



**EDEN PRAIRIE HOCKEY ASSOCIATION**  
**POLICIES AND PROCEDURES**  
**2025-2026**

Revised: November 2025 | Approval by current Board of Directors: 11/10/2025

**I. MISSION STATEMENT**

- A. The Eden Prairie Hockey Association (herein as EPHA or Association) is committed to providing our athletes with the best possible age-appropriate training and coaching.

**II. PURPOSE**

- A. The EPHA is established to teach the fundamentals of hockey along with the development of winning character and attitudes.

**III. MEMBERSHIP**

- A. All players and coaches rostered on USA Hockey sanctioned teams by December 31 of current year, as well as, parents and legal guardians of those players as designated in player, shall be deemed to be members of the EPHA.
- B. Any persons actively assisting in the EPHA program for the current season but are not rostered on a USA Hockey sanctioned team or have a roster dependent on a USA Hockey sanctioned team will be granted membership as defined by EPHA Board.
- C. EPHA officials; including individuals and families of Board members, commissioners, and coaches shall not receive any preferential treatment in any aspect of EPHA activities. This includes, but is not limited to tryouts/evaluations, playing time in games, selection for coaching or officiating.

**IV. GOALS**

- A. To create an inclusive and welcoming environment where players, coaches, officials, and fans from all backgrounds and abilities can participate and thrive.
- B. To experience personal enjoyment, satisfaction, and increased confidence from both individual and team achievements.
- C. To learn, develop, and refine the fundamental skills of hockey.
- D. To blend individuals and their skills into successful team play.
- E. To demonstrate good sportsmanship in victory and defeat.
- F. To encourage good effort, team spirit, and responsible behavior.
- G. To honorably represent the city of Eden Prairie.

**V. AFFILIATIONS AND REPRESENTATIONS**

- A. USA HOCKEY
  - 1. The national governing body for amateur hockey in the United States.
  - 2. The EPHA is represented at USA Hockey by its membership in MN Hockey.
- B. MINNESOTA HOCKEY
  - 1. The EPHA is a voting member of District 6 in Minnesota Hockey.
  - 2. EPHA president, or appointed proxy, represents the Association at all District 6 meetings.
- C. REPRESENTATIONS
  - 1. In accordance with the above affiliated agreement, players registered with the EPHA may not play for any other Minnesota Hockey Association hockey team during the EPHA regular season, unless otherwise permitted via individual waiver.

2. For travel level hockey (Squirt/10U and above), the regular season runs from the posting of team rosters through the Minnesota Hockey Association State Championships. Exceptions may be allowed for players participating in recreational C leagues, Minnesota Hockey Tier-1 National Championship eligible teams, instructional clinics that do not involve game play, and 3-on-3 leagues ending by December 1.

## **VI. DISCLAIMER**

- A. The EPHA does not endorse and is NOT directly connected with any hockey program (i.e.: spring, summer, or fall leagues) except those described herein.
- B. Individual play on such teams can occur only in accordance with Minnesota Hockey and District 6 rules.

## **VII. PUBLICATIONS**

- A. The EPHA allows the following uses of individual names on online platforms:
  1. Tryout postings; including assignment dates, groups, and final team selection.
  2. Website rosters and/or tournament programs.
- B. The EPHA may sell or provide its player email list or mailing list to those organizations that, in the opinion of a majority vote of the President, Vice President, Treasurer, Secretary, and Sponsorship Director, are offering financial gain to the Association through sponsorship or products of interest to the membership of the EPHA. These arrangements shall be reported to the Board and recorded in the minutes.
- C. The EPHA allows the use of player photographs on online platforms for the following uses:
  1. Marketing or promotion of EPHA

## **VIII. BRAND AND LOGO GUIDELINES**

- A. The approved logo of the EPHA is “circle logo” contained on the title page of this document. When the circle logo is unable to be used, the EP initials in the approved font and colors is the only alternative logo. Teams are prohibited from creating or using other logos to represent the EPHA. Refer to the Eden Prairie Hockey Brand Guidelines on the ephockey.com website.
- B. Teams are allowed to create custom apparel and pins but must receive approval on branding usage from the EPHA Communications Director. Additionally, team designations are discouraged on team attire. We are one EP.

## **IX. REGISTRATION**

- A. All registration information will be posted on the EPHA website. Upon registration opening, the Communications Director will send notification to all previous year’s registrants informing them of the Registration Deadline.
- B. All requirements for USA Hockey registration will be followed by the EPHA. This

- includes but is not limited to birth certificates for United States-born players and government issued documentation for players born outside of the United States.
- C. The EPHA will follow all Minnesota Hockey and District 6 waiver rules. EPHA Board will review and align on requested waivers prior to approval.
  - D. A player who is new to the Association will abide by any and all Minnesota Hockey rules regarding discretionary waivers, school waivers and home address location.

## **X. FEES**

- A. Base Registration fees:
  - 1. Fees collected at the time of registration cover operating expenses of the program including, program growth, pre-season clinics, indoor ice time, player development programming, team jerseys, tournament fees, and any required fees paid to USA Hockey, Minnesota Hockey, and District 6.
  - 2. All players must register for a USA Hockey membership. Membership covers insurance and USA hockey sanctioned events. Fee depends on the age of the player.
- B. Tryout Fees:
  - 1. Tryout fees of \$160 will apply to players at the time of registration to cover the ice time and hired evaluators.
  - 2. Players electing to forgo the tryout process will receive immediate placement on the lowest level team of that age group and will not be charged this additional fee.
- C. Playoff Fees:
  - 1. While base registration fees include the cost of District 6 league play-offs for all levels, regional playoff and State Tournament fees (including any wild card games) are the responsibility of the team(s) and are not included in their registration fees. These fees are expected to be covered by the participating team's fund.
- D. Team Fund:
  - 1. Each team will appoint a team treasurer, separate from the team manager, who will collect a team fund. A budget shall be presented and approved. Team funds are not optional as they cover various team costs throughout the season. A detailed ledger will be kept by the team treasurer, available for review at any time.
- E. Late Registrations:
  - 1. Late registration will be accepted on a stand-by basis per the availability of open spots on teams and/or at the discretion of the Board.
  - 2. Late registrants are subject to a \$200 late fee.

F. Cancellations and Refunds:

1. Cancellation before the completion of tryouts will result in a full refund, less any pre-season clinic or tryout fees that have been spent prior to refund request.
2. Cancellation after the completion of tryouts will result in no refunds, except for situations as described below.
3. Season Ending Injury:  
In the event of a season ending injury, a written refund request may be sent to the Treasurer. The refund granted, if any, will be based on the following factors, including, but not limited to; the date the injury occurred during the season, any fixed costs already allocated by the Association, and any tournament fees previously paid on behalf of the player.
4. High School Team Selection:  
Players planning to try-out for placement on a High School team should register to play for the Association at the time of registration and may participate in preseason clinics and try-outs, if timing allows.
  - a) Any player intending to tryout for High School placement in conjunction with Association tryouts must also formally share intent to tryout to EPHA Registrar before the start of Association tryouts. Failure to do so, will render a player ineligible for a refund.
  - b) At the time a player is officially selected and has accepted participation on a High School team, it is their responsibility to notify the EPHA within 48 hours and officially withdraw from the EPHA to obtain a refund.
  - c) Within 15 days of notification, the EPHA will provide a refund equal to the base registration fee and additional AA/A/B team fees, less any fixed costs incurred as determined by the EPHA Board.

G. Full-time Goalie Discounts:

1. A \$600 discount will be applied to base registration fees for existing full-time goalies at the Squirt/10U, Peewee/12U, Bantam/15U, and Junior Gold age groups. The discount is "all or none." Accepting the discount, is a commitment to be a full-time goalie. Discounts are not offered for part-time players. If a player does not fulfill their obligation within reason, the player will be invoiced \$600. Any full-time goalie placed on a team by EPHA where there is a share of goalie responsibility will still be eligible for the goalie discount.
2. New Squirt/10U goalies incentive: EPHA will waive the full base registration fee for players committing to be full-time goalies on a travel team (Squirt/10U) for their very first season as a full-time goalie at the travel level. Any additional fees incurred if the goalie makes a team that requires them (e.g., for specific team-related expenses, tournaments, or higher-tier league play) are beyond the scope of this waived fee and will be the responsibility of the player. This discount is "all or none," and by

accepting it, the player commits to acquiring their own goalie gear and playing the goalie position for the full season. If the player doesn't fulfill this obligation, they'll be invoiced for the full amount of the original registration fee. Goalies wavering into the EPHA are not eligible.

3. The EPHA strives to provide appropriate goalie gear for all teams in the Mite/8U age groups. This gear is expected to be shared in equal rotation to all players on the team. Because equipment is provided, there is no discount offered in these age groups.
- H. New to Termite/Mite & 8U 1 and 2 Players Discount:
1. To encourage growth, EPHA offers a \$99 registration fee for skaters new to the EPHA at the Termite/Mite & 8U 1 and 2 participants. This discount is offered exclusively to residents of Eden Prairie and is for players registering for their very first season of organized hockey with EPHA. This one-time fee is applicable only for a player's initial season; subsequent seasons will be at the standard fee.
- I. Paid Coaches:
1. Paid Coaches receive a stipend for the coach/staff which is collected through additional registration fees for that team.
  2. If a hired coach is confirmed, his/her fees collected at registration and otherwise replaced before the season starts with a non-paid coach, a refund will be granted to the team.
  3. If a paid coach is hired after the start of the season, the coaching stipend will be invoiced to team participants.
  4. The EPHA has a scholarship program for families needing financial assistance. Please refer to Appendix B for program guidelines.
- J. A player with outstanding debt, including any previous season's unpaid registration fees, team fees, or volunteer requirement penalties, will not be able to register until payment is received or a payment plan has been implemented.
- K. No player shall be allowed to tryout or play on a team until all registration fees have been paid or a payment plan has been implemented.

## XI. MINNESOTA HOCKEY AGE RANGES

- A. Age classification criteria as defined by MN Hockey for 2025-2026
1. 8U/Mite: June 1, 2016, to May 31, 2020
  2. 10U/Squirt: June 1, 2014, to May 31, 2016
  3. 12U/Peewee: June 1, 2012, to May 31, 2014
  4. 14U/Bantam: June 1, 2010, to May 31, 2012
  5. 15U: June 1, 2009, to May 31, 2012
  6. Junior Gold 16: June 1, 2008, to May 31, 2010

**B. MOVE DOWNS (per USA Hockey - Minnesota District):**

1. Move downs or playing down at any level is rarely allowed. Being small in size, a first-year player or an otherwise inexperienced player does not, in itself, qualify as a justification for moving a player down.
2. Players must play within their defined age group. In special circumstances, athletes with documented disabilities may be granted permission to play down. The American Disability Act (ADA) is the basis for permitting such practice.
3. All approved move downs will be to the lowest level of competition available within the Association at that age group.
4. A written parental request, directed to the EPHA President, must be made at the time of registration and be accompanied by a written recommendation from the player's physician, stating the player would be subjected to abnormal physical risk or is otherwise physically incapable of playing at the proper age division. This documentation must also include the player's birth date and their current height and weight.
5. Once a player request is approved by the President, the final approval must be granted by the District 6 Director. The documentation package is forwarded to the USA Hockey District Registrar for final approval. The decision of the District Registrar is the final decision. There is no appeal process.

**C. MOVE UPS:**

1. In exception to the age cutoff, and when applicable, players can declare their intention to play up with their grade in school. This decision must be announced prior to tryouts commencing and will be locked-in for the season once tryout sessions are posted. This allowance is intended only for players who are younger than the age cut-off dates (such as summer birthdays or school transfers) and ONLY if it allows that player to play with their currently enrolled grade in school. Both of the following criteria must be met for the player's petition to move up to be granted.
2. The player's birth date falls within the four months following the natural age classification cutoff to include the months of June, July, August and September.
3. If the move to a higher age bracket allows the player to play with their grade in school.
4. If a player has petitioned to play up with their grade in school, it will be assumed the player will remain in that age bracket until the Vice President is notified otherwise.
5. If a player elects to return to play based on their eligibility age and not their grade in school (which would offer them an additional season of eligibility at a level) that change is permanent, and a player is no longer eligible to play in a level higher than their age dictates.
6. Under a rare occurrence, a player may demonstrate advanced skills and possess maturity that places them at a level ahead of their current age group. In such cases, a petition can be made to the Vice President prior to tryouts

commencing. The petition will be reviewed by the Board and a final decision will be communicated.

7. Additional move ups may be necessary for team balance or for goalie shortages. The numbers of players needed for team balance will be recommended by the HDC.

Players asked to move up for one season only will be asked in ranking order as determined by their birth date. Players nearest the age classification cut-off will be asked first and players will be asked in ranking order until the required number of players needed for team balance is met.

If a request is made for a player to move up, it is at the discretion of the player, is for only one season, is not required, and a player is under no obligation to do so. There will be no penalty for declining the request to move-up.

If available, players who accept the offer to move-up will be allowed to participate in tryouts and earn a spot on the team they make.

## **XII. FUNDRAISERS**

- A. EPHA operates charitable gaming operations to help offset the operating costs that drive registration fees for players. The disbursement of funds from charitable gaming operations will be voted on by the EPHA Gambling Committee.
- B. The EPHA may elect to institute additional mandatory fundraisers (Eg: Raffle) or multi-year fee assessments associated with the registration fee.
- C. Any additional team or Association specific fundraising activities need to be approved by the Sponsorship Director (who will communicate to the Executive Committee for approval as needed) in advance of the fundraising activity.

## **XIII. Board OF DIRECTORS**

- A. The purpose of the Board of Directors and its committees is to administer and oversee the operation of the EPHA assuring adherence to the stated Mission and Purpose of the organization.
- B. GOVERNING AUTHORITY
  1. The EPHA governing authority is the Board of Directors, then the District 6 Board, followed by Minnesota Hockey and USA Hockey.
  2. MAKEUP OF THE Board  
The Board shall consist of a maximum of 15 members, serving 3-year terms. The Board's Executive Committee is composed of the President, Vice President, Treasurer and Secretary.
- C. Board Meetings are held the second Monday of each month. Exceptions may be made for conflicts due to holidays, or other scheduling conflicts. Association members are welcome to participate in a Board meeting but must announce their intention to the Secretary at least 24 hours in advance of the meeting.

- D. Board positions may change periodically to match the makeup of the participants or special causes of the EPHA.
1. Any planned position changes for seated Board members will be finalized in January.
  2. While incumbency to a position is a courtesy, it is not mandatory, and all position assignments are determined by vote.
  3. Open Board positions will be posted on the EPHA website for candidate reference and application.
  4. Board members must serve at least one year before election to the Executive Committee positions of President, Vice President and Secretary. This is also preferred for the Treasurer, but due to the specific skill-set required in the Treasurer position, the Board may recruit for this position.
  5. If no one on the current Board is seated in an open Executive Committee position, the current Board member in that role may be re-elected by the current Board for a 1-year term.
- E. The Secretary shall capture and release meeting minutes to the Board members after each meeting such that every Board member can assure discussions and decisions were captured properly. Once approved, Board meeting minutes are posted on the EPHA website for all members to view.
- F. Board positions for 2025-2026 are:
1. President
  2. Vice President
  3. Treasurer
  4. Secretary
  5. Tournament Director
  6. Commissioners & Volunteer Director
  7. Sponsorship Directory
  8. Coaches Director
  9. Mite Director
  10. Girls Director
  11. Player Development Director
  12. Registrar
  13. Growth Director
  14. Equipment & Apparel Director
  15. Communications Director
- G. The list of who is currently filling each role on the Board is shown in Appendix.
- H. Election of Board Members
1. The election of new Board members will be held at the March Board meeting. This meeting is typically the second Monday in March at 6 p.m. The meeting date will be set by the Board so as to not interfere with the Eden Prairie Public Schools schedules.
  2. Association members wishing to be included in the Board election must express their intent to run for the Board to the Secretary, in writing, before 11:59 pm on February 15. Candidates are encouraged to include a position

statement describing their qualifications. The Secretary will post a list of candidates and any statements they have submitted on the home page of the EPHA website.

3. After the candidates have been announced and the election date and time is provided, an Association member may request, in writing, an absentee ballot from the Secretary. Any absentee ballots must be returned to the Secretary by 11:59 pm on the calendar date three days prior to the date of elections.
4. Any member of the EPHA (as defined) aged 18 or older at the date of election may cast one ballot.
5. Proxies are prohibited.
6. During the meeting on the night of the election, the candidates will be given an opportunity to introduce themselves and say a few words. Upon completion of the statements, ballots will be provided to those in attendance. These ballots will be accepted for up to one hour after the statements have concluded.
7. To count the votes, the election administrator may call on an acting Board member not running for reelection to assist in the tabulation.
8. A list of newly elected Board members will be posted to the EPHA website once the absentee votes and in-person ballots have been counted and verified.
9. Board members may not concurrently hold any elected office that may cause a conflict of interest.

#### I. Transition of the Newly Elected Board Members

1. The election represents the conclusion of the current Board year. On that date, departing Board members have completed their responsibilities but are asked to provide transitional support, as needed, to the new Board for a minimum of 30 days following the election, or until the transition is deemed complete.
2. The April Board meeting will mark the beginning of the new Board year. The first item of business will be to ratify elected members. At this meeting we will also provide onboarding for new members related to introductions, meeting procedures and position expectations.

#### J. Removal of Board Members

1. A member of the Board of Directors may be removed for the remainder of his or her term based upon a vote of the Board. A total of 11 votes is required for removal.
2. Removal of a Board member will be considered if a member is deemed to be non-productive or absent, disruptive to the Board or, if the member's actions are deemed to jeopardize the policies and procedures or integrity of the Association.

#### K. Vacancies/or Filling Vacancies

1. A vacancy occurring within 60 days post-election:  
If a vacancy occurs after the annual Board member election, but within the first 60 days of the new term, the remaining term of that position shall be

filled by the candidate receiving the next highest number of votes from the most recent Board member election.

2. If there is not a candidate available to fulfill this procedure of position, the process will process as outlined below.
3. A vacancy occurring after 60 days post-election:  
If a vacancy occurs greater than 60 days from the election, the Board will announce the vacancy and ask for candidates to fill the open position. Those interested shall submit their name, and a brief statement to the current Secretary. At the next available Board meeting, candidates are invited to give their position statement in person, and a vote by the Board will be held to immediately fill the vacant position. The candidate receiving the most votes of Board members in attendance will be elected to the Board. In the event of a tie, the President will cast the deciding vote.
4. The replacement Board member will fulfill the remaining Board term obligation of the departing Board member.

#### XIV. **MOTIONS RELATING TO EPHA POLICIES AND PROCEDURES. (“P & P”)**

- A. To ensure the most current status, this document, the EPHA Policies and Procedures, shall be amended with updates annually as facilitated by the acting Secretary.
  1. Amending the document will occur on an annual basis, typically during the off season.
  2. Approval of the Policies and Procedures shall require at least ten (10) votes, or 2/3 vote, whichever is more.
  3. The document must be finalized, updated and approved before registration can open. The document is included in the registration process.
  4. Once the Policies and Procedures are approved and posted to the website, the document cannot be changed unless by emergency measure.
  5. Motions relating to Emergency Measures may be submitted any time during a Board meeting, but must receive at least twelve (12) votes, or 4/5 vote, whichever is more, in support for passage of the emergency motion.

#### XV. **COMMITTEES**

- A. Executive Committee (EC)
  1. The Executive Committee is composed of the President, Vice President, Treasurer and Secretary with oversight for the Board as it supports the mission of the EPHA.
  2. EC Duties include but are not limited to:
    - a) Strategic planning: Ensuring alignment with our mission and vision.
    - b) Financial oversight: Monitors financial performance, reviews reports, and assesses adherence to budget.
    - c) Organizational oversight: Ensures compliance with legal and regulatory requirements, as well as adherence to District 6 and Minnesota Hockey policy.

- d) Grievance review: Investigate, review and respond to player, coach and parent grievances and complaints.
  - e) Ad-hoc committee management: Manage needs for ad-hoc committees to address specific issues or tasks.
  - f) Policy development: The committee manages policy formulation and review.
- B. Hockey Development Committee (HDC)
1. The Hockey Development Committee, at minimum, will include both High School Varsity Hockey Coaches, the Coaches Director and Player Development Director, and acts as an advisory Board to the EPHA Board. The HDC typically meets monthly prior to the start of the season. The President and Vice President will co-chair the committee and identify additional qualified members representing our youth and girls' programs to make up the Hockey Development Committee.
  2. The HDC duties:
    - a) Design and implementation of a multi-year plan focused on skill enhancement and development, as well as player pathway development
    - b) Development and education programming for coaches
    - c) Goalie development programming to support technical skills, mental resilience and game knowledge
    - d) Sportsmanship and character development
    - e) Design, organization and execution of team tryout and evaluations
    - f) Talent analysis and competition benchmarking to determine appropriate team levels and sizes
- B. MITE/8U Board (Mite Board)
1. The Mite/Girls Director, in coordination with the Growth Director, will identify qualified members within the EPHA to form the Mite Board. Mite/8U commissioners are also a part of the Board.
  2. The Mite Board duties include but are not limited to:
    - a) Team formation based on HDC recommendations
    - b) Scheduling of season practices, games, jamborees
    - c) Manage and support Mite/8U commissioners and communications
    - d) Oversight of growth initiatives and special events like Mite Day, buddy teams, new family mentorship and high school flag bearers
- C. Coaches Selection Committee (CSC)
1. The Coaches Selection Committee, will be led by the Coaches Director and Vice President, who will identify additional qualified members representing our youth and girls programs to make up the CSC.
  2. Support Coaches Director in screening and interviewing potential candidates, as well as reference checks and placement of coaches.

**XVI. COMMISSIONERS**

- A. The Volunteers Director shall nominate, and the Board shall approve commissioners for each level.
- B. REQUIREMENTS
  - 1. Commissioners must have a player in the age group in which they are representing to be eligible for a commissioner role.
- C. VOLUNTEER CREDIT
  - 1. Commissioners receive credit for all volunteer (Dibs) hours required for their family for that season. If the role of commissioner is shared, a maximum of 24 hours will be split among the number sharing the role.
- D. RESPONSIBILITIES FOR COMMISSIONERS
  - 1. PRESEASON:
    - a) Engage families of prior year on prospective player list to understand participation for upcoming season.
    - b) For players not returning, seek to understand reasons and follow up with the Board for any potential changes or opportunities for retention.
    - c) Provide results and insights gathered from family engagement efforts to the Board to help determine projected levels for each age group.
    - d) Help to simplify the ice draw for their level (important dates, band concerts, school blackouts, etc.)
  - 1. SEASON:
    - a) Act as level liaison between parents and Board members, assisting parents in getting questions and concerns addressed.
    - b) Report concerns to Commissioners Director; in- season for check-ins, as needed.
    - c) Coordinate with other Associations to ensure specific age group and/or player level questions are answered.
    - d) Oversee concussion and injury reporting, protocols, and paperwork.
    - e) Help coaches coordinate goalie substitutions.
    - f) Act as point person for apparel distribution if managers need assistance.
    - g) Secure volunteers DIBS to staff all tournament needs, i.e. scoreBoard, penalty box, announcers and any other needed roles.
- E. 15U, Junior Gold, Bantam Commissioners
  - 1. Duties for these levels are inclusive of the aforementioned, but also may include assistance in negotiating co-ops, supporting tryouts with administrative and operational tasks as needed to ensure seamless team creation and complete player placement.

**F. MITE/8U COMMISSIONER**

1. The Mite/8U commissioners will be responsible for duties stated above that pertain to Mite/8U. Additionally, commissioners in this age group will be charged with assisting in sourcing volunteers for Mite/8U Day, organizing jamborees, games and scrimmages. They will also serve as members of the Mite Board.

**XVII. ADMINISTRATIVE, STIPEND AND APPOINTED POSITIONS**

- A. The Board shall have the authority to approve the appointment of non-Board, non-voting persons to perform administrative functions for the EPHA. Where required, these appointed individuals will be active members of the Association.
- B. These appointments shall report to the President and/or delegated to a member of the Board and, unless designated otherwise in their contract, will be appointed for an annual term.
- C. Additional appointments, including stipends and reporting relationships, shall be recommended by the Executive Committee and approved by the Board.

**XVIII. TEAM LEVELS, SIZES, TRYOUTS, STRUCTURE & INQUIRY**

- A. Team Levels
  1. The HDC is responsible for proposing the team levels, which are reviewed and approved by D6, with the Board acting in an advisory role.
- B. Team size:
  1. Prior to registration, expected team sizes will be reviewed by the HDC and presented to the Board. The goal is to create an environment where every player can reach their full hockey development potential. This is based on participation projections provided by the Registrar. This is necessary for the planning of tournaments, ice time and budgeting.
  2. In accordance with District 6 guidance, the top-level team should strive to roster 13-15 players and up to 2 goalies. If deviation from this number is necessary, approval from District 6 is required.
  3. Following tryouts, the size of the top team for an age group may be altered from the team number recommendation by no more than 2 players and only if there is a significant separation in ability as evidenced by tryout scores and consensus among the Executive Committee. The team size of the remaining teams in each age group will then be adjusted accordingly. If the proposed number falls below the D6 suggestion, approval from D6 will be required.
  4. The maximum roster size is 18 skaters plus 2 goalies unless prior written permission is received from District 6 and Minnesota Hockey.
  5. The top level (AA or A) head coach will select the team in the following manner, if a paid coach, based on a 15-skater roster:
    - a) The top 10 skaters based on ranked tryout scores will be locked into the team.
    - b) The paid coach then has the discretion to select 5 skaters that fall within the top 20 by ranking score (i.e skaters 1-20). A player who is

- not in the top 20 players by ranking score will not be available for selection by the top-level coach.
6. The top level (AA or A) head coach will select the team in the following manner, if a parent coach, based on a 15-skater roster:
    - a) The top 13 skaters based on ranked tryout scores will be locked into the team.
    - b) The parent coach then has the discretion to select 2 skaters that fall within the top 20 by ranking score (i.e. skaters 14-20). A player who is not in the top 20 players by ranking score will not be available for selection by the top-level coach.
  7. Selection of next level teams shall follow these procedures:
    - a) Upon the conclusion of a higher-level team coach's selections, the coaches of the next level will repeat the process.
    - b) It is at the discretion of the coach to immediately select the team based on ranked tryout scores or to opt to hold an additional scrimmage or practice.
    - c) Of the remaining players, the top 10 skaters based on ranked tryout scores are locked to the team.
    - d) If a scrimmage or practice is held, up to 15 additional skaters (based on ranked tryouts scores) will be invited to the scrimmage.
    - e) Following the scrimmage or practice, the coach will select the players from this pool based on the predetermined team size.
    - f) For subsequent teams, teams will be formed based on ranked scores. If there are two teams at a level (IE: B2 or C), the President and Vice President may consult the HDC as needed to ensure equitable player placement for optimum team balance.

### C. Team Tryouts

1. The President and Vice President are responsible to plan, coordinate, and supervise tryouts for all Travel levels (Squirt/10U age groups and older.) The Executive Committee will be present at all tryout events unless they have a player participating in a specific age group, in which case, the Vice President will appoint a suitable temporary replacement. If extenuating circumstances occur (ie: injury, system failure, or to ensure continuity of process) - an Executive Committee or Board Member with a potential conflict may remain present without consequence.
2. EPHA Tryout Communication:
  - a) Tryout groups, times, and final team selections will be posted as soon as possible on the tryout page of the EPHA website.
  - b) It is the players' and parents' responsibility to check the postings and be aware of their schedules.
  - c) During tryouts, it is not possible to switch tryout groups due to a personal conflict.
  - d) During the tryout process, it is essential that there be no unnecessary contact or communication between players, parents, evaluators,

commissioners, and coaches. This includes, but is not limited to, tryout staff communicating with players' parents. A person found in violation of this policy, will be removed from tryouts, the full Board will determine the appropriate action.

- e) Any necessary communication (such as illness, injury or equipment problems) should be routed through the President or Vice President, without consequence.
3. At no point during the tryout process should any Board member, commissioner or volunteer who has a player participating in that age group be in or near the rink where a session for their player's age group is being held, unless exempted as defined in Section 1. This includes access to the Eagles Nest while their player's age group is being scored, while scores are being tabulated prior to their lock in the selected scoring platform or while teams are being selected for their player's age group.
  4. The aforementioned poses a direct conflict of interest, and a Board member found in violation of this policy will be removed from the Board. Commissioners and Volunteers found in violation will be subject to an immediate Grievance Committee hearing. Their athlete will be removed from tryouts and the remaining Board members will determine the proper team placement for that athlete based on available information.
  5. Tryouts are closed to the public. Those permitted are:
    - a) Evaluators, Consultants, confirmed Coaches, Board Members who have prior approval from the Executive Committee, and who do not have a player participating in the particular age group they are evaluating.
    - b) These people shall be approved by the Executive Committee prior to tryouts commencing and may differ with each age level and for girls/youth teams.
    - c) Any other volunteers and commissioners that do not have a player participating in a particular age group, as approved by the Vice President to assist with facilitating the tryout process.
    - d) Any administrative or IT assistants as determined by the Vice President.
    - e) A and AA level hired or parent coaches and other hired coaches who have been approved by the CSC and by the Executive Committee will be allowed to attend any tryout session as permitted. Parent coaches will be unable to grade.
    - f) A parent coach who is approved prior to the season starting will be approved with the stipulation that their player is not guaranteed a spot on the team in which the coach is assigned. If the player fails to make the team, the approved coach will be relieved, and a replacement coach will be found.
    - g) Coaches Director, who after final team formation, is needed for the purpose of determining remaining travel level coaches. They will

partner with the Vice President and Coaches Selection Committee to review and align.

- h) Parent volunteers and Commissioners shall not be allowed to volunteer inside the rink, or Eagles Nest during tryout sessions for an age group where they have a child participating. There shall be no communication by parent volunteers regarding their personal observations, advice, or feedback in regards to any individual players before teams are selected. Any attempt by a volunteer to provide an advantage to another player during tryouts will be reviewed by the Board to determine the appropriate action. Parent volunteers and Commissioners are allowed to help with check-in.

- 6. For tryouts, all players shall wear a black helmet; black breezers; a plain white, red, grey or black jersey without visible names or identifying words or marks; socks may be from a previous EPHA season or plain white, red or black or combination of those colors. Jerseys worn inside-out are permitted, provided all identifying information is not visible. All non-EPHA provided stickers and any numbers shall be removed from helmets.

#### D. Tryout formal inquiry

- 1. Tryout team placement is considered final, unless unforeseen circumstances (i.e. catastrophic injury, high school team placement, etc.) occurs.
- 2. There is a mandatory 24-hour cool down period after all teams are posted for a player's age group before any formal tryout inquiry can be made to the Vice President. No inquiries will be accepted after the 8<sup>th</sup> day after all teams are posted at a given level. (i.e. 24-hour cool down period + 7 calendar days after the last team at a given level is posted.)
- 3. If a parent believes that their player was placed on the incorrect team for their age group, they may file a formal tryout inquiry to the Vice President.
- 4. Once an inquiry has been filed, they will receive a report on the evaluation of their player. Only the evaluation of the player in question is permissible and there will be no "comparative" player evaluations provided during the inquiry process. There will be NO moves made as a result of the tryout inquiry.
- 5. Individual Board members are not responsible for team selection. Any effort by parents or players to contact members of the Board in a berating manner are in violation of the Participant Code of Conduct and will be turned over to the Grievance Committee.

## XIX. TRYOUTS

### A. Junior Gold and 16U

- 1. Junior Gold and 16U Junior Gold tryouts (if numbers allow) are held after the conclusion of High School Tryouts.
- 2. Junior Gold and 16U Junior Gold boys may have up to three scrimmages under the direction of the Jr. Gold Commissioner, the Vice President, the Jr. Gold and/or 16U coaches and a member of the high school staff. If required, teams shall be selected at the conclusion of those scrimmages.

- B. Bantam/15U, PeeWee/12U, Squirts/10U:
- a) The tryout process shall consist of one competitive drills session, which will be scored and used for determining scrimmage groups, and a minimum of two scrimmages.
  - b) During tryouts, the following skills will be evaluated: skating, stickhandling, shooting, passing and hockey IQ, as well as defensive play, offensive play and compete level. This may be scored individually or combined into a cumulative score.
  - c) Bantams/15U will declare their desired position and tryout as forward or defense. This information will be collected before each session during check in.
  - d) Goalie specific skills: skating and movement, angles and positioning, recovery and rebounds, glove and blocker, speed and reaction time.
  - e) Additional tryout specifics will be provided at the pre-tryout parent meeting.
  - f) Additional adjustments may be made in co-op situations and information will be provided prior to tryouts.
2. Evaluation and Grading of Players
- a) The Vice President must inquire to all coaches and evaluators responsible for selecting teams if they receive any compensation resulting from private individual or small group training from any tryout players. This does not include coaches from open-invitation clinics, camps, or other teams. This information must be vetted through the Vice President using consultation from the HDC to determine appropriateness in participating in the evaluation process.
  - b) Graders will be hockey-knowledgeable and approved by the Vice President using consultation from the HDC as needed.
  - c) Graders will grade all players during each session and will be stationed around the arena to properly evaluate players. A minimum of 5 graders will be scheduled for each session.
  - d) Impartial graders:
    - (1) No more than three graders from a particular hockey clinic or from an outside EPHA organization shall be allowed at any one level.
    - (2) Graders associated with players will be discouraged from grading the level of play within which the associated player is trying out, but use of that related grader shall be the decision of the Vice President with consultation from the HDC.
  - e) At the conclusion of each session, the highest score and the lowest score given by the team of evaluators will be removed and the player will receive a single “averaged score” locked for that session. After all sessions are completed, the player will receive a single “averaged score”.

- f) Changes to the scoring and processes can be adjusted by the Hockey Development Committee and presented to parents in the preseason tryout meeting.
3. Tryout Schedule and Flows:
    - a) Tryouts will start with a skills session consisting of groups divided alphabetically. These groups will compete in graded competitive skills and drills. Based on the scores collected, a leveled list will be created and groups for the next tryout session will be posted.
  4. Scrimmages:
    - a) The second session will be a scrimmage with leveled groups based on scores from the first session.
    - b) Additional skates will also be scrimmages with groups based on cumulative scores from prior scrimmages.
    - c) These groups play in rotating positions as assigned, or in set preferred positions depending on level.
    - d) The number of players included in each leveled group will be determined by the Vice President, considering gaps in player scores.
    - e) Between tryout sessions, it is possible for players to move from the 'upper list' to the 'lower list' or vice versa based on their scores.
    - f) Once the leveled lists are published a player must participate in that session and cannot be moved to another group.
    - g) These scrimmages may be played 4 v 4, or 5 v 5 as determined by the Vice President.
  5. Coach Game/Scrimmage
    - a) If the coach chooses to run an additional skate, this may be an inter-squad scrimmage, or a scrimmage against another Association.
    - b) Scrimmages may be run 4 v 4 or 5 v 5 as approved by the Vice President and the Evaluators/Coaches.
    - c) The head coach may elect to allow the scrimmage to be open to spectators.
    - d) This event may take place after the conclusion of Scrimmage 2 or 3
    - e) Additional evaluators may be included to provide additional feedback/scores as decided by the Vice President and head coach.
    - f) Coaches will choose his/her team based on scores from tryouts and the extra skate as desired.
    - g) If the coach does not elect to utilize this option, the team will be posted following the final scrimmage and this ice time will be the first practice for the new team.

### c. GOALIE TRYOUTS

1. SKATER/GOALIE Players for Squirt/10U players only.
  - a) Players intending to tryout as both skater and goalie will be required to send the Vice President an email declaring this intent prior to tryouts. This email must declare their preference for the team and position they would rank first, (e.g., makes "A" as a skater but "B" as a goalie).
  - b) If a player elects to try out both as a skater and a goalie, they will be required to participate in both skills sessions in order to record grades at each position.
  - c) The player will be placed on a team in consideration of their preference. For example, if a player makes the A team as a skater but indicated their preference is to be on a team where they are able to play as both a skater and a goalie and making the B team will allow them to do that, that player will be placed on the B team.
  - d) If the final team selection allows for it, the coaching staff has the discretion to allow if, and when players may rotate between skater and goalie positions.
2. Typically, players declaring as full-time goalies are given the preference to play the position on the team.
3. Up to 6 goalies based upon skills tryout scores will be invited to participate in the top-level scrimmages. Upon the conclusion of the top team coach's selections, the remaining goalies in the next level pool will comprise the goalies for the next level team(s). In order to ensure that there is at least one goalie for each team the HDC will have the authority to modify the number of goalies on each team.
4. Junior Gold goalies will be selected during tryouts by the coaches as supervised by the Vice President with consultation from the HDC and EC.

### D. Absences

1. Full or Partial Absence During Tryouts due to excused absence, illness, injury or participation in MN Hockey Sanctioned Programs.
2. If a player is injured, ill, participating in a required school function tied to a graded part of their curriculum, or participating in a MN Hockey sanctioned program a signed note must be provided from a licensed physician, healthcare professional, MN Hockey Program Coordinator or appropriate school representative.
3. If a player must miss tryouts due to a reason not listed above, a request for an excused absence must be made in writing to the Vice President no later than 7 days prior to the start of tryouts. The request will be reviewed and the final decision shared back with the family prior to the start of tryouts. Every effort must be made to attend all tryout sessions, and excused absences will only be granted in extenuating circumstances.

4. In the event no tryout grade is recorded a 'comp grade' will be collected. To obtain a 'comp grade' the Vice President will consult with the coaches of the previous season who will advise of three compatible players from the team who are most similar in skill to the absent player. A 'comp grade' given that will be the average score of those three like players.
5. In the event of a partial grade: If the player has recorded one to three grades, the Vice President will consult with the coaches of the previous season and shall place the player in the appropriate pool, with consideration of their past EPHA history.
6. In the event of an unexcused absence: A grade of zero will be given for the tryout session that is missed.

## XX. **ROSTERS**

- A. The final rosters will be posted on the EPHA website as soon as practical.
  1. Information required by Minnesota Hockey and USA Hockey include players' first and last names, birth date, parents' and legal guardians' names, address(s), zip code(s), and phone numbers.
  2. The registered address in USA hockey and the registered address used for EPHA registration must match for a rostered player to be valid.
  3. **Lowest Level Travel Teams**
    - a) At the Squirt/10U age group and older, EPHA will field as many teams as required by the number of players at each level to assure all players are placed on a team. All teams are registered as travel teams with USA Hockey.
    - b) If the registration numbers do not support enough players to form a team, the EPHA may elect to co-op with another Association.
    - c) In the event more than one team is formed at a level within an age group, the team will be as evenly balanced as possible. A coach's scrimmage may help when necessary to determine team balance.

## XXI. COACHES

### A. Selection Process

1. The Coaches Director will create a Coaches Selection Committee (CSC). This committee has the authority to interview coaches from Eden Prairie or elsewhere to find the best possible staff to fulfill the needs of the program.
2. The Coaching Director shall present its recommendations for coaches at Squirt/10U, Pee Wee/12U, Bantam/15U, 16U, Junior Gold levels to the EPHA.
3. At levels where the availability of parent coaches cannot be determined until the roster is set, the Coaches Selection Committee will interview head coach applicants during tryouts. Head coach selections will be posted during or after the completion of tryouts. Parent coaches who are placed after the formation of the teams will be recommended by the Coaching Director, CSC, and approved by the Executive Committee.
4. Parent head coaches may be identified and selected prior to tryouts to support planning and ensure alignment with the Association's development goals. The selection of a parent head coach does not guarantee their child a spot on that team. In order for a pre-selected parent head coach to be officially assigned to a team, their child must finish within the top 12-15 (pending total team size) in order to be placed on the team.
5. Proof of current C.E.P. certification or assurance to complete the certification process will be required before the candidate will be considered for a coaching position. In order to be rostered, Coaches need a current Coaches number.
6. Coaches who do not obtain the required level of certification by December 31 of the current season will be dropped from the roster and will be prohibited from any on-ice team participation or any position on the bench during games. The USA Hockey or EPHA insurance programs do not cover persons not rostered on a team.
7. A current Board member will not be considered for an age group's top-level (A/AA) head coaching position unless no other suitable candidate is available.

## B. Coaching Requirements (EPHA and DISTRICT 6)

1. ***COACHING CERTIFICATION FREQUENTLY CHANGES PER USA HOCKEY, MINNESOTA HOCKEY AND DISTRICT 6. While Coaches must keep themselves informed of their personal certification status and be aware of clinic schedules pertinent to their needs, the Coaches Director and Registrar will further communicate with all rostered coaches as to any necessary requirements not currently met.***
2. All coaches must meet all USA Hockey requirements prior to being officially rostered to a team. This includes USA Hockey registration as a Coach, verified background check, SafeSport certification, current CEP card with appropriate level completed, completion of the appropriate age modules for the age classification he/she is coaching.
3. Coaches cannot be on the bench unless they are rostered and have completed the credentials listed above and have been verified by USA Hockey.
4. Termite, Mite and 8U on-ice helpers for practices need only have a completed background check and SafeSport certification.
5. Coaches must keep themselves informed of their personal certification status and be aware of clinic schedules pertinent to their needs. For up-to-date schedules and available clinics, visit [USAHockey.com](http://USAHockey.com)
6. Coaches must also sign the score sheet as required by District 6.
7. During any EPHA sanctioned event (games, scrimmages, practices), all on-ice coaches must wear a HECC-approved hockey helmet with the chin strap buckled at all times. This requirement applies no matter the location of the event (including outdoor ice, supplemental ice rental).
8. Failure to comply shall result in a 30-day suspension per Minnesota Hockey and is to be enforced by EPHA and District 6.
9. Such consequences are in addition to any action by District 6 or Minnesota Hockey.
10. As an exception, coaches entering the ice for post-game celebrations or handshakes may elect to not wear a helmet but do so at their own risk.

## C. Coaches Duties and Responsibilities

1. Coaches will promote the “Eagle Way” show good team spirit and set a good example of both sportsmanship and conduct both on and off the bench. All coaches must have clear knowledge and understanding of the Coaches Manual, EPHA Policies & Procedures, as well as District 6 rules.
2. Coaches are expected to wear athletic-appropriate attire during all EPHA events, practices, games and team functions. Please refrain from wearing clothing featuring references to alcohol, drugs, politics, or sexual content. Such items are not permitted and are inappropriate in a youth sports environment. Maintaining a positive and respectful appearance helps set the right example for our athletes. Coaches not adhering to these standards will be asked to leave the event.

3. The head coach is responsible for team operations. His or her main objective is to develop hockey skills consistent with the goals and objectives of the EPHA. It is his/her option to utilize the Team Manager to assist in team operation.
4. In accordance with Minnesota Hockey rules, only coaches whose names appear on the team roster may be on the players' bench during games. A team may register multiple coaches but, to avoid penalties, a maximum of four are allowed on the bench during games.
5. Assistant Coaches:
  - a) The head coach along with the Coaches Selection Committee will assist in the selection of assistant(s).
  - b) Person(s) selected MUST have current Certification Cards on file with the Registrar or be willing to complete Certification no later than December 31.
  - c) Person(s) selected should have similar hockey philosophies, thereby creating a good working relationship beneficial to the players.
6. All Coaches will be expected to complete requested surveys for each player and coaching development workshops as defined by the HDC and Coaches Director at the season beginning coaches meeting.
7. Head Coaches
  - a) The Head Coach will select a Team Manager and other personnel they feel are needed and shall designate their duties.
  - b) The Head Coach will be involved in selection of players as outlined.
  - c) The Head Coach is expected to be available to discuss any problems with the players and/or parents, keeping in mind that his/her prime responsibility is to the whole team and not to any one individual.
  - d) The Coach will follow the recommendations of the Hockey Development Committee and the EPHA Board to keep practices and games in good proportion and in accordance with District 6 and Minnesota Hockey rules. Coaches must strive for at least three practices for every game (3:1).
8. Squirt/10U:
  - a) District 6 teams may not play against one another until after December 1 (does not apply to tournaments held before December 1). The maximum number of game days is 35 (including league, tournaments, and scrimmages). The District 6 post-season tournament does not count toward the limit.
  - b) Squirt/10U: 35 games played waiver must be completed and submitted to District 6 before the District tournament.
  - c) Coaches scrimmages (a coach on the ice acting as a referee, stopping play to offer instruction) does not count in the 35 game tally.
  - d) As directed by the Hockey Development Committee, up to 30% of practices at the Squirt/10U level should be shared.

9. Pee wee/12:
  - a) The Hockey Development Committee advises a maximum of 40-50 games per season.
  - b) As directed by the Hockey Development Committee, at least 20% of practices should be shared.
10. Bantams/15U:
  - a) The Hockey Development Committee advises a maximum 50-60 games per season.
  - b) As directed by the Hockey Development Committee, at least 10% of practices should be shared.
11. Coaches will schedule and host a meeting with parents soon after the teams are selected to discuss their goals, philosophy, and disciplinary principles, to review any additional team expenses, and to identify ways in which parents can assist the team.
12. Coaches will select and instruct all players to shake hands with referees and opposing coaches before (if applicable) and after games.
13. Coaches will instruct players on proper conduct during the National Anthem.
14. Abusive language and consumption of alcohol, tobacco, THC, vape pens or other drugs by coaches during games, practices and team functions where players are present is not allowed. Additionally, you may not attend a practice or game under the influence of any of these substances. Coaches, managers, minor officials, or players exuding the scent of alcohol, or while using any tobacco or marijuana products (including chewing tobacco) or while using E-Cigarettes, shall not be allowed within the locker room, players bench area or the penalty box area.
15. Player safety is of utmost importance. It is the responsibility of the coaching staff to understand and adhere to the safety protocols of the EPHA and of MN Hockey.
  - a) If the severity of the injury is unknown, or if a player is unable to physically move off the ice, paramedics should be called immediately and reported to the EPHA President.
  - b) All serious injuries or concussions requiring medical attention need to be reported immediately to the EPHA President to ensure proper protocols are followed.
16. Failure of the coach/s to adhere to and enforce the rules and procedures of EPHA and District 6 will be addressed by the Board of Directors. Consequences for such failures shall be/ be at the discretion of the EPHA Executive committee.

**XXII. TEAM MANAGER DUTIES AND RESPONSIBILITIES****A. Team Manager**

1. The team manager must be knowledgeable of the rules and guidelines and is responsible for all functions listed herein either by delegation or by carrying out these functions personally. It is also the prerogative of the Head Coach to handle any of these functions themselves. The team manager shall attend the mandatory manager meeting following tryouts and team selection.
2. Assign out-of-town tournament tasks including planning team meals and organizing team or parent events.

**B. Ice Draw**

1. A representative of the team must be present at the pre-season ice draw for indoor practice hours. It is recommended to have up to (3) representatives at the ice draw. Once these hours are drawn, they belong to your team. If, for any reason, your team is unable to use any of these hours, it is the Team Manager's responsibility to trade or donate with another team or to notify the Ice Coordinator that you will not be using the ice. Previously claimed ice time that is not used or traded is forfeited, there are no 'give backs' accepted.

**C. Team Finances**

1. The Team Treasurer (required) shall determine a reasonable per-player contribution toward a team fund to cover non-parent coaches' expenses for out-of-town tournaments, ice times and referees for additional practices or scrimmages, and other parent approved shared expenses such as team building events.  
Collect and allocate team funds. A team treasurer is required to provide an additional check and balance for the team.  
If a team account (Checking, Venmo or other) is opened, it should be in the name of the team and not in the name of the EPHA.
2. Team budgets will be voted on by parents (1 vote per family) and will require majority approval. All team members will be responsible for any fees that have been approved by team vote.
3. The Association registration fees cover play through to the end of District Playoffs. Each individual team/team fund is responsible for any fees for Regional Playoffs or State Tournaments. Unless prior arrangements are made, parents/players who refuse to pay into the team fund will be disallowed from participating in any Regional Playoff or State Tournament play.
4. Participation in the team fund is required. All team fund contributions must be made by Jan. 1 of the current season unless prior arrangements are made.
5. For Mite/8U a reasonable team fund is \$100. For travel teams, a team fund of \$400 or less is recommended. Team funds above \$500 must be approved by the Executive Committee. Additional funds may be requested as additional player training, travel or post-season tournaments require.

- D. Game Sheet Submission/District 6 Reporting
  - 1. District 6 in conjunction with Minnesota Hockey has adopted the online scoresheet platform GameSheet. This online platform has replaced paper scoresheets for all District games. The **HOME** team is responsible for downloading and uploading the electronic copy of the Official Score Sheet within one week of the game date. Failure to do so can result in a \$50.00 fine payable by the team fund. This fine will not be paid by the EPHA.
  - 2. For tournaments or non-district scrimmages paper forms may still be used; the team manager must have roster labels available as needed.
  - 3. Player Statistics are not allowed at the Squirrt/10U levels.
- E. Travel Arrangements
  - 1. In the event there is travel that was not arranged by the EPHA, the team manager will coordinate team lodging and advise parents of their responsibility for securing their family's reservations. Team managers will work with coaches to make their travel arrangements.
- F. Scrimmages:
  - 1. At the coach's direction, an assistant coach or scrimmage coordinator shall assist in scheduling non-District games and to schedule and pay for referees from the team fund.
- G. Minor Officials.
  - 1. Arrange for clock, scoresheet and penalty box attendant at Home games and arrange for a penalty box attendant for Away games. Officials must be age 18.
  - 2. Parents may also be required to act as minor officials at season tournaments.
  - 3. While on duty, parents should refrain from cheering or referee disagreement.
- H. Parent-on-Duty (POD).
  - 1. Create a calendar of POD assignments. Please ensure this is completed for the full season or at a minimum of 1 month out. Utilize SportsEngine to communicate assignments.
  - 2. Same-gender PODs are required to be in the locker room when the coaches are not. (See VXIII USA Hockey SafeSport, section 9).
  - 3. Spouses of a coach of an opposite-sex team are not required to be POD.
- I. Schedules
  - 1. District games and allotted ice from the ice draw will be pre-populated on the team website.
  - 2. The manager will assure that revisions are updated, correct and communicated in a timely fashion.
- J. Equipment
  - 1. Managers (or Coaches if they so choose) are responsible for checking out equipment such as first aid kits, puck bags and goalie equipment from the Equipment Director before the start of the season and returning equipment at the end of the season. Teams that fail to return puck bags at the end of the season are subject to a fine.
- K. Forms
  - 1. Managers are responsible to obtain and maintain the Participant Code of Conduct forms from all players on the team.

**L. Injuries**

1. Any concussion or serious injury must be reported to the EPHA Secretary immediately.
2. It is the responsibility of the manager to ensure all appropriate paperwork is filed with Minnesota hockey and District 6, and a copy filed with EPHA Secretary for tracking purposes.
3. A player who has suffered a concussion or serious injury, or was removed from play for suspicion of serious injury by either a coach or official, will not be allowed to return to play without the signature of their attending physician.

**XXIII. RULES**

- A. All game rules as outlined in the Minnesota Hockey and District 6 manuals shall be observed.

**XXIV. RELIGIOUS AND SECULAR HOLIDAYS**

- A. The EPHA supports the rights of its membership to respect and observe those religious secular events. For the purposes of scheduling tryouts, games tournaments and practices, reasonable effort will be made to accommodate. In no event will a player be penalized for adequately documented attendance failures due to religious or secular holidays.
- B. Parents and players (jointly) must notify the EPHA and their team coach of pre-planned events prior to the start of tryouts. Players with significant pre-planned attendance issues (more than three days) may be placed on those teams with lower attendance commitment requirements.
- C. In accordance with the policies of District 6 referees' Association, no games, scrimmages or tournaments will be scheduled on Thanksgiving Day or Christmas Day.

**XXV. TOURNAMENTS, GAMES AND SCRIMMAGES**

- A. No District 6 team can play outside of the state of Minnesota, or against teams not registered/sanctioned with USA Hockey, without prior approval from District 6.
- B. Each travel level team is allowed to play in four tournaments within the District 6 season, EPHA Tournament Director will aim to schedule a minimum of one of the four tournaments out-of-town which requires a hotel stay.
- C. The EPHA includes the fees for these four tournaments within the base registration amount. Unless approved by the Board, teams may play in no more than two (2) out-of-town tournaments during the regular season.
- D. The EPHA will attempt to host tournaments at each age-group and level of which there is an EPHA team. EPHA teams are automatically entered and required to participate in those tournaments.
- E. Scheduling of non-league, trade games or scrimmages are the responsibility of the team coaches, scrimmage coordinator or team manager. This includes the scheduling and paying of referees for these games. Any additional ice time used to schedule a game will be at the expense of the team.

1. Referees must be arranged with the District 6 Referee Scheduler as early as possible. The referees require payment at the time of the game by personal check from the team fund.
- F. Trade games and referees should be reconfirmed one day prior to the game.
- G. When at tournaments, players are expected to represent the EPHA in a manner expected by our Association. This includes appropriate behavior both on and off the ice.
- H. Head coaches of teams participating at State Tournament events are encouraged to mandate an appropriate dress code.
- I. At the Squirt/10U age group, and all C-level teams, coaches shall assemble lines of equal ability and provide equal playing time with the end goal of developing as many players as possible. It is the expectation that Coaches will expose all skaters on the team to differing game situations and different positions (PP, PK, last minute of a tight game, important face offs, etc.)
- J. It is the expectation that players prioritize EPHA. Per the Minnesota Hockey Handbook: Players are expected to participate in all team activities (practices, games, tournaments, etc). An allowance for an "excused absence" upon notice that is reasonable under the circumstances may be established by teams and Associations. However, an unexcused absence is grounds for consequence to a player, as determined by the team or Association, up to and including suspension. A team or Association rule and/or policy as to "excused absences" or as to consequences for unexcused absences must be reasonable and may not be implemented in a manner that discriminates between player participation in one outside program versus another."
- K. The Coaches Director has the right to address any situation with any team or coach as it applies to equal ice time.
- L. GOALIE SUBSTITUTIONS
1. In the event that a goalie is unable to make it to a scheduled game, a goalie of equal or lower level or age group may be substituted, provided the required substitution paperwork is completed and submitted.  
For example, an A team goalie from the EPHA or other Association is able to sub for another A team goalie. A younger age group goalie is able to 'play up' to an older age group, provided the move is equal or higher in level (10UB1 subs for 10UA, 12UB1 or 12UA. 10UA could not sub for 10UB1 or 12UB1). This rule also governs rostered skaters who suit up as a substitute goalie.
  2. Games or scrimmages between District 6 teams must have prior permission from District 6 for goalie replacement.
  3. The substitute goalie should be acquired first from the local Association and second from teams within District 6.
  4. The substitute goalie must abide by the player rest rules.
  5. Goalies from other Associations are able to substitute provided the level of play match and prior permission is obtained. The substitute goalie must wear the jersey from his/her rostered/home team.

## XXVI. GAME UNIFORMS, APPAREL AND EQUIPMENT

### A. Game Jerseys and Socks:

1. Home and Away jerseys will be issued to each player at the start of the season and are included in the registration fees. It is the Player's responsibility to care for and ensure that he or she has the appropriate jersey for each game. Game jerseys and socks **SHOULD NOT BE WORN** for practice due to the potential for unnecessary damage. **Replacements of jerseys or socks due to loss or misuse will be invoiced at-cost to the family but are not guaranteed to be immediately available.**
2. Special Event Uniforms: Teams appearing at special events, such as state tournaments, may elect to create their own uniform in commemoration. These uniforms are at the team's expense and must follow EPHA Brand Guidelines and be approved by the EPHA Communications Director (and approved by D6.)
3. Minnesota Hockey requires a blaze orange stop sign to be placed on the back of the jersey.

### B. Team Colors, Apparel and Uniforms:

1. Eden Prairie team colors for Squirt/10U level and higher is black, red, and white. The application and design of trim will change periodically. Home game Jerseys will be primarily White. Away game jerseys and socks will be primarily red or black.
2. Breezers and helmets must be black.
3. Teams may arrange for off-ice uniforms or warm-up apparel to create a consistent identity. EPHA Brand Guidelines must be followed. We are an EP-first organization. Team level designations are discouraged on team attire. When team apparel is arranged, the EPHA mandates that it be optional for purchase and not required. All players are encouraged to wear the EPHA brand or the colors red, white, or black in the absence of participation in team apparel.
4. The EPHA encourages all travel teams to use a prescribed practice jersey. If not provided by the EPHA, teams may choose to purchase their own practice jerseys from team funds or to request players to purchase a plain jersey in a specific color. EPHA Brand Guidelines must be followed when logos are used.

### C. EPHA Required Equipment

1. Equipment requirements are set by District 6, Minnesota Hockey, and USA Hockey and are strictly enforced.
2. Required Equipment
  - a) Helmets MUST be approved for play by USA Hockey and worn at all times on the ice for players and coaches. As an exception, helmets may be removed during on-ice celebrations but are done so at the players and coaches own risk.
  - b) All skaters at all levels must wear full facial protection and tethered, colored mouth guards. Players will be disallowed from playing in district games without wearing the proper mouth guard.
  - c) Facial protection for all players must be commercially manufactured and approved for competition by USA Hockey.
  - d) Helmet with approved facemask and tethered mouth guard. Helmets must be black at age groups older than Mite/8U.
  - e) Elbow pads, Shin Pads and Shoulder Pads Supporter with protector.
  - f) Breezers (pants); must be black at age groups older than Mite/8U.
  - g) Hockey Skates and Hockey Gloves.
  - h) Hockey Stick. A straight blade is recommended for beginners.
  - i) Throat/neck protection devices must be worn per USA Hockey guidelines.
3. Goalie equipment consists of leg pads, chest & arm pads, blocker glove, catcher glove, stick and helmet.
  - a) Goalies at all levels must wear a "cage" and helmet combination or an approved goalie helmet, plus a tethered, colored mouthpiece.
  - b) At Mite/8U, each team will be provided a set of team goalie equipment to facilitate each skater having a turn in the position.

### XXVII. USA HOCKEY SAFESPORT

- A. EPHA follows the SafeSport Policy as outlined by USA Hockey and has ZERO TOLERANCE for abuse, slurs and misconduct. This covers both on-ice and off-ice safety and addresses the following types of abuse: Sexual Misconduct, Physical Misconduct, Emotional Misconduct, Bullying, Threats, Harassment, and Hazing. The EPHA has implemented protections to reduce the risk of potential abuse. Refer to the following for the complete guide.  
<https://www.usahockey.com/SafeSportprogram>

## B. SafeSport Mandatory Training

1. All persons in managerial or supervisory roles over minor participants, including but not limited to Board members, coaches, managers, officials, chaperones, volunteers, PODs, and players who will be 17 or older on or before Dec 31 of the playing season, must complete SafeSport training. There is no cost to members of USA Hockey to complete the training.

The Core Course for SafeSport training is taken online and generally takes 90-120 minutes to complete.

The refresher Course is also taken online and generally takes 30 minutes or less to complete.

2. SafeSport must be completed by 11/1. Failure to do so will result in their player not being eligible to participate in team activities until their training is complete and verified by the team manager.

## C. Procedures for Responding to Reports of Discrimination (per MN Hockey)

1. Any player, parent, coach, volunteer, manager, Board member or spectator that would like to report alleged discriminatory conduct prohibited by Minnesota Hockey or USA Hockey rules may do so in the following ways:
  - Minnesota Hockey SafeSport Reporting Form
  - USA Hockey SafeSport Reporting Form
  - Minnesota Hockey SafeSport Coordinator
  - Minnesota Hockey DEI & Girls Growth Coordinator
2. Reporting parties are encouraged to utilize the Minnesota Hockey reporting form on their Association website, the Minnesota Hockey website, or the USA Hockey Website. The responses submitted to this form will be submitted electronically to the Minnesota Hockey SafeSport coordinator and Minnesota Hockey DEI & Girls Growth Manager. The Association/district DEI coordinator will also be forwarded the report.
3. Once a complaint has been made, the Minnesota Hockey SafeSport coordinator and the Minnesota Hockey DEI & Girls Growth Manager will begin their investigation. Every complaint or report of discrimination made or forwarded to the listed positions will be investigated.
4. If the complaint is made through USA Hockey or directly to SafeSport, the complaint will be forwarded to the MNH SafeSport Coordinator and the MNH Board President. The report will then be forwarded to the MN Hockey DEI & Girls Growth Manager.
5. If the alleged offense was committed by another Association's teammate, player, volunteer, coach, or parent, the responding Association will be notified in writing by the MNH DEI & Girls Growth Manager, or by the MNH SafeSport Coordinator when a complaint is submitted.

6. During the investigation process, the Association/district DEI coordinator should be used as a resource for both the family and the Association. The DEI coordinator must be made aware of the details of the investigation, and steps being taken by the Association to investigate the report.
  7. If the investigation determines that discrimination has taken place, SafeSport suspension/discipline protocol will take place, as in place. Discipline may include suspension or possible removal from the Association for repeated or egregious violations.
  8. After an offense, the offending player's team will receive SafeSport training, as well as their Associations code of conduct. Subsequent offenses will result in either virtual or in person discussion and training from the Association DEI coordinator or MN Hockey DEI & Girls Growth Manager. Refusal to attend training will result in additional suspension.
- D. Governing Document: EPHA SafeSport Policy and Procedures are designed to supplement and align with the Minnesota and USA Hockey Safe Sport Program Handbook. In the event of any conflict or inconsistency between this EPHA policy and the Minnesota or USA Hockey Safe Sport Program Handbook, the provisions of the USA Hockey Safe Sport Program Handbook shall govern.

## **XXVIII. LOCKER ROOM POLICIES:**

- A. The EPHA recommends that players at all levels wear a base layer at all times in the locker room.
- B. For a team at any age group composed of players of more than one gender, a separate locker room will be reserved.(Exception: If a base layer policy is agreed upon and maintained).
- C. If a separate locker room is not available, players will alternate locker room usage to get dressed / undressed while the other group waits outside. Appropriate POD supervision will be required at all times.
- D. Under no circumstances will participants of different genders dress or undress in the same room. (Exception for Mite/8U age groups and younger and only as long as a base layer is always maintained).
- E. Players must be game ready before the pre-game coaches meeting and must stay dressed for the coaches' pre- and post-game meetings.
- F. Coaches, managers, and parents whose gender differs from any member of a team must not enter the locker room while players are dressing (Exception for age groups of Mite/8U and younger to assist with equipment).
- G. Locker Room Supervision:
  1. At least one responsible, screened, and trained adult must be present at all times and during all team events (including all practices, scrimmages/games, development ice, dryland).

2. The EPHA requires the locker room supervisor (Parent on Duty, POD) to be inside the locker room at all times while participants are in the locker room. However, under no circumstances should an adult be alone in the locker room with an unrelated minor.
3. A POD can be relieved from supervision duties while the coaching staff gives pre-game prep and immediate post-game review.
4. The POD shall secure the locker room appropriately when the players are on the ice.
5. EPHA prohibits parents in the locker rooms, except for Mite/8U age groups and younger to assist with equipment.
6. Coaches of the same gender as the players may also put on skates in the locker rooms but must always have a base layer of clothing on at all times.
7. **Unmonitored locker rooms are a violation of SafeSport and the leading cause of complaints received. In addition, most issues elevated to the Grievance Committee occur when the POD is out of the room or not actively listening to player activity. District 6 has implemented the following policy for each Association, which will be paid by the offending team. Fees vary from \$500 to \$2500 and are subject to change each season. Fees also escalate with each offense.**

#### H. EPHA Cell Phone Policy

1. Cell phones are strongly discouraged in the locker room. We recommend phones are securely stored in a player's bag or collected by POD at the beginning of a team event.
2. Using a mobile device's recording capabilities in the locker room is not permitted at USA Hockey sanctioned events. It may be acceptable to take photographs or recordings in a locker room in unique circumstances, such as a victory celebration, if all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.
3. A violation of the cell phone policy will result in an immediate Grievance Committee hearing.
4. Any monetary fines incurred due to violation of the cell phone policy will be the responsibility of the team and not the EPHA.

#### I. SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

1. If an adult (coach, manager, parent) needs to communicate directly with a minor via electronic communication or web-based conferencing, the minor's parents, or designated adult, must also be copied. If the adult communicates electronically to the entire team, at least one adult must also be copied.
2. Coaches and others in authoritative positions are prohibited from having minor participants join or be connected through personal social media

applications. Official team pages may be set up for both parents and players to join, through which the coach can communicate to the team.

- J. Team Music, Social Media and Group Chats Among Players:
1. Team social media channels, group texting or other group communication platforms should be supervised by an adult to mitigate the risk of misuse.
  2. All music played in the hockey locker room must be clean, suitable for all ages, and free of explicit content. Only radio edits or tracks without offensive language are allowed to maintain a respectful and inclusive environment for all team members.

## XXIX. **ROLE, RESPONSIBILITY AND CONDUCT OF PLAYERS**

- A. Players have an obligation to their teams and to the Association to contribute to a positive experience for everyone by being an exemplary team. Players are expected to represent the city of Eden Prairie and the Eden Prairie Hockey Association in a positive and respectful manner.
- B. THE MEMBERS OF THE EPHA (WHICH INCLUDES ALL PLAYERS, COACHES, PARENTS AND VOLUNTEERS) EXPECT THE FOLLOWING FROM ALL PARTICIPANTS:
1. To take pride in their team and contribute to the team's unity.
  2. To adhere strictly to the coach's rules and be supportive of the coach's practice plans, game plans and other decisions.
  3. To participate in all games and practices unless there is a compelling reason for missing as outlined above. (link to section above)
  4. To notify the coach or manager in advance when they must miss. EPHA approves these reasons to miss a game or practice: emergency family events, religious events, required school activities, illness.
  5. To be at the rink by the appointed time as set by the coach.
  6. To be attentive when coaches explain practice drills, game strategies, or pass along other information such as what practice or game jerseys to wear at the next event.
  7. To be properly attired for games and practices. (correct jerseys, uniform socks, etc.)
  8. It is the expectation that players prioritize EPHA. If players elect to miss practices for unexcused reasons, playing time may be impacted.
- C. Behavior
1. Players are required to read and sign the EPHA Participant Code of Conduct with their parents each season. Players are unable to participate until they have signed the Participant Code of Conduct each season. Team Managers should maintain a copy of the signed document for the duration of the season.

- D. ***EPHA has ZERO tolerance of abusive behavior. Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, coaches' representatives, referees, minor officials, opponents, teammates, spectators or Association officials will not be tolerated and will have the following consequences:***
1. Any violation occurring on-ice or off-ice during an EPHA sponsored event:
    - a) Situation is diffused and player(s) warned and/or removed from the event by coach, POD or other witnessing adult.
    - b) Formal report is made in writing to EPHA Secretary alerting to the offense.
    - c) EPHA Secretary will investigate and determine next steps, up to and including written warning, grievance/disciplinary hearing, suspension, etc.
      - (1) If a hearing is required, all rules and regulations as outlined in MN Hockey Rulebook Article 6 will be followed.
  2. Match Penalties occurring during a USA Hockey sanctioned game:
    - a) Match penalties shall require a hearing by the District's Supplementary Disciplinary Committee at a regularly scheduled date which is typically every two weeks. Offending players are not allowed to participate in any games, scrimmages or practices until the Supplementary Disciplinary Committee has reviewed the incident.
    - b) Any subsequent incident will also be referred to the Supplementary Disciplinary Committee. As a result, the player/team official may be suspended from participating in any Minnesota Hockey/USA Hockey sanctioned games for the remainder of the year.
    - c) If a match penalty is assessed for Physical Assault, the player or coach will be required to attend a Supplementary Disciplinary Committee hearing conducted by Minnesota Hockey.
    - d) All referee recommendations for disciplinary action relating to penalties shall be reviewed by the Grievance Committee.
    - e) If past history indicates that a player cannot appropriately represent Eden Prairie, he or she will not be allowed to participate in tournaments.
    - f) Any player misconduct not specifically addressed above will be dealt with on an individual basis by the EPHA grievance Committee.
    - g) THE USA HOCKEY SAFESPORT ACT WILL BE FOLLOWED BY ALL DISTRICT 6 TEAMS. A copy of this act is available on the USA Hockey website.

### XXX. **ROLE, RESPONSIBILITY AND CONDUCT OF PARENTS/GUARDIANS**

- A. Exemplary conduct is expected of all parents/guardians.
- B. Both Parents and/or guardians are required to sign the EPHA Participant Code of Conduct with their player(s) each season. Players are unable to participate in a game until their parents or guardians have signed the Participant Code of Conduct.
- C. **There will be ZERO tolerance of abusive behavior.** Harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward coaches, coaches' representatives, referees, minor officials, opponents, teammates, spectators or Board members, or Association officials will not be tolerated.
  1. Any report of abusive behavior by a parent must be made in writing to the EPHA secretary.
  2. The EPHA Secretary will investigate and determine next steps, which could include Written/Formal Warning, Grievance/Disciplinary Hearing, Suspension, etc.
  3. EPHA will abide by and defer to any discipline rendered by a referee during a game, but additional penalties may still be assessed.
- D. **Any parental/guardian misconduct specifically, or not specifically, covered in the Participant Code of Conduct, will be dealt with on an individual basis by the EPHA Grievance Committee. The EPHA Grievance Committee reserves the right to vary from the discipline procedure above where offenses warrant.**
- E. Parent/Guardian Duties and Involvement
  1. Assure that all registration forms, birth certificates, and payments for registration and team funds are complete and submitted as required.
  2. Prompt payment of all team funds by January 1 of the season unless prior arrangements are made.
  3. Prepare players for the tryout process assuring the understanding that not everyone trying out will make an AA, A, or B travel team.
  4. Keep abreast of all information pertinent to the team.
  5. Equip players properly and provide the required equipment.
  6. Ensure that the player is at the rink for practices and games at the prescribed time as requested by the Coach or team manager.
  7. Assure that players notify the coach in advance when they cannot make a game or practice.
  8. See that players get proper sleep, rest, and diet.
  9. Be understanding and supportive of the schedule. Early morning and late evening ice times are unavoidable.
  10. Volunteer your time. Please assist with team functions/responsibilities when requested.
  11. As explained in the Volunteer Policy, Travel parents are expected to complete 12 hours of volunteer time per player before the end of the season. Mite/8U 3 and 4 parents are expected to complete 6 volunteer hours.

Those unable to complete the required volunteer hours will be invoiced at a rate equal to \$75.00 per incomplete hour.

12. Encourage players to take pride in their team and represent Eden Prairie hockey when wearing team apparel, at the rink, at tournaments or in the community.
13. Parents are responsible for their child's behavior regardless of the child's age.
14. Eden Prairie Hockey has a 24-hour rule. Abiding by that rule, Parents will wait a minimum of 24 hours after a game, practice or tryout event to contact coaches, Board members or other Association members with their complaint.

### XXXI. **GRIEVANCE PROCESS**

A. The EPHA Grievance committee is led by the EPHA Secretary who is responsible to maintain the documentation of any grievances. The Committee is responsible for addressing behavior or discipline problems assuring that all sides are heard regarding a disciplinary action and to implement the appropriate consequence, if necessary, as outlined in this Manual. It is also possible that, depending on the charge, the grievance could escalate immediately to the District level in which the District 6 grievance committee would take over.

#### B. To File a Grievance

1. Eden Prairie Hockey has a 24-hour rule. Abiding by that rule, Parents will wait a minimum of 24 hours after a game, practice or tryout event to contact coaches, Board members or other Association members with their complaint.
2. A **written** request using the [Incident Form](#) shall be submitted to the EPHA Secretary. If indicated in the report, the reporting party may remain anonymous.
3. If the complaint is determined to be valid and requires a formal hearing, notice will be given, in writing, to all parties. This notice will honor a mandatory 7-day notice of hearing which can be waived if agreed to by all involved parties.

#### C. Grievance Committee

1. The Grievance Committee is not a standing committee. When there is a protest/grievance filed the President and Secretary will appoint a committee consisting of the Executive Committee and at least three members of the Board who do not have a direct conflict of interest.
2. If the President, Secretary or member of the Executive Committee has a direct conflict with the report at hand, they will recuse themselves and be replaced by the remaining members of the Executive Committee.
3. Notification of a filed grievance will list the accused, a description of the offense, the rules of the hearing, the people involved, the process and timing of the grievance hearing and the process and timing of an appeal.

4. Once a notification is filed, an investigation will commence. The investigation will be led by the Board secretary unless a direct conflict is at play.
5. The hearing date must be within 30 days of the reported offense (the date the report is submitted in writing).
6. The Grievance Committee must render a decision within 5 days of hearing and notice of the decision must be shared with the District Director.
7. If an appeal is filed with the District Director, the date of the Grievance Committee decision is when the appeal process timeline starts.
8. The party has 10 days to appeal to the District Director.
9. A summary suspension (suspension from activities) cannot be rendered without a hearing. Scott Gray, MN Hockey Attorney must be notified if a summary suspension is to be rendered.
10. EPHA will continue to align with and follow MN Hockey Rulebook Article 6 as it relates to Disciplinary Actions.

## XXXII. **VOLUNTEER POLICY**

- A. The EPHA operates on a volunteer basis. In order to provide a positive experience to players and families we rely on volunteers. Provisions that apply only to the Mite/8U levels 3 and 4 are specifically addressed below.
- B. **VOLUNTEER REQUIREMENT**
  1. All families at the Junior Gold, Bantam/15U, Pee wee/12U, Squirt/10U and shall perform twelve (12) hours of volunteer service per player for the season.
  2. Families with multiple players shall be assessed a family maximum of 24 total volunteer hours
- C. **“DIBS”**
  1. The majority of the Volunteer opportunities and sign-ups will be listed on the EPHA Website as “Dibs”.
  2. Volunteer hours will be tracked via our website and by the Volunteer Director.
  3. Volunteering for your own team as POD, or at regular scheduled district games, such as staffing the penalty box, scorekeeping/announcing, team pictures, and scrapbooking do not apply towards your family volunteer requirement.

4. THE PENALTY FOR NOT MEETING YOUR VOLUNTEER REQUIREMENTS FOR THE YEAR WILL BE AS FOLLOWS:

- a) Families must have all volunteer shifts completed or scheduled at least two weeks prior to their respective teams first play-off dates or those players will not be eligible to roster for play-offs and will be notified by the President or Volunteer Director of that consequence.
- b) Families/Players failing to meet their twelve (12) hour/player volunteer requirement by the conclusion of the season will be charged \$75 for each incomplete hour with a maximum of \$900 per player. Players with open balances will not be able to roster for the play-offs or register for the following season until payment is received.
- c) As an encouragement for our families/players to complete their obligated hours, invoices will be sent mid-season (before Jan 31) to those families who have failed to complete or sign up for at least 50% of their total volunteer obligations. The charge will be equivalent to \$75 per incomplete volunteer hour. \$100 fine per hour for failure to complete a scheduled hour.

5. QUALIFIED VOLUNTEERS:

Volunteers must be capable of performing the tasks and must be 16 years-or-older, (18-or-older to operate the clock or keep score). The Volunteer Director shall determine if the volunteer is capable.

6. VOLUNTEER ATTIRE:

Volunteers are expected to wear athletic-appropriate attire during all EPHA events, practices, games and team functions. Please refrain from wearing clothing featuring references to alcohol, drugs, politics, or sexual content. Such items are not permitted and are inappropriate in a youth sports environment. Maintaining a positive and respectful appearance helps set the right example for our athletes. Volunteers not adhering to these standards will be asked to leave the event.

7. VOLUNTEER BUYOUT PROGRAM:

Each family may buy out of their volunteer commitment at the beginning of the season for \$750 per player. The maximum buyout for families with multiple players, regardless of age group, is \$1,500.

8. VOLUNTEER EXEMPTIONS:

The following volunteer positions are presumed to accrue hours of involvement well in excess of the requirement. Therefore, they are exempt from the volunteer service requirement for **any and all players in their family**. The Board of Directors reserves the right to revoke this exemption, in writing, in cases where the responsibilities of the role are not being sufficiently met or performed by the Volunteer.

- (1) Current Board Members
- (2) Head Coaches
- (3) Commissioners
- (4) Team Managers of age groups Squirt/10U or older (one allowed per team, or 12 hours split among co-managers)
- (5) Former Board Members who have served a full 3-Year Term

In addition, the following volunteer positions are required to perform hours of service in excess of this requirement. Consequently, the following are exempt for their specific team only:

- (6) Travel teams with one assistant Coach: the assistant coach will be credited with 12 hours
- (7) Travel teams with multiple assistant Coaches: up to 3 assistant coaches will be credited with 12 hours each.

9. VOLUNTEER SHIFTS:

- a) Parents will be responsible for verifying their hours and the accuracy against their records and resolving discrepancies with the Volunteer Director. This information can be found in the Dibs section on the EPHA website.
- b) If the scheduled Volunteer is not able to perform their scheduled shift, it is the responsibility of the volunteer scheduled to find a substitute to cover their hours and notify the Volunteer Director of any shift changes.
- c) The Board of Directors reserves the right to assess a two (2) hour Dibs penalty in cases where a specific Volunteer fails to fulfill an assigned shift or shifts, or fails to find a suitable replacement Volunteer in instances of last-minute shift cancellations.

D. MITE / 8U LEVELS 3 AND 4 VOLUNTEER REQUIREMENTS:

1. All players (parents) at the Mite and 8U levels 3 and 4 shall perform six (6) hours of volunteer service hours per player per season. Families with multiple players at these levels shall be assessed 6 volunteer hours per player. The maximum number for any family is 24 hours, regardless of participant age groups.
2. Each family may buy out of their volunteer commitment at the beginning of the season for \$375 per Mite/8U player.
3. At the conclusion of the season, an invoice in the amount equal to \$75 per incomplete hour, not to exceed \$450 per player, will be levied for failure to meet the Mite Volunteer requirements.

4. All Mite/8U age group level 3 and 4 Head coaches, up to 2 Assistant Coaches and Team Manager will be exempt from the Mite volunteer requirement for all players in the family in the Mite/8U age group. Any families with older players will be expected to complete the standard 12-hour requirement, see exceptions listed above.
5. For Mite/8U teams with more than 2 assistant coaches, the Head Coach shall determine how to distribute 12 hours total among the assistant coaches.
6. If a Team Manager role is shared, 6 hours total will be divided among them.

### XXXIII. **MITE/8U PROGRAM**

#### A. Mite/8U Registration

1. Players should initially register for their anticipated hockey level.

#### B. MITE/8U Levels

1. Mite 1: Primarily Kindergarten/1<sup>st</sup> graders who are new to hockey.
2. Mite 2: Primarily Kindergarten/1<sup>st</sup> graders with 1-2 years of hockey experience.
3. Mite 3: Primarily 2<sup>nd</sup>/3<sup>rd</sup> graders with 0-3 years of hockey experience. (Parents with 2nd graders who are brand new to hockey have the option to place their child in Mite 2 instead of Mite 3).
4. Mite 4: Only 2nd/3rd graders with 1-3+ years of hockey experience. Depending on player registration numbers, EPHA will strive to field balanced Mite 4 teams.
5. 8U (GIRLS) IS MADE UP OF THREE LEVELS: 8U1, 8U2, 8U3. The Board recommends that girls register for the girls 8U program, but they may choose to play as Mites (Youth). Girls opting to participate in the boys' Mite evaluations are locked into playing Mites for that season and may not subsequently choose to play in the 8U program after the results of the evaluation process finalize.
6. 8U1: Primarily Kindergarten/1st graders and those who are new to hockey.
7. 8U2: Primarily 1st/2nd graders with 1-2 years of previous hockey experience as well as 2nd and 3rd graders new to hockey.
8. 8U3: Primarily 2nd/3rd graders with 2-3+ years hockey experience. If enrollment allows, there will be tiered 8U3 teams, one Advanced and one Intermediate.

C. Play-Ups:

1. Any request for play-up must be made to the Mite/Girls Directors in writing ahead of the start of Mite/8U Evaluations for review and final determination. No player will be allowed to 'Play-Up' two levels. e.g., a 1<sup>st</sup> grade player will not be allowed to play Mite 4.

D. Player Evaluations

1. There will be no official evaluations at the Mite/8U 1 level.

Coaches will assess player skills at both the beginning and end of the season to identify growth and development opportunities.

2. MITE 3/8U3, MITE 4

- a) Players will be evaluated in October to determine the assigned level.
- b) Evaluations are mandatory. In the event your child is unable to attend; reach out to the Mite and/or Girls Director.
- c) Evaluations will be based on 1 day of Graded Skills and one Scrimmage.
- d) For evaluations, all players shall wear a black helmet; black breezers; a plain jersey (white, red, grey or black) without visible names or identifying words or marks; socks may be from a previous EPHA season or plain (white, red or black or combination of). Jerseys worn inside-out are permitted, provided all identifying information is not visible. Gloves should be Eden Prairie colors. All non-EPHA provided stickers and any numbers shall be removed from helmets.
- e) Any player missing any evaluation session for any reason will be given a zero for that session, unless prior arrangements have been approved by the Mite Director or 8U Director.

3. MITE/8U TEAM FORMATION

MITE 1/8U1, MITE 2/8U2, MITE 3/8U3, MITE 4

- a) Following evaluations, teams will be determined by the Mite/Girls Directors with input from coaches and other Board members as needed.
- b) No player will be allowed to play up two levels, e.g., a 1st grade player (typically be a Mite 2) will not be allowed to play Mite 4.
- c) Number of teams per level will be determined after evaluations by the Mite/Girls Directors and other Board members as needed.
- d) Team Assignments will be posted to the Mite/8U Page on ephockey.com within 5 days of the final evaluations.
- e) Players will stay with their assigned team for the entire season.
- f) Each season the aim is to have a reasonable number of skaters per

team based on the number of skaters registered and the size of ice being used by the Mite program.

#### 4. MITE/8U Season Schedules

MITE 1, MITE 2, 8U1, 8U2:

- a) Team schedules for November will be available within a week of when teams are posted. The schedule for the remainder of the season will be available after the District 6 game draws, typically in early-mid December. The season runs through early March.
- b) Teams will typically practice twice each weekend [Friday – Sunday]. Scheduled times will vary from week to week but will typically be between 7:00am and 5:00pm.
- c) Each team will have 1-2 extra hours of optional outdoor ice each week while the city rinks are open in January and February.
- d) Developmental and Dryland Skills Training will be made available at the Mite/8U levels. Opportunities will be scheduled for teams either as part of their scheduled ice, or in addition as an optional offering. Coaches and Team Managers will share this information as it is made available.

MITE 3, 8U3, AND MITE 4

- e) All the items from above apply.
- f) Teams will have an additional 7-9 weeknight practices, spaced throughout the season. The registration fee will reflect the additional planned ice time.

Games:

- g) Teams will be allowed to play a “hybrid” schedule of games against other EPHA teams and teams from within District 6 only in accordance with District 6 rules.
- h) Coaches shall assemble lines of equal ability and provide equal playing time with the end goal of developing as many players as possible.
- i) It is the expectation that players prioritize EPHA. If players elect to miss practices for unexcused reasons, playing time may be impacted.
- j) All skaters should be rotated to different positions throughout the course of the season.

#### E. MITE/8U COACHES

1. All adults with reasonable hockey/skating skills are encouraged to volunteer to coach as either a head coach or assistant. Mite/Girls Directors and Coaches Director will make final decisions on coaches with input from HDC.

## 2. Head Coaches

- a) Head coaches are responsible for creating an atmosphere that is conducive to fun, making each player's hockey experience a positive one, and developing each player's skill on their team.
- b) Head coaches are required to attend a pre-season coaches' clinic, communicate with their level's coordinator, and be available by phone and email.
- c) Head coaches will be expected to attend the vast majority of their team's practices, arrive prepared and organized, and follow the EPHA practice plans to ensure a successful season for their team.

## 3. ASSISTANT COACHES

- a) Assistant Coaches will help the head coach as directed.
- b) Additionally, assistant coaches need to be prepared to lead the team in the event that the head coach can't attend a practice or game.

## 4. Certification: All Head and Assistant Coaches must do the following:

- a) Be certified by USA Hockey with CEP Level 1 coaching certification and the Mite/8U age module.
- b) Complete a Minnesota background check form.
- c) Attend the EPHA Mite/8U Coaches Clinic.

***No coach is allowed on the ice without completing a and b. Head coaches are required to do all Three.***

## 5. Coach Selection

- a) Head Coaches will be selected and assigned by the Mite/Girls Directors and Coaches Director in conjunction with HDC input and approval from the CSC.
- b) Assistant Coaches may be recruited by their Head Coach and selected/assigned via the Mite/Girls Directors or Coaches Director in conjunction with HDC input and approval from the CSC.

## F. MITE/8U Additional Information

### 1. Equipment

All players are required to play with all equipment noted above.

- (1) Positions: All players will have the opportunity to play all positions, including goalie. Exposure to the goaltending position will be encouraged for all players with the expectation that all players play at least 1-2 times per season.

VOLUNTEER REQUIREMENT: Refer to Volunteer Policy.

G. Administration:

1. The Mite/8U program will be administered by the Mite/Girls Directors, Player Development Director and Growth Director all who may define additional roles and assign members of a Mite Board. The decisions regarding the Mite and 8U programs rest with the Board of Directors and are final, and subject to appeal to the EPHA Board pursuant to its grievance procedures.

**XXXIV. ROOKIE CAMP AND TERMITES**

- A. Participation in Rookie Camp and Termites is strictly based on age and there is no evaluation requirement.

B. Rookie Camp

1. EPHA offers a co-ed Rookie Camp, for Eden Prairie residents ages 4-9 who have not previously played hockey. Rookie Camp is free to Eden Prairie residents.
2. Players must be 4-years-old as of the first day of the Rookie Camp session.
3. Rookie Camp players who participate in a session and meet age requirements are also eligible to register to play on a Mite or 8U team for the season.
4. If space is available, non-residents may participate for a fee of \$125 per player, per session.
5. Rookie Camp players are required to wear the required equipment per EPHA Policies and Procedures.

C. TERMITES

1. Termites is a co-ed program for players who are not old enough to play on a Mite or 8U team during the season but want additional hockey beyond the Rookie Camp program.
2. Termite players are required to wear the required equipment per EPHA Policies and Procedures.
3. Parent volunteers will serve as coaches for the Termite program.
4. Implementation of the Termites program will depend on interest and coaching volunteers.

**XXXV. POLICY ON USE OF ALCOHOL, TOBACCO AND DRUGS IN SPORTS**

- A. The EPHA subscribes to the policy put forth by the MINNESOTA STATE HIGH SCHOOL LEAGUE and will follow the penalties as outlined by them.

**APPENDIX A**  
**2025-26 EPHA Board OF DIRECTORS DIRECTORY**

POSITION	NAME
President	Jessica Kiecker
Vice President	Ryan Richards
Treasurer	Ross Hedlund
Secretary	Patty Walters
Registrar	Mike Rochford
Tournament Director	Eric Langaard
Mite Director	Joe Martin
Girls Director	Maria Waltman
Growth Director	Jessica Engelstad
Coaches Director	Mike Sarazine
Player Development Director	Aric Day
Commissioners & Volunteer Director	John Pike
Fundraiser/Sponsorship Director	Cully Huestis
Communications Director	Patrick Steidl
Equipment & Apparel Director	Kira Hilden

**APPENDIX B**  
**EDEN PRAIRIE HOCKEY Association FINANCIAL SCHOLARSHIP POLICY**

Each year the Eden Prairie Hockey Association offers Financial Scholarships to those families in need of financial assistance. When the annual budget is set a predetermined amount is set-aside for annual Scholarship Assistance, these funds include an amount as determined by the Board. Once all applications are submitted for Scholarship Assistance the recipient's Scholarship amount will be determined. If there is an additional amount due the recipient will be notified.

A. EPHA Financial Scholarship Policy:

1. All families requesting a Financial Scholarship must complete the Financial Aid Application by the stated due date. Incomplete applications will be returned.
2. Applicants may apply for either full assistance or partial assistance.
3. As part of its annual budget, EPHA will determine a dollar amount that will be set aside as a Scholarship Assistance Fund.
4. The Scholarship program is designed to help families get through periods of financial stress. It is not designed as an annual subsidy, and, unless an exception is approved by the current Executive Committee, is limited to two years per player. Preference will be given to those applicants whose families qualify for public assistance programs such as lunch subsidies, medical assistance and unemployment insurance.
5. Scholarship Assistance will be provided to cover EPHA registration fees only. Families will still be required to fund any additional team expenses (IE: Team Fund or Region/State Tournament Fees)
6. Scholarship Assistance applicants may be required to provide additional volunteer hours. This will be determined annually by the Executive Committee.
7. All Scholarship Applications must be submitted by September 1st
8. Financial Assistance is determined at the sole discretion of the Executive Committee of EPHA.
9. All Information is kept confidential.

**APPENDIX C**  
**EDEN PRAIRIE HOCKEY Association GAMBLING COMMITTEE**  
**AND GAMBLING MANAGER**

**I) Gambling Committee**

The Board has created a Gambling Committee to oversee charitable gaming operations for the Association. The Gambling Committee will meet monthly at 5:30 pm the second Monday of each month prior to the State of Minnesota Gambling Control Board (GCB) reporting dates.

Members of the EPHA Board on the Gambling Committee shall include: President, Secretary, Treasurer, Sponsorships, and Gambling Manager. The President will serve as Chief Executive Officer (CEO) of charitable gaming operations and Chair of the Gambling Committee. A monthly meeting will be held whereas the Gambling Manager will report to the membership and include a report in the minutes of the monthly membership meetings. Active EPHA members, aged 18 or older, may attend the gambling meetings and are eligible to vote on all matters related to the organization's gambling operation.

A. The President will:

1. Serve as the CEO of the gambling operation and Chair of the Gambling Committee.
2. Attend the GCB two-day course on lawful gambling and all additional courses which might be required by state authorities.
3. Oversee inventory acquisition and control, gambling operation and control, fund control and record keeping, and preparation of all gambling reports and tax returns.
4. Sign all required forms and reports for local, state, and federal authorities and participate in all audits and state compliance reviews.
5. Notify state and local authorities if any new individuals are elected to the Presidency or if a new person is hired as Gambling Manager.
6. Oversee checking accounts and signatories of the Gambling Committee.
7. Communicate with the City of Eden Prairie and the GCB when necessary to maintain all requested or required compliance.

B. The Gambling Committee will:

1. Assist the Board in determining policy and direction with regards to the operation.
2. Review monthly financial statements, identifying trends, reviewing appropriate financial ratios and results.
3. Review operations periodically for compliance with GCB rules and regulations.
4. Oversee any audit or communications with GCB that are beyond an ordinary operational issue.

5. Oversee records being maintained in accordance with GCB rules and regulations.
6. Report monthly to the Board giving an assessment of the month's performance.
7. Review annual year-report and recommendations to the EPHA Board for allocation of funds.
8. Annually review Gambling Manager compensation.

## **II) Gambling Manager**

The Board has appointed a Gambling Manager role to oversee day-to-day charitable gaming operations.

A. The Gambling Manager shall:

1. Maintain GCB licensure and all ongoing requirements.
2. Ensure operation is in compliance with GCB rules and regulations.
3. Draft and submit all reports as required by GCB rules and regulations.
4. A monthly meeting will be held whereas the Gambling Manager will report to the membership and include a report in the minutes of the monthly membership meetings.
5. Maintain all records in accordance with GCB rules and regulations.
6. Draft and present annual year-end report.
7. Develop and maintain relationships with partners, vendors, and staff.
8. Hire, fire, supervise gambling operational staff and cover any unforeseen and unscheduled staff absences.
9. Assist the President in any other needs related to maintaining compliance with GCB.
10. Complete ad-hoc reports as requested by the Gambling Committee or GCB.
11. Act as a point of contact for communication with the City of Eden Prairie.