

**SPRING LAKE PARK  
YOUTH HOCKEY ASSOCIATION**

**TRAVELING HOCKEY POLICY**

**2008-2009**

## SLPYHA TRAVELING POLICY APPROVALS

Sean Noble – President

Brian Thomas- Vice President

Jennifer Mulligan – Treasurer

Tammi Provart – Secretary

Terri Kromvig – Traveling Director

Kelli Jones – Traveling Director

Stacy Klepsa – Mite Director

Mike Pettijohn – Mite Director

Vicky Provart - Volunteer Director

Jeff Newsom – Equipment Director

Final Approval Date

August 13, 2008

## Table of Contents

|           |  |
|-----------|--|
| Section A | Mission Statement & Overview                                     |
| Section B | Terms & Definitions  |
| Section C | Player Participation (Update)                                    |
| Section D | Determining the number, levels and composition of teams (Update) |
| Section E | Selection of Coaches   |
| Section F | Hockey Registration  |
| Section G | Tryout Policy  |
| Section H | Tryout Procedures  |
| Section I | Responsibilities   |
| Section J | Grievances & Dispute resolution                                  |

### A. MISSION STATEMENT & OVERVIEW

**Mission Statement:** The mission of the SLPYHA Traveling Program is to provide a high level of individual development for all players wishing to excel in the game of ice hockey. The SLPYHA Board shall establish and maintain a hockey player development program that ensures the development of individual and team skills required for advancement to the High School/Junior level.

**Overview:** The purpose of this policy is to generally define the policy and processes for Traveling Hockey in the SLPYHA and to ensure uniformity and equality for all participants. While many subjects are covered by this policy, there may be specific issues outside the scope or not defined by this policy. Policies not specifically addressed in this policy may be addressed by the SLPYHA by-laws; Minnesota Hockey District 10, Minnesota Hockey, or USA Hockey policies. Any issue not addressed by this policy shall be presented to the Traveling Directors for further action. The SLPYHA Board of Directors may by a two-thirds (7 of 10 votes) majority vote, choose to make permanent or temporary exceptions or modifications to this policy. Recommendations or comments regarding this policy shall be presented in writing to the Traveling Directors.

### B. TERMS & DEFINITIONS

B.1 The Spring Lake Park District 16 Youth Hockey Association traveling program shall be open to all youth up to 17 years of age *currently residing* in the SLP District 16 school jurisdiction.

CURRENTLY – means at the time of registration, with the intent to remain for the school year.

RESIDING – means principal place of residence, usually the parent/guardian’s house. Maintaining an apartment in the school district for the school year while registered to vote elsewhere will not suffice. Using a relative’s address will not suffice.

- B.2 The use of the term “Board” shall refer to the SLPYHA Board of Directors.
- B.3 The use of the term “Directors” shall refer to the SLPYHA Traveling Directors.
  
- B.4 Throughout this policy, the team levels are referred to as “A” and “B” levels. If there is no “A” level team for particular hockey level (bantam, peewee, etc.), then “A” refers to the top-level team and “B” refers to the second level team.

### **C. PLAYER PARTICIPATION**

- C.1 It is fundamental that all skaters and goalies on a team be given approximately equal amount of playing time. However, coaches are given discretion to this rule under the following conditions:

The coaches of U10 Girls and Squirts will play all skaters evenly regardless of game situation (including penalty situations, overtime periods, the closing minutes of close games, as well as District playoffs).

The coaches of U12 Girls, U14 Girls, PeeWee, and Bantam levels may use skaters as they deem necessary in penalty situations, overtime periods, the closing minutes of close games, as well as District, Regional, and State playoffs. Removing a skater from the ice for corrective criticism to help with that player’s development would also be an exception to this policy.

### **D. DETERMINING THE NUMBER, LEVELS & COMPOSITION OF TEAMS**

- D.1 After registration and prior to tryouts, the Board shall determine from the number of registrants, the number of teams to field at each level. The Board may choose not to field a team at any level due to insufficient registrations. The Board may choose to enlist players from other association to fill a “B” team. All requirement of paragraph F.5 shall apply.
  
- D.2 The Directors shall recommend the level of play for each team to the Board. The Directors shall consult with, at a minimum, the coaches and the Player Development Coordinator in order to make this recommendation. After input from the Directors, the Board shall approve the level of play for all levels.
  
- D.3 District 10 has set a maximum of 20 players on any team (18 skaters 2 goalies). The Board, with coaches’ input will determine the number of players each team will carry upon the completion of the initial tryout period.
  - 1. In the event that there is 1 team at a traveling level and the players and / or goalies exceed the maximum amount allowed for 1 team and there is not enough skaters and or goalies to make another team these players will be classified as cut players and the following options will be available:

- a. The players will have the option to waiver out of SLPYHA or be cut for that season only. The SLP Board will make every effort to assist these players in finding a team to play for but cannot guarantee a placement with another team.
  - b. The cut players can remain on the SLPYHA team with the understanding that game time will be limited.
- D.4 The top eight skaters by total points and the top ranked goalie will be placed on the top team. The top coach may then select the remaining number of skaters to fill the top roster at the conclusion of the combined practice. He/she may also choose a second goalie from any goalies available. However, if there are a limited number of goalies available at a level, the Board may limit the number of goalies each team may have. If there are more players trying out than can be accommodated on the number of teams fielded, the bottom ranked players will be eliminated at the end of the initial tryout period and prior to the combined coaches practice.
- D.5 The tryout process will include a session for the coaches to observe practice and scrimmage situations. If there is more than one team at any level, the top level and second level head coaches will be involved in this session. During this session, the players will be evaluated based upon their ability, drive, practice habits, and propensity to be a team player before the balance of the team is selected. All players will participate in this session. Upon selection of the balance of the top team, the remaining players may participate at the next level of traveling hockey.
- D.6 The “B” team is formed by taking the top 8 remaining skaters and the top ranked remaining goalie. The head B coach can then select from the remaining skaters to fill the roster. If an insufficient number of players remain to fill the “B” roster, the Board may hear petitions from any players in our association and waived players from other associations.
- D.7 All roster adjustments must be presented to the Directors and approved by the Board. All existing Minnesota Hockey and District 10 rules must be adhered to. Under no circumstances shall a coach make any roster adjustments without the prior approval of the Board. The Directors will notify the Board of any requests for roster changes upon notification by the head coach requesting such action.
- D.8 No player may be rostered on more than one traveling team.
- D.9 No “A” team may play a “B” team, and no traveling team may play an in-house team. Combined level practices are permitted.
- D.10 Traveling teams must comply with District 10 regulations in regards to tournament dates.

## **E. SELECTION OF HEAD COACHES**

- E.1 The Directors shall begin the solicitation of potential head coaches immediately after the SLPYHA annual meeting.
- E.2 Responsibility for the selection of head coaches rests entirely with the Board. The Board shall interview and select the most qualified candidate for each position. The Board may forgo the interviewing process if there is only one candidate for a coaching position. The Board must, by majority vote, choose to confirm or reject each candidate for each head coaching position.
- E.3 It is the responsibility of the Board to fill each coaching position with the most qualified and dedicated candidate without regard to any relationship to any player. Therefore, if one of the candidates is a parent of one of the players trying out for his/her team, this is permissible. If a parent coach has been selected, his/her child must make the team through the normal tryout evaluation process. The coach's child must finish within the number of skaters a team will be carrying on their roster that hockey season, (i.e. If a team carries 13 skaters and 2 goalies, the coach's child must finish within the top 13 according to the judge's rankings.)
- E.4 In the event a Board confirmed coach resigns or is removed prior to or during the season, the Directors, at their discretion, shall solicit and recommend a replacement head coach to the Board. All requirements of paragraph E.3 apply.
- E.5 It is the requirement of the Board, District 10 and Minnesota Hockey to require all selected head coaches to complete the appropriate level of Minnesota Hockey Coaches Education Program (CEP) to coach traveling hockey. These requirements may change on a year-to-year basis, and the current requirements per Minnesota Hockey apply.
- E.6 SLPYHA, District 10 and Minnesota Hockey require a certified coach to attend all team functions (i.e. games, practices, or scrimmages). Proof of certification is required at all times. Failure to produce evidence of certification during any game will result in forfeiture.
- E.7 All coaches and team managers must complete and pass a USA Hockey background check prior to any activities with players. Failure to complete or pass the background check, or falsification of information, will be cause for immediate dismissal from all assigned responsibilities. Paragraph E.4 shall apply in the event of the dismissal of a head coach.
- E.8 No head coach of SLPYHA traveling hockey may be the head coach of another traveling team during the SLPYHA hockey season. District 10 rules require that any District Director may not coach a hockey team.

## F. HOCKEY REGISTRATION

- F.1 Hockey registration will be held in September. It is the responsibility of the Directors to notify the association membership of the registration dates and times, provide the registration forms, and arrange the ice times for the pre-skate and tryouts. The SLPYHA Traveling Policy will be available at registration, online and at tryouts.
- F.2 All youths wishing to participate in SLPYHA Traveling Hockey must register and participate in the tryout process.
- F.3 Players that have not registered prior to the beginning of the tryout process will not be eligible to participate on the top level team. In the event that players are “cut”, all late registered players will not be allowed to participate.
- F.4 “B” level only declarations may be made at the time of registration or any time prior to the beginning of tryouts. “B” only requests will be made in writing to the Directors. Also if a player is eligible for multiple levels they must declare only one level. (i.e. U10 Girls/Squirts, U12 Girls/Peewee, skaters who are grade-eligible for a higher level) Once this declaration is made, the player must tryout and play at the level declared for remainder of the season. (i.e. If a skater declares Squirt and does not make the team they desire, they may not return to U10). These declarations must be made at the time of registration. Each player must determine skater or goalie status for that season prior to tryouts and must remain in that position for the remainder of the season.
- F.5 Players from another association wishing to play for SLPYHA must obtain a waiver from their home association, which is also signed by the District 10 Director. These players must then petition the Board for an opportunity to play for SLPYHA. Consideration will be for bottom level team only, providing an opening on the team is available. Top level will be considered if SLPYHA fields only one team at that age level. If SLPYHA does not have sufficient players to field both “A” and “B” teams, a cooperative “B” team may be formed with another association. All players from both associations trying out for this cooperative team shall follow the same guidelines as members of SLPYHA.
- F.6 Any youth from SLPYHA wishing to play for another association must notify either Director and make a petition to the Board to obtain a waiver. All waivers must receive Board approval, approval of the District 10 Traveling Director, as well as approval from the Board President of the receiving Association. Waivers will be granted only by the majority vote of the Board. If approved, the waiver must be signed by the SLPYHA Board President and District 10 Director.
- F.7 The Directors, along with the SLPYHA Registrar, will have the responsibility for all rosters, insurance forms, and birth certificate verifications. This documentation will be

presented at the District 10 Registration Meeting. Certified copies will be made available to the team managers after teams have been selected.

- F.8 It is the expectation of SLPYHA that all skaters play at the level that matches their age and grade level eligibility. In the event that players are needed to fill a team at any level, the Board will allow players, for one year only, to play at a higher level. The following season, the player will return to their age and grade level eligible level.
- F.9 Any player who has not returned equipment or made arrangements to pay delinquent ice bills (30 days overdue), will not be eligible to play traveling hockey. Financial hardship cases must be petitioned to the Board in writing. At the time of registration, all past due bills must be satisfied.

## **G. TRYOUT POLICY**

- G.1 The Directors shall schedule tryouts so as to avoid as many foreseeable conflicts with other sports/activities as it is reasonable to anticipate. Every consideration will be given to these conflicts with the goal being to establish as much convenience as is reasonable for the majority of the skaters. A major consideration in the scheduling of tryouts is the availability of the ice.
- G.2 Any registered youth wishing to participate but not able to compete in or complete tryouts must notify either Director prior to the commencement of tryouts. In order to be placed on any team, the youth must petition the Board stating all reasons for not competing. The Board will consult both all coaches for that level. Upon the majority vote of the Board and consent of the coach, the youth will be placed on a team.
- G.3 All players meeting the minimum grade for any level of play shall be able to tryout without any restrictions stated in this policy. The minimum grade levels are: Squirt/U10 – fourth grade, PeeWee/U12 – sixth grade, and Bantam/U14 – eighth grade.
- G.4 The Directors shall appoint four tryout evaluators and one official scorer. All evaluators shall demonstrate an adequate level of hockey knowledge. All evaluators shall forward the score sheet to the official scorer immediately upon completion of each tryout. Evaluators shall not have access to or maintain scores from a previous tryout session.
- G.5 For whatever tryout method is selected, the identity of individual skaters will be concealed by forbidding the wearing of any jersey, helmet, socks or other identifying gear with an individual's name on it. Players must wear standard game equipment including black breezers, black helmet, and matching colored socks. The association will lend black breezers and a helmet to players during tryouts, if necessary. Any player

wearing identifying apparel will be asked to change before participating in the tryout session. **Players not in compliance will not be allowed to participate.** Each skater will be required to wear a numbered tryout jersey.

- G.6 **For whatever tryout method is selected; the evaluators will be separated from all others attending the tryout process. Only the Directors will communicate with the evaluators during the tryouts. Parents, except designated volunteers and head coaches, will not be allowed in the arena during the tryout sessions.**
- G.7 The goal of the tryout method will be to separate the SLPYHA skaters according to ability. The judges will not measure ability by other association's skaters or by any other standard (i.e. if the scale of points is 1 to 10, the best skater is a 10 without regard to how that player may compare to players outside the SLPYHA).
- G.8 The tryout scores of all participants are to be known only to the Official Scorer. No individual scores will be released to parents or other party either during or after the tryout process.
- G.9 Comments and questions regarding the tryout process should be directed in writing to the Directors upon completion of tryouts.

## **H. TRYOUT PROCEDURES**

- H.1 Tryouts will consist of two one-hour sessions, consisting of a combination of drills and scrimmages. In addition, there will be a one-hour goalie evaluation. Skaters will be scored on the average of sessions attended. In addition, there will be one additional session of ice for the purpose of coaches evaluation to finalize the roster. Once the teams have been selected, the coaches will contact the respective team members and inform them of their team placement. Once personal notification has been made, the team rosters will be posted on the SLPYHA web site.
- H.2 **Each drill will be demonstrated to the players. Drills are designed to show ability in a specific area, not be dependent on other individuals and will not favor players of either hand. All players shall have an equal opportunity in executing each drill. The areas to be tested individually shall be at a minimum, forward and backwards skating, shooting, and stick skills.**
- H.3 **For scrimmages, all players at each level will be arranged into two teams and separated by color of jersey. Each player shall be given equal ice time during all scrimmages. All skaters will play both offensive and defensive positions during each scrimmage.**
- H.4 Any helper or assistant on the ice may do no more than keep the players in order. No coaching or encouragement of players will be permitted.

- H.5 One assistant is permitted in each box to organize line and players and positions for each scrimmage. Assistants may not direct the players except to maintain order on the bench and to announce player rotation and positions.
- H.6 All line shifts will be 45 seconds running time. The scoreboard clock and horn will be used to signal line changes. Changes should be made as quickly as possible and “on the fly”. Play may be stopped and started at the discretion of the on-ice tryout official.
- H.7 Goalies will rotate teams during the scrimmages. Goalies will rotate in sequence. In addition to the scrimmages, there will be a single goalie tryout. Goalies shall be graded by all evaluators during scrimmages and by the designated goalie evaluator during the goalie tryout.
- H.8 If a player is unable to attend try-outs, he/she can petition the Board in writing. In the event of a petition due to hardship, upon consultation with the coach, the Board will place the player on a team after a majority approval vote.
- H.9 An on-ice official will be appointed with the approval of the Director. H-4 shall apply to all on-ice officials.
- H. 10 All players are urged to maintain the highest level of discipline and respect during the tryout process. The on-ice official shall remove, at his discretion, any player from participation in the event of a player’s continued lack of discipline or ongoing disruption to the tryout process. The player shall not receive any points for that day he/she was removed from the tryout process. Overall scoring procedures defined in paragraph H.1 shall apply in these instances. The Directors shall be immediately notified in the event of the removal of any player.
- H.11 The Directors shall have the authority to resolve any questions or disputes arising during the tryout process. The Directors shall consult with the Board President on any issue not addressed by this policy.

## **I. RESPONSIBILITIES**

### **I.1 Head Coaches**

- I.1.a Coaches are responsible to the Directors and the Board to carry out the philosophies of hockey as specified in these policies or expressed to them verbally. Coaches shall also consult and accept input from the Board in order to maximize the skill development of all SLPYHA hockey players.
- I.1.b Each coach shall have a parent meeting at the start of the season. Coaches will communicate basic rules governing excused and unexcused absences. Guidelines will be set up for disciplinary action and all players and parents must follow them. During

this meeting the coach should state his coaching philosophies, establish team rules, and select parents to help with various team functions.

- I.1.c All head coaches shall be responsible for the conduct and actions of their players, assistant coaches and team managers. Continued misconduct will be grounds for dismissal from the SLPYHA.
- I.1.d It is the responsibility of the head coach to ensure a certified assistant is present at all team functions in the event he/she can't attend.
- I.1.e The head coach or designated assistant must attend the annual pre-season District 10 coaches meeting.
- I.1.f Use of tobacco products is not permitted by coaches, players, managers, or parents in the locker rooms, on the ice, in the boxes, or in any other designated non-smoking area.
- I.1.g The use of alcoholic beverages prior to or during games or practices is not permitted. Report of any violation by a coach will be presented to the Directors for consideration for the appropriate action, which may include the dismissal or removal of the coach from traveling hockey. Any coach that knows of a violation and does not report it to the Directors is subject to Board review and/or dismissal.
- I.1.i Violations of this policy may be brought to the attention of the Board by a referee, District 10 coach or any member of the Association. The matter will be reviewed by the Board of Directors at the next meeting or sooner. Penalties could include fines, game suspensions, or any other penalties deemed reasonable by the board up to and including dismissal.

## **I.2 Team Managers**

- I.2.b All team managers shall be responsible to the head coach.
- I.2.c Team managers must coordinate team meetings, keep team roster/birth certificates, coaches' certificates, schedule scrimmages as directed by the head coach.
- I.2.d The team manager must attend the annual preseason District 10 meeting.
- I.2.e The team manager will complete all injury reports and submit them to the Directors, the Board Secretary, and Minnesota Hockey.
- I.2.g Team managers may have other duties as assigned by the head coach.

### **I.3 Players & Parents**

- I.3.a Players as representatives of the team, SLPYHA, School District 16, and the sport of hockey shall adhere to the following:
- Participate fully in all practices and games or prearrange an excused absence from the head coach.
  - Accept and apply instruction and direction from coaches in order to maximize their skills.
  - Assert maximum effort when participating in team functions.
  - Attend all team functions, unless excused.
  - Participate in fundraising.
  - Abide by all team rules.
  - Exemplify the highest level of conduct and sportsmanship at all times.
- I.3.b Parents should understand that players learn as much from our example as from anything taught in school. All parents shall strive to do the following:
- Exemplify good sportsmanship at all times.
  - Do not coach the players from the stands.
  - Must not be rude towards players, coaches, or fans.
  - Promote a positive image of hockey.
  - Support the players as they learn and play the game of hockey.
  - Support the coach and team outwardly.
  - Participate in fundraising and team responsibilities.
  - Remember that our priorities during the hockey season are school, religion, hockey, and other life events.
  - Any act of aggression towards players, coaches, other parents, or fans will be just cause for removal from the ice arena. If this is not followed, your child may not be allowed to play on a team, subject to Board approval.
  - Remember that this is a game for the kids, so be supportive of the coaches and players.
  - Do not undermine the authority and control of the coach. Any complaints or concerns should be addressed with the coach in private, not in front of the players.
- I.3.c Minnesota Hockey and District 10 rules provide that any parent, coach, assistant coach, or manager may not verbally abuse opposing players, coaches, assistant coaches, managers, officials, minor officials, or league officials. To do so may be grounds for indefinite suspension. Also, referees have the power to order a person to be removed from the playing area or arena. Please direct your complaints through the proper grievance channels.

## **J. GRIEVANCE RESOLUTION**

- J.1 Questions, complaints, or concerns about the traveling program or policy shall be made to the Directors. If resolution cannot be achieved, the issue may be presented to the Board for consideration.
- J.2 Complaints about any assistant coach should be made to the head coach. If the complaint cannot be satisfactorily resolved, then the complaint shall be brought to the Directors. If resolution is not possible at this step, then the complaint may be presented to the Board for consideration.
- J.3 Complaints about the head coach shall be brought forth to the Directors for resolution. If resolution is not possible, then the complaint shall be presented to the Board for consideration.
- J.4 All complaints about referees must be immediately reported in writing to the Supervisor of Officials and the District 10 Director. In addition, a copy of the report shall be provided to the head coach and Directors.
- J.5 All formal grievances shall be expeditiously followed-up by the Directors. The Directors, at their discretion, may request that the grievance and circumstances surrounding it be provided in writing. The Directors shall inform the Board President on all grievances and their status. All outcomes will be followed up in writing to all parties involved and will be entered into the minutes at the next formal Board meeting as part of the Traveling Report. The names of all persons involved will be withheld in the report unless specifically requested by those involved.
- J.6 The Directors may, at their discretion, schedule a meeting between all parties involved to resolve any issue. All parties making a grievance claim shall submit themselves to meet in order to expedite a resolution.

The following sections were revised August, 2008:

C.1, D.3, D.5, D.6, E.1, E.2, E.3, E.5, F.4, F.5, F.8, G.6, H.3, H.8, H.9, I.1.A, I.1.b