

DETROIT LAKES

Youth Hockey Association



Policy Handbook

Revised May 2009

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SECTION 1.

Introduction

WELCOME TO DETROIT LAKES YOUTH HOCKEY!

This policy handbook is intended to provide an overview of the Detroit Lakes Youth Hockey Association (DLYHA). Parents, players, and coaches are encouraged to become familiar with the policies contained within this handbook and to assist in attaining and maintaining the objectives of the Detroit Lakes Youth Hockey Association.

As you read this handbook, you will notice there is a strong emphasis on volunteer involvement. This program is run by unpaid volunteers who donate their valuable time and talent to make this a program a success. Youth hockey requires a very diverse, committed group of volunteers (parents and non-parents) to keep the program running smoothly. Please review those sections of the handbook that refer to expected conduct of parents, players and coaches. The Detroit Lakes Youth Hockey Association will maintain a **ZERO TOLERANCE RULE**, which will be **STRICTLY** enforced. The guidelines contained within this handbook will ensure that all involved have a positive and rewarding experience participating in Detroit Lakes Youth Hockey.

SECTION 2.

DLYHA Board

The Detroit Lakes Youth Hockey Association Board of Directors consists of nine volunteers who each serve a three-year term. Every year, three positions become available for nomination. All persons interested in improving Detroit Lakes youth hockey are encouraged to apply for open positions. Regular board meetings are held the second Monday of every month. Please check the web site for meeting location and time. Web site www.DLYOUTHHOCKEY.COM. Additional meetings may be scheduled as required. All interested parties are invited. The board includes four board elected officers (President, Vice President, Secretary, and Treasurer) and five directors.

SECTION 3.

Detroit Lakes Youth Hockey Director

The position of the Director of the DLYHA is to provide leadership, guidance and planning to all stakeholders associated with the DLYHA. The DLYHA Hockey Director will act as the first point of contact for any individual, team or corporation seeking information on DLYHA programs and events. The Hockey Director is responsible for the day-to-day operations of the association and coordinates all DLYHA programs, activities, schedules, and acts as a resource for all parents, coaches, Board Members, and other interested parties. The Hockey Director reports to the Board of Directors and is contracted annually. See job description and contract.

SECTION 4.

Mission Statement

The mission of the Detroit Lakes Youth Hockey Association is:

To organize and promote hockey for the youth of Detroit Lakes and the surrounding area through the following:

- A. Introduce and actively instruct the sport of hockey to the youth of the community.
- B. Encourage and develop their sense of good sportsmanship, teamwork and self-confidence through a positive and fun learning environment.

SECTION 5.

Objectives

The Detroit Lakes Youth Hockey Association will strive:

- A. To provide an enjoyable introduction and positive experience to the sport of ice hockey while encouraging *every* player to continue to play hockey throughout their youth and beyond.
- B. To help the player develop self-control, self-discipline and good sportsmanship.
- C. To develop an understanding of the theory of play and rules of the game, along with the mastery of the skills and mental aptitude to enable the player to perform successfully at his/her level of play.
- D. To provide youth hockey players with a program that is coached by qualified individuals who will be positive role models for the players.

SECTION 6.

Player Eligibility

Age requirements for appropriate levels of play for Detroit Lakes Youth Hockey (DLYH) will follow Minnesota Hockey age requirement guidelines.

SECTION 7.

Player Move-Up Policy

The Detroit Lakes Youth Hockey Association strongly discourages player move-ups. The eligibility age requirements are established in order to ensure all players participate at their appropriate peer group. It is not the intent of the Detroit Lakes Youth Hockey Association to deny a player the opportunity to play with his/her peer (school grade) group because of a late date of birth. Deviations to the age rules will be allowed in order to ensure players participate with their school grade peer group. This deviation to the age policy applies to players who have a date of birth between July 1 and the school cut-off date of September 1. This does not apply to a player wishing to play down. The *only* other deviation to this play-up rule would be where a level of play has a shortage of players necessary to field a team. Under these circumstances, players would be permitted to play-up to help field a team if it doesn't have a negative impact on their original team.

A player wishing to move up must make a written proposal to the DLYHA board no later than the last board meeting prior to fall clinics (September meeting). That player will be allowed to attend fall clinics to be evaluated by the Hockey Director and/or any designee's to help aid in the decision. A player must be deemed (A level) quality to be allowed to tryout. If we have three teams ranging from an A, B, and C levels then the player will have to be deemed at least B caliber to be allowed to tryout.

Bantam eligible 9th grade skaters who wish to move up to the high school program must tryout and make the A bantam level team and must play with that team until high school tryouts begin. That player will be allowed to take a leave of absence from his bantam team during the week of High School tryouts.

SECTION 8.

Player Registration

- A. All players must be registered with all forms completed and fees paid prior to any on-ice, team activities. Youth hockey registration fees will be set prior to the season and reviewed on an annual basis. Per USA Hockey rules, no player may register with or participate on more than one team or age group. The only exception to this rule would be a player who participates on both a traveling team and an in-house team. . . New skaters to the program may have to skate in the "learn to skate" program until skills are at a safe level to compete.
- B. Registration will be held prior to the start of the season at the Kent Freeman Arena. This will be supplemented with a mail-in period for those who are unable to register in person.
- C. Players will be given the opportunity to reduce their registration fees by participating in the DLYHA ticket sales.

SECTION 9.

Equipment

- A. The Equipment Manager will be responsible for distributing, collecting and storing all DLYHA owned hockey

equipment and jerseys. The manager will make recommendations to the DLYHA Board concerning future equipment purchases.

- B. All jerseys shall be cleaned by the player prior to returning at the end of the season. No names shall be worn on the back of DLYHA jerseys. At the competitive levels players shall wear the same color socks and black helmets and breezer to maintain a consistent look across the teams.
- C. Players who fail to return their jerseys at season's end or who return them with excessive wear/damage will be assessed a jersey replacement fee of \$75.00 or appropriate fee determined by equipment manager.
- D. Coaches and managers are responsible for equipment used by their team and shall return all DLYHA equipment at the end of the season. Final coaches payment will be held until equipment is returned.
- E. The annual equipment swap will be held at the Kent Freeman Arena during the registration period
- F. Required player equipment is as follows:
 - 1. Hockey skates
 - 2. Stick
 - 3. HECC approved black helmet and facemask combination
 - 4. Colored mouth guard attached to the mask (except goalie)
 - 5. Shin pads
 - 6. Hockey pants*
 - 7. Elbow pads
 - 8. Protective cup (both boys and girls)
 - 9. Shoulder pads*
 - 10. Hockey gloves*
 - 11. Goalie helmet or approved goalie throat protector
 - 12. Black socks
 - 13. If glasses are needed -none shatter lenses

*Optional equipment for the Initiation Level
- G. Equipment is available from the DLYHA. There is no fee for the equipment for players up to squirt and U-10 levels and other players by exception. There is a deposit required that will be refunded upon return of all equipment. Equipment is somewhat limited and is available on a first-come first-served basis. DLYHA relies mostly on donated equipment for the loan program. All lost or damaged equipment will be the responsibility of the player to replace. The DLYHA Equipment Manager coordinates the program
- H. All teams wishing to wear team warm-up suits will need to wear approved apparel to maintain a consistent look across all teams of DLYHA. As styles and availability change from year to year, DLYHA will select warm-ups as needed.

SECTION 10.

Locker Rooms

Coaches are responsible for their team's locker room behavior. It is strongly recommended that there be adult supervision in the locker rooms at all times when players are there. Coaches will ensure that the locker rooms are in a clean condition when they leave. Players will not be allowed to store equipment in any locker room. Players are prohibited from entering any locker room that their team is not assigned to.

- A. Home game locker room assignments will be made by arena personnel and posted on the locker room assignment board located in the main foyer.
- B. Locker room keys will be made available to an adult team coach no earlier than 90 minutes prior to game start. Keys will not be given out to youth players. Proper I.D. may be required to check out a key in order to ensure its return.
- C. Players/teams/coaches may lose locker room privileges for violating this section.

SECTION 11.

Youth Team Levels

A. **Initiation/Mite/U8 level:**

The initiation program is designed to introduce new participants to the sport of hockey. This will be done through a positive and fun learning environment. Primary emphasis shall be on the development of basic hockey skills, self-confidence and good sportsmanship. The initiation program will be formatted into three groups at the start of the season: 1. Learn to Skate 2. Rookie and 3. Mites. Coaches, as well as the Hockey Coordinator will make these evaluations based on player skill and age. Mites will be comprised of the most skilled players regardless of age. Coaches may re-evaluate players throughout the season and move players as deemed necessary with the parents and players' consent. A non-competitive atmosphere is stressed throughout the initiation program.

B. **Squirt/U10 Level:**

At all levels, skill development is the primary emphasis and equal participation is stressed, rather than "playing for the win." Every effort shall be made by the coach to ensure that all players receive near equal playing time. It is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach. Team captains should not be emphasized at this level. Rotating the captain's privilege should be the goal to ensure that all players have the chance to be a leader on their team. It is the goal of DLYHA to foster leadership qualities in all players or at least give them the chance for leadership.

C. **Peewee/U12 Level:**

The peewee A & B levels are considered skill development levels. The objective at these levels is to further develop the skills of all players on the team. Every effort shall be made by the coach to ensure that all players receive equal playing time. It is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach. Skill development rather than "skating for the win" is the primary emphasis at the A & B levels. At the peewee A level, or when it is the only peewee team fielded for the year, the following applies: every effort shall be made by the coach to ensure that all players get some quality playing time during the game. It is anticipated that some deviations to this rule may occur in game situations deemed important by the coach. By this age, player's may/should have developed leadership qualities and team captains may be chosen at the discretion of the coach.

D. **Bantam/U14 Level:**

At the bantam level, the following applies: every effort shall be made by the coach to ensure that all players get some quality playing time during the game. It is anticipated that some deviations to this rule shall occur in game situations deemed important by the coach. By this age, player's may/should have developed leadership qualities and team captain's may be chosen at the discretion of the coach.

SECTION 12.

Playing Time Criteria

Detroit Lakes Youth Hockey Association's overall policy is that each team player should receive equal playing time as measured over the entire season. This rule is subject to certain exceptions as deemed by the coach and those listed below.

- A. **Disciplinary:** Individual players who display attitude problems, miss practices, games or are ill/injured are considered reasonable exceptions to the equal playing time rule. The head coach on a case-by-case basis will evaluate these instances.
- B. **Bantam, Peewee A, U12 and U14 Levels:** These levels are considered the **most competitive** for their class and as such there is more of an emphasis on the final outcome of the game.
- C. Under certain situations such as District play, Regional and State play-off or Tournament play, deviations to the equal playing time rule may occur. Coaches in these situations may deviate from said rules to rotate players out of sequence in order to "power-up" a particular shift. These deviations shall be the exception rather than the norm and should be limited to crucial game situations and not abused by the coaching staff.
- D. Player Safety. Player safety is of the utmost concern...if a player is not able to compete at an age appropriate level due to being a beginning skater or handicapped, that player will be asked to join the Learn to Skate program until skills are at an appropriate level for his/her age group. .

SECTION 13.

Youth Game / Practice Regulations

- A. During game play, all players on the bench whether playing or not, must wear an approved helmet-facemask combination.
- B. There will be no non-player youth allowed in the players' box, penalty box, or scorer's box during any game. All youth games will abide by the rules and regulations set forth by USA Hockey as modified by Minnesota Hockey and the Detroit Lakes Youth Hockey Association. Coaches and players should familiarize themselves with the appropriate rules for their level of play. A Zero Tolerance Policy will be strictly enforced. See Sections 19-25 for expected conduct and responsibilities for all players, parents and coaches. We are all ambassadors of the community of Detroit Lakes and thus should hold ourselves to the highest standards.
- C. As required by the City of Detroit Lakes and the DLYHA, all on-ice practices, games and related activities must be under the direct supervision of a coach or adult member of the youth hockey association. **Coaches:** if you cannot guarantee an adult supervised session, you have no alternative but to cancel that on-ice activity. As the players coach, you are ultimately responsible for the safety and welfare of all involved. Unsupervised activities will not be tolerated.

SECTION 14.

Game – Practice Schedules

- A. Coaches are expected to take an active role in working with the scheduler to ensure that the total number of games is within the guidelines for their level of play. It is anticipated that some games will be cancelled due to bad weather during the season, and this may be accounted for when scheduling the total number of games prior to the start of the season. If coaches have a list of preferred opponents for the season, they should work with the scheduler to convey their requests.
- B. Games should not be scheduled without a two (2) week notice unless necessary to fulfill district, regional, state play-off or make-up game requirements.
- C. Unless necessary to complete district, regional or state play-off requirements, no out-of-town games will be scheduled on school nights. If this exception occurs and games do take place on a school night, they will be scheduled to allow the players to arrive back home by 11:00 pm.

- D. Every effort will be made to make sure games will not be scheduled or played until the team has had at least ten (10) on-ice practices.
Total number of games played during the season, including tournament action, but excluding post-season play, is limited by Minnesota Hockey rules. DLYHA will schedule games as appropriate for each level. Example: Mites age players may play six games while bantam players may play forty or more. Differences may exist between A and B level teams within the same age group.
- E. At the youth hockey level, player and team skill development is the primary consideration. Within this context, adequate practice time is essential for a successful season. A minimum practice to game ratio of 2:1 will be maintained throughout the course of the season.
- F. The scheduler will take into account the ages of the various levels when building the practice schedules. The youngest groups will be given the earlier ice times while the oldest groups will go later in the evening. The length and frequency of practices will also increase for older players. Under no circumstances will DLYHA coaches or their assistants conduct a practice at the Kent Freeman Arena after normal operating hours. Normal hours are defined, as any time arena personnel are present at the arena, which is usually no later than 10:00 pm.
- G. Responsible locker room behavior is of the utmost importance. Supervision is needed in the locker rooms for player safety and the quality appearance of the arena. Player safety would include no locker boxing, wrestling, throwing of materials, shooting pucks and such in the locker room area. Arena appearance would include cleaning locker rooms after use, no unapproved use of tools or alterations to locker room walls/floors/etc, shooting of pucks in rooms and such. Coaches are ultimately responsible for any issues happening inside the locker rooms.

SECTION 15.

Travel – Tournament Guidelines

- A. Squirt and U10 levels are limited to no more than three (3) invitational tournaments per season, excluding playoff and postseason activity. U 12, U14, peewee and bantam levels are limited to no more than four (4) tournaments excluding post-season activity.
- B. Teams can schedule one extra tournament if paid for by players.
- C. All home tournaments will be conducted and sponsored by the DLYHA. The home team manager or designee will act as the tournament chair. Prior to the start of the season the DLYHA board will assign tournament coordinators.
- D. Some tournaments may be scheduled that potentially involve a player to miss school and this will be done solely at the discretion of the player’s parent or guardian.
- E. Coaches and managers shall be present and explain all game and tournament plans at the pre-season parent meeting. Parents shall be told that participation in tournament action is optional and players shall suffer no adverse consequences if they choose not to have them participate. No pressure should be applied to force a player or parent to participate in any tournament action.

SECTION 16.

Inclement Weather

- A. If the Detroit Lakes Public Schools are cancelled for the day or close early due to inclement weather, all DLYHA youth hockey activities shall also be cancelled. If school is held, but after school activities are cancelled, all youth hockey activities will also be cancelled. Safety for players and parents is the primary consideration. All game cancellations require a minimum of one (1) hour advance notification.
- B. It is recommended that coaches establish a phone tree system and/or e-mail system with their assistants so all players and parents can be notified of any changes in a timely manner. Notifying the local radio stations of any cancellations is highly recommended.
- C. In an effort to maximize practice opportunities, outdoor rinks should be utilized whenever possible. Safety and frostbite are important considerations and coaches will use caution and discretion when scheduling outdoor practice.

SECTION 17.

Tryouts – Evaluations

Philosophy

It is the goal of Detroit Lakes Youth Hockey to place each player on a team that matches his/her ability level and skills to ensure that all players will have an enjoyable hockey season and progress at the proper rate.

Tryouts

Tryouts will be set up by Hockey Director and will begin in October. Please check the tryout schedule that is on the DLYHA website or posted at the arena. This will tell you your players group and time.

Team Info

The DLYHA Board will determine the level (A/B/C) of play registered for each team. The decision will be based on numbers and skills of each level. The level of registration could change from year to year. All DLYHA hockey teams peewee/U12 age and above are considered traveling teams and participate in District 15 league play. This requires a strong commitment from each player and his/her family for the full season. If you are planning extended vacations, long absences, or conflicts with other things during the season we ask that your child not participate at the A level.

1. Team selections will be posted on the last night of tryouts along with practice information, parent meeting information, and coaching information.
2. At the discretion of the coaching staff and the DLYHA Hockey Director, until final team rosters are submitted to Minnesota Hockey a player may be moved up or down in order to maximize the players ability to learn the skills necessary to compete at any given level and to insure that teams are made up of players of similar abilities, skill levels, and maturity.

SECTION 18.

Coach Selection and Responsibilities

- A. To ensure consistency throughout the youth hockey program, every attempt will be made to retain qualified coaches to coach at the same level from year to year. Parent-Coaches who change levels each year in order to follow their child will be discouraged.
- B. The Hockey Director will recruit all coaches. The Director will submit his recommendations to the DLYHA board no later than the September board meeting. All coaches are subject to DLYHA Board approval.
- C. All coaches shall follow the rules, regulations, and philosophies of USA Hockey, Minnesota Hockey, and the Detroit Lakes Youth Hockey Association. All DLYHA coaching staff is forbidden from accepting any monetary, or otherwise tangible gift of any kind, unless approved by the DLYHA Board of Directors. Coaches who fail to comply with the stated goals and rules of DLYHA will be dismissed from the team at the discretion of the Hockey Director and/or DLYHA Board of Directors. All active coaches associated with the Detroit Lakes Youth Hockey Association shall have the appropriate coaching certificates as required by USA Hockey and Minnesota Hockey. Coaches shall set high standards of conduct and sportsmanship for themselves and their players.
- D. Coaches will keep in mind that the player is the most important part of the program and that learning and developing one's skills along with having fun are more important than winning.
- E. Coaches will understand the rules of the game and maintain a neat and appropriate appearance. They shall be prompt for all practices and games, run efficient and organized practices, and maintain game plans. All team members shall be treated equally and given proper respect.
- F. Coaches shall recognize that they are role models for all players in the program and shall not engage in any conduct or behavior that is detrimental to that role. As such, the use of profanity towards officials, players, spectators or other coaches is prohibited and reflects poorly on the coach, his team, and the community of Detroit Lakes. Within this context, when a coach receives a second bench minor or is removed from the bench for a second time during the season, the Hockey Director will review his position as coach. A third bench minor or removal from the bench during the season will result in an automatic suspension of all DLYHA coaching activities for the remainder of the season.
- G. The head coach's disciplinary authority is outlined in Section 22 of this policy handbook.
- H. Until final rosters are submitted to Minnesota Hockey, players may be moved up or down at the discretion of the A team coach and the DLYHA Hockey Director as outlined in Section 17.

SECTION 19.

Players Code of Conduct

- A. All players involved in Detroit Lakes Youth Hockey should realize they are ambassadors of our community and thus should maintain their highest level of conduct. In keeping with this philosophy and the ZERO TOLERANCE standard, the following rules apply to all players.
 - 1. Players will conduct themselves in a positive manner and be supportive of their teammates.
 - 2. Players will abide by all the rules, regulations and policies of the coaches, DLYHA, Minnesota Hockey, USA Hockey and the Kent Freeman Arena.
- B. Inappropriate behavior of a DLYHA player on or off the ice while involved with or associated with any DLYHA activity, including fighting, stealing, vandalism, etc. will be dealt with in a swift and severe manner. A sanction of total expulsion from the program with no refund will be used where deemed necessary. Any player who receives a second game misconduct penalty during the season shall immediately be suspended for the next seven (7) calendar days. If a player receives a third game misconduct penalty during the season, that player shall be suspended for the remainder of the season. All suspensions shall include tournament and post-season activities. Any violations of state and local laws while involved in any DLYHA activity will be passed on to the appropriate law enforcement agency.

- C. Players must attend scheduled practices or notify the coach or his assistant in advance to be excused. Failure to do so can, at the option of the coach, make the player ineligible for the next game. Any player who falls into the category **must be notified** of their ineligibility prior to game day.
- D. The use of mood altering chemicals is strictly prohibited. Any violation of Minnesota State High School rules regarding the use of alcohol, controlled substances, tobacco (including chewing tobacco) will be followed. This applies to use at **any time, and anywhere** during the youth hockey season. The penalty for violation of said rules will be suspension for such period as deemed appropriate by the Discipline and Grievance Committee (DLYHA Board Officers). Under no circumstances will said suspension be less than seven (7) calendar days, with a year long suspension a potential sanction. **Any violation of the above rules during an out-of-town DLYHA event will result in suspension of the player for the remainder of the season. A player is considered to be in violation of this rule if the player is in the same room as the violation occurs.**
- E. Players and Parent/Guardian will be required to sign the **ZERO TOLERANCE** rule. This will acknowledge that both the player and his/her parent/guardian are aware of the consequences of a violation of the rules regarding inappropriate behavior, the use of alcohol, tobacco and mood altering drugs. Players will not be allowed to participate in on-ice activities until this form is signed and returned to the Detroit Lakes Youth Hockey Association.

SECTION 20.

Parents Code of Conduct

- A. Parents shall recognize that they too are role models for all players in the program and shall not engage in any conduct or behavior that is detrimental to that role. At games and practices they are ambassadors to our community and as such, they shall maintain themselves to the highest level of conduct. This includes excessive or abrasive screaming and yelling directed towards their team, other teams or referees. Nothing is more embarrassing than a parent exhibiting inappropriate behavior at a game, which reflects poorly on the entire community of Detroit Lakes.
- B. Parents are encouraged to become familiar with this policy handbook and assist in the attainment of the goals of the DLYHA.
- C. Parents will be required to sign the **ZERO TOLERANCE** rule acknowledging their understanding of this policy.
- D. All rules and regulations of DLYHA, Minnesota Hockey and USA Hockey shall be abided by and those parents who exhibit inappropriate behavior at a DLYHA activity will be asked to leave the premises. Repeated violations of the ZERO TOLERANCE rule may invoke sanctions by the DLYHA Board, which may include expulsions of themselves and their child from the program.
- E. A parent/Guardian **MUST** attend one Hockey Education Program (HEP) Seminar before their son or daughter can play in a game.

SECTION 21.

Officials Code of Conduct

Officials are required to conduct themselves in a businesslike, sportsmanlike and impartial manner at all times. The actions of officials must be above reproach. They are looked upon as ambassadors of the game and must conduct themselves accordingly. They should:

1. Know the rules of the game and administer them fairly.
2. Be prompt for all activities.
3. Conduct themselves professionally and be courteous to all participants.

SECTION 22.

Player Discipline Policy

- A. A player may be subject to disciplinary action for non-compliance of the rules and regulations contained within this policy handbook, rules established by the coach, Minnesota Hockey, and USA Hockey and other rules, which are pertinent to the well being of the DLYHA.

B. Player discipline may include, but is not limited to the following:

1. Oral reprimand.
2. Written reprimand.
3. Suspension from games and/or practices.
4. Expulsion from the youth hockey program.

A coach is primarily responsible for ensuring compliance with all rules and regulations applicable to their team and its players.

C. If a coach determines that disciplinary action more severe than available in paragraphs B1-B3 listed above is required, the following procedure applies:

1. The coach will prepare a written summary of all pertinent events, including the player's behavior and any past disciplinary action that has occurred.
2. This summary will be presented to the Hockey Director and Discipline & Grievance Committee (DLYHA Board Officers), which will immediately schedule a disciplinary hearing. Notice of the hearing, together with a copy of the coach's written summary and recommendations, shall be sent via first-class mail to the player and parent/guardian, coach and the DLYHA board.
3. At the hearing the affected parties shall present to the committee all information deemed relevant to the proceedings. Upon receipt of evidence, the committee will deliberate and render a decision based on a majority vote. A written copy of the decision shall be provided to all parties involved.
4. All decisions rendered by the committee are final and not subject to any form of appeal.

SECTION 23.

Zero Tolerance Rule

In an effort to make the sport of youth hockey safe and enjoyable for all participants and spectators, a ZERO TOLERANCE policy will be strictly enforced within the DLYHA community. This rule pertains to the behavior and actions of all players, parents, coaches and spectators. By acknowledging this policy, all parties are stating they will abide by all the rules and regulations contained within the DLYHA policy handbook, Minnesota Hockey, and USA Hockey.

A. Any violations of said rules and regulations will be acted upon immediately with the appropriate sanctions taken.

SECTION 24.

Academic Guidelines

The Detroit Lakes Youth Hockey Association places a strong emphasis on academic performance and will recognize students through an academic recognition program.

SECTION 25.

Harassment Policy

It is the intent of the Detroit Lakes Youth Hockey Association to provide a safe and enjoyable learning environment. Within this context, it is DLYHA's official position that harassment of any kind will not be tolerated in any manner. Any player who believes he or she is a victim of harassment shall immediately notify a Coach, Hockey Director, or DLYHA Board member. If upon investigating the complaint, and it is found to be valid, a written brief shall be submitted to the Discipline & Grievance Committee. A finding of harassment by the committee will result in the offending person being suspended or removed from the DLYHA program.

SECTION 26.

DLYHA Grievance Procedures

If a parent/guardian of a registered player, a registered player, a DLYHA coach, or a DLYHA referee is involved in a situation where a concern or problem has become evident; the following procedures should be followed to assist in resolving the problem or concern.

Under no circumstance will grievances be discussed on game day or in public. Parties must wait 24 hours before taking action.

1. Both parties should discuss their concern between themselves in a calm and intelligent manner.
2. If the problem has not been resolved, then both parties shall refer to the current DLYHA Policy Handbook for assistance.
3. If there still exists a conflict, then both parties shall notify the Hockey Director, who will take appropriate action to resolve the problem.
4. If a party is not satisfied with the director's response, then the problem shall be reduced to a written summary and the statement submitted to the DLYHA Board of Directors. At that time the Board will determine if further action needs to be taken.
5. If at any time in the grievance process it is determined that District 15 has jurisdiction, the issue will be conducted under the auspices of District 15 rules and regulations

SECTION 27.

Team / Parent Volunteers

- A. The success of the Detroit Lakes Youth Hockey program depends on adequate support from parents, players, and coaches. It will take the combined effort of all these individuals to ensure that our youth skaters have a positive and rewarding experience. These volunteers must maintain the same amount of enthusiasm in helping the program as our youth do in their skating activities.
- B. At the beginning of the season, each coach will host a preseason parent meeting. This will give all parents an opportunity to meet each other and the coaching staff. The coaches will explain the Philosophies of the program, upcoming schedules, and the rules and regulations that everyone will need to follow. Coaches will explain the importance of volunteers and the need for **all** parents of the team to make a commitment of time and effort.
- C. Each team shall have a volunteer team manager. This individual serves a very important function in maintaining good team organization. Their responsibilities shall include, but are not limited, to the following:
 1. Assist the coaches.
 2. Organize and manage team records to include the collection of birth certificates, insurance forms, Minnesota Hockey and USA Hockey information and player registration forms.
 3. Serve as a liaison between parents and coaches.
 4. Serve as head contact person for team volunteer assignments.
 5. Coordinate timekeepers, scorekeepers and penalty box personnel for each home game.
 6. Coordinate hotel reservations for away tournaments.
 7. Verify all home and away games.
- D. The importance of being a proper role model cannot be over-emphasized. By volunteering time and effort for the team and maintaining a positive attitude throughout the season, we are showing our youth the benefits of volunteer work. In turn, this will make their experiences more rewarding as they grow up.

SECTION 28

Home Tournaments

DLYHA hosts a number of home tournaments. Parent volunteers and players run home tournaments. DLYHA is able to keep registration fees low due to the revenue from home tournaments. DLHYA does not host a home tournament at every level each year.

SECTION 29.

Concession Stand

- A. Each team in the youth hockey program will be responsible for staffing and operating the concession stand for their own home games. The team manager or their designee will coordinate all individual assignments within that team.

It is imperative that adequate staffing be maintained throughout the game. This may require some parents to miss a portion of their child's game.

If all parents act responsible and volunteer their fair share, the disruptions to watching their child will be minimal.

- B. In addition to covering youth hockey home games, all high school games are also staffed by youth hockey parents. At the start of the season each team will be assigned a few high school games in which their team will be responsible for staffing.
- C. Once again, if all parents volunteer their fair share, the disruptions will be minimal.
- D. To encourage each team and its parents to be responsible volunteers in the concession stand, the following will apply:
 - 1. At the beginning of the season, a "concession stand fee" will be paid by each player's family.
 - 2. If a parent volunteers the required time for concession stand staffing, the "concession stand fee" referred to above will be fully refunded.
 - 3. There will be no partial refunds.

CONCLUSION

This policy manual has been developed to provide a general guideline of basic policies and procedures that are followed by DLYHA, its members, Teams, Coaches, Director, and Board of Directors. If you have any questions about a particular policy or procedure, please contact the Hockey Director.

The spirit of your DLYHA program is fun and sportsmanship that is fostered by individual and team skill development and a dedication to athletic excellence. Together we will make our Youth Hockey program the best that it can be!

LET'S PLAY HOCKEY!!