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# LDC HOCKEY HANDBOOK

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Revised October 2019

## **LDC Youth Hockey Vision**

The goal of LDC Youth Hockey is to provide a positive and competitive hockey opportunity for all boys and girls with the expressed result to be a tradition of excellence at the High School level. There will be an emphasis on developing hockey and life skills for all players. The needs of all players will be met whenever possible, but the focus and priority of LDC Youth Hockey will be to develop competitive players in a competitive environment.

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### **LDC Youth Hockey Governance**

The LDC Youth Hockey Association is a non-profit corporation governed under the State of Minnesota and organized for the purpose of promoting youth hockey. The association is made up of voting members, defined as parents and/or guardians of youth currently involved in playing hockey within the association, and coaches registered for the current year. The association is also served by a Board of Directors, currently consisting of fifteen members and made up of parents or guardians of youth who are registered for LDC Hockey, various volunteers, committee members, and the head coaches of both the girls varsity hockey team and the boys varsity hockey team. The association is also served by a four-member executive board team consisting of a President, Vice-President, Secretary and Treasurer. All board membership is voluntary. The current board members are listed on the LDC Youth Hockey website, along with contact information for each member.

### **Board of Directors Monthly Meeting:**

September through March – 1<sup>st</sup> and 3<sup>rd</sup> Sunday of each month 6:00 – 8:00pm

April through August – 1<sup>st</sup> Sunday of each month 6:00 – 8:00pm

Meetings are held at Litchfield Civic Arena

\*All meeting dates, time and location can change upon the board's request; information will be updated on website.

## Executive Board

### President:

Brett Olson

[brett@overtimeink.com](mailto:brett@overtimeink.com)

### Vice President:

Dan Milender

[rdlittlebug@msn.com](mailto:rdlittlebug@msn.com)

### Treasure:

Todd Peter

[LDCHockey@xtratyme.com](mailto:LDCHockey@xtratyme.com)

### Secretary:

Open Position

## Board of Directors

### Registrar:

Leslie Polzin

[leslie.ldchockey@gmail.com](mailto:leslie.ldchockey@gmail.com)

### Scheduling Coordinator:

Jessica Koehnen

[LDCHockeyScheduler@gmail.com](mailto:LDCHockeyScheduler@gmail.com)

### Fundraising Coordinator:

Andrea Olberding-Carew

[ldchockeyfundraising@gmail.com](mailto:ldchockeyfundraising@gmail.com)

### Hockey Advisory Committee: (Non-Voting Position)

Chris Olson

[colson@isd465.org](mailto:colson@isd465.org)

### Varsity Coaches:

Brice Berggren

[brice.berggren@dc.k12.mn.us](mailto:brice.berggren@dc.k12.mn.us)

Brett Damerow

[bdamerow@isd465.org](mailto:bdamerow@isd465.org)

Matt Hogg

[matt.hogg@dc.k12.mn.us](mailto:matt.hogg@dc.k12.mn.us)

### Recruitment & Retention:

Reagan Quinn

[Regs04@hotmail.com](mailto:Regs04@hotmail.com)

**DIBs Coordinator:**

Sarah Kuechle

[ldcvolunteercoordinator@gmail.com](mailto:ldcvolunteercoordinator@gmail.com)

**Concessions Coordinator:**

Tim Quast

[t.quast.mustangs@gmail.com](mailto:t.quast.mustangs@gmail.com)

**Safe Sport:**

Micki Friedrichs-Engle

[ldcsafesport@gmail.com](mailto:ldcsafesport@gmail.com)

**District 5 (D5):**

Dan Milender

[rdlittlebug@msn.com](mailto:rdlittlebug@msn.com)

**Tournament Director:**

Open Position

**Equipment Coordinator (Non-Voting Position):**

Sheila Irons

[sjirons@hotmail.com](mailto:sjirons@hotmail.com)

**Board Positions and Job Descriptions**

**President**

The president shall be the chief executive officer of the corporation.

The president shall;

- Have general active management of the business of the corporation
- Preside as chairman at all meetings of the board of directors and members
- See that all orders and resolutions of the board are carried into effect
- Sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation (except where the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated to some other officer or agent of the corporation)
- Perform any and all duties prescribed by the board

**Vice President / District 5 Coordinator**

The vice president shall in the absence or disability of the president; perform the duties and exercise the power of the president and perform such other duties as the directors shall prescribe

- Back up for Safe Sport when needed
- Attend District 5 meetings

- Report information from LDC Youth Hockey to District 5
- Report information from District 5 to LDC Youth Hockey

### **Secretary / Tournament Director**

The secretary shall be the custodian of the corporation books and records which are not held by the treasure

The secretary shall;

- Attend all meetings of the board of directors and shall keep, or cause to be kept, a true and complete record of the proceeding of those meetings
- Give or cause to be given any required notice of meetings of the board of directors
- Certify any than existing resolutions of the board incumbency certificates officer signature the by-laws, or similar documents whenever the secretary's certification therefor is required
- Attest to the signature of the president or any other executive officer of the corporation, whenever such attestation is required, and
- Prepare and file the required reports identifies in article 8
- Perform any and all other duties prescribed by the board or by the president
- Take full notes of entire meeting
- Outline meeting and type up for the purpose of posting meeting minutes online
- Email meeting minutes once approved to the correct person to have added to the website
- Send out calendar invites for meetings to check quorum
- Request new business from board members with meeting minutes
- Send emails to the board members with meeting minutes
- Send emails to the board members with the next meeting agenda
- Keep track of board members and guest that attend the board meetings and who is not present
- Make hard copies of agenda/previous meeting minutes for meetings
- Keep an available copy of current handbook
- Keep track of future topics that need to be revisited; items tabled
- Send out a written reminder for annual meeting (a week prior) for current board members

### **The Tournament Director shall;**

Responsibilities include but not limited to:

#### **Away Tournaments**

- Reserve all room blocks for teams for away tournaments, give hotel information to the scheduler to put on team websites. This information should include hotel name, phone number, and block information (when block is held until, price of rooms and name block is held under)

## Home District Tournaments *(Check list will be provided)*

- Work with scheduler to verify all ice has been secured with arena management
  - Schedule EMT's for all games, connect with treasurer to get payment for EMT's
  - Hospitality Room for coaches, referees and D5 representatives
    - LDC team that is playing in home tournament to supply snacks/beverages for this room
- \*\*Contact teams 1 week prior to tournament \*\***
- Fruit, granola bars, cookies/bars
  - Water, Gatorade,
  - Coffee (from concession stand)
    - Put table down by clock/box workers – under the stairs for media booth?  
Not many people used upstairs
  - Schedule two people to work clock/announcing/scorebook
    - Ask DIBs coordinator to add spots for 2 workers
    - Workers need to be willing to announce score/penalties
    - Workers need to play music between play
  - Schedule one person to work hospitality room/back-up worker
    - Update tournament boards for spectators
    - Maintain hospitality table/room
    - Back-up worker for any spot needed (concessions/clock)
  - Text/email in scores and scoresheets as soon as games are completed
  - Be at the arena or schedule another board member to be there to answer any questions or concerns people have
  - Create or have tournament brackets made for display
  - Print copy of rules and display near tournament brackets
  - Make sure to have current handbooks available (printed copies)
    - LDC Youth Hockey Inc.
  
    - D5 (District 5)
    - USA Hockey
    - Minnesota Hockey
    - SafeSport

Other Responsibilities:

Any other duties as needed by association

## **Treasure**

The treasure shall be the controller and the chief financial officer of the corporation

The treasure shall;

- Keep accurate financial records for the corporation
- Deposit all money, drafts, and checks in the name of the credit of the corporation in the banks and depositories designated by the board

- Endorse for deposit all notes, checks, and drafts received by the corporation as ordered by the board, making proper vouchers therefor
- Disburse corporate funds and issue checks and drafts in the name of the corporation, as ordered by the board and the president
- Render to the president and the board, whenever requested, an account of all transactions and of the financial condition of the corporation, and
- Perform any and all other duties prescribed by the board or by the president
- File Taxes for the corporation by working with CPA / Tax preparer
- File Annual Reports with the State of MN
- File Sales Tax Returns with State of MN for Concession Sales
- Prepare Gambling Statements for any gambling permits
- Registration Payment Plan can go here and be taken out of the Registrar section

### **Registrar**

- Attend D5 Registrar Meeting
- Set up SportsEngine for the upcoming year with Treasurer
  - Player Payment Plan
- LDC Registration
  - Assist association members with registration
  - Maintain birth certificates for current skaters in secure place
  - Destroy birth certificates of former skaters or returns 'original' birth certificates to family
  - Handles waive ups once board approves
- Create LDC rosters in USA Hockey website and submit to D5 for approval
  - Extract player/coach information from LDC website and upload to USA Hockey site for LDC
  - USA Hockey - creates rosters for each team, ensures coaches are qualified to coach based upon USA Hockey requirements. Submit roster to D5 for approval. Once approved and get the official roster send to coaches, parent reps.
- Attend team meetings / Initial parent meetings with coaches
- Set up parent rep meetings
  - Review job description
- Communications – create contact lists for the following:
  - Coaches
  - Parent reps
  - Goalie
  - Master player/coach list
- Registrar position works closely with:

- Treasure: both work with SportsEngine to set up the hockey season. When coaches provide USA Hockey Confirmation #, registrar forwards information so coaches get reimbursed
- SafeSport: registrar forwards SafeSport and background checks to Safesport. Reports any communication concerns from parent reps, players to Safesport.
- DIBs: any email notifications will be created and submitted to DIBs/email box for association distribution.
- Scheduler: Creates teams on LDC website, Registrar utilizes those teams for USA Hockey
- Equipment Manager: Equipment communicates the jersey numbers to Registrar and Registrar adds them to the LDC and USA Hockey Rosters.
- Coaches: Communicates USA coaching requirements needed, provides roster

### **Scheduling Coordinator**

Responsibilities include but not limited to:

- Scheduling practices, games, jamborees, and scrimmages as needed for the entire LDC Hockey Association.
- Required to go to the D5 scheduling weekend meeting in October with an assistant.
- Communication with rink manager, DIBs, concession, other board members, coaches, parent reps, parents, other association's schedulers and coaches and D5 personal as needed
- Reschedule games, practices, etc. due to snow, weather or other reasons
- Schedule referees for all home, non-district events
- Must have computer with internet access and know how to use it well, be flexible and available, a good communicator, and be organized.
- Maintain LDC website rosters, teams, tournament information, etc. as needed

### **Fundraising Coordinator**

- Make sure all information for fundraisers is available at registration for the players
- Keep track of the yearly fundraisers
- Have contact with the fundraising committee to ensure all fundraisers are going well
- Evaluate the success of fundraisers
- Come up with new fundraising ideas
- Weed out the fundraisers that have a low success turnout

### **Hockey Advisory Committee (Non-Voting Position)**

- Choose and register all teams, for 3 away tournaments each
  - Squirts/10u
  - Peewee/12U
  - Bantams/15U,
- Actively recruit youth hockey coaches



- Inform coaches of certification process.
- Develop a scope and sequence for each level.
- Work with coaches on tryout process.
- Support coaches on team selection.
- Communicate with scheduler on goalie practices.
- Assign mite/8u players to teams.
- Register mite/8u teams for a jamboree.
- Collect jamboree money.
- Communicate concerns to coaches.
- Be an active member of board meetings.
- Coordinate the mite program

### **Retention & Recruitment**

Responsibilities include but not limited to:

- Work with the Beno Blue Line Club and Hicks bus service, along with St. Cloud State University Athletic Program, put together at least one hockey game that the girls call attend for free, if there is time a second game can be coordinated.
- Forward all of the emails, and correspondence from other hockey associations, as well as District administrations, to inform the coaches of the girls teams, about any upcoming events, such as tournaments, and teams that would like to scrimmage.
- Communication with parents and players about any concern that may have about the game, rules, and the direction of the girl's hockey in LDC.
- Liaison between parents, coaches and the board to resolve any issues or problems that arise during the season.
- Continue to improve the health of girl's hockey in the LDC association
- Advertise for registration – put signs out with updated information for dates, times, and website for registration
- Organize and head up a girl's night, for all the girls in our youth association
  - The girls' event in October would be another 500-1300 in sponsorships. Also, the person should be advocating and marketing for new potential sponsors for any other possible marketing ideas that may be offered for that year.
- Organize a float in the parade to try and get more girl players to join the association and hand out information cards regarding out discounts for the current year
  - To incorporate a float into the Watercade's parade took at least \$1000 in sponsorship along (someone to provide the trailer, truck, handouts, candy, decorations, etc.)
- Create flyers to have handed out to students in Litchfield, Dassel, Cokato, at the beginning of the school year
- Create pamphlets that are placed at the arena with information on joining
- To do this position effectively, it takes \$1500-\$2500 in sponsorships yearly. The ideal candidate needs to be very motivated and a good marketing background is crucial to the success of this position.

### **Equipment Coordinator (Non-Voting Position)**

- Keep track of equipment and make sure all equipment is properly working order
- In charge of equipment rental at the beginning of the season
- Hand out jerseys to appropriate teams, keep track of player and number they receive
- Keep the equipment room organized and properly store all equipment and jersey
- In charge of equipment return at the end of the season
- Collect jerseys and make sure they are cleaned to be stored

### **Concession Coordinator**

- Before season starts
  - Click and pull orders through Sam's club and pick up
  - Get some items from Wal-Mart
  - Make sure everything is up and running before season starts
  - Make sure all items are filled and stand is ready to go before games
  - Call in Bernick's order
  - Call in Henry's order and pick up on Thursday at Cenex or Eagle's
  - Check stock a couple times a week to make sure nothing is needed, if needed pick them up
  - Rotate pop so newer is at the bottom of the pile
- End of Season
  - Return any items that can be
  - Make sure stand is all cleaned, and inventory stored if not expired
  - Call Bernicks to pick up non expired pop.

### **SafeSport**

- Monitor hockey environments and oversee policies prohibiting abuse under SafeSport
- Oversee policies prohibiting abuse and managing hockey environments
- Respond to verbal and written reports from members or others regarding allegations of misconduct
- Communicate to all relevant parties on progress and status of complaints, investigations, and final resolutions
- Communicate effectively and efficiently with members and volunteers
- Work with Registrar to monitor status of background screening program for coaches, officials, and volunteers
- Be a resource for affiliate and local programs on how to create and foster a positive SafeSport Program
- Work with participants and parents to educate them about the SafeSport Program
- Coordinate and schedule along with the Executive Board for disciplinary hearings to address alleged SafeSport violations, if and when necessary.

## **DIBs Coordinator**

### Duties:

Manage and maintain the current season DIBs opportunities on the website.

- Enter any and all shifts that need volunteers for the current hockey season on the DIBs system.
- Concession Stand Shifts
- Clock workers
- Fundraising Workers (example: Wreath/Toilet Paper/Club Choice/Parade Workers)
- After all shifts have been completed, double check with sign in sheet to verify shift was completed by worker, then mark the shift as completed.
- Set-up the system to allow members to work a set number of hours. (Limit can be changed during the season. This is done to avoid some people not being able to work the set minimum of hours, while others work 10-15 hours extra.)
- Verify that all members work set minimum of hours, if they do not, forward information on to the treasurer to bill member according to LDC Handbook. (Use master list— looking at members that coach, parent reps, board members, families with more than 1 skater, and new mite families).
- Send out e-mails to all workers that need to open concession stands with the current code for the concession stand door.
- Send out e-mails to remind people to sign up for open DIBs shifts.
- Link all accounts to oldest skater in a family
- Send out reminders to people to sign-up for required shifts
- Change the code on the concession stand door.

### Other Duties

Any other duties as needed by association

## **Bodies of Governance**

LDC Youth Hockey is governed through a hierarchy of organizations that specifically oversee the promotion and development of youth hockey players.

**USA Hockey, Inc.** is the national governing body for the sport of hockey in the United States. USA Hockey provides certification, registration and education standards that are intended to benefit its members to achieve maximum development opportunities for all participants.

**Minnesota Hockey** is one of twelve districts within USA Hockey, and is the governing body for youth and amateur hockey in Minnesota. Minnesota has three areas of focus:

- ❖ **Player Skill Development** - Teach players hockey skills so that they can enjoy the game and achieve their personal goals.
- ❖ **Growth** - Introduce children and adults to our great sport and provide a variety of programs so they will continue to play hockey year after year.

- ❖ **Safety** - Provide a safe environment in which to play our wonderful game.

**District 5** is the district within the state of Minnesota in which LDC Youth Hockey resides. All Minnesota Hockey districts are organized in accordance with USA Hockey, and are operated entirely by volunteers.

LDC Youth Hockey operates under the guidelines set forth by USA Hockey, Minnesota Hockey and District 5. Efforts by all the organizations directly involved in youth hockey are intended to create a positive, healthy and safe hockey experience for all members.

### **Hockey Advisory Committee**

LDC Youth Hockey is served by the Hockey Advisory Committee (HAC), which is established to promote a healthy and safe environment for a positive individual and team experience in the game of hockey. Members of the HAC contribute significantly to the LDC Youth Hockey program by coordinating the recruitment and training/certification of coaches, scheduling tournaments, advising the Board of Directors and association members, and administering the on-going functions of the association.

### **Financial Management**

The LDC Youth Hockey Association is a non-profit organization which is funded exclusively by membership, fundraising events and donations. It is a goal of the association to provide the best program possible at reasonable costs to the association members. In order to maintain a positive financial balance throughout the season, the association requires all members to participate in fundraising events. To ensure fair and equitable distribution of volunteerism, the Board coordinates the schedule for members to work at the concession stand at the Litchfield Civic Arena during hockey events throughout the season and will coordinate the schedule for association members to coordinate and participate in fundraising activities.

### **Earning Volunteer Credits**

#### **DIBS:**

LDC hockey has implemented an online scheduling program for mandatory volunteer credits for association members. Credits may be earned by either fulfilling the requirements of an association position, i.e., Board membership or committee membership, working in the concessions. Volunteering is crucial to our program and is *a mandatory requirement of association membership*. Parents/guardians will sign a disclosure statement indicating that you have read and understand the requirements for association membership.

There will be NO DIBs credit given for working the Clock, announcing the game, or running the penalty box at games home or away.

Each family is required to work volunteer hours in an effort to keep costs as low as possible. Your support, sometimes beyond your required hours may be needed to keep cost at a minimum for our hockey program.

All Volunteer hours must be fulfilled for the previous season before a player can be registered for the current season. New volunteer hours start June of each Year

The LDC Hockey Association is always in need of volunteers for a variety of duties. All the time that an association member spends volunteering benefits our program and promotes success for your player. If you know of opportunities or skills you have that would help us in such areas as arena maintenance, equipment maintenance, a variety of repairs or other options, please contact the Board.

<b>Level of Player</b>	<b>1<sup>st</sup> year in the association: DIBs Hours Needed</b>	<b>Returning Family: DIBs Hours Needed</b>
Mini Mite / 6U	5 hours	18 hours
Mite / 8U	5 hours	18 hours
Squirt / 10U	18 hours	18 hours
PeeWee / 12U	18 hours	18 hours
Bantam / 15U	18 hours	18 hours

**\*\* Follow Chart for the highest level of player in family\*\***

Eighteen (18) volunteer hours are required per FAMILY. NEW parents to the program with FIRST YEAR MITES complete only five (5) hours of DIBs the first year. See DIBS instructional on LDC Hockey website to create an account or contact a board member if it is determined that members are not fulfilling required volunteer duties, it is the Board's discretion to create an account and assign hours for you. Should you wish to exempt yourself from volunteer hours, the fee is \$25.00 per hour.

Showing up for your volunteer hours is very important for the success of this program. If you are unable to fulfill your scheduled volunteer event, it is YOUR RESPONSIBILITY to contact the DIBs Coordinator within 3 days prior to your scheduled volunteer shift. And find a replacement for your scheduled hours. Anytime a member does not fulfill a scheduled volunteer requirement, a \$75.00 per no show will be assessed. If you feel the fee assessment is in error, you can request to be added to a Board meeting agenda to discuss your situation.

*\*If a member refuses to sign up for volunteer hours, the fee will be \$25.00 per hour and be billed.*

### **OPPORTUNITIES FOR DIBs HOURS:**

Board position for LDC Youth Hockey Inc.

Coaching

Team Rep / Parent Rep

Concession Stand Shifts

District Tournament – End of season /Home arena

Committee Chairperson / Committee Coordinator

\*committee needs are determined by the LDC Board of Directors and will be communicated to association members via the LDC hockey website and/or email.

*Penalty Box (minor team official duties) is team responsibilities and **do not apply towards volunteer credits**. No families are exempt from these duties (except that team's coaching staff)—parent representative will assign duties by family and hand out a schedule. If you are unable to perform duties, you are responsible for swapping dates/duties with other team families and notifying the team manager of the change.*

If your player quits the same policy will be followed for refunds; the beginning of the season is defined as the first date that a player is scheduled to be on the ice. For any reason a player quits within the first seven days will not be required to complete any of their DIBs hours. Any player to quit day eight thru December 31<sup>st</sup> will be required to complete half of their DIBs hours. Any player quit after December 31<sup>st</sup> will be required to complete all of their DIBs hours in full.

### **Concessions**

If your student passes the training offered, and the test given at the end of training. You must sign them up to work with their parent/legal guardian. If both of you work a 2-hour shift, you will receive a 4-hour DIBs credit. You must sign your student up for their own DIBs shift. If you don't sign up for 2 shifts, you will only receive credit for one, even if you both worked. We trust our parents to decide if their 11-15-year-old students are responsible & mature enough to work the concessions stand.

### **11- 15-year-old are NOT allowed to do any of the following:**

Handle the money or work with cash register

Handle any of the hot foods

Work in the concessions during any varsity games

If unable to work, you claimed shift YOU need to contact the DIBs Coordinator 3 days prior of shift and find a replacement to work that shift. If the shift is not covered by you or your replacement you will be charged a \$75.00 No Show Fee.

**Below are Fundraising opportunities to help offset your registration and tournament fees; but can't exceed your amount**

- ❖ Ballards raffle ticket sales – required; 5 tickets per association member, payable at parent meeting
- ❖ Fall Wreath sales – voluntary; proceeds from wreath sales directly benefit the association members with a reimbursement.
- ❖ Toilet Paper / Paper Towels – voluntary; proceeds from toilet paper and paper towel fundraising directly benefit association members with a reimbursement.

#### **Legalized Gambling:**

Permitted raffles or pull tabs. All monies collected from fundraisers, including legalized gambling, go directly into the LDC Youth Hockey Association program.

#### **Registration Fees:**

Registration fees will be evaluated and determined annually by the LDC Youth Hockey Board of Directors. Registration fees are paid at the time of registration. All fees paid by association members pay costs associated with maintaining the association, including but not limited to ice fees, insurance, association maintenance, concession purchases, permit fees, tournament fees, and fees paid for officiating. If player moves up per approval of waive up the difference in registration fees will need to be paid at that time.

If, at the time of registration, an association member requests to pay in installments, the association member will collect one initial payment and set up auto withdrawals for remaining payments. The payments will be collected per schedule at registration until all fees are paid in full.

#### **Player Level Classification – 2019 – 2020 Season**

- |                       |                                      |
|-----------------------|--------------------------------------|
| • <b>Mini Mite</b>    | <b>Born on or after July 1, 2012</b> |
| • <b>8U / Mite</b>    | <b>July 1, 2010 to June 30, 2012</b> |
| • <b>10U / Squirt</b> | <b>July 1, 2008 to June 30, 2010</b> |
| • <b>12U / Peewee</b> | <b>July 1, 2006 to June 30, 2008</b> |
| • <b>15U / Bantam</b> | <b>July 1, 2004 to June 30, 2006</b> |

### **Tournament Fees:**

These will be included with your registration fees. This amount will vary per season, each team is registered for 3 tournaments per year. If your team wants an extra tournament the must first check with the Scheduling Coordinator.

### **Refunds:**

Refunds will be given for some registration fees if written notice is given to the Treasurer of the Association prior to the beginning of the season. For purposes of this section, the beginning of the season is defined as the first date that an association member is scheduled to be on the ice, for any reason. Any player to quit within the first seven days will receive a full refund. Any player to quit day eight thru December 31<sup>st</sup> will receive 40% refund. Any player quit after December 31<sup>st</sup> will not receive any refunds. When a refund is given the player(s) will be removed from the team roster and unable to sit on bench.

### **Goalie Incentives:**

In order to ensure goalie retention, it is the LDC Youth Hockey Association's policy to offer goalie incentives. If a goalie signs on any of the team levels, and if that goalie maintains his/her position, attends mandatory practices, continues to develop the required fundamentals, and plays consistently throughout the hockey season, LDC, will refund (per Table Below) a percentage of the initial registration fee, not including any tournament fees, equipment rental fees, fundraising fees or any fundraising buyout. This fee refund is not offered to any other players who play out periodically, but to officially rostered goalies. This refund is contingent upon the player demonstrating consistent goalie position throughout the season; and is not dependent on ice time.

Level of Play	Registration Refund
Squirt / 10U	25%
Bantam / PeeWee / 12U/15U	50%

For Bantam / PeeWee / 12U level of play: If there are more than 2 goalies rostered per team, 1 full registration amount (100%) will be divided among the goalies (e.g. 3 goalies will each receive 33% rather than 50%)

In general, the Squirt / 10U level of play will have equipment provided by the association, while the higher levels of play have their own personal equipment. This is the basis for the progressive refund by level of play.



### **Registration requirement:**

- ❖ At time of registration, every association member must be registered with USA Hockey. This registration may be completed prior to registration night: (USA has their own fee)

<https://www.usahockeyregistration.com>

- ❖ At the time of registration, all documentation requested, including but not limited to certified copies of birth certificates for new players, must be delivered to the association, prior to the first practice.
- ❖ LDC Hockey adheres to the Minnesota safe player policy to reduce risk to our youth players. *All* persons involved in youth hockey, including but not limited to coaches, on ice officials, off ice officials, board members, officers, locker room monitors, the screening takes just a few minutes, and can be completed online at:  
<http://www.minnesotahockey.org/safesport>

### **Locker Room Policy**

For the development of our players and enjoyment of the sport of hockey, the safety and protection of our participants is central to LDC's goals. LDC adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, LDC has the following expectations for locker room safety:

All locker rooms are to be monitored. If coaches are not inside the locker rooms, voluntary locker room monitors are to be scheduled and present to reduce the risk of misconduct. It is the policy of USA Hockey and USA Hockey Inline that all Affiliates, Districts, leagues, and local hockey programs have at least responsible adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players) APPROVED team personal and APPROVED family members are permitted in the locker room and to supervise the conduct in the locker room.

All individuals entering the locker room **MUST** have the following:

- Screened with a background check
- Completed SafeSport Training with certification
- Registered with USA Hockey

Anyone not meeting the above criteria is **NEVER TO ENTER** the locker room unless:

- Parents of skaters at the younger age groups such as the mite level that need assistance with dressing by his/her parent
- If a player is or may be injured and it is necessary for parent(s) to support and assist the skater

LDC Youth Hockey Inc. prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers, in LDC Youth Hockey Inc. may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies.

LDC Follows with Minnesota Hockey and USA Hockey SafeSport Locker Room Policy and rules

**\*\*Locker Rooms are a privilege; if policy is not followed privileges can be revoked \*\***

### **Team Management**

#### **Coaches:**

- ❖ A total of 4 coaches per team, (3 coaches on the bench during games and scrimmages)
  - 1 Head Coach
  - 2 Assistance Coaches
  - 1 Back up Assistant Coach
- ❖ LDC Youth Hockey teams are coached by volunteer coaches. All coaches are required to obtain the appropriate certification according to the USA Hockey guidelines
- ❖ Must appear on the team roster
- ❖ Additional coaches can support a particular team if they have the appropriate certification and they are rostered on another LDC Youth Hockey team.
- ❖ Certified varsity and junior varsity coaches are exempted from these rules.

#### **Parent Representatives / Team Coordinator:**

Each team will have a volunteer parent representative. The parent representative will serve as a liaison and team coordinator. This volunteer works with the team's coaches to assist in scheduling parents for various responsibilities throughout the season. This job is a challenging one, and respect for your team's volunteer, and full cooperation with your team coordinator, is required.

Responsibilities include, but are not limited to, the following:

- ❖ Organize parent meeting attendance.
- ❖ Bring team bag to games – includes roster stickers for score sheets and team eligibility forms, and rule book.
- ❖ Be the liaison for the coach and team. Send emails to team – schedule changes, reminders, etc. Some coaches may do this themselves; others have the Parent Rep send the emails.
- ❖ Schedule box workers for home and away games—penalty box, Clock, Scorebook
- ❖ Schedule Locker Room Monitors for ALL practices and games (home and away)
  - **LOCKER ROOM MONITORS:** Must pass background check as required in this handbook and USA Hockey/SafeSport

- ❖ Remind players and families of LDC policy regarding no bullying and no electronic recording devices in the locker room, as required in this handbook.
- ❖ Have good communication with the LDC Youth Hockey Registrar

### **Game Day:**

- ❖ Make sure score book/sheets are signed by referee and both team coaches.
- ❖ Send home game score sheets to D5 in a timely manner to avoid penalty fees, see D5 website for current instructions [www.district5.pucksystems2.com](http://www.district5.pucksystems2.com)
- ❖ Schedule Locker Room Monitors for ALL games (home and away).

### **Tournaments:**

- ❖ Verify hotel room block for team and reserve community room if available.
- ❖ Collect tournament fees from team members, if needed
- ❖ If the tournament is pre-selling t-shirts, take orders from team, order with tournament coordinator, collect money and then pick-up and pay for shirts.
- ❖ Organize potlucks.

### **Year- end playoffs (if playoffs are held at LDC):**

- ❖ Schedule workers for penalty box
- ❖ Coordinate with Tournament Director for hospitality room for officials and coaches

### **Year end:**

- ❖ Collect team jerseys. (make sure to collect both home / away jerseys)
- ❖ Wash all jerseys and turn into equipment coordinator
- ❖ Coordinate any year end party or gathering if the team desires.
- ❖ Turn in key for team box and team bag to the registrar

### **Team size:**

The LDC Board will assess team sizes each season. In some cases, the Board will invite players up to the next Division according to their tryout rankings to meet the minimum team size, with parent approval.

The Hockey Advisory Committee will recommend to the LDC Hockey Board the number and size of the teams as well as the number of teams at each level of play.

Guidelines for team size: When multiple teams are being formed at a certain level of play, the lower levels of play (e.g. Squirt Level) will generally have more teams formed and fewer players per team to enable more playing time per skater. In contrast, at the Bantam level, fewer teams with more skaters per team are generally preferred due to the physicality of that level of play.

## **LDC HOCKEY TRYOUT PROCESS**

**LDC Hockey Board:** The LDC Hockey Board has overall responsibility for approving the Tryout Procedures. The LDC Hockey Tryout & Evaluation Procedures will be reviewed on an annual basis by the LDC Hockey Board prior to tryouts.

### **LDC Hockey Advisory Committee:**

The LDC Hockey Advisory Committee is responsible for developing the tryout process and recommending any proposed changes to the LDC Hockey Board of Directors. The LDC Hockey Board of Directors has final approval authority over the tryout process.

### **Tryout Coordinator:**

The Tryout Coordinator will report to LDC Hockey Board and will coordinate all activities associated with the tryout process. Specific responsibilities include:

Maintain and update the LDC Hockey Tryout Procedures.

- Contact evaluators to participate in the Tryout process.
- Ensure all functions as outlined in this document are completed.
- Point of contact for all issues pertaining to the tryout process.

### **Evaluators:**

Evaluators are responsible for assessing skill levels of each player and will facilitate each session by ensuring the required drills are completed as determined by the LDC Hockey HAC. Evaluators may include volunteer coaches, HAC members, Board members, and other objective evaluators whose assistance has been requested during the tryout process.

### **Parents/Guardians:**

Parents or guardians will not be allowed in the arena, anywhere, during the try out process unless they are approved coaching staff. Parents and guardians *will not be allowed* to attempt to influence the outcome of the tryouts. For tryouts, parents and guardians will safely escort players to the outer doors of the arena and leave the premises for the duration of the tryouts. Violation of this requirement by any non-coach parent will jeopardize their player's participation in LDC Hockey.

Any parent that does not want their skater participating on an A team can request an exemption. Such requests must be made prior to the conclusion of the evaluation session. In the event a player wishes to decline their placement after the conclusion of tryouts it must be approved by the LDC Hockey Board.

Girls (10U) and above are encouraged to try out and play on the LDC girls' teams. Prior to the first try out, a girl from 10U and above must declare whether they will try out and play on a girls' or boys team, in writing, before the Board. If, after tryouts a girl wants to move to/from a

youth team they will be allowed to move prior to the final roster signing date, but they will be placed on the lowest level team at their respective age group.

Evaluators for the tryout process will conduct the evaluation on a volunteer basis with no compensation for time, travel or meals. The Tryout Coordinator will contact evaluators. A good faith effort will be made to recruit evaluators that are experienced in the evaluation process and have coached or at or above the level of play that he/she is evaluating. *The evaluating coach will not be allowed to evaluate, score, or rank his/her own child(ren) on the skill assessment during tryouts. The coach will participate in the overall placement of players.*

**Coaches** – See guidelines established by the LDC Hockey Advisory Committee

### **Separate Goalie Tryouts:**

Goalie development is critical to team development. To ensure goalie recruitment and retention, there will be a separate tryout event for goalies. This event will occur after the initial tryout period, but no later than one (1) week after the initial team tryout sessions. Goalies will be tested on a variety of skills and drills, divided by category (Movement, Fundamental Save, Game Situation and Team), and then by skill level ranging from Beginner to Advanced based upon a goaltender's skill level.

### **Tryout Sessions/skill assessments:**

There will be two separate tryout sessions per level of play.

The goal of the skill assessment phase of the tryouts is to ensure that evaluators place each skater in the appropriate level based on their current level of skill. Each evaluator will be provided a Skill Assessment Sheet at the beginning of each session. The sheet will be prepared by the HAC and will include a breakdown of the skills evaluated during the session. Evaluators will score skaters during the session and document the session results on the Skill Assessment Sheet. The completed Skill Assessment Sheets will be turned in to the Tryout Coordinator at the conclusion of each session.

After completion of the second session for PeeWee/12U/10U & Bantam/15U, the evaluators will meet to rank all skaters at that level. The rankings will be based upon the Skill Assessment Sheets and evaluator input. If evaluators cannot come to a consensus regarding rankings, reference for all tie breakers will be based on the highest average score per the Skill Assessment Sheets. The ranking based on the assessments and coach/evaluator input will be used to reorganize groups into the “A-B” and “B-C” groups for the remaining sessions. Evaluators will have the ability to move skaters from the B/C group to the A/B group following the A/B – B/C cut.

Team Selection is based on but not limited to; Hockey skills, Team Play, Attitude, Behavior, Commitment, Ability to be coached, Previous years performance, Past Coach’s assessment if needed.

## **Squirts/10U, PeeWee/12U & Bantam/15U:**

After completion of the initial evaluation session, groups will be organized based on tryout rankings. This will allow assessment of skills within an “A-B” and “B-C” skill level. The second tryout session may include a mix of drills; inter squad scrimmages, as well as scrimmages with a group of the same level from another association.

### **Tryout Results:**

In accordance with the LDC Hockey Handbook, tryout results will be available to parents within one week of completing the final session. Results will be posted on the LDC Hockey web site. In addition, the head coach per team will send an introductory email to the parents and players.

### **Peer waiver limitations:**

- ❖ Peer eligibility entering high school: LDC Youth Hockey will follow Minnesota Hockey age guidelines. Players with LDC eligibility remaining may try out for the High School varsity team if invited by the coach. Any player not rostered to the Varsity team will be asked to return to their respective youth hockey team.
- ❖ Peer eligibility within youth hockey program: Peer waivers must be requested in writing and will be at the sole discretion of a majority vote of the LDC Youth Hockey Board of Directors

If a player has a birthdate that falls into a particular level lower than his/her grade level but the player would prefer to play with his/her grade level of school, the player is allowed to register at the birth year level and then complete a waive up form and turn into the board for approval, it is based on a majority vote and not all waivers are passed.

### **Ice Time Policy:**

It is LDC Youth Hockey’s goal to secure ice time for all teams such that each team will be allotted appropriate ice time to provide a quality hockey experience for all players. It must be recognized that there will be times when there is not enough ice time available to provide an optimal schedule. To maximize the use of available ice, every team will routinely share part of their practice time with other teams. To ensure all teams have fair ice time, the scheduler will appropriate ice at various times that may appear to be less than convenient for our players, i.e., early morning or weekend/Sunday morning hours. All time on the ice is important for our association members, and you are encouraged to make sure that your player is present at every scheduled practice.

### **Playing Standards:**

LDC Hockey believes in and encourages equal play time. Equal playing time means, over the course of the season, players should play approximately an equal amount of time. This does not mean that play will be equal in each and every game. If an association member feels that their player is not being treated fairly with regards to equal play time, it is important to communicate

your concerns with your coach. Coaches are encouraged to explain playing time philosophy with the parents and come to an acceptable resolution.

It is critical to team development and player success for both parents and coaches to be aware of the importance of each other. Coaches are volunteers and spend a great deal of time supporting your player. Communicate with them respectfully. Understand that, without association members, this program would not be successful. If a parent has a concern regarding playing time, or team rotation, make sure you consider the situation from their perspective. All members of this association and their players, whatever position or level of play, are needed to keep our program funded.

If a concern is not adequately addressed during a one on one session with the coach, parents have the option of filing a grievance per the LDC Hockey Handbook.

### Playing Time Guidelines

Level of Play	Playing Time		Shorthanded Unit
	Regular Season Games/Tournaments	Power Play Unit	
Squirt A/U10	Equal over the course of the season	Rotate lines	Allowed
Squirt B	Equal, rotate lines	Rotate lines	Rotate lines
Squirt C	Equal, rotate lines	Rotate lines	Rotate lines
Peewee A/U12	Earned, not necessarily equal	Allowed	Allowed
Peewee B/C	Equal over the season	Rotate lines	Allowed
Bantam A/U15	Earned, not necessarily equal	Allowed	Allowed
Bantam B/C	Earned, not necessarily equal	Allowed	Allowed

**\*\* Post Season Playoff/State Tournaments are earned, not necessarily equal at any level\*\***

#### **Equipment:**

Equipment is selected for protection, appearance and durability.

### **Required**

Hockey Skates	Elbow Pads	Padded hockey pants (breezers)
Gloves	Shin pads	Protective cup
Shoulder pads	Hockey shin sock	Hockey stick of appropriate size for player

HECC approved helmet with full facemask. The helmet must be worn whenever a player is on the ice or on the bench.

Mouth guard – All players are required to wear an internal mouthpiece that is non-clear in color

Practice jersey/Game jersey (Home / Away Jersey)

### **Recommended**

Neck Guard

### **Jersey care policy**

Jerseys must be returned. If jerseys are damaged beyond normal wear and tear, or not returned at the end of the season, a \$100 replacement cost will be billed to the player/parent.

### **Rental policy**

Equipment is available for rent through LDC Youth Hockey. You can view and rent equipment at the registration open house event. All rental equipment should be taken care of and cleaned appropriately before it is returned at the end of the season.

\*There is a \$25 deposit fee that is needed at the time of the equipment rental.

### **Codes of Conduct**

Read and know the LDC Youth Hockey Program handbook. Discuss the requirements with your youth player. Contact the Board of Directors with any questions regarding this handbook. Understand that you, personally, have responsibility in facilitating and maintaining a healthy youth hockey program, and are encouraged to participate and volunteer.

#### **Executive Board of Directors:**

- ❖ Refer to Minnesota Hockey District 5 Code of Conduct Policy

#### **Parents/Guardians:**

- ❖ Follow LDC Hockey registration requirements to avoid delay in your child's participation in LDC Youth Hockey
- ❖ Keep in mind that the sport is for your child, not you



- ❖ It is a privilege, not a right for your child to play on a hockey team
- ❖ Encourage your child to play by the rules
- ❖ Recognize that good sportsmanship and fair play are essential to the sport of hockey.
- ❖ Taunting other players, coaches, officials or spectators, use of obscene or vulgar language, throwing any items on the ice will result in immediate expulsion from the arena. Continuing such behavior could result in expulsion from the arena events for the remainder of the season.
- ❖ Have a positive attitude and lead by example
- ❖ Be respectful of officials and teach your child to do the same
- ❖ Be respectful of volunteer coaches and teach your child to do the same
- ❖ Be respectful of other team players, spectators, parents and coaches, and teach your child to display sportsmanlike conduct at all times

### **Players:**

- ❖ Be a team player
- ❖ Be loyal to your team members, regardless of what your perception of individual talent may be.
- ❖ Take pride in your team and contribute to team unity.
- ❖ Participate in team practices; be prompt and prepared
- ❖ Do not deliberately set out to harm any other player. Such penalties and offenses are tracked per Minnesota Hockey, and are reviewed regularly by the Board of Directors. Continued penalties and offenses that exhibit poor sportsmanship or deliberate intent to injure will result in disciplinary action and may include suspension or termination from the program for a time period specified by the Board of Directors, or for the remainder of the season.
- ❖ Learn and practice good sportsmanship, teamwork and self-discipline.
- ❖ Work hard
- ❖ Be respectful of your coach, teammates, parents, opponents, officials and spectators.
- ❖ Have fun
- ❖ This includes all forms of SOCIAL MEDIA

### **Coaches:**

- ❖ Be properly and timely certified so as to avoid being removed from the program for failure to certify
- ❖ Treat the emotional and physical well-being of all players as a top priority
- ❖ Treat the players fairly and equally
- ❖ Understand the rules of the game and teach those rules to team players
- ❖ Be prompt for all team activities
- ❖ Have a positive attitude and lead by example
- ❖ Be respectful of officials and teach players to do the same
- ❖ Encourage team unity and good sportsmanship
- ❖ Maintain team discipline

## **Minnesota Hockey District 5 2017 – 2018 Coaching Guidelines**

1. All coaches and instructors must be certified to coach at their level no later than December 31, 2018. Coaches failing to achieve proper certification will not be allowed to coach or instruct during any and all sanctioned USA Hockey/Minnesota Hockey events, including practice, for the remainder of the 2018-2019 season.
2. Verbal abuse of officials, players and/or opposing coaches will not be tolerated. Coaches receiving a bench penalty for violation of the zero-tolerance policy will be subject to a letter of reprimand from the District 5 Coach-in-Chief.
3. All complaints of inappropriate coaching behavior will be investigated by the District 5 Coach-in-Chief, and if warranted, a letter of reprimand will be issued to the offending coach.
4. All letters of reprimand will be kept on file with the District 5 Coach-in-Chief. Local Association Presidents and ACE Coordinators as well as the District 5 Director and District 5 President will be copied on all letters of reprimand.
5. All coaches receiving two or more letters of reprimand during the 2018-2019 season will be subject to suspension, the duration of which will be determined at a hearing before the District 5 Grievance Committee. Coaches failing to appear for this hearing will be suspended indefinitely.
6. Any and all physical abuse or threat of physical abuse directed toward players, parents, officials or spectators will result in a hearing before the District 5 Grievance Committee.
7. District 5 coaches will abide by the USA Hockey Coaching Ethics Code. In addition, District 5 recognizes the USA Hockey Coaches Code of Conduct (please note that this is different from the Coaching Ethics Code). Please model your coaching behavior after these simple reminders. Remember, the game is about the players. It should be an enjoyable and memorable experience for everyone involved.

### **USA Hockey Coaches Code of Conduct**

- ❖ Winning is a consideration, but not the only one, not the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- ❖ Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- ❖ Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective leader and coach; don't yell at players.
- ❖ Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.

- ❖ Organize practices that are fun and challenging for your players. Familiarize yourself with rules, techniques and strategies of hockey; encourage all your players to be team players.
- ❖ Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- ❖ Be concerned with the overall development of your players. Stress good health habits and clean living.
- ❖ To play the game is great, to love the game is greater.

### **SafeSport Program:**

- ❖ Unless specifically noted in this LDC Youth Hockey Program Handbook, LDC Youth Hockey program follows the USA Hockey SafeSport Program handbook (Rev. 6/02/2017) with regard to the conduct of its members, coaches, players, parents, Board of Directors, advisory members, committee members, and any members of the public who have close contact with our members. It is not the intent of this handbook to contradict any USA Hockey rules; in the event of a contradiction, the USA Hockey rules will prevail.

### **Zero Tolerance:**

- ❖ LDC Hockey will not tolerate abuses of *any kind* and will thoroughly investigate all reports or concerns of abuse. If, at the conclusion of an investigation, the allegations are found to be with merit, the Board of Directors will take appropriate action against the offender, which could include, but is not limited to, suspension or termination from the program. If, in due process, the offender has found to have committed a criminal act, the Board will refer the case to local law enforcement.

### **Areas of enforcement covered in the USA SafeSport Program Handbook are:**

- ❖ Sexual Abuse
- ❖ Physical Abuse
- ❖ Emotional Abuse
- ❖ Bullying
- ❖ Hazing
- ❖ Locker Room Policy
- ❖ Electronic Communication Policy
- ❖ Travel Policy
- ❖ Billeting Policy
- ❖ Screening and Background checks
- ❖ Reporting guidelines
- ❖ Investigation guidelines

## Grievance policy:

- ❖ If a program member has a grievance against another individual, unless the grievance falls within the zero-tolerance bullying policy, a 24-hour cooling off period is required.
- ❖ Parties involved should try to resolve the grievance themselves.

Time Frame	Recommended Action
Day 1 (First 24 Hours)	Talk to player / child
Day 2 (Next 24 hours)	<ul style="list-style-type: none"><li>• Contact coaches about issues/concern</li><li>• If the issue is a violation of policy outside the typical within-team related issues, move on to recommended actions for Day 3 below</li></ul>
Day 3	Contact board if no acceptable solution has been provided by the coaches

\*\* A grievance form must be filled out and turned into SafeSport or Executive Board member\*\*

- ❖ On day 3 or later, if there is no change in the issues/concern
  - State the grievance in writing and forward a copy of the grievance to all members of the Executive Board, including the President, Vice President, Secretary and Treasurer of the Board. Contact information is located on the website. Provide adequate detail in the grievance and include all pertinent information
    - If there are apparent violations of safe sport guidelines, the Safesport director may also be involved at the early stages of the grievance process
  - A grievance committee will be selected by the Board of Directors and will be comprised of three or more Board members to evaluate the grievance. If the grievance is found to be without merit, the case will be closed
  - If the grievance committee concludes that the grievance is with merit, the grievance committee will recommend appropriate action to the Board of Directors. Further action, unless defined specifically in this handbook, or the USA Hockey SafeSport Program handbook, will be at the discretion of the Board of Directors, by a majority vote
  - If the grievance directly involves a board member or board member's child, that board member will excuse themselves from the grievance committee and fact-finding process
- ❖ All parties involved in the grievance will be notified of the findings and actions taken by the Board.
- ❖ The grievance investigation, involved parties, findings, and any disciplinary actions, will be kept confidential, where possible

### **Discipline process:**

If any Board member, player, parent, guardian, coach, committee member, or other persons involved in the LDC Youth Hockey program, is found to be in violation of the codes of conduct described herein, or a grievance is found with merit, *unless the offense is grievous or criminal in nature*, the Board will use the following as a guide for disciplinary actions. Any disciplinary action is at the sole discretion of the Board. Criminal or intentional harm or injury of another will result in an accelerated process, including, but not limited to, suspension, termination, or referral to local law enforcement.

- ❖ Written warning
- ❖ Suspension
- ❖ Termination
- ❖ Legal Action

### **Electronic Communications Policy:**

In an effort to foster good sportsmanship and to deter the need to enforce appropriate discipline, LDC Youth Hockey recommends the following guidelines as best practices for the use of electronic communication/social media by LDC Youth Hockey athletes. For the purpose of these guidelines, electronic communication/social media means any form of electronic communication/social media through which users create online communities to share information, ideas, personal messages, and other content, including by way of illustration and not limitation, including but not limited to; Twitter, Facebook, Instagram, Snapchat, and Tumblr.

LDC Youth Hockey respects the right of athletes to use electronic communication/social media. However, it is important for LDC Youth Hockey athletes to understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior and to understand that what may seem private in the digital world can often become public, even without knowledge or consent. LDC Youth Hockey athletes who use electronic communication/social media must remember that any information posted reflects on the entire LDC Youth Hockey program and, as such, is subject to the same behavioral standards set forth in “Codes of Conduct” of the LDC Youth Hockey handbook.

### **Best Practice for Electronic Communication/Social Media Use:**

These guidelines are intended to provide a framework for LDC Youth Hockey athletes to conduct themselves safely and responsibly in an online environment. As a member of LDC Youth Hockey, you should:

1. **Be Aware the Privacy Settings is NOT Foolproof.** LDC students are highly encouraged to use privacy settings on electronic communication sites. However, athletes should be aware that these settings are not foolproof. Although electronic communication/social media sites provide their users with privacy improvement updates, the changes occur frequently and can get complicated. Even if you diligently monitor your privacy settings, it's best to assume that anything you post may potentially be seen by your school, your team, your parents and strangers.

**2. Avoid Posting Confidential Information.** Be aware of the kind of information you are posting on electronic communication/social media sites. Posting information such as your date of birth, address, phone number, class schedule, social security number, etc. is not recommended. Once such information is posted, it becomes property of the electronic communication/social media site.

**3. Avoid Unprofessional Public Profiles.** Any information you put on electronic communication/social media sites is considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Potential, current and future employers as well as college admissions recruiters may access the information you put on electronic communication/social media sites.

**4. Avoid Posting Illegal Activities.** Photos posted via electronic communication/social media become the property of the electronic communication/social media site. You may delete the photo from your profile, but the photo remains on the electronic communication/social media site's server. Internet search engines such as Google or Yahoo may still find that image long after you have deleted it from your profile. In addition, even if your profile is set to private, a friend can always download and save incriminating photos that third parties, such as authorities, can use against you in the future.

**5 Avoid Bullying/Threats of Violence.** While LDC Youth Hockey athletes have a right to free speech, that right is NOT unlimited. Bullying is a serious problem and is not limited to athlete to athlete interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. LDC Youth Hockey athletes should avoid the following:

- Derogatory language remarks about teammates, coaches, students, staff members, referees, board members or representatives of other teams/schools.

- Demeaning statements about and/or threats to any third party; and

- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

LDC Youth Hockey athletes should be aware that their online actions have consequences. While LDC Youth Hockey does not monitor athlete electronic communication/social media accounts, it has the right to act on information provided by third parties (i.e. other athletes, parents and community members). LDC Youth hockey also has the right to investigate athletes' electronic communication/social media sites in the event of allegations of inappropriate online conduct.

The following online actions are considered to be substantially or foreseeable disruptive to the hockey association environment; lewd, vulgar or offensive; and/or advocating violence or illegal activity and therefore subject to the consequences listed below.

**Online Actions:**

- General inappropriate language of a profane or sexual nature.

- Profane or inappropriate language or remarks directed towards teammates, coaches, other team athletes or associations, and their coaches, and referees.
- Demeaning statements about threats to any third party.
- Incriminating photos, statements, or language in reference to violence, drug or alcohol use, bullying, or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported theft or property damage or team violation.
- Engaging in or indicating knowledge of cyber bullying and/or harassing another athlete or coach.
- "Liking" any of the above comments or photos on Facebook or any other social networking sites indicates your approval of such comments and thereby holds you to the same standard. Should you choose to "Like" such comments/photos made on social networks by your friends, the consequences outlined below will apply.
- "Retweeting" or marking a tweet as a "Favorite" on Twitter also indicates your approval of inappropriate comments and thereby holds you to the same standard. Choosing to retweet or favorite an inappropriate comment or picture will subject you to the consequences outlined below.
- "Sub tweeting" is not permitted under any circumstances. The notion that you are choosing not to identify the victim of your bullying or inappropriate comments does not preclude you from the below consequences.
- Other inappropriate behavior as deemed so by LDC Youth Hockey board and SafeSport representative.

**Consequences:**

- 1st offense - warning (severity could determine otherwise)
- 2nd offense - game suspension (severity could determine otherwise)
- 3rd offense - season suspension (no refund)

It is the expectation of LDC Youth Hockey that you will represent our association in the best possible manner. Your signature indicating you have read and agree to the terms of this handbook indicates that you understand this information and the associated discipline. Furthermore, you will continue to uphold the high standards and character that is expected within our association.

## **Document Changes/Revisions to Section:**

<b>Sections Changed</b>	<b>Date</b>	<b>By Who</b>
Handbook Updates	July 2018	LDC Youth Hockey Board
DIBs Hours	August 2019	LDC Youth Hockey Board
Board Positions	August 2019	LDC Youth Hockey Board
2019 – 2020 Age Classifications	October 2019	Secretary; Maria Christianson



# HANDBOOK ACKNOWLEDGMENT FORM

Sign this acknowledgment and return it when you attend your team's parent meeting.

I have read and agree to adhere to the requirements of the LDC Hockey Handbook.

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Player

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Parent/Guardian

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Parent/Guardian

Date signed: \_\_\_\_\_