

FAIRMONT YOUTH HOCKEY ASSOCIATION HANDBOOK & POLICIES



**Martin County Arena
PO Box 311 - Fairmont, MN 56031
(507)238-1995**

www.fairmonthockey.com

Revised as of April 2026

**FYHA IS AN AFFILIATE OF DISTRICT 4 IN THE USA HOCKEY
MINNKOTA DISTRICT OF MINNESOTA HOCKEY/ MINNESOTA
AMATEUR HOCKEY ASSOCIATION.**

Association Goals

The Fairmont Youth Hockey Association (FYHA) goals are to provide an opportunity for individual players to develop hockey skills at the appropriate age level; to teach good sportsmanship, team support and the concepts of team play; and to create a winning atmosphere which will promote a love of the game of hockey!

Hockey Ice Time Policy

In order to participate in practices and games the following must be met:

Each player/family must be in good standing with the FYHA Board of Directors.
(examples but not limited to Work Hours, Registration, Hockey Books)

Must also be registered for the coming season on a FYHA youth team or Fairmont Area High School Team.

2026-2027 Registration Rates

Mini Mites /Mites: \$180 + USA Hockey Reg. Fee

Squirts/ Girls 10U: \$395 + USA Hockey Reg. Fee

PeeWee/ Girls 12U: \$445 + USA Hockey Reg. Fee

Bantam/Girls 15U: \$535 + USA Hockey Reg. Fee

1st year FYHA skater fees are waived for Mites. USA Hockey Reg. Fee is required

1st year FYHA skater fee for Squirts and above is \$100 off. USA Reg. Fee is required*

Payment Plans are available at registration.

Register as early as possible, Registration is open from May 1 – August 31,

Returning players must be registered by August 31st to avoid a \$200 late fee.

Calendar of Events

An up-to-date calendar is available on the FYHA website www.fairmonthockey.com

All players are encouraged to attend as many skating events as possible to develop their skating skills throughout the hockey season.

Board of Directors

Luke Ebeling (2026) President

Alexa Amundson (2025)

McKenzie Terfehr (2024)–Treasurer

Joe Frerichs (2025)

Rachel Manwarren (2026)-Secretary

Chad Brusky (2026)

Lisa Kuhl - Gambling Manager

Dan Henning (2026)

Jess Grolla-Scholl (2024)

Tiara Egeness (2026)

Andrew Sukalski (2024)

Troy Droegemuller (2026) H.S. Rep.

Derek Olson (2024)

Head Coaches

Head coaches are listed on the FYHA website on each team's page for the current season.

Support Staff

Rink Manager – Doug Cepress

Head Team Manager – Megan Sukalski

Assistant Rink Manager – Ryan Gronewald

Scheduling Coordinator – Brenna Anderson

Association Registrar – Danielle Juliar

Hockey Book Coordinator - Jess Wiederhoeft

1. Board of Directors

The Fairmont Youth Hockey Association's Board of Directors conducts a monthly business meeting. Monthly meetings are scheduled for every 3rd Wednesday, 6:30pm at the Best Western in Fairmont of each month. The monthly meeting may be rescheduled.

All meetings are open to ALL members of the Fairmont Youth Hockey Association. The minutes from each board meeting will be posted on the website, www.fairmonthockey.com. Anyone having questions or concerns or wishing to be listed on the agenda should contact the President or any of the board members. The agenda will be available upon request.

TERM

3 year term beginning April 1

1 year term beginning April 1 - High School Parent Rep

1 year term beginning April 1 Gambling Manager

ATTENDANCE

Board of directors' members are expected to regularly attend all meetings of the board and of their assigned committees, if any. Meetings are important and attendance is important. If not able to attend a scheduled board meeting, please let the President know you will be absent. Noncompliance with this provision may be a basis for removal from the board. The secretary will keep track of attendance and participation for other activities.

ACTIVE ROLES

Board members are expected to be active members within the association. Participation in the following association events is important. Board members are expected to attend and help out where needed.

COMMITTEES

The Board of Directors will oversee the following committees. Committees are to meet and organize activities outside of regular board meetings. An updated committee report will be on the agenda for each monthly board meeting. Non-Board members are strongly encouraged in working on any of these committees. The Board will discuss each report and vote on necessary items.

Executive Committee:

- Keep in contact with the arena manager about arena equipment and general facility maintenance.
- Work with Equipment Coordinators on equipment issues or concerns.

Tournament Committee:

- Setup and organize home tournaments
- Attend District 4 meetings as a Fairmont Representative
- Contact local businesses to be tournament sponsors.

Marketing Committee:

- Communicate with the association about current fundraising
- Continuously find new and exciting fundraiser(s) for the association.
- Organize and promote association Registration
- Advertise and promote association events

Gambling Committee:

- To ensure that all laws are being followed
- Provide consistent, stable revenue
- Construct a vision for growth and expansion

Equipment Committee:

- Maintain equipment inventory and reorder general sizes as needed
- Organize Equipment handout and return dates

HR Committee:

- Set arena employee expectations
- Help maintain employee records and job descriptions
- Disciplinary actions escalate to executive committee

Scholarship Committee:

- Collect and review HS scholarship and financial hardship applications to present to the board.

Player Development Committee:

- To promote player and team development

2. Team Information

Team specific information will be posted on team webpages. Coaches and coordinators have access to team webpages. Information can also be sent out by Sports Engine thru email, text or any other messaging apps. It is important for players and parents to review the information on the website or the Sports Engine app on a regular basis to keep informed and up to date. The association website www.fairmonthockey.com should be checked regularly along with Facebook.

3. Cancellation of Hockey Practices and Games

Please use your discretion for all travel related events.

Practices: FYHA will follow the National Weather Service. If Martin County is in a Winter Weather Warning or Blizzard Warning for the scheduled time period of upcoming events, all practices will be canceled.

Games: Game cancellation for weather or other events will be handled on a case by case basis. District games need to include the District President in the decision.

Players/parents will be contacted by their coach or team coordinator. Cancellations or postponements may be posted on Facebook. Like and follow our Facebook page for updates.

4. Change of Address or Phone Number

Please log into the hockey website and update your address, phone number and email. If you have difficulty with the website please notify the Association Registrar at fairmonthockeyregistrar@gmail.com.

5. Grievances

Any concerns about a particular individual or situation will be handled as follows:

The association requires a 24- hour cooling off period before discussing the matter with the individual involved. This 24- hour period also pertains to texts, emails and social media.

If the matter cannot be resolved, the concern should be brought to the attention of the appropriate supervisor who will consult with the Board of Directors. If the issue is with the supervisor, contact any member of the Board of Directors.

If you wish to file a complaint in writing, please mail a signed document to:
FYHA, P.O. Box 311, Fairmont, MN 56031.

6. Association, Arena, Players and Coaches Code of Conduct

The Fairmont Youth Hockey Association follows District 4 Hockey, MN Hockey, USA Hockey and SAFESPORT policies for all players, coaches, parents and spectators in our program, the Martin County Arena and surrounding grounds as well as away games or tournaments connected with Fairmont Youth Hockey Association.

See Appendix A

7. FYHA Code of Conduct

The FYHA Board of Directors has issued a code of conduct for all players and coaches in our program in addition to policies outlined in District 4 Hockey, MN Hockey, USA Hockey and SAFESPORT

See Appendix B

8. Consequences of FYHA Code of Conduct Infractions

If a player or coach violates the FYHA Code of Conduct, the following steps may be taken in addition to any applicable consequences set by District 4 Hockey, MN Hockey, USA Hockey and/or SAFESPORT:

- First offense: Verbal warning with signed acknowledgment of offense.
- Second offense: Removal from the next game and meeting with HR Committee
- Third offense: Removal from ice for one week for all events and a meeting with HR Committee
- Fourth offense: Suspension or other disciplinary action deemed appropriate by the Board of Directors.

** Please note: Team coaches may have additional rules and discipline policies for their respective teams.

FYHA Code of Conduct Investigation/Appeal Process

- Report of infraction will be reported and the HR Committee will conduct an investigation.
- Upon completion of the investigation the HR Committee and the FYHA Board of will agree on a term of discipline per the FYHA handbook.
- If a player/family disagrees with the discipline an appeal can be made within **7 days**. All appeals need to be made by text or email. Any appeal can be reported to any FYHA Board member or HR committee member.
- Within 7 days of an appeal the FYHA Board will decide on final discipline and will notify the player/family.

9. Sportsmanship

Martin County Arena is a "Zero Tolerance" facility. Fair play, respect, and acceptance of officials' decisions are expected of all players, coaches and parents/spectators at all hockey games.

Penalties will be assessed by Referees whenever a player/coach conducts himself/herself in an unsportsmanlike manner (openly disputes or argues any decision by an official; use of vulgar or obscene language; visually demonstrates any sign of dissatisfaction with an official's decision).

When parents or spectators display inappropriate or disruptive behavior, (i.e. Use of vulgar or obscene language; taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threatening violence or physical violence; throwing of any object in the arena directed in any manner as to create a safety hazard) that will interfere with the game or other spectators, the game will be stopped by the referees and the subject(s) will be removed from the arena. Play will resume once the offender(s) have been removed. Lost time will not be replaced and violators may be subject to further disciplinary action by the Board of Directors.

10. Scholarships

The FYHA is proud to offer two High School scholarships. These scholarships will be awarded to one senior boy and one senior girl. With a maximum of one scholarship awarded per gender per year. These scholarships are awarded to players only. Any senior boy or girl player may apply. Applications must be submitted by March 1st and enclose an essay stating how hockey has had a positive impact on their life and how they will use this.

11. Equipment & Property

FYHA Equipment Rental Fee (September-September) = \$100*

*Equipment Rental Fees are waived for first year skaters.

All equipment must be returned and/or checked out during equipment rental dates. If there is any missing equipment after the 1 year rental period Parents will be invoiced for the replacement cost; missing equipment in excess of \$500 per family will be reported to police as stolen property.

Parents will be financially responsible for any equipment or property of the arena that is damaged by their child. The damaged item(s) must be replaced or restored to its original condition.

Gear replacement cost

Helmet- \$50.00
Shin Guards/Protectors- \$20.00
Shoulder Pads-\$50.00
Gloves-\$30
Elbow Pads-\$20.00
Breezers-\$30.00
Hockey Bag- \$50.00
Skates- \$60.00
Jerseys- \$100.00

Goalie Gear

Helmet - \$250.00
Leg Pads - \$350.00
Chest Protector - \$175.00
Goalie Glove - \$175.00
Goalie Blocker - \$175.00
Goalie Breezers - \$100.00
Goalie Bag - \$100.00
Dangler - \$30.00

What we provide:

- various product lines including CCM, Bauer, Windwell
- general sizes made to fit the majority of kids ages 3-13 years old
- includes: helmet, breezers, chest protectors, gloves, skates, shin guards, elbow pads, game jersey(s)

What we do **NOT** provide:

- mouth guards, neck guards, practice jerseys, jock or jill protectors, socks, sticks/goalie sticks, specialized skates (goalie skates)
- while we do have some extra equipment on hand from time to time, this is not always consistent, and you should plan to be able to provide your child with materials that are not part of what we as an association provide
- Mouth guards and neck guards are **REQUIRED** to play at all levels prior to starting practice. Your child will not be able to practice without a neck guard.
- if we do not have something in a particular size or specific style your child would want or need, these items can be bought online at: Play it Again Sports in Mankato/Sioux Falls/Twin Cities, Scheels, or Dicks Sporting Goods at your own expense.



12. Team Sponsors

Please remember to say “thank you” to our team sponsors and all the sponsors that donate to this organization. Their donations help support our teams and keep your costs low.

13. Fundraising

Fundraising is a vital component to our program and association. As costs associated with hockey continue to increase every year, Fairmont Youth Hockey Association tries not to increase participation fees. One of the only ways to accomplish this is by fundraising. As an association member it is imperative that you help and support our fundraising efforts.

Hockey Coupon Books

Unless you opted to buy out at registration, this fundraiser is mandatory

- New players: 5 books minimum
- Returning Players: 10 books minimum
- Family with 2+ players: 25 books maximum

This is a minimum requirement. All are encouraged to sell as many books as possible.

A deposit of \$25.00 per book for the minimum required number of books must be made when the books are picked up for selling. If the proceeds from the sale of the books are not turned in by November 1 of the current season the deposit checks will be cashed. All skaters, mini-mites through Bantams, are required to sell books.

Money is turned into hockey book coordinator; **Do not** turn money into coaches, team managers, the arena staff or to the concession stand.

Please contact hockey book coordinator or your team manager with questions or concerns regarding the hockey coupon book fundraiser.

Tournaments

Tournaments are a big fundraiser for FYHA and we need everyone's help to make them successful! In order to make sure there is sufficient worker coverage for each home tournament, all families are required to work tournament hours during the season. These requirements will be listed in section 16 of this handbook.

14. Financial Hardships

FYHA policy is that no child should be denied the opportunity to play due to financial hardships. In these instances, FYHA will facilitate the opportunity for the child or children to play. Families in this situation may be asked to "work off" the balance owed. If you have a financial hardship, submit a financial hardship form located on FYHA website's registration tab. Supporting documents may be requested by the Board of Directors.

15. Locker Room Etiquette

FYHA has adopted USA's Safe Sport Locker Room Policy.

Any and all locker room infractions will have a punishment of at least 1 game. Additional disciplinary action will be added if deemed required by HR committee or FYHA Board of Directors.

See Appendix A & F

16. Work Hours

FYHA Work Hours (DIBS) & Team Work Hours are included as part of the fee structure in order to reduce the cost of registration to play hockey in the Fairmont Youth Hockey Association. Simply put, work hours are the time you volunteer for the association in many aspects- concession stand work, scorer, penalty box attendant, etc. Your time is greatly appreciated!

- **ALL** families must work a **minimum** of 15 FYHA Work Hours*
Families should claim all FYHA Work Hours (DIBS) hours under their eldest child in the association, this will ensure that all of your hours are bundled together. Once you claim a shift, it cannot be cancelled within 2 days prior to the shift. It is your responsibility to work it or find coverage.
- Individual teams are responsible for filling the following work positions for all their own team's regular home games: Scorekeeper/Announcer, Clock,/Timekeeper, Music & Penalty Box
- A \$600 Work Hour deposit check will be collected for each family during fall equipment/hockey book handouts.
- FYHA Work Hours worked in addition to the minimum requirements can be donated to another family by contacting the DIBS coordinator.

*1st year Families must work a minimum of 5 FYHA Work Hours with a \$200 Work Hour Deposit.

Qualifying Activities for FYHA Work Hours

Many activities count toward FYHA Work Hours such as: Concession stand workers, Tournament Clock Timekeeper, Tournament Scorekeeper/Announcer, Tournament **Registration, Tournament security, and/or set up and take down of pond hockey tournaments.**

17. INJURIES, MEDICATIONS & INSURANCE

Injuries and Medications

Accidents at the arena which require only minor first aid will be treated by the coaches or arena staff. In case of a serious injury, the child's parents will be notified. If the parents are not available, the child will be taken to the nearest hospital.

Any injury that occurs at the Martin County Arena must be reported to the arena manager and an injury report form needs to be completed by the injured party and the arena manager.

Please notify your child's coach if he/she is taking any prescription medication and the possible side effects. Let the coach know of any medical conditions that may affect the player's ability to perform on the ice.

Insurance Benefits

All Fairmont Youth Hockey Association players, coaches and officials are registered members of USA Hockey. USA Hockey is not an insurance company and does not sell insurance. The insurance coverage is a benefit for being a member of USA Hockey. All USA Hockey members will receive a member insurance card as proof of registration. Please read the brochure and keep it in a safe place with your other insurance documents. Parent(s) should carry the card with them.

The following is a brief outline of the insurance coverage for members:

General Liability- Provides comprehensive general liability insurance with a \$2,000,000 limit of coverage per occurrence. This coverage protects USA Hockey and its registered members against claims of negligence during a USA Hockey sanctioned event. (Policy exclusions apply to this coverage).

Catastrophic Injury- Provides \$2,000,000 insurance for a seriously injured member's medical, dental or rehabilitation expenses which are greater than \$25,000.00 (which is the policy's deductible). An important policy benefit is the provision of case management/assistance services.

19. Curriculum

The Fairmont Youth Hockey Association has decided to use the ADM/ USA Hockey guidelines.

More information available at: <https://www.admkids.com/>

Appendix A

SAFESPORT Policy – As Adopted by USA Hockey

<https://www.usahockey.com/safesporthandbook>

FYHA is committed to creating a safe and positive environment for all of its participants physical, emotional, and social development and to ensuring that it promotes an environment free from abuse and misconduct. As part of this commitment, FYHA will follow the recommendations and guidelines defined in the USA Hockey SafeSport Program Handbook.

SafeSport Policies are designed to address the following types of abuse and misconduct:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats, and Harassment
- Hazing

Refer to the USA Hockey SafeSport Program Handbook for complete definitions of abuse, misconduct and USA Hockey reporting procedures.

DISCIPLINE AND SANCTIONS – As Adopted by District 4 Hockey

<https://mnhdistrict4.pucksystems2.com/page/show/8754237-district-4-handbook>

1. Authorized disciplinary actions taken by the District 4 Board will be in accordance with the USA Hockey Playing Rules.
2. The District 4 Director will be notified of players or coaches receiving fighting, game misconduct, and match penalties. A written report, date marked within 72 hours of the infraction and will be emailed to the District 4 Director.
3. Game reports will be sent by the Supervisor of Officials of D4, and to the District Director. The District Director will notify the respective association president.
4. Any game scheduler who assigns incompletely registered officials for games is subject to serious liability and sanctions from USA Hockey, MN Hockey, and District 4 as he/she jeopardizes the insurance coverage of the officials for both teams involved.
5. A \$500 fine will be imposed by the District Director for the following; but not limited to; failure to pay league fees and dues by December 1, failure to submit background checks by the designated time set by the director, failure to complete Safe Sport, failure to properly register teams, non-attendance at mandatory District 4 meetings, and other required submittals as determined by the District 4 rules.
6. Association rosters will not be approved unless each association is in good standing, Including a current Affiliate Agreement, and Safe Sport agreement submitted.

Sub-Section A: Match Penalty Proceedings

1. Match Penalties may have a disciplinary hearing to determine if further suspension is needed. The District retains the option to hold a hearing within 30-days of the offense. This is known as the “discovery” phase.
2. During the discovery phase players, coaches, or team officials are not allowed to participate in any team activities including practice until either the 30-days period has lapsed or a hearing has convened.
3. Details about hearings come from the District 4 Director.

Sub-Section B: CONDUCT

1. Racial or ethnic slurs and/or harassing conduct of any kind will not be tolerated.
2. Each team is responsible for the conduct of its spectators. Coaches should advise their parents and other fans of conduct rules.
3. If spectator conduct becomes so abusive that, in the referee(s) opinion, it is distracting from the game or inciting the players, the referee(s) will stop play and:
 - a. Ask the coach(es) to control their spectators and/or:
 - b. Ask the coach(es) to request specified individuals to leave the arena.
 - c. Disruptive use of artificial noise makers will be considered abusive conduct and are not allowed.
 - d. Possession of a device that could be detrimental to the players or to the conduct of the game, such as laser pointers, will be considered abusive conduct and reported to local law enforcement officials. During MH playoffs or invitational tournaments, the District Director, designated district personnel or the tournament director shall have the authority to take actions as necessary to control spectator conduct.
4. District 4 Hockey requests all home team (managers) monitor parent/spectator conduct and submit off ice incidents to the District Director by email at hockey@tristategc.net
5. Any spectator removed will be subject to the following penalties: If a parent/ guardian is ejected or removed from a facility due to their conduct both their player and the parent/ guardian will be subject to the following penalties:
 - a. a. 1st Offense \$500.00 fine to the association from District 4 and be suspended for 3 games or one week.
 - b. b. 2nd Offense \$1000.00 Fine to the association from District 4, along with hearing with the district 4 board and a one year Suspension.
 - c. c. 3rd Offense District 4 Hearing and up to permanent district 4 ban from participation within the district.

Section H: GRIEVANCE

1. The grievance Committee of District 4 will be members of the District 4 Board. All grievances must be in writing and postmarked or time stamped within 72 hours of the reported incident. The complainant will submit their grievance to the District Director.
2. If two teams are involved in the incident, they will then have 7 days in which to submit any information requested by the Grievance Committee and any information that either team feels is pertinent to the handling and resolving of the grievance. Any grievance not submitted within the 72-hour time frame WILL NOT BE ACCEPTED. If the Grievance Committee’s decision will affect the League Standings the district director must be notified immediately.

CONDUCT – as adopted by MN Hockey

<https://www.minnesotahockey.org/handbook>

A. All players, coaches and fans must maintain an environment that encourages mutual respect and promotes respectful and congenial relationships between players, coaches and fans and that is free from all forms of harassment by anyone.

1. All hockey players that are involved in an incident involving language, a gesture or conduct that is offensive, hateful or discriminatory in nature (“Occurrence”) must inform their coaches as soon as reasonably possible after such an Occurrence, whether it is on or off the ice.
2. If a player notifies the coach of an Occurrence during a game, the coach must communicate the Occurrence to the officials as soon as is reasonably possible.
3. Upon notification, the official must inform the opposing team and coaches of the report of the Occurrence and warn them that such behavior will result in a Match penalty against each responsible involved player if observed by an official.
4. If at any time, with or without notification, an official observes an Occurrence, a Match penalty must be assessed against each offending player.
5. The officials must note a reported or observed Occurrence on the game scoresheet upon completion of the game, and a copy of the scoresheet shall be provided to the District Director of each offending player’s team. For observed Occurrences, a Game Report must be filed.
6. The District Director will maintain the scoresheet as a record of the Occurrence and may conduct any additional investigation and impose any additional discipline the District Director deems necessary.

B. Each team is responsible for the conduct of its spectators. Coaches should advise their parents and fans of the conduct rules.

C. If spectator conduct becomes so abusive that, in the official’s opinion, it is distracting from the game or inciting the players, the referee(s) will stop play and ask the coach(es) to control their spectators, and/or ask the coach(es) to request specified individuals to leave the arena.

D. Use of artificial noise makers and devices such as laser pointers that could be detrimental to the game are considered abusive conduct and are prohibited at all games. Use of any such device that could be detrimental to the players or the conduct of the game, is considered abusive conduct and may be reported to local law enforcement.

E. During MH playoffs or invitational tournaments, the District Director, designated district personnel or the tournament director shall have the authority to take actions as necessary to control spectator conduct.

F. Any spectator removed under Para. C, D or E above will incur a mandatory minimum 3-game suspension from that team’s games and may be subject to further disciplinary action by the local governing body.

G. Failure of a coach to cooperate with a referee’s request within two minutes will result in a bench minor penalty and a warning from the referee that after an additional two minutes, the game will be suspended. The game suspension will be immediately reported to the Supervisor of Officials who will then inform the cognizant MH District Director.

H. Spectators standing by the boards behind the goalkeeper shall not deliberately distract the goalkeeper. The referee may request anyone in violation of this rule to move or leave the arena. In an appropriate case, the referee may declare the game to be forfeited to the team of the goalkeeper being distracted.

I. MH acknowledges the Locker Room Monitoring Policy as established by USA Hockey. Monitors must be the same gender as the players and undergo background screening by MH to serve in this capacity. When coaches are not the same gender as the players, coaches may not be in the locker room while players are changing unless the players have a base layer on or come to the rink in a base layer.

1. No team or player shall be allowed to enter a locker room prior to a scheduled event until a locker room monitor is present in the locker room and such monitor shall remain in the locker room until the last player leaves the locker room unless coaches are present. When coaches are present in the locker room, they may serve as locker room monitors.

2. Any coach's(es') meeting(s) with an individual, minor player shall be conducted on the ice, on the bench, in the locker room with the other team members and/or locker room monitor(s) present, or in an observable and interruptible setting.

3. When a player is ejected from a game there must be at least two adults consisting either of locker room monitors or coaches in the locker room with the suspended player. If there is a break and players go to the locker room without coaches, a locker room monitor must be inside the locker room.

4. Alleged violations of these rules shall cause a mandatory hearing to be held in accordance with MH Bylaw Article

6. If warranted, a suspension penalty may be levied upon the head coach or person in charge of the team if the head coach is not present. The penalty for violations of this rule shall be \$500 for the first offense, \$1,000 for the second offense, and \$2,500 for the third offense. These fines are the responsibility of the offending team and shall be paid to the applicable district.

J. Coaches, managers, minor officials, or players exuding the scent of alcohol, or while using any tobacco products (including chewing tobacco) or while using E-Cigarettes, shall not be allowed within the players bench area or the penalty box area.

K. Coaches/players/managers/spectators may not enter the game official's room without an invitation before, during or after a game. Coaches/players/managers/spectators may not approach or confront a game official inside a rink or in the parking lot of a rink for purposes of confronting, harassing, challenging or otherwise taking any aggressive or inappropriate attitude towards a game official with respect to any aspect of the game official's role as game official.

This Rule shall not prohibit the head coach or acting head coach from respectfully questioning game officials during the course of the game. The following actions will take place for violation of this rule:

1. For coaches and players a first violation of this Rule will result in a game misconduct. A second violation of this Rule will result in a three game misconduct. A third violation of this Rule will result in a suspension for the remainder of the year which may be carried to the next year by the District Director and the involved association.

2. For a manager or spectator (fan) - the game official(s) will report the circumstances to the Supervisor of Officials who will notify the District Director. A mandatory hearing will be held with the team coach and a representative of their association's governing board to discuss possible disciplinary action. For managers or spectators, a violation of this Rule will result in a suspension and/or financial penalty of up to \$1,000.00 as determined by the District Director.

L. No person shall possess any gun, pistol, rifle, weapon, or firearm in any ice arena, hockey rink, building or structure during an MH activity.

M. Sportsmanship Monitor. Associations are encouraged to appoint a sportsmanship monitor to monitor the conduct of its coaches, players, managers, and fans for conduct inconsistent with these Rules.

N. Procedures for Responding to Reports of Offensive, Hateful or Discriminatory Conduct. Any player, parent, coach, volunteer, manager, board member or spectator that would like to report alleged offensive, hateful, or discriminatory conduct prohibited by MH or USA Hockey rules may do so in any of the following ways:

1. MH Safe Sport reporting form
2. USA Hockey Safe Sport reporting form
3. MH Safe Sport Coordinator
4. MH Diversity Equity and Inclusion (“DEI”) & Girls Growth Coordinator

Reporting

Reporting parties are encouraged to utilize the MH reporting form on their association website (if applicable), the MH website, or the USA Hockey website. The responses to this form will be submitted electronically to the MH Safe Sport coordinator, the MH DEI & Girls Growth Manager, the association/district DEI coordinator, and the appropriate District Director.

MOOD-ALTERING CHEMICALS POLICY – as adopted by MN Hockey

<https://www.minnesotahockey.org/handbook>

The use, consumption or possession of mood-altering chemicals, regardless of quantity, is expressly prohibited during the entire playing season. Included are: (1) beverages containing alcohol, (2) tobacco (including chewing tobacco), (3) E-Cigarettes, (4) controlled substances defined by law as drugs (including marijuana), and (5) buying, selling or giving away controlled substances. It is not a violation for a player to possess a controlled substance specifically prescribed for the player’s use by the player’s physician.

A. PENALTIES:

1. After confirmation of a first violation, the player shall be suspended for the next two games or two weeks, whichever is greater.
2. After confirmation of a second violation, the player shall be suspended for the next six consecutive games.
3. After confirmation of a third or subsequent violation, the player shall be suspended for the next twelve consecutive games.
4. In (2) and (3) above, no exception is permitted for a player who participates in a treatment program.
5. If after the third or subsequent violations the player on her/his own violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MH activities after a minimum period of six weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

B. INTERPRETATION: “Game” in this rule means regular league or playoff contest (not practice games or scrimmages). Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

Appendix B

FYHA COACH'S CODE OF CONDUCT
(Updated 2024-2025 Season)

1. I will follow USA Hockey guidelines.
2. I will notify a parent and One Board member anytime a player is removed from the ice for unsafe conduct.
3. I insist on good sportsmanship and team unity.
4. I will notify the team coordinator or head coordinator if there are any problems with parents or the team coordinator.
5. I will not use vulgar language or profanity while in the role of coach.
6. I will ban ALL weapons of any kind from all hockey facilities and all hockey events.
7. I acknowledge chemical use and tobacco products are not allowed to be possessed or used by players per MN Hockey policy. I should use alcohol and tobacco responsibly during off ice hockey events. I will NEVER be under the influence of a chemical during practices or games.
8. Theft of any property belonging to players, coaches or anyone associated with the FYHA is prohibited. Any theft should be reported to a Board member.
9. I will report any property damage to the arena to the board immediately. Damage to any property belonging to players, coaches or anyone associated with the FYHA is prohibited.
10. I will NEVER allow cell phones in locker rooms, bathrooms or anywhere players are dressing/ undressing by Minnesota Law.
11. I acknowledge harassment is NEVER allowed by coaches and/or players.
12. I acknowledge bullying is NEVER allowed by coaches and/or players.
13. I acknowledge hazing is NEVER allowed by coaches and/or players.
14. Attendance of all practices and games by coaches is highly encouraged. If a head coach must miss a practice or game the assistant coach will take over. No more than 3 coaches may be on the bench at any one time.
15. All Coaches are expected to represent the FYHA in a positive manner during all FYHA games, meetings, out-of-town tournaments and events.

As a coach of a team in the FYHA, you are a role model to the young men and women you coach. It is the expectation of the FYHA Board that you represent FYHA in a positive manner during all practices, games, meetings and other events associated with FYHA.

By signing this YOU agree to follow the above rules, as well as all rules and the code of conduct of the FYHA, District 4 Hockey, Minnesota Hockey, USA Hockey and SafeSport.

Coach Signature

Date

Thank you for making a positive difference in the lives of the young men and women you coach that are part of FYHA!!!

Player Code of Conduct Form

I understand that it is a privilege to play hockey in the Fairmont Youth Hockey Association and as a member of the _____ team for the _____ (year) season, I, _____ agree to the following Player Code of Conduct:

1. I will treat teammates, coaches, opponents, officials, facilities, fans, and referees with respect at all times.
2. I will express any concerns through proper channels in a respectful manner.
3. I will not steal, cause intentional damage, or vandalize property belonging to players, coaches, facilities, or anyone associated with FYHA. I will immediately report any theft or property damage to the arena manager or a FYHA Board Member.
4. I will not swear, use abusive language, or make disrespectful remarks on the bench, in the locker room, in the arena, or at any team function.
5. I will not use social media to post inappropriate, harmful, or disrespectful comments, pictures, or content targeting teammates, opponents, coaches, referees, or the association.
6. I will not drink alcohol, smoke, chew tobacco, vape, or use any illegal or mood-altering substances at the rink or during any team function.
7. I will not go on the ice without full equipment, before the Zamboni doors are completely closed, before a coach or supervisor is present, or during ice resurfacing (except to move the nets).
8. I will not engage in checking, slapshots, hooking, tripping, or slashing during practices or open hockey.
9. I will never bring a weapon of any kind to a hockey facility or hockey event.
10. I will never use a cell phone, camera, or recording device in locker rooms, bathrooms, or anywhere players are dressing or undressing.
11. I acknowledge that harassment, bullying, or hazing is **never** allowed by coaches or players.
12. I will respect and adhere to all rules and the Codes of Conduct of FYHA, District 4 Hockey, Minnesota Hockey, USA Hockey, and SafeSport.
13. I understand that violations of this Code of Conduct will result in disciplinary action as outlined in the FYHA Handbook.

Player Signature

Date

Parent/Guardian Signature

Date

FIDUCIARY DUTIES OF DIRECTORS OF CHARITABLE ORGANIZATIONS

A Guide for Board Members from the Office of Minnesota Attorney General

<https://www.ag.state.mn.us/Brochures/pubFiduciaryDutiesofDirectors.pdf>

This Guide is provided by the Minnesota Attorney General's Office to assist board members with the important responsibilities they assume when elected to a nonprofit corporation's board of directors. It is only a guide and is not meant to prescribe exactly how board members must act in all situations. Each organization is different and experiences distinct circumstances and outcomes. This guide is provided as a reference tool to assist directors in performing their duties. It does not contain all of the provisions, exceptions, limitations, and requirements of the law. For the exact requirements of the law, please refer to the source of the law itself. Many of the principles discussed in this guide are taken from the Minnesota Nonprofit Corporation Act, located in Minnesota Statutes chapter 317A. For more assistance, there are a number of resources in Minnesota that provide information, direct assistance and materials for nonprofits, their officers, and their directors at little or no cost. A list of these resources can be obtained from the Minnesota Attorney General's Office: Office of Minnesota Attorney General Keith Ellison 445 Minnesota Street, Suite 1400, St. Paul, MN 55101 (651) 296-3353 (Twin Cities Calling Area) (800) 657-3787 (Outside the Twin Cities) (800) 627-3529 (Minnesota Relay) www.ag.state.mn.us Fiduciary Duties of Directors of Charitable Organizations is written and published by the Minnesota Attorney General's Office.

I. Attorney General's Office has prepared this Guide for Board Members to help directors understand their role and responsibilities as stewards of the nonprofit organizations for which they serve. Under Minnesota law, directors of Minnesota nonprofits are responsible for the management, finances, and other affairs of the corporation. This means that directors must supervise and govern the nonprofit's efforts in carrying out its mission. This does not mean that directors are required to manage the day-to-day activities of a corporation. Rather, directors can appoint officers and employ individuals who carry out the daily tasks of running the nonprofit organization. Directors must be active, informed, and engaged, as they are considered fiduciaries—a term used for individuals who are in a position involving trust. Specifically, directors are subject to the fiduciary duties of care, loyalty, and obedience to the law, among others. Minnesota courts have long held that the law imposes the highest standard of integrity on the bearers of these fiduciary duties.

II. To Exercise the Proper Duty of Care

The duty of care generally requires that directors discharge their duties in good faith, in a manner the director reasonably believes to be in the best interests of the nonprofit corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. This means:

1. **Active Participation.** A director must actively participate in the management and operations of the organization. This includes preparing for and attending board meetings, reading and evaluating all materials received in advance of meetings, reading meeting minutes, reviewing the performance and compensation of the Executive Director and the organization's other officers and employees, reviewing financial documents, exercising independent judgment, asking questions to obtain information necessary to make informed decisions, and so on. Serving on a board is a significant commitment. Individuals who do not have the time to participate as required should not agree to be on a board of a nonprofit organization.
2. **Committees.** Directors may establish committees having the authority of the board and may rely on information, opinions, or reports of these committees for certain matters. These committees are subject to the direction and control of the board, however, and committee action alone does not mean a director has properly discharged the director's fiduciary duties. As a result, directors are still responsible for overseeing these committees and should periodically scrutinize their work.

3. Board Actions. The board takes action by the affirmative vote of a majority of directors present with voting rights at a meeting. A director who is present at a meeting when an action is approved by the entire board is presumed to have agreed to the action unless: (1) the director objects to the meeting because it was not lawfully called or convened and does not participate in the meeting; (2) the director votes against the action; or (3) the director is prohibited from voting on the action because of a conflict of interest. Proxy voting, or voting through an agent, by directors is not permitted.

4. Minutes of Meetings. Written minutes should be taken at every board meeting. These minutes should accurately reflect board discussions, as well as any board actions taken at meetings.

5. Books and Records. A director should have general knowledge of the books and records of the organization. The organization's articles, bylaws, accounting records, voting agreements, minutes, and financial statements must be made available to directors and members of the nonprofit who wish to inspect them for a proper purpose. A board should consider adopting written document retention policies to ensure documents are properly maintained and stored.

6. Accurate Record Keeping. A director should not only be familiar with the content of the organization's books and records, but should also assure that they are accurate. This may require the director to take steps to have regular audits conducted by an independent certified public accountant. At the very least, the director should be aware of what the financial records disclose and take appropriate action to make sure there are proper internal controls, or processes to assure reliable financial reporting and proper administration over charitable assets.

7. Charitable Assets. A director has the duty to protect, preserve, invest, and manage the nonprofit corporation's charitable assets and property in a fashion consistent with the purposes for which they were given and legal requirements. Instituting proper internal controls aids in the protection of the nonprofit corporation's charitable assets.

8. Resources. A director must assist the organization in obtaining adequate resources to enable it to further its charitable mission.

9. Investigations. A director has a duty to investigate warnings or reports of officer or employee theft, mismanagement, or misuse of the nonprofit's charitable assets. In some situations, a director may have to report misconduct to the appropriate authorities, such as the police or the Attorney General. When appropriate, a director should consult an attorney or other professional for assistance.

III. To Exercise the Duty of Loyalty:

Directors have an absolute duty of complete, undivided loyalty to the organization. This means that directors should avoid using their position or the nonprofit's assets in a way which would result in monetary gain for them or a member of their family. A director should put the best interests of the organization first and avoid engaging in transactions with the organization from which the director will benefit. This means:

1. Conflicts of Interest. Under Minnesota law, a conflict of interest arises when a nonprofit enters into a contract or transaction with a director, a director's family member, or another organization in which the director has a material financial interest. In limited circumstances, these types of transactions may be acceptable. If the transaction is challenged, it may be permissible if the interested director has carried the burden of establishing that the transaction was fair and reasonable to the nonprofit, that there was full disclosure of the conflict to other directors or members, and that the contract or transaction was approved by non-interested members or other directors in good faith.

2. Written Policy. Boards should establish a written policy on avoiding conflicts of interest. This policy should include written procedures for determining potential conflicts of interest and identify a course of action for when such conflicts arise.

3. Loans. It is rarely proper for a nonprofit corporation to provide a loan or guarantee to a director or the director's family members. Such transactions raise ethical questions and typically subject the nonprofit corporation and the board to public and government scrutiny. In limited circumstances, a nonprofit may provide a loan or guarantee to a director or the director's family members if, in the judgment of the entire board, the transaction will benefit the nonprofit, as opposed to the loan or guarantee recipient. These decisions should be meticulously documented and tracked through means such as board meeting minutes, correspondence, ledgers, etc. to establish their propriety.

4. Corporate Opportunity. Directors are under a fiduciary obligation not to divert a nonprofit's business opportunity for their personal gain. This means that a director may not engage in or benefit from a business opportunity that is available to and suitable for the nonprofit unless the organization decides not to engage in the business opportunity and the board follows the conflicts of interest procedures set forth in the Minnesota Nonprofit Corporation Act.

5. Internal Revenue Code. There are additional prohibitions related to the duty of loyalty that are specified in the rules of the Internal Revenue Code regarding self-dealing. For more information, visit www.irs.gov/charities-non-profits.

IV. To Exercise the Duty of Obedience:

Directors have a duty to follow the nonprofit's governing documents, to carry out the organization's mission, and to ensure that funds are used for lawful purposes. Additionally, directors must comply with state and federal laws that relate to the organization and the way in which it conducts its business. This means:

1. State and Federal Statutes. Directors should be familiar with state and federal laws relating to nonprofit organizations, charitable solicitations, sales and use taxes, FICA and income tax withholding, and unemployment and workers' compensation obligations. They should also be familiar with the requirements of the Internal Revenue Service. Directors should see to it that their organization's status with state and federal agencies is protected.
2. Filing Requirements. Directors must comply with deadlines for tax and financial reporting with the Internal Revenue Service, for registering with the Attorney General's Office, for making social security payments, for income tax withholding, and so on. If an organization is incorporated under the Minnesota Nonprofit Corporation Act, directors also have a duty to maintain the organization's corporate status by submitting timely filings to the Secretary of State's Office.
3. Governing Documents. Directors should be familiar with their organization's governing documents (including articles of incorporation, constitution, bylaws, codes of conduct, codes of ethics, and any other documents governing the organization) and should follow the provisions of those documents. Directors should ensure that proper notice is given for board meetings, that regular board meetings are held, that directors are properly appointed or elected, and that the organization's mission is being accomplished.
4. Board Training. Directors should consider what training and education the board may need on a regular basis to ensure proper oversight of the corporation, and develop an orientation for new board members.
5. Outside Help. When appropriate, directors should obtain opinions of legal counsel or accountants.

V. Enforcement of These Duties:

If a director breaches his or her fiduciary duties, or fails to act in accordance with the standards described above, at least 50 members with voting rights or ten percent of members with voting rights, whichever is less, or the Attorney General's Office, may bring an action for equitable relief, including awarding attorney fees and disbursements to members.

VI. Resources for Nonprofits:

1. Attorney General's website www.ag.state.mn.us The Attorney General's website has a number of useful publications, reports, links to information, and all registration forms and instructions issued by the Charities Division available online for viewing or downloading.
2. Internal Revenue Service www.irs.gov The website of the Internal Revenue Service has useful information about required filings by nonprofit organizations and compliance to maintain tax-exempt status.
3. Guidestar www.guidestar.org Guidestar is a website which has free information on the programs and finances of more than 1.8 million charities and nonprofits.
4. Propel Nonprofits www.propelnonprofits.org Propel Nonprofits states that its mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital, including by providing nonprofit accounting assistance and financial management, board development, loans, and strategic counseling.

**By-Laws of the Fairmont Youth Hockey Association
A Corporation Duly Organized under the Laws of the State of Minnesota**

Article I.

Offices

Section 1. The registered office of the corporation shall be in the City of Fairmont, County of Martin, State of Minnesota, and the corporation from time to time determine.

Article II.

Membership

Section 1. Members: Any person may become a member of the corporation upon the timely payment of the appropriate registration fee for his or her child as a participant in the Fairmont Youth Hockey programs sponsored by the corporation. The membership shall be valid for one calendar year following fee payment. Members shall have full voting rights.

Members are allowed One (1) vote per player family unit. The vote will be cast by a designated custodial parent.

A Player Family unit is defined as a household where a player usually resides. In no event shall a Player Family unit exceed One (1) vote, regardless of the number of players registered in all programs offered by the Fairmont Hockey Association.

Section 2. Honorary Memberships: The Board in its discretion may issue honorary memberships in recognition of special services rendered to the corporation. Honorary membership shall be for life. No honorary member shall have the right to vote.

Section 3. No Member by virtue of his membership shall acquire any property rights or personal liability in the corporation.

Section 4. All members of this corporation shall have equal rights. No classes of membership shall be created.

Article III.

Board of Directors

Section 1. The property and business of this corporation shall be managed by its Board of Directors, which shall consist of Thirteen (13) board members and a President. Sufficient Directors shall be elected on or before March 31st as will fill the vacancies created by the expiration of the terms of the Directors on March 31st of that year. Directors shall be elected by the membership in good standing. Election shall be by majority vote. Each Director shall be elected to serve for three (3) years, or until his successor shall have been elected and qualified, with the exception of Gambling Manager (Section 11, infra) and the High School Parent Representative (Section 12, infra). No Player Family unit may have more than One (1) adult member serving on the Board of Directors.

Section 2. An annual meeting of the Board of Directors shall be held without notice at the time and place of the annual membership meeting immediately following the annual membership meeting or within ten (10) days of the annual membership meeting at such time and place as the Board shall designate provided that five days written notice shall have been mailed by the Secretary of said meeting. The annual meeting of the Board of Directors shall be for the purpose of election of new officers and to transact such other business as may properly be done before said meeting.

Section 3. Special meetings of the Board may be called by the President or any Board member at any time upon three (3) days written notice. A special meeting may be called without notice to the Directors if a full Board convenes and all agree to the holding of the meeting at such time and place and waive all right of notice thereof. Any action which might be taken at a meeting, at which there is a quorum, shall be the act of the Board of Directors.

Written notice may include U.S. mail as well as e-mail correspondence to membership sent to a designated email address as registered by the member.

Section 4. Quorum: A quorum for meeting of the Board of Directors is a majority of the membership of the Board. The act of a majority of the Directors present at any meeting, at which there is a quorum, shall be the act of the Board of Directors.

Section 5. The Board of Directors shall meet from time to time as the President of the Board of Directors shall determine. The Board shall meet a minimum of Ten (10) times annually, including the Annual meeting. The usual order of business at such meeting shall be as follows:

1. The meeting is called to order by the President at the time and on the date of the meeting.
2. Reading by the Secretary, or acting Secretary, of minutes of previous meeting and their consideration and approval.
3. Report of officers.
4. Report of committees.
5. Unfinished business.
6. New business.
7. Motion to adjourn.

Section 6. The Board of Directors shall at the annual meeting thereof elect a President, Secretary, and a Treasurer. The President, Secretary, and Treasurer shall be natural persons of the age of majority. An officer may be removed, with or without cause, by a majority vote of the Board of Directors at any regular or special meeting.

Section 7. The Board may appoint such other officers and agents as it shall deem necessary from time to time, who shall hold their offices for such terms and shall exercise such powers and shall perform such duties as shall be determined from time to time by the Board.

Section 8. The officers of the Board of Directors shall have such authority and duties in the management of the business of the corporation as the Board of Directors determines.

Section 9. If the office of any Director or any officer or agent becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise, the President of the Board of Directors shall select a successor. The successor must be approved by a simple majority of the full Board of Directors. Said

approval may be made by verified proxy. The successor or successors shall hold office for the unexpired term in respect of which such vacancy occurred.

Section 10. The Board of Directors may in their discretion designate two or more of its members to constitute an Executive Committee. To the extent determined by the Board the Executive Committee has authority of the Board in the management of the business of the corporation. The Executive Committee shall act only in the interval between meetings of the Board and at all time is subject to the control and direction of the Board.

Section 11. GAMBLING MANAGER: Presently the Fairmont Hockey Association raises funds by and through the use of Charitable Gaming as defined under the Laws of the State of Minnesota. As required by statute, the Fairmont Hockey Association is required to have a specific manager of gambling. The Gambling Manager shall be One (1) of the Thirteen (13) Directors and shall have full voting rights.

The Gambling Manager shall have a One (1) year term of office. The member serving as Gambling manager may be re-elected to said post without limitation.

In the event that the position of Gambling Manager is no longer required by statute, the position may be eliminated as a Director position by the Board of Directors by a simple majority vote.

Candidates for Gambling Manager shall be specifically noted for that position on the voting ballot for the membership.

Section 12. HIGH SCHOOL PLAYER PARENT REPRESENTATIVE: Recognizing that the Fairmont Hockey Association provides the full financial support to the Fairmont Area High School Boys' and Girls' Varsity Hockey programs, a Director Position shall be held by a players' parent. The Player Parent Representative shall have a One (1) year term. The Player Parent Representative shall be elected at the annual meeting. The Player Parent Representative must have a non-senior player on one of the Official Varsity rosters for the season of play immediately preceding the Annual Meeting.

Candidates for the position of Player Parent Representative for the High School program shall be specifically noted for that position on the voting ballot for the membership.

Article IV.

Records

Section 1. The corporation shall keep at its registered office correct and complete books of account and minutes of proceedings of meetings of members, Board of Directors, and committees having any of the authority of the Board of Directors. A member, or his agent, may inspect all books and records for any proper purpose at any reasonable time. Upon request by a member, the corporation shall furnish the member with a statement showing the financial result of all its operations and transactions affecting income and surplus during its last annual accounting period and a balance sheet containing a summary of its assets and liabilities as of the closing date of such accounting period.

Section 2. All checks shall be signed by such officers of agents as may from time to time be designated by resolution of the Board of Directors.

Article V.

Amendments to By-Laws

Section 1. The membership may amend the By-Laws of the Fairmont Hockey Association by a two thirds (2/3) vote. Notice of the meeting and of the proposed amendment shall be given to the membership. Initial notice

shall have a general description of the proposed amendments to the By Laws. The final proposed amendments shall be available to the membership one (1) week before the scheduled meeting to vote on the proposed amendment. Posting of the final proposed amendment may be made by physical posting at the Martin County Arena (while still in use), U.S. Mail, and by posting on the Fairmont Hockey Association Website. A full copy of the proposed amendment shall be available for inspection one half hour before the scheduled meeting at the site of the amendment meeting.

Any and all amendments made outside of the annual meeting, at a special meeting of the Fairmont Hockey Association, shall be reviewed at the next regular annual meeting of the membership.

Article VI.

This corporation shall utilize a fiscal year ending June 30th and beginning July 1st as its period of accounting.

Signature pages are attached to the original document. The original document is available for review upon asking the Secretary of the Board.

Requirements Form to Move a Player to an Upper Level Team

In an effort to be impartial we have determined the following as necessary steps and required milestones when a parent requests to have their child moved up in the level of play (i.e. Squirts to PeeWee, etc.). This form needs to be filled out and handed into the Coaching Committee or the head coach of the team that would receive the player in question.

If the following milestones are met and the coaches agree to make the move, the decision is final!

General Rules & Requirements

1. Parents must request the move.
2. Age cutoffs are as follows; Squirts-9yrs by July 1st, PeeWee-11yrs by July 1st, Bantam-13yrs by July 1st
3. Both head coaches must sign off on the move and agree that it's in the best interest to all involved.
4. Player must sign up for the team that is appropriate at that time and submit this request form once the player is registered.
5. This form must be turned in by November 15th.
6. Once the player has requested the move and has met all requirements as outlined below, the player cannot request to be shifted back. All moves are final.

Procedures

1. Parent or guardian of the athlete requests to move the child up to the next level of play.
2. Both head coaches review the numbers (players above and at the current level of play) to determine if it makes sense to continue the process.
3. If yes and they agree to allow the athlete to test against the HEP (Hockey Education Program) required drills to see if they are at the level of play being requested.
4. If a player is at or above the HEP involving drills that test for level of play, players will be allowed to move up.
5. Each situation is reviewed on a case by case basis.

Player Name _____
Parents Name _____
Address _____ City _____
State _____
Phone _____
Email _____
Birth date of Player _____
Level Requested to move to _____

Association Use

Date Request Received _____ By _____
Coaching Committee Decision APPROVE or DENY
Head coach of team moving TO _____
Head Coach of team moving FROM _____

FYHA Locker Room Monitor Procedure

All Locker room monitors must be the same gender as the players and:
Current USA Hockey Number, Background Check & SafeSport Certification verified by our Registrar

The locker room monitor should arrive:

20 minutes prior to the start time of practice or 45 minutes prior to the start of games.

- Obtain a locker room key from the Arena Office
- **Unlock Locker Room**
- Any player that has a phone needs to place it in a box or other bag that the locker room monitor is in control of at all times.
- Stay in locker room at all times when players are present
- Phones stay inside the locked locker room
- **Lock locker room during practice**
 - This will ensure security of personal belongings and devices
- Monitor must stay for entire practice.
- **Unlock locker room and monitor when practice ends**
- Have players pick up their messes and clothes
- Give players back their phones when they exit the locker room
- **Lock locker room**
- Return locker room key to the Arena Office

**If there are any concerns or inappropriate/unruly behavior
please inform the coach or a board member**