

FORUM - MONROE YOUTH HOCKEY ASSOCIATION, INC.

POLICY HANDBOOK

Philosophy

The Forum - Monroe Youth Hockey Association, Inc. was organized to provide a well-balanced recreational and competitive hockey program by creating opportunities for all, aiding in the enrichment of the lives of the players and the realization of individual and team achievements accomplished through one's own efforts. These achievements are to be attained through the guidance of our youth hockey coaches, parents and the Board of Directors.

Objectives

1. To make hockey available to all youth who desire to play in the Southern Wisconsin and Northern Illinois.
2. To provide an enjoyable introduction and experience in ice hockey and encourage every player to continue to play hockey.
3. To assist each player in developing self-control, self-discipline and good sportsmanship through teamwork.
4. To develop total fitness for efficient and effective performance.
5. To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills and mental alertness to enable the recreational hockey player to perform successfully at the player's level of skill.
6. To provide each youth hockey player with a program in which they are coached by qualified individuals.
7. To provide ample opportunity for youth hockey players to develop to their highest potential, regardless of their skill level.

Organizational Structure

The Forum-MYHA will be governed by the association bylaws, Board of Directors and Officers.

Rink Committee

The rink committee will be made up of the current Board of Directors. The VP of Facilities will serve as the Rink Committee Chairperson.

The Rink Committee is empowered to recommend to the Board of Directors any capital improvements necessary for the operation and upkeep of the Stateline Ice and Community Expo (SLICE) and the association's property.

Hockey Program Committee

The Monroe Youth Hockey Association (MYHA) ice hockey program committee will be made up the current Board of Directors. The Hockey Development Coordinator will serve as the program committee chairperson.

The Program Committee is empowered to recommend to the Board of Directors any improvements necessary for the operation and upkeep of the Monroe Youth Hockey Association ice hockey program.

Regulations

MYHA will play all games and conduct all tournaments under the guidelines, bylaws, rules and regulations as defined by the Wisconsin Amateur Hockey Association, Inc (WAHA) and USA Hockey.

Fees and Dues

Fees have been set to recover the costs of MYHA programs and operating the rink.

Fees at all levels are set annually by the Board of Directors.

Fees for each level are based on the hours of ice used plus other expenses incurred by the Association for that level.

Fees include new jerseys and socks for each player every 2 years as well as 2 tournaments for each team.

Payment requirements:

All players must pay \$100 before the first practice or tryout (whichever is applicable) and then pay in full by November 1 OR pay the balance in two payments on November 1 and January 1.

Late Payment

If any payment is not made by the due dates as stated above, the player will not be allowed on the ice until the fees are paid.

Non-Sufficient Funds (NSF)

Members that make payments with NSF checks or other means, whether for the current hockey season or any previous hockey season, must make all future MYHA fee payments with cash or bank certified check. The member will be charged the current bank rate on all NSF checks.

Special Circumstances

The Board of Directors will take into consideration a fee re-structure to any returning skater whose family is experiencing financial hardships. Financial assistance must be requested in writing, along with a reasonable solution to reduce their debt (eg. Monthly payments) prior to being past due with player fees. The Board of Directors will keep all requests confidential.

Refund Policy

Approved by the Board of Directors January 25, 2011

It is the policy of the Monroe Youth Hockey Association to handle player refunds in the following manner:

If a player withdraws, terminates or discontinues playing anytime during the first half of the season (October-December), the family will be refunded any second half payment they have made. No fundraising or first half fees will be refunded.

If a player withdraws, terminates or discontinues playing anytime during the second half of the season (January through March), the family will receive no refund.

If a player is injured and cannot return during the season, the family will be able to submit a doctor's note and be eligible for the following refund:

If a player is injured during the first half of the season (October through December), the family would receive a prorated refund based on the percentage of the first half season completed and any second half payment they have made. The family would still be required to fulfill half of their total volunteer hours requirement.

If a player is injured during the second half of the season (January through March), the family would receive a prorated refund based on the percentage of the second half season completed. The family would still be required to fulfill their entire volunteer hours requirement.

Public Comments at the Monthly Board Meeting:

The Public Comments portion of the meeting will be the first item on the agenda after the meeting is called to order by the president. Members who attend this portion of the meeting will then be dismissed for the remainder of the meeting.

Members of the Association are strongly encouraged to present items to the board as they see necessary.

Each person is allowed 5 minutes to present their comments.

The board may take no action at the meeting on the comments given. Discussion may be held. Depending on the situation, the board may table the discussion and vote (if one is necessary) to the next meeting to allow time to investigate further and/or decide how the issue may affect the association as a whole. The board may also decide to pass the item to the executive board to handle at their earliest convenience.

If a member would like to submit an item to be on the agenda for the next regularly scheduled board meeting they need to send their agenda item in writing or in an e-mail to the board secretary two weeks before the meeting and be present at the meeting to discuss the agenda item.

Practice Hours, Games and Tournaments

MYHA will play all games and conduct all tournaments under the guidelines, bylaws, rules and regulations as defined by the Wisconsin Amateur Hockey Association, Inc. (WAHA) and USA Hockey.

The number of practice hours and game hours allowed per level uses a "stepping stone" philosophy where longer practices and more games are added as players progress the various levels.

Invitational Hockey Tournaments

There will be a Tournament Committee consisting of the Tournament Director and a Tournament Chairperson. The committee shall have the authority to review all match, game misconduct or gross misconduct penalties to determine if further action is necessary. The Committee shall oversee all matters pertaining to conducting games. For all other disputes or protests, the Tournament Director shall act as the final arbitrator. The Tournament Committee shall be appointed by the Board of Directors.

All teams must be properly registered with USA Hockey and all players must be registered members of their respective teams. Each team will be required to furnish the Tournament Committee, prior to the first game and at any other time when requested, a copy of the USA Hockey team roster.

All games will be played under the guidelines, bylaws, rules and regulations as defined by the Wisconsin Amateur Hockey Association, Inc. (WAHA) and USA Hockey.

The remaining rules of play will be those printed and distributed in the tournament program as established by the Tournament Committee.

No MYHA member will solicit any area business, individual or government agency for donations or carry out any fundraising functions outside SLICE without the approval of the Board of Directors.

Teams or persons wishing to conduct a fundraising function for any team, including tournaments, must have approval of the Board of Directors.

Permission must be granted before any arrangements are made and a full financial report must be submitted to the MYHA Treasurer at the conclusion of the function.

Movement of Players

No player will be allowed to skate at a level above their age bracket, as designated by WAHA, without Board approval.

After teams have been selected, players will not be allowed to move between team levels unless both coaches, parents of the player(s) involved, and the Hockey Development Coordinator agree prior to the change. The player's parents must petition the Board of Directors for approval before a change to the team roster can be made. The Board of Directors retains final authority over moving skaters between levels.

No roster changes will be made after the date set by WAHA (December 31). A player's first responsibility is to his/her age appropriate team. Therefore, he/she cannot miss any of his/her "first" team's games to play for another team.

Double Rostering Policy

It is the policy of the Monroe Youth Hockey Association to allow players to be double rostered on two USA Hockey Teams within our Association. The coaches of the involved teams will make player appointments and decisions. The players' first responsibility will be to their age appropriate team unless there are special circumstances that the coaches from both teams have worked out in advance. The final decision on where the player plays on any given game day lies with the two coaches and communication with the parents of the player.

Uniform Policy

After careful consideration, the Board of Directors of Monroe Youth Hockey Association has adopted a skater uniform policy for all games played by club teams. The policy is designed to help promote the team concept of youth hockey and sports in general, and to help ensure positive club representation at both home and away games.

Monroe Youth Hockey's Uniform Policy is as follows:

Club colors are red, white and blue.

Home jerseys are white, away jerseys are red.

Game socks must match the jersey being worn (white socks with white jersey, red socks with red jersey).

No mixing of game sock colors (e.g., one white one red).

Blue is the preferred (but not mandatory) color of breezers, and red is the preferred color of helmets. Note that existing, non-conforming equipment does not need to be replaced. However, when replacing non-conforming equipment, please buy the preferred colors.

Violations of the Club Uniform Policy may result in disciplinary action, which could include not allowing a skater to participate in a game.

Equipment

MYHA provides most equipment for all new players.

All other levels must provide their own helmet with cage, shoulder pads, elbow pads, breezers (hockey pants), pelvic protector, shin guards, hockey gloves, sticks and skates. In addition, mouthguards are required, neck guards are optional.

One set of goalie equipment is provided to each team by MYHA.

Team Manager Coordinator Responsibilities

A Team Manager Coordinator will be appointed by the Board of Directors.

Team Coordinators responsibilities will include:

- Oversee the selection of a Team Manager for each team.
- Establish communication with Team Managers for each team as set forth by the Board of Directors.
- Scheduling of training clinics for Team Managers to familiarize them with the rules, regulations and requirements of MYHA, WAHA and USA Hockey.
- Supervise and assist Team Managers as they carry out their responsibilities as defined in Team Managers Handbook.
- The coordinator will attend as many Board of Directors meetings as possible in order to report progress to the Board and to communicate Board actions to the team reps.

Team Managers Responsibilities

This is an overview and is not intended to limit Team Manager responsibilities. A separate handbook for team managers is published by MYHA to assist team reps in carrying out their many responsibilities.

The Team Manager position is a one-season commitment.

Each coach shall select a Team Manager immediately following team selection.

The Team Manager is a multi-faceted job and includes, but is not limited to, the following duties:

- Become knowledgeable of, and communicate to members and carry out all policies, rules and regulations as set forth by MYHA, WAHA, NIHL and USA Hockey.
- Maintain liaison with the coach(es) as a parent-member representative on all matters intrinsic to the team, parents and players.
- Schedule parent meetings as needed to conduct team business.
- Schedule all reciprocal games.
- Maintain copies of official score sheets for submittal to the MYHA Region 4 Youth Hockey Council Representative.
- Schedule tournaments and arrange travel and accommodations.
- Keep a file of the team's USA Hockey roster, scoresheets, roster stickers and any other information as needed by the team.
- Ensure their team complies with MYHA policies.

Fundraising Coordinator Responsibilities

The President of MYHA will select a Fundraising Coordinator and supervise all fundraising functions of MYHA. The Board of Directors will approve all fundraising events conducted within the association.

The Treasurer will renew the association's raffle license(s) each year.

The President will also coordinate and appoint a contact person for the printing, distribution of tickets and handle the drawings for all raffles.

Fundraising

Teams or persons wishing to conduct a fundraising function for any team, including tournaments, must have approval of the Board of Directors.

Permission must be granted before any arrangements are made and a full financial report must be submitted to the MYHA Treasurer at the conclusion of the function.

All MYHA members are required to participate in at least one fundraiser (see website for current fundraisers.) The purpose of the fundraisers is two-fold: To raise money for MYHA to offset operating costs; to reduce the per hour ice time fees to members.

All members are required to participate in and help with Cheese Days as this is the largest fundraising event, which requires 100% participation.

Volunteering

The Board of Directors has put into place a policy that requires each family to donate minimal volunteer time or pay \$15.00 per hour for each hour not fulfilled. This volunteer time is very important and is used to offset the operating expenses of the Association. There are numerous ways to volunteer, such as: working the concession stand at SLICE, driving the Zamboni, cleaning and maintaining SLICE or volunteering a special skill like electrical work, welding, painting, or woodworking.

The number of volunteer hours are determined by the level of a family's eldest registered player. Please see the MYHA website under Financial Info for current requirements.

Transfer and Release Policy

Approved by the Board of Directors November 19, 2009

It is the policy of the Monroe Youth Hockey Association that it will not release skaters residing in its district to skate with teams of other associations. The board will consider extenuating circumstances if they are submitted in writing or presented in person at a regularly scheduled board meeting.

The Wisconsin Amateur Hockey Association Transfer Information can be found on the WAHA website at WAHAhockey.com in the Rules and Regulations Section under Article 1 Registration and Eligibility.