



# OYHA OPERATING GUIDE

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OWATONNA YOUTH HOCKEY  
MISSION STATEMENT

The Objective of the OWATONNA YOUTH HOCKEY ASSOCIATION is to develop a competitive hockey program that will result in each player developing to the maximum of his or her ability while having fun.

The Program will attempt to achieve consistency in all levels. The program will provide every youth in Owatonna with the opportunity to play organized hockey with players of comparable skill and interest.

The skill level of the players, the number of youth in our program and the cost of our program will measure success of the program.

IMPLEMENTATION

A successful program will be accomplished through the use of the following strategy:

- A. Each player will be provided the opportunity and encouragement to pursue his/her own individual level of excellence (to be the very best he/she can be).
- B. The entire program will be a coordinated effort that:
  - a. Teaches individual and team skills synchronized throughout the levels.
  - b. Builds skills, which ready the player for the next level of play.
- C. The program will promote and will include specialized clinics to aid in the development of the players.
- D. Comparing to other well-run programs in the State of Minnesota and selecting and utilizing the best aspects of those programs will continuously improve the program.
- E. We will create the funding necessary to keep the cost of the program as low as possible.
- F. A Board of Directors will govern the program through the establishment of policies and committees.
- G. Board Members will be expected to uphold their responsibilities. Any Board Member who has more than four absences in one year will be replaced.

H. Committees will carry out the work of the Owatonna Youth Hockey Association.

A Board Member with the skills and knowledge that match up with the purpose of the committee will chair each committee. The rest of the committee can be Board Members or volunteers from outside the Board.

## COMMITTEES

Expectations:

### President:

- Keep meetings moving along. Be conscious of others' time
- Act in the best interest of OYHA
- Keep the lines of communication open
- Be knowledgeable in the operations of OYHA including the Parent Handbook, OYHA By-Laws, and Operating Guide
- Facilitate the revise and revision of Parent Handbook, OYHA By-Laws, and Operating Guide annually, and have copies of all at every OYHA Board meeting.

### Board Members:

- Attend and actively participate in the monthly meetings
- Have access to and *knowledge of* the Parents Handbook, OYHA By-Laws, Operating Guide, and current issues of the board
- Show support of board decisions once they are made
- Attend and participate in the activities and decisions of 2-3 committees
- Attend our annual meeting (the banquet).
- Availability for Ad Hoc Committees.

### Committee Chairperson(s):

- Leads committee member meetings.
- Delegates activities equally among the committee members
- Selects a member to take and distribute minutes for each meeting to that committees members including assigning action items to improve meeting efficiencies and reduce the time needed for everyone
- Communicates with the Executive Committee including getting them copies of the minutes
- Provides update at monthly meetings when appropriate, including getting any proposals to the Executive Committee prior to the Executive Committees monthly meeting.

Every Board Member is considered a member of the FUNDRAISING COMMITTEE, along with strong parental involvement and support.

The following committees, chaired by Board Members, and positions will be established to carry out the program:

1. FUNDRAISING—includes all members
2. ICE COORDINATION—Chair and at least two other OYHA Board Members
3. COACHES COMMITTEE —2 Vice Presidents and Coaching Coordinator
4. REFEREES COORDINATOR

5. EQUIPMENT—at least 3 Board Members
6. MINNESOTA HOCKEY/INSURANCE and REGISTRATION—at least 2 Board Members
7. GAMING and APPROPRIATIONS—at least 6 Board Members
8. PUBLICITY and COMMUNICATIONS—at least 4 Board Members
9. TOURNAMENT—at least 8 Board Members
10. CONCESSIONS —at least 2 Board Members
11. PARK & REC LIASON
12. EXECUTIVE COMMITTEE
  - A. PRESIDENT
  - B. FIRST VICE PRESIDENT
  - C. SECOND VICE PRESIDENT
  - D. SECRETARY
  - E. TREASURER

## FUNDRAISING COMMITTEE OBJECTIVES

The objective of the FUNDRAISING COMMITTEE is to create the funds necessary to support the costs of growing the program. Obtaining an estimated expense budget from the Treasurer for the coming year will identify the financial needs of the OYHA.

It is the intent of the Board to heavily involve players and parents since it is in their best interest to defray the costs of the program.

Based on the submitted budgets, the FUNDRAISING COMMITTEE will generate the necessary funds to support the program from the following sources:

### SPONSORSHIP:

- Team Sponsors
- Tournament Sponsors
- General Sponsorship (Donations)
- Iceman's Club Donations

### FUNDRAISERS:

- Pancake breakfasts
- Steele County Fair Parking @ Hy-Vee
- Gambling Program--Pull tabs
- Merchandise

### REVENUE GENERATION:

- Player Registration fees
- Tournament fees
- Clinic fees
- Advertising fees

### CONCESSION:

- OYHA games including OYHA Tournaments
- High School events
- Southern Minnesota Express
- Fair-related events
- Four Season events

## ICE COORDINATION COMMITTEE OBJECTIVES

The objective of the ICE COORDINATION COMMITTEE is to support the ice time needs as determined by the COACHES COMMITTEE.

The ICE COORDINATION COMMITTEE will consist of the Chair of the COMMITTEE (Ice Coordinator) and at least two other OYHA Board Members. The Ice Coordinator is responsible for supervising and coordinating all ICE COORDINATION COMMITTEE activities. At least one of the other Board Members on the ICE COORDINATION COMMITTEE should have no less than two years remaining on their OYHA term. In giving this support, the ICE COORDINATION COMMITTEE has the following duties

- A. To obtain the amount of ice time needed as identified by the COACHES COMMITTEE, and as afforded by the OYHA Board's budget.
- B. To track ice time cost/hour in the FOUR SEASONS and other facilities.
- C. To negotiate the best ice time cost/hour for OYHA.
- D. To schedule ice time at the appropriate times of the day, and days of the week.
- E. To schedule ice time equitably among the OYHA teams.
- F. To publish and keep current an accurate ice schedule.

The most current ice schedule will be furnished to each coach, the head referee, the head timekeeper, and each member of the COACHES COMMITTEE. The most current schedule will be posted at the FOUR SEASONS.

All changes to the current ice schedule MUST be reported to the ICE COORDINATION COMMITTEE no matter how trivial. The ICE COORDINATION COMMITTEE will update the ice schedule as often as needed reflecting all changes. At year-end, the ice schedule should be a complete and accurate history of all OYHA's ice time, and each team's total ice time.



## COACHES COMMITTEE OBJECTIVES

The COACHES COMMITTEE will be composed of the two Vice Presidents, a Coaching Coordinator for each gender program, and others as determined by these members. The objective of the COACHES COMMITTEE is to staff each team with qualified coaches and to insure coaching consistency throughout all levels of hockey.

Coinciding with the idea of coaching consistency is player development and participation. The coach will play all players. Except for disciplinary conduct each player should have approximately equal playing time for the season.

The COMMITTEE is also charged with administering and adjusting policies on the following related topics:

### A. COACHING COORDINATOR—Boys and Girls

A Position of Coaching Coordinator shall be used to help ensure consistency and player development throughout the boys and the girls youth system. In both the boys and girls system, this person would be the liaison between the high school hockey coach, the COACHES COMMITTEE, and the coaches themselves. The position would be the “watchdog” in charge of making sure there is consistency in the principles being taught from the high school down, and that there is a natural progression of player development from age group to age group.

This person would be appointed by a vote of the OYHA Board of Directors, with the first preference being the OHS Boys and Girls Head Hockey Coaches, and would not have to be a Member of the OYHA Board. In the event that either OHS Coach does not wish to participate as Coaching Coordinator, the Executive Board will present a list of viable candidates to be voted on by the entire Board of Directors. The Coaching Coordinator would be a permanent position with periodic evaluations used to determine the continuation of the person in this position, not re-election. In the event that the Coaching Coordinator discontinues duties before or during the season, both Vice Presidents will fulfill the role of Coaching Coordinator in the interim until a new Coaching Coordinator is appointed.

### B. COACHES SELECTION

The process of selecting a coach will be as follows:

**Application**—Coaching candidates will submit a written application and background check. Application forms will be posted on the OYHA website and should be submitted prior to try-outs..

**Recommendation/Approval**—The Coaching Coordinator will consult with the COACHES COMMITTEE and recommend candidates to the Board for approval at the October meeting.

**Contract**—Upon Board approval of coach, a coaching contract will be signed, and all coaches must abide by the coaching contract. The contract will list expectations and will be posted on the OYHA website. Variance from the contract could be grounds for dismissal from coaching duties. Contract must be signed BEFORE the season begins.

**Evaluation**—The Coaching Coordinator will be responsible for providing evaluation and feedback for coaches during the season and in a post-season report by May 15.

#### C. COACHES TRAINING

The committee will follow any guidelines instilled by Minnesota Hockey and/or USA Hockey for coaching qualifications. OYHA will pay half the cost of each coach's certification training through Level 4, and the coach shall pay the other half of the cost. Once the coach successfully completes the training and provides the OYHA Board with proof of passing, OYHA shall reimburse the coach for his/her initial half of the cost of the training.

Attending all coaching seminars put on by OYHA and the high school coach is required. Seminars would include discussion on philosophy, discipline, and other coaching topics.

#### D. PRACTICE/GAME RATIO

Coaches must keep no less than a 2-to-1 ratio of practices-to-games. This would not include post-season tournament play (i.e. districts, regions, state). Also, a controlled scrimmage would count as a practice, not a game. (A controlled scrimmage is defined as a scrimmage when the coaches are on the ice, can blow the whistle when their team has control of the puck, and/or there are no game officials present). It is recommended that games and practices be spread evenly throughout the season. To help meet this ratio, the COMMITTEE recommends and encourages the use of outdoor ice when available and weather permitting. Helmets must be worn at all practices (indoor or outdoor), and games.

#### E. NUMBER OF GAMES

At the Squirt/U10 level, the following guidelines will be adhered to:

- 1 Home Tournament
- 1 Tournament within 60 miles
- 1 Tournament (optionally) beyond 60 miles
- 16 Non-Tournament Games\* (maximum)
- 3-6 Home Tournament Games (within 60 miles) (1-2 Tournaments)
- 3 Home Tournament Games (1 Tournament)
- 3 Away Tournament Games (1 Tournament)
- District Tournaments will be considered 1 of the above tournaments depending on location.

#### SQUIRT C LEVEL

- 1 Tournament
- 12 Non-Tournament Games\* (maximum)
- 3 Away Tournament Games (1 Tournament)

At the Pee wee/U12 level, the following guidelines will be adhered to:

- 1 Home Tournament
- 1 Tournament within 60 miles
- 1 Tournament (optionally) beyond 60 miles (possible overnight)
- 24 League/Non-League Games\* (maximum)
- 3-6 Home Tournament Games (within 60 miles) (1-2 Tournaments)
- 3-6 Away Tournament Games (1-2 Tournaments)
- 36 Games Total (Does not include Minnesota Hockey playoffs)

#### PEEWEE C LEVEL

- 1 Home Tournament
- 1 Away Tournament (possible overnight)
- 16 League/Non-League Games\* (maximum)
- 3 Home Tournament Games (1 Tournament)
- 3 Away Tournament Games (1 Tournament)

At the Bantam/U14 level, the following guidelines will be adhered to:

- 1 Home Tournament
- 3 Away Tournaments (optionally) beyond 60 miles (possible overnight)
- 28 League/Non-League Games\* (maximum)
- 3-6 Home Tournament Games (within 60 miles) (1-2 Tournaments)
- 6-9 Away Tournament Games (2-3 Tournaments)

43 Games Total (Does not include MAHA playoffs)

At the Junior Gold level, the following guidelines will be adhered to:

28 League/Non-League Games\* (maximum)  
3-6 Home Tournament Games (1-2 Tournaments)  
6-9 Away Tournament Games (2-3 Tournaments)  
43 Games Total (Does not include MAHA playoffs)

\* The number of league games a team must play determines the number of non-league games. The more league games, the fewer non-league games.

F. NUMBER OF PLAYER/TEAM

Team sizes will be subject to Minnesota Hockey rules. Having an A and B team is preferable to having only one team if enough players are available.  
Minimum number of players for A level: 10 skaters and 1 goalie  
Minimum number of players for B level: 10 skaters and 1 goalie  
Minimum number of players for C level: 10 skaters and 1 goalie

If any team drops below 9 skaters and 1 goalie of registered players before December 15, the coaches committee will re-visit division of teams, reserving the right to change number of teams.

The ideal number of players per team is 15. The composition of those 15 players is as follows:

9 Forwards  
4 Defensemen  
2 Goalies  
15 Total Players

The above team size guidelines do not mean that 30 skaters and 5 goalies equals three teams. Each year, immediately after receiving accurate registration numbers, the COACHING COORDINATOR will determine the ideal team size guidelines.

G. TEAM SELECTION and TRYOUTS

The COACHING COORDINATOR will appoint a Selection Subcommittee and will conduct tryouts. The responsibility of selecting the teams will be placed on the Selection Subcommittee. The Selection Subcommittee should include the coaches of the corresponding teams, and a minimum of three independent evaluators to be chosen by the COACHING CO-ORDINATOR and approved by the OYHA Board. The Selection Subcommittee will use a grading

scale to evaluate players, and the teams are selected from the top down, according to the team size determined by the COACHING CO-ORDINATOR. The initial team members will be those as determined by the Selection Subcommittee. Each participant will be assigned a number and teams will be posted at the arena by number on the last day of tryouts. Roster changes can take place up to the MAHA deadline.

The process of moving a player within their own age level after tryouts and before MAHA deadline is as follows: the coach confers with the COACHING CO-ORDINATOR if the CO-ORDINATOR agrees, the entire group petitions the OYHA Board for approval.

#### H. PLAYERS MOVING UP

Squirts/U10s will not be allowed to move up to a traveling Peewee/U12 Team unless parents initiate the process of a move. Girls may move to Boys teams following MAHA guidelines. The Peewees and Bantams will be allowed to try out for the next level, but with a few stipulations in mind. A player may move up a level only if...

- (1) There is approval/recommendation from the prior year's coach, the potential current year's coach, and the COACHING CO-ORDINATOR for the player to move up. This recommendation is presented to the OYHA Board for approval AND
- (2) The player must make the decision to tryout for the next level in advance of tryouts, AND

Once the player goes through tryouts for the next youth level, (s)he cannot  
move back down

to his/her previous level. The player must play that year on whatever team he/she makes (A, B, C, in-house, or no team) within the level tried out for. Parent/Player requests for movement will not be given consideration after tryouts and team selection has been completed.

#### PLAYER MOVEMENT AFTER TRYOUTS AND TEAM SELECTION

Until the last OYHA Board meeting before the Registration Deadline, the Coaches Coordinator or an OYHA head coach may request movement of a player from a lower age or skill level to the team he or she coaches. In such a case the process stated above for moving a player applies.

#### HIGH SCHOOL TRYOUTS

Any OYHA player invited by the OHS head coach to try out for the OHS team will be allowed a one-week BREAK from his or her OYHA team at the

beginning of the OHS season. After one week, the player must either return to his or her OYHA team or forfeit OYHA eligibility. If an OYHA player is selected for a varsity team, a portion of their registration fee will be refunded as determined by the board.

I. GAMES OUTSIDE OF OYHA

Players may play on other teams, or a group of players can play in more tournaments, as long as it does not interfere with the normal schedule of their regular team. The only factor is that OYHA will not support them in any way, shape, or form. This means that they cannot use OYHA as a backing organization without OYHA Board approval. Last, but not least, any expenses (including coaches' expenses) incurred by the player or team will be the sole responsibility of that individual(s). This policy is effective for all levels.

J. PARENT/COACH/PLAYER RELATIONS

First and foremost, a coach/parent/player meeting must occur within ten days of team selection to discuss policy, discipline, philosophy, and expectations. Also included in this initial meeting could be the assignment of parental duties. In addition, the COMMITTEE REQUIRES a second parent meeting (midseason) to be conducted between January 1 and January 15 for all OYHA teams.

1. A parent may make a written request for a meeting with a coach regarding an issue not sooner than 24 hours after the issue takes place.
2. If issue is not resolved to the satisfaction of coach and parent, the dispute is presented in writing to the COACHING CO-ORDINATOR.
3. COACHING CO-ORDINATOR will review complaint, investigate if necessary, and respond within 10 days of receiving written complaint and file it.
4. If parent, player, or coach is not satisfied with the handling of the complaint by the COACHING COORDINATOR, he/she may bring the complaint to the EXECUTIVE COMMITTEE of OYHA.

If the parent, player, or coach feels that he/she is not satisfied with the handling of the complaint by the COACHING CO-ORDINATOR, he/she may bring the complaint to the EXECUTIVE COMMITTEE of OYHA.

The players, parents, and coaches must follow the Code of Conduct. If these guidelines are broken, disciplinary action will be taken.

Disciplinary action for a coach means reprimand, which is documented accordingly. The coach may be suspended or relieved of coaching duties permanently.

No Coach shall enter the Referee Locker Room at any time.

For players, suspension or dismissal from the team for the rest of the year may result.

1. For parent violation of code of conduct, the discipline is slightly different.
2. First, the parent will be asked by an OYHA Board member to control himself/herself.
3. Next, the parent(s) will not be allowed to attend games or practices for one week
4. If the problem continues, the player will be suspended for a game or series of games.
5. If the problem is serious enough, the PLAYER will be dismissed from the team.

## REFEREES COORDINATOR

In regards to referees, the REFEREES CO-ORDINATOR is charged with finding a USA certified official to take the position of Head Referee. The Head Referee position has several responsibilities to manage. Responsibilities of the Head Referee include the following:

- To recruit and organize a group of certified USA certified officials.
- To schedule the referees to meet the needs as specified by the REFEREES CO-ORDINATOR, and
- To supervise and evaluate the referees performance throughout the season to insure the best officiating possible.

## GAME OFFICIALS

Finally, the REFEREES CO-ORDINATOR is required to arrange a staff of game officials (time keepers, and penalty box operators). Parent volunteers, outside volunteers, or by a payment arrangement, can do this. This will be a decision for the REFEREES CO-ORDINATOR to make on a yearly basis at the start of the season.

Underlining all these policies and procedures is the idea that the player should be growing as a person, maturing, and most of all HAVING FUN!

## EQUIPMENT COMMITTEE OBJECTIVES

The objective of the EQUIPMENT COMMITTEE is to maintain control of all OYHA equipment by distributing and collecting all equipment issued to the players and coaches at the beginning and end of the season. The EQUIPMENT COMMITTEE will be responsible for developing and administering a “Distribution and Return” policy in order to maintain control of all equipment.

It is also the objective of the EQUIPMENT COMMITTEE to purchase new equipment (writing their budget) as needed. At the end of each regular season the EQUIPMENT COMMITTEE will submit a list of equipment needed, with estimated costs, to both the Treasurer and the FUNDRAISING COMMITTEE.

The EQUIPMENT COMMITTEE will prepare an annual budget reflecting the cost and timing of their purchases. The budget will be submitted no later than May 31 of each year.

The EQUIPMENT COMMITTEE will prepare a letter to go to each parent explaining the parents’ responsibility for the equipment.

The EQUIPMENT COMMITTEE will coordinate with Learn to Skate programs throughout the year, to make available equipment to prospective players.

REGISTRATION and MINNESOTA HOCKEY INSURANCE  
COMMITTEE OBJECTIVES

The objective of the REGISTRATION and MINNESOTA HOCKEY INSURANCE COMMITTEE is to manage the process of signing up the players for all levels.

This requires coordination with Park and Rec. and the PROMOTION AND COMMUNICATION COMMITTEE to inform and publicize when and where the sign-up will be held.

As a result of the sign-up, this COMMITTEE will inform the COACHING COORDINATOR of the number of players signed up per level. This gives the COACHING COORDINATOR information necessary to determine the number of players per team and the number of teams.

This also aids the COACHING COORDINATOR in planning for coaches and ice time.

Some of the issues the SIGN-UP COMMITTEE must be concerned with are:

- A. The location of sign-up
- B. Setting up the process
- C. Staffing for sign-up
- D. The timing of the sign-up so it is coordinated with other COMMITTEES.
- E. Developing policy to handle the exceptions that arise for players who cannot be available on the date of sign-up.

Since registration involves considerable amounts of money, it is crucial that registration accounts for all cash and checks that come in, as we collect for Park and Rec. and for Fall Clinics.

Another objective is to represent OHYA at all MINNESOTA HOCKEY meeting and functions.

It is also the objective of this COMMITTEE to obtain insurance for every OYHA player through MINNESOTA HOCKEY. It is required for every player in OYHA. Insurance will also be offered to all other Park and Rec. players as well.

The objective of this COMMITTEE also includes becoming the OYHA Board experts on insurance matters.

This COMMITTEE will submit a budget for the following:

- A. MINNESOTA HOCKEY Insurance
  - B. Team Registration
- MINNESOTA HOCKEY Membership

GAMING and APPROPRIATIONS  
COMMITTEE OBJECTIVES

The objective of the GAMING COMMITTEE is to establish communication between the Board and the Gambling Vendors, and the Gambling Control Board. It is the responsibility of this committee to complete in a timely fashion all required gambling forms in accordance with the State of Minnesota's gambling rules and regulations.

Membership requirements:

Existing organization—active member for at least 6 months.

Attend gambling manager seminar for 2–3 days and pass an examination .

Must attend one seminar during each year of license \ term.

A person may not act as a gambling manager for more than one organization.

An organization may not conduct lawful gambling without having a gambling manager.

An organization may not have more than one gambling manager at a time.

The gambling manager may not be the treasurer of the organization, the chief executive officer or a member of the immediate family of employee of a person from whom the organization leases a gambling premises.

There are more pages regarding the gambling manager on the web site under Minnesota Statutes 349.167 and Minnesota Rules 7861.0030 at [www.gcb.state.mn.us](http://www.gcb.state.mn.us), if you need more info.

The objective of the APPROPRIATIONS COMMITTEE is to develop a plan, subject to approval by the Board in compliance with the mission statement, for appropriate distribution of OYHA Lawful Gambling net income.

## PUBLICITY and COMMUNICATION COMMITTEE OBJECTIVES

The objective of the PUBLICITY and COMMUNICATION COMMITTEE, is to establish communication between the Board and Parents as well as between OYHA and the community at large.

It is the responsibility of the COMMITTEE to publish a newsletter that keeps parents informed of Board activities.

It is also the responsibility of the COMMITTEE to inform the community, through the local media, of special OYHA events (registration, tournaments, equipment program, Let's Play Hockey, team results etc.).

### OYHA website oversight

Appoint web-site coordinator and bring to Board for approval. Website Coordinator need not be a board member, and will maintain OYHA website, updating on weekly or daily basis, based on available information, as determined by PUBLICITY and COMMUNICATION COMMITTEE. Have one contact person when questions arise as to if certain stories should be posted. Work with web developer Splett Consulting, Review Web Vendor and make recommendations to OYHA Board regarding quality of service.

Website content should include, but is not limited to:

- OYHA By-Laws
- OYHA Operating Guide
- OYHA Parents Handbook
- OYHA Scholarship Form
- Agenda and Minutes for all Board meetings
- Coaches Information, including forms for Coaches Application, Contract, Evaluation, Benefit, and Expense Reimbursement

Work with web developer Splett Consulting

Review Web Vendor and make recommendations to OYHA Board regarding quality of service.

## TOURNAMENT COMMITTEE OBJECTIVES

The objective of the TOURNAMENT COMMITTEE is to coordinate tournaments sponsored by OYHA. This includes:

- A. Coordinate tournament dates with the 4-Seasons and register the tournaments with District 4, MAHA, and USA Hockey as required.
- B. Contact Let's Play Hockey and other publications, and previous tournament entrants, to publish the dates of the tournaments.
- C. To organize the teams who are going to play in the tournament.
- D. To contact local hotels/motels with the dates of the tournaments, and attempt to obtain special discounted rates.
- E. Coordinate worker sign-up with the team tournament directors.
- F. Budget revenues and expenses for each tournament.
- G. Arrange for medical assistance, trophies, and programs and set up admissions table for each tournament.
- H. Establish criteria for advertising in the programs by working with the FUNDRAISING COMMITTEE.

CONCESSIONS COMMITTEE  
OBJECTIVES

The objective of the CONCESSIONS COMMITTEE is to operate the concession stand at the Four Seasons. This COMMITTEE shall consist of no less than 2 members. This effort will include the following:

- A. Defining when the stand will be open.
- B. Organizing volunteers to work.
- C. Evaluating the items sold so that we obtain the greatest possible profit from the sale of the items offered.
- D. Budgeting for expenses and revenues.
- E. Maintaining tight control over the cash generated by the sales of the concessions.
- F. Finding ways to increase sales.

## EXECUTIVE COMMITTEE OBJECTIVES

The objective of the EXECUTIVE COMMITTEE is to gather information about hockey programs in successful towns and use the information to formulate direction for OYHA.

It is the responsibility of the EXECUTIVE COMMITTEE to resolve all Board Member disputes. It is also their responsibility to address all parent concerns with the exception of parent/coach or referee issues, which is the responsibility of the COACHING COMMITTEE and REFEREES COORDINATOR respectively, unless, the issue cannot be resolved by them.

The EXECUTIVE COMMITTEE will take responsibility for Board Member elections and replacement of Board Members leaving before their term is over.

The EXECUTIVE COMMITTEE will administer all hardship situations and will keep ALL the information confidential.

The EXECUTIVE COMMITTEE will consist of the following position:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary
- E. Treasurer

On all matters requiring a vote, each Member of the EXECUTIVE COMMITTEE will have one equal vote.

## OYHA PRESIDENT RESPONSIBILITIES

It is the responsibility of the PRESIDENT to coordinate the efforts of the entire Board to achieve the OYHA MISSION.

The PRESIDENT must be in frequent contact with each Board Member and Committee so that all effort has overall guidance.

The PRESIDENT is the Chair of the EXECUTIVE COMMITTEE and is responsible for the process of obtaining nominations for Board openings.

The PRESIDENT will Chair and provide Agenda for Board Meetings; new business must be submitted to the PRESIDENT in writing at least two weeks prior to meeting, to be included at the discretion of the Executive Committee (exceptions will be considered on an individual basis).

The PRESIDENT is responsible for organizing and being Master of Ceremony of the Annual OYHA Banquet.

The PRESIDENT is elected at the meeting before election of the new board members (which takes place at the banquet). Nominations will be made and voting will be by ballot. The PRESIDENT can serve no more than 2 consecutive terms in a row. With at least a year out of office, they can run again.

OYHA VICE-PRESIDENT  
(FIRST and SECOND)  
RESPONSIBILITIES

It is the responsibility of the VICE PRESIDENT (S) to assist the PRESIDENT in all of his/her duties and be backup to the PRESIDENT whenever he/she cannot be present.

The primary responsibility of the VICE PRESIDENT (S) is to be a member of the EXECUTIVE COMMITTEE and be instrumental in carrying out the project assigned by the EXECUTIVE COMMITTEE.

The VICE PRESIDENT positions will be voted on by the Board, after the election of new Board Members (which is at the annual banquet). Nominations will be made, and voting will be by ballot. The person receiving the most votes will be First VICE PRESIDENT. The person receiving the next most votes will be Second VICE PRESIDENT. Ties will be determined by a coin toss.

The VICE PRESIDENTS will co-chair the COACHES COMMITTEE.

## OYHA SECRETARY RESPONSIBILITIES

It is the responsibility of the SECRETARY to take minutes at each Board meeting and distribute copies to each Board Member.

The SECRETARY will also be the contact for agenda items and publish the next meeting agenda no later than two weeks prior to the meeting. All agenda items require the PRESIDENTS approval before being included on the agenda.

The SECRETARY makes all the necessary arrangements for the time and location of the Board Meetings.

The SECRETARY will post a copy of each Board Meeting minutes at the Four Seasons (October through March).

The SECRETARY is a member of the EXECUTIVE COMMITTEE.

The SECRETARY will be a volunteer position for a one-year term.

The SECRETARY will update and maintain past and current editions of the Operating Guide as amended.

The SECRETARY will ensure that minutes of Board Meetings are sent in a timely manner to the Website Coordinator to be posted on the OYHA Website.

## OYHA TREASURER RESPONSIBILITIES

It is the responsibility of the TREASURER to account for all financial transactions of the OYHA.

The TREASURER will also publish an Income Statement and Balance Sheet for the OYHA.

The TREASURER is responsible for issuing all checks and making all deposits to the OYHA checkbook.

It is the TREASURERS responsibility to establish and manage a budget process that can be used to govern the financial aspects of the OYHA.

The TREASURER will also maintain accurate information on the number of players in our program, and the cost of our program. This information will be used to judge the success of the program.

The TREASURER is a member of the EXECUTIVE COMMITTEE.

The TREASURER will be a volunteer position for a minimum of a two-year term.

## PARENT REP RESPONSIBILITIES

The Parent Representatives should not be the liaisons for disputes between the coach and the parents.

An important function of the Parent Reps is to be the communicator for the coach to the remaining parents. Duties could include such things as:

- Organizing car pools for away games and tournaments
- Organizing and reserving rooms for the team at tournaments
- Passing information on from the coach to the other parents
- Acquiring birth certificates of new players
- Creating a team roster (player's name, birth date, jersey number, parents' names, address and phone number) passing a copy to the coach and a copy to the OYHA Secretary.
- Meeting with CONCESSIONS chairperson to determine work schedule for parents
- Coordinating and submitting to the OYHA Secretary a work schedule for all events/activities the team is responsible for
- Coordinating team pictures
- Collecting player registration fees
- Ordering jersey name tags
- Working with home tournament directors, and arrange for team parties and coaches gifts

It will also be the responsibility of the Parent Reps to coordinate work schedules for events and activities that occur during the following off-season. The work force the Parent Reps can employ for off-season events consists of the parents and players they represented from the team whose season just concluded. Because this position has so much responsibility, the COMMITTEE recommends there be two or three Parent Representatives.

## COACHES CONTRACT

Coaches will follow the OYHA operating guide.

A representative from each coaching staff is required to attend one pre-season goalie coaching session and 4 sessions scheduled during the season.

Coaches will attend monthly coaches meetings during the season.

Coaches will conduct themselves in a professional, courteous manner. They will exhibit proper behavior and use appropriate language that would be acceptable by the players and parents.

Coaches will maintain appropriate certification.

Coaches will provide to parents and players at the beginning of the season a written copy of expectations relating to, but not limited to: Respect, Discipline, and Sportsmanship.

Coaches will conduct a Parent Meeting within ten days of team selection. Coaches will also conduct a second Parent Meeting (midseason) between January 1 and January 15.

Coaches will develop simple written practice plans or practices and share them with players before practice.

Coaches will work effectively with other coaches, using shared ice time effectively.

Coaches will provide each player on their team a brief written evaluation, outlining specific strengths and areas for improvement in the off-season.

Coaches will meet with the Coaching Coordinator and submit a written report by April 15 of the end of the season, outlining highlights and challenges of the season, copies of individual player evaluations, discussion of general player development needs, and coaching plans for the following season.

Coaches will submit reimbursement forms in an accurate and timely fashion.

Proposed amendments to coach benefits in Operating Guide, 2005-06

1. Mileage for travel--half of published IRS rate.
2. All parents of OYHA players, whether coaches or not, participate in the fundraiser option.
3. OYHA will continue to furnish official coaches with jackets.
4. Compensation for coaching will be allocated in the following amounts:  
  
Squirt/U10: \$800 per team      Pee wee/U12:\$1200 per team      Bantam/U14: \$1600 per team
5. OYHA recognizes that every coaching staff is a collective effort and that coaches contribute in varying degrees. The Board suggests that compensation be divided in the following amounts, allowing the

head coach the prerogative to modify how compensation is divided, subject to approval by the Coaching Coordinator.

Head Coach: Squirt/U10--\$400, Peewee/U12--\$600, Bantam/U14--\$800

Assistant Coach (two per team): Squirt/U10--\$200, Peewee/U12--\$300, Bantam/U14- \$400

The Head Coach may at his or her discretion divide the compensation among more than the three official coaches.

Note- The pay for coaches with current # of teams (3 Squirt, 1 U10, 3 PeeWee, 1 U12, 2 Bantam and 1 U14) and rates is **\$12,800**.

Squirts/U10	\$3,200
PW/U12	\$4,800
<u>Bantam/U14</u>	<u>\$4,800</u>
Total	\$12,,800

I will follow this contract to the best of my ability and understand that failure to do so may result in dismissal.

\_\_\_\_\_  
*Coach*

\_\_\_\_\_  
*OYHA Representative*

\_\_\_\_\_  
*Date*

**Owatonna Youth Hockey Association  
Hockey Players Code of Responsibilities**

Statement to be signed by the Hockey Player and by the participant's parent or guardian.

- I have read, understand, and acknowledge receiving the penalties that will transpire to Hockey Participants who partake in any mood-altering chemicals or any harassment/violence/hazing.
- I further understand that a member of the Youth Hockey Association must adhere to all of the rules and regulations that pertain to the league activities, but that local rules, and Minnesota Hockey rules may be more stringent than OYHA rules.

### **PLAYERS CODE OF RESPONSIBILITIES**

As a hockey player participating in OYHA activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.

- I will respect the property of others.
- I will respect and obey the rules of my league, school, and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my league, school, community, state, and country.

A player whose character or conduct violates the Players Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the OYHA Board members.

**Players/Students may not participate in an OYHA activity without the Players’/Student’s and Parents’/Guardians’ signatures.**

- By signing this we acknowledge that we have read the above information and the players’ code of responsibility penalties if such things occur.

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Hockey Player’s Signature  
Date

Birth Date

Hockey Team

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Parent’s or Guardian’s Signature

**Owatonna Youth Hockey Association**  
**Hockey Players Code of Responsibility Penalties**

**Mood–Altering Chemicals**

A. A hockey player participant shall not (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

1. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the hockey player’s own use by her/his doctor.

B: Penalty:

1. First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two consecutive games and all practices in between these games.

2. Second Violation: After confirmation of the second violation, the player shall lose eligibility for the next six consecutive games and all practices in between these games.

3. Third Violation and Subsequent Violation: After confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve consecutive games and all practices in between these games.

4. Accumulative Penalties: Penalties shall be accumulative beginning with the hockey player’s first participation in a League activity and continue through the student’s high school career.

5. Denial Disqualification: A hockey player shall be disqualified from all events for nine additional games and/or practices when the player denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

**Racial/Religious/Sexual Harassment/Violence and Hazing**

**A. During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the Minnesota State High School League.**

Interpretation: The bylaw applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

B. Reporting Procedures:

- a. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate official. (Parent, Coach, Board Member, Referee, Volunteer)
- b. Any such person who receives a report of, observes, or has any other knowledge or belief of conduct, which may constitute hazing, shall inform the OYHA Board Members.
- c. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future standings. Reprisal—there will be discipline or appropriate action taken against any player, coach, volunteer, referee, or board member who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**Owatonna Youth Hockey Association**  
Hockey Players Code of Responsibility Penalties (Cont.)

C. Penalty

1. First Violation: After determination of the violation, the player shall lose eligibility for the next four consecutive games and all practices in between these games. It is recommended that, when appropriate, the association refer the student to a community agency or a professional individual for counseling.
2. Second Violation: After determination of the violation, the player shall lose eligibility for the next ten consecutive games and all practices in between these games. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the player shall show evidence in writing that the hockey player has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.
3. Third and Subsequent Violation: After determination of the third or subsequent violations, the player shall lose eligibility for the next twelve months, be that practice and/or game.

Hazing Definition

- A. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverages, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects

the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. Student organization means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.