appointed
- All referees are appointed
- Board holds orientation session with all head coaches and assistant coaches
- Determine registration rates

**August:**

- Determine concession item costs
- Develop/process registration meeting

**September:**

- Registration
- Team meetings are held for players, coaches, and parents
- Game schedule is finalized with other Associations and MAHA
- Equipment, supplies, other items are purchased
- Keep-A-Kid On Ice fundraising campaign
- All coaches and referees are certified and trained
- Invitational tournament schedule secured/finalized with MAHA

**October:**

- Practice schedule begins
- Master schedule is finalized between Association and Civic Arena staff
- Equipment is distributed
- Concession stand is prepared, inventory ordered
- Team photographs are taken

**November:**

- Development of next year's budget

**December:**

- Adopt the budget for coming year
- Notice of annual meeting mailed
- Skate-A-Thon planned