



Cambridge/Isanti (CI), North Branch (NB), St.
Francis (SF) Hockey Associations

Girls U10 -U15 Co-op Agreement

POLICIES AND PROCEDURES MANUAL

Effective for the
2020-2023 hockey
season

(Created and Approved July 2020)

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CI/NP/SF PLAYER, COACH, & TEAM POLICIES & PROCEDURES

Player Eligibility

A player is eligible to participate in CI/NB/SF girls co-op sponsored programs if they reside within the boundaries of the co-op association and if they are a member in good standing in their respective associations. The age groups for all players participating in the CI/NB/SF girls' co-op under MINNESOTA HOCKEY sanction will be as follows:

- 10U: 10 years old or younger on or after June 1 of the current year
- 12U: 12 years old or younger on or after June 1 of the current year
- 15U: 15 years old or younger on or after June 1 of the current year

Player move up

With the concept of the CI/NB/SF GIRLS CO-OP it is expected to be able to field teams at the U10, U12, and U15 levels and be able to properly place players on appropriate level teams. The CI/NB/SF GIRLS CO-OP will entertain the grade/birthdate window move-up request, or 'need'

Grade appropriate move up

A player may register to participate in the next highest division if it is "grade appropriate". Grade appropriate is defined as a player who is attending a grade that is typical of the playing division. For example, U15's are grades 8 and 9/10; 12Us are grades 6 and 7; U10s are grades 4 and 5. The player may follow this "grade appropriate" by-law for the remainder of their years of CI/NB/SF GIRLS CO-OP participation, but in accordance with Minnesota Hockey. The player may choose to stay and participate for a third season at a division if it is age appropriate.

Need move up

Moving players required to complete a roster at a specific level is an example of need.

Waive up process:

Birthdate window/Grade move up request: If the player falls into this category, a waive-up form must be completed and provided to player's home association for review and approval. The waiver will be forwarded to the Co-Op committee for final review. It is the co-ops position that skaters requesting to play with their grade are approved and be part of the age classification and registered skaters

A player will need to request to move to their grade appropriate level at each level change.

Ex: U10 to U12; and again, at U12 to U15.

Skill/Need move up request: a waive-up form must be completed and submitted to the player's home association for review. If home association feels the player's skill level would fit with the requested age level, the association will pass the waive up request to the co-op committee. The waive up request now becomes a 'need' based request and will be reviewed based on need at the requested level with all co-op final registration numbers. If the quantity of numbers warrants the player to participate in the try-out, that player will be

invited to participate in the co-op try out process and their scores will be reviewed with the rest of the level's participants. If the player scores in the top 3 of the level, they will be allowed to remain in the requested level. If the player scores outside the top 3, the player will be reviewed with the rest of the player pool and scores and be placed accordingly IF the need exists at that age level. If the quantity of skill/need waiver requests exceeds the available open roster positions, the requests will be reviewed by the co-op committee. The co-op committee may offer a try-out to all requesting players and the player(s) with the higher scores will be selected to remain at the higher level and the lower scoring player will be asked to return to their age appropriate level. The skill/need request will also be subject to the MN/USA Hockey 2/3 roster rule. At no point, will a co-op team have more than 2/3 of the team not be age eligible for said team. If the player is asked to return to their age appropriate level, the decision is final and cannot be appealed.

If a player is approved to move to a higher skill/need request, that player will remain at requested level through their age eligibility. (Ex – U8 skill/need approved for U10; player will remain at U10 through age eligibility).

Eligibility Restrictions

Eligibility restrictions apply to ALL persons participating in the CI/NB/SF GIRLS CO-OP program as specified by the current Minnesota Hockey Handbook.

Team Declarations

CI/NB/SF GIRLS CO-OP will strive to field competitive teams at all levels throughout our Association. We will honor the guidance provided by District 10 and will maintain CI/NB/SF GIRLS CO-OP competitive philosophy.

If deemed appropriate to have two teams at the same level, the teams will be selected to be as equal as possible.

Team Definitions

We honor the guidance provided by District 10 and Minnesota Hockey in defining our levels of play.

Levels of play:

- "Divisions" means 10&under, 12&under, 15&under
- "Classifications" means A, B, Bx, C.
 - **"A"**- The highest competitive classification, essentially a development program designed to enhance team and individual skills. Minnesota Hockey will provide for district, regional and state competition at this classification.
 - **"B, Bx"**- The intermediate competitive classification, also essentially a development classification, but primarily intended to provide a uniform competitive experience for players or teams that are not able to compete effectively at the A classification. Minnesota Hockey will designate and provide for district, regional and state competition at this classification. There shall be no regional/state tournament at the B classification unless designated by Minnesota Hockey.

"C"- The C classification is intended as a competitive level for programs to provide a good

experience until players are ready to advance to a higher level. Teams compete primarily between District 10 approved hockey communities.

TRYOUT POLICIES & PROCEDURES

Refer to CI/NB/SF GIRLS CO-OP Try-Out Policy/Procedure handbook for specific try-out policy/procedure.

The CI/NB/SF GIRLS CO-OP Operating Committee

The CI/NB/SF GIRLS CO-OP Operating Committee will consist of the presidents and girls directors from each individual association. This committee has overall responsibility for approving the Tryout Policy and Procedures. The Tryout Policy and Procedures will be documented and approved by the CI/NB/SF GIRLS CO-OP Operating Committee prior to implementation.

The CI/NB/SF GIRLS CO-OP Tryout Policy and Procedures will be reviewed on an annual basis.

Volunteers

Volunteers will be asked to assist in coordinating and carrying out tryouts. Volunteer duties may include sign-in/equipment, locker room attendant, and bench/line coordination.

On Ice Coordinators will facilitate each session by ensuring the required drills are completed per the CI/NB/SF GIRLS CO-OP Tryouts Standard Drills and supervising players on the ice.

PLACEMENT REQUESTS

If siblings wish to play together on the same team, they **must** designate this to the Tryout Director prior to the first tryout session. They will then be placed together on the lower scoring siblings' assigned team. Failure to notify will result in both siblings placed at the appropriate classifications.

At the time of registration, players may request placement on the team at the lowest available classification and forgo tryouts and the tryout fee. This request must be made in writing to the Tryout Director and approved by the Team Selection Committee.

ICE TIMES

Ice times will be scheduled as close to 50/50 at East Bethel Ice Arena and Cambridge Isanti. When North Branch completes their ice arena ice time will be split 1/3 between all 3 arenas.

A schedule of ice times for each group will be posted on the CI/NB/SF association websites. Please review and ensure that you have marked your calendar with the appropriate times as revisions can be made. Please see the website for the times and groups.

Co-op Renewal/Cancelation

The co-op agreement is for 3 years. If an association wishes to opt out of the agreement, they must provide written notification to the co-op committee 12 months prior to their departure. The co-op agreement will be reviewed and edited if needed 6 months prior to the renewal.

Team Budgeting/Billing/Tournament Fees

Ice fees/billing/tournament fees will be conducted by each association to their respective members. Ice costs will be reimbursed to each association based on a reconciled true cost for each skater based upon final team make up and ice hours allocated. Additional team costs, such as tournaments which may be billed outside of Ice Fee collections, will be the responsibility of the Team Manager to collect and provide payment to the association which funded the cost. D10 fees may be invoiced directly to one association or the other and the fees will be part of the reconciliation process between the two associations. Budgeting reconciliation will take place at mid-year with an end of year final reconciliation. It is the goal that each association will 'up-front' costs for specific co-op related items (pre-paid ice at arenas/co-op jersey/tournament fees) as equal as possible, which allows the reconciliation process to be as equal as possible for ancillary expenses.

Tournaments

CI/NB/SF GIRLS CO-OP will schedule up to three (3) tournaments, outside District 10 league play and District 10 playoffs, for U10 traveling teams. Higher divisions will have three (3) to four (4) tournaments scheduled outside of District 10 league play and District 10 playoffs and may schedule additional scrimmages and tournaments on an individual team basis.

Additional tournaments will not be scheduled by the CI/NB/SF GIRLS CO-OP Operating Committee. If a team's schedule allows for an additional tournament on a specific weekend (i.e. – no D10 league games and/or practices – or team foregoes practice time), a team may agree via a parent meeting to register for said tournament. It will be the responsibility of the team to pay all related fees for the additional tournament. NO D10 LEAGUE GAMES will be rescheduled for a team to participate in an additional tournament. A series of two or more scrimmages requiring out of town hotel accommodations will be considered the same as a tournament.

All tournaments, whether held in an indoor arena or played outside on natural ice, must be sanctioned by MINNESOTA HOCKEY, Rule XI, and Paragraph A.

Teams participating in unsanctioned tournaments may be suspended from MINNESOTA HOCKEY activities for the balance of that season and the following season. This is not a negotiable penalty. This is a rule from the MINNESOTA HOCKEY rulebook, Rule XI, Paragraph B, Item 7. This could result in the entire association being suspended from league play. Any coach or manager who permits this to happen will be immediately removed from his/her position and expelled from the Association.

You must have your team credentials and registration with you at all times during tournament participation. It is a MINNESOTA HOCKEY rule that any team that does not have a properly completed credential package is not allowed to participate in the tournament.

Home Tournaments

If CI/NB/SF association is hosting a tournament for the level of an individual team, it is mandatory for the CI/NB/SF GIRLS CO-OP teams to participate, and that tournament will count as one of the number of tournaments listed above.

All CI/NB/SF GIRLS CO-OP parents and spectators must pay entry fees to all CI/NB/SF GIRLS CO-OP sponsored events, unless working tournament for CI/NB/SF GIRLS CO-OP.

Definitions: Game or Scrimmage

Controlled Scrimmage: When two (2) teams utilize the same ice time for instructional competition, utilizing all coaches on the ice for instructional purposes.

Game: When two (2) teams are on the ice in any other fashion than defined as a “controlled scrimmage” it will be considered a game. **Games include league, scrimmage and tournament play.**

Regional and State Tournaments

As part of the recognition for team excellence, CI/NB/SF GIRLS CO-OP will pay regional and state entry fees for any CI/NB/SF GIRLS CO-OP Traveling Team that proceeds passed District play and moves into regional and state play.

COACHES SELECTION

Traveling Coaches Selection Process

All coaches for CI/NB/SF GIRLS CO-OP will be selected by a Coach Selection Committee which will have members from the CI/NB/SF associations.

The CI/NB/SF GIRLS CO-OP Operating Committee is committed to ensure a positive experience for not only our players and members but coaches as well. The time and preparation commitment each coach dedicates to their team is what creates a stronger and better association.

Below is the coaching rule structure:

Head Coach- 1 team only and cannot hold the position of Head Coach or Assistant Head Coach of another team.

Assistant Head Coach- 1 team only and cannot hold the position of Head Coach or Assistant Head Coach of another team.

Assistant Coach 1- Can hold this position with multiple teams.

Assistant Coach 2- Can hold this position with multiple teams.

There will be coaching representation from each association on each team, as long as there are skaters and volunteer coaches from each association represented.

If a person is appointed and accepts the position of Head Coach or Assistant Head Coach (Assistant Head Coach will be appointed by Head Coach but will be approved and possibly interviewed by the Coaching Committee), your time priority will be dedicated to that team. The expectation is that you and/or your Assistant Head Coach is committed to attend all that team's functions (i.e. practices, dryland, games etc.). This teams schedule would supersede other teams you may be associated with as an Assistant Coach.

As the Head Coach, it is your responsibility to delegate responsibilities to your Assistant Head Coach in the event you are not able to attend a team function. Both the Head Coach and Assistant Head Coach will work together to ensure the philosophy of USA Hockey, Minnesota Hockey, District 10 and CI/NB/SF Co-op are followed by your team throughout the hockey season.

The Coach Selection Committee (CSC) shall include the coaching director from each association.

Any applicant interested in the Head Coaching position will be required to go through the interview process with the CSC.

Interview Process

During the interview process all head coach applicants (parent and non-parent) will be interviewed and ranked by the Coaches Selection Committee according to abilities and hockey background. Evaluations received on past coaches will also be taken into consideration.

Coaching Certifications

All coaches shall earn and maintain a valid USA Hockey Coaching Education Program (CEP) certification required for the respective division in which they expect to coach. All Coaches shall register with USA Hockey as a coach before they can be on the ice at <http://www.usahockey.org>.

Assistant Coaches

Assistant coaches must apply to the Coach Development Director. Assistant Coaching positions will be nominated by the head coach and approved by the Coach Selection Committee. All coaches must hold the proper USA Hockey Coaching Certification. Assistant coaches may be named prior to team selection under the following circumstances:

- Parent assistant coach with player who is a mandatory selection in their pool
- Non-parent assistant coach

All other parent assistant coaches shall be selected after the team selection is approved by the team selection committee. Parents who are not approved assistant coaches shall not participate in conducting or evaluating pool play.

TEAM OFFICIALS

Coaches

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players; socially, psychologically and physically

Team Managers

The team manager is the liaison between the coaches and the parents. The manager will support the coaching philosophy of the team to foster good communications among all participants and will generally manage the business of the team along with any responsibilities the coach may assign. If at any time the team manager witnesses any breach of the Coaches, Player's and/or Parent/Spectators Code of Conduct, it is their responsibility to address the issue on-site if possible and/or report the incident to the Co-op level representative. The manager also has a responsibility

to manage team funds and is accountable to the CI/NB/SF Treasurers.

Uniform

An official CI/NB/SF GIRLS CO-OP uniform will be selected for all traveling teams with one (1) jersey identified for home games and one (1) for away games. The official uniforms must be worn at all league games, scrimmages, tournaments and co-op pictures. Official Uniforms are only to be worn for events requiring the official team uniform.

Equipment

Equipment requirements are set by MINNESOTA HOCKEY District 10, MINNESOTA HOCKEY and USA Hockey and are strictly enforced.

CI/NB/SF GIRLS CO-OP Goalie equipment may be requested via the player's home association and any goalie equipment use is coordinated with the home association.

Player Equipment

Girls U10-U12-U14: helmet with approved face mask and colored mouth guard; elbow pads, shin pads and shoulder pads; hockey breezers; hockey skates, and hockey gloves and hockey socks; hockey stick.

At the beginning of each hockey season all teams will be given equipment such as pucks, puck bags etc. Team Coaches must return any equipment obtained by co-op CI/NB/SF GIRLS CO-OP including pucks, puck bags etc.

HEALTH & SAFETY POLICIES & PROCEDURES

Safe Sport/ Locker Room

CI/NB/SF GIRLS CO-OP officials, members, and programs will be conducted in compliance with the SafeSport policies as defined by Minnesota Hockey. Safe sport policies relate to the areas of abuse, harassment, hazing, locker room safety, social media, and travel.

CI/NB/SF GIRLS CO-OP will designate SafeSport coordinators from each association, who will lead SafeSport administration for the co-op.

CI/NB/SF GIRLS CO-OP will follow the D10 locker room policy and guidelines for all locker room monitoring which includes BOTH practices and games, including tournaments.

It is important for all players, coaches, parents and spectators to behave appropriately in the locker rooms and arena areas. CI/NB/SF GIRLS CO-OP and our teams will honor USA Hockey policies and take efforts to ensure a safe environment.

Substance Abuse

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco; including electronic cigarettes or 3) use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids.) The rule applies to any portion of an activity season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor. If a player is found breaking this policy, the following penalties will be assessed:

- First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next twelve (12) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own becomes a participant in chemical dependency or treatment program; the player may be certified for reinstatement in CI/NB/SF GIRLS CO-OP activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- Penalties shall be cumulative throughout the player's participation on CI/NB/SF GIRLS CO-OP teams.

Sexual Harassment

CI/NB/SF GIRLS CO-OP is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. CI/NB/SF GIRLS CO-OP prohibits any form of sexual harassment or sexual abuse.

It shall be a violation of this policy for any player or member of CI/NB/SF GIRLS CO-OP to sexually harass, through conduct or communication of sexual nature, any child or member of CI/NB/SF GIRLS CO-OP. It shall be a violation of this policy for any player or member of CI/NB/SF GIRLS CO-OP to sexually abuse any child or member of CI/NB/SF GIRLS CO-OP.

The Operating Committee of CI/NB/SF GIRLS CO-OP will investigate concerns raised and turn over findings to the local law enforcement to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

Physical Abuse

Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing players, during a game or practice, by touching them in a non-threatening manner.

Reporting Procedures for Victims of Sexual or Physical Abuse

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of CI/NB/SF GIRLS CO-OP, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of any co-op association or any other board member they would be more comfortable reporting to.

The CI/NB/SF GIRLS CO-OP Operating Committee shall discipline any member who fails to report, immediately, to the President(s), any act(s) brought to their attention. In addition, the CI/NB/SF GIRLS CO-OP Operating Committee will take immediate steps, at its discretion, to protect the complainant, children, or members of CI/NB/SF GIRLS CO-OP, or co-op Association, pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

Upon receipt of a report of a sexual, physical or verbal abuse, the Presidents shall immediately turn over to local law enforcement all complaints of abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from all CI/NB/SF GIRLS CO-OP programs, per MINNESOTA HOCKEY, Article 13.

Injuries

Injuries are not to be taken lightly. If there is any question as to the seriousness of an injury, immediate arrangements for medical attention must be made by the team representatives or the parents. In the case where an injury requires admittance to the hospital, the CI/NB/SF GIRLS CO-OP Presidents must be notified immediately.

Infectious Diseases

A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-striped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

Ice Injury credits

When a CI/NB/SF GIRLS CO-OP player has been injured and is out for 21 consecutive days of play, it is the responsibility of the team manager or coach to inform the CI/NB/SF GIRLS CO-OP Operating Committee and the player's home association. Each association will follow their respective rules for extended injured players for their respective billing process. Once the player is back on the ice, this includes games, practices and dry-land training, the consecutive days will stop, and the player's ice billing will be reactivated.

If the player has been out for 21 consecutive days, the following information must be given to the CI/NB/SF GIRLS CO-OP Operating Committee and home association: date of injury, type of injury, a copy of a medical notice and a date when the player may return to the ice. If this information is not given to the CI/NB/SF GIRLS CO-OP Operating Committee, the family account will not be adjusted until it is received.

Weapons

The possession use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s). Weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner to threaten, will result in immediate suspension from all team activities. The suspension must be immediately reported to the appropriate CI/NB/SF GIRLS CO-OP Operating Committee and the co-op home association Board of Directors. The Operating Committee will review the incident at the next (or special) Operating Committee meeting and has the option to lift the suspension or to disqualify the player from participation in the CI/NB/SF GIRLS CO-OP program.

WEATHER RELATED CANCELLATIONS

Game Cancellation

In the event the weather is such that it might be hazardous to the health of the participants, the game may be officially postponed. The Head Coach wishing to postpone the game must contact the opposing Head Coach and the League Coordinator at least two and one half (2½) hours prior to game time. In the event the League Coordinator cannot be reached in a reasonable amount of time, the Head Coach wishing to postpone the game should contact the Referee Scheduler and inform him of the postponement and then continue to try to contact the League Coordinator. The Referee Scheduler should be contacted by the coaches **only in the case of an emergency**, such as a late postponement due to bad weather. The League Coordinator

must notify the referee scheduler of postponement. Any disputes regarding postponement of league games must be discussed with the D10 League Coordinator. The ice time lost will be shared by both teams. The home team Head Coach is responsible to reschedule the postponed game. The District 10 Rescheduling Procedure will be used, with the exception that the \$100.00 penalty does not apply in this situation.

Canceling Indoor Practice

The Operating Committee will make the final determination on the cancelation of any indoor ice practices. If the Operating Committee, or local association chooses to cancel an indoor practice the team or teams will not incur any cost for canceled ice. If a Coach chooses to cancel a practice on his own, the cost will be incurred by that team and that ice hour will be part of the team's final ice hour allocation.

Canceling Outdoor Practice

The Coach of any team with scheduled outside ice will be responsible for the cancelation of outdoor practice. Any temperature below 10 degrees and/or with a wind chill below zero, it is recommended that the outdoor practice is canceled.

All non-weather related D10 game cancellations are subject to the approval of the Competition Director. D10 game rescheduling guidelines must be followed precisely and all related costs associated will be borne by the team.

OPERATIONAL POLICIES & PROCEDURES

Criminal Background Checks

Each year, in accordance with Minnesota Hockey, all individuals involved with CI/NB/SF GIRLS CO-OP shall authorize MINNESOTA HOCKEY or its designee to perform a background screening. Every individual must pass the criteria set forth by Minnesota Hockey and CI/NB/SF GIRLS CO-OP required for eligibility. Persons in the role of Board Member, Coach, Safe Sport Representative, and volunteer roles as determined by the board will be required to pass the screening.

Whistle Blower

CI/NB/SF GIRLS CO-OP has a Whistleblowers Policy in compliance with the Sarbanes-Oxley Act of 2002.

If any associate, officer or director of CI/NB/SF GIRLS CO-OP reasonably believes that some policy, practice, or activity of CI/NB/SF GIRLS CO-OP is in violation of law, a written complaint may be filed by that associate, officer or director with the Presidents of the CI/NB/SF GIRLS CO-OP.

It is the intent of CI/NB/SF GIRLS CO-OP to adhere to all laws and regulations that apply to the organization, and the purpose of this Policy is to support the organization's goal of legal compliance. The support of all associates, officers or directors is necessary to achieving compliance with various laws and regulations. An associate, officer or director is protected from retaliation only if the associate, officer or director brings the alleged unlawful activity, policy, or practice to the attention of CI/NB/SF GIRLS CO-OP and provides CI/NB/SF GIRLS CO-OP with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

CI/NB/SF GIRLS CO-OP will not retaliate against an associate, officer or director who, in good faith, has made a protest or raised a complaint against some practice of CI/NB/SF GIRLS CO-OP, or of another individual or entity with whom CI/NB/SF GIRLS CO-OP had a business relationship, based on a reasonable belief that the practice is in violation of law or a clear mandate

of public policy.

CI/NB/SF GIRLS CO-OP will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of CI/NB/SF GIRLS CO-OP that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Coaches and Team officials

A signed background consent form for each coach and team official listed on the Official Team Roster shall be submitted with that roster when it is presented to the MINNESOTA HOCKEY District Director, or MINNESOTA HOCKEY designee for roster approval. Any coach or team official whose name appears on the roster for which there is not a signed background consent form shall be stricken from the roster before the roster is approved. The signed background consent forms shall be collected by or delivered to the CI/NB/SF GIRLS CO-OP Registration Director who shall promptly forward them to the MINNESOTA HOCKEY Screening Committee. A member who refuses to sign such a consent form shall not be registered and shall not be allowed to participate in any activity of CI/NB/SF GIRLS CO-OP, MINNESOTA HOCKEY or any of its associated organizations. (Taken from MINNESOTA HOCKEY Handbook, Section 5)

Enforcement

The Operating Committee of CI/NB/SF GIRLS CO-OP will uphold and enforce all policies, procedures and guidelines that are contained in this manual. All monetary decisions affecting CI/NB/SF GIRLS CO-OP budget must be presented to Operating Committee for approval.

If a situation occurs, we will follow the appropriate procedures and take the necessary disciplinary actions abiding by the CI/NB/SF GIRLS CO-OP Policy & Procedure Manual, and in accordance with the Minnesota Hockey Handbook.

As elected board members and co-op Operating Committee, it is our obligation to report any type of situation, good or bad, which has occurred within the co-op and our Associations. There will be periodic meetings and/or conference calls for the CI/NB/SF GIRLS CO-OP and subsequently, the Operating Committee will apprise each home association of the status of the co-op.

Registration

All players will be preregistered with USA Hockey. No player will be allowed to participate in CI/NB/SF GIRLS CO-OP activities until registration is complete.

It is mandatory that the Registration Directors for each association attends the District 10 registration meeting that is held annually. At this meeting, the Registration Directors will receive all the forms, (i.e. IMR's, player roster forms, team membership applications, etc.), that are required to be submitted to the District, MINNESOTA HOCKEY, and USA Hockey for our teams to be properly registered to play. Also, the district will give the local Registration Director a list with the due dates, times and places of such meetings that are required for the official completion of the team registration for the upcoming hockey season.

CI/NB/SF GIRLS CO-OP registration will occur with the player's home association.

Each player shall give the CI/NB/SF GIRLS CO-OP Registration Director a copy of a certified birth certificate-MINNESOTA HOCKEY Rule 3, Paragraph N if needed. The birth certificate will be kept on file with the player's home association for future years.

No coach is allowed on the ice until they are registered with USA Hockey, a background check

is completed, and consent to treat and code of conduct form is completed. All coaches will be rostered.

After tryouts, the Registration Director will do the following:

- It shall be the individual team coach or manager's responsibility to return the Coaches Information Form fully completed to the Registration Director. The Registration Director will not call every coach or manager for the information. If you do not get your team form in, your team will not skate.
- The Registration Directors shall prepare player rosters for the travel teams. Upon the completion of this form, the team managers will find the roster in their team mailbox with a date that the form is due. If the team does not return the form in the designated time, the team will not be registered with USA Hockey and will be ineligible to play.

District 10 accepts no roster that has been incorrectly filled out. The consequence is that the team does not skate until the proper credentials have been signed off. If this occurs, the team manager must drive to the house of the district Registration Directors to get the team properly registered. If the team is not registered by the time league play begins; it will cause your team to forfeit those games until the team is registered.

Late traveling team registration is only by special arrangements made with the President or Vice President and at the Registration Director's convenience.

Billing Process

The player's will be responsible for hockey fees and expenses from their home registering association. The CI/NB/SF GIRLS CO-OP will reconcile all related CI/NB/SF GIRLS CO-OP hockey fees and expenses at a minimum of two times per year.

Record Retention

All information collected by CI/NB/SF GIRLS CO-OP and home associations is the property of CI/NB/SF GIRLS CO-OP and player's home association. We will not share our members' personal information with any person, organization, or entity other than for the purpose to conduct CI/NB/SF GIRLS CO-OP or home association programs. Birth Certificates will be securely stored electronically.

Fundraising

Player's will participate in their home association fundraising programs. If a CI/NB/SF GIRLS CO-OP team wishes to plan and participate in a team specific fundraiser to offset team specific fees, they may do so.

Volunteer Requirements

CI/NB/SF GIRLS CO-OP depends on the volunteerism of our members and it is critical that we all share in the commitment to the success of our association. Each family is required to participate in their home association volunteer events. The CI/NB/SF GIRLS CO-OP families will be responsible for team related needs, such as locker room monitor, score board, game book, and penalty box duty

DISCIPLINARY POLICIES- Violation of Code of Conduct or Zero Tolerance Rule

Member Eligibility

The CI/NB/SF GIRLS CO-OP Operating Committee may suspend or revoke membership of any individual whose behavior has violated the CI/NB/SF GIRLS CO-OP code of conduct or been determined by the CI/NB/SF GIRLS CO-OP Operating Committee to have the intention or potential to harm the interests of the CI/NB/SF GIRLS CO-OP or co-op associations or well-being of its members. The committee may also suspend or revoke membership of individuals who have a status of "member not in good standing" and have not made a reasonable attempt to remedy the conditions required to restore their good standing.

The Operating Committee may suspend or revoke membership eligibility for a specified or indefinite period through a private hearing of the board by a super majority vote (2/3 of the voting board). Membership rights may be reinstated by the board with a super majority vote (2/3 of the voting board).

Appeals

If a team official or player is suspended, an appeal may be made to the Co-Op Presidents. If the circumstances are warranted, the Co-Op Presidents may reinstate the individual. All decisions made during the appeal meeting by the Co-Op Presidents are final.

The coach and level director are the individuals responsible for informing the player of the violation and penalty. The level director is responsible for informing the team official of the violation and/or penalty. All CI/NB/SF GIRLS CO-OP players and coaches will be governed by MINNESOTA HOCKEY District 10 as well as CI/NB/SF GIRLS CO-OP rules. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or team officials, the penalties can be compounded. If an incident is determined by the meeting to be too severe, it will be brought directly to the full CI/NB/SF GIRLS CO-OP Operating Committee and a member of the District 10 Board of Directors, more severe penalties may be administered up to and possibly including removal from CI/NB/SF GIRLS CO-OP.

GRIEVANCE PROCEDURES

Between team or association members

Concerns, problems, or disputes by a player, parent, or team official who believes he/she has been infringed upon according to CI/NB/SF GIRLS CO-OP, Minnesota Hockey, District 10 and/or USA Hockey Policies may be resolved using the following grievance procedure.

1. All disputes should first be addressed with a calm discussion between the affected parties. It is best to wait 24 hours after the incident has occurred to allow a cooling off period to prevent action solely out of anger.
2. If the issue cannot be resolved directly, present a signed and dated letter detailing the incident and outstanding issues. The proper Director shall schedule a meeting with the effected parties. The proper Director shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues letter and notes from this meeting to any of the Co-op presidents.
3. If a resolution is not achieved in the meeting indicated in step 2, the proper Director shall request the CI/NB/SF presidents appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Head Coach, Team Manager, proper Director and the individual initiating the grievance. The mediator shall keep detailed notes as a record of this meeting.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. The grievance process will be handled as

quickly as possible and every effort will be made to reach a resolution within 15 days. Documentation of the grievance and actions taken will be kept on file with CI/NB/SF GIRLS CO-OP.

Regarding the Board or Board Members

Concerns, problems, or disputes by a player, parent, or team official who believes he/she has been infringed upon according to CI/NB/SF GIRLS CO-OP, Minnesota Hockey, District 10 and/or USA Hockey Policies may be resolved using the following grievance procedure.

1. All disputes should first be addressed with a calm discussion between the affected parties. It is best to wait 24 hours after the incident has occurred to allow a cooling off period to prevent action solely out of anger.
2. If the issue cannot be resolved directly, present a signed and dated letter detailing the incident and outstanding issues to the association CI/NB/SF GIRLS CO-OP Presidents. The Presidents will schedule a meeting with the effected parties and association CI/NB/SF Vice Presidents. The VP shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues letter, and notes from this meeting to the association CI/NB/SF Presidents.
3. If a resolution is not achieved in the meeting indicated in step 2, the VP shall request the association CI/NB/SF Presidents appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The High School coach or non-voting member-at-large may be selected as the mediator. The mediator shall schedule a meeting with the affected parties. The mediator shall keep detailed notes as a record of this meeting and submit a copy to the CI/NB/SF Presidents.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. The grievance process will be handled as quickly as possible and every effort will be made to reach a resolution within 15 days. Documentation of the grievance and actions taken will be kept on file with CI/NB/SF GIRLS CO-OP.

Team Official

In the event a person, as a team official, has a complaint regarding an incident or believe he/she has been infringed on according to CI/NB/SF GIRLS CO-OP, Minnesota Hockey, District 10 and/or USA Hockey policies, you may file a formal grievance. Please be advised that all parties should wait 24 hours after an incident has occurred to allow for a cooling off period to prevent action solely out of anger, In the event a formal grievance is filed, please use the following guidelines:

1. Any Team Official with a grievance not previously resolved in a personal conversation with the individuals shall present a signed and dated letter, detailing the incident to the Player and their Legal Guardian. The Player and Parents shall respond within two days of the receipt of the grievance. The Head Coach will schedule a meeting, which will include the Player, their Legal Guardian, and the Team Manager, within 2 days of the response. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The Head Coach shall keep and submit a copy of the original grievance and notes from the meeting to the Proper Director.
2. If a resolution is not achieved at the meeting indicated in step 1, the grievance will be forwarded to the proper Director. A signed and dated letter detailing the outstanding issues within 2 days of the meeting with the Head Coach and Team Manager will be provided. The proper Director shall schedule a meeting with the Head Coach, Team

Manager, the player and their Legal Guardian within 2 days of the receipt of the grievance. The proper Director shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issues letter and notes from this meeting to the association and CI/NB/SF GIRLS CO-OP Presidents.

3. If a resolution is not achieved in the meeting indicated in step 2, the proper Director shall request the association and CI/NB/SF Presidents appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as a mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Head Coach, Team Manager, proper Director, the player and their Legal Guardian within 2 days of receipt of the grievance. The mediator shall keep detailed notes as a record of this meeting until the end of the season.

ZERO TOLERANCE

To make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain good sportsmanship and an educational atmosphere before, during and after all USA Hockey-sanctioned games.

Players, Parents & Team Officials should never:

1. Openly dispute or argue any decision by an official
2. Use obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrate any sign of dissatisfaction with any official's decision.

Violation of the Zero Tolerance Policy will result in immediate disciplinary action. The CI/NB/SF GIRLS CO-OP committee Executive Board will follow due process to investigate any alleged violations and will determine the proper action to be taken if allegations are found to be true.

PLAYER

CI/NB/SF GIRLS CO-OP will follow Minnesota Hockey guidelines regarding mood-altering chemicals and misconduct. This information can be found on their website at www.minnesotahockey.org under "Form", "Youth Rules and Regulations." Also, Refer to **Substance abuse under Health & Safety Policies & Procedures**. Any player who during the season engages in fighting, violence, or any form of intimidation or abusive language or who received a major or misconduct penalty for fighting, spearing, butt-ending or two unsportsmanlike penalties in one game or violates the CI/NB/SF GIRLS CO-OP Code of Conduct will be governed by the following:

First Offense:

Player must attend a mandatory meeting held between the offending player, parents/guardian, the Player Disciplinary Committee and the meeting must take place within 5 days. Based on the circumstances of the incident, the Player Disciplinary Committee will determine the discipline. If it occurs at the end of the season, the decision/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level rep or competition director. The mandatory meeting will be held upon return and the Player Disciplinary Committee will determine the discipline.

Second Offense:

The Player is suspended from all games until a mandatory meeting is held with the offending player, parents/guardian, the Player Disciplinary Committee and the meeting must take place within 5 days. Based on the circumstances of the incident, the Player Disciplinary Committee will determine the discipline. If it occurs at the end of the season, the decision/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level rep or competition director. The mandatory meeting will be held upon return and the Player Disciplinary Committee will determine the discipline.

Third offense:

The Player is suspended from all team activities until a mandatory meeting is held with the offending player, parents/guardian, the Player Disciplinary Committee and the meeting must take place within 5 days. Based on the circumstances of the incident, the Player Disciplinary Committee will determine the discipline. If it occurs at the end of the season, the decision/discipline will carry over to the following season. The report of the incident/event must be made within 48 hours of the incident/event. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach, player and parent/guardian would have an interim meeting after the coach has had a phone conversation with the level rep or competition director. The mandatory meeting will be held upon return and the Player Disciplinary Committee will determine the discipline.

The Player Disciplinary Committee will consist of:

- Co-Op Committee
- Safe Sport Coordinator (if association has part of board of directors)
- Applicable Level Representative
- Applicable Head Coach

TEAM OFFICIAL

If any Team official, during the season engages in any of the items below will be governed by the following discipline:

- Fighting
- Violence,
- Any form of intimidation
- Abusive language
- Receives two (2) unsportsmanlike penalties in one game
- Is ejected during the game
- Violates the CI/NB/SF GIRLS CO-OP Code of Conduct

FIRST OFFENSE:

A team official is required to attend a mandatory meeting with the Player Disciplinary Committee and the Coach Development Director within 5 days of the reported incident/event. The incident/event must be reported within 48 hours. The Player Disciplinary Committee or Safe Sport Coordinator and the Coach Development Director(s) will review the findings and deliver the appropriate discipline. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the Level Representative or Competition Director. The mandatory meeting will be held upon return and the Player Disciplinary Committee/Safe Sport Coordinators and Coaching Development Director(s) will determine the discipline.

SECOND OFFENSE:

A team official is suspended from all games until the team official attends a mandatory meeting with the Player Disciplinary Committee/Safe Sport Coordinators and the Coach Development Director(s) within 5 days of the reported incident/event. The incident/event must be reported within 48 hours. The Player Disciplinary Committee/Safe Sport Coordinators and the Coach Development Director(s) will review the findings and deliver the appropriate discipline. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the Level Representative or Competition Director. The mandatory meeting will be held upon return and the Player Disciplinary Committee/Safe Sport Coordinators and Coaching Development Director(s) will determine the discipline.

THIRD OFFENSE:

A team official is suspended from all team events until the team official attends a mandatory meeting with the Player Disciplinary Committee/Safe Sport Coordinators and the Coach Development Director(s) within 5 days of the reported incident/event. The incident/event must be reported within 48 hours. The Player Disciplinary Committee/Safe Sport Coordinators and the Coach Development Director(s) will review the findings and deliver the appropriate discipline. This discipline could be in addition to the District rules or if circumstances warrant, the District 10 guidelines could be the discipline for the event.

Should the incident occur at an out-of-town function, the coach must have an interim phone conversation with the Level Representative or Competition Director(s). The mandatory meeting will be held upon return and the Player Disciplinary Committee/Safe Sport Coordinator and Coaching Development Director(s) will determine the discipline.

Parents/Spectators:

On-ice officials are instructed to stop play when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game (Zero Tolerance.) The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at anytime.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, players' bench penalty box or on ice surface, directed in any manner as to create a safety hazard.

CI/NB/SF GIRLS CO-OP Committee, team managers and/or coaches may also enforce the Zero Tolerance Policy for players, coaches and parents/spectators. It is within their rights to pursue disciplinary action on any incident they feel breaches the Zero Tolerance Policy. Action may be taken onsite to remove the offending party from the viewing and/or game area. A follow up written report must be submitted to the CI/NB/SF Presidents explaining the incident.

A written grievance may be submitted by anyone witnessing a violation of a code of conduct by following the CI/NB/SF GIRLS CO-OP Grievance Policy highlighted in this manual. The violation should be reported to the CI/NB/SF GIRLS CO-OP Committee. The co-op committee will review these offenses.

If merited, disciplinary action for violating the codes of conduct will be taken as follows:

First offense: 14-day suspension or two (2) District 10 or playoff games whichever is greater and from attending any team or CI/NB/SF GIRLS CO-OP functions. This suspension will continue into the next season if requirements of mandated suspension are not fulfilled in the season in which offense occurred.

Second offense: 30-day suspension or four (4) District 10 or playoff games whichever is greater and from attending any team or CI/NB/SF GIRLS CO-OP functions. This suspension will continue into the next season if requirements of mandated suspension are not fulfilled in the season in which offense occurred.

Third Offense: Suspension from attending team functions as well as attending any CI/NB/SF GIRLS CO-OP sponsored functions for the balance of child's participation in CI/NB/SF GIRLS CO-OP.

All suspensions are considered continuous from season to season and from level to level until suspension requirements are fulfilled.

After reviewing offense, the CI/NB/SF GIRLS CO-OP Committee will determine the commencement and completion date of the suspension based on family variables.

The decision of CI/NB/SF GIRLS CO-OP Committee. If unsatisfied with the decision of the Co-Op Committee, it can be appealed to the District 10 Director in accordance with district policy.

Signatures

Cambridge/Isanti Hockey Association President _____ Date:_____

North Branch Hockey Association President _____ Date:_____

St. Francis Hockey Association President _____ Date:_____

District 10 Representative _____ Date:_____

