

MISSOULA AREA YOUTH HOCKEY ASSOCIATION

Guidebook

Updated June 2024



MAYHA OVERVIEW	4
MAYHA Structure	4
Youth Hockey Committee	4
Volunteer Positions	4
Mission and Values	5
Programs Offered	5
USA Hockey and Montana Amateur Hockey Association	5
REGISTRATION AND FINANCIAL INFORMATION	7
Registration	7
Payment of Fees	7
Refund Policy	8
Financial Assistance	9
VOLUNTEER OBLIGATION	10
Policies	10
Fundraising Options	10
Volunteer Options	12
COMMUNITY-BASED PLAYER POLICY	12
HOUSE LEAGUE HOCKEY	13
Objectives	13
Team Composition	13
Coaches	13
Player Movement Policy	14
Communication Chain of Command for House Programs	14
TRAVEL LEAGUE HOCKEY	15
Overview	15
Team Composition	15
Tryouts and Player Movement Policy	15
Practice Player Policy	16
Movement Between Teams	17
Tryouts	17
After Team Formation	18
Tournament Home Game Structure	18
Practice Structure	19
Communication Chain of Command for Travel Programs	19
COACHING GUIDELINES	20
Coach Selection	20
Coaches' Duties	20
Submitting and Updating Rosters (Travel teams)	21
Coaching Reimbursement	22
Coaching Stipends	22

Student Coaching Guidelines	23
Student Coaching Responsibilities	23
TRAVEL TEAM MANAGER OVERVIEW	24
SAFE SPORT AND LOCKER ROOM POLICIES	25
Locker Room Policies	25
Locker Room Monitor Role	25
Locker Room Monitor Requirements	26
Locker Room Monitor Duties & Responsibilities	26
Rules & Prohibited Behaviors	26
Consequences/Actions	27
Documenting Safe Sport Violations	27
Travel Policy	28
CODES OF CONDUCT	30
Player Responsibilities	30
Parent Responsibilities	30
Parent Rights	31
Coaches' Responsibilities	31
Coaches' Rights	32
Parent Consequences	32
Coaches Consequences	33
DISCIPLINARY GUIDELINES FOR COACHES AND MANAGERS	34
Discipline Committee	34
Appendix A - CODES OF CONDUCT	35
Player's Code of Conduct	35
Parent's Code of Conduct	36
Coach's Code of Conduct	37
Appendix B - CONTACT INFORMATION	38

EFFECTIVE AUGUST 1st, 2024: Neck laceration protection is required for ALL youth players during practices and games. Purchasing a neck guard is the responsibility of each player/family and they will not be provided with rental equipment.

MAYHA OVERVIEW

To maintain a positive and healthy youth hockey experience for our players, all parents and coaches are asked to familiarize themselves with this guidebook to understand the rules and recommendations for our program.

MAYHA Structure

The Missoula Area Youth Hockey Association (MAYHA) is a 501(c)(3) nonprofit corporation formed in 1996. MAYHA operates Glacier Ice Rink and its associated hockey and public programs and rents ice to outside user groups who operate their own programs. These groups include the Missoula Figure Skating Club, the University of Montana Men's Hockey, Missoula Curling Club and the Women's Hockey Association of Montana.

A board of directors provides general oversight of the organization, while the daily operations are carried out by an executive director and staff. The youth hockey program is managed by a youth hockey director who handles all aspects of the program, including budgeting, scheduling, programming, and evaluating activities.

The MAYHA board of directors has established standing committees to support the staff in their roles and provide an avenue for feedback to the board. These committees include youth hockey, adult hockey and user groups.

Youth Hockey Committee

The Youth Hockey Committee (YHC) supports the operations of the Missoula Area Youth Hockey Association's (MAYHA) youth hockey programs. This committee provides feedback and makes recommendations to the youth hockey director and the MAYHA board of directors as needed.

Membership on the Youth Hockey Committee consists of at least two MAYHA board members, the youth hockey director and other staff as warranted. These members are not subject to term limits.

The remainder of the committee is composed of age group representatives as voted by the general MAYHA membership. Age group representatives serve one-year terms, beginning in July and running through June the following year. The youth hockey director will annually evaluate age groups based on anticipated program registration numbers.

Volunteer Positions

The youth hockey director relies on the help of volunteers to run programs. These positions include:

Equipment coordinator - outfits players in rental equipment during the season.

Fundraising coordinator - coordinates all fundraising activities for the season.

Safe Sport coordinator - serves as MAYHA's Safe Sport representative.

Scrip coordinator - coordinates gift card distribution.

Jersey coordinator - distributes and collects team jerseys.

Picture coordinator - Coordinates team photos.

Mission and Values

MAYHA's mission is "to inspire a lifelong passion for ice sports among people of all ages and abilities." The organization's core values for its hockey programs include:

- **Respect:** Treat others better than you expect to be treated.
- **Sportsmanship:** Foster a sense of fair play, humility in victory and graciousness in defeat, as well as friendship with teammates and opponents alike.
- **Integrity:** Demonstrate honest and fair play, beyond simple strict adherence to the rules and regulations of the game.
- **Teamwork:** Learn the value of working together. Hockey is a team sport. Success on the ice, as in many aspects of life, is best achieved working as a team, towards a shared goal.

Following USA Hockey guidelines, MAYHA's youth hockey program strives to:

- Create a safe and healthy environment for all
- Provide qualified adult leadership at all levels
- Provide an opportunity for all new players who wish to play hockey
- Provide an opportunity to learn basic skills without an overemphasis on winning
- Encourage fair play, integrity, fairness and respect
- Provide a fair and equal opportunity to participate regardless of ability level for house league play
- Provide opportunity for those who qualify to advance into a more competitive environment through travel teams

Programs Offered

MAYHA offers the following youth hockey programs:

- **Winter House leagues** provide equal opportunity for players to learn and enjoy the game in a non-travel environment.
- **Winter House Plus** is an add-on program for house players that includes extra practices and travel tournaments.
- **Winter Travel teams** compete at an advanced level across the state and finish the season with a state tournament. Players must try out for these teams.
- **Tournaments** bring outside teams to Missoula to compete in each age level.
- **Learn to Play Hockey** teaches children, ages 4 to 9, the basics of the sport.
- **Clinics and camps** offered both by MAYHA and by outside organizations help players of all levels improve their skills.
- **Fall and spring programs** provide additional ice time for both house and travel players in the shoulder seasons. Travel and house players may share ice due to limited ice availability.

USA Hockey and Montana Amateur Hockey Association

MAYHA's hockey programs are sanctioned by USA Hockey, the national governing body for the sport, and the Montana Amateur Hockey Association, the state affiliate of USA Hockey. All MAYHA programs, except Learn to Play, are subject to the rules and regulations of MAHA.

Travel teams compete in the Treasure State League, offered by MAHA. Players must purchase a USA Hockey membership annually, which is paid directly to USA Hockey. With USA Hockey membership, players, coaches, and officials receive a subscription to USA Hockey Magazine, sanctioned league and tournament play using official playing rules, and insurance coverage. USA Hockey membership also includes the affiliate's commitment to USA Hockey's Safe Sport program, concussion awareness and education plans, and coach education programs.

Of the registration fee, \$10 for each adult registration and \$13 of each youth registration goes to MAHA, which helps fund growth initiatives throughout the state. USA Hockey fees vary by age level:

USAH Fees (2024-2025 season)

2018 & Younger - \$15.00

2016-2017 - \$50.00 + \$13 MAHA affiliate fee

2012-2015 - \$61.00 + \$13 MAHA affiliate fee

2006-2011 - \$70.00 + \$13 MAHA affiliate fee

2005 & Older - \$46.00 + \$10 MAHA affiliate fee

Coaches - \$46 + \$13 affiliate fee

Officials

Level 1 - \$55

Level 2/3/4 - \$110

Volunteers - \$0

REGISTRATION AND FINANCIAL INFORMATION

Registration

- Registration dates will be announced each year by August 1 or earlier.
- Registration opening dates and deadlines will be posted on the website each season. Any player registration received after the deadline will be charged a \$50 late fee in addition to the registration fee.
- All registration fees, except Termite, include a volunteer obligation fee. This fee keeps our programs affordable by allowing parents the opportunity to “work off” a portion of their registration. See the Volunteer Obligation section for more information.
- Players must register online through our DaySmart software system. No paper registrations will be accepted.
- Players and coaches must agree to all required registration forms before they will be allowed on the ice. These forms include Codes of Conduct and Concussion Statement Forms. Players and parents sign these forms virtually upon online registration.
- Players who have not previously had their date of birth and citizenship verified by the MAYHA and MAHA registrar must turn in a scanned copy of their birth certificate or passport book/card. The birth certificate will be properly destroyed once submitted and confirmed with the state registrar. Parents must register their player using their full legal name to ensure continued verification each season.
- Payment is due at the time of initial registration, either in full or through a payment plan. Credit card information will be stored and the card on file will be automatically charged on the stated payment plan dates.
- Players will not be allowed to register for the current season until all fees are paid from the previous season(s). Unpaid fees and uncollected checks are subject to collection action.
- All players and coaches register online with USA Hockey (excluding players only taking part in Learn to Play). The membership confirmation number is required in order to register for MAYHA programs.
- All players register in the age division according to their birth year. The Move Up Policy operates independently of registration. If a player moves to a different division after the season is underway, parents will be responsible for paying any additional registration and/or volunteer fee.
- All coaches, managers, and volunteers who have regular, routine or frequent access to or supervision over minor participants and all persons in a supervisory position of the MAYHA youth hockey program must be Safe Sport trained and background screened.

Payment of Fees

- A complete breakdown of all fees for all levels will be available before registration begins.
- Payment plans are available for players who want to pay fees over the course of the hockey season. The payment plan terms will be available before registration begins. Payment plans are offered only for winter programs.
- Players who want to play on travel teams must complete the registration process prior to

tryouts. Registrations for house programs are accepted until there is no more room.

- Registration late fees are strictly enforced, and players will not be allowed on the ice until all fees (including late charge) are paid or payment is secured. The youth hockey director will notify parents that their player is not allowed on the ice until fees are paid in full.
- Players wanting to participate in additional programs (i.e. spring league, fall league, conditioning camp, etc.) must pay the full amount of the program. There are no discounts for registration in multiple programs.
- Half-season registration options are offered for Termite through Squirt house players. Peewee house and Bantam/HS house players may join a house team mid-season with the approval of the youth hockey director and the house league coach. A pro-rated registration fee will be offered.
- Players in fall or spring house leagues may request a prorated fee from the youth hockey director when registering for either league after the start of the program.
- Players who participate in both house and travel teams will pay the fees applicable to each team.

Refund Policy

- Players who need to cancel their registration will receive a full refund if the cancellation occurs before the program begins. A partial refund will be issued if the cancellation occurs before the three-quarter point in the program.
- The refund will be prorated for the remaining weeks based on the fee paid divided by the number of weeks (e.g., fall registration is \$130 for eight weeks, so each remaining session would be prorated at \$16.25 per session).
- No refunds will be given if the cancellation occurs three-quarters or more through the season. Special situations may be considered on a case-by-case basis by the youth hockey director.
- All refund requests must be submitted in writing via email to the youth hockey director. Volunteer obligation fees that have been paid are included in the total amount of the refund.
- **If a player selected for a travel team chooses to NOT accept their spot on the team, no refund will be issued and the player will be charged the full cost of the program registration.**

Payment of team fees (for travel and plus teams only):

- Travel teams will have \$75 of each team member's registration fee transferred to their team account after tryouts. This will serve as their initial balance in the team account to be managed by the team manager.
- All travel players and families are expected to split travel costs evenly throughout the season. Each player/family will pay the same amount whether they travel with the team each weekend or not.
- Exceptions will be made in the case of an extended injury or illness (including concussion) where the player is not medically cleared to participate in games and practices for a period of three or more weeks.
- The parent/guardian must submit a request for a refund or adjustment to the youth hockey director following the refund policy protocol above.

Financial Assistance

- Financial assistance request forms are available online for families who may need financial assistance with their registration fees. In order to serve the most families, assistance will cover a maximum of 2/3 of the registration fee.
- The youth hockey director will notify families within two weeks following receipt of the financial assistance form.
- All policies governing payment of fees apply to those fees that remain after a player is credited with a financial assistance amount.
- Financial assistance funds apply only to registration fees and cannot be applied to late fees, team fees, equipment rental, or volunteer obligations, if applicable.

VOLUNTEER OBLIGATION

NOTICE: The 2024-2025 season will be the final season of the volunteer fee structure. MAYHA will be using the 24-25 season to establish a new credit system which allows for key volunteer positions to be credited for their player's registration fees. The youth hockey director will be working closely with the Youth Hockey Committee to establish new policies and procedures for the new system. If you have any questions, please reach out to the youth hockey director.

All players in winter travel and house programs (except termites and girls house) must pay a volunteer obligation fee. The intent of the obligation is to keep registration fees reasonable by allowing families to offset their fees through fundraising and/or volunteer activities. Every player/parent is responsible for meeting the set requirements for their volunteer obligation.

Policies

- The volunteer obligation amount is based on the player's house or travel designation. The registration fees and associated volunteer obligation amounts are determined each year by the youth hockey director and executive director and are posted on the Glacier Ice Rink website.
- Players/parents must submit their volunteer hours quarterly (monthly is preferred) using the [online form](#) on the Glacier Ice Rink website.
- Late hours will not be credited at the end of the season when the remaining volunteer obligation amounts are due.
- If an outstanding balance is owed at the end of the season, the parent or guardian's debit or credit card on file will be charged for the remaining amount. Notifications will be sent via email prior to the card being charged.
- The full volunteer obligation amount applies for parents of multiple players. There is no family discount for multiple players in the same family.
- Financial assistance recipients will not be excused from their volunteer obligation.
- The youth hockey director and executive director will annually determine the hourly amount for each volunteer activity. Rink-related activities will be at a higher amount than hockey-related ones.
- The fundraising year runs from April 1 through March 31 of each year. Volunteer hours worked after March 31 will be applied to the following season's obligation.

Fundraising Options

- **Paying the obligation amount.** The parent/guardian pays the entire amount upon registration of the player. ***This method of payment is highly encouraged if the parent/guardian does not plan on participating in any sales or volunteer opportunities.***
- **Selling cookie dough, caramels, coffee, etc.** Various sales (coffee, caramels, etc.) will be offered during the season. Participants will receive credit for the amounts sold, based on a percentage set by the youth hockey director and fundraising coordinator. Forms and due dates will be set and sent out via email by the fundraising coordinator.
- **Purchasing Scrip:** The parent or guardian may sign up for Scrip – a gift card purchasing website that donates a set percentage back to MAYHA. The participant must set up an

account at shopwithscrip.com and use the MAYHA enrollment code. The rebate percentage set by the retailer will be the amount the participant earns. (Example: Safeway rebate is 4%; if the participant buys \$100 they will earn \$4 towards fundraising)

- **Soliciting Sponsorships:** Families may solicit a youth hockey team sponsor and earn 50% of the sponsorship amount. Glacier Ice Rink advertising or adult hockey team sponsorships also count toward volunteer obligation at a rate of 25% of the ad/sponsorship price. This activity must be coordinated with the executive director.

Volunteer Options

Youth hockey volunteering: Players/parents can work off their volunteer commitment at a rate of **\$7/hour** by helping with the following youth hockey-related activities.

- Scorekeeping, running the clock, staffing the penalty box at non-tournament youth hockey games.
- Acting as a locker room monitor (must be Safe Sport trained and background check cleared)
- Helping during Learn to Play, Try Hockey for Free, or first day of House Hockey Programs (greet parents and players, answer questions, check in and hand out jerseys, etc.)
- Serving or as helping the equipment coordinator, jersey coordinator, Safe Sport coordinator, scrip coordinator, picture coordinator or fundraising coordinator. The fundraising coordinator's fee is waived; all other positions track their hours. .
- Coaching a house or travel team. Coaches may only include on-ice or dryland time; travel time does not count.
- Acting as a travel team manager. Managers will have the fundraising fee waived only for their player on the team they manage.
- The youth hockey director and executive director will determine additional activities as needed.

Rink volunteering: Players/parents can work off their volunteer commitment at a rate of **\$9/hour** by helping with the following rink-related activities.

- Rink clean-up (sweeping and mopping locker rooms and common areas, cleaning underneath the bleachers, etc.)
- Set up and or take down of the rink
- Working the concession stand during tournaments and/or Griz games
- Off-ice monitor for public skating
- Volunteering at off-ice events such as Kettlehouse Amphitheater concert parking

COMMUNITY-BASED PLAYER POLICY

MAYHA's purpose is to serve players residing within the Missoula area and its surrounding valleys. However, under certain circumstances, MAYHA may allow players from outside the Missoula area to participate in fall, winter, or spring programs. All requests for such exceptions must be submitted in writing to the youth hockey director. The following criteria will guide the decision-making process and should be included in the written request to the youth hockey director:

- The geographic proximity of the player's primary residence to local USAH-affiliated programs. Is there another local association that is closer in proximity to the player's primary residence? If yes, why is the player seeking to play for MAYHA in lieu of their local association?
- The player's ability to be committed to the team and attend practices, off-ice training, film review, games, and other team events.
- The player's academic status: year in school, and name of the school that they attend. Players who are age eligible and attending the University may be permitted to tryout for winter travel programs that they are age eligible for.
- A player release letter must be included with the written request. The letter should be obtained from the player's most recent association and should confirm that the player is in good standing with the association.

HOUSE LEAGUE HOCKEY

Objectives

The overall objective of the house league is to provide all skaters with an equal opportunity to enjoy the game and develop personal and team cooperation skills. Coaches promote equal playing time for all players.

Team Composition

- The youth hockey director places each player on a house league team according to the player's age at the time of registration. House age divisions are as follows. The age cutoff date for all USA Hockey programs is December 31.
 - Termite – 6 and under
 - Mite - 8 and under (First Year / Second Year)
 - Squirt - 10 and under
 - Peewee House - 13 and under
 - Peewee Plus - 12 and under
 - Bantam/High School - 13 and older (must be in middle school or high school)
- Players will be evaluated during the first two weeks of the season. Players will be divided among the teams by the lead coach and with input, if necessary, from the youth hockey director and assistant coaches. Every attempt will be made to evenly distribute players among teams according to ability.
- Practice time may be shared ice with other teams.
- After an appropriate number of practices, in-house games will be established for Squirt, Peewee, and Bantam/High School players. MAYHA will provide referees for middle school and above house team games for a maximum of one game per week for middle school and high school teams.
- MAYHA provides jerseys for each team and one set of goalie gear where possible. Players at the Peewee level and below may keep their jerseys. Bantam/HS jerseys must be returned at the end of the season.

Coaches

- The lead house coach for each age division will hold a team meeting within one week after the teams have been selected. Head and assistant coaches will then hold frequent meetings (both formal and informal) with parents to keep them informed of team activities and coaching decisions. Coaches will inform parents and players about specific disciplinary actions that will result from unacceptable actions.
- Parents and players are expected to communicate with the lead house coach if they cannot attend practice or a game.
- The house league teams do not require a team manager. The youth hockey director will fulfill this function, or will assign one if needed.

Player Movement Policy

The following processes will be used when requesting a player change their standard birth year classification:

- A parent/guardian may submit a written request to the youth hockey director that the player be moved to a different age classification.
- The player will undergo an evaluation during their age group's normal weekly practices to determine if their level of play is significantly higher or lower than their current age group classification. The evaluation will be a minimum of two ice sessions. The lead coach of the age group will participate in the evaluation and make a recommendation to the youth hockey director.
- The youth hockey director will have final approval of movement between house league age groups.

Communication Chain of Command for House Programs

- Parents should first communicate with the lead coach of the program regarding any common issues that arise throughout the season (attendance, behavior issues, questions or concerns, etc.)
- Complaints regarding officiating should be communicated to the lead coach and the lead coach is expected to communicate directly with the youth hockey director on any matters involving the officials.
- If the issue involves the lead coach, parents should communicate directly with the youth hockey director.
- After the issue has been elevated to the youth hockey director, a parent may request the executive director's involvement if they feel the youth hockey director has not adequately addressed the issue.
- If the issue involves the youth hockey director, parents may directly approach the executive director.

TRAVEL LEAGUE HOCKEY

Overview

- MAYHA's travel teams offer players the best opportunity to maximize individual player development through high intensity, fun, and competitive practices and games.
- MAYHA travel team hockey will field teams of players to compete at an advanced skill level within MAHA's Treasure State League and other regional tournaments.
- Equal ice time for all players is not a requirement; however, coaches will concentrate on advancing individual skills and knowledge of the sport for all players, while instilling the virtues of good sportsmanship, respect, integrity, and teamwork.

Team Composition

- Each Travel team at all age levels will consist of a minimum of eleven players (ten skaters and one goaltender, or twelve if two goaltenders are rostered). A maximum of 20 players may be suited up for a game – 18 skaters and two goaltenders.
- Team vacancies created by resignation, dismissal or extended injury (greater than 60 days) can be permanently filled within two weeks, prior to December 31. Final travel team rosters will be submitted to the MAYHA registrar on December 31 of each year.
- Travel team registration timelines will be set by the youth hockey director.
- All changes to team rosters must be submitted in writing to the youth hockey director/registrar prior to any changes being made.

Tryouts and Player Movement Policy

Program registration numbers will be the primary consideration when approving player move-ups. **All move-ups must be requested in writing and approved by the youth hockey director.** Players seeking to "play up" must be selected to play on the "A" team and they must be ranked in the top third of all "A" team player's skill level. For example, if there are 15 players being selected to the "A" team, the player wishing to move up an age division must be ranked within the top 5 players on the "A" team. Goaltender move-ups will be strongly considered if there is a need for a goaltender.

Cross-Roster Policy

To encourage program continuity and player development, MAYHA supports cross-rostering in situations that benefit both teams and individual players. The youth hockey director will approve and oversee all cross-rostering activities. Players who play on multiple teams are considered "cross-rostered".

- Teams with cross-rostered players will comply with MAHA's cross-rostering requirements
- MAYHA's guideline is to limit teams to no more than 5 skaters and 1 goalie being cross-rostered.
- Every attempt will be made to create no overlap between schedules of teams with cross-rostered players.
- If a scheduling conflict occurs, coaches will determine and communicate in advance which

games players will play (e.g. a JV and Varsity cross-rostered player would typically play JV but might be asked to play Varsity if available players or TSL league game eligibility reasons warrant it).

- Coaches will use discretion when making decisions on cross-rostered players playing time in the event of a multi-game weekend. Cross-rostered players should expect limited playing time.
- Coaches will determine and communicate practice attendance expectations at the beginning of the season and as the season progresses.

Practice Player Policy

Practice players may be utilized to improve continuity of the MAYHA program. The team will utilize the practice players to enhance their practices (e.g the ability to work on additional team tactics), and practice players will receive additional practice time. Practice player requirements and expectations:

- Head coaches may request additional players to practice in one or more of their weekly ice times in the winter season. Requests must be sent in writing to the youth hockey director.
- Players must be within the same age division, or within one birth year of the team's age division to be considered.
- Head coaches must obtain approval from the player's primary team head coach.
- Players will be given an initial evaluation during a practice, or coaches may attend the player's primary team practice to observe and evaluate if their participation would be appropriate. Coaching staff will have final approval to determine appropriate safety, skill, and competition level of the practice player.
- Practice players must be committed to consistently practice with the team during pre-determined weekly ice times. Practice players are required to communicate in advance for any practices they are not able to attend.
- Practice players will be charged a fair financial obligation, to be paid to MAYHA. The fee will be determined by MAYHA admin.
- Practice players are responsible for ensuring there is no negative impact to current MAYHA team commitments - players must make attending their primary team's practices the priority.
- Practice players will not be included on the official roster and are not permitted to take part in the MAYHA team's games.

Movement Between Teams

A player may be asked to fill a permanent vacancy on a team to replace a player permanently lost due to injury, resignation, or dismissal, only after both the coaches and the youth hockey director have been notified in writing of such intent and have given approval. The impact on the affected teams will weigh heavily in the decision to allow such a move. Fees will be pro-rated and adjusted accordingly.

Tryouts

- Coaches are required to hold a meeting with parents and players prior to the tryout period to explain selection procedures, team/player/parent responsibilities and financial time and equipment requirements for the upcoming season.
- Team tryouts of both A and B teams will be held together. This will enable coaches and evaluators to observe all players interested in playing at the travel level and to work together in placing players on teams best suited to their abilities.
- The youth hockey director and coaching coordinator oversee the tryout process. The coaches, along with a minimum of two off-ice evaluation personnel, will evaluate and rank the players to determine team placement.
- The evaluation personnel shall be individuals with no ties to the players they are evaluating (for example, no parents, siblings, relatives, close friends of the players out on the ice). The selection committee of coaches and at least two outside evaluators will work together to determine the team selections.
- A player must fully participate in a minimum of two thirds of scheduled tryout sessions to be selected for the team, unless extenuating circumstances interfere with such attendance. Such a case should be brought to the attention of the coaches and the youth hockey director for review and discussion prior to the first scheduled tryout.
- The youth hockey director will communicate how the notification of team selection will be executed. Notifications may occur by email, posted on the Glacier Ice Rink website, and/or phone call.
- In cases where there are not enough skaters to field more than one team, a tryout shall still be held. The objectives of these tryouts will be to: (1) evaluate skaters' abilities (just as in a competitive

tryout), and (2) to determine if all the skaters have the ability to compete at the specific level. The coaches and evaluation personnel will have the option of assigning a skater to a house program if they deem that skater is not able to compete at the travel level.

- **If a player selected for a travel team chooses to NOT accept their spot on the team, no refund will be issued and the player will be charged the full cost of the program registration.**

After Team Formation

- The head travel coach will hold a team meeting within a week after the travel team has been selected. Head and assistant coaches will then hold frequent meetings (both formal and informal) with parents to keep them informed of team activities and coaching decisions. Coaches will inform parents and players about specific disciplinary actions that will result from unacceptable actions.
- Parents will keep the coaches apprised of player problems or commitments that will interfere with player's attendance at practices and games. Parents will keep their attendance, transportation, equipment, and financial obligations to the team current.
- Each coach will designate an assistant coach or coaches to assist him/her in team practices, in whatever capacity is deemed necessary and to act as coach in his absence during practices and games. The assistant coach will be subject to the same requirements as the head coach – USA Hockey certified, MAYHA approved, subject to background screening and Safe Sport training.
- Each travel team will have a designated team manager who will be selected after tryouts by the youth hockey director with input from coaches.

Travel Jerseys

MAYHA provides home and away jerseys to each travel team at the beginning of the season. Players must return their jersey at the end of the season. Failure to return jerseys in good condition will result in a \$125 fee charged to the player's account.

Treasure State League Home Game Structure

- Home teams shall provide off-ice officials (clock operator, scorekeeper, penalty box operator), as prescribed by USA Hockey and MAHA guidelines.
- The guidelines for league games shall be determined by MAHA as set forth in the annual MAHA Guidebook.

Tournament Home Game Structure

- MAYHA provides paid scorekeepers for tournaments. The home team shall provide a penalty box operator.
- The rules for tournament games shall be determined by the tournament director and will be sent out in the tournament rules at least one week prior to the tournament date.

Practice Structure

- Travel team practice schedules are determined at the beginning of the hockey season by the youth hockey director and are posted on the website.
- Teams may share practice time with other travel teams to maximize ice usage.
- Teams may be scheduled for morning practices (before school), but not more than once per week.

Communication Chain of Command for Travel Programs

- Parents should communicate with the team manager and/or head coach of the team regarding any common issues that arise throughout the season (attendance, behavior issues, questions or concerns, etc.) The head coach and/or manager are the primary team contacts who will communicate each team's needs and/or concerns to the youth hockey director throughout the season.
- Complaints regarding officiating should be communicated to the head coach and the head coach is expected to communicate directly with the youth hockey director on any matters involving the officials.
- If the issue involves the head coach, parents should communicate directly with the youth hockey director.
- After the issue has been elevated to the youth hockey director, a parent may request the executive director's involvement if they feel the youth hockey director has not adequately addressed the issue.
- If the issue involves the youth hockey director, parents may directly approach the executive director.

COACHING GUIDELINES

Coach Selection

- The youth hockey director selects and hires coaches for all youth programs and levels. Persons interested in serving as a coach shall submit an electronic coaching application form to the youth hockey director. All applicants are subject to a background check and must be Safe Sport trained.
- For all levels, the most highly qualified coaches will be hired based on past coaching experience, ability to exemplify MAYHA's core values, experience working with teams of young people, and commitment and availability to the program. If possible, non-parent coaches will be selected at the upper age levels.
- Regardless if a coach is a nonparent or has a player in the program, they will be held to the same Code of Conduct and standards while having the same responsibilities and authority related to the team and players.

Coaches' Duties

All individuals interested in a coaching position should display good communication skills, an understanding of hockey fundamentals and good teaching skills. All coaches are required to attend a pre-season coaches' meeting and USA Hockey coaching clinic (if expired), and complete online age-level modules as needed. Coaches are also required to pass a background check and complete Safe Sport training. All coaches must register online with USA Hockey and pay appropriate fees (see below for reimbursement policies). Responsibilities of all coaches include, but may not be limited to:

- Meet current USA Hockey coaching criteria and be familiar with all rules and regulations of USA Hockey and MAYHA.
- If applicable, Complete annual Positive Coaching Alliance training, offered online prior to the season start.
- Attend First-Aid and CPR classes offered at Glacier Ice Rink in the fall - minimum 1 coach per team must have First-Aid CPR certifications.
- Have a clear understanding of USA Hockey and MAYHA rules, including Zero Tolerance. Coaches must read and sign the Coach's Code of Conduct. Any violation of USA Hockey's Zero Tolerance policy constitutes a breach of the Coach's Code of Conduct and warrants appropriate action by the disciplinary committee, including the possibility of dismissal from their coaching position.
- Enforce MAYHA's Safe Sport policy.
- Ensure that there is always a coach with proper credentials on the ice with players. All coaches must attend mandatory coaches' meetings called by the youth hockey director or coaching coordinator.
- Notify the youth hockey director of any Major or Match penalties against players or coaches by the end of the next business day, and assure that said player or coach not attend any team activities until a disciplinary hearing is held.
- Report game misconduct penalties to the youth hockey director and ensure that game suspensions incurred by a player or coach be served accordingly at the next scheduled game(s).

- Structure practices to maximize ice usage. Coaches must notify the youth hockey director or executive director no less than **seven days** in advance if scheduled ice time will not be used to allow the scheduler the opportunity to sell the ice.
- Hold a player/parent meeting at the beginning of the season and additional meetings as needed.

Travel coaches must also:

- Wear a helmet while coaching on the ice at all times, no exceptions. Failure to do so could result in a 30 day suspension according to the USA Hockey Annual Guide.
 - a. All ice hockey coaches and instructors of registered USA Hockey Youth 18 & Under and below, high school, girls 19 & under and below, and disabled programs must properly wear an approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops. Failure to comply will result in a 30 day suspension from all activities involving USA Hockey registered programs.
- Submit travel team rosters to the youth hockey director and registrar after team selections have been made. Any changes to the roster must be made immediately known to the registrar, who will update the roster as soon as possible. The youth hockey director must approve all roster changes. If a roster has not been submitted and approved, the team will not be allowed on the ice for any games.
- Submit approved electronic rosters to league commissioners and tournament directors prior to the first league or tournament game. Final rosters must be set by December 31st. Roster changes must be submitted to the registrar with ample time to make the necessary changes and gain approval from the state registrar. Changes made at the final hour have no guarantee of being approved.
- Maintain a verified USA Hockey roster in a printed or digital format.
- Adhere to MAHA guidelines for turning in scoresheets and must provide copies of all league games and tournaments to the MAYHA office if documentation for player discipline is required.
- Work directly with the travel team manager to ensure the organizational and logistical needs of the team are being met. A travel coach cannot also serve as the team manager.
- A coach who registers with USA Hockey to play in the adult hockey league will not be reimbursed for their USA Hockey fee. If a coach does not play in the league, they will be reimbursed for their USA Hockey fee.

The following documents/information can be found online and should be consulted as needed by coaches/managers:

- a. USA Hockey rules
- b. MAYHA discipline guidelines
- c. MAHA player code of conduct
- d. MAHA coach code of conduct
- e. Proof of coaching certification - CEP #s can be found on the USA Hockey website

Submitting and Updating Rosters (Travel teams)

- The head coach of each travel team must submit complete player names to the registrar within one week of team selection. The coach may, at his or her discretion, give the

assistant coach or team manager the above responsibility.

- The head coach must send any roster changes (additions/deletions) to the registrar at least five working days prior to the game for which the change is being requested. The coach may, at his or her discretion, give the assistant coach or team manager the above responsibility.
- If players are not appropriately rostered with a team, they will not be allowed to play with the team.
- Any coach who has players play with their team without being properly rostered through the MAYHA registrar will be subject to discipline.

Coaching Reimbursement

- Non-parent travel coaches receive travel reimbursement as stated below for all league and tournament travel games when not held in Missoula. Coaches are encouraged to carpool with parents or fellow coaches. Additionally, coaches of the same gender are encouraged to share accommodations, such as hotel rooms, whenever possible.
- Reimbursement rates will be as follows:
 - Lodging will be reimbursed at the rate negotiated for the group.
 - Mileage will be reimbursed at half of the current IRS rate per mile, if a coach drives.
 - Meals will be reimbursed at \$40 per twenty-four hour period.
- MAYHA will reimburse coaches the entire price of their coaching clinic and modules. Receipts must be submitted to the youth hockey director and checks will be cut by January 1 of each year to ensure commitments levels of coaches.

Coaching Stipends

- Paid coaches are considered seasonal employees of MAYHA and are released at the end of the season. Continued employment the following season is not guaranteed.
- MAYHA will try to employ non-parent coaches with rich hockey backgrounds whenever possible. In some cases, highly qualified parent coaches may also be considered for a stipend.
- MAYHA's coaching stipend pay scale is based on coaching experience and years with the program.
- Preferably, and if numbers allow, all first-year coaches will serve as an assistant to learn from current MAYHA coaching staff. The youth hockey director and coaching coordinator oversee, consult with and evaluate all first-year coaches. Coaches' evaluations will be based on the coach's ability to follow MAYHA's Codes of Conduct, Responsibilities, and Coaching Guidelines as outlined in this guidebook.
- All coaches will be reviewed by the youth hockey director, and other MAYHA officials after every season.
- MAYHA will only pay one head coach for each In-House age group.
- Goalie coaches will be provided for all age levels, if possible. Compensation for goalie coaches will be based on experience and availability.

Student Coaching Guidelines

Student coaches are a valuable part of our youth organization. To ensure a quality experience for student coaches, players, volunteers, and coaches, we have developed the following guidelines for student coaches:

A student coach is defined as a MAYHA player under the age of 18 who wishes to gain experience coaching and learning from certified and experienced adult coaches.

- The minimum age for a student coach is 12U. However, players that are 8U and older may coach during the Learn to Play program.
- The student coach must coach a minimum of two age levels below their current age level. For example, a peewee (12U) player may only coach mites (8U) or younger. Goalies may coach one age level below their current age.
- Student coaches must wear a helmet with a full cage during practices and games. With the head coach's permission, they may be on the bench during games.

Student Coaching Responsibilities

Student coaches will:

- Arrive at the rink early to assist with coaching duties.
- Report directly to the head or lead coach of the team or age group they are coaching. The student coach is expected to communicate their availability with the head coach.
- Lead by example. Engage with players on the ice during practices.
- Assist in set up and clean up of practices.
- Communicate with the head coach about practice plans, drills, and other duties that may be assigned to the student coach.

TRAVEL TEAM MANAGER OVERVIEW

All travel teams will have a team manager chosen by the youth hockey director. The responsibilities of team managers include, but are not limited to:

- Maintain and update all documents required by USA Hockey, MAHA and/or MAYHA in a team manager notebook.
- Coordinate with the head coach to set a team meeting date with parents within two weeks of the season beginning.
- Use the TeamSnap app as the primary communication method for their team. This service is paid for by MAYHA and used by all teams.
- Provide players, coaches and parents with timely information on a regular basis concerning team contact information, game schedules, tournaments, practice times, other team events, the team picture schedule, and fundraising opportunities.
- Make travel arrangements for both league games and non-league away games, including, but not limited to, making hotel reservations, handling the coach's reimbursement for travel expenses, and facilitating team activities (e.g., team dinners, off-ice study sessions, etc.).
- Manage the team's finances, including income and expenses, and collect money from parents as necessary to cover expenses.
 - a. Teams may fundraise through their home tournament raffle to obtain additional funds to cover the costs of travel.
 - b. Money that is raised through any fundraising activity (raffle, donations, etc.) may NOT be returned to parents at the end of the season. Fundraising funds must be used for team expenses and not reimbursed to individual players/families.
- Prepare rosters for the scorekeepers for all games and arrange for parent volunteers to staff the team penalty box at all games. The team manager will send home game score sheets to the MAHA team commissioner immediately following the home games.
- Obtain and distribute all team equipment and gear; jerseys, team jackets, socks, etc.
- Act as the liaison between the MAYHA photographer and the team during team pictures.
- Assist in enforcing USA Hockey, MAHA and MAYHA policies. Team managers must be Safe Sport trained and background screened.

SAFE SPORT AND LOCKER ROOM POLICIES

The safety of our participants, both on- and off-ice, is of paramount importance to MAYHA. MAYHA follows the USA Hockey's Safe Sport Program and has developed the following locker room policies to create the safest possible off-ice environment possible.

Locker Room Policies

- Locker Room Monitors (see next section) must be in the locker room or within earshot of the locker room when players are in the locker room.
- Cell phones are not allowed in locker rooms. Teams are required to use the following protocol:
 - Locker Room Monitor uses a "phone bag" to collect cell phones when players arrive in the locker room; or
 - Each player places their phone in their bag upon entering the locker room.
 - Violation of this policy will result in that player not being allowed to have a phone in the locker room.
- Each player is responsible for removing his/her own garbage and belongings.
- Players may not enter the locker room until there is a locker room monitor present (a Safe Sport certified coach, manager, or parent/guardian). This rule will be communicated with all players and parents at the beginning of the season.
- Coaches are expected to be in the locker rooms 30 minutes prior to ice time, or earlier if communicated with the players. If a coach cannot act as the locker room monitor for any reason, it is their responsibility to arrange for another certified locker room monitor to take their place.
- Players are expected to wear a base layer when changing. All players must arrive at each practice/game with minimum attire. For example, shorts and t-shirts. Jock/jill compression shorts are permitted.

Locker Room Monitor Role

Per Safe Sport guidelines), MAYHA requires each team to have at least one locker room monitor (LRM) per locker room. Having a LRM on duty is an effort to ensure a safe, enjoyable, and inclusive environment for all players and to prevent and eliminate misconduct and harmful, alienating behaviors.

Each team is responsible for securing a locker room monitor. Coaches will be the default LRM. If that is not possible, the coach will arrange for an alternate LRM.

Locker Room Monitor Requirements

- All LRM must complete USA Hockey Safe Sport training and provide the youth hockey director with their current USA Hockey number for verification purposes.
 - [USA Hockey Membership](#)
 - [Safe Sport training](#)
 - [Background screening](#)
- LRMs will review this document and be given the opportunity to ask questions of the youth hockey director, coach, Safe Sport coordinator, and/or team manager.
- LRMs must be Safe Sport trained and background checked cleared prior to serving in this capacity.
- LRMs must be at least 18 years old and not a member of a MAYHA team.

Locker Room Monitor Duties & Responsibilities

- Either be in the locker room or able to hear and monitor events in the locker room from outside the door, enter intermittently, and be immediately available to assist or intervene.
- Be available 30 minutes prior to and 30 minutes after all practices and one hour prior to and 30 minutes after all games, when coaches are not in the locker room. It is the responsibility of the coaches to communicate with the LRMs when they arrive and leave. Coaches may alter these times as needed.
- Limit their role to strictly supervising the locker rooms, enforce the rules, and report violations. If an LRM is not on that team's coaching staff, coaching players is prohibited.
- Restrict access to locker rooms and allow only team members, coaches, and other authorized people to enter.
- Collect cell phones and other recording devices consistent with the cell phone policy described in the locker room policy section.
- Remain in the locker room with a coach or other adult when a single player is in the room.

Rules & Prohibited Behaviors

The following behaviors are considered misconduct and require action by the LRM:

- **Physical abuse** - intentionally injuring, threatening to injure, or attempting to injure another person. This may include, but is not limited to shoving, hitting, kicking, biting, spitting at, throwing objects at, tripping, slashing, blocking someone from leaving or entering a room; sexual contact; or otherwise acting physically aggressive.
- **Emotional abuse** - deliberate behavior intended to cause emotional harm or upset to another person. This may include, but is not limited to teasing or taunting that is visibly causing upset or that continues after being asked to stop by the person being teased, the LRM, coach, manager, or other adult; taking, grabbing or throwing a player's personal items; name calling; making inappropriate or upsetting gestures; shouting at a player; disrespectfully criticizing another player's skills; making sexual comments or gestures; or any other behavior that is causing obvious upset to a player.
- **Bullying** - intimidating, being cruel or using coercion to gain control over another person, cause harm or alienation to another person, or to raise the status of the bully at the bully's expense. Bullying often, but not always, is a repetitive pattern. This may include but is not limited to physical or emotional abuse; spreading rumors about another person; excluding someone on purpose or encouraging others not to be friends with him/her; purposefully

embarrassing someone; showing or posting pictures or comments on the internet, social media or by texting; threatening to carry out an undesired action if the person does not do as the bully wishes; any other behavior that causes great upset to a player or causes them to not want to play. (see <https://www.stopbullying.gov/what-is-bullying/index.html>)

- **Harassment** - physical or non-physical behaviors intended to cause fear, humiliation, offend, degrade another person or cause a hostile environment or discrimination. It can include, but is not limited to, physical or emotional abuse, bullying, stalking, following, blocking one's path, using age, positions (captain, referee, etc.) or status to intimidate or try to force submission.
- **Sexual harassment** - unwelcome sexual advances, requests for sexual favors, verbal or non-verbal, or any conduct of a sexual nature, including sexual gestures, jokes, songs, videos, etc.
- **Hazing** - imposing strenuous requirements, either official or unofficial, as part of a program of rigorous physical training, or humiliating or dangerous initiation rituals.
- **Swearing or any abusive language.**
- **Defacing, destructing, vandalizing, altering, or writing in the locker room.**

Consequences/Actions

- When action and/or intervention is required, the LRM will approach the player calmly, and redirect or tell them to stop the behavior; The LRM will communicate to the player that there is a zero tolerance policy for such behavior.
- A player breaking any of the rules that does not involve physical harm will be given a warning by the LRM immediately. The player's parents and coach will be notified within 24 hours in writing.
- Subsequent violations will result in the player being asked to remove his/her gear, dress, and leave the locker room to meet with the coach and parents as soon as possible.
- All violations involving physical or severe emotional harm will be treated like a subsequent violation. Severe emotional harm may be indicated by crying, not wanting to play, withdrawing, not talking, yelling or other displays of being distraught.
- If an attempt to intervene is ignored or the issue persists and there is no immediate threat of harm, the LRM will seek assistance from another adult to remove the player from the locker room. If the parents are present, they are to be notified immediately.
- In situations where harm is possible (i.e. fighting, etc.), the LRM should separate the involved players if possible. If unable or uncomfortable doing so, the LRM must send someone for help, protect other players and contain the situation as much as possible.
- All violations will be documented in writing by the LRM and submitted to the youth hockey director and Safe Sport coordinator.

Documenting Safe Sport Violations

LRMs should use the following questions for properly documenting Safe Sport violations. The LRM should submit a written report via email to the youth hockey director and Safe Sport coordinator.

- Date, time, location of incident
- Names of involved players
- Were there any physical injuries? If yes, please describe injury, any treatment administered, interventions, and if medical treatment was necessary.
- Describe the incident, including what each player's role and behavior was in the event and who was affected.
- List any witnesses to the incident.

- Describe the action taken by the LRM, including if other staff, coaches, parents or others were summoned.
- Was the coach notified?
- Was the youth hockey director notified?

Travel Policy

Missoula Area Youth Hockey Association (MAYHA) has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has 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.

MAYHA 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 regular travel ("regular travel"), and team travel involving an overnight stay coordinated and chaperoned by MAYHA ("team travel").

1. Regular Travel

- Regular travel occurs when MAYHA or one of its teams does not sponsor, coordinate, chaperone or arrange for travel. This includes, but is not limited to, regularly scheduled league games.
- Players and/or their parents/guardians are responsible for making all arrangements for regular travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating regular 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 MAYHA 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 regular 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 regular travel, a parental release should be obtained in advance.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of MAYHA 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.
- All players 18 years of age and younger must be accompanied on all regular travel by a parent or guardian.
- No player 18 years or younger can transport themselves to games that involve regular travel, unless permission is obtained from the youth hockey director and that player's coach.

2. Team Travel

- Team travel is overnight travel that occurs when MAYHA, or one of its teams or 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.

- b. When possible, MAYHA will provide reasonable advance notice before team travel. Travel notice will also include designated and required team hotels for overnight stays as well as a contact person within MAYHA or the team.
- c. MAYHA 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.
- d. MAYHA will make efforts to provide adequate supervision through coaches and other adult chaperones. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- e. 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).
- f. 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.
- g. Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- h. 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.
- i. 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. Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- j. No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

3. Prohibited Conduct and Reporting

MAYHA 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 MAYHA 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 or may call 1-800-888-4656.

CODES OF CONDUCT

Coaches and parents must set a positive example of sportsmanship and good conduct and be positive representatives of MAYHA and our community. The head coach is responsible for the team. The coach is not required to bend to parental pressure, while being available to discuss situations with players and/or parents. The coach's responsibility is to coach every member of the team.

The coach has the flexibility to reduce a player's ice time as a disciplinary action if it is in the best interest of the player/team. All participants in MAYHA; players, parents and coaches agree to a specific Code of Conduct. Code of Conduct forms are on the Glacier Ice Rink website and in Appendix A of this Guidebook. Each participant will formally commit to the Code of Conduct by signing it annually. All code of conduct forms shall be maintained at Glacier Ice Rink by the youth hockey director.

Player Responsibilities

- Play for FUN.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coaches, teammates, parents, opponents and officials.
- Never argue with an official or a coach's decision. Respectfully ask questions to learn.
- Lead by example - demonstrate MAYHA core values on and off the ice: Respect, Integrity, Sportsmanship, and Teamwork.
- Be accountable for your actions.

Parent Responsibilities

- Support your player's desires to play their chosen sport. Appreciate the effort your player puts in and help make it fun.
- Encourage your child to play by the rules. Remember that children learn best by example. Applaud good plays of all teammates and of both teams.
- Do not embarrass yourself or your child by yelling at players, coaches, or officials. Demonstrate through words and actions that you have a positive attitude toward the game and all its participants.
- Emphasize skill development and practices and how they benefit your young athlete. Respect that small area games, skill-based competition, and games are all mechanisms for player skill and character development.
- Know and study the rules of the game and support the officials on and off the ice. Ask questions to learn.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game.
- Recognize the importance of volunteer coaches. Say thank you. Offer to volunteer.
- Support two-way communication with the coaches. Back and support coaches' decisions regarding players and the team.

- Follow the 24-hour rule:
 - For any issues of frustration or anger regarding playing time, position, coaching, or officiating a 24-hour wait time is required prior to approaching the coach or administrative official.
 - If there is still an issue of concern after the 24-hour period has passed, the parent shall contact the team manager or coach and schedule a meeting which shall be documented and attended by the team manager and coaching staff. The meeting shall be confidential, and should the coaching staff feel the Manager's attendance improper, they shall utilize the assistant coach to document the meeting. The report of the meeting must be provided to the youth hockey director.
 - Should satisfaction not be achieved by the meeting, the youth hockey director must be notified and will determine further course of action.
- Be your player's greatest fan. Encourage, motivate, and support your player. Be honest with yourself when it comes to your player's capabilities.
- Take care of your financial responsibilities.
- Lead by example - demonstrate MAYHA's core values; Respect, Integrity, Sportsmanship, and Teamwork.

Parent Rights

- Have the player treated fairly and with respect.
- Have the player playing and practicing in a safe and healthy environment.
- Have the player coached by an effective and qualified adult leader.
- Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.
- Know what is expected of your player from the coach.

Coaches' Responsibilities

- Be a role model to players, parents, other coaches and officials. Lead by example and demonstrate MAYHA core values; Respect, Integrity, Sportsmanship, and Teamwork.
- Be prepared and present at all practices and games.
- Teach and develop assistant coaches with clear expectations. Ensure assistant coaches are prepared and present to run practices as applicable.
- Focus on and emphasize personal growth and development of all players.
- Be consistent in working to improve individual skills and build a competitive team without focusing exclusively on wins and losses.
- Teach "each player to compete to win". Do not "coach a win at the expense of a few players."
- Create a positive atmosphere and treat players fairly. Provide each player with positive and constructive feedback.
- Teach the rules of hockey to make it a safe game for all players on the ice.
- Hold players to high standards of behavior on and off the ice. Be consistent in holding players accountable for their actions.
- Challenge players and provide opportunities for players to develop individually and challenge upward their placement on the team's 'depth chart'. Use discretion, consistency and clear proactive communication with regard to player rewards, consequences, and discipline (e.g.

earned ice time based on attendance, attention and effort at practice).

- The following are level-specific game ice time guidelines:
 - Termite/Mite/Squirt/Peewee/Bantam/High School House - all players will receive approximately even playing time.
 - Squirt/Peewee Travel - all players will receive approximately even playing time in both even strength and special team situations. Coaches can use discretion to deviate from equal play guidelines in the last five minutes of the third period.
 - Bantam/14U girls/16U/19U girls/High School Travel - players are not guaranteed even playing. Coaches will use discretion in managing playing time for both individual player and team benefits (e.g. weaker players should have more opportunities when games are 'well in hand' or have no consequence to the overall team achievement while they will see less playing time if the level of compete in the game or game outcome have greater team implications etc.).
 - Goalies - Termite/Mite/Squirt/Peewee MAYHA goalies will play approximately the same amount of games/scrimmage time over the course of the year. 14U and older goalies may not receive equal playing time throughout the course of the season.

Coaches' Rights

- Be treated with respect by players, parents, officials and MAYHA staff.
- Be provided with access to necessary safety and practice equipment.

Code of Conduct Violation Consequences

Player Consequences

Failure to comply with the player code of conduct is detrimental to the team and will not be tolerated.

- Parents are encouraged to work with the coach and/or team manager first regarding a violation(s) by a player. If the problem cannot be resolved at this level, the youth hockey director should be contacted.
- If needed, after discussion with the coach and/or team manager, a hearing with the Discipline Committee will be held for a violation of the player code of conduct as outlined in Bylaw 10 of USA Hockey's Annual Guide.
 - a. The Discipline Committee may determine that the situation be handled by the player's coach or the Discipline Committee may apply an appropriate consequence (e.g. community service, suspension, removal from the team, being banned from Glacier Ice Rink, etc.).
- Continued violations of the Code of Conduct may result in permanent removal from MAYHA.

Parent Consequences

Violation of the Parent Code of Conduct is detrimental to the team, the MAYHA reputation, and programs, and may be brought forward to the youth hockey director by a coach, manager, rink staff, spectator, official or parent. If a parent violates the code of conduct, the following consequences may

occur.

- The Discipline Committee will hold a hearing with the parent(s) as outlined in Bylaw 10 of USA Hockey's Annual Guide.
- The Discipline Committee may apply an appropriate consequence/sanction (e.g verbal warning, suspension from team activities, community service, removal from the team or program, permanent banning from Glacier Ice Rink, etc.)
- During the sanction, the parent will not be allowed in any facility during a USA Hockey-sanctioned hockey event, including all youth and adult hockey practices and games.
- Continued violation of the Code of Conduct may result in permanent removal from MAYHA programs and/or Glacier Ice Rink.

Coaches Consequences

Violation of the Coaches Code of Conduct is detrimental to the team, the MAYHA reputation and programs and may be brought forward to the youth hockey director by a coach, manager, rink staff, spectator, official or parent.

- The Discipline Committee will meet with the coach as outlined in Bylaw 10 of USA Hockey's Annual Guide.
 - a. Coaches who violate the Code of Conduct will be subject to disciplinary action which could include: verbal warning, written warning, suspension from practice or games, community service, removal from the team or program, permanent banning from Glacier Ice Rink, etc.
- MAYHA has a zero-tolerance policy on drug and alcohol use while working with players. If a coach has consumed alcohol or drugs before a game or practice, MAYHA has the right to terminate the coach. If a coach has been arrested for a drug or alcohol related offense, MAYHA has the right to terminate the coach.

DISCIPLINARY GUIDELINES FOR COACHES AND MANAGERS

The following guidelines are recommended for dealing with discipline problems:

- A coach will explain how they plan on dealing with discipline problems at the beginning of the season so both players and parents know beforehand.
- A player should be given a warning when possible and appropriate, before additional action is taken. Disciplinary action for minor offenses are to be managed by the coach.
- Code of Conduct Violations will be defined as:
 - MINOR: Offenses that typically involve only the player such as inappropriate language, or behavioral issues that a coach is to use discretion in handling. Coaches and parents are trusted to use their best judgment when determining appropriate discipline measures for the player(s). Repeated minor offenses by the same player could warrant appearance before the Discipline Committee.
 - MAJOR: Offenses that are more serious in nature could involve other persons and/or their property, such as: theft, destruction of property, match penalties, fighting or attempts to injure, marijuana, alcohol and illegal substance use or possession, and weapons violations will result in an appearance before the Disciplinary Committee and must be reported to the youth hockey director. Long-term suspension or expulsion may be appropriate and enforced. All restitution for damages must be paid in full prior to any player being allowed to re-enter the program.

Discipline Committee

The Discipline Committee will consist of at least three reasonably disinterested and impartial persons as selected by the youth hockey director. The committee will:

- Thoroughly review the reported situation through written reports and testimonies as warranted.
- Determine the appropriate consequences for reported Code of Conduct violations.
- Document and report to the youth hockey director the investigation process and decisions made by the Committee.

For Code of Conduct violations that result in a suspension for a period greater than four weeks from MAYHA membership, the suspended individual may request, in writing, a review of such suspension by the Board of Directors of MAYHA, or by a Review Committee appointed by the Board. The decision of the Board or its appointed Review Committee will be binding.

Appendix A - CODES OF CONDUCT

Player's Code of Conduct

I, a registered Missoula Area Youth Hockey Association (MAYHA) player, acknowledge that in my conduct and character, I also represent my parents/guardians, team, coaches, MAYHA, and the Missoula community. I will abide by the USA Hockey Code of Conduct and MAYHA's Player Code of Conduct. I also acknowledge that membership and play in MAYHA is a privilege, not a right.

Therefore, I understand and agree that I WILL:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- Treat teammates, coaches, opponents, fans, referees and staff with respect.
- Respect and adhere to all rules and Code of Conducts of MAYHA, MAHA, and USA Hockey.
- Abide by MAYHA's Safe Sport and locker room policies.
- Express any concern through proper channels in a respectful manner.

I will NOT:

- Swear or use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
- Throw equipment or vandalize locker rooms or the facility.
- Drink alcohol, use marijuana, smoke/chew tobacco, vape or use any illegal substance before games/practices, at the rink or at any team function

If I cannot abide by these rules or I violate any of them, I will be subject to disciplinary action as outlined in the MAYHA Guidebook.

Parent's Code of Conduct

I/we, the parents/guardians of a registered MAYHA player, I understand that:

- It is a privilege, not a right, for my child to play youth hockey.
- Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
- Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents.

Therefore, I understand and agree that I WILL:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game. This includes the use of social media before, during and after the game. If filming/streaming a game, any commentary shall be in-line with MAYHA's Core Values and the Parent Code of Conduct, Responsibilities and Rights.
- Abide by the 24-hour rule which states "For any issues of frustration or anger regarding playing time, position, coaching, or officiating, a 24-hour wait time is required prior to approaching the coach or administrative official".
- Respect and adhere to all rules and Codes of Conduct of MAYHA, MAHA and USA Hockey.
- Abide by MAYHA's Safe Sport and locker room policies.
- Express any concern through proper channels in a respectful manner

I will NOT:

- Use abuse behavior towards anyone involved in youth hockey or rink operations.
- Create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, social media, letter, and/or phone calls to the team.
- Drink alcohol, use marijuana, smoke/chew tobacco, vape or use any illegal substance at the rink.

If I cannot abide by these rules or I violate any of them, I will be subject to disciplinary action as outlined in the MAYHA Guidebook

Coach's Code of Conduct

I, a MAYHA coach, understand that the Missoula Area Youth Hockey Association takes pride in its coaches. As a key representative of MAYHA at any game and team function, it is critically important that coaches set the example for the team and the community.

Therefore, I understand and agree that I WILL:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees.
- Treat players, fellow coaches, opponents, facilities, fans and referees with respect.
- Refrain from the use of any inappropriate language within the presence of players.
- Respect and adhere to all rules and Code of Conduct, Responsibilities and Rights of MAYHA, MAHA, and USA Hockey.
- Abide by MAYHA's Safe Sport and locker room policies.

I will NOT:

- Drink alcohol, use marijuana, smoke/chew tobacco, vape or use any illegal substance at the rink, before or after practices or around players.

If I cannot abide by these rules or I violate any of them, I will be subject to disciplinary action as outlined in the MAYHA Guidebook.

Appendix B - CONTACT INFORMATION

Glacier Ice Rink
1101 South Ave W
Missoula, MT 59801
info@glaciericerink.com
406.728.0316
Glaciericerink.com

Grace Hoene, youth hockey director
406.550.5524
grace@glaciericerink.com

Laura Henning, executive director
406.728.0316 x 101
laura@glaciericerink.com

Terra Stansberry, fiscal/HR manager
406.729.0316 x102
terra@glaciericerink.com

Kate Leonbeger, operations manager
406.728.0316 x 0
Kate@glaciericerink.com

Jean Zosel, board president,
jean@gardencityharvest.org

Erin Erickson, Safe Sport coordinator
406.531.2510,
erinerickson26@gmail.com