

PARK RAPIDS
AMATEUR HOCKEY ASSOCIATION, INC.
POLICY HANDBOOK



This handbook is intended to provide an overview of the Park Rapids Amateur Hockey Association policies. Parents, players and coaches are encouraged to become familiar with the policies within this handbook and assist with the goals of PRAHA.

October 2018

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PHILOSOPHY

The aim of the *Park Rapids Amateur Hockey Association* (PRAHA) is to provide a safe, healthy, well-balanced, competitive hockey program for boys and girls to learn and enjoy the sport of hockey. PRAHA is an environment that is open to all youth, at all levels of interest, ability and economic standing. PRAHA assists all participants in reaching their athletic potential by teaching skills that enhance the performance and enjoyment of ice hockey, while developing lifetime skills of goal setting, commitment, self-discipline, determination, teamwork and sportsmanship.

Mission Statement

The Park Rapids Amateur Hockey Association is dedicated to providing the opportunity for all youth in our community to learn the game of hockey and compete at their greatest ability.

Vision

Working together as a team to be the best we can be today and in the future.

OBJECTIVES

The Park Rapids Amateur Hockey Association will strive:

- To provide youth hockey players with a program that is coached by qualified individuals who will be positive role models for the players.
- To provide an enjoyable, positive and competitive experience in ice hockey and encourage players to continue playing hockey throughout their lives.
- To help the players develop self-control, self-discipline, teamwork and good sportsmanship.
- To support coaches, officials, and volunteers by providing ongoing training and access to information.
- To understand the rules of the game, along with developing the skills to enable players to perform successfully at their level of play.

BOARD MEMBERS AND MEETINGS

- The PRAHA Board of Directors consists of 9 elected members, 4 board officers, President, Vice President, Secretary, Treasurer which serve 3 year terms and 5 Directors which serve 2 year terms. All person's interested in improving the Park Rapids Amateur Hockey Association are encouraged to apply for positions when they become available.
- All Board Members will have assigned titles and responsibilities consistent with those titles. Board Members will be expected to fulfill those duties during their term. Quorum votes are required so attendance at all meetings is important. If for some reason a board member decides that he/she can no longer perform their elected duties and resigns before their term has expired, the board can vote on a replacement for that position, which will run until the next election for that position. Members who do not fulfill their term will not be eligible to hold a board position again for 3 years. An exception to this rule could be a medical or special circumstance.
- Board meetings are held twice a month, with special meetings being held when necessary. Meetings are held on the 2nd and the 4th Monday of each month at 6:00 pm at the Ted O. Johnson Ice Arena. All meeting are open to the public. Parents, coaches, players, rink staff etc., are invited and encouraged to attend. Any changes to regular meeting times and/or dates will be announced on the www.prhockey.com website and/or via email.
- Any member of PRAHA may request to be added to the agenda by contacting the Secretary of the PRAHA Board by the Thursday prior to the scheduled meeting.

REGISTRATION FEES AND REFUNDS

Registration fees will be determined by the Board of Directors on an annual basis and **ALL obligations must be paid in full before a player is allowed on the ice, or any equipment is issued.** Player registration will be under the direct supervision of the PRAHA Registrar. Age requirements for appropriate levels of play for PRAHA will follow Minnesota Hockey age requirement guidelines.

- On-line registration begins April of each year by visiting www.prhockey.com. Payment plans are available by registering early and a discount is available if registered by September 1st.
- In-house registration will be held prior to the start of the season by attending registration night at the Ted O Johnson Arena. Dates and times will be posted on the PRAHA website and Facebook.
- No player may register with or participate on more than one team or age group.
- The age level cutoff date for all players is June 30th of a given year.
- Players at the high school level must meet eligibility requirements.

Any refund will be less the amount that is paid to MN Hockey and/or USA Hockey. Refunds for registration will be prorated in November. **No** refunds after November 30th. Medical circumstances will be considered and prorated, receiving a credit towards the next season's registration.

SCHOLARSHIP REQUESTS

PRAHA strives to provide an opportunity for every child who wants to play hockey and provides financial assistance to participants that demonstrate a financial need under the provisions of this program. Families eligible for reduced or free school lunches are eligible for a scholarship. Scholarships are granted on a per season basis and applicants must reapply each season. Consideration will be given for up to ½ of the registration fee only. All financial obligations from prior years must be current. **FUNDRAISING and MANDATORY HOURS ARE NOT INCLUDED IN THE SCHOLARSHIP.** Families are responsible for **ALL** fundraising and **ALL** mandatory volunteer hours **in addition to extra volunteer hours.** An hour for each \$10 of scholarship received. Please ask your Team Manager, a Board Member or Rink Staff for additional volunteer options. Consider what **you** can do to help the association operate more effectively. Provide a brief explanation of why assistance is needed along with a completed application and statement from the school of eligibility for free or reduced lunches to the Registrar. Example: loss of a job, cut hours, major medical etc.

LOCKER ROOMS

Locker room assignments will be posted on the arena door in the lobby.

- Locker room keys will be available to any rostered coach who has completed their SafeSport requirements. Locker rooms shall only be accessed 30 minutes prior to a practice start or 60 minutes prior to a game start. Keys will not be given to youth players or other adults, excluding a rostered Team Manager.
- Responsible locker room behavior is required and is of the utmost importance. No boxing, wrestling, throwing equipment, shooting pucks, eating, bullying etc. is allowed in the locker room at any time.
- Coaches are ultimately responsible for their team's locker room behavior and issues. Players/coaches/teams will lose locker room privileges for rule violations.
- Based on USA Hockey SafeSport requirements a locker room must be supervised by a SafeSport certified, gender specific adult at all times.
- Players are not allowed to store equipment in any locker room, except Varsity, and are prohibited from entering any locker room that their team is not assigned to.
- No food, drink or cell phones are not allowed in any locker room, **NO EXCEPTIONS!**
- At the conclusion of the season, keys are to be returned to the drop off box by March 31st.

PRAHA CODES OF CONDUCT, RIGHTS AND RESPONSIBILITIES

In an effort to make ice hockey a desirable and rewarding experience for all participants and spectators, a Zero TOLERANCE RULE policy will be strictly enforced within the PRAHA community. This rule pertains to the behavior and actions of all players, parents, coaches, spectators etc. By acknowledging this policy, all parties are stating they will abide by all the rules and regulations contained within the PRAHA policy handbook, MN

Hockey and USA Hockey guidelines. Any violations of said rules and regulations will be acted upon immediately with appropriate sanctions taken. Visit mnhockey.com and usahockey.com for more information.

- Association members are expected to conduct themselves in a manner that is respectful of others and reflects positively on the Association, as well as Park Rapids and surrounding communities.
- Association members are expected to use good judgment and common sense in their behavior and actions.
- Players and parents are required to sign a Code of Conduct Form prior to the player taking the ice.
 - **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
 - **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
 - **INTEGRITY** - Seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
 - **PURSUIT OF EXCELLENCE at the INDIVIDUAL, TEAM, and ORGANIZATIONAL LEVELS** - Each member of the organization, whether player, volunteer, or staff, will seek to perform to the highest level of his or her ability.
 - **ENJOYMENT** - It is important for the hockey experience to be fun, satisfying, and rewarding.
 - **LOYALTY** - We aspire to teach loyalty to fellow members of the sport of hockey.
 - **TEAMWORK** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the Association.

Examples of non-compliance of the Codes of Conduct are:

- Visually demonstrating any sign of dissatisfaction in a manner that openly challenges his or her judgment.
- Use of profane, obscene, abusive or vulgar language, gestures, racial/ethnic slurs.
- During stoppage of a game, intentionally knocks, throws or shoots the puck out of reach of an official who is retrieving it.
- Deliberately throw a stick, garbage or other equipment that in ANY manner creates a safety hazard.
- Interference in any manner that keeps one from performing their duties.
- Touching or holding a game official with his/her hand or stick.
- Deliberately inflicting physical harm to anyone in any manner or attempting to do so.
- Behavior in any manner that is critically detrimental to the conduction of the game.
- Taunting players, coaches, officials, parents etc. by means of baiting, ridiculing and threatening physical harm. This includes physical or verbal “bullying” of others.

This is by no means a complete list of violations. **EVERY** association member is required to follow the code of conduct policies. If a violation does occur, the Board of Directors shall determine the appropriate penalty for any violation. Penalties may include any one or more of the following: Verbal warning, written warning, 1 game suspension, multiple game suspension or indefinite suspension or permanent dismissal from PRAHA activities.

Consistent action which disrupt the Associations’ ability to function, players’ ability to learn, or the coach’s ability to teach will not be tolerated.

SafeSport

PRAHA fully supports and has implemented the USA Hockey Safe Sport program. For more information on SafeSport, please visit www.usahockey.com

TEAMS AND REGULATIONS

- **Varsity:** To play at the Varsity level, a player must meet high school eligibility requirements set by the MN State High School League. At the Varsity level the total number of games to be played during the season shall be set by the MN State High School League.

- **Bantam/14U:** To play at the Bantam/14U level, a player's birthdate must fall within the range as set per the guidelines of MN Hockey. At the Bantam/14U level, the total number of game to be played during a season shall not exceed 45, including scrimmages. Players will be encouraged to change positions to find where they are best suited to succeed and help the team. Play time for all players will be kept equal and fair throughout the regular season. The amount of play time will be based on; attendance, effort, willingness to adopt the "Team" philosophy, discipline and attitude. Coaches may use discretion to make exceptions to this rule under some conditions such as; penalty situations, overtime, closing minutes of a close game, Districts, Regional or State playoffs.
- **PeeWee/12U:** To play at the Pee Wee/12U level, a player's birthday must fall within the range as set per the guidelines of MN Hockey. At the Pee Wee/12U level, the total number of games to be played during a season shall not exceed 35, including scrimmages. Players shall play 2/3 of the season at preferred position (forward/defense) and the other 1/3 of the season at the other positions. Play time for all players will be kept equal and fair throughout the regular season. The amount of play time will be based on; attendance, effort, willingness to adopt the "Team" philosophy, discipline and attitude. Coaches may use discretion to make exceptions to this rule under some conditions such as; penalty situations, overtime, closing minutes of a close game, Districts, Regional or State playoffs.
- **Squirt/10U:** To play at the Squirt/10U level, a player's birthday must fall within the range as set per the guidelines of MN Hockey. At the Squirt/10U level, the total number of games to be played during a season shall not exceed 30, including scrimmages. Playtime will be equal for all players and all players will be given the opportunity to participate in special team situations such as power plays, shorthanded, overtime etc.
THE EMPHASIS WILL BE ON EQUAL PARTICIPATION RATHER THAN WINNING!!!
- **Mite/8U and under:** To play at the Mite/8U and under level, a player's birthday must fall within the range as set per the guidelines of MN Hockey. At the Mite/8U and under level, the total number of games to be played during a season shall not exceed 10, including inter-squad scrimmages and Jamboree's, with parents approval. Playtime will be equal for all players and all players will be given the opportunity to participate in special team situations such as power plays, shorthanded, overtime etc.
THE EMPHASIS WILL BE ON EQUAL PARTICIPATION RATHER THAN WINNING!!!

PRAHA will abide by the rules, regulations and by-laws of USA Hockey, MH Hockey, District 15 and the MN State High School League.

- Teams/rosters cannot be changed after December 31st of a given year.
- All coaches will stress academic achievement along with hockey skills.
- All on ice practices, games and related activities must be under the supervisor of a rostered coach of PRAHA.
- No out of town games shall be scheduled on a school night unless necessary to complete district games requirements. The exception would apply to the Bantam team if they could play a game and return to the Arena by 10:00 pm which is their normal practice time.
- The Scheduler will do their best to not schedule Sunday home games prior to noon, as to not interfere with religious activities and Sunday out of town games so one is leaving the arena prior to noon.
- PRAHA will not sponsor any player's participation in non-USA Hockey or non-MN Hockey activities.

PRACTICES, GAMES AND TOURNAMENTS

- At all levels, games and tournaments are subject to approval by the Board of Directors.
- Teams shall be limited to participation in a total of 3 tournaments for Squirts/10U and 4 tournaments for Pee Wee/12U and Bantams/14U. This rule excludes home tournaments and District, Regional and State MH competition.
- At all levels, team participation in overnight invitational tournament shall be limited to one (1) per season. Overnight tournaments are those in locations further than 60 miles from Park Rapids. District, Regional and State MH competitions are not considered invitational tournaments.

- PRAHA will provide registration fees for the following: up to \$750 to attend one (1) out of town tournament, up to \$250 to attend District games and up to \$550 to attend MH Regional and/or MH State Tournaments.
- Referees shall be scheduled by the head referee for the Park Rapids Amateur Hockey Association. All games must be officiated by a properly certified official, except at the Mite/Mini Mite levels. Policies of District 15 and/or Minnesota Hockey take precedence.
- Outdoor games and practices will be called off if the temperature is ten (10) degrees below zero Fahrenheit including wind chill. The coaches' mutual agreement may cancel games or practices due to inclement weather. This should be done at least 4 hour before the scheduled game or practice per District 15 rule.
- PRAHA will follow ISD 309 weather related school policy for practices and games.
- The outdoor rink shall be used whenever possible for practices as a way to increase practice time availability.
- Mites are strongly encouraged to attend Rink Rats to gain additional ice time.

PLAYER MOVEMENT

The PRAHA Board of Directors strongly discourages player move-up. Any decision on the movement of players to another age level of participation shall be made by the PRAHA Board of Directors based on the recommendation of the Hockey Development Director and Committee. Players should play on teams by age group as defined by Minnesota Hockey. Exceptions may be made based on the items below. A player wishing to move up must make a written proposal to the PRAHA Board prior to November 1st, including Bantams who wish to move up to the High School Program. Movement of a player will be determined by tryouts and an evaluation procedure determined by the HDC Director and Committee and the High School coaches. Player upward movement between levels should be as limited at possible.

- Once a player has chosen to register and/or tryout at that level, they must remain at that level for the remainder of the season. This policy is designed to socially help players in the younger levels and to prepare the older players for High School by playing two years of Bantams before tenth grade.

Factors to be considered:

- Coaches' recommendations (written proposal submitted to the PRAHA Board prior to November 1st)
- Player's ability and skills
- Physical size
- Maturity
- Social readiness
- Parent consent and player consent
- Short & Long term effect of movement for teams involved
- Roster needs for teams
- Number of players on the team
 - When the number of participants allows for two (2) teams, players shall be divided equally between the two teams. If the teams are divided into A and B levels of play, try outs will be held by a third party selected by the Board of Directors based on the recommendation of HDC and the Varsity Coaches.
 - No team selections shall be made until the players have practiced together for one week and there have been two inter-squad scrimmages. The coaches under no circumstances shall announce any players as having been selected for the team prior to the announcement of the entire team.
 - No player shall be allowed to be a member of more than one skating level or on more than one traveling team.

PLAYER MOVEMENT BY HIS/HER GRADE LEVEL

For the player that is not eligible for the level of their “peer grade” per the MN Hockey birth date parameters, they may have the opportunity to play up a level with approval from the PRAHA Board and their parents. This rule is designed to enable skaters born in July or August to play with their classmates. Above guidelines apply.

Minnesota Hockey does not allow players to “play down” a level and PRAHA will comply.

COACHES SELECTION:

The HDC Director and Committee recruit all coaches and accept coaching applications until August 1st of each year.

Applications will be considered on the following:

1. General coaching philosophy and willingness to perform within the PRAHA guidelines.
2. Willingness to put in long hours during the season.
3. Willingness to work with an assistant coach and other coaches in the program.
4. Experience as a head coach or assistant coach within PRAHA or other youth hockey programs

All coaches, including assistant coaches, must be approved by the Board of Directors.

PRAHA recognizes that there are very qualified parent coaches and greatly appreciates all of their volunteer efforts. Every attempt will be made to retain qualified coaches to coach at the same level from year to year. Parent coaches who change levels each year in order to follow their child will be discouraged. Rostered coaches only will be reimbursed by PRAHA for their mandatory training with prior board approval. Receipts must be submitted to the Treasurer for reimbursement.

EXPECTATIONS OF COACHES

- Coaches shall follow the rules, regulations and philosophies of USA Hockey, MN Hockey and the Park Rapids Amateur Hockey Association and shall sign a coach’s agreement.
- Coaches shall have current coaching certificates as required by USA Hockey and MN Hockey and turn in certificates and signed code of conduct forms prior to stepping on the ice to the Registrar.
- Coaches shall not use profanity towards officials, players, spectators, coaches or others is prohibited and reflects poorly on the coach, his team, the Association and the community of Park Rapids.
- Coaches shall be generous with praise, consistent, honest, fair and just and treat all players equally and given proper respect.
- Coaches shall be prompt for all practices and games, run effective and organized practices that are fun and challenging for players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Coaches shall maintain an open line of communication with the team’s parents. Explain the goals and objectives of your team and players. Set high standards of conduct and sportsmanship for yourself and your players.
- Coaches shall stress good healthy habits and clean living.
- Coaches shall not allow their players to practice with other teams unless it’s opened up for the entire team to participate.
- Coaches shall not allow anyone on the ice or bench except rostered coaches and players during practices and games.

To play the game is great; to love the game is greater.

The goal of the Youth Hockey program shall be to retain effective coaches at the same level year after year to insure consistency in the program. All coaches and assistant coaches in the Youth Hockey program will be selected and approved annually by the Board of Directors based upon the recommendation of the HDC. All youth hockey coaches will be asked to give updates of progress on their team to the HDC committee and the parents throughout the season and to the Board of Director once during the season. All youth hockey coaches will follow all policies, rules, and regulations established by the Board of Directors. If any youth coach does not follow all the policies, rules, and regulations established by the Board, the coach may be relieved of his or her coaching responsibilities at the Board’s discretion.

COACHES RESPONSIBILITIES

- All coaches of the youth hockey teams will coordinate their philosophies with that of the high school coaches and make use of materials and suggestions.
- MH requires at least one adult coach on a team roster. A roster coach must be present at all scheduled team events.
- All coaches must wear helmets when conducting on-ice practices.
- Coaches may invite Student Coaches to assist with a practice session. Roles of the assisting player would be clearly described by the coach. Purpose will be role modeling and assisting. The use of a helmet is MANDATORY.

STUDENT COACH - A player between the ages of 13 and 17 who is currently registered with USA Hockey may serve as a student coach after completing and submitting appropriate paper work and attending a mandatory class. USA Hockey provides guidelines for student coaches. Student coaches must be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room. All student coaches MUST wear a helmet when on the ice. See the USA Hockey Handbook, or www.usahockey.com, for more information.

PARENTS RESPONSIBILITIES

Park Rapids Amateur Hockey Association (PRAHA) is an organization run by its membership by donating their valuable time and talent to maintain and grow the program. It takes the combined efforts of all individuals to ensure that our youth have a positive and rewarding experience. The importance of being a proper role model cannot be over-emphasized. In turn, this will make their experience more rewarding as they grow up, seeing their parents involved in the Association as a whole. Once teams are selected, the Board will host parent meetings to discuss rules and regulations and the importance of volunteers and the need for ALL parents to make a commitment of time and effort.

The following is a list of positions with a brief description of the job to be filled by a parent or guardian on each team. During the registration process you will be given the opportunity to select the areas you're interested in helping.

Team Manager

Team managers have many responsibilities and serve as a very important function in maintaining good team organization. Having a successful hockey season depends on communication and keeping everyone informed. Communication between coaches, parents, players, schedulers, refs, board members, equipment manager and other team managers to name a few is essential. Team managers must maintain the same amount of enthusiasm in helping the program as our youth do in their skating activities. The team manager position will be held for one (1) year, **starting the fall of one year to fall of the following year, as there are events that require communication with coaches, parents and teams throughout the summer months.**

Team managers' duties shall include, but are not limited to the following:

- Serve as liaison between parents and coaches, and assist the coaches with disbursement of information to the parents when requested, in a timely manner.
- Hold a parent/coach meeting at the beginning of the season to assign duties and cover expectations.
- Distribute a parent/coach contact list to all team members/coaches (phone and email information).
- Work with the Equipment Manager to assist team members with pickup and return of equipment, jersey's and game socks.
- Represents their team at board meetings as needed.
- Calls parent meetings throughout the season.
- Submits photos and game synopsis to local newspapers.
- Maintains and updates team's page on the PRAHA website with game results, rosters, photos, important team information, notifications, contact information, etc.
- Sets up work schedules for your teams home games (concessions, penalty box, clock, etc.) tournaments, special events, etc. and distribute to the parents early in the season. Make sure all

obligations are established prior to the game/event time and step in to cover if needed. Having multiple parents trained for all positions is a must.

- Assist parents, players and coaches with concerns. See grievance procedure.
- Maintain the “team book” during the season. Report game results to District 15 in a timely manner.
- Work with the registrar to obtain any missing SafeSport verifications for parents who will be in the locker rooms at any time. Obtain score sheets and roster labels from the registrar.
- Complete tournament registration and contact the Treasurer for funding. Coordinate hotel reservations for away tournaments and games when applicable.
- Verify all practices, away and home games. Notify parents immediately if changes are made.
- Collect, wash and return all jerseys to the Equipment Manager at the end of the season, no later than March 31st.
- Ensure families are aware of all fundraising requirements and distribute all fundraising information timely.

Fundraising Committee

A member of the Fundraising committee assists in fundraising responsibilities for the PRAHA.

- The committee will be overseen by the Director (Board Member).
- The committee will work to increase fundraising for PRAHA.
- The committee will distribute information to team managers to organize workers for fundraising events. (Raffle, Spaghetti Dinner, etc.)
- The committee will meet once a month or as needed.
- The committee member will receive volunteer hours for all applicable activities (Director approved).

Recruiting and Retention Committee

A member of the R&R committee assists in recruitment and retention responsibilities for PRAHA.

- The committee will be overseen by the Director (Board Member).
- The committee will work to increase and sustain participation levels for PRAHA.
- The committee will meet once per month with additional volunteer requirements necessary for R&R events. Examples: Try Hockey for Free, Family Skating Events, Open House etc.)
- The committee members will receive volunteer hours for all applicable activities (Director approved).

Tournament Committee

A member of the Tournament committee assists in tournament responsibilities for PRAHA.

- The committee will be overseen by the Director (Board Member).
- The committee will work closely with the team managers to ensure home tournaments run smoothly.
- The committee will work to increase and sustain home tournaments.
- The committee will meet once a month or as needed.
- The committee members will receive volunteer hours for all applicable activities (Director approved).

Building Committee

A member of the Building Committee assists in building responsibilities for PRAHA.

- The committee will be overseen by the Director (Board Member).
- The committee will include the Rink Manager.
- The committee will work maintain, sustain and improved the building’s needs.
- The committee will meet once a month or as needed.
- The committee members will receive volunteer hours for all applicable activities (Directors approval).

MANDATORY FAMILY WORK HOURS

To help PRAHA keep registration costs down; each family is required to fulfill mandatory work hours or pay a volunteer fee. Volunteers can be parents, grandparents, aunts, uncles etc. If you hold an exempt position or have fulfilled your volunteer hour requirements, you may still be required to work your home games and tournaments.

The table below outlines the required hours **per family**. Please use the level at which your **oldest child** is playing:

<u>Level of oldest player</u>	<u>Minimum required hours</u>
Mites/6U	10 hours (5 hours must be done helping Varsity Concessions or Gate, 3 hours helping with a *Committee and 2 hours helping at a Home Jamboree)
Mites/8U	15 hours (7 hours must be done helping Varsity Concessions or Gate, 4 hours helping with a *Committee and 4 hours helping at a Home Jamboree)
Squirts/10U	30 hours (Of the 30 hours, 2 hours must be done helping with a *Committee and 9 hours must be worked in Concessions at Squirt, Pee Wee, Bantam or Varsity games)
PeeWees/12U	30 hours (Of the 30 hours, 2 hours must be done helping with a *Committee and 9 hours must be worked in Concessions at Squirt, Pee Wee, Bantam or Varsity games)
Bantams/14U	30 hours (Of the 30 hours, 2 hours must be done helping with a *Committee and 9 hours must be worked in Concessions at Squirt, Pee Wee, Bantam or Varsity games)
Varsity and JV	25 hours (Of the 25 hours, 9 hours must be worked in Concessions at Squirt, Pee Wee, Bantam or Varsity games)

*Committees include Fundraising, Recruitment and Retention, Tournament and Building.

For those who have worked 30+ hours from April 1st to November 1st may provide a written request to waive mandatory concession hours. Requests will be reviewed and approved by the board on a case by case basis.

A required check deposit for mandatory work hours will be collected prior to your child being allowed on the ice. Exceptions to this would be those who hold a position that is exempt from mandatory work hours.

Mites/6U \$200, Mites/8U \$300, Squirts, Pee Wee, Bantam \$600 & Varsity \$500.00.

Deposit checks will be held by PRAHA (un-cashed) until mandatory hours have been completed. All mandatory hours must be completed by March 31st. If mandatory hours have not been fulfilled by March 31st, your check will be cashed. **All** hours must be completed in order to have your check returned. (i.e., if you are required to complete 25 hours and only complete 24.5, the full deposit check will be cashed). PRAHA's goal is to not cash any checks. For those who completed their hours, your check will be returned at the annual meeting. Checks not collected at the annual meeting will be shredded unless arrangements have been made with the Treasurer prior to the annual meeting.

Mandatory work hours shall cycle from April 1 to March 31st each year.

The following positions will fulfill required volunteer hours; however you may still be required to work home games and tournaments.

- PRAHA Board Member
- Association Registrar
- Scheduler
- Webmaster
- Equipment Manager
- Roster Head Coach
- Roster Assistant Coach (max of 2 per team)
- Team Manager (1 per team)
- Concessions Manager

Listed below are examples of the many opportunities you have to help fulfill your mandatory work hours:

Youth Coach – Head or Assistant – must be CEP certified and listed on the roster.

Team Manager – liaison for the team.

Fundraising Committee – attend meetings and help with various fundraising activities of PRAHA.

Recruitment and Retention Committee – attend meetings and help with various recruiting activities of PRAHA.

Tournament Committee – attend meetings and help with various tournament activities.

Team Home Games – working various jobs at home games.

JV/Varsity Gate – work the admissions gate at JV/Varsity games.

Concessions – operate the concession stand during games.

Other Committee Work – assisting with and sitting on various committees formed throughout the hockey season.

PRAHA Board Member – run for and sit on the PRAHA Board of Directors.

There are other opportunities to volunteer that are too numerous to mention. Please look for the opportunities as they present themselves.

The process for fulfilling your volunteer hours is as follows:

Volunteer opportunities will be discussed during parent meetings at the beginning of each hockey season. During this meeting, expectations will be covered, as well as some of the opportunities available. There is a fair amount of information shared with the membership throughout the year. **Communication will be the key to success.** It is your responsibility to seek out opportunities that fit into your schedule. Check out the website, Facebook and watch for Association emails for volunteer opportunities.

Accountability – Once you sign up for a slot or are signed to a slot, you are responsible to work that time slot. People are counting on you. If you are not able to fulfill your commitment, you must make arrangements with someone to fill your shift. You must inform your team manager or the coordinator of the event about changes. Please avoid making changes last minute to alleviate as much confusion as possible.

PRAHA Volunteer Book - is placed on the table in the Board Room. It is your responsibility to write and track your time in the book to ensure proper credit is given. Team managers, Coordinators, Arena Staff, etc. will verify the time worked and sign off on the completed work. A signature is required to get credit for hours worked. **Please be honest!**

Your children are reaping the rewards of the PRAHA hockey program. This organization is run and sustained almost entirely by the volunteer efforts of its membership. The more volunteers this organization has, the better the Association becomes. Let's all do our share to keep things equitable, so that **10% of the membership does not end up doing 90% of the work.** Your participation and honesty is **KEY** to making PRAHA successful.

FUNDRAISING

- Fundraising is part of the annual budget of the Park Rapids Amateur Hockey Association.
- All fundraising events must be approved by the Board of Directors prior to any planning, and all funds produced must be deposited in the general account.
 - Ideas are always welcome and members are encouraged to have input.
 - Be prepared to provide as much information about the event as possible to make it successful.
- **Every family** is required to participate in **all** mandatory fundraising events.
- Businesses can only be approached for contributions with prior approval from the Board of Directors.
- Booster clubs will be allowed for high school varsity teams only, because they are not allowed to have a team sponsor. **Funds raised by the booster club in excess of \$1,000 must be donated to the general fund of the Park Rapids Amateur Hockey Association.** A booster club may present a plan for use of funds above the \$1,000 threshold to be approved by the PRAHA board.
 - Prior approval for a fundraising event must be given by the Board of Directors.
 - Suggested events can include:
 - Car wash
 - Garage sale

- Poinsettia sales
- Resort raking
- Booster clubs funds should be used for:
 - Pucks
 - Water bottles
 - Repair of team owned equipment
 - Purchase jerseys, socks etc.

Varsity families are Park Rapids Amateur Hockey Association members and must also participate in all Association fundraising activities.

MANDATORY FUNDRAISERS

Fundraisers are determined by the PRAHA Board on an annual basis prior to the start of the season. Parents are required to participate at **ALL** mandatory fundraisers, dinners, etc. conducted by PRAHA throughout the year.

EQUIPMENT

- Equipment is limited and is available for lease for a nominal fee of \$40 and provided on a first-come first-serve basis. Available equipment includes: skates, helmets, shoulder pads, breezers, elbow pads, shin guards, practice socks & practice jerseys.
- All equipment must fit properly. Ask your coach to check the fit if you are not sure.
- A \$150 deposit check is required before equipment is handed out. This check will be held until the equipment is returned. Failure to return the equipment by March 31st will result in the deposit check being cashed.
- A equipment rental form must be completed and signed prior to equipment being issued.
- Excess equipment that remains after all registered members have received equipment may be borrowed out during Rink Rats, special events and/or open hockey/skate. Borrowed equipment must be returned the same day.
- Families who have not paid the \$40 rental fee, completed and signed the equipment rental form are not eligible to rent equipment.
- Any equipment that has been lost or has “damage” beyond normal wear will result in cashing the deposit check.
- At the beginning and the end of each season, dates will be posted for equipment hand out and return. The return of the equipment is the responsibility of the player/family to which it was issued.

The Association provides goalie equipment at all levels of the program, when available, as shown below. The balance of their equipment they must provide.

- Helmet
- Chest protector
- Leg pads
- Blocker mitt
- Catcher mitt

Players are required to provide and wear the following equipment:

- Hockey skates
- Helmet with face mask (HECC approved)
- Shin pads
- Elbow pads
- Shoulder pads
- Gloves
- Breezers
- Socks
- Stick
- Protective cup/Pelvic Protector
- Throat Guard (*required for goalies*, recommended for all players)
- Colored mouth guard ***REQUIRED AT ALL LEVELS**
- Practice jersey

TEAM UNIFORMS

- Jerseys will be distributed to all players prior to the first game each season. A \$150 deposit check will be collected at the time of distribution and held by PRAHA until jerseys are returned to your manager.
- All youth hockey teams will wear their designated team jerseys for all games during the entire season.
- Team jerseys are to be worn only for scheduled hockey games. Team jerseys may be worn to school on game days only or the Friday before a game weekend. They are not to be worn to practice, to school or on trips.
- Team managers will collect, wash and return jerseys to the equipment room prior to April 15th. Families not returning jerseys to their team manager prior to March 31st will result in cashing the \$150 deposit check. Name tags taken off the back of the jersey will result in cashing the \$150 deposit check.
- Requests for new jerseys must be submitted to the board by the 2nd board meeting in July. Approved jersey orders must be ordered and received no later than September.
- Special care must be taken of all team jerseys during the hockey season. Excess damage to jerseys will result in the \$150 check being cashed.

CONCESSION STAND

The concession stand provides a substantial source of revenue for the Association. The concession stand will be run by each team during their home games. If your team's designated person does not show up to run the concession stand, it will be expected that another association member or the manager step in to run concessions to avoid closing concessions during your game. See mandatory work hours for concession hour requirements per level.

Persons must be at least 14 years of age to work in concessions with and adult or 16 years of age to work without an adult.

GRIEVANCE POLICY

Park Rapids Amateur Hockey Association Grievance Procedure

It is the intent of the PRAHA Board of Directors to provide an opportunity for rink staff, coaches, parents, and players etc., to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board insists that all parties follow the grievance procedures as presented. If the grievance involves accusations outside the normal scope of the Association or are of a criminal nature, the proper authorities should be contacted before any grievance process begins. Any grievances related to High School level of play need to be addressed with the appropriate Athletic Director and/or Principal.

The procedures are as follows:

- 1. Cooling-off period.** Under no circumstances will grievances be discussed on the same day or in public. Parties must wait at least 24 hours before taking action. All parties must agree to not participate in any conversations prior to the 24 hours.
- 2. Grievance form.** Prior to any conversations being held, a grievance form must be completed and submitted to the PRAHA drop box outside the office at the rink or mailed to PO Box 508 Park Rapids MN 56470 and a board member must be notified a grievance

has been submitted. (Forms are available at the arena or at www.prhockey.com). Once a written grievance is received, a special board meeting will be scheduled within one week for review and discussion by all board members. 3 board members will be selected at this time to hold a meeting with both parties.

- 3. Grievance Meeting.** Both parties will be contacted and arrangements will be made to meet, within one week, in order to resolve the issue. Both parties must agree to conduct themselves professionally and respectfully at all times. Both parties will receive copies of the written grievance prior to the meeting to prepare.
- 4. Grievance Board Meeting.** In the event the issue is not resolved to satisfaction, a meeting with both parties will be scheduled and held with the PRAHA board in order to resolve the issue. Both parties must agree to conduct themselves professionally and respectfully at all times.
- 5. District 15.** In the event the issue is still not resolved or the parties are not satisfied with the ruling, they may appeal the decision in writing to the Director of the MN Hockey District 15.
- 6. In the interest of protecting the family oriented environment of the Park Rapids Amateur Hockey Association, it is imperative that this policy be followed by all. Failure to follow this policy may incur punitive action by the PRAHA Board of Directors.**

ZERO TOLERANCE POLICY

USA hockey has a Zero tolerance policy in place which PRAHA will follow. A copy of this policy can be obtained at www.usahockey.com

SEXUAL AND PHYSICAL ABUSE POLICY

USA Hockey has a Sexual and a Physical abuse policy in place which PRAHA will follow. A copy of this policy can be obtained at www.usahockey.com

SCREENING/BACKGROUND CHECK POLICY

USA Hockey requires screening of all coaches, officials, team managers, rink staff and anybody who has contact with youth players. PRAHA complies with the screening requirements of USA Hockey.

ORGANIZATIONAL STRUCTURE USA HOCKEY INC www.usahockey.com

This is the governing body of the sport of Hockey in the United States. Its mission is to promote the growth of hockey in America and provide the best possible experience for all participants by developing, advancing and administering the sport. USA Hockey is the official representative of the United States Olympic Committee (USOC) and the International Ice Hockey Federation (IIHF) in addition to its real purpose which is to administer youth hockey in the United States.

MINNESOTA HOCKEY INC (MH) www.minnesotahockey.org

This is the state affiliate organization of USA Hockey. It is responsible for administering youth hockey in

Minnesota including sanctioning teams for district, regional and state playoffs at the Peewee, Girls 12U, Girls 14U and Bantam levels.

There are 16 MH districts in Minnesota. Park Rapids Amateur Hockey Association (PRAHA) is in District 15. Other communities in District 15 are:

Alexandria	Detroit Lakes	Long Prairie	Park Rapids
Benson	Fergus Falls	Moorhead	Sauk Centre
Brainerd	Little Falls	Morris	Wadena
		Northern Lakes	Walker

For District 15 contact information, visit www.d15.pucksystems.com

MH rules limit Mites/8U and under play to in-house and within the home district.

PARK RAPIDS AMATEUR HOCKEY ASSOCIATION, INC (PRAHA)

PRAHA is the local affiliate of MH/USA Hockey in Park Rapids and is charged with the responsibility of providing and administering a youth hockey program for all boys and girls of all ages. PRAHA is a non-profit corporation required to file a Federal tax return under Section 501c of the IRS code.

By-Laws for organization of PRAHA may be obtained by visiting the PRAHA website at www.prhockey.com

POLICY HANDBOOK CHANGES

Policy handbook updates and changes will be made by the Board of Directors with a two-thirds affirmative vote.