

East Metro Stars  
Youth Hockey Association  
2023-2024



# GREEN GUIDE

*Policies ♦ Procedures ♦ Bylaws*  
*A handbook for East Metro Stars members*

Parents and Players,

Welcome to another season of East Metro Stars Youth Hockey (EMS). As stated in the Green Guide, our philosophy at East Metro is to develop skilled hockey players, to stress good sportsmanship and fair play, and to teach each participant to accept both victory and defeat graciously. We strive to give each player the opportunity to participate to the best of his/her ability at the appropriate level based on their skills. As parents, it is our role to support our players and to encourage their development throughout the season.

Each member of the association is encouraged to participate in all the fundraising and social events that are offered throughout the hockey season. We also encourage all parents to attend the monthly board meetings. This is an excellent opportunity for everyone to keep up to date on the events happening at EMS, as well as the opportunity to ask questions, state concerns, and share team successes.

We look forward to a successful and fun season for all the players, coaches and parents.

Please contact us if you have any questions.

Thank you,

The EMS Board of Directors

# Table of Contents

<b>I.</b>	<b>GENERAL INFORMATION.....</b>	<b>3</b>
A.	PHILOSOPHY/MISSION .....	3
B.	EMS MEMBERSHIP/BOARD .....	3
C.	POLICY FOR RELEASING INFORMATION REGARDING EMS MEMBERS .....	3
D.	REGISTRATION.....	4
E.	ANNUAL REGISTRATION FEES.....	7
F.	REFUNDS .....	7
G.	FINANCIAL HARDSHIP CASES .....	8
H.	CONCESSION STAND AND FUNDRAISING .....	8
I.	INSURANCE .....	8
J.	EMS MEETINGS .....	8
K.	SELECTION OF COACHES .....	9
L.	REPLACEMENT OF COACHES.....	9
M.	MITE PROGRAMS .....	10
N.	EMS A & B TEAMS .....	11
O.	EMS C TEAMS .....	11
P.	EMS GIRLS PROGRAM .....	11
Q.	EMS TRYOUTS/EVALUATIONS .....	11
R.	TEAM SELECTION AND NOTIFICATION.....	14
S.	PLAYOFFS AND TOURNAMENTS .....	14
T.	AWARDS.....	14
U.	NUMBER OF GAMES TO BE PLAYED.....	15
V.	UNIFORM/EQUIPMENT CARE & RETURN .....	15
W.	CO-ED LOCKER ROOMS .....	15
X.	USE OF ALCOHOL, TOBACCO, & DRUGS.....	16
Y.	SEXUAL ABUSE POLICY – AS ADOPTED BY USA HOCKEY .....	16
Z.	PHYSICAL ABUSE POLICY – AS ADOPTED BY USA HOCKEY .....	17
AA.	ZERO TOLERANCE POLICY – PARENTS/SPECTATORS – AS ADOPTED BY USA HOCKEY .....	17
BB.	LOCKER ROOM POLICY – AS ADOPTED BY USA HOCKEY .....	17
CC.	SOCIAL MEDIA POLICY – SEE MH SOCIAL MEDIA POLICY.....	18
DD.	TRAVEL POLICY – AS ADOPTED BY USA HOCKEY .....	19
<b>II.</b>	<b>MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES .....</b>	<b>22</b>
A.	COACHES.....	22
B.	MANAGERS.....	23
C.	PLAYERS.....	23
D.	PARENTS .....	24
E.	GRIEVANCE PROCEDURES.....	24
F.	DISCIPLINE .....	25
G.	DISCLAIMER.....	25
<b>III.</b>	<b>MISCELLANEOUS .....</b>	<b>26</b>
	USA HOCKEY’S PARENT’S CODE OF CONDUCT .....	27
	<b>EAST METRO STARS YOUTH HOCKEY ASSOCIATION CONSTITUTION AND BYLAWS.....</b>	<b>31</b>

Revised and approved by the Co-Op Board on July 10, 2023

# **I. GENERAL INFORMATION**

---

This manual is a general guide for the East Metro Stars Youth Hockey Association (EMS). The purpose is to familiarize members about policies, procedures, expectations, and by-laws of our association and outlines our philosophy. We hope the material contained within will serve as a useful reference for all members, new and present. Various aspects of the program change from year to year therefore it is highly recommended that all members review this material.

## **A. PHILOSOPHY/MISSION**

The goal of EMS is to develop skilled hockey players, to stress good sportsmanship and fair play, and to teach each participant to accept both victory and defeat graciously. We strive to give each player the opportunity to participate to the best of his/her ability and:

- To teach the fundamental skills of hockey.
- To contribute to the social, emotional, and physical development of players.
- To develop knowledge of the game, loyalty, respect and responsibility, and teamwork.
- To support the High School Hockey Programs.

## **B. EMS MEMBERSHIP/BOARD**

Membership in EMS is open to all parents and guardians of players, and coaches appearing on registration applications. Refer to Article II – Membership, of our Constitution and Bylaws. Briefly:

- All coaches listed on the team rosters, board members, advisory board members, and parents or legal guardians as appearing on player registrations shall be considered members of the organization.
- Any person 18 years of age or older shall be eligible for active fellow membership in the association.
- The membership period will run from the first day of registration for the upcoming season until the last day prior to registration the following year.
- For all others not appearing on player registration forms a \$25.00 annual membership fee and application is required.
- All applications must be accepted by a majority vote of the EMS Board of Directors by the December monthly board meeting in order to be eligible to vote in the spring election or run for an officer or board position.

## **C. POLICY FOR RELEASING INFORMATION REGARDING EMS MEMBERS**

Membership information is considered confidential and will be used for official EMS business only. Under no circumstances will EMS's membership list be given to any individual or company for commercial or business use.

Non-Board members who have a legitimate need (for example, analyzing the number of kids at various levels to coordinate clinics or programs) may request use of this information by submitting a request to the EMS Board of Directors for approval.

If requesting this information for the purpose of sending a mailing or email to the membership, the Board of Directors must approve a sample of the mailing. If approved, a fee, established by the Board, may be assessed to cover any costs incurred by the association.

## D. REGISTRATION

Registration is open in July. Publicity of EMS registration will be on the EMS website. Other modes of communication shall be used, such as association emails and social media. Address and email changes should be reported to the registrar and updated on through the registration platform.

### 2022-2023 Age Classifications

**Current Minnesota Hockey age classifications determine the level of participation**

Youth		
Level	Age	Birth Date
Mites	4 - 8 years old	June 1, 2014 – May 31, 2019
Squirts	9 - 10 years old	June 1, 2012 – May 31, 2014
Peewees	11 - 12 years old	June 1, 2010 – May 31, 2012
Bantams	13 - 14 years old	June 1, 2008 – May 31, 2010
Jr. Gold U16	16 years old & younger	June 1, 2006 – May 31, 2008
Jr. Gold	18 years old & younger	June 1, 2004 – May 31, 2006
<p>Most move up requests will not be considered unless the player has played on the top team at the age-appropriate level for the prior season or based on need. Approval is granted by the President and the director of the specific level 10 days prior to tryouts (in writing from parent(s)). <u>Exception is found in the Bubble Policy below.</u></p> <p><u>“Bubble Policy”</u>: Players must play at the levels outlined by MN USA Hockey based on their age. Exceptions may be made for players born after the May 31<sup>st</sup> cut-off date but attend the same grade level as those born before the May 31<sup>st</sup> cut-off.</p> <p><u>Mites</u>: The mite director reserves the right to move skaters between all levels if it is determined that the skater has been registered for a level inconsistent with his/her skating ability.</p>		

Girls		
Level	Age	Born On or After
8 & Under	8 years old & younger	June 1, 2014 – May 31, 2019
10 & Under	10 years old & younger	June 1, 2012 – May 31, 2014
12 & Under	12 years old & younger	June 1, 2010 – May 31, 2012
15 & Under	15 years old & younger	June 1, 2007 – May 31, 2010

**\*\*\*The Board reserves the right to move any player between levels as needed to fill as needed.**

## Restrictions

EMS will comply with MN Hockey (MH) District 2 policies. The following restrictions apply to all participants in EMS and will be enforced:

### Minnesota Hockey Participation Rule

A. PARTICIPATION POLICY - MH is a community-based amateur hockey program. Members in good standing are to participate on teams from their local association (local affiliate) based on the residence of their parent(s) or legal guardian(s). The boundaries of the geographical area served by each local association are determined by MH and recorded in the Affiliate Agreements. In some circumstances, players may participate in another association by requesting a formal waiver from this policy.

### B. PARTICIPATION RULE

1. Players must register and participate with the association whose boundaries incorporate the player's residence. To participate on any other association's team, the player must obtain a waiver.

a. All waiver requests must be submitted on a current Waiver Form provided by MH.

b. The Waiver Form must indicate the reason for the waiver request (school attendance, opportunity to play on travel team, co-op team, etc.).

c. The releasing and receiving associations may add conditions or restrictions to the waiver. Conditions must be indicated on the Waiver Form and initialed by all parties executing the waiver.

d. Waiver Forms must be signed by the releasing and receiving association presidents before being submitted to the District Director for approval. If the releasing and receiving associations are in two districts, the waiver form must be submitted to both District Directors for approval.

e. Non-Minnesota residents desiring to play for MH must follow the Inter-Affiliate Transfer Protocol.

### 2. Definitions

**Residence** – the community in which the parent(s) or legal guardian(s)/custodian(s) as confirmed by a court, having primary custody live(s) the majority of time when tryouts begin. A pending move is not considered unless the parent or legal guardian has closed on the sale of a new residence. Players moving after tryouts begin can be assigned to teams on a space-available basis.

**Association of Residence** – the association whose boundaries include the player's residence.

**Association of School Attendance** – the association whose boundaries include the location of the school the player attends.

**Home Association** – either the Association of Residence, or the Association of School Attendance to which a player has been properly waived and continues to attend school.

**School** – the primary educational provider of the student to achieve progress towards a high school diploma, the equivalent of a high school diploma, or any post high school degree. If the provider does not instruct the student at a physical facility, the location of the school shall be the student's primary residence. High school students taking post high school classes shall not be deemed to be attending school at the post high school provider's location

**Mandatory Waiver** – neither the releasing nor the accepting association can decline to approve a school attendance waiver that meets the requirements as described below.

**Discretionary Waiver** – an agreement between associations to transfer a player for reasons as agreed to by the affected associations and District Director(s). Any of the approving parties have the authority to reject such a waiver.

3. A Mandatory Waiver shall be granted to any player in good standing, without conditions except as described below, who wishes to participate in the MH association whose boundaries incorporate the school in which the player is enrolled and is attending, as follows:

a. For schools with multiple campuses, the "main" campus shall prevail unless agreed otherwise by the affected District Director(s).

b. If a player attends their normally assigned public school, and that school normally includes students from more than one youth hockey association, the player shall be assigned to their Association of Residence and is not eligible for a school-attendance waiver.

c. Players waived based on school choice shall be deemed to be members of their Association of School Attendance and shall have full rights and privileges accorded to all members of that association, including voting rights. (Exception – see "Changing Schools" below.)

d. Players receiving a waiver based on school attendance shall register with their Association of School Attendance for as long as they are qualified students at that school (including the first year). If they stop attending school in that association's area, they revert back to their Association of Residence for participation or waiver.

4. Players waived for non-school attendance reasons are subject to the receiving association's policies in accordance with MH governing documents (may not be eligible for "A" team, may be assigned to lowest available team, etc.). They shall remain members of their Home Association, not the association they were waived to, with full rights and privileges accorded to all association members including voting rights.

## 5. Changing Schools

a. Players who change schools without a related change of residence shall elect one of the following:

- Have full eligibility to compete at any division in their Association of Residence; or
- Be eligible at all except the highest division in their new Association of School Attendance for one (1) year beginning with the first day of attendance in the new school.

b. Players who have participated in their Association of School Attendance and desire to return to their Association of Residence without a related change of school shall elect one of the following:

- Have full eligibility to compete at any division with their Association of School Attendance for one (1) year beginning with the first day that they notify in writing both involved associations of their intent to return to their Association of Residence; or
- Be eligible at all except the highest division in their Association of Residence for one (1) year beginning with the first day that they notify in writing both involved associations of their intent to return to their Association of Residence.

c. For purposes of this rule, a team that is eligible to participate in "AA" level playoffs at the end of the season will be considered a higher division than a team within the same association that is eligible to participate in "A" level playoffs.

d. Submit unusual circumstances to the District Director for a decision, which is final.

6. A waiver must be obtained before a player can participate outside of their Home Association. During a season, a player that registers or participates with one association cannot participate with any other association without a waiver. Trying out in an association is considered participation. A player that participates without a necessary waiver is considered an ineligible player. Refer to the Section entitled Eligibility Provisions.

7. Players denied a waiver or given a waiver with conditions by their Home Association may appeal in writing to the Home Association's District Director. The Director's decision is final.

8. Players having dual citizenship, one being the United States, must conform to this participation rule.

**Waivers: Any exceptions or requests to play for another hockey association requires EMS Board of Directors' approval and must comply with USA Hockey and Minnesota Hockey District 2 waiver policies. The Board of Directors will consider releases on an individual basis. Such releases will only be granted at levels of competition not offered by EMS and will apply for one season of play. Only in rare circumstances will a waiver be issued for other reasons. Any association fees assessed at registration will not be refunded**

## **E. ANNUAL REGISTRATION FEES**

Annual registration fees are established by the Board of Directors and are based on projected operating costs for the upcoming year. Registration fees help to cover the cost of ice for practices and games, clinics, USA and Minnesota Hockey fees, insurance, coaches' certification, referees, etc. In addition to registration fees, there are team fees for certain levels. Registration fees are to be paid at the time of registration.

- Those trying out for an A/B team are assessed the C team rate at registration. If the player makes the A/B cutoff, the final payment is due by December 1. Those eligible for level 3 mites/Girls 8U are assessed the level 2 fee at registration. Upon advancing to level 3/8U advanced, the additional fee is due by December 1.
- All hockey fees must be paid promptly (as stated above) or the player(s) will not be allowed to continue to skate unless prior arrangements (in writing) have been made with the president and the treasurer.
- No player will be allowed to register for the new season if any fees are unpaid from the previous season. Accounts must be paid in full including any late charges before a player will be allowed to register. A payment agreement must be made with the association and approved by president.

### **Discounts**

A 10% discount is given to families with 2 skaters and a 15% discount given to families with 3 or more skaters. Skaters must be in the Squirt/Girls 10U levels and up. Discounts apply for the Squirt/Girls 10U levels and up. Discounts are not given at the mite level.

## **F. REFUNDS**

Refunds may be granted for players unable to complete the season due to injury or moving out of the area. Requests for refunds must be made submitted to the board and may be prorated, based on the hours skated (scheduled), with exception of the following non-refundable fees:

- If the team has already been registered with USA Hockey and District 2, then the individual cost (team cost divided by number of players) to register the team is non-refundable, as is the insurance paid for that individual.



- Tryout fees (if applicable) are non-refundable.
- Team wear is non-refundable.
- *The cost of any EMS issued equipment is non-refundable.*

*For kids that tryout and make a high school team the refunds are not given.*

**Any player who quits for any reason on his own accord for reasons other than outlined above will not be granted a refund.**

Refund requests must be submitted to the board for review. Refunds may not be granted after January 1<sup>st</sup>.

## **G. FINANCIAL HARDSHIP CASES**

All hardship cases must be submitted prior to registration and will be reviewed by the Board Officers on an individual and confidential basis. The Board Officers will determine the amount of assistance to be granted. The funds set aside for this aid are a product of EMS fundraisers and donations by private individuals and sponsors. Recipients should keep this in mind when asked to participate in a fundraising event. Recipients will also be required to increase their required volunteer hours when needed. Financial assistance is limited to those residing within the EMS boundaries.

## **H. CONCESSION STAND AND FUNDRAISING**

EMS attempts to keep the player registration fees as low as possible. To do this, it is necessary to have various fundraising activities. The Board of Directors determines the type and number of fundraisers necessary each year and reserves the right to make participation in some fundraisers mandatory. **All EMS members are required to work the concession stand.** No one is exempt for mandatory fundraising shifts/requirements. Each event will be scheduled far enough in advance to ensure adequate publicity to all EMS members and the outside community. All unworked shifts are subject to a fine of \$60.00 per shift and a player can be removed from the ice until the fine is paid.

No team may engage in independent fundraising, accept gifts, donations, or any special financial arrangements without the approval of the Board.

## **I. INSURANCE**

USA Hockey accident insurance is mandatory for all players, coaches, assistant coaches and managers, and is included in the registration fee. This type of insurance will pay when:

- The insured has no other insurance and has met a \$300 deductible.
- The insured has his/her own insurance and has over \$100 out-of-pocket expenses per claim.
  - If you have any questions about this coverage, please contact the EMS Risk Manager. EMS insures up to four staff members per team.

## **J. EMS MEETINGS**

Monthly EMS membership meetings are held monthly, unless otherwise determined. The location will be set prior to the meeting. A meeting change (date, location, meeting type) notification will be sent out to the membership with ample notice. The meetings are open to all EMS members. Members are encouraged to attend these meetings to maintain communication between themselves and the Board, and to provide input and ideas for the benefit of the Association. Monthly board meetings are held to conduct the business of EMS. As a matter of convenience, the monthly membership meeting and the monthly board meeting are combined. The minutes of the monthly board meetings are posted on the website, which is made available to all registered EMS members.

The president, the majority of the board officers other than the president, or the majority of the board

members may call special or emergency meetings when necessary to conduct EMS business that cannot wait until the next scheduled meeting. Minutes from or mention of the special or emergency meeting will appear in the next monthly newsletter to inform the membership of any business that transpired.

Nominations for board positions are taken at the regularly scheduled March membership meeting. Annual elections are held during the April meeting to elect officers for the upcoming year.

## **K. SELECTION OF COACHES**

Coaches are selected by a committee formed by the president and the respective team director (“coaches’ selection committee”). The committee reviews each coach’s application and conduct interviews as needed. Coach selections are presented to the Board of Directors prior to the board meeting where we ask for approval.

Coach selection is based on hockey knowledge, ability to coach and communicating that knowledge to the players, previous coaching experience, previous coaching evaluations, time available to devote to hockey, proper certification, and especially a dedication to the EMS philosophy of hockey.

It is our policy to solicit the best qualified head coaches whenever possible. Our goal is to create stability and consistency in our programs by having the same coach in place over several years. If applicable, the amount paid each non-parent coach is determined when the annual budget is established. Non-parent coach is defined as any EMS coach whose son/daughter is not a player on that same team.

Much time and effort is used in selecting proper coaches. Therefore, EMS relies on and trusts the decisions these coaches make in coaching their teams. Some rules and basic guidelines are provided by EMS for the benefit of the coaches.

The head coach selects assistant coaches and all names must be submitted to the respective coach’s selection committee for approval. All assistant coaches are held to the same standards as the head coach.

Mandatory meetings for all managers and coaches are held prior to the start of the season. As needed, additional meetings and/or training sessions will be held throughout the year for the continued education and development of EMS’s coaching staff.

Coaches are required to have the proper certification for the level they are coaching. USA Hockey and Minnesota Hockey have instituted a background check process to be conducted on all Board members, coaches, and other volunteers who have any contact with players. See By-Laws, ARTICLE II – MEMBERSHIP, Section 7 for details.

All coaches must furnish, wear and buckle a HECC approved helmet when on the ice for any practice, clinic or on-ice player development.

## **L. REPLACEMENT OF COACHES**

If for any reason during the course of the season a head coach or assistant coach has to be replaced, any replacement coach must go through the same selection process as above. Interim coach will be appointed by the President and level director until a full-time coach is named.

The coaches’ selection committee may recommend that a coach be removed from a team for just cause. Before removal, the coach will be asked to attend a meeting with the coaches’ selection committee. Refusal to attend this meeting will be automatic grounds for removal. After the meeting, the committee will vote on removal. A simple majority is required for removal. The recommendation for removal must then be approved by a simple majority of the Board of Directors.

District Hearings – Any coach required to appear before a District 2 Hearing for any disciplinary reason, is required to appear before the EMS Board of Directors within 10 days following the district hearing or at a reasonable time scheduled by the District 2 rep. The president may suspend the coach until the hearing. The Board may level punitive measures ranging from verbal reprimand to expulsion.

## M. MITE PROGRAMS

EMS's mite program is under the direction of the mite director. To be eligible to participate in the Mite program, a player must have a "Hockey Age" between 4 and 8 years old (under 4 will be assessed by the Mite Director). To determine a player's Hockey Age and eligibility USA Hockey and MN Hockey utilize a year which begins June 1<sup>st</sup> and ends May 31<sup>st</sup>. As a result, to be considered eligible as a 4-year-old and participate at the Mini-Mite level, player MUST be 4 years old on or before May 31<sup>st</sup> of the current registration year. Players under the age of 4 may be allowed to participate at the discretion of the mite director. Likewise, Mite players must not be older than 8 years old as of May 31<sup>st</sup> of the current registration year. The Mite program is a four-step entry-level program designed to prepare skaters for playing the game of hockey. The four levels of mite hockey are as follows:

**Mini-Mites:** This level is for players who currently have little or no skating ability (forward steps vs. strides). The program is primarily designed for Hockey Age 4 and 5 players new to skating but will accommodate Hockey Age 6 players where necessary. The emphasis is on skating skills. Per Minnesota Hockey Rules and Regulations, even if a player is a Hockey Age 7 or a Hockey Age 8 player and is new to skating, they may not participate at this level. Full proper equipment is required.

**Mite 1:** This level is primarily designed for Hockey Age 5 players who are more proficient and most Hockey Age 6 players. This level will also accommodate Hockey Age 7 and Hockey Age 8 players who are new to skating. The emphasis is on skating skills and later progressing to the use of sticks and pucks. These players are able to skate with forward strides on both feet (not steps), working on backwards skating, can carry a puck the length of the ice, and can hockey stop on at least one foot (preferably both feet). Full proper equipment is required.

**Mite 2:** This level is primarily designed for the more proficient Hockey Age 6 players, the majority of Hockey Age 7 players and less proficient Hockey Age 8 players. This level is designed for continued development of skating skills and the introduction of game skills. In general, these players are proficient at striding forward, skate backwards with confidence, will attempt forward crossovers, working on backward crossovers, efficiently carry a puck while skating/turning and can hockey stop on both feet. An evaluation is held at the beginning of the season in order to provide the necessary information to establish teams. Evenly balanced teams will be formed based on skill.

**Mite 3:** This level is exclusively designed for the most skilled Hockey Age 6 through Hockey Age 8 players with an added emphasis on preparing players for the Squirt program. Dependent on the range of skill for that given year, this level will consist of 10 to 15 players with the highest overall evaluation scores. Actual game play, aggressiveness and a player's propensity to score are not relevant to placement. Players at this level must be capable of active listening, attentively following on ice direction and demonstrate a willingness to attempt and improve on advances drills. These players will play against other level 3/4 mite teams. Referees may be used at games, and scores will be kept. We will attempt to fill these teams with players who are in their last year of Mite eligibility. Actual selection of these teams will be from the Mite Evaluations and consist of the top skaters-however; it is possible to be selected for the Mite 3 teams even if a skater is not in his/her last year of eligibility.

## N. EMS TEAMS

Playing on a team requires a high level of commitment on the part of each player and his/her parents. It is expected that all team members attend practices on a consistent basis. Coaches will excuse a player from practice for school functions, work, family functions, and religion (etc.). However, it is expected that coaches be informed when a team member will be absent.

**The coaches at this level make a huge commitment to these teams and expect the same commitment from the players and their parents. Coaches have the right to reduce playing time for breaking team rules.**

Coaches at this level may require that players show up early for practices and games before the scheduled ice time so that they have the opportunity to discuss the drills they are running that day and to go over any other pertinent information.

Be advised that tournaments can be expensive. Most teams schedule at least one out-of-town tournament, and some tournaments charge admission.

Boys' teams are under the direction of the Major and Minor Team Directors.

Girls' teams are under the direction of the Girls Director. EMS is committed to promoting and growing girls' hockey. The girls' program is divided into four age groups that correspond to age groups in the boys program.

<i>Girls</i>	<i>Boys</i>	<i>Current Skill Levels</i>
8U	Mites	General Development
10U	Squirts	A and B
12U	Peewee	A and B
15U	Bantam	A and B

The general rules that are outlined for boy's hockey apply to girl's hockey with a few exceptions. The number of female participants in girl's hockey is lower compared to boys and as a result it is more challenging to field skill balanced and age balanced teams. An optimal number of players for a team is 10-15 skaters and 1 or 2 goalies.

As a result of lower participation rates, the EMS Board of Directors may override or waive certain participation rules in an effort to:

- Field balanced teams in regard to numbers
- Field balanced teams in regard to skill level.

Such overrides or waivers may include and will be limited to:

- Allowing girls to play up one age level with Board of Directors Approval
- Allow girls waiving into EMS to play on girls A or B teams
- Allowing a waived in player to wear breezers and helmet that do not meet EMS color requirements.

## **O. EMS TRYOUTS/EVALUATIONS**

All residents of the EMS natural boundaries or meets the waiver requirements are eligible for EMS team tryouts. Tryouts and evaluations are conducted under the direction of the respective team directors. Specific drills are designed to measure the basic skills of skating, stick handling, passing and shooting. Drills that simulate game situations are used to evaluate hockey sense, individual effort, team and position play. Mite evaluations are held with the intent to ensure each team has an even distribution of skilled players.

An evaluation committee selects EMS teams with the assistance of the designated representatives at each level. Members of the evaluation committee will possess general hockey knowledge and have no children playing at the level being observed, with the possible exception of the head coach.

### **Player Evaluation Rules and Guidelines**

The following information will provide players and parents with an explanation of the rules and guidelines they are expected to observe during team tryouts and evaluations:

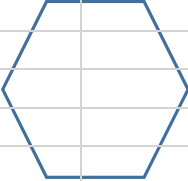
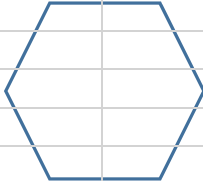
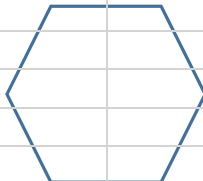
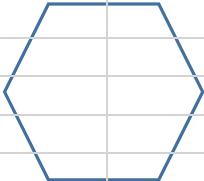
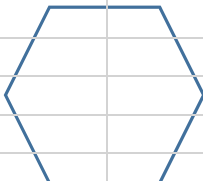
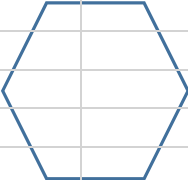
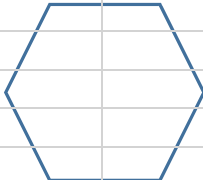
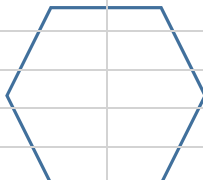
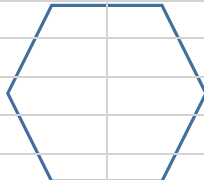
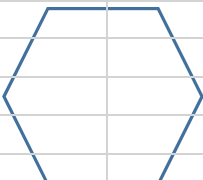
- All players must attend all sessions, unless excused by the team director or the association president. If a player misses a session without a valid excuse s/he will lose points.
- If a player is injured or is suffering from an extended illness at the time of evaluations, the team director and the president will determine the level of play, with input by the coaches.

- All players will conduct themselves in a mature, orderly and responsible fashion on and off the ice. Any player not abiding by these rules will be asked to leave the ice and appear before the team director, president or designated appointee and may be subject to removal from evaluations. (This includes the use of inappropriate language). A player removed from a session will lose points for the session missed.
- Any player that arrives late for any part of these sessions will have points deducted accordingly. Exceptions may be made in certain circumstances with the approval of the team director.
- The numbered pullovers used for the evaluations must be worn in the appropriate manner, and it will be the responsibility of each player to return them when evaluations are over.
- All players should be dressed and ready to go at least ½ hour before all sessions. The instructors running the evaluation on the ice will use this time to go over the drills that will be used that day. They will also use this time to answer questions.
- Players are required to wear plain colored jerseys and socks – no names on the back. Players are not allowed to wear special socks or jerseys (e.g.: Showcase, Team Minnesota, Stars of Tomorrow, etc.), or any other apparel that blatantly stands out from the rest of the skaters.
- Players not dressed appropriately will be asked to leave the ice.
- Categories in which players are graded include but is not limited to: Skating Ability, Defensive/ Offensive play, Hockey knowledge, Attitude/Sportsmanship, Hustle and Aggressiveness, Passing/ Puck handling, and Shooting. Goalie skills (if applicable).

### **Parent Tryout Rules and Guidelines**

- Parents and family members are not permitted to watch tryouts and evaluations.

### Example Tryout Score Sheet

			
Skating	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9
Shooting/Passing	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9
Game Play	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9
			
Skating	1, 2, ,3, 4, 5, 6, 7, 8, 9		1, 2, ,3, 4, 5, 6, 7, 8, 9
Shooting/Passing	1, 2, ,3, 4, 5, 6, 7, 8, 9		1, 2, ,3, 4, 5, 6, 7, 8, 9
Game Play	1, 2, ,3, 4, 5, 6, 7, 8, 9		1, 2, ,3, 4, 5, 6, 7, 8, 9
Skating - Forward and Backward, Transition, Turn both ways			
Shooting/Passing - Velocity, Accuracy, catching pass, giving pass, using best selection			
Game Play - Player understands positional play, supports the puck offensively and defensively, read and react			
			
Skating	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9
Shooting/Passing	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9
Game Play	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9	1, 2, ,3, 4, 5, 6, 7, 8, 9
			
Skating	1, 2, ,3, 4, 5, 6, 7, 8, 9		1, 2, ,3, 4, 5, 6, 7, 8, 9
Shooting/Passing	1, 2, ,3, 4, 5, 6, 7, 8, 9		1, 2, ,3, 4, 5, 6, 7, 8, 9
Game Play	1, 2, ,3, 4, 5, 6, 7, 8, 9		1, 2, ,3, 4, 5, 6, 7, 8, 9
Skating - Forward and Backward, Transition, Turn both ways			
Shooting/Passing - Velocity, Accuracy, catching pass, giving pass, using best selection			
Game Play - Player understands positional play, supports the puck offensively and defensively, read and react			

## P. TEAM SELECTION AND NOTIFICATION

Every attempt will be made to notify players and parents of the evaluation results 48 hours after the final session. No player will be notified of team assignment prior to the end of the final session of the evaluation process. Notifications maybe a posting on the EMS website, through e-mail or a phone call.

As it gets closer and closer to team selection, the anticipation and anxiety increases for both parents and players. Everyone is anxious to see what team they made and curious about where their friends ended up. It is important to keep things in perspective and parents play a key role in handling this situation.

- **Know** that every player has given their all, and if effort and desire were the only factors in determining teams everyone would be on the A team. Tough lines sometimes must be drawn.
- Different players develop and mature at different times. Make sure your son/daughter knows this. The A players at squirts are not necessarily the A players at peewees and bantams. Making an A or B team in the past does not guarantee that is where they will end up this year. The players who don't make an A or B team must realize that with hard work and practice, this is an attainable goal in the future.
- Be realistic. Every effort is made to place all players on the proper team. If you have questions or concerns about the process feel free to ask the proper level Director. Constructive questions and feedback are always welcome. "Hockey is Life" is seen on T-shirts/sweatshirts across the state; however, outside the pros, hockey is just a game.

## Q. PLAYOFFS AND TOURNAMENTS

- Season ending playoffs will be financed by EMS (if applicable).
- Other tournaments may be entered at the discretion of the coach and are to be financed through team tournament allotments.
- Minnesota Hockey does not permit mite tournaments and Minnesota Hockey mite teams cannot participate in out-of-state tournaments.
- A coach (head and/or assistant), who is not being paid to coach, will receive hotel room reimbursement for out-of-town tournaments. Reimbursement is for the cost of the room only and does not include meals, movies, mileage, etc. Reimbursements will be limited to a Friday night through Sunday stay. Longer stays require Board approval for reimbursement. An out-of-town tournament is defined as any tournament outside the seven-county metropolitan area. Coaches (head or assistant) who are paid to coach by EMS will NOT qualify for reimbursement.

## EMS Mite Jamboree

- All EMS mite teams will participate in the Mite Jamboree(s).
- Entry fees are paid by EMS.

## R. AWARDS

All trophies and awards will be distributed on a team-by-team basis. Upon completion of the hockey season, District 2 will provide the forms to obtain patches and certificates for the following accomplishments based on all league, scrimmage, tournament and playoff games (score sheets must accompany requests for awards should be submitted to the District 2 representative):

<b>Shutout</b>	No goals scored against in a game
<b>Hat Trick</b>	Three (3) goals scored in a game
<b>Playmaker</b>	Three (3) assists in a game

## S. NUMBER OF GAMES TO BE PLAYED

USA Hockey has made the following recommendations concerning the total number of league, tournament, and scrimmage games that may be played by teams in a single season. EMS supports these recommendations.

Mites/U8	Up to 6 full ice events starting Jan 1 and 10 cross ice games. This includes all jamborees (enforced)
Squirts	Up to 35 events including controlled (enforced)
Girls 10U	Up to 35 events including controlled (enforced)
Girls 12U	Recommended limit is 50
Peewees	Recommended limit is 50
Bantams	Recommended limit is 60
Jr. Gold	Recommended limit is 60

\*An event is defined as a game, scrimmage, tournament game & controlled scrimmage\*

**League playoffs and other post-season playoffs DO count as part of the team's total.** Coaches are asked to closely monitor the number of games played to allow for post-season play, especially at the levels where this is enforced.

#### RULES REGARDING SCRIMMAGES

1. Team managers should contact the Ice Scheduler and potentially the Referee in Chief as soon as a scrimmage has been arranged to ensure that registered officials can be obtained for the game.
2. Registered officials shall referee all scrimmages according to MN Hockey District 2 rules.
3. Controlled scrimmages (no referee) can be run, **and count** toward the total game count. During a controlled scrimmage, there must be **2 coaches on the ice**, and the scoreboard **cannot** be used (the clock can be used for time only; no score). This is a MN Hockey, District 2 rule.

### **T. UNIFORM/EQUIPMENT CARE**

Care of uniforms is the responsibility of parents/players. Proper care and maintenance are the significant factors in prolonging the life of a hockey uniform.

Captains patches are allowed at the coach's discretion at the Jr. Gold, Bantam, and U15 level only. All other levels they are not allowed.

### **U. CO-ED LOCKER ROOMS**

The EMS Board of Directors recognizes that separate locker room facilities are not always available for male and female players on the same team. The Board also recognizes that both female and male privacy rights must be taken into consideration. The Board has adopted the following policy with regard to Gender Equity and Co-ed Locker Room use.

A pre-season team meeting should be held with coaches, managers, players and all team parents to find a mutually agreeable solution. The solution needs to be an equitable process for team members changing into uniforms and considers the facilities available, the team personnel, and the privacy issues for each team member. Once a solution is agreed upon, confirm that all players, coaches, managers, and team parents understand the process to be used and adhere to it throughout the entire season.

USA Hockey has recommended the following process:

#### **If separate locker rooms are available:**

- Where possible, have the male and female players dress/undress in separate locker rooms; then convene in a single dressing room to hold the coach's pre-game meeting.
- Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate locker rooms.

#### **If separate locker rooms are not available:**

- A base layer must be worn by all players.



- It is not acceptable under USA Hockey's By-Laws – Policies on Physical and Sexual Abuse - for members to be observing the opposite gender dress or undress. USA Hockey members who violate this policy may be subject to discipline.

## **V. USE OF ALCOHOL, TOBACCO, & DRUGS**

The EMS policy statement regarding the use of Alcohol, Tobacco, and Drugs in sports is as follows:

The use of mood-altering chemicals (i.e. alcohol, tobacco, drugs, and marijuana) is expressly prohibited. During the playing season, regardless of quantity, a player shall not:

- Use a beverage containing alcohol.
- Use tobacco (including chewing tobacco) or e-cigarettes/vape.
- Use or consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug.

This applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician.

Penalties

### **1. First Violation -**

Penalty: After confirmation of the first violation, the player shall lose eligibility for the next six (6) consecutive games. No exception is permitted for a player who becomes a participant in a treatment program.

### **2. Second Violation –**

- a. If after the second or subsequent violations, the player on his/her own violation becomes a participant in a chemical dependency program or treatment program; the player may be certified for reinstatement in MN Hockey activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency center must issue such certification.
- b. After confirmation of the second or subsequent violations, the player shall lose eligibility for the next twelve (12) consecutive games.

## **Interpretation**

"Game" in this policy means regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension.

## **Denial - Disqualification**

Players should be disqualified from all EMS activities for nine (9) additional weeks beyond the player's original period of eligibility when the player denies violation of the policy and is allowed to participate and is then subsequently found guilty of the violation.

## **W. SEXUAL ABUSE POLICY – As Adopted by USA Hockey**

It is the policy of EMS that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs. Sexual abuse of a minor participant occurs when a volunteer touches a minor participant for the purpose of causing sexual arousal or gratification of either the minor participant or the volunteer. Sexual abuse of a minor participant also occurs when a minor participant touches a volunteer for the sexual arousal or sexual gratification of either the minor participant or the volunteer if the touching occurs at the request or with the consent of the volunteer.

Neither consent of the participant to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or programs of its Affiliate Associations.

## **X. PHYSICAL ABUSE POLICY – As Adopted by USA Hockey**

It is the policy of EMS that there shall be no physical abuse of any participant involved in any of its sanctioned programs. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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

### **AA. ZERO TOLERANCE POLICY – Parents/Spectators – As Adopted by USA Hockey**

**All teams, boys and girls, will require locker room attendant. The attendants need to be background checked and safe sport trained.**

EMS will enforce USA hockey's zero-tolerance rule. In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey has instituted a program of Zero Tolerance for parental and fan behavior that has been adopted by District 2. Referees, at their discretion may have parents/spectators removed from the arena. EMS supports this program and requests that all parents be supportive of the team, the players, AND the OFFICIALS.

Players and officials all strive to perform at the highest possible level and deserve our support.

On-ice officials will stop the game when the parents/spectators displaying inappropriate behavior interferes with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violator's may be subject to further disciplinary action by the EMS Board. This inappropriate and disruptive behavior shall include but is not limited to:

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

### **BB. Locker Room Policy – As Adopted by USA Hockey**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to EMS's goals. EMS adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, EMS has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Tartan Arena there are locker rooms available for our program's use. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. EMS's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in planning for their child to dress, undress and shower if desired.

## **Locker Room Monitoring**

EMS has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. Each team will have a locker room attendant who is safe sport certified **to be in the locker room at all times**. This individual will align to the gender of the team.

## **Parents in Locker Rooms**

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is absolutely necessary, or you are a locker room attendant. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

## **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. See Section U above for more details.

## **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

All teams need to follow this rule. Music needs do not override the rule. Most new speakers have an USB connection and a thump drive should be used to comply with the rule.

## **Prohibited Conduct and Reporting**

EMS prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in EMS may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## **CC. Social Media Policy – see MH Social Media Policy**

As part of USA Hockey's emphasis on participant safety, communications involving our minor participants should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct. Adherence to the Social Media, Mobile and Electronic Communications Policy helps reduce these risks.

All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication **must** also copy or include the player's parents.

## **Social Media**

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to players through the site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

## **Email, Text Messaging and Similar Electronic Communications**

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant must include a copy to parents.

## **Request To Discontinue All Electronic Communications or Imagery with Athlete**

Following receipt of a written request by the parents of a minor player that their child not be contacted by any form of electronic communication by coaches or other adults, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

## **Abuse and Misconduct**

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

## **Reporting**

Infractions of USA Hockey's Mobile and Electronic Communications Policy should be reported to the SafeSport or Grievance coordinator of EMS. To make a report to USA Hockey, you may do so either by: (1) clicking on "[Report to USA Hockey](#)" and completing the Reporting Form, (2) emailing [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org), or (3) calling 800-888-4656. A USA Hockey participant or parent of a participant who violates this Social Media, Mobile and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

## **DD. Travel Policy – As Adopted by USA Hockey**

EMS has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, have some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. EMS has established policies to guide our travel, minimize one-on-one interactions, and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

## **Local Travel**

Local travel occurs when EMS or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver’s license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of EMS or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player’s parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player’s local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player’s local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player’s parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of EMS or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

## **Team Travel**

Team travel is overnight travel that occurs when EMS or one of its team’s sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, EMS will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within EMS or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- EMS will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. EMS will make efforts to provide adequate supervision through coaches and other adult chaperones. EMS will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).

- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

### **Prohibited Conduct and Reporting**

EMS prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or

volunteers in EMS may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## **II. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES**

### **A. COACHES**

- Be at all games and practices or arrange for a qualified substitute.
- Select suitable assistant coaches and manager(s).
- Hold a parent meeting shortly after the teams are chosen to communicate rules and expectations for the season. Continually communicate with players and parents throughout the season.
- Set positive examples of sportsmanship and conduct on and off the bench and set high standards for themselves and the players. Respect for coaches will be enhanced if the coaches set the right example by their own conduct and vocabulary. Coaches cannot expect to enforce rules on a player if they themselves use curse words and demeaning remarks about a player or team.
- Continue to learn more about hockey and coaching methods to improve coaching effectiveness. Attend clinics and training as scheduled by the development coordinators. It is mandatory that all EMS coaches attend Minnesota Hockey approved coaching clinics according to the requirements of USA Hockey. Clinic dates will be made available and the association will assume registration costs. Because of the high cost of the advanced coaching clinics, those interested must obtain approval from the major team director before enrolling if reimbursement is to be requested.
- Be informed, support and abide by EMS's policies and procedures.
- Teach and condone "clean" hockey only.
- To the best of the coach's ability, all players on the EMS teams will play equal time for the first two periods of each game. In the third period the coach may use any combination of players he/she chooses. In allowing for the coach's discretion regarding player ice time in the third period, it is expected that each player will continue to skate in the third period even if the amount of ice time per player is varied.
- In the event that a game gets out of hand because an opposing player is obviously intent on doing bodily harm to a player, or for any other reason, it is recommended that the EMS coach remove his team from the ice. Forfeiture of a hockey game is better than injury to one or more of our players.
- To the best of the coach's ability, when a team has more than one goalie, the coach will attempt to give both goalies approximately the same amount of ice time over the season.
- A coach should arrive at the same scheduled time as the players.
- The coach has the right to bench a player for disciplinary reasons for any portion of the game. The coach needs to share this with the appropriate level director prior to or immediately after the game.
- Coaches should advise parents and players of proper behavior during games.
- Game misconducts must be reported to District 2 within 48 hours.
- The coach will make arrangements for monitoring the activity and conduct of players in the locker room. Players should not be left unattended in the locker room.
- In the event of a conflict between a Minnesota Hockey District 2 and EMS's rules, District 2 rules will take precedence. Copies of District 2 rules are available upon request.
- **Support and enforce the following USA Hockey policy:**
  - **All kids (under 18) must wear full equipment at all games & practices – no exceptions.**
  - **Kids are to skate only with the team with which they are rostered (except for clinics and mentoring). Under no circumstances is a younger child allowed to attend a practice at a level above his/hers. Failure to abide by this rule will result in the suspension of the head coach.**
  - **High school kids and bantams/15U players may help out as mentors or youth**

- coaches (with proper training) at the lower levels.
    - **Must comply with all USA Hockey coaching rules.**
  - A coach's behavior should reflect favorably on the team, the EMS organization, and the community.

## B. MANAGERS

These are general guidelines. Different coaches will assign/expect different duties of their managers.

- Recruit volunteers for running the scoreboard, penalty box, & keeping the score sheet for all games.
  - Make available team records or other pertinent data at each league game or tournament. When requested, the manager should make available a copy of the roster and code of conduct in the Team Book.
  - At the coach's direction, schedule tournaments, seek out-of-town lodging, distribute maps & tournament schedules.
  - At the coach's direction, schedule scrimmages and obtains referees for home scrimmages.
  - Forward scores of league games to District 2 within 48 hours after the game has been played.
  - Supply all team members with a monthly schedule of all scheduled team activities one week prior to the scheduled activity for the month. The schedule should include such things as games, scrimmages, tournaments, practices, etc.
  - Supply team rosters with team member's names, addresses, phone numbers, parent's names, & e-mail address to all members of the team.
  - Act as a liaison between the coach and the ice manager.
  - Act as a liaison between parents and coach.

## C. PLAYERS

### Equipment

- All skaters are required to wear/provide the following hockey equipment:

A HECC approved helmet (fully intact) with chin and mask straps with current expiration date (not painted), black is preferred.	
Face guard	Neck guard (recommended but not required)
Mouth guard	Shoulder pads
Elbow pads	Athletic cup or pelvic protector
Shin guards	Skates
Hockey stick	Breezers
Practice jersey	Hockey gloves

<b>The following goalie equipment may be provided by EMS up through Squirt/10U:</b>	<b>Goalies must provide their own...</b>
Chest protector/Body armor	Skates/goalie skates
Blocker glove	Goalie Stick
Catch glove	Goalie helmet/face mask/mouth guard
Leg pads	Practice jersey
	Athletic cup or pelvic protector
<b>Mite teams are supplied with all goalie equipment needed at that level</b>	Throat protector
	Breezers/goalie pants

**All players under the age of 18 are required to wear full equipment while on the ice. Any player not wearing required equipment will be asked to leave the ice. This is for his/her own safety and it is strictly enforced. Every player on the bench must wear a helmet whether they are playing or not.**

- Mouth guard rule: All EMS players, including goaltenders, must wear a mouth guard while on the ice.



- Official EMS-issued uniforms (jerseys and stockings) must be worn for all league, scrimmage, playoff, and tournament games. Players are required to wear matching socks during all games, scrimmages, and tournaments.
- Each player is responsible for all EMS equipment checked out to him/her. Players will be billed for any equipment that is ruined or not returned.

## **Expectations**

- All players are expected to attend all scheduled games and practices unless they have notified the coach to be excused.
- Play “Clean hockey” only.
- Players should arrive at coach designated times.
- Players should come to each game or practice ready to play and should give their complete attention to the coach.
- Work hard to improve your skills.
- Only rostered players are allowed on the bench during scrimmages and games.
- Learn teamwork, sportsmanship, and discipline.
- Respect your coach, your teammates, your parents, your opponents, and officials.
- Learn the rules and play by them.
- Never argue with an official’s decision.
- Playing on a EMS team is a privilege not a right. Player’s conduct at all times should reflect favorably on the team, EMS, and the community.

## **D. PARENTS**

- Attend the general membership meetings monthly. The EMS Board of Directors would like all decisions and recommendations made to be representative of all members, not just a few.
- Since fundraisers benefit everyone in EMS, it is important for all families to become involved.
- The organization relies heavily on members. Members are required to work volunteer/fundraising hours, requirements designated by the Board of Directors, as outlined in section H – Fundraising.
- Parents must attend parent meetings of your child’s team when they are scheduled.
- Keep your child’s equipment in good condition throughout the season. Skates must be sharpened at regular intervals and all equipment should periodically be checked for proper fit.
- Make sure your child attends all games and practices at a time requested by the coach.
- Encourage and praise all members of your child’s hockey team and be tolerant of their mistakes.
- Support your child’s coach. He/she needs and deserves your help and support!
- Do not harass the officials or the opponents.
- Use appropriate language.
- Meet financial obligations promptly.
- Parents must follow the grievance procedures outlined in Section II E of this manual.
- Purchase equipment that adheres to EMS’s color scheme.
- Become familiar with the policies and procedures of this organization as outlined in this guide.
- Abide by the USA Hockey Parent’s Code of Conduct. Parent’s behavior should reflect favorably on the team, the EMS organization, and the community.

## **E. GRIEVANCE PROCEDURES**

If you have a complaint about any of the coaches or any other part of EMS, follow this procedure:

1. Wait until the next day after the problem occurs before you talk to the coach about the situation. If you still are not satisfied, contact your respective team director.
2. If not resolved, put. It may then be brought before the grievance committee, formed by the vice president for consideration. You will receive documented communication stating what action the members of the grievance committee took. In some circumstances, the grievance committee may bring the issue before the Board.

Complaints going to the vice president without first being addressed by the respective team director will be

sent to the team director for resolution.

## **F. DISCIPLINE**

EMS disciplinary procedures will coincide with Minnesota Hockey District 2 regulations. The grievance committee will deal with all disciplinary issues.

Any coach or player who goes through a District 2 disciplinary hearing has to report to the EMS board prior to returning to the ice. A special board meeting will be called, if necessary.

## **G. DISCLAIMER**

EMS in no way has any say in who coaches, assists, manages, or the makeup of teams during spring, summer or fall leagues, camps, clinics or other hockey events outside the MN Hockey District 2/EMS regular hockey season.

## **III. MISCELLANEOUS**

---

### **Ten Rules for Parents of Athletes**

Lloyd Percival, the fitness expert, once wrote 10 rules for parents of athletic children. Maybe your son/daughter will be a great player someday, and maybe he/she won't, but he/she will be a better person if you follow these rules. And if you follow these rules, he/she will have a lot of fun.

1. Make sure your son/daughter know that win or lose you love him/her. Let him/her know that you appreciate his/her effort and that you won't be disappointed in him/her if he/she fails. Be the person in his/her life he/she can always look to for support.
2. Try to be completely honest with yourself about your son's/daughter's athletic capability, his/her competitive attitude, his/her sportsmanship and his/her level of skill.
3. Be helpful, but don't coach your son/daughter on the way to the game, at the breakfast table, or at the rink. Think how tough it must be on him/her to be continually inundated with advice, pep talks, and criticism.
4. Teach your son/daughter to enjoy the thrill of competition, to be "out there trying", to be constantly working to improve his/her skills, to take the physical bumps and come back for more. Don't tell him/her that winning doesn't count, because it does, and he/she knows it. Instead, help him/her to develop a healthy competitive attitude, a "feel" for competing, for trying hard, for having a good time.
5. Try not to live your life through your son/daughter. You've lost as well as won, you've been frightened, you've backed off at times, and you've been the villain. Don't expect any better of him/her. Sure he/she is an extension of you, but don't assume he/she feels the same way you did, wants the same things or has the same attitudes. Don't push him/her in the direction that will give you the most satisfaction.
6. Don't compete with your son's/daughter's coach. A coach may become a hero to him/her for a while, someone who can do no wrong, and you may find that hard to take. Or your son/daughter may become disenchanted with the coach. Don't side with him/her against the coach. Talk to him/her about the importance of learning how to handle problems and how to react to criticism. Try to help him/her understand the necessity of discipline, rules, and regulations.
7. Don't compare your son/daughter with the other players on his/her team – at least not within his/her hearing. If he/she has a tendency to resent the treatment he/she gets from the coach, if he/she is jealous of the approval other players get, try to be honest with him/her. Don't lie to him/her about his/her capabilities as a player. If you are overprotective, you will perpetuate the problem.
8. Get to know your son's/daughter's coach.
9. Remember that children tend to exaggerate when they are praised and when they are criticized.

Temper your reactions for exaggerating, but don't overreact to the stories he/she tells you.

10. Teach your son/daughter the meaning of courage. Some of us can climb mountains but are frightened to get into a fight. Some of us can fight without fear but turn into jelly at the sight of a bee. Everyone is frightened of something. Courage isn't the absence of fear. Courage is learning to perform in spite of fear. Courage isn't getting rid of fear; it's overcoming it.

## **USA Hockey's Parent's Code of Conduct**

- Applaud good plays; don't dwell on bad plays.
- Kids imitate their parents. If you act like a jerk your kid probably will too.
- The stands are not a place to shout personal instructions.
- There is more to life than hockey.
- Encourage your child to participate in other activities.
- Respect the coach's decisions and abilities. Don't force your child to decide whether to listen to you or the coach.
- Stress fair and sensible play. Nobody needs to get hurt because someone is not playing by the rules.
- Stress the long-term importance of practice over the short-term excitement of games.
- Keep things in perspective. The odds of your child making it to the NHL are pretty slim.
- Stress the importance of the team.
- Never lose sight of the fact that you are a role model.
- Winning probably means more to you than it does to your child.
- Don't yell if your child makes a mistake. Point out what they do well. Positive reinforcement goes a long way
- Take time to learn the rules of the game. That way, if you still insist on shouting at the referee, at least you'll know what you are talking about.
- Remember that coaches and league administrators are volunteers. A "thank-you" every once in a while is often reward enough.

### **EMS College Scholarships**

EMS offers 2 scholarships:

- The "Keep Moving" Scholarship which provides \$1000 to one Male and one Female.
  - Need to provide a brief essay on what hockey has meant to you
  - Provide your transcript
  - Need to have skated with EMS for at least 5 years
  - Need to provide report card after first semester of college for payment and maintain a "C" average
  - Applicants will be reviewed and selected by the board

- The “Shane Buntje Memorial“ Scholarship fund was established by the friends and family of Shane Buntje to provide \$500 in financial assistance for post-secondary education for those young men and women who participated in the Tartan Area Youth Hockey program. Shane loved playing and coaching hockey and mentoring younger children. His friends and family created this fund to honor his memory and his passion for hockey and higher education. Shane recognized the impact hockey had on his life in terms of teaching leadership, confidence and teamwork, strong attributes for youth as they further their learning and training in post-secondary education.
  - Need to provide a brief essay on what hockey has meant to you
  - Provide your transcript
  - Need to have skated with EMS for at least 2 years
  - GPA of 3.0 or higher
  - Need to provide report card after first semester of college for payment and maintain a “C” average
  - Applicants will be reviewed and selected by the Buntje Family

# EAST METRO STARTS YOUTH HOCKEY ASSOCIATION COACHES CONTRACT

This Coaches Contract, dated \_\_\_\_\_, is entered into by and between East Metro Star Youth Hockey Association (EMS) and \_\_\_\_\_ (“the Coach”).

A. The Coach desires to coach EMS \_\_\_\_\_ (the Team).

B. Subject to the terms and conditions of this Contract, EMS desires to retain the services of the Coach, for the Term set forth below.

C. Before this contract is binding the coach must pass a Background check conducted through EMS, background check is paid for by EMS. If coach fails to pass background check, this contract shall be null and void.

**NOW, THEREFORE**, in consideration of the promises, the mutual agreements set forth below and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Coaching Position and Duties.** The Coach agrees to perform all of the duties and services necessary and normally associated with that position, including, without limitation, the following:

**Practices.** The Coach agrees to conduct on ice practices and evaluation as designated by the EMS Board of Directors or the appropriate level Director during the term of this Contract. The number, duration and content of those practices and clinics will be determined by the Coach and appropriate level Director in the best interests of the Team. In the event of any dispute between the Team and the Coach concerning the number, duration or content of the practices, the Coach must consult with the appropriate level Director, the decision of whom will be final and binding on the Coach and Team. In the absence of a personal emergency, the Coach agrees to attend and coach all practices and off ice training. The coach agrees to be at all practices a minimum of 15 minutes prior to the event.

**Training.** The Coach must have the proper coaching certification as prescribed by MN Hockey.

**Player Evaluation.** The Coach acknowledges and understands the importance of providing players and EMS with useful and constructive feedback, through evaluations, for each and every player on his/her team throughout the season. Coaches are expected to provide feedback to players on a regular basis as part of EMS’s commitment to player development. Further the coach agrees to submit an end-of-season Team/Player Evaluation to the appropriate level Director by March 30th using the player evaluation reporting process specified by EMS. Because team evaluations are one of the items used in the placement of players for the upcoming season, the Coach understands and acknowledges that time is of the essence when it comes to submittal of the final team evaluation. If for any reason the coach does not submit the final team evaluation by March 30th, the coach agrees that the final payment shall be withheld until evaluations are received by EMS.

2. **Compensation.** For the services to be performed by the Coach under this Contract, the EMS will execute a fixed coaching fee of \$ \_\_\_\_\_. The Coach agrees not to accept payment of the Coaching Fees other than through and from EMS. The EMS Fees will be reduced proportionately to reflect any failure by the Coach to complete the terms of this Contract.

3. **Payment Schedule.** EMS will pay the Coaching Fee to the Coach as follows, amount shown does not reflect tax withholdings:

Date	EMS Coaching Fee before taxes
November 1st	\$ _____
January 10	\$ _____
March 20	\$ _____
<b>Total Coaching Fees:</b>	\$ _____

4. **Term of Contract.** This Contract begins on \_\_\_\_\_ and ends on \_\_\_\_\_ (the “Term”).

5. **Conduct and Compliance.** During the Term of this Contract, the Coach must:

**Conduct.** Use his or her best efforts to promote and maintain the success and reputation of EMS, and set, promote, and enforce (by his or her individual example and otherwise) the highest standards of leadership, fair play, and good sportsmanship by EMS players and coaches.

**Compliance.** Comply with all of the rules and regulations of EMS (including, without limitation, its drug, alcohol and tobacco use policies) and of MN Hockey and USA Hockey, and promote and enforce compliance with those rules and regulations by EMS’s players and coaches. The coach agrees to abide by the EMS Code of Conduct and portray the expectation to players and parents, that they also abide by the Code of Conduct.

**Reporting.** Promptly report, to the appropriate level Director, on all issues or problems that arise with respect to the Coach’s conduct or compliance or with the conduct or compliance of the Team or any individual member of the Team or parent of a player.

6. **Termination.** This Contract automatically terminates at the end of the Term. The Coach may resign his or her position under this Contract prior to the end of the Term upon not less than 20 days’ prior notice to the appropriate level Director and the Board of Directors. EMS may terminate the Coach under this Contract, without cause, upon not less than 20 days’ prior notice to the Coach. In addition, without limiting the foregoing, EMS may immediately terminate the Coach under this Contract if the Coach at any time:

(a) Commits any breach of any of the provisions of this Contract; or

- (b) Acts in a reckless or negligent manner with respect to the Team and/or any member of it; or
- (c) Becomes of unsound mind; or
- (d) Is the subject of a criminal indictment or presentment for, is convicted of, or enters a nolo contendere plea with respect to, any criminal offense that, in the reasonable opinion of MSC, relates to his or her services under this Contract or his or her fitness to act as Coach of the Team; or
- (e) Engages in any conduct that is detrimental to or that brings discredit to EMS or its reputation; or
- (f) Fails or refuses to follow the directives of the EMS Board of Directors with respect to his or her services under this Contract provided that such directives are reasonable; or
- (g) In the reasonable opinion of the appropriate level Director, is unable to perform the duties of Coach under this Contract because of repetitive absences, tardiness or because of illness or otherwise.

7. **Non-Compete.** During the Term of this Contract, the Coach agrees that he or she will not engage in any other outside coaching services or activities for any team, hockey association or other group other than the Team and EMS without the prior written approval of the appropriate level Director.

**8. Miscellaneous Provisions.**

- (a) **Governing Law.** This Contract is governed by the laws of the State of Minnesota, without reference to the conflicts of laws principles thereof.
- (b) **Counterparts.** This Contract may be executed in any number of counterparts, each of which will be deemed an original, but all of which together constitute but one and the same instrument.
- (c) **Prior Agreements.** This Contract represents the complete and final agreement between the Coach and EMS. This Contract supersedes and may not be contradicted by evidence of any prior promises, contracts, agreements, and understandings of any kind, whether express or implied, oral or written, with respect to the subject matter of this Contract (including, without limitation, any promise, contract, or understanding, whether express or implied, oral or written, by and between EMS and the Coach), and the parties to this Contract have made no agreements, representations, or warranties relating to the subject matter of this Contract that are not set forth in this Contract.
- (d) **Amendments.** No amendment or modification of this Contract will be deemed effective unless made in writing and signed by the Coach and EMS.
- (e) **No Waiver.** No term or condition of this Contract may be deemed to have been waived, nor shall there be any estoppel to enforce any provisions of this Contract, except by a statement in writing signed by the party against whom enforcement of the waiver or estoppel is sought. Any written waiver may not be deemed a continuing waiver unless specifically stated, shall operate only as to the specific term or condition waived, and shall not constitute a waiver of such term or condition for the future act or as to any act other than as specifically set forth in the waiver.
- (f) **Assignment.** The Coach may not assign this Contract, as it is personal to the Coach. EMS may assign this Contract in whole or in part with or without prior notice to Coach to any successor, hockey team or association.
- (g) **Severability.** Any provision of this Contract that is prohibited or unenforceable in any jurisdiction will be, as to such jurisdiction, ineffective to the extent of that prohibition or unenforceability without invalidating the remaining portions of this Contract or affecting the validity or enforceability of those provisions in any other jurisdiction.

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the date set forth in the first paragraph

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
EMS President

COACH  
By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# **EAST METRO STARS YOUTH HOCKEY ASSOCIATION CONSTITUTION AND BYLAWS**

---

## **ARTICLE I – NAME**

### **Section 1.**

This organization shall be known officially as the East Metro Stars Youth Hockey Association (“Organization”).

### **Section 2.**

The purpose of the Organization is to originate and promote hockey among the youth of the Tartan Area Youth Hockey Association attendance area.

### **Section 3.**

Within the Organization, all players on A and B traveling teams will play an equal time for the first two periods of each game. This rule will apply when either team is skating short-handed during regular season and/or tournament play. In the third period the coach may use any combination of players s/he chooses. Breaking of Coaches team policies may override equal play.

### **Section 4.**

Within the Organization, all players on C teams will participate equally during all three periods of hockey play. Breaking of Coaches team policies may override equal play.

### **Section 5.**

The colors of the Organization shall be as follows: black, royal blue, white, and gray.

## **ARTICLE II – MEMBERSHIP**

### **Section 1.**

Any person 18 years or older of good character shall be eligible for active fellow membership in the Organization as provided in the constitution. Anyone who meets membership requirements is eligible to be elected as an officer or director of the Board of the Organization.

### **Section 2.**

All applications must be completed and accompanied by all required payments in advance for the first practice.

### **Section 3.**

All applications for membership must be accepted by a majority vote of the Board of Directors. Membership must be approved by Dec. 31<sup>st</sup> to be eligible to vote or run for an officer or director position.

### **Section 4.**

No person shall be eligible to participate without holding a membership in the Organization.

### **Section 5.**

The period membership shall run from the first day of registration for the upcoming season until the last day prior to registration the following year.

### **Section 6.**

All coaches listed on the team rosters, advisory board members and parents or legal guardians, as appearing on player registrations shall be considered members of the Organization.

### **Section 7.**

Due to the closeness to which the coaches, managers, and elected/appointed board members of the Organization work with the children of the Organization, it will be necessary for all coaches, managers, and elected/appointed board members to allow themselves to be checked for any criminal history at the Organization’s expense. Coaches, managers, and elected/appointed board members will not be allowed to participate in the Organization if they have a felony conviction. The president or appointee shall ensure that background checks are completed each year.



## **ARTICLE III – DUES AND ASSESSMENTS**

### **Section 1.**

The annual dues for member of the Organization shall be set by the board of directors and ratified by majority vote of the general membership present.

### **Section 2.**

The player registration fee shall be set by the board of directors.

### **Section 3.**

Each family assessment shall consist of their annual membership dues and player registration fees.

## **ARTICLE IV – GOVERNMENT**

### **Section 1**

Authority to govern the Organization resides in a board of directors. The composition of the board of directors shall consist of qualified members as specified in Article II of the Constitution and Bylaws.

### **Section 2.**

The board of directors shall have control and management of both property and organization subject to the will of the membership.

### **Section 3.**

A member of the board of directors shall not be allowed to disburse funds that are not in the EMS approved budget. All other disbursements of funds require the approval of the board of directors.

### **Section 4.**

Funds of the Organization shall be deposited in the Organization's bank(s) by the treasurer. Money withdrawn from the Organization's accounts shall be by the joint signatures of the treasurer and either the president or vice-president. In the event that two of these positions are filled by members of the same household, the secretary will take the second signees place. Board approval shall be required to open or close accounts.

### **Section 5.**

The absence of a director or officer from three scheduled meetings during a fiscal year shall cause the removal of the offending director or officer by the Board at the board meeting where they are missing for the 3<sup>rd</sup> time. If the board votes for removal, the board vacancy shall be filled under ARTICLE IV - GOVERNMENT, Section 8 of the Organization's Constitution and Bylaws. A Director or officer can only be voted back in once during their term.

### **Section 6.**

Applications for major, minor, girls and mite directors shall be dispersed at the end of the April board meeting. Completed applications shall be submitted to the president within two (2) weeks from the April board meeting. The president shall form a committee consisting of the president, vice president, and three (3) board members. The committee shall review applications and submit their recommendations at the May meeting for board approval. If no applications are submitted, the committee shall solicit individuals to fill said positions and submit for board approval at the next earliest meeting. The major, minor, girls and mite directors shall serve, with full voting privileges, on the board of directors for two years. The mite and minor directors will be elected on even years and the major and girl directors will be elected on odd year. The first year of a merger the mite and minor directors will serve for one year and the major and girl director will serve for two years.

### **Section 7.**

A procedure manual shall be assembled outlining the Organization's general rules and regulations. It shall be reviewed and approved by the board of directors prior to each session's registration sessions. A copy will be posted on the EMS website.

### **Section 8.**

A vacant position for board of directors shall be filled by the next person according to votes received for that position in the annual election. If unable to fill, then a special election shall be held. The new board member

shall serve the remainder of that term. A vacant position for an officer's position will be filled by a special election. The new officer shall serve the remainder of that term.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 1**

The president is the chief executive officer of the Organization. He or she shall preside at all meetings of the Organization and vote only in case of a tie. He or she has the power of appointment as elsewhere specified in the bylaws. He or she shall supervise the Organization's affairs and activities. In the event of a tie with co-presidents, the event will be tabled and taken to District 2.

### **Section 2.**

The vice president shall preside at membership and board of directors' meetings in the absence of the president. He or she shall also work with the president on internal affairs of the Organization.

### **Section 3.**

The secretary shall record the minutes of such meetings of the Organization. He or she is chief custodian of all books and records of the Organization, except the financial records. He or she shall keep a register of the members and perform such other duties as are consistent with and usual to such office.

### **Section 4.**

The treasurer shall keep a book of accounts showing all receipts and disbursements and report at each general membership and board of directors meeting of the Organization. The treasurer shall submit a monthly written report to the directors, and further, shall submit a written report to the Organization for adoption at the annual meeting.

## **ARTICLE VI – ELECTIONS**

**The annual election of officers of the Organization shall be held at the regularly scheduled general membership meeting in April and it shall be the first order of business at that meeting.**

### **Section 2.**

Officers and directors shall take office on May 1, which date shall begin the Organization's fiscal year.

### **Section 3.**

At the annual election the board members shall be elected in the following order:

Odd numbered years: President, Secretary, and (2) directors at large. During the first year of a merger, these positions will serve a 2-year term initially.

Even numbered years: Vice President, Treasurer, and (3) directors at large. During the first year of a merger, these positions will serve a 1-year term.

### **Section 4.**

Voting shall be by secret ballot by members and no person shall cast more than one ballot. Proxies will not be recognized.

### **Section 5.**

A nominating committee shall be appointed by the president with approval of the board of directors, no less than thirty (30) days prior to the annual election.

### **Section 6.**

One or more candidates shall be nominated for each expiring director or officer. The nominating committee shall make its report and give to all members not less than (10) days prior to the annual elections. Nominations will be accepted at the March meeting only. **No** nominations will be taken from the floor on election day.

### **Section 7.**

The term of office for each member of the board of directors shall be two (2) years, except during the first years of a merger.

## **Section 8.**

The Organization shall abide by the rules and regulations stated in the Minnesota Campaign Manual published by the Secretary of State's office with includes, but is not limited to:

**Soliciting near polling places.** A person may not display campaign material, post signs, ask, solicit, or in any manner try to induce or persuade a voter within a polling place or within 100 feet of the building in which a polling place is situated, or anywhere on the public property on which the polling place is situated, on primary election day to vote for or refrain from voting for a candidate or ballot questions.

**Penalty:** The distribution of campaign cards by a candidate on election day, in the event of his election, forfeits his/her right to the office.

## **Section 9.**

**Election Recounts.** A losing candidate for nomination or election to the Organization's board of directors may request a recount of the votes cast for the nomination or election of that office if the difference between the vote cast for that candidate and for a winning candidate for nomination or election is ten votes or less when the total vote cast for nomination or election to that office is more than 100 but not more than 500 votes.

## **Section 10.**

The term of office for the major, minor, mite and girls' directors shall begin with their approval by the board of directors and end April 30<sup>th</sup> of the following two years.

# **ARTICLE VII – MEETINGS**

## **Section 1.**

The Organization shall hold regular monthly membership meetings at a designated place on such dates as may be set by the board of directors.

## **Section 2.**

Notice of annual election shall be given to each member at least thirty (30) days prior thereto.

## **Section 3.**

Meetings of the board of directors shall be held on prearranged dates or at the call of the president. Two-thirds (2/3) of the members on the board of directors shall constitute a quorum. No quorum is needed to discuss and approve the gambling report and gambling expenses.

## **Section 4.**

If a quorum of the board of directors is not present at any scheduled meeting, the meeting shall be adjourned by those present, and if a notice of a rescheduled adjourned meeting is sent to all officers and directors entitled to vote containing the time and place of holding such rescheduled meeting with a statement of the purpose of the meeting, then any number of members entitled to vote who are present shall constitute a quorum, and the votes of the majority shall be sufficient to transact business. Notice of a rescheduled adjourned meeting must be a minimum of five (5) days.

## **Section 5.**

The gambling manager (or designate) shall present the monthly gambling report at monthly membership meetings and the report must be approved by a general membership vote. Gambling proceeds will be donated to EMS with general membership approval. The gambling report and any donations will be published in the monthly meeting minutes.

# **ARTICLE VIII – COMMITTEES**

## **Section 1.**

The board of directors shall determine the committees deemed necessary to fulfill the purpose and to carry out the work of the Organization and to promote activities through which funds may be raised to assist in financing hockey in the EMS area.

**Section 2.**

The president shall appoint with ratification of the board of directors all committee chairmen.

**Section 3.**

The president shall be an ex-officio member of all committees.

**Section 4.**

An advisory committee will be formed which will consist of either the president who last-departed office solely, or the last-departing president and two appointed and former board members, to serve for a period of at least one year after the annual election of officers has been held.

**Section 5.**

The vice president shall chair the grievance committee. This committee will be formed on an as needed basis by the vice president.

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

**Section 1.**

The rules contained in “Robert’s Rules of Order” shall govern the proceedings of all meetings of the Organization to which they are applicable, and in which they are not inconsistent with the bylaws.

**ARTICLE X – AMENDMENTS**

**Section 1.**

The Organization shall hold regular monthly membership meetings at a designated place on such dates as may be set by the board of directors.

**Section 2.**

Notice of annual election shall be given to each member at least thirty (30) days prior thereto.

**Section 3.**

Meetings of the board of directors shall be held on prearranged dates or at the call of the president. Two-thirds (2/3) of the members on the board of directors shall constitute a quorum. No quorum is needed to discuss and approve the gambling report and gambling expenses.

**Section 4.**

If a quorum of the board of directors is not present at any scheduled meeting, the meeting shall be adjourned by those present, and if a notice of a rescheduled adjourned meeting is sent to all officers and directors entitled to vote containing the time and place of holding such rescheduled meeting with a statement of the purpose of the meeting, then any number of members entitled to vote who are present shall constitute a quorum, and the votes of the majority shall be sufficient to transact business. Notice of a rescheduled adjourned meeting must be a minimum of five (5) days.

**Section 5.**

The gambling manager (or designate) shall present the monthly gambling report at monthly membership meetings and the report must be approved by a general membership vote. Gambling proceeds will be donated to EMS with general membership approval. The gambling report and any donations will be published in the monthly meeting minutes.

The Articles of the bylaws may be amended by a two-thirds (2/3) vote of the membership in attendance provided that written notice of the amendments has been given to each member at least ten (10) days prior to any action thereon.

---

## CALENDAR OF EVENTS

All dates/times of these and other events will be published in the monthly newsletter. Check the EMS web site for news, information, and event updates: [www.EMS.org](http://www.EMS.org)

<b>May</b>	Beginning of new fiscal year New board takes office May 1
<b>June</b>	Budget and policies set for the season Oakdale Summerfest Registration Opens
<b>July</b>	
<b>August</b>	
<b>September</b>	Fall Clinics Open House
<b>October</b>	Tryouts (Squirts/10U up to Bantams/15U) Mite evaluations Teams assembled A/B/C Practices begin
<b>November</b>	A/B League Play Mite practices begin Jr. Gold registration Jr. Gold tryouts Jr. Gold practices begin Team pictures
<b>December</b>	C and Squirts/10U League play begins Rosters finalized Final A/B registration installment due December 1
<b>January/Feb</b>	Tartan Cup (pending)
<b>February/March</b>	District Playoffs Mite Jamboree
<b>March</b>	Nominations for Board
<b>April</b>	Elections Equipment turn-In End of fiscal year



**East Metro Stars Youth Hockey Association**

828 Greenway Ave. N • Oakdale, MN 55128

[www.EMS.org](http://www.EMS.org)