



CROOKSTON YOUTH HOCKEY COMMITTEE POLICY HANDBOOK

CROOKSTON SPORTS CENTER 281-2465

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December 2015

Dear Parents, Players and Patrons:

The Crookston Youth Hockey Committee (CYHC) consists of: 2 Park Board members; 2 Blue Line Club representatives; the CHS Boys Hockey representative, the CHS Girls Hockey representative, the Youth Hockey Coordinator, the Parks and Recreation Director and the Parks and Recreation Supervisor.

The CYHC will provide leadership and direction to all those involved with and playing for our Crookston youth hockey program. The CYHC will also enhance partnerships with the many support groups and participants of ice hockey and/or the Crookston Sports Center during the hockey seasons.

The CYHC thanks each of you for your support, applauds your efforts in the great game of hockey and looks forward to the continued development of Crookston hockey now and in the years to come.

Scott Butt, Chair
Youth Hockey Committee Chairman

December 2015

PAK BOARD MISSION STATEMENT

12/15

The philosophy of Crookston Parks and Recreation is to provide, at a reasonable cost, activities and amenities that contribute to the physical, social, and emotional wellness of the youth and adults of our community.

Recreational Goals

To provide and maintain a well rounded program of recreation activities for pre-school through senior citizens, which includes both active and passive activities.

To keep accurate records of the programs including costs, number of participants, instructors, number of meeting times, and starting and ending dates.

To promote the programs through the media, speaking engagements, flyers and posters.

To constantly evaluate and upgrade the programs and activities so as to broaden the base of the Crookston Parks and Recreation Department.

To develop new programs and activities so as to broaden the base of the Crookston Parks and Recreation Department.

To train and develop recreation employees that direct, supervise, lead and develop leisure time activities for the Crookston residents.

Policy and Procedures

The Park Board and Parks and Recreation Department shall strive as nearly as possible to meet the recreation and leisure need of all its participants, young and old, active and passive, competitive and non-competitive.

All Parks and Recreation employees shall make special efforts to work safely and direct or supervise the participants, programs, and activities in a safe manner.

The Park Board and Parks and Recreation staff shall strive to treat all participants in a fair and reasonable manner.

Competitive Athletic Programs

Though highly competitive programs have great value for some, it is the policy of the Crookston Park Board to strike a balance between managing a highly competitive sports programs and using these programs as a teaching tool for establishing sound fundamentals.

The Park Board, as a publicly funded agency, does not have the ultimate goal for selecting a few talented individuals and grooming them for high school competition.

Though developing highly competitive programs are not the ultimate goal, the Park Board shall, none the less, work within certain parameters to accommodate those participants (to whatever extent is reasonable) with advanced programs and instruction, whenever it is feasible and shall be open to all who wish to participate.

The Parks and Recreation Department shall develop Athletic Programs that meet the needs of both boys and girls, men and women.

CROOKSTON YOUTH HOCKEY COMMITTEE

Summary of Governance Structure:

The CYHC will serve as a subcommittee of the Park Board

Membership appointed annually at the May Park Board meeting. Representatives will include:

Youth Hockey Coordinator

2 Representatives designated by the Blue Line Club

CHS Head Boys Hockey Coach or designee

CHS Head Girls Hockey Coach or designee

2 Park Board Members

Parks and Recreation Director

Park Superintendent

Roles and Functions of the Crookston Youth Hockey Committee will include:

- Provide general oversight and feedback for the Crookston youth hockey program.
- Develop and enforce practices, policies, including, but not necessarily limited to, players moving up; distribution of playing time; number of games; and setting procedures for tryouts and team selection.
- Participate in the process of recruitment and selection of the youth hockey coordinator.
- Participate in the process of the recruitment and selection of youth hockey coaches.
- Consider appeals of any decisions made by the youth hockey coordinator.
- Provide feedback on the position description, roles, and functions for the youth hockey coordinator.
- Work with key stakeholders to ensure that fall, winter, spring, and summer programming is integrated to maximize the development of all youth hockey players.
- Consistent with established City of Crookston policies, procedures, and practices, the Crookston Youth Hockey Committee shall serve as the final decision making authority on all matter concerning the administration of the Crookston Youth Hockey Program.
- The Crookston Youth Hockey Committee will elect a chair to preside over monthly meetings. A vice chair will be elected to preside over the month meeting in the chair's absence. The chair and vice chair shall be elected by CYC members at the first meeting following the May Park Board meeting.

CROOKSTON YOUTH HOCKEY COMMITTEE AND AMERICAN DEVELOPMENT MODEL – MINNESOTA HOCKEY GOALS & OBJECTIVES

Create an environment that attracts players, encourages continued participation, fosters players' learning and development of skills and enjoyment of the game.

Fun and challenging

Reduce cost of participation

Programs which best match players' physiological and psychological development

Accomplished within the existing local hockey association structure

Improve Coaching Education

Resource for local hockey associations/districts

GENERAL POLICY

Registration

USA Hockey requires annual on-line registration for each participant, peanut/10U and older (www.usahockeyregistration.com). All participants must register with Parks & Recreation, USA/MN Hockey on line, and parents must be members of the Blue Line Club (see page 6).

Scheduled Games, Tournaments and Practices

Bantams/Girls 14U	Games are scheduled by the Park & Recreation Supervisor following these priorities:
Peewees/Girls 12U	
	1) District Play
	2) Geographic Region
	3) Natural Hockey Communities
	4) Parks & Recreation Supervisor in collaboration with team Coach and Youth Hockey Coordinator.
Squirts/10U	Total number of games not to exceed 35, per Minnesota Hockey mandate. Squirts/10U will have tryouts to divide the teams A and B which will be based on ability. The A and B traveling teams would then play a regular schedule with area communities
Mite 3/8U	Participate in a program with other communities near the Crookston area or within our district.
Mites 1 & 2	Play regular in-house program.

Zero Tolerance Policy

Parks and Recreation will not tolerate inappropriate behavior of its players, coaches, officials, parents, or fans. To reinforce this fact each of the above is required, to follow the "code of ethics" and its "Zero Tolerance Policy". Anyone unwilling to follow the policy statement WILL NOT be permitted to be present at any practices or games. All players, coaches, officials, parents, and fans are expected to conduct themselves in a sportsman-like manner. CYHC will NOT tolerate threatening language, angry outbursts, or other offensive, unnecessary conduct directed toward game officials, coaches, parents, fans and/or players. An individual's inappropriate behavior may result in immediate ejection from the arena and subsequent investigation. Following the investigation, the individual may be suspended from attending future events sponsored by Parks and Recreation. This includes practices, scrimmages, games and tournaments. A letter to the offending individual will follow this action, with a copy forwarded to the Director of Minnesota Hockey District 16.

Zero Tolerance Policy, cont.

The policies referenced within this document and those outlined within the Minnesota Hockey Handbook http://assets.ngin.com/attachments/document/0020/9366/2011-2012_Mn_Hockey_Handbook.pdf_rev_2.pdf are subject to any contrary requirements in Minnesota State law or local law applicable to MH Affiliates. Appropriate Crookston Park and Recreation and collaborating authorities will remain as the point of contact for grievances and behavior issues.

COACHES POLICY

The City of Crookston Parks and Recreation Department with approval of the Crookston Park Board declares a no-transportation of players' policy for coaches and supervisors employed in the Crookston Parks and Recreation youth programs.

A coach and/or supervisor shall not transport a player(s) to or from a game(s) and/or practices(s) unless the player(s) is/are a member(s) of the coach's/supervisor's family or the coach/supervisor is accompanied by the player's parent or guardian.

Coaches or players exuding the scent of alcohol or using tobacco products shall not be allowed within the players' locker room, bench or penalty box area.

Coaches shall adhere to Minnesota and USA Hockey code of conduct. Coaches are required to be certified as per Minnesota Hockey Requirements.

Responsibilities for Coaches

- You are the most important member of our hockey program. Make your teaching and influence be POSITIVELY felt.
- Conduct training and game experiences in such a manner that the welfare of each participant is always of paramount consideration.
- Become knowledgeable of the rules and regulations of Minnesota Hockey, USA Hockey, and the Parks and Recreation Department.
- Assist the hockey coordinator in developing programs and in selecting coaches to carry out our program.
- Furnish the hockey coordinator with equipment needs for the coming year(s) within their level.
- Be responsible for the conduct and welfare of their team at all practices and games.
- Should report promptly for all practices and games.
- Should be loyal to our hockey program, players and fellow coaches. Any criticism should be constructive and should never go beyond the departmental ears.
- Should be a role model for players. **Proper conduct and language is always expected!**

PLAYERS POLICY**Team Selection/Composition**

The "A" teams will be picked after a minimum of 3 tryout sessions with the cuts being made after the final session. If more time is needed, the final selection date will be given to the coordinator by the Team Selection Committee. The teams will be selected by a committee of at least three people and current coaches.

There can be player movement from team to team within a level until December 31st in accordance with USA Hockey rules.

Individuals should play within their age classification. Minnesota Hockey prohibits playing below their appropriate age classification. "Petitions requests shall be made to the hockey coordinator." Player movement will be considered by CYHC based on the following criteria:

- 1) **Grade level issues** - Letting players participate with school age classmates.
- 2) **Team alignment issues** -When players are needed to provide adequate team numbers to fill team rosters.
- 3) **Ability; and player maturity.**

The Crookston Youth Hockey Committee highly recommends that girls participate in the girls program when separate boys and girls programs exist.

Valid excuses for missed practices and games

Always consult your coach if you are to miss a practice or game. Missing without good reason may result in disciplinary action.

1. Family (weddings, funerals, special occasions)
- 2 Religion (all church activities)
3. School (band, choir, school work)
4. Remember you've committed to a team. It should be a high priority to make it to all games and practices.

Player Code of Conduct

Refer to Minnesota Hockey Handbook

Any criminal act may result in disciplinary action.

Accept seriously the responsibility and privilege of representing Crookston's hockey program.

Procedure for Player Discipline

- 1) Player > Coach
- 2) Player>Coach>Parent
- 3) Coach>Hockey Coordinator> Crookston Youth Hockey Committee

PARENT POLICY

Registration

USA Hockey requires annual on-line registration for each participant, peanut/10U and older (www.usahockeyregistration.com). All participants must register with Parks & Recreation, USA/MN Hockey on line, and parents must be members of the Blue Line Club.

Financial support for individual equipment is necessary to play; see Blue Line Club for more information. Additional support may come from the Park Board and Blue Line Club. You are financially responsible for all equipment checked out to you. Treat all equipment as if it is your personal property. Do not abuse it.

Parents Conduct

1. Responsible for supporting team discipline plan.
2. Squirt and older: no parents in the locker room before or after the practice or game unless invited by coaching staff.

Questions and Concerns – Parents

Be supportive of coaches. For problems, questions, and concerns, parents are required to follow these rules:

1. 24 hour cooling off period. DO NOT approach an official, coach or team member with a complaint until after this period. **If this policy is ignored, an immediate 7 day suspension from any event could be issued to the offender.**
2. Take the concern to the coach of the team in a calm and mature fashion after the 24 hour cooling off period.
3. If unable to resolve, bring concern to the Hockey Coordinator in writing. Appropriate meetings will be held and concerns will be acted upon immediately. The coordinator will then channel solutions to proper parties.

Parent Team Representative

Each team will have a Parent/Team Representative. The team representative is a communication link between the coach and the parents. More information regarding parent representative responsibilities are at the end of this handbook.

WE URGE ALL PARTICIPANTS TO FOLLOW THE RULES POSTED IN THE CROOKSTON SPORTS CENTER AND HELP PREVENT DAMAGE. PARENTS, CHILDREN, TEAMS, OR OTHERS WILL BE BILLED FOR DAMAGES IN THE CSC. THEY WILL NOT BE ALLOWED IN THE CSC UNTIL THEY HAVE PAID THEIR BILL FOR THE DESTRUCTION.

To: Parents and Guardians
From: Crookston Youth Hockey Committee
Re: **Player petitioning**

12/15

If you wish for your son/daughter to try out for the teams(s) outside of their age level; below you will find information on how the petitioning process is conducted.

By the Hockey Handbook, petitioning is limited to the following criteria.

- 1) Grade Level of a Player
- 2) Team Alignment (team numbers including goalies)
- 3) Ability; and player maturity

Players wishing to petition to try out for teams(s) above their age level must:

- 1) Petition the Hockey Committee for your player to tryout
 - Petitions must be received by any CYHC member by October 10
 - Indicate why you are requesting to petition
 - Must satisfy one or more of the above criteria
- 2) Process:
 - All petitions must first be approved by the CYHC
 - CYHC will inform the Hockey Coordinator of those petitioned player(s)
 - A minimum of 3 tryout sessions per age group is required.
 - Each tryout session is observed and players evaluated by the Player/Team Selection Committee (which includes the coaches and the Hockey Coordinator)
 - The Player / Team Selection Committee will make player and team divisions after the final tryout session.
- 3) Petitioned Players will: Be placed on the "A" or "B" team in the level the player petitioned up.

Note: All petitioned players and their parents should be well aware that approved players will not be allowed to return to their original age level.

Example: If approved, squirt players will tryout for PeeWee A and or B team. The player will participate in PeeWee level tryouts. If the player is chosen for the PeeWee A or B team the player will appear on that team's roster for the current season.

In conclusion, we would like to thank all of you for participating in our program. With a little help from all of you we can help our program develop into one of the best in the area.

Members of the Youth Hockey Committee

2 Representatives/Blue Line Club	2 Park Board Members
Park & Recreation Director	Park Supervisor
CHS Head Boys Hockey Coach or designee	CHS Head Girls Hockey Coach or designee
Youth Hockey Coordinator	

Crookston Youth Hockey Committee
|
Crookston Youth Hockey Coordinator
|
Coaches
|
Team/Parent Representative
|
Players, Parents, Patrons

Athletic Eligibility Statement

Statement to be signed by the participant
and by the participant's parent or guardian.

- * I have read, understand, acknowledge receiving, and agree to be bound by the rules of the Crookston Youth Hockey Committee and Discipline Plan which contain the eligibility rules of USA/MnHockey and Crookston Parks & Recreation.
- * As a student participating in the Crookston Parks & Recreation program, I understand and accept the following responsibilities:
 - ◇ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - ◇ I will be fully responsible for my actions and the consequences of my actions.
 - ◇ I will respect the property of others.
 - ◇ I will respect and obey the rules set up by the Park Board, my school and the laws of my community, state and country.
 - ◇ I will show respect of those who are responsible for enforcing the rules for my sports, my school and the laws of my community, state and country.
- * Informed Consent: By its nature, participation in Parks & Recreation programs includes risk of injury which may range in severity. Although serious injuries are not common in supervised park board programs, it is impossible to eliminate the risk. PARENTS OR GUARDIANS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN THIS PARK BOARD SPONSORED ACTIVITY WITHOUT THE STUDENTS AND PARENTS/GUARDIAN'S SIGNATURE. Participation can and have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.
- * By signing this we acknowledge that we have read the above information.

Student's Printed Name

Student's Signature

__/__/20__
Birth Date

Grade

Date

Parent or Guardian's Printed Name

Parent or Guardian's Signature

RETURN THIS FORM TO YOUR COACH/INSTRUCTOR PRIOR TO PARTICIPATION

Coaches Policy Addendum

I agree to the Crookston Parks & Recreation Policy that declares no transportation of players for coaches and supervisors employed in the Crookston Parks & Recreation youth programs.

A coach and/or supervisor shall not transport a player(s) to or from a game(s) and/or practice(s) unless the player(s) is/are a member(s) of the coach's/supervisor's family or the coach/supervisor is accompanied by the player's parent or guardian.

Coach/Supervisor Signature _____ Date _____



PARENT REP DUTIES

The Crookston Blue Line Club is a volunteer operated, non profit organization that organizes and administers youth hockey within the clubs operating areas.

Your volunteer time is critical to our success. Together we strive to provide a positive, high quality developmental program for all players at all levels.

Taking on the role of "Parent Rep" is a volunteer position. Teams are required to elect a Parent Representative each year. Team parent reps play an important role in Crookston Youth Hockey! In accepting to be the parent rep, you will have to remain calm, neutral and without bias when acting as a liaison between parents and coaches. Any concerns brought to your attention by parents or coaches need to remain confidential and only between parties involved. Always keep the lines of communication open.

Following are duties that need to be carried out as parent rep:

- 1.) You are the main "go to" person for parents to filter concerns; questions; guidance and get help from. Your goal is to insure that the team runs smoothly and pass along important information.
- 2.) You will be given a team contact list in your binder, please get this updated as necessary and inform Valerie Rauner at the BLC office of any changes. You will also need to distribute the list to all the coaches & parents on your team.
- 3.) Make sure everyone has the most updated game schedules and are alerted right away of any game time/day changes or cancellations.
- 4.) You will need to report the scores of EVERY game to Kristy Swanson and Tim Moe who updates our website, KROX and the Times. If you are unable to be in attendance to a game...appoint someone to do this for you.
- 5.) Make score sheet stickers (team name and level, players name and number)
- 6.) You have a copy of the "new" concession stand waiver in your binder. See that the concession stand duties are carried out by each parent on your team and make sure that they know what is expected of them and how to go about signing up with the sign up genius.
- 7.) You will have information in your binder on the away tournament and hotel blocks that have been arranged for you by the BLC. Make sure rooms are reserved by the deadline date, rosters emailed to tournament contacts, gate fee's collected (you will divide the cost evenly between all skaters and pay that fee, if any, at the required time and method). Please alert the tournament contact right away of who the coaches and parent rep(s) are including emails/phone numbers for future correspondence such as t-shirt pre-orders, team feeds, etc... In the unfortunate event that a tournament gets cancelled by the host town, you must notify Valerie Rauner at the BLC office immediately as tournaments have been paid for in advance and money will need to be returned to us. She will work with your coach to find an alternative tournament to enter.
- 8.) Make hotel blocks for other games/tournaments as needed.
- 9.) A tournament HOST will be hired for your teams Crookston tournament. This will be a paid position instead of volunteer. In the spirit of wanting our teams to take pride and ownership in their own home tournaments...Parent Reps will have 1st option to work the winter tournament and make the \$300 for the weekend or as 2nd option, they can make it a "team" effort (everyone work a game or two) and the \$300 can go towards something for the team (offset cost of warm-ups, hats, team bonding at waterpark, etc...) a host notification deadline will be given so I have time to find another host for you If no-one on your team wants to

contribute their time and parent reps don't want to take on the task, someone else will be hired by the BLC to host your tournament and you will receive no team money. A tournament schedule is in your binder. View the "Crookston Blue Line Hockey Tournament Policies/Procedures" sheet in your binder and also located on the BLC website. There is a lot to do so please make yourself aware of what is expected as some things will need to be prepared 2-3 weeks prior to tournament date. (NOT ALL TOURNAMENT TASKS ARE "HOST" DUTIES AND STILL NEED TO BE CARRIED OUT BY PARENT REPS/TEAMS) As "host" you will need to be present at the arena for all games, record scores, hand out medals/trophies, answer questions and collect any money owed...please confer with Valerie Rauner for complete details. Be available and make our out of town guests feel WELCOME...we want them to return!!!

- 10.) Organize team functions such as end of year parties, etc...
- 11.) Assist coach in locker room supervision if necessary.
- 12.) Arrange for rides to out of town games when needed.
- 13.) Assist with any fundraising requirements throughout the year.
- 14.) Remind your parents of jersey hand in day at summer ice sign up. NO-ONE is to keep their jersey for ANY reason!! We would appreciate them taking care of washing them in preparation for next season. If jerseys are needed for spring/summer games we have other jerseys that we use for this purpose, our in-season jerseys are not to be used after the season ends.

****COMMUNICATION IS A KEY FACTOR OF A SUCCESSFUL TEAM****

If you have any questions please don't hesitate to call anytime!

Valerie Rauner

Executive Director

Crookston Blue Line Club

Crookston Arena

801 Fisher Ave.

218-470-0423 (BLC Office)

218-289-0602 (Cell)

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