

Manitowoc County Youth Hockey Association Member Handbook

(Refer to by-laws for additional information)

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<p style="text-align: center;">SECTION 1 – GENERAL INFORMATION, MEMBERSHIP AND VOLUNTEER REQUIREMENTS</p>
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A. MCYHA AFFILIATIONS

Manitowoc County Youth Hockey Association, headquartered in Manitowoc, Wisconsin, herein MCYHA, is a non-profit youth organization affiliated with:

- United States of America Hockey (USA Hockey)
- Wisconsin Interscholastic Athletic Association (WIAA)
- Wisconsin Amateur Hockey Association, Inc. (WAHA) and other sanctioned leagues.

B. MCYHA GOALS & OBJECTIVES

MCYHA has established the following goals and objectives:

- Provide equal opportunity for all area residents to learn the game of ice hockey
- Allow for the maximum development of each participant at all levels
- Extend to each member and skater the environment to learn enjoy and practice: camaraderie, consistency, fairness, leadership and sportsmanship.
- Operate a youth hockey development program within the capabilities of the annual budget of the Association, while keeping the participant registration fee as low as reasonably possible for area residents.
- Provide some mechanism, such as needs based registration requests, to ensure access to our program for participants of all financial abilities.

C. MCYHA MEMBERSHIP/SKATER REGISTRATION

Membership is set forth in bylaws of MCYHA. All families are members of the association with the paid registration fee for the player.

Responsibilities for All Members:

- All members and their families shall abide by the bylaws and policies and procedures set forth herein.
- All members bear equal responsibility to seek to improve the operation of MCYHA.
- All members participate in fund-raising and other volunteer duties for the good of the association.
- All members are expected to abide by the Code of Conduct (for skaters and parents)
- Any members desiring to report any violation of the Code of Conduct should do so in writing to MCYHA.

Player Registration:

- All skaters must have complete registration forms (including parent/guardian signatures) on file with the Association *before* they begin to skate.
- All registered skaters must have a copy of their birth certificate on file with the Association at all times.

Needs Based Registration:

- All members applying for Needs Based Registration will bear a portion of the skaters' fees, based on their means, for each player, for each season. The member's portion of the registration fee must be paid in full by November 1st. If they have not paid this portion in full or submitted a proposed payment plan to the Executive Committee that will complete full payment no later than December 31, then the skater(s) will be suspended from all MCYHA activities until payment in full is received.
- Any beneficiary of Needs Based Registration, needs to maximize their contributions to volunteer work, especially in the category of fundraising.
- Any player, who has not registered through the MCYHA process, including registering with USA Hockey, can not participate in any MCYHA activities.
- Registration constitutes fees being paid or successful application for Needs Based Registration.

Refund Policy:

- Pro-rated refund for a season ending injury or a family relocating out of the area. The refund will be per month, for example if the termination is January 1st, the refund will be for February and March.
- Full refund for players who paid but never participated in any practice or game.
- No refunds for termination due to disciplinary action.
- No refunds for voluntary withdrawal after December 31st.
- 25 % refund for voluntary withdrawal before December 31st

D. ANNUAL MEETING

An annual meeting shall be held once a year.

E. VOLUNTEER HOURS RESPONSIBILITIES FOR MEMBERS

1. All association member families are required to perform at least a total of 20 volunteer hours per season, with 10 hours of team volunteering and 10 hours of fund raising being the goal. If for any reason it is not possible for a member family to get at least 10 team hours completed, it is acceptable to make up the difference with additional (i.e., beyond the 10 required) fund raising hours, as long as the total combined hours still meets the 20 required. In any event, all member families must complete at least 10 fund raising hours. If, at season's end, any member family has

not completed **at least 10 fundraising hours and 20 hours total**, that family can “buy out” the deficit hours at the rate of \$20 per hour. A check payable to MCYHA is acceptable, and must be received in the MCYHA P. O. Box (see website) no later than March 21, of the concluded season, to assure eligibility to participate in the association next season.

2. It is each member’s responsibility to fill out the appropriate form for volunteer hours.
3. Certain leadership positions regularly exceed minimum volunteer hours. The reporting requirement for team volunteer hours may be waived for these positions on an individual basis by the Board of Directors.

SECTION 2 – BOARD OF DIRECTORS INFORMATION

A. BOARD OF DIRECTORS

Basic Function:

MCYHA shall be governed by an eleven (11) member Board of Directors. They shall have the authority to set rules, (as prescribed by the amendment procedure), appoint individuals to positions, establish an organizational structure, and otherwise conduct business as necessary to provide successful programs. Officers are elected at the first organizational meeting of the new board.

Term of Position:

Board of Directors shall be elected by the membership for three-year staggered terms.

Responsibilities:

- Develops the basic objectives, policies, and operating plans of MCYHA.
- Insures that policies and rules are uniformly understood and consistently administered by subordinates; reviews and approves internal policies of subordinate units.
- Insures that MCYHA objectives are being met and takes appropriate steps to correct unsatisfactory conditions to enhance the Association's image.
- Determines length of each season, including starting and finishing dates.
- Determines registration fees and necessary volunteer hours necessary to maintain membership.
- Appoints Registrar, Scheduler, Equipment Director, Referee Liaison, Volunteer Coordinator, Team Parent Coordinator, Basic Hockey and Basic Skate Coordinator.
- Approves chairs and members of standing committees: Program committee, Marketing committee, Fundraising committee, Coaching committee.
- Approves coaches for the season upon recommendation from Coaching committee.
- Insures that adequate plans for the future development and growth of MCYHA are prepared and pursued.
- The Board of Directors will serve as the last step grievance for any member.
- The Board of Directors will have final authority on interpretation of the Rules and Regulations of MCYHA.

B. PRESIDENT

Basic Function:

Responsible for management of the association. Executes all legal and/or binding documents on behalf of the association, along with the other officers. Directs, administers, and coordinates all activities.

Term of Office:

The President will serve a one-year term.

Responsibilities:

- Presides over board meetings and open meeting according to Robert's Rules of Order.
- Meets or has a delegate meet with the Manitowoc County Ice Center manager and groups to formulate and execute an ice facility time use agreement.
- Attends WAHA meeting or assigns a delegate.
- Attends Manitowoc County Ice Center meetings or assigns a delegate.
- Keeps the MCYHA Board informed of all activities and events relating to the association.
- Insures that MCYHA objectives are being met and takes appropriate steps to correct unsatisfactory conditions to enhance the association's image.
- Assures representation of the association as required in its relationship with the community.
- Chairs the Needs Based Registration Committee that consists of the executive committee. (officers of the board of directors as stated in the bylaws)
- Develops a plan of action for the year by June 1 of the term year.
- Develops agenda for all board meetings.

C. VICE PRESIDENT

Basic Function:

Assists the President in the development of future goals, objectives, policies, rules, and in the administration of the organization.

Term of Office:

The term of office will be for one (1) year with anticipated elevation to President with vote by the Board of Directors.

Responsibilities:

- Assists President in implementation of policies and rules.
- Follows up and insures that all committee chairs and appointed positions comply with their duties and responsibilities.

C. SECRETARY

Basic Function:

Takes and prepares minutes of all open meetings and board meetings.

Term of Office:

The term of office will be for one (1) year.

Responsibilities:

- Supervised by and reports to the President of MCYHA and the Board of Directors.
- Attends, records, and keeps records of all MCYHA meetings.
- Maintains the MCYHA Member handbook and bylaws to distribute to new board members along with an updated new board member contact list.
- Maintains MCYHA official documents
- As appropriate, prepares and mails/distributes official correspondence of MCYHA.
- Maintains a current file of all correspondence, particularly “**Thank You Letters**” and reports same to the Board each month.

D. TREASURER

Basic Function:

Oversees the Association treasury activities, including the care and custody of funds and other financial assets, and supervises the banking, credit and insurance functions of the association.

Term of Office:

Elected to a one (1) year term.

Responsibilities:

- Maintains custody of, and is accountable for, all funds and financial assets of the Association.
- Reviews the financial position of the association and submits a written report to the officers and President monthly.
- Plans for the solvency of the association and the meeting of all outstanding and planned commitments.
- Is an authorized signer of checks from the Association checking account.
- Develops the proposed annual and monthly budgets with the Executive Committee based on, and supported by the previous year’s budget, and submits them to the Board of Directors for approval. Assures conformance to the approved budgets.
- Oversees cash handling procedures at fundraising events.
- Submits an annual report to the Board of Directors for the Annual meeting.
- Responsible for making sure tax returns are filed.

SECTION 3 – STANDING COMMITTEES AND CHAIRS

A. PROGRAM COMMITTEE

Basic Function: The Chair of this committee will work with a committee of 3-6 people to plan the season.

Term of Position:

Appointed yearly, but it is important for consistency of programming and stability of the association to have the chair come from the committee members so there is continuity.

Responsibilities

- Evaluate the previous season at the completion of the season and make recommendations on programmatic changes to the Board of Directors, including length of season and number of games per level.
- Examine expected numbers of skaters at each level and plan accordingly for the next season
- Make recommendations on which teams will share ice.
- Propose registration fees to the board of directors during the summer based on ice rental rates, referee costs, coaching costs, number of skaters and evaluations from previous year.
- Communicate with the Coaching committee for coaching needs
- Meets with MCIC representatives to secure practice ice time for the season according to approved plan.
- Posts practice schedule at MCIC and MCYHA Web Site.
- Plans for marketing efforts to communicate registration deadlines and to recruit new skaters

B. MARKETING COMMITTEE

Basic Function:

Upon approval of the program, the Program Committee continues its work as the Marketing Committee, making sure the marketing plan is on track. The Chair of this committee will work with a committee of 3-6 people to implement the marketing plan.

Term of Position:

Appointed and supervised by the Board of Directors for one (1) year.

Responsibilities:

- Follows through on the marketing plan established by the Program Committee
- Promotes MCYHA in the Manitowoc County area through local schools by coordinating with MCIC to prepare and distribute flyers to schools for programs and registration

- Prepares and distributes recruitment letters for Travel teams through Basic Skate and Basic Hockey skaters.
- Prepares and distributes letters to 9th grade Bantams who are eligible to play at the high school or JV teams.
- Reports to the Board of Directors on the Marketing Plan and keeps them abreast of progress.
- Note: Each team appoints a newspaper liaison to submit game results, NEWHL included.

C. FUNDRAISING COMMITTEE

Basic Function:

Coordinates and implements MCYHA fund raising activities to generate sufficient income to meet the program operating expenses. The Chair of this committee will work with a committee to plan and implement the fundraising plans. Major fundraising events will include representation from each team.

Term of Position:

Appointed by and supervised by the Board of Directors for one (1) year.

Responsibilities:

- Receives input from the Board of Directors regarding funds needed to be raised through fundraisers.
- Determines how many fundraisers are needed, what they should be, and how much money each should generate.
- Prepares a Fund-raising “plan of action” for the August Board meeting so fund raising plans for the year are ready to be presented to the general membership/registration meeting held in August.
- Contacts Team Parents and notifies them of what members are required to do.
- Is responsible for all aspects of the fundraisers: setting dates, making sure supplies are here on time, arranging for distribution, collecting money, notifying Treasurer of bills to be paid, etc.
- Submits a report to the Board indicating how much money was raised and making recommendations for improving the operation and results of each fundraiser.
- Turns all money over to the Treasurer within seven (7) days after conclusion of each fundraiser.
- The Fundraising Chairperson may appoint an assistant to run each fundraiser. This assistant reports to the Fundraising Chairperson, not the Board.

D. COACHING COMMITTEE

Basic Function:

The Chair of this committee will work with a committee of 3-6 people to develop and coordinate the coaching for MCYHA. Assures conformance to USA Hockey coaching requirements.

Term of Position:

Appointed and supervised by the Board of Directors for a one (1) year term.

Responsibilities:

- Solicits, screens, and appoints all MCYHA Travel Team head coaches and presents the candidates to the Board for approval. Head coaches may select their own assistants, but they must be approved by the Coaching Committee. Has the authority to dismiss any coach for cause, after review by the Board of Directors with a majority vote.
- Secures instructors for County League skill development, Basic Skate skill development and specialty clinics, such as goalie clinics.
- Assures that all coaches attend USA Hockey clinics and comply with USA Hockey recommended practices for coaches.
- Conducts regular meetings for coaches during the hockey season. These meetings will cover such topics as training and other information concerning MCYHA.
- Supervises all coaches in the handling of their teams on and off the ice throughout the year, i.e., attends one game and one practice session for each team. Completes a Coaches Evaluation and critiques with coaches.
- Encourage older players (Bantams, J.V., High School) to assist in on-ice lower level programs, in particular Basic Skate and Basic Hockey programs.
- Responsible for ordering WAHA player award patches.

SECTION 4 – INDIVIDUAL POSITIONS APPOINTED BY THE BOARD OF DIRECTORS

A. REGISTRAR

Basic Function:

Make sure all skaters are registered with USA Hockey, WAHA, and meet MCYHA requirements

Term of Position:

Appointed and supervised by the Board of Directors for one (1) year. Trains a new person to handle registration when they are no longer able to continue the job including orientation to the computer & software systems.

Responsibilities:

- Sets registration deadlines and orientation meeting with Board of Directors.
- Updates registration forms for members and website
- Collects and submits registration money to Treasurer weekly.
- Takes applications for MCYHA Financial Assistance Requests and passes them on to the President.
- Prepare and submits electronic team registration/roster to WAHA by deadline
- Prepares updated registration numbers at monthly board meetings. Submits a year-end report to the Board by the Annual meeting.
- Administer birth certificates for the organization.
 - Make sure all of the certificates are in the master file.
 - Distribute certificates for each player on each team to the respective team managers.
 - Collect the certificates at the end of the season and refile them.
- Maintains credit card software program for taking credit cards as payments

B. HEAD SCHEDULER

[As of July 2007, there are two head schedulers, one for High School and one for Bantam, Girls, PeeWee, Squirt and Mite]

Basic Function:

Schedules games and in accordance with MCYHA recommendations and WIAA regulations.

Term of Office:

Appointed by the Board of Directors for a one (1) year term.

Responsibilities:

- Works closely with both Program Committee and MCIC to prepare ice usage schedule for games.
- Schedules league games with other associations by the start of the season.
- The number of games for each level is determined by the Board of Directors with recommendations from the Program Committee, taking into consideration number of players, registration fees needed to cover expenses, growth of the association. High School and JV games are determined by the league of which MCYHA is a member.
- Communicate between High School scheduler, Bantam and below scheduler and Basic Hockey to review the schedule to avoid conflicts in scheduling ice at MCIC.
- Prepare and distribute the season schedule for each travel team.
- Post all games on MCYHA bulletin board and website and keeps it up to date.
- Submits an updated schedule to the office of MCIC as needed.
- Works closely with Referee Liaison and Referee scheduler to schedule and confirm that there are referees for all scheduled home games.
- Notify the proper people (team parent, coach, referee scheduler) when changes or additions to games occur.
- Is responsible for having a back-up scheduler available and current on all matters.
- Select Team Scheduler for each team and maintain communication throughout the hockey season. Gives list of team schedulers to the Board of Directors when available at the beginning of the season.
- Forward emails to the appropriate Team Scheduler
- Conduct a Team Scheduler Meeting prior to games starting and mid-season
- Is the representative to Region 3 and the NEWHL (Northeast Wisconsin Hockey League) – attends scheduling meetings and reports to the board in regards to Region 3 and the NEWHL.

C. TEAM SCHEDULER

Basic Function: Be the liaison between the Head Scheduler and the team.

Term of Position: Appointed by team and supervised by Head Scheduler for a one (1) year term.

Responsibilities:

- Distributes, maintains and makes available to the team via hard copy and Web Site, the team schedule.
- Regularly checks emails for any changes in games during the season.
- Works with team parent in scheduling any tournaments for their team
- Attends meetings scheduled by the Head Scheduler
- Follows procedures for game cancellations and additions setup by the Head Scheduler.
- Notifies parents and players of practice and game schedule changes via hard copy and Web Site.
- Communicates with Head Scheduler on a regular basis.

D. REFEREE LIASON

Basic Function: Maintain communication with Referee Scheduling Service (As of July 2007, a service schedules our referees for a fee)

Term of Position: Yearly, appointed by the Board

Responsibilities:

- Organizes local referee information and contact information, ensuring that all information is correct – name, address, phone, and social security numbers.
- Communicates with referee scheduling service on any changes to referee information
- Reports to the bookkeeper monthly with a list of referee names and payment amounts for the previous month so checks can be prepared.
- Encourages the participation of Peewee, Bantam, JV and High School skaters in the referee program.

E. TEAM PARENT COORDINATOR

Basic Function:

Serve as a liaison between Board members and the team managers for information distribution throughout the organization.

Term of Position:

Appointed and supervised by the Board of Directors for a one (1) year term.

Responsibilities:

- Be an information resource for the individual Team Parents.
- Be available to find and provide information throughout the season, especially to new managers.
- Set up and conduct the initial meeting with team parents as soon as teams are formed.
- Set up and conduct any meetings for team managers, as they may occur, throughout the season.
- Sets up or delegates someone to schedule all team and individual photos to be taken by December 15.

F. TEAM PARENT

Basic Function:

Serve as a team's organizer for all games and fund raising activities/work projects. Serves as the initial contact for the team to receive any concerns, recommendations, etc. This information is then relayed to the Board, and/or appropriate party.

Term:

Will be elected or appointed by the team's parents during the initial team meeting and/or prior to the first game of the season serving for one (1) season.

Responsibilities:

- Maintains birth certificates and Consent to Treat forms for season, return at end of season.
- Communicates and encourages MCYHA fund-raising activities to team members
- Responsible for getting a representation from their team for all work projects/fundraisers.
- Serves as a source of information to the team concerning MCYHA activities.
- Coordinates all off-ice team activities.
- Makes travel arrangements/room reservations for overnight trips, tournaments, etc.
- Makes sure that there are scorekeepers, timekeepers, and penalty box attendants for all games.
- Helps with publicity information or delegates a Team Reporter to insure that information from the team is given for publication
- Encourages volunteer participation in MCIC events.

G. EQUIPMENT MANAGER

Basic Function:

Orders, maintain, issues and accounts for all MCYHA equipment. Insures that sufficient equipment is on hand.

Term of Position:

Appointed and supervised by the Board of Directors.

Responsibilities:

- Maintains an accurate inventory of game uniforms and Association equipment.
- Provides an adequate supply of game and practice pucks.
- Distributes game uniforms.
- Assigns equipment on loan and collects rental fee. Collects and assures that equipment forms are fully completed and signed.
- Collects, cleans, and repairs all equipment at the end of the season.
- Reports to the Board on status of inventory and replacement needs at May meeting.
- Establishes working relationship with local equipment sources to provide equipment of desired quality and color at minimum prices. (Association colors are red, white and blue).
- Assures that all coaches have adequate first aid kit and supplies.

- Administers fines for late equipment returns.
- Provides off-season storage for all physical assets of the Association, i.e., records, supplies, uniforms, goalie equipment, etc.

H. VOLUNTEER HOURS COORDINATOR

Basic Function:

Maintains a record of the hours accumulated by participating families of the Association.

Terms of Position:

Appointed by the President for a term of one (1) year.

Responsibilities:

- Obtains and records the number of hours accumulated by all participating families each month and posts the information monthly.
- Notifies the President of all participating families with less than ½ of the required volunteer hours by December 31
- By January 31st, prepares list of families with less than ½ of the required volunteer hours that includes the number of volunteer hours completed to the President in preparation for invoicing for unfulfilled volunteer hours. [See Volunteer requirements in Section 1].

I. BASIC HOCKEY COORDINATOR

Basic Function: Coordinate all aspects of the Basic Hockey program.

Term of Position: Appointed and supervised by the Board of Directors for 1 year

Responsibilities:

- Hold an informational meeting for parents during the first practice to explain the program, equipment needs, and recruit team parents and helpers.
- Call all parents week before to make sure they have the first practice/meeting info
- Assign kids to teams in December
- Identify team parents for each team – they need to recruit for each game a scoreboard operator and bench coach (parent) to help kids on and off the ice, and someone to play goalie each game (rotated)
- Work with Equipment Manager to order jerseys for each child/team
- Communicates with parents either by being present during some practice/game times or via memos when needed. Meet with team parents to answer questions which they can then answer to any parents of their team
- Anything that will make this run smoothly and keep people interested
- Coordinates and insures volunteer participation in MCYHA events and MCIC events.

- Evaluate and report to the board at the end of the season for suggestions and recruitment for next year.

J. BASIC SKATE COORDINATOR

Basic Function: Coordinates Basic Skate Program

Term of Position: Appointed yearly

Responsibilities:

- Works with Program Committee to take care of registration for Basic Skate and Basic Hockey, including having knowledgeable people available to answer questions about the program
- Makes sure lead instructors are in place; finds helpers for the first week of each session and other sessions as needed by the lead instructors.
- Is available first night of each session for additional registrations
- Communicates with participants about end of session, registration for next session, special events such as Blade Bash through written memos and/or emails
- Reports to the Board at the end of the season with results and possible recruitment for next year.
- Encourages volunteer participation in MCYHA events and MCIC events.

K. NEWSLETTER COORDINATOR

Basic Function: Ensures that information is communicated to members through the email newsletter

Term of Position: Appointed yearly by Board

Responsibilities:

- Works with Newsletter Editor to make sure regular newsletters are distributed
- Works with key committees and individuals to make sure information is delivered to the Newsletter Editor
- Reports to the Board of Directors on newsletter progress.

SECTION 5 – RULES AND REGULATIONS

A. MCYHA RULES AND REGULATIONS

These rules are established for the best interest of the skaters and teams. The skaters who comply with these rules demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interest of teammates, coaches and the Association. Rules must be observed by all skaters throughout the year, including when hockey is not in season.

A skater must refrain from any conduct, at all times that would reflect unfavorably on himself/herself, team or Association. Conduct that would reflect unfavorably consists of the following:

- A. Controlled substances (including steroids) including sale, possession or illegal use.
- B. Use, possession, or purchase of alcoholic beverages.
- C. Use or possession of tobacco in any form.
- D. Profanity or obscene gestures.
- E. Insubordination.
- F. Proven acts of vandalism.
- G. Charged with a misdemeanor or felony.
- H. Presence in a bar or tavern without parent/legal guardian.
- I. Attendance at an unacceptable gathering* where controlled substances or alcohol is present or is being consumed.

* An unacceptable gathering is defined as a peer group get-together where it is known or anticipated that a controlled substance or alcohol is likely to be available for consumption.

The intention of section (I) is not to deny participation with adult family members or parental family/friends gatherings such as weddings, anniversaries, picnics or well-publicized community affairs. If a skater unknowingly arrives at a gathering considered unacceptable as defined above, and does not leave immediately upon discovering the nature of the gathering, he/she will also be considered in violation of the rules.

The head coach and his/her assistant will for the majority of the cases, be the one who administers the penalties when a rule has been violated. The Board of Directors can modify any penalty that a coach hands out if they feel that it isn't severe enough. These penalties can be appealed through a procedure found under the Appeals Section.

Penalties:

In the presence of controlled substances, alcohol or tobacco products:

1. First Violation
 - a) No loss of scheduled contests if self-refereed and provided there is evidence of leaving immediately.
 - b) Loss of 10% of scheduled contests of the season.
 - c) Will participate in, and complete a community/school AODA program, at skater's expense.
 - d) Will choose the loss of 25% of scheduled contests in lieu of items (b) and (c) above.
 - e) Skater may practice with permission from Board of Directors and coach.
 - f) Skater may not participate in any exhibition events.

2. Second Violation
 - a) Loss of 25% of scheduled contests of the season.
 - b) Will participate in, and complete a community/school AODA program, at skater's expense.
 - c) Skater may practice with permission from Board of Directors and coach.
 - d) Skater may not participate in any exhibition events.

3. Third Violation
 - a) Loss of 50% of scheduled contests of the season.
 - b) Skater may practice with permission from Board of Directors and coach.
 - c) Skater may not participate in any exhibition events.

4. Fourth Violation
 - a) Loss of one (1) calendar year (12 months from date of violation).

Possession/Usage of controlled substances, alcohol or tobacco products:

1. First Violation
 - a) Loss of one scheduled contest if self-referred.
 - b) Loss of 25% of scheduled contests of the season.
 - c) Will have an appropriate chemical assessment at skater's expense.
 - d) Will participate in, and complete a community/school AOD Awareness Program
 - e) May choose loss of 50% of scheduled contests in lieu of items (a), (b), and (c).
 - f) Skater may practice with permission from Board of Directors and coach.
 - g) Skater may not participate in any exhibition events.

2. Second Violation
 - a) Loss of 50% of scheduled contests of the season.
 - b) Will have an appropriate chemical assessment at skater's expense.
 - c) Will participate in, and complete a community/school AOD Awareness Program.
 - d) Player may practice with permission from Board of Directors and coach.
 - e) Skater may not participate in any exhibition events.

3. Third Violation
 - a) Loss of one calendar year (12 months from date of violation).
4. Fourth Violation
 - a) Loss of two calendar years (24 months from violation).

Personal Conduct Rules/Violations

The following actions and behaviors are unacceptable:

- A. Commits any acts of willful, persistent, disruptive behavior, or any act in violation of or subject to penalty under Wisconsin State Statutes, local ordinances, or any MCYHA policies.
- B. Commits or participates in acts of vandalism or steals any property in any way associated or connected with the MCYHA Programs of any of its members, skaters, coaches, officials, spectators or opponents. This includes the MCIC, the property of any other area in which the Association schedules and plays games, and the property of any hotels or motels at which skaters stay during away games or visit during home tournaments.

Penalty: Same as for possession/usage of controlled substances, alcohol or tobacco products as listed above.

Insubordination and Unsportsmanlike Conduct

No skater shall engage in unsportsmanlike conduct or insubordinate-like conduct (failure to follow reasonable requests of coaches, parents or Association officers and officials).

Penalty: The penalty will be administered by the head coach, or the assistant coach in his/her absence with notification to the President of MCYHA and the chair of the Coaching Committee.

School Suspensions

Any school-imposed suspensions will be carried out concurrently by MCYHA.

Penalty: Any skater suspended from school will not be allowed to practice or participate in any games until the suspension is lifted by the school.

Attendance

All skaters shall regularly attend all scheduled games and practices of their team, unless physically unable to do so. Any unexcused missing of practice may result in less or no ice time in the following game.

Penalty: To be prescribed by coach.

Equipment

All skaters shall take proper and good care of MCYHA-furnished equipment and uniforms.

Penalty: A skater damaging Association equipment or uniforms or turning them in a damaged condition will be required to pay the present fair market value of the equipment or uniform or the cost of repair, whichever is less (value to be determined by Equipment Director). The skater(s) involved will not be permitted to participate further in any MCYHA program until payment in full or satisfactory payment arrangement is made.

General Conduct

All skaters shall conduct themselves, on and off the ice, as well as at and away from MCIC, in a manner, which will uphold and foster the ideals, principles and standards of MCYHA. Examples of unacceptable conduct include: fighting, profanity, and obscene gestures. The penalty will be administered by the head coach or the assistant coach in his/her absence. The coach should try to assign the penalties in a progressive manner, but may assign the maximum penalty depending on the severity of the violation.

1. Sit out one shift
2. Sit out one period
3. Sit out one game
4. Sit out two games

Unsportsmanlike Conduct Towards Officials

No skater shall display any disrespectful behavior towards any official, whether they are on the ice or not (includes timekeepers, penalty box attendants, etc.).

Penalty: The penalty will be administered by the head coach, or the assistant coach in his/her absence. The coach shall assign the penalty in a progressive manner, but may assign the maximum penalty right away depending on the severity of the violation.

1. Sit out one period
2. Sit out one game
3. Sit out two games

Intent to Injure

No skater shall behave in any manner in which it is determined that he/she intended to injure another. This rule applies to both on the ice and off the ice. This rule will not be used if discipline has been applied by officials.

Penalty: The penalty will be administered by the coach or the assistant coach in his/her absence. The penalty should be assessed in a progressive manner but the maximum may be assigned immediately depending on the severity of the violation. Any member witnessing this type of behavior should immediately write a statement of the violation and submit to the Board of Directors.

1. Sit out two games
2. Sit out three games
3. Suspended for the remainder of the season
4. Suspended for one calendar year

Miscellaneous

Unauthorized personnel shall not be allowed to enter the skaters' bench area, score keepers' area, or official's bench during the game.

Unauthorized personnel shall not be allowed in the locker room before, during, or after games.

Dress code is left to coaches' discretion, but strongly recommended.

All suspensions shall carry over to the next season.

Games being served as game suspensions will be games that will be actually played; forfeited games do not count.

In order to be excused from a practice or game, all players or parents are to notify the Head Coach. All players are to be on time for practices and games, this means fully dressed and ready to go according to coaches guidelines for appropriate team.

Any unfavorable situation not covered by the foregoing Rules and Regulations will be dealt with by the Association on an individual case-by-case basis.

The Board of Directors is responsible to enforce all MCYHA, WAHA, USA Hockey, WIAA and any other league rules.

Coaches are specifically prohibited from teaching or encouraging any activity that is penalized in the rules of the game or which is unsportsmanlike.

Suspensions

The only people having the authority to hand out game suspensions (besides USA Hockey/WAHA and WIAA) game suspensions) are the head coach, assistant, and the Board of Directors. Any suspension or penalty given by a coach will be served beginning immediately.

All skaters who receive any game(s) suspensions shall sit on the bench for the game(s) that he/she is suspended. The skater will not be able to play in any further games until he/she is present for all suspended games. This applies to both USA suspensions and MCYHA. The only exception is when a skater receives a gross misconduct or a match penalty, or when in extreme situations, the coach feels and can prove the suspended skater's presence may be detrimental to the team, and in this case, would not qualify as a "sat" suspension.

All USA Hockey suspensions will be enforced by MCYHA.

Appeal Procedures Regarding Suspensions

A skater/parent wishing to appeal any penalty that is assigned must do so within 48 hours of a suspension.

If the penalty being appealed is from the coach, the appeal will be handled by the Board of Directors. Their decision is final. Any other suspension must be appealed through the appropriate body (USA Hockey/WAHA/WIAA)

The Member Handbook is reviewed by the Board of Directors for relevance as needed. Proposed changes may be voted on at any Board meeting.

Addendum A: Coaches Job Description, Tryout Guidelines and Travel Team Guidelines.

COACHES

Basic Function:

To instruct and develop skaters in all aspects of ice hockey.

Term of Position:

Appointed and supervised by the Coaching Committee for a period of one season with Board approval.

Responsibilities:

- Extends to each team member the environment to learn, enjoy, practice and develop: sportsmanship, leadership, camaraderie, fairness and consistency.
- Attends a USA Hockey Coaching clinic to receive or maintain certification.
- Recommended to attend a First Aid clinic.
- Knows, adheres to, and ensures that all skaters abide by the rules governing the play of ice hockey as set forth by USA Hockey, WAHA, MCYHA, WIAA, and CUP League.
- Allots equal ice time for all skaters in accordance with the rules of the Association.
- Responsible for final inspections of locker rooms.
- Sets a standard of behavior both in locker room and on the ice.
- Makes application of move-up for skater before December 1st. Must take the number of skaters on the team into consideration before recommendation.
- Submits practice plans to the Coaching Committee when requested.
- Authority for establishing a dress code.
- Must follow the procedures set forth in the MCYHA Rules and Regulations.
- Coach must notify President and Chair of Coaching Committee if they know of a player breaking Rules and Regulations.
- Must hold Parents and Players team meetings to explain coaching philosophies, team goals, disciplinary code, Code of Conduct agreement, practice and game schedules, etc.
- Recommended to check player's medical history prior to season
- WAHA requires that **all** on-ice coaches be either certified at the appropriate level for their team, or be in the process of seeking certification (i.e., be scheduled to attend the appropriate coaching clinic)
- Without exception all on-ice coaches **must** complete the appropriate certification level before December 31st, or they cannot continue to coach after that date until they are appropriately certified. There can't be any other on-ice or on bench assistants or

- coaches who are not appropriately certified.
- MCYHA registered players may participate in other MCYHA team level practices as 'helpers' as long as they are not providing "coaching" instruction, but instead are showing how to perform drills, being role models for how to skate, pass or shoot, working with goalies, etc. This includes WAHA/WIAA activities such as team practices, and MCYHA activities such as goalie clinics, etc.
 - Non-WAHA activities conducted by MCYHA such as Goalie Clinics must have at least one WAHA certified coach on ice at all times to provide overall supervision of the practice/clinic.

TRAVEL TEAM GUIDELINES

The Program Committee recommends team numbers based on projected numbers at each age level. Players must play at the level dictated by WAHA/WIAA which is based on date of birth.

All teams will be comprised of a minimum of ten (10) and a maximum of twenty (20) players. If there is more than one team at a level, Tryout Guidelines will apply.

Any exceptions to the above will be dealt with by the Board of Directors.

A skater may play for a higher-level team if the following conditions are met:

1. Permission must be obtained from the higher level coach
2. Permission must be obtained from the skater's regular coach
3. Permission must be obtained from the parent(s)
4. Permission must be obtained from the skater
5. Permission must be obtained from the Board of Directors.
6. The move up must be approved by December 1st.
7. A skater shall be registered at only one level at a time during the season

Game and Practice Ice Time

All skaters will obtain reasonably equal ice time in every game, provided effort, attitude, and attendance of the skater at practice is satisfactory. Parents must realize that penalty killing and power plays mandate a coach's sole discretion during any game, although the coaches are recommended to exercise this option at the Bantam level and above.

Exceptions to the above being during tournaments, the last five minutes of the third period and the overtime period are at the discretion of the coaches. Exceptions may also be made by the coach for disciplinary reasons.

All teams (Mite through High School) will have minimum of two (2) on-ice practice times per week for the season. Games are to be held as set up by the Scheduler following Association guidelines.

Any violations of the MCYHA rules and regulations are to be reported to the Board of Directors for enforcement.

MCYHA TRYOUT FORMAT AND GUIDELINES

The MCYHA is committed to creating the best possible hockey experience. Tryouts perform an important role in helping to assure that teams represent the best balance between the needs of individual players, the teams and the Association. Tryouts will incorporate a combination of skills assessments, evaluation in scrimmage situations, and effort/attitude. Players will be evaluated in a consistent, objective manner by the selection committee as described below. Tryouts will be at the beginning of the season following the first several ice sessions – first week conditioning, 2nd week tryouts, 3rd week individual team practices will start.

Tryout Guidelines:

1. It is the player's responsibility to be fully dressed 15 minutes before the first tryout session, 10 minutes before the remaining sessions. This assures adequate time for taking attendance, instruction and assigning identification numbers. Players must be fully equipped and registered with MCYHA before skating.
2. Players are expected to attend all tryout sessions. If a player must miss a tryout session, they must notify the Tryout Coordinator. If late for a tryout, the player must notify the Tryout Coordinator so that attendance and evaluation records can be accurately maintained.
3. Players must try out at the level they registered for. Players will, however, be given the opportunity to move up one age division under the following circumstances:
 - a. The team the player is moving from will have sufficient remaining players to have at least 10 players and a goalie.
 - b. The team the player is moving up to must have sufficient room on its roster, and the addition of the player would not create too large a team in the opinion of the Coaching Committee. The player must be rated among the top 50% of players at the higher age level to move up.
 - c. The player must notify the Chairman of the Coaching Committee of their intent to try out at the higher level before the tryouts begin. In addition, the Selection Committee reserves the right to make a recommendation to a player to consider playing up one level at any point during the tryouts.
 - d. The Coaching Committee can waive these criteria and allow a player to move up one age division if deemed necessary to ensure an adequate number of players at a given age division(s) or to otherwise balance.
 - e. In all situations, the MCYHA Board makes the final decision on each player moving up based on the recommendation from the Coaching Committee.
4. **Skaters:** must try out as skaters. **Goalies:** Should a player wish to be primarily a goalie, they must try out as a goalie. If more than one goalie is trying out in a

given age division, there will be specific goalie tryouts held. In any event, all players must go through the tryouts at their own age level. If they desire to move up an age group, they must also try out at that the older age level. This way each player is properly evaluated even if they do not move up to the older age level.

5. The Coaching Committee will appoint a Selection Committee comprised of at least three evaluators per age group to perform the evaluations. An on-ice Tryout Coordinator will also be appointed to conduct the tryouts. While the Selection Committee may ask for input from the Tryout Coordinator or individual coaches, rating decisions are the sole responsibility of the Selection Committee.
 - a. The evaluators may not have a child competing at the age group they are evaluating or have any known bias. Evaluators must possess an adequate understanding of hockey skills and game play/presence. They must pledge impartiality and base their decisions on guidelines provided by the MCYHA Board using its format/criteria, and will not discriminate.
 - b. Tryouts will consist of both skills evaluations and game-situation scrimmages. Attendance and attitude/effort may also be considered by the evaluators. The majority of each individual's overall rating will be weighted for game-situation performance in scrimmages, then by skills performance and, finally, attendance and attitude/effort. In the event of a tie, evaluators will rely primarily on game-situation performance to finalize their ratings.
 - c. Evaluators must attend the majority of their assigned tryout sessions. Only the evaluations of those committee members actually attending a given session will be counted.
 - d. A joint Coaching and Selection Committee meeting will be held prior to the tryouts to orient participants to the process and to assure clear communication of responsibilities and expectations. All coaches will be invited to attend this meeting.

Tryout Timeframes:

Tryout decisions will be made after the 2nd week of the season and will be communicated by the Tryout Coordinator. Should any parent/player wish to appeal the final selection, they must do so in writing or by email to the Chairman of the Coaching Committee. Any decision must be appealed prior to the first game.

Procedure for Mid-Season or Outside the Tryout Process New Player Placement:

From time to time players may seek to join a MCYHA team *but miss the tryout period, or come* mid-season, after completion of the tryout period and the player placement process. All eligible players must make every reasonable attempt to participate as much as possible in the scheduled tryout process; this procedure is intended for only those players whose circumstances make this impossible. Examples include injury, relocation to the Manitowoc County area, dissolution of their out of area team, etc. Depending on when

the player is approved for roster placement during the season, they may or may not be eligible for certain post-season or tournament play (i.e., the State Tournament).

1. The player must register through the MCYHA formal process, completing all paperwork and indicating preferred level of play based on their age and skill level.
2. The Registration Coordinator will notify the Coaches Committee of the new registration.
3. The Coaches Committee will review the registration and, if possible based on the current team situation and the new player's level they will make an immediate placement.
4. If the Coaches Committee needs more information to make a decision, the player may be asked to join a MCYHA team for a practice or at another appropriate ice session where a skills assessment can be made.
5. In making a determination, the Coaches Committee will take into consideration both the interests of the new player and the circumstances of the team(s) that may be an appropriate placement. It is important that addition of a new player will not cause another player to drop down a level or for an unacceptable ice time situation to result, as well as other factors.
6. The Coaches Committee will make a timely decision. The decision will be final for that season.

Addendum B – Tournament Information

TOURNAMENT DIRECTOR

Basic Function:

Serves as the overseer and coordinator of all MCYHA tournaments to assure maximum benefit from the Association sponsored tournaments.

Term of Position:

Appointed and supervised by the Board of Directors for one (1) year.

Responsibilities:

- Develops rules and guidelines for the tournaments and publishes this information three (3) weeks prior to the first tournament; all tournaments are to comply with USA Hockey, WIAA and WAHA tournament rules.
- Prepares and submits, to the Treasurer for approval, a separate budget for each tournament, and assures that each tournament is kept within the approved budget.
- Appoints and supervises individual Tournament Chairpersons.
- Reports to the Board of Directors with an evaluation of the Tournament, including financial status.

- Procures and supplies to the tournament directors similar trophies and awards for all tournaments.
(State tournament awards are set forth in WAHA Tournament Rules. Plus individual trophies for second place and Consolation Champions. A tournament patch shall be awarded to all participants. Invitational Tournaments shall award a first place team trophy, individual trophies for first, second, third, and consolation. In addition, a tournament patch or medal will be given to each participant).
- Shall form and serve as Chairperson of the Tournament Protest Committee, which shall consist of two (2) additional members as follows:
 1. The first visiting team shall designate a member
 2. The second visiting team shall designate a member
 3. No coaches, etc. may be designated in (1) and (2) above.
- Notifies the Marketing Committee of tournament schedule and brackets etc. for release to radio, cable, newspaper, etc.

TOURNAMENT BOOK COORDINATOR

Basic Function:

Solicits and attempts to obtain tournament book advertising for MCYHA hosted tournaments; obtains all information required for the tournament book.

Term of Position:

Appointed by and supervised by the Tournament Director for one (1) year.

Responsibilities:

- Attempts to obtain advertising for tournament book.
- Contacts all previous advertisers for renewal.
- Attempts to obtain new advertisers.
- Submits to printer prior to first tournament:
 1. Advertisements
 2. Team rosters
 3. Team photos
 4. Tournament brackets
 5. Officer input and messages
- State tournament information is to be submitted to the printer when received.
- Requests officer's input (messages, history, etc.) for inclusion in the tournament booklet.
- Submits all moneys received to the Treasurer.
- Provides advertisers with a MCYHA receipt for the space committed at the time of payment
- Begins soliciting advertisements in August.
- Report to the Treasurer any suggestions for improvement by April meeting.

TOURNAMENT CHAIRPERSON(S)

Basic Function:

Plans, directs, and controls the operation of an individual tournament within the approved budget.

Term of Position:

Appointed and supervised by the Tournament Director for one (1) year.

Responsibilities:

- Appoints and supervises tournament staff as follows.
 1. Head of Major/Minor Officials
 2. Hospitality Room Host
 3. Security and Emergency Coordinator
 4. Media Coordinator
- Publishes and distributes tournament information by December 1st to:
 1. Let's Play Hockey and Wisconsin Ice.
 2. Local newspapers
 3. Local cable companies
 4. Sixteen (16) desirable associations
 5. Any other pertinent outlets
- Secures a minimum of eight (8) teams thirty (30) days prior to each tournament.
- Sets times and brackets for tournament three (3) weeks prior to the tournament.
- Submits rosters, photographs, etc. for inclusion in the program to the printer fourteen (14) days prior to the tournament.
- Posts all game and tournament results in the ice-facility at the conclusion of each game.
- Assigns locker rooms and makes name plates (signs) for locker room and score clock use.
- Presents awards to teams at the end of each team's last game.
- Reviews birth certificates of all skaters prior to the first game of each team.
- Reviews coaching cards of all coaches prior to the first game of each team.
- Proofs program and assure that all tournament workers are listed.
- Submits a list of facility needs to the MCIC Manager fourteen (14) days prior to each tournament.
- Submits a report to the Tournament Director seven (7) days after the tournament.
- Works with Team Manager to assure there are scorekeepers, timekeepers and penalty box attendants for all tournaments.

HEAD OF MAJOR/MINOR OFFICIALS FOR TOURNAMENTS

Term of Position:

Appointed and supervised by the Tournament Chairperson.

Responsibilities:

- Appoints, schedules, and supervises all major/minor officials for each game in the tournament and tries to assure some degree of experience and competency. (Any official should be a minimum of 2 levels higher than the group they are officiating.)
- Assures that all physical equipment used and/or needed by the major/minor officials shall be in working order during the tournament.
- Responsible for the proper conduct and performance of major/minor officials.

TOURNAMENT HOSPITALITY ROOM HOST

Term of Position:

Appointed and supervised by the Tournament Chairperson.

Responsibilities:

- Arranges for an adequate room.
- Procures the food and drink.
- Sets the time and posts signs.
- Monitors the room and insures proper conduct.
- Acts as the official host.
- Cleans up.
- Have tournament programs available.

TOURNAMENT MEDIA COORDINATOR

Term of Position:

Appointed and supervised by the Tournament Chairperson.

Responsibilities:

Works with Marketing Chairperson on the following:

- Contacts media people and solicit their coverage.
- Provides for TV coverage (Comcast) and assists in set-up and location.
- Gives advance publicity to radio, TV, and newspapers.
- Provides play-by-play and color announcers for TV.
- Submits tournament results to TV, newspapers, etc.

